



VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

**Sathinaickenpalayam village, Elayampalayam,
Tiruchengode – 637205.**



VISION

To impart value based Hi-Tech education to women in order to face the global competition and to empower them to the new era of technology.

MISSION

To disseminate engineering education and to strengthen the highly effective and innovative technocratic women of our nation.

QUALITY POLICY

Committed to provide quality education with well equipped infrastructure to all the rural women within their means concerning only to attain the pinnacle of women empowerment.

ANGAMMAL EDUCATIONAL TRUST
ELAYAMPALAYAM

SERVICE RULES

1.General:

(a)These rules shall be called **Vivekanandha College of Engineering for Women (Autonomous)**, Elayampalayam, Tiruchengode Tk, Namakkal Dt, Tamilnadu. **Service and Conduct Rules** and shall come into force from the date decided by the Trust. These rules supersede all rules previously in force.

(b)Except as otherwise provided these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.

(c)The Angammal Educational Trust reserves the rights of modifying these rules from time to time as may be warranted.

2.Definition:

(a)'College' means the Vivekanandha College of Engineering for Women, Elayampalayam, Tiruchengode Tk, Namakkal Dt, Tamilnadu.

(b)Trust' means Angammal Educational Trust.

(c)'Managing Committee' means the Managing Committee of the College as constituted by the Trust.

(d)'Chairman' means the Chairman of Managing Committee of the College.

(e)Principal means the Principal of the College.

(f)'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(g)'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.

3.Appointing Authority for teaching posts:

(a)All appointments staff of the College except the Principal shall be made by the Selection Committee constituted by the Trust from time to time.

(b)**Selection Committee for Teaching staff:** In addition to members of Selection Committee constituted by Managing Committee/ Trust, the following are the members of Selection Committee for selection of Associate Professor/ Assistant Professor / Professor:-

1. Chairman of Board of Governor
2. Principal of the Institute
3. Head of Department not below the rank of Professor
4. (a) Vice-Chancellor of the affiliated University or his nominee not below the rank of Professor in a Technical Institute

(b) Nominee of AICTE not below the rank of Professor

Experts for Associate Professor :- Two subject experts , out of which one must be present.

Expert for Assistant Professor and Professor : -Three subject experts, out of which two must be present.

(c)**For Non Teaching Selection Committee:-** All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Trust from time to time.

(d)All posts at the College shall normally filled by advertisement but the Managing Committee shall have the power to decide, on the recommendation of the Principal that a particular post filled by invitation or by promotion from the amongst members of the staff of the College in terms of proficiencies and integrity.

(e)The Chairman of Angammal Educational Trust, the Managing Committee is the Chairman of Teaching and Non-Teaching Selection Committee by virtue of his designation or authority.

4.Travelling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such traveling allowance as may be determined by the Chairman from time to time, to which approval of the Managing Committee may be obtained subsequently.

5.Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Managing Committee as being in sound health and physically fit to serve provided that the Managing Committee may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Managing Committee. 'Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with'.

6.Salary and Allowances:

All employees working under sanctioned post are entitled pay according to pay scales of their posts, and in addition such dearness and other allowances at such rates as per Government of Tamilnadu or approved by the Managing Committee and Trust may decide, from time to time.

7.Appointments:

All permanent appointments shall ordinarily made on probation for a period of two years, after which period, the appointee, is confirmed, shall continue to hold the post, till the close of the academic session, in which he attains the age of 70 years. (As per AICTE norms).

Provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years.

8. Termination of services:

(a) After the probation of one year if the employee is not confirmed, thereafter, he or she shall be deemed to have continued on a temporary basis and his or her services may then be terminated, on three months notice or on payment of three months salary in lieu thereof.

(b) The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.

(c) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his/her retention in service is considered undesirable, by such appointing authority, his/her services may be terminated by three months notice or on payment of three months salary in lieu thereof.

(d) The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the persons concerned three months notice in writing or on payment of three months salary in lieu thereof.

(e) A permanent employee of the College may terminate his or her engagement by giving to the appointing authority three months notice in writing or on payment of three months salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to between the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

9.Travelling and Daily Allowances:

The employees of the College shall be entitled to traveling and daily allowances according to the scales and position laid down by the Managing Committee and Trust from time to time.

10.Employees entitled to vacations:

It shall be for the Managing Committee to decide as to the class of employee of the College who shall be entitled to vacation.

11.Leave Rules:

The employees of the College shall be entitled to vacation and leave in accordance with the rules approved by the Managing Committee, Trust and by Tamilnadu Government.

12. Provident Fund:

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

13. Interpretation:

Notwithstanding any thing contained in the regulations, the Managing Committee and Trust shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

14. Annual increment

1. Annual increment will be considered for the staff once in a year. The increment will be effected from **1st July of every year.**

2. The increment will be considered for the staff if the service put by he/she is more than 6 months on 1st day of the July month of every year.

PROVIDENT FUND RULES

Applicable for Employees of Vivekanandha College of Engineering for Women duly approved by Angammal Educational Trust/Managing Committee duly amended from time to time.

P.F. RULES APPROVED BY TAMILNADU GOVERNMENT VIDE ITS NOTIFICATION (FINANCE DEPARTMENT REGULATIONS) DATED 9th Mach, 1979 –

(No.569(2)FB.70/4860 – In exercise of the powers conferred by Sub-Section (2) of Section - 8 of the Provident Funds Act. 1925 (Central Act 19 of 1925), of Tamilnadu shall apply to the Provident fund established for the benefit of the employees' of the Vivekanandha College of Engineering for Women.

1. There shall be a Provident Fund for the benefit of the employees of the College.
2. The Control of the Fund shall be by Regional Provident Fund Commissioner .
3. Every whole-time employee of the College appointed against a substantive post shall be entitled and required to subscribe to the provident Fund from the date of his/her joining duty.
 - (i) No employee of the College shall be entitled to benefit of the Provident Fund who has been appointed on special terms.
 - (ii) Every employee subject to these rules shall be required to subscribe 12% of basic pay and Dearness allowance of his/her pay to the Regional Provident Fund Office which amount shall be deducted from his/her pay every month. The maximum amount considered for PF calculation is Rs. 15,000/- (inclusive of both basic pay and DA). The Trust of the College shall make a contribution equal to the amount so deducted from the pay of each employee.

No subscription or contribution shall be made to the Provident Fund for the benefit of an employee who is on leave other than privilege/earned leave on full pay/half pay.

Note: "Subscription" means the amount paid by the employee required to subscribe to the Provident Fund "Contributions" means the amount contributed by the Managing Committee.

4.The amount of subscription deducted from the monthly pay of each employee together with the amount of contribution of the Managing Committee shall be deposited into Regional Provident fund office

5.The financial year of the fund shall close on 31st day of March every year.

6.Each subscriber shall receive a copy of the account fund with a statement showing the amount to his credit on the closing day of the financial year. (For the purpose of allocation / distribution of INTEREST (annual) the financial year will be from 1st February to 31st January of proceeding year and as such SUBSCRIBER shall contain Acct. statement for same period).

7.Every subscriber shall make a declaration signed by him/her attested by two witnesses stating the name or names of his/her family members to whom he wishes the balance at his credit to be paid in the event of his/her death. Such nomination may at any time be revoked by the subscriber or replaced by a fresh nomination in writing. A register of such nominees shall be kept in the College Office.

"Family" means any of the persons who reside with and are wholly dependent on the employee namely the employee's wife/husband, legitimate children, stepchildren, parents, sisters and minor brothers.

8. On the death of subscriber the amount of his/her Provident Fund payable to him/her as above, shall be paid to the person or persons duly nominated by him/her, when no nomination is made to his/her heir or heirs.

9. Advance and other facilities as per the rules framed by Angammal Educational Trust.

No advance shall be sanctioned unless the Principal is satisfied that the applicant's pecuniary circumstances justify it and that it will be spent for the purpose stated above and not otherwise.

College Leave Rules

If any employee of the Vacation of Department avails himself of a part of vacation the earned leave proportionately admissible to him together with eight days additional earned leave will not exceed the maximum earned leave admissible. The Managing Committee also decided that casual leave rules being followed by the State Government employees may also be adopted both for teaching and non-teaching staff of the Vivekanandha College of Engineering for Women.

Casual leave & Earned leave will be 15 days per year, in the course of one academic year. Casual leave may be combined with compensatory leave, Sundays, or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course. Casual leave may be granted for half-a-day at a time on application. In such cases, the half-a-day period should be either three hours from the commencement or before the closure of office hours. (G.O. Ms. No. 907, Finance, dated 21st July 1970.)

A register of casual leave taken should be maintained in every office. The duration for the purpose of availing casual leave is **1st June to 31st May** of every academic year.

Vacation:

Summer vacation 21 days

Winter vacation 14 days

Permissions

Employee are eligible for Two permissions in a month. The permission may be availed during starting of the day or during end of the day. If the permissions are more than two the subsequent permission will be treated a half a day casual leave

On-duty

On-duty for central valuation, external examiner for practical, invigilator for theory examinations, Anna University Representative, work connected with Ph.D, national, inter-national conferences for PhD, and higher studies is restricted to **7 days per semester.**

Study Leave Rules :-

All rules of extra-ordinary leaves will be applicable on study leave also. The condition of minimum service tenure to be five years can be relaxed only for those staff members, who want to go on study leave to do M.Phil / M.Tech. or Ph.D.

Those employees, who are in service for five years will be given study leave for two years.

Three years study leave can be given to those employees, who want to go in for Ph.D.

Programme and those who have completed five years regular service. Relaxation in service rules can be given in those special cases where staff member knows about particular research area and the arena of research is of utmost importance.

SUPERANNUATION OF TEACHING STAFF

The age of superannuation of all persons who were holding teaching positions on regular employment against sanctioned posts as on 15.3.2007 is increased from present 62 years to 65 years.

All persons holding teaching positions against sanctioned posts may also be considered for re-employment beyond 65 years and up to the age of 70 years, against sanctioned vacant posts, if such posts are not filled up by regular candidates. However, such re-employments beyond the age of 65 years shall be done only after screening at the age of 65 years, under the extant guidelines of the University Grants Commission.

BENEFITS FOR STAFF

Quality Improvement (Q.I.P.)

Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.

Group Insurance

Each staff member can start insurance under this scheme and the monthly premium is deducted from their salary as per instructions of LIC issued from time to time.

Group Gratuity Scheme

Angammal Educational Trust (the Governing Body of the College) has approved the Rules for payment of gratuity to the regular teaching and non teaching staff having regular grades through L.I.C. of India.

Financial support to faculty members for paper presentation / Conferences / Symposium etc.

Faculty members are allowed financial support for presenting papers in conferences / attending short term courses / symposium etc. as under :-

National Conference Allowed once in a calendar year

Full registration fee subject to maximum Rs. 3500/-. TA/DA as per Rules.

International Conference within India

Allowed once in a calendar year

Full registration fee subject to maximum Rs. 4500/-. TA/DA as per Rules.

International Conference outside India

Allowed once in three years Full registration fee plus 50% air travel expenditure

Travel Allowance

Professor are eligible for II A/C sleeper class for shorter distance. Up to 50KMs, Rs.3/KM will be provided. Actual will be provided for boarding and lodging.

Associate Professor are eligible for III A/C sleeper Class train fare. Bus fare will be provided. Boarding actual subject to a maximum of Rs.130/day. For lodging Rs.200/day will be provided.

Asst. Professor are eligible for II class for shorter distance. Up to 50 KMs, bus fare will be provided. Actual will be provided for boarding. Maximum of TRs.300/- will be provided for lodging

**FACULTY NORMS - PRESCRIBED BY
AICTE FOR VARIOUS PROGRAMMES
(Engineering & Technology, Architecture, Planning,
Pharmacy, MBA & MCA)**

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

- The regulations 2010 shall apply to technical institutions & Universities including Deemed Universities imparting Technical Education and such other course/ programmes and areas as notified by Council from time to time.
- There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- Faculty designated as Professors as on 05.03.2010 shall continue as Professors.
- The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2.

A.FACULTY NORMS – PRESCRIBED BY AICTE

B.E./B.Tech.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor : Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

M.E./M.Tech

Faculty required 1:12 (Teacher : student ratio)

Cadre ratio 1:2 (Professor: Associate/Assistant Professor)

Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in Respire of UG and (2) years in respire of PG programmes for Calculating Teacher: Student ratio.

MBA

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Management (MBA)	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor or	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programme	Ca dre	Qualification	Experience
	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.	<p>Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>

B. NON-TEACHING STAFF

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.



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RECRUITMENT PROCEDURE FOR FACULTY

Whenever there is a requirement to fill up post for rank of Assistant Professor, Associate Professor and Professor for any of the department in the college, the following procedure will be adapted:

1. Upon finalizing the qualification and experiences required for the post (as per the AICTE norms), advertisement in leading news papers will be published, calling for the qualified persons to submit their applications with appropriate testimonials. On receipt of the application forms the a sprint candidates, the correctness of the same will be verified and the incorrect/unfilled application will be rejected.
2. Call letter will be sent to the eligible candidates, requesting them to attend for a class performance.
3. Candidates who class performance is well, will be selected for the personal interview. Candidate who pass the personal interview will be finally selected.
4. The selected candidates will be asked to produce their original testimonial/certificates as stated in their application for verifications.
5. Selected Candidates will be in probation for a period of either one or two years based on their interview performance and their employment will be regularized automatically on successful completion of this period.
6. Candidates in probationary period are eligible to get pay revision.
7. Appointment order will be issued to those selected candidates asking them to join duty on fixed date, with the condition that if the candidate fails to report for the duty on the fixed date, their selection will be cancelled.



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PROMOTION POLICY FOR FACULTY

A committee will be formed by the management with internal and external senior Professor of leading engineering colleges to decide on the recommendation for promotion of faculty members.

The Committee will be deciding the promotion of faculty with the guidelines of AICTE Norms.

The norms of AICTE Promotion to the rank of Associate Professor /Professor are

1. Candidate with Ph.D and 5 years of teaching experience – Associate Professor
2. Candidate with Ph.D and 10 Years of Teaching Experience – Professor

Candidate , who has applied for promotion, will be interviewed by the expert committee and based on the recommendation of the expert committee and the promotion of the candidate will be approved by the management.

Likewise the committee will be given grading to the staff on the basis of the overall performance and additional education qualification, if any.



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We have implemented VI pay scale for our faculty members.

1. Assistant Professor - Scale of pay – 15600-39100+Rs.6000

2. Associate Professor - Scale of pay – 37400-67000+ Rs.9000

3. Professor - Scale of pay – 37400-67000+ Rs.10000



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RECRUITMENT PROCEDURE FOR NON-TEACHING / ADMINISTRATIVE STAFF

Whenever there is a requirement to fill up the post for rank of Administrative staff, Office Superintendent, Deputy Office Superintendent, Computer Operator, Clerk, Office Assistant, System Engineer, Lab Demonstrator, Lab Technician for any of the department in the college, the following procedure is adapted:

1. Upon finalizing the qualification and experiences required for the post (as per the AICTE norms), advertisement in leading news papers will be published, calling for the qualified persons to submit their applications with appropriate testimonials. On receipt of the application forms the a sprint candidates, the correctness of the same will be verified and the incorrect/unfilled application will be rejected.
2. Call letter will be sent to the eligible candidates, requesting them to attend for a Interview.
3. Candidates who perform well, will be selected for the personal interview. Candidates who pass the personal interview who performed well will be finally selected.
4. The selected candidates will be asked to produce their original testimonial/certificates as stated in their application for verifications.
5. Appointment order will be issued to those selected candidates asking them to join duty on fixed date, with the condition that if the candidate fails to report for the duty on the fixed date, their selection will be cancelled.



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PROMOTION POLICY FOR NON-TEACHING / ADMINISTRATIVE STAFF

Staff members will be promoted to next cadre based on their qualification, work experience, dedication, Sincerity, promptness and accuracy.



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Benefits to the Teaching and Non-Teaching Staff Members

The management has decided to provide the following benefits to all our Teaching and Non-Teaching Staff members with immediate effect:

1. Free Transport for all Teaching and Non-Teaching Staff Members through our college bus;
2. Free Education to the wards for all Staff members;
3. Free Accommodation and Food to all staff members who stay in our Hostel;
4. Free Staff Quarters is provided for staff members;
5. Free Medical Facility and medication to all staff members in our hospital;
6. For Faculty members who present papers in National and International conferences, registration fee will be 100% reimbursed;
7. For Faculty members who present papers in National and International conferences, transportation cost will be 100% reimbursed if they present within India and 50% of the cost will be reimbursed if presented outside India;
8. For submission of papers in National and International Journals, the registration cost will be 100% reimbursed;
9. Group Insurance for all Staff members;
10. Issued Health Card to all staff members for getting free treatment in our Hospital for his/her all family members.



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COLLEGE RULES

Students should wear decent dress in style reflecting cultured personality. On all days, they should wear chudidhar with shawl and on Friday and college function days they may wear Sarees, White/Blue colour coat should be used during lab hours.

Students should follow the widely acceptable code of behavior.

- All students should show obedience and respect to the teachers. Students should salute the teacher and the management people on seeing them for the first time every day.
- When teachers enter/leave the class room, the student should stand up a mark of respect.
- All students have the responsibility of keeping the campus clean.
- Students should keep away from improper activities that may pollute the peaceful atmosphere of the campus.
- Students should maintain cordial, friendly and congenial relationship among themselves.
- Various amenities provided by the management should be properly utilized.
- Students who travel by the college bus should produce the bus pass on demand. The pass will be given for one bus and particular stop only.
- Students should keep the ID card in their safe custody. In case of loss of the bus pass, duplicate can be obtained by paying Rs.50/-
- All students should have gathered in the class before teacher's arrival. The students who come to the class after the arrival of the teacher will not be allowed.
- While moving from the classroom to the laboratory, the students should maintain silence so as not to disturb other classes.
- Students should treat /handle the college properties as their own. Improper use and damage thereon if any will be recovered from the students.
- Students should regularly observe the notice boards in the department as well as office for notice and circulars of all sorts.

- Students who do not travel by college bus should sign in the main gate register while entering and leaving the college.
- The day scholar students should obtain “VISITOR’S PASS” from the office and the parents will be allowed only with the pass.
- Visitors should sign and collect the entry passes at the gate.
- The discipline committee consisting of staff members will watch the discipline of the students. If any student is found in disciplinary, the committee will discuss and send its recommendations to the management.



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HOSTEL RULES

Hosteller should obtain pass for visitors (Maximum three persons in number) at the time of admission and without “**VISITOR’S PASS**” no one will be allowed to contact the inmates.

- ❖ Visitors are allowed only on Sundays.
- ❖ Only parents and guardians as in the visitor’s pass will be allowed to contact the inmates.
- ❖ Inmates will be allowed to go home during the holidays only. However, this rule is relaxable for sick students.
- ❖ students who are ill should immediately report to the warden for medical treatment.
- ❖ The inmates are not allowed to remain in the hostel room during the working hours. However, the sick students are exempted from this with prior permission of the warden.
- ❖ PCO with multi telephone lines functions at the hostel reception hall for the comfort of all inmates. Only the [parents are allowed to contact the inmates over phone. Call from others are no entertained.
- ❖ Students can make telephone calls during the following hours.
- ❖ On Week Days - 7.00 am to 8.30 pm
- ❖ On Sunday - 7.00 am to 01.00 pm
2.00 pm to 8.30 pm
- ❖ While leaving the room, the inmates should switch off the lights and fans.
- ❖ When the students return to the hostel after holidays, they should reach before 6.00 pm **OUTING** is not allowed.
- ❖ Students letters will be posted / delivered only after scrutiny.
- ❖ The warden reserves the right to inspect the room and the things of inmates at any time.
- ❖ Ragging is a punishable offence. If anybody is found involved, she will be punished as per rules.

- ❖ Students should not conduct any function or anything like that without the permission of the warden. They should not put up anything on the notice board or at any other place.
- ❖ Inmates should not keep a large amount of cash, gold or any other costly items in their rooms. The management will not hold any responsibility for the loss of things of individuals.
- ❖ Visitors should bring their identity cards. Otherwise they will not be allowed.
- ❖ Visitors are not allowed to enter the rooms of the students
- ❖ Students are allowed to talk only with their visitors and not with the visitors of other students. If they do so, that visitor's name will be cancelled from the visitor's card.
- ❖ For **“Send only with Parents”** Students: telephone message, letters, telegram etc. from the parents are not accepted to send the students from the hostel.
- ❖ Parent /Guardian who comes to take the students with them should produce the visitor's card.
- ❖ If a student vacates the hostel, she should collect her belongings within a month.
- ❖ After given admission to the hostel, students are not allowed to come as day scholars even for 1 to 2 days.
- ❖ Parents should avoid sending money through courier services. For any loss, the management will not be responsible.
- ❖ All should maintain peace and silence with proper adherence to codes of conduct framed by the management.
- ❖ The decision of the management is final in all matters.

MESS TIMINGS

Breakfast	:	7.30 am to 09.00 am
Lunch	:	01.10 pm to 02.00 pm
Evening Refreshment	:	04.00 pm to 05.00 pm
Supper	:	7.30 pm to 08.30 pm