



# **J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **HAND BOOK 2016 - 2017**

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## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிட நல்திருநாடும்  
தக்கச்சிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்த பெருந்  
தமிழணங்கே! தமிழணங்கே!  
உன்சீரிளமைத் திறம்வியந்து செயல்மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

## நாட்டுப்பண்

ஐன கண மன அதி நாயக ஐயஹே  
பாரத பாக்ய விதாதா  
பஞ்சாப ஸிந்து குஐராத்த மராட்டா  
திராவிட உத்கல வங்கா  
விந்திய ஹிமாசல யமுனா கங்கா  
உத்சல ஐலதித ரங்கா  
தபகப நாமே ஐாஹே  
தபகப ஆசிஸ மாஹே  
காஹே தப ஐய காதா  
ஐன கண மங்கள தாயக ஐயஹே  
பாரத பாக்ய விதாதா  
ஐயஹே ஐயஹே ஐயஹே  
ஐய ஐய ஐய ஐய ஹே

## **STUDENTS' PLEDGE**

India is my country; all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and all elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lie my happiness.

## **QUALITY POLICY**

Our Institution aspires for **global recognition** through systematic and meticulous transformation of our students into highly motivated graduates enriched with professional competence, managerial skills, built-in dynamism and humanism.

## **VISION**

A globally recognized '**Centre of Academic Excellence**' providing Quality Education to all students.

## **MISSION**

To **provide Quality Education** in the fields of **Engineering, Management, Information Technology** and other Engineering areas.

## **SHORT TERM GOALS**

- To produce results of first class out of which 25% with distinction, and to get University ranks in every discipline.
- To arrange for placement of 50% through **Campus Interview** and the remaining 50% within 3 months from the date of publication of results.
- To start **Research and Development** (R & D) wing in every discipline which undertakes at least 20 projects from various sectors in a span of another two years.
- To enter into academic collaborations with **Foreign Universities**.
- **To obtain accreditation for all programmes.**

## **LONG TERM GOALS**

To become a '**Centre of Excellence**' in technical education and to attain global recognition in another ten years.

## **J.J. EDUCATIONAL, HEALTH AND CHARITABLE TRUST**

J.J. Educational Health and Charitable Trust was established in the year 1994 with a vision to create educational facilities in general, and imparting technical education, in particular, to the socially, educationally and economically under privileged youth from rural areas in and around Tiruchirappalli.

### **Trust Board**

This is the apex body of the institution entirely responsible for planning, management and monitoring the development of the institution. Mobilization of financial resources, regulation of expenditure and recruitment of employees are its primary responsibilities.

### **Trust members**

1. Prof. K. Ponnusamy, M.Sc., B.L., - Chairman  
Advocate
2. Mrs. Pon. Priya, MBA, MFM - Vice-Chairperson  
Industrialist
3. Mr. G. Venkatesan - Secretary  
Industrialist
4. Mrs. P. Prabavathy - Trustee  
Agriculturist
5. Mrs. Renuka Jayaraman - Trustee

The trust consists of well reputed and elite members of the society, who are benevolent and philanthropic in nature. They have dedicated their life to the social upliftment and societal transformation.

## **Governing Council Members**

This body consisting of representative of AICTE, Governments, University etc. performs an advisory role of offering guidance to top management to maintain academic quality standard, helping the administration to run the institution on sound lines, to ensure the welfare of the employees and to protect the interests of the students community.

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Present Designation/ Occupation</b>	<b>Address</b>
1.	<b>Prof. K. Ponnusamy</b>	Chairman	Chairman	J.J. Educational and Charitable Trust, Tiruchirappalli-620009.
2.	<b>Mrs. Pon. Priya</b>	Vice Chairperson	Vice Chairperson	J.J. Educational and Charitable Trust, Tiruchirappalli-620009.
3.	<b>Mr. G. Venkatesan</b>	Secretary	Secretary	J.J. Educational and Charitable Trust, Tiruchirappalli-620009.
4.	<b>Dr. V. Shanmuganathan</b>	Member (Nominee of the Trust)	Advisor	J.J. Group of Institutions, Tiruchirappalli-620009.
5.	<b>Dr. T. Sivasankaran</b>	Member (Nominee of the Trust)	Executive Director	J.J. Group of Institutions, Tiruchirappalli-620009.
6.	<b>Dr. S. Sathiyamoorthy</b>	Member Secretary	Principal	J.J. College of Engineering and Technology, Tiruchirappalli-620009.
7.	<b>Dr. Sw. Rajamanoharane</b>	Member (Faculty Nominee of the Trust)	Director/ MBA	J.J. College of Engineering and Technology, Tiruchirappalli-620009.
8.	<b>Dr. S. Selvaganesan</b>	Member (Faculty Nominee of the Trust)	Professor and Head/IT	J.J. College of Engineering and Technology, Tiruchirappalli-620009.

9.	<b>Prof. R.M. Vasagam</b>	Member (Nominee of the Trust)	Academician	Pro- Chancellor, Dr. M.G.R. Educational and Research Institute, and Former VC, Anna University, Chennai.
10.	<b>Dr. V.K.R. Jeyasingh</b>	Member (Nominee of the Trust)	Academician	No.4 (old No.7), 3rd Street, Venkateswara Nagar, Adyar, Chennai-600020.
11.	<b>Mr. A. Ramasubramanian</b>	Member (Nominee of the Trust)	Industrialist	Insight Engg Systems Pvt Ltd, Chromepet, Chennai-600044.
12.	<b>Mr. K. Chandrasekaran</b>	Member (Nominee of the Trust)	Industrialist	No. 4, Sakthi Colony, VOC Road, Cantonment, Tiruchirappalli-620001
13.	<b>Registrar</b>	Member (Ex-Officio)	Registrar, Anna University	Anna University, Chennai- 600025.
14.	<b>Commissioner</b>	Member (Nominee of the DOTE)	Commissioner	Directorate of Technical Education, Sardar Patel Road, Chennai-600025.
15.	<b>Regional Officer</b>	Member (Ex-Officio)	Regional Officer	Southern Regional Office of AICTE, Chennai-600006.

## **COURSES OFFERED IN THE INSTITUTE**

### **UG - Engineering Courses**

1. B.E. Aeronautical Engineering
2. B.E. Civil Engineering
3. B.E. Computer Science and Engineering
4. B.E. Electrical and Electronics Engineering
5. B.E. Electronics and Communication Engineering
6. B.E. Electronics and Instrumentation Engineering
7. B.E. Mechanical Engineering
8. B.Tech. Information Technology

### **PG - Engineering Courses**

1. M.E. Applied Electronics
2. M.E. Computer Science and Engineering
3. M.E. Power Systems Engineering
4. M.E. Thermal Engineering
5. M.E. Embedded System Technologies

### **PG - Professional / Technical Courses**

1. Master of Business Administration (M.B.A.)



## OUR COLLEGE

The college is situated on the Tiruchirappalli - Dindigul National Highway **45**, about 16 Kms away from Tiruchirappalli city, in a sprawling area of 100 acres. It is **approved** by **All India Council for Technical Education, New Delhi** and **affiliated to Anna University**.

**J.J. College of Engineering and Technology**, has made its humble beginning by the efforts and endeavours of **J.J. Educational, Health & Charitable Trust**, in December 1994, with an intake of 140 students in **three Engineering disciplines**, namely **Computer Science and Engineering (CSE)**, **Electrical and Electronics Engineering (EEE)** and **Mechanical Engineering (Mech.)**. In the last Twenty two years, it has grown in size and strength rapidly. The college celebrated its **Decennial Year in 2004** with strength of roughly 3000. Due to the untiring efforts of the **Chairman, Management, Principal, Staff and Students**, a tremendous progress is recorded and now our college has become **one of the Pioneering Technical Institutions** in this part of the country.

## GENERAL INFORMATION

The college can be easily accessed from

- Railway station : Tiruchirappalli Junction
- Airport : Tiruchirappalli
- Fax : 0431 - 269 5605
- Phone : 0431 - 269 5606 & 269 5607
- E-Mail : principal@jjcet.ac.in
- Website : www.jjcet.ac.in
- Face book : principaljjcet@gmail.com
- Linked in : principaljjcet@gmail.com

## **WARNING AGAINST RAGGING**

“Ragging is certainly not a necessary stepping stone on friendship”. Friendship can be made and maintained even without ragging. It is for the youth themselves to find saner means of expressing friendship with their juniors. Respect forced out by ragging cannot be genuine respect. It is only a respect shown under duress, a semblance of respect tinged with fear of more ill treatment.

Putting a junior to shame certainly cannot make him respect his seniors. It will only kindle fear and a silent disdain for him at heart. Let this simple fact be known by all younger generation and protagonists of the customs.

The best solutions are that youth should themselves banish from their mind, the barbaric idea of ragging anyone or subjecting him/her to any torture or shame in its name”.

### **Govt. Order on Ragging**

The Government of Tamil Nadu has banned ragging in Educational Institutions by passing a Government Order, “Tamil Nadu Prohibition of Ragging Act 1997” vide its order No.7 of 1997 dated 14-02-1997 which says that indulging in ragging will be punished as follows:

1. Imprisonment upto a term of two years and
2. A fine upto Rupees 10,000/- and
3. Student convicted for ragging will be dismissed from the Institute and shall not be admitted to any other educational Institution.

**Hence, students are advised not to indulge in ragging and to rise up totally against this evil.**

## GENERAL GUIDELINES

1. Greeting the staff and fellow students by saying “**Good Morning / Good evening / Vanakkam**” is a desirable culture to be cultivated.
2. The morning session starts at 09.15 a.m. and ends at 12.45 p.m. The afternoon session begins at 01.30 p.m and ends at 05.00 p.m. **Late comers are not permitted to enter the college.**
3. Students are expected to **be regular** and **punctual** to all classes. Misconduct and violation of rules are to be avoided within the campus as well as in public places.
4. Students should not absent themselves without prior permission from the class coordinator / HoD concerned. In case of long absence, parents will be called for discussion.
5. Marks for Internal Assessment will be completely based on continuous assessment as prescribed by the university.
6. Students are expected to be regular in submitting their records and assignments.
7. **All students must wear their Identity Cards within the campus.**
8. **Dress Code** is formal shirt and full trousers for male students and Salwar kameez / Chudidhar with Dhupatta for female students.
9. Possession and use of all types of **cell phones** by the students are **banned** inside the Campus.
10. Use of **Internet** for purposes **other than academic** related activities is **banned**.

## **REQUIREMENTS FOR COMPLETION OF A SEMESTER**

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 and secure 100% attendance. However, in order to allow for certain unavoidable reasons such as Medical, participation in sports, etc., student is expected to attend atleast 75% of the classes during any semester.

**Therefore, he / she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods (540 periods) in all courses put together attended by the candidate as against the total number of periods in all courses offered during that semester.**

However, a candidate who could secure attendance between 65% and 74% only in the current semester 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 Principal shall be given exemption from the prescribed attendance requirement and he / she shall be permitted to appear for the current semester examinations.

Candidates who do not complete the semester (as per relevant clause), will not be permitted to write the University examination at the end of the semester and not permitted to attend during the next semester. They are required to repeat the incomplete semester in the next academic year as per the norms.

## **UNIVERSITY REGULATIONS**

### **PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

For all theory and practical courses the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

#### **i) Theory courses:**

Three tests each carrying 100 marks shall be conducted during the semester by the Department concerned / College. The total marks obtained in all the tests put together out of 300, shall be proportionately reduced to 20 marks and rounded to nearest integer. This also implies equal weightage to all the three tests.

#### **(ii) Practical Courses:**

Every practical exercise shall be evaluated based on conduct of exercise / experiment and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the internal assessment marks (20 marks) shall be based on the University norms.

Every teacher is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will put his signature and date after due verification. At the end of the semester, the record shall be verified by the Principal who will keep this document in safe custody. The University or any inspection team appointed by the University may inspect the 'Records of attendance and Assessment' both current and previous semesters.

### **GENERAL PROTOCOL OF THE COLLEGE**

#### **1.0. DRESS CODE**

- 1.1. All students shall wear neat, clean and decent dress. Girls shall wear salwar khameez / chudidhar. Boys shall wear trousers and shirts.
- 1.2. Students shall wear shoes while attending the classes / laboratories/ workshops.
- 1.3. Students shall attend the laboratory and workshop classes in the prescribed uniform only.
- 1.4. While playing games or participating in sports, boys and girls may wear their appropriate sports attire and canvas shoes.
- 1.5. During educational tour, the students shall wear formal clothes that befit the culture and the background of the Institution and Management.
- 1.6. Students are not allowed to wear casuals or night wear outside the hostel premises.
- 1.7. Students found violating the dress code will be sent out of the class by the faculty concerned and will be made to face disciplinary action.

## **2.0 IDENTITY CARD**

- 2.1. Every student admitted to the Institute will have to always wear an Identity Card issued by the Institution. The card must be surrendered at the time of leaving the Institution.
- 2.2. In case of loss of Identity Card students may make a written request to the Principal for a duplicate Identity Card. Such duplicate Identity cards will be issued on payment of Rs.500/- each. In case of damage, ID card can be renewed on payment of Rs. 150/-.

## **3.0. PUNCTUALITY**

- 3.1. Students are required to be regular and punctual in attending classes / laboratories / workshops.
- 3.2. Students shall be in their seats in the classroom before the commencement of the classes, and shall observe proper classroom decorum.

## **4.0. CONDUCT AND DISCIPLINE**

- 4.1. A Disciplinary committee is constituted with a view to manage students' discipline efficiently and effectively. The Disciplinary Committee shall have the power to directly call for an enquiry into any event affecting students' discipline on and off campus. They can summon any student(s) to appear before them in relation to an enquiry into any issue related to student discipline. The Disciplinary Committee shall also have the power to request any member of the administration or faculty to assist in the enquiry, including and not restricted to giving evidence of any event that occurred during the action under investigation and also to serve on the enquiry panel when relevant. It is the duty of all members of the teaching or non-teaching staff to comply fully in this respect. The committee shall have a sole discretion in deciding the culpability of any student(s) on the matter of discipline and shall recommend a suitable recourse.
- 4.2. Students are required to give an undertaking at the time of joining the Institute as well as at the beginning of the Academic Session to abstain from ragging, eve-teasing, quarrelling, smoking, use of alcoholic drinks, drugs and indulging in any other undesirable activity.
- 4.3. As a responsible member of the Institute, every student should maintain high standard of discipline, courtesy and behaviour both inside and outside the campus. Reports of complaints on behavioural lapses or indiscipline from faculty, non-teaching staff or from the public would be viewed seriously. Students are also expected to set an example through poise, politeness, harmony and integrity both inside and outside the Institute.
- 4.4. Students are strictly prohibited from smoking, consuming drugs and intoxicants. Playing cards, betting and gambling activities are totally prohibited and would be viewed as acts of grave indiscipline. Those who indulge in such activities will face disciplinary action such as Suspension / expulsion.
- 4.5. Ragging in any form is strictly prohibited. If any information is received about any student involved in any form of ragging, he / she will be expelled / dismissed from the Institute forthwith. The students are advised to take note of the standing Government Order in this regard, which has been displayed prominently in the Institute notice boards.
- 4.6. Indulging or supporting malpractice and misbehaviour will be considered undesirable and will be viewed seriously. The conduct of the student will be judged, depending on his / her good manners, decent behaviour, honest and sincere approach to their curricular, co-curricular and extra-curricular activities in the campus.
- 4.7. Students shall avoid saying / doing anything by word or deed that may disturb the unity and harmony of life not only in the Institute and Hostel but also outside the campus.

- 4.8. Students are forbidden from organising or taking part in strikes and demonstrations. No meeting of any kind, tea party, lunch, dinner or get-together shall be arranged in the Institute premises or outside without the permission of the Principal. Severe disciplinary action will be taken on those who violate this rule.
- 4.9. Students shall abstain from active participation in political and communal activities. Disciplinary action will be taken against any student / students who indulge in political / communal propaganda or organise fellow students in political / religious factions in the premises of the Institute or Hostel or otherwise engage themselves in group clashes.
- 4.10. Students should strictly desist from (i) use of rude language towards the staff of the Institute / Hostel (ii) assaulting or attempting to assault the staff or fellow students of the Institute.
- 4.11. Any student who has been convicted of any offence in the court of law will not be allowed to continue his / her studies in the Institute.
- 4.12. Students shall not indulge in any activity leading to the disruption of peace, discipline and dislocation of normal work in the Institute and Hostel premises.
- 4.13. Cases of serious indiscipline, repetition of minor disciplinary acts will result in the name of the offender being entered in the Institute's Conduct Register or removal from the Institute.
- 4.14. In the Institute Cafeteria, separate wings have been earmarked for the use of boys and girls. They have to use only their respective wings.
- 4.15. During the class hours, students are forbidden from loitering along the corridors or roads. Students are required to spend their free hours in the library. They shall not loiter along the corridor or anywhere in the campus or disturb other classes at work. Any violation will be viewed seriously.
- 4.16. Bursting of crackers is forbidden within the Institute campus and the hostel during educational tours and even on festivals like Deepavali, Pongal, Christmas and New Year etc.
- 4.17. In the name of Holi Festival, farewell party and last working day etc. applying colour powder or sprinkling colour water on others is strictly prohibited.
- 4.18. Disciplinary action on students who violate any of the rules and regulations will include anyone or more of the following:
  - i) Fine
  - ii) Suspension from attending the classes for a specific number of days. Such suspension period will be treated as days of absence.
  - iii) Not permitting to appear for the University Examination.
  - iv) Expulsion / Dismissal from Institute and / or Hostel.
- 4.19. No notice of any kind shall be circulated / pasted on the notice boards/walls without prior written permission from the Principal / HoD.
- 4.20. Cell phones are strictly banned in the campus, as the possession / use of them within the campus created several disciplinary problems of varied nature in the past. All the students, including dayscholars are not allowed to keep cell phones in their possession during the entire period of stay in the campus.

## **5.0. UPKEEP, CLEANLINESS AND SAFETY**

- 5.1. Students shall strictly observe the safety regulations in the laboratories and workshops.
- 5.2. Students shall take care of tools, apparatus or other equipment given to them and shall preserve the cleanliness of the laboratories and the workshops.
- 5.3. Care should be exercised in handling the property of the Institute and any damage caused casually or wantedly will entail disciplinary / penal action and recovery of cost.
- 5.4. Students are prohibited from defacing or damaging any building or furniture or any asset or property of the institute.
- 5.5. Students are advised to switch off the fans and lights when they leave the classrooms.
- 5.6. Tea/Coffee/Snacks and any other refreshments served in the quadrangle should be taken within the quadrangle. Students are advised to throw the used disposable coffee/ tea cups or plates in the receptacle only. Students who violate this rule will be subjected to disciplinary action. Faculty shall bring to the notice of the disciplinary committee as and when they come across such incidences.

## **6.0. FUNCTIONS AND MEETINGS**

- 6.1. Students are advised to actively participate in all the functions and meetings held in the Institute. When the students are called for attending such functions or meetings no student should stay back in the hostel and he/she is expected to leave the hostel well in advance, so as to reach the venue in time. They shall maintain perfect discipline and order while attending the functions/meetings. All the functions are likely to end before 7.30 p.m. As soon as the function is over, the students should disperse immediately.
- 6.2. In the valedictory function of associations and clubs, awards / certificates / mementos will be distributed in the presence of all the faculty members of the respective department. Students should not convene any separate farewell party either inside or outside the campus.
- 6.3. Students are not expected to leave in the middle of the proceedings of any meeting and not to be seen in any place other than the meeting venue.
- 6.4. Students are not allowed to shout, hoot or whistle during the functions like College Day, Hostel Day, and Sports Day or during Inter-collegiate competitions, Association meetings and Guest Lectures etc.
- 6.5. They are also advised to refrain from sitting on the pavements / stairs.
- 6.6. Outsiders should not be invited to any function without the getting prior permission of the Principal.

## **7.0. GENERAL**

- 7.1. Requests, petitions, appeals and complaints of any kind need to be made in the first place to the Class Advisor/ Mentor/ Head of the Department concerned and not directly to the higher authorities.
- 7.2. In all academic or disciplinary matters, decision of the authorities of the Institute shall be final.
- 7.3. Students are expected to read the notice put up on the notice boards of the Institute /hostel.
- 7.4. Students are not allowed to come to the college by two wheelers.



## **8.0. TIPS FOR GOOD MANNERS / CONDUCT**

- 8.1. Do refrain from hurting others by words or deeds.
- 8.2. Do consider others as brothers and sisters - an extension of your own self.
- 8.3. Do keep your rooms, surroundings and the campus clean and tidy.
- 8.4. Do participate in all the institutional activities in the campus enthusiastically.
- 8.5. Do refrain from smoking and consuming any intoxicants. It injures you and also others physically and mentally.
- 8.6. Do consider the whole campus as yours, and hence refrain from any activities harmful and destructive.
- 8.7. Do respect your teachers and all other staff members of the Institute. Respect given, begets respect.
- 8.8. Do maintain self-discipline in all your activities.
- 8.9. Above all, the whole campus is yours. After you leave, generations of students will have to use these facilities. Leave the campus as a better place for them. Make the best use of all the facilities for a successful future in your chosen field and for your personal development so that you can contribute to the development of the Nation.
- 8.10. Exchange of greetings with faculty members in the Institute and Hostels enhances the smooth relationship with them.

## **9.0. GUIDELINES TO THE PARENTS / GUARDIANS**

- 9.1. Education is a joint responsibility. The parents and the members of faculty have to co-operate and co-ordinate their efforts in order to train the students on proper lines to maintain discipline and to inculcate diligence, honesty and courtesy among students. Parents are therefore requested to extend their full co-operation to the Institute authorities in all matters.
- 9.2. The parents can meet the Principal / Heads of the Departments on any working day regarding their ward.
- 9.3. Change of address of parents should be promptly intimated to the Institute in writing.
- 9.4. Whenever the presence of parents / guardians is needed, they should be present in the Institute upon request.

## **10. LIBRARY AND LIBRARY RULES**

The library of JJCET has set a vision as “Right information to the right reader at the right time”. The library has 52,484 volumes of books under 21,771 titles. Also, it has subscribed to 440 e-Journals, 99 Technical journals and 40 magazines and 652 e-books.

1. Faculty, Staff and students of J.J. College of Engineering and Technology are the members of the library.
2. The Library is kept open on all working days & Saturdays

(Except on Sundays & National Holidays) from 09.00 a.m. to 07.30 p.m.

3. Books are issued between 10.00 a.m. and 04.30 p.m.
4. Books are lent to **U.G. students for 7 days** & for **P.G. students for 15 days** and can be **renewed utmost thrice** .
5. The books should normally be returned positively on or before the due date.
6. Fine is levied for late return of books.
7. The borrower should either replace the book or pay the price of the book.
8. The Library user must produce the **identity card** when entering the Library and it is used for all transactions of Books.
9. No user shall deface the library books by underlining, scribbling notes in the margins etc.
10. All users are requested to protect **library books as their own property**.
11. Books taken out of the shelves for reference should be left on the reading tables.
12. Students are **not allowed to carry anything inside** the library.
13. Personal belongings are to be left outside, at the entrance of the library.
14. Users found violating any of the library rules consistently will be reported **to the Library Committee Chairman** for proper action.
15. Periodical publications, Dictionary, Reports, Proceedings, Reference sources etc., will not, on any account be lent out.
16. All members and the library staff are requested to observe complete silence inside the library.

### **Digital Library:**

The College Library includes a **Digital library** with 4 systems with **Internet connection & Multimedia facilities**. We have a good collection of **2719 CDs, 156 floppies** and 85 Video cassettes at present. The students should realise that without using the library facilities they cannot acquire the latest knowledge in their field of learning and technical know-how.

### **Eklavya D.D. Technology Channel**

Live Teaching materials are recorded and are available **in the C.D. form** in our Digital Library which will be telecast by the I.I.Ts of India **through Eklavya channel** to share the knowledge and expertise with all and to bring about a true socialism in **Engineering Education** cutting across all boundaries. The lecture programmes telecast **by DD-Technology Channel** are well received by the student Community. Lecture programmes by expert professor from IITs, IISC, NITs, etc., are available as NPTEL (National Programme on Technology Enhanced Learning )

### **DELNET: Developing Library Curricular and Co-Curricular**

#### **Activities**

DELNET is a major resource sharing Library Network in South Asia that covers a wide spectrum of member libraries and their resources. **DELNET is committed to pool the information about resources scattered in various libraries all over India** and to consolidate information through **Union catalogue, Union Lists and Databases**. This is being done to satisfy the major information requirements of

**students, researchers, scholars and the public** in the research activities in India as they regularly supply suitable content and information materials to libraries and their users. **Our college is a member of the Delnet.** More information about Delnet can be obtained at [www.delnet.nic.in](http://www.delnet.nic.in).

## **LIBRARY**

Volume of books	-	52,484
Technical Journals	-	99
e-Journals	-	241
e-books	-	652
Digital - CDs	-	3,185
MBA Volume of books	-	7,640
MCA Volume of books	-	6,758
Book Bank	-	2,176

## **GENERAL FACILITITES**

### **ALUMNI - ALMA MATER INTERFACE**

Every year on 26<sup>th</sup> December, the college celebrates Alumni Association day when ‘**Genes of JJCET**’ (Alumni) get together. It is an opportunity for all the Alumni to renew their fellowship and cordiality. All former students are requested to enroll themselves as members of the Alumni Association, and this facility is extended through our website.

- |   |           |
|---|-----------|
| 1 Mr. Raghav Ramana                                 | Convener  |
| 2   | Secretary |
| 3 Mrs. M. Priya                                     | Member    |
| 4   | Member    |
| 5 Selected students of IV - BE from all disciplines |           |

## **TRANSPORT**

The college has 26 buses and 1 vans plying from various areas covering entire Tiruchy and nearby areas namely, NIT, OFT, SIT, Ponmalaipatty, K.K. Nagar, Srirangam, Main Guard gate, Mayas Hotel, Manachanallur, Lalgudi, Samayapuram, Tollgate, Woraiyur, Somarasampettai, Thuvarangkurichi, Edamalaipatti Puthur, Senthaneerpuram, Manapparai, Keeranur, Pudukkottai, Thanjavur, Dalmiapuram, Illupur and Musiri. The staff, girl students and 1<sup>st</sup> year students are given priority.

## **CANTEEN**

A Canteen with all facilities and with three wings, for Boys, Girls and Staff separately with a capacity of 300 is available. The working hours of the canteen are from 09.30 a.m. to 05.00 p.m. on all working days. The canteen provides snacks, biscuits, tea and coffee along with breakfast and lunch at competitive cost.

## INTERNET AND INTRANET FACILITY

For the Academic growth of the students, an 16 Mbps Internet facility is provided in the computer lab. About 100 students can access Internet at the same time. PCs are provided to all departments as well as to the Hostels. Wi-Fi / Wimax facilities are available to access the Internet from any location in the campus. The entire campus is networked with Fiber Optic Cable.

Internet Centre : Mr. V. Ramesh Babu – System Manager

## VARIOUS COMMITTEES

### 1. Academic Affairs Monitoring Council

The main responsibility of this cell is at least to maintain if not enhance academic quality and standards. This cell comprises of Time-Table committee which formulates the time- table for each semester, Attendance Cell which maintains and monitors students' attendance, Examination cell which organizes periodical tests and model examinations and Parent-preceptor interface which communicates with parents about the academic progress of the students.

Sl. No.	Name	Designation	Dept.	In - Charge
1.	Dr. A. Josephine Amala	Prof. & HoD	EEE	Convener
2.	Dr. R. Nagarajan	Associate Professor & HoD	Maths	Chief Co-ordinator (1 <sup>st</sup> Yr)
3.	Dr. R. Ravi	Associate Professor	CSE	Time Table Committee
4.	Mr. Y. Mohamed Batcha	AP (Sr.Gr.)	EEE	Parent Preceptor Cell
5.	Mrs. J. Jeyarani	AP (Sr.Gr.)	ECE	Attendance Cell
6.	Mr. N. Dinesh Kumar	AP	DoCA	Examination Cell

### 2. Library Committee

This body inculcates the illustrious habit of voracious reading among students by enhancing the facilities and availability of rare collection of books, journals and magazines. This committee now concentrates on collection of e-books and e- journals NPEEY technology enhanced learning programmes for the benefit of the teachers and the taught.

Every Department has a staff representative and each class has two student representatives (one boy and one girl) in the Library committee. **Monthly meetings are held to discuss the problems of the students with regard to Library matters.** Students are free to come out with new proposals and ideas for the improvement of the library facilities.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. P. D. Sheba Kezia Malar Chelvi	Prof. & HoD	CSE	Convener
2	Dr. S. Sankaranpillai	Librarian(SL.G)	Library	Member
3	Mr. G. Balaji	AP (Sr. Gr.) & HoD I/c	Aero	Member
4	Mr. N. Satheswaran	AP	Civil	Member
5	Mrs. M. Shobana	AP (Sr.Gr.)	ECE	Member

6	Mr. G. V. Shrichandran	AP (Sr.Gr.)	IT	Member
7	Mr. P. Sankarlal	AP	Mech.	Member
8	Mr. V. Bharathi	AP	English	Member
9	Dr. S. Boobalan	AP (Sr. Gr.)	Chemistry	Member
10	Mr. S. Venkatesh	AP	Mathematics	Member
11	Mr. K. Vinoth	AP	Physics	Member

### 3. Disciplinary Action Committee

This is a standing committee on disciplinary affairs having the responsibility of recommending suitable remedial action to the Principal on various complaints of indiscipline among students, after a careful judicial enquiry in consultation with all persons involved in the incident.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. S. Selvaganesan	Prof. & HoD	IT	Convener
2	Mr. P. Prabhakaran	AP (Sr. Gr.)	Mech.	Member
3	Mr. K. Manikandan	AP	ECE	Member
4	Mr. G. Sundararajan	AP (Sr. Gr.)	EEE	Member
5	Mr. K. Elamvaluthi	AP (Sr. Gr.)	Aero	Member
6	Mr. R. Ravi	AP (Sr. Gr.)	CSE	Member
7	Mr. V. Ramachandran	AP (Sr.Gr.)	Civil	Member
8	Mr. S. Sureshkumar	AP	E&I	Member
9	Mr. W. R. Salem Jeyaseelan	AP (Sr. Gr.)	IT	Member
10	Mr. S. Balamurugan	AP	Physics	Member
11	Mr. S. Manikandan	AP	Mathematics	Member
12	Mr. R. Elayaperumal	AP	Chemistry	Member

### 4. Anti-Ragging Committee

This committee is constituted as per the direction of AICTE, State Government and Anna University, to prevent the evil practice of ragging the freshers in our campus. The committee will initiate proactive steps to pre-empt the efforts of misled mischief mongers indulging in this undesirable act of crime and create a conducive fresher-friendly environment in campus.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. S. Sathiyamoorthy	Principal		Chairman
2	Dr. K. Jayaraja	Director of Phy.Edu.	Physical Education	Convener
3	Dr. R. Nagarajan	Associate Professor & HoD	Maths	Member
4	Mr. P. Prabhakaran	AP (Sr. Gr.) & HoD I/c	Mech.	Member
5	Mrs. M. P. Revathi	AP (Sr. Gr.)	CSE	Member
6	Mr. B. Padmanaban	AP (Sr. Gr.)	E & I	Member
7	Mr. Y. Mohamed Batcha	AP (Sr. Gr.)	EEE	Member
8	Mrs. D. Vanaja	AP	Mech.	Member
9	Mr. A. Babu	AP	Mech.	Member

10	Mr. K. Manikandan	AP	ECE	Member
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### 5. Grievance Redressal Committee

This committee will consider the representation from the employees with regard to grievances, if any, and suggest the possible method of redressal to the management whose ultimate aim is to create a grievanceless - society of employees.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. Raja Manoharane	Director	DoMS	Convener
2	Dr. A. Prabhakaran	AP (Sr. Gr.) & HoD	Chemistry	Member
3	Dr. R. Nagarajan	Associate Professor & HoD	Maths	Member
4	Mr. Y. Mohamed Batcha	AP (Sr.Gr.)	EEE	Member
5	Mr. P. Prabhakaran	AP (Sr. Gr.) & HoD I/c	Mech.	Member

### 6. Women's Rights Protection Cell

As almost one third of the students and about half of the employees are women who are considered to be a weaker section of the society. The role of this cell becomes necessary and important to ensure that there is no gender - bias in recruitment, work allotment and treatment meted out and mainly there is no sexual harassment in work place and / or in the residential places in the campus. This cell will strive for empowerment of women in all spheres.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. P. D. Sheba Kezia Malar Chelvi	Prof. & HoD	CSE	Convener
2	Mrs. M. Shobana	AP (Sr. Gr.)	ECE	Member
3	Mrs. M. Banusundareswari	AP (Sr. Gr.)	E & I	Member
4	Mrs. M. Priya	AP (Sr. Gr.)	EEE	Member

### 7. Sports Council

**“Mens sana corpora sana” (Latin). Sound Mind in a Sound body.** Following this principle, the college authorities want to inculcate **sportive spirit, healthy body, sound mind and competitive spirit** among the students. Therefore to encourage **Sports and Games** in the College, **Sports Council is formed**. This council will pick up the talented students and arrange to offer training for such persons.

This is established with sports-loving persons as its members to create enthusiasm and interest in sports and games activities among students, to mobilize funds to support conduct of various tournaments and matches among institutions to strengthen the competitiveness and encourage effective participation to catch up the top-notch position.

Sl. No.	Name	Designation	Dept.	In - Charge
1	Dr. S. Selva Ganesan	Prof. & HoD	IT	President
2	Dr. K. Jayaraja	Physical Director	Phy. Edu.	Secretary
3	Mrs. P. Chellammal	AP (Sr. Gr.)	CSE	Member

## 8. Appellate Council for Academic Complaints

This is an appellate authority to consider the complaints of the students with regard to award of marks in internal tests and examinations and award of internal assessment marks. The council will carefully scrutinize the complaint if there is any violation of set norms, evidence for vindictive action, preferential treatment or partiality and take corrective action without affecting the complainant's future and the prestige or prerogative position of the teacher concerned by resorting to counseling and other scientific methods to mend the attitude of the teacher and the taught. The decision of the council will be final and binding on both parties.

Sl. No.	Name	Designation	Dept.	In – Charge
1	Dr. A. Josephine Amala	Prof. & HoD	EEE	Convener
2	Mr. P. Prabhakaran	AP (Sr. Gr.) & HoD I/c	Mechanical	Member
3	Mrs. M. Banusundareswari	AP (Sr. Gr.)	E&I	Member

## 9. Appellate Council for Administrative Matters

The role of this council is to establish a cordial interpersonal relationship between employees whenever there is dispute and representation against the action taken by a fellow employee or superior. As the council is interested in maintaining a harmonious relationship, any representation with regard to administrative decisions like promotion, pay fixation, granting leave etc. will be considered with utmost care and concern and corrective action will be taken to render natural justice.

Sl. No.	Name	Designation	In - Charge
1	Dr. V. Shanmuganathan	Advisor	Convener
2	Dr. T. Sivasankaran	Executive Director	Member
3	Dr. S. W. Rajamanoharane	Director / DoMS	Member

## 10. Right to Information Cell

This is a body established to ensure transparency in administration which has no hesitation to divulge any information, when sought for, which is not against the general interest of the institution / state/ country.

Sl. No.	Name	Designation	In - Charge
1	Dr. T. Sivasankaran	Executive Director	Ex - Officio
2	Mr. R. Dhandapani	DFO	Member
3	Mr. L. K. Ravichandran	AO	Member

## VARIOUS ASSOCIATIONS

### 1. English Literary Club

The main objective of English Literary Club is to make all the students, the recipients of **Effective Communication skills and leadership qualities**. Confidence Building Programmes are being organized for imparting those skills. Inter and Intra Collegiate Competitions pertaining to literary knowledge are conducted through this club. Experts are invited to conduct these programmes. It is also releasing “**PROMETHEUS**” a student's magazine, which magnifies the innate talents of mind set of students

Convener - Mrs. P. Malathi, AP/English

## 2. Open Scholar e-Journal

Success is a journey: not a Destination' In our successful technological journey, our students have taken an innovative step to create an employable atmosphere by publishing e-journal every month for enhancement of the students' communication skills. The crucial purpose of releasing this e-journal is to inform the readers about the happenings on and off campus. The topics of national conference and seminar of each department will be published in this e-journal. By this we try to ignite the students' minds to get unleashing power to our college. Name of this web site is www.openscholar.webnode.com. Every department has one staff-incharge and two student-incharge with the guidance of respective HOD. Articles of every department are uploaded by the representatives in the e-mail ID jj.chronical@gmail.com. Selected articles are published every month by the Editorial Board, 'Be proud to know the unknown'. You will find the fusion of unshaken knowledge in the form of articles in this e-journal. We have spread our wings of victory, and we invite you to add feathers to it.

Convener - Mrs. Malathi. P, AP, English

## 3. NSS

Dr. S. Radhakrishnan, His Excellency the former President of India and primarily a teacher and philosopher, once said "Every student should develop an intellectual habit, an attitude of mind, a temper of social behavior". To meet this objective, National Cadet Corps (NCC) has been first established to provide valuable educational stimulus and strengthen certain worthy attitudes and qualities in the students. As an alternative and to enlarge the activities, National Service Scheme (NSS) has been established in 1969.

NSS is a permanent youth programme under the Ministry of Youth Affairs and sport, Govt. of India. NSS is designed to impart education through community service in socially relevant projects. The motto of NSS is "Not Me But You". This upholds the need of selfless service and appreciation of the other man's point of view and also consideration for fellow human being. JJCET has two NSS units.

- |    |                    |                     |                       |
|----|--------------------|---------------------|-----------------------|
| 1. | Mr. K. Elamvaluthi | AP (Sr. Gr.) / Aero | NSS Programme Officer |
| 2. | Mr. V. Srinivasan  | AP / ECE            | Programme Officer     |
| 3. | Mrs. P. Chellammal | AP (Sr. Gr.) / CSE  | Programme Officer     |

## 4. Youth Red Cross, Red Ribbon Club and LEO club

**Donation of blood** is the most divine status of life for which the members of **Youth Red Cross** involved themselves in donating blood regularly by conducting **Blood Donation Camps** every year.

We are conducting **Bull's Eye Camp** every year to create awareness about Road safety. We conduct Social Awareness Camps and General Health Camps.

**RRC** organizes AIDS awareness programmes and Blood Donation camps.

Mr. G.V. Shrichandran, AP(SE.G.) / IT - YRC & RRC Coordinator



## 5. Fine Arts Society

The objective of Fine arts Society is to develop the extra – curricular activities in the fields of Arts, Music, Dance and Dramatics. The students of our college are talented and are good performers of Fine Arts events.

Sl. No.	Name	Designation	In - Charge
1	Dr. T. Sivasankaran	Executive Director	Convener
2	Mr. J. Prince Jerome christopher	AP / Mech	Member
3	Ms. R. Sivaranjani	AP / IT	Member

## 6. வளர் தமிழ்ப் பேரவை

தரணி போற்றும் தமிழை பொறியியல் கல்லூரியிலும் மலர்ந்திடவைக்கும் வகையில் வளர்தமிழ்ப்பேரவை மாணவர்களிடையே தமிழார்வத்தை ஏற்படுத்தி, அவர்களது படைப்புகளை தமிழன்னைக்குப் பரிசாய் சூட்டிக் கொண்டிருக்கின்றது. அறிவியல் மற்றும், பொறியியல் சார்ந்த கலைச் சொற்களையும் எழில் சொற்களாக்கி தமிழின் தனித்தன்மைக்கு சான்றாக விளங்குகின்றது.

பொறுப்பாசிரியர் : திரு. B. பத்மநாபன், உதவி பேராசிரியர். E&I

## 7. Yoga Club

Yoga means union of the individual consciousness or soul with the Universal consciousness or spirit. The art of yoga is a holistic way of life that integrates all elements of ancient knowledge and creates a unity among the body, mind and soul. Along with the series of simple, effective yoga postures and breathing techniques, a greater emphasis is placed on the inner experience of meditation, for the well-being of mind and other hidden elements of human existence. In yoga programs, the wisdom and techniques of yoga are taught in a pure, joyful and thorough manner with proper guidance. We believe when one is in harmony within, the journey through life becomes calmer, happier and more fulfilled.

Sl. No.	Name	Designation	In - Charge
1.	Dr. T. Sivasankaran	Executive Director	Convener
2.	Mr. K. Elamvaluthi	AP (Sr. Gr.) / Aero	Member
3.	Mrs. P. Malathi	AP / English	Member
4.	Mr. R. Rathinavel Pandian	AP / Mechanical	Member

## 8. News Bulletin

“News bulletin” is a valuable source of information on developments and achievements in the field of technical education by branch wise, youth affairs, sports and culture. Time to time the special achievements of the students and staff are brought out on different vital issues and disseminate to all to motivate the others to enhance their technical knowledge. It is widely circulated medium of communication among the Anna universities affiliated colleges and other institutions of technical learning and research.

Mrs. P. Malathi, AP / English - Convener

## 9. ISTE – Staff Chapter

The **Indian Society for Technical Education** is a national, professional, non-profit Society registered under the Indian Societies Registration Act of 1860. First started in 1941 as the Association of Principals of Technical Institutions (APTI), it was converted into "Indian Society for Technical Education" in 1968 with a view to enlarge its activities to advance the cause of Technology and education.

The major objective of the ISTE is to provide all the required technical and academic assistance in the production and development of highly qualified and technically expert professional engineers and technicians needed by the industries and other organisations. ISTE helps to formulate the general goals & responsibilities of technical education. ISTE –staff chapter focuses on the development of the skills of teachers & educational administrators, to embed research as a function complementary to teaching and to bring about effective linkage between technical institutions industry & society.

Dr. R. Nagarajan, Associate Professor, Chief Coordinator First Year / Maths

## ISTE – Students Chapter

To assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations.

Providing guidance and training to students to develop better learning skills and personality by conducting Inter and Intra departmental competitions and Celebrating Engineers day in our campus.

Mrs. M. Banusundareswari, AP (Se.G.) / EIE- Co-ordinator

## CSI – Students Branch

**Computer Society of India** is the first and largest body of computer professionals in India. It was started on 6 March 1965 by a few computer professionals and has now grown to be the national body representing computer professionals. It has 71 chapters across India, 418 student branches, and more than 90,000 members.

The Computer Society of India is a non-profit professional meet to exchange views and information learn and share ideas. The wide spectrum of members is committed to the advancement of theory and practice of Computer Engineering and Technology Systems, Science and Engineering, Information Processing and related Arts and Sciences.

The Society also encourages and assists professionals to maintain integrity and competence of the profession and fosters a sense of partnership amongst members. Besides the activities held at the Chapters and Student Branches, the Society also conducts periodic conferences, seminars.

Mr. R. Ravi, AP (Se.G.) / CSE - Co-ordinator

## 10. COUNSELING CELL

The **Counseling Cell** is doing wonderful service to the student community. As most of the private Engineering Colleges are rural based, maximum percentage of students face lot of problems like poor communication, etc. JJCET is doing wonderful counseling to students by inviting Internal and External experts. Our college has allotted 15 students for each faculty member to counsel them every week.

## 11. EDC

“Education doesn’t end with text books, rather it starts with them”. Entrepreneurship Development Cell (EDC) SWAYAM, has been formed in the month of June 2012 under the grant provided by AICTE with an amount of Rs.3,60,000/-. SWAYAM, of our college is organizing lots of events for the benefit of the students who want to become entrepreneurs. Once such program is Technology Based Entrepreneurship Development Program co sponsored by KITCO and Department of Science and Technology (DST) on the topic steel based industry. Recently, our SWAYAM, EDC cell has organized TUTE – Paper Bag Campaign to avoid plastics. In this program, 500 students made 6246 paper bags in 30 minutes against the target of 5000 bags which becomes a new world record in LIMCA book of records.

Mr. P. Sankarlal, Asst. Professor / Mech - Co-ordinator

## 12. RULES AND REGULATIONS FOR HOSTEL

### “SELF-DISCIPLINE IS THE NEED OF THE HOUR” Management

Separate hostels for boys and girls are run by the management of the institution. Day to day administration of the hostels is looked after by a team of hostel officials, superintendents, deputy wardens and residential wardens. Hostel officials are appointed by the chairman from time to time.

### Boys Hostel

There are two hostels, one for U.G students and other is for P.G. students with Cauvery water supply. The hostels are managed by the **Warden, Hostel Superintendents** and **Deputy Wardens**. In the U.G. hostel, there are 1500 students. We are using solar water heater for cooking and have well equipped kitchen. We have a **generator set in the hostel** for providing continuous power in case of power failure. We have one TV hall and sports facilities for students in the hostel. A doctor visits the hostel regularly to attend the students.

### Girls Hostel

Girls’ Hostel is situated inside the college campus in an area of 27032sq.ft. of land. It can accommodate 700 students. Other amenities like water & Power supply, generator, mineral water for drinking and stationary, are provided to cater to the needs of the students and staff staying in hostel. The mess provides hygienic and nutritious food to the inmates. **Good security services are provided round (Vegetarian food only) the clock to ensure safety.** A lady doctor extends her service by visiting regularly.

### 12.1 Admission

- i. The right of admission to the hostel is reserved.

- ii. Application for admission to the hostel shall be made in the prescribed form.
- iii. At the end of each academic year, students willing to avail the hostel facility for next year, shall apply for re-admission.
- iv. After admission, no student shall vacate the hostel without prior written application of the parent/guardian and without the permission of the wardens.
- v. Room rent once paid will not be refunded.

### **12.2 Room allotments**

- i. Allotment of room shall be made by the superintendent / deputy wardens and residential wardens.
- ii. Only after the payment of room rent, boarding charges, and other charges allotment will be made.
- iii. Resident must occupy the rooms allotted to them. Exchange of rooms will not be permitted.
- iv. Residents may be shifted from one room to another by the deputy wardens / residential wardens without assigning any reason thereof.
- v. The presence of residents in their rooms is a must between 8.00 p.m. and 6.00 a.m. (next day) on all days.

### **12.3 Study hour**

Study hours will be observed strictly between 8.30 p.m. and 10.30 p.m. on all days except on Sundays. During the study hours pin drop silence and discipline should be maintained and disturbance to others will be viewed very seriously. All should remain in their respective rooms then. Mobile phones should be switched off during the study hours. Entering the hostel after commencement of study hours is strictly prohibited.

### **12.4 Attendance**

Hostel students are expected to record their presence everyday, in the hostel through **Biometric Attendance System**, in the morning between 6.00 A.M. and 8.30 A.M. ; and in the evening 7.30 P.M. and 8.30 P.M.

### **12.5. Visiting Hours**

The visiting hours for Parents and relatives of the hostel students  
 on regular days : 5.00 PM – 6.30 PM  
 on holidays : 10.00 AM – 4.30 PM

### **12.6. Communication through Mobile Phones**

To avoid mobile signals, Jammers have been fixed in both boys and girls hostels. Hence mobile networking for communication will be enabled for the hostel students, only between 6.30 A.M. and 8.30 A.M. in the morning; and between 5.30 P.M. and 7.30 P.M. in the evening.

### **12.7 Other conditions**

- i. All students of the hostel must abide by the rules and regulations of the hostel.

- ii. All should co-operate to maintain the peaceful atmosphere of the hostel.
- iii. Hostellers should follow the instructions of the deputy wardens / residential wardens scrupulously.
- iv. No student should stay in the hostel during class hours without prior permission of deputy wardens / residential wardens.
- v. Residents in a room are responsible for the breakage of the furniture of room and any damage should be brought to the immediate notice of the deputy wardens / residential wardens.  
While vacating the room the furniture and electrical fittings should be handed over in good condition.
- vi. Use of electric heaters, electric iron or playing transistors is prohibited.
- vii. Use of liquor, narcotics, chewing gum, panparag, etc., is strictly prohibited.
- viii. Smoking is strictly prohibited.
- ix. Residents should not indulge in ragging freshers which is declared unlawful by both state and central governments.
- x. Clean environment, hygienic habits, neat and tidy garments will provide better atmosphere for living.
- xi. After 9.30 a.m. no resident is permitted to stay in the hostel during class hours unless he/she is sick which is to be reported immediately to the deputy wardens / residential wardens.
- xii. Electricity, water etc., shall be sparingly used. Residents are expected to switch off the electrical utilities and close the taps when they are not in use. The use of lap-top is meant only for education and not for entertainment.
- xiii. Accident prone materials like easily inflammable goods, sharp tools, lethal weapons etc., should not be kept inside the hostel rooms.
- xiv. Entertaining vendors of petty items inside the premises and convening of meeting without permission from deputy wardens / residential wardens are not allowed.
- xv. Residents are permitted to park cycle in the hostel premises at their own risk without hindrance to others.
- xvi. It is strictly prohibited to bring day scholars to the mess or to the room without prior permission of the deputy wardens/ residential wardens.
- xvii. Students who are going to their native place should enter in the register available with residential wardens.
- xviii. The hostel management does not own any responsibility for the loss of property left in the rooms, due to the negligence of residents in not properly locking their own belongings.
- xix. Birthday celebrations are not allowed inside the hostel.

- xx. Playing in the verandah / room is strictly prohibited.
- xxi. The hostellers are expected to give in writing their problems / difficulties experienced within the hostel to the deputy wardens / residential wardens.
- xxii. When need arises the residents are advised to meet deputy wardens / residential wardens and explain their problems.

## 12.8 MESS

“Wastage of food is a social crime”

1. Daily menu will be prepared by the management. In consultation with the hotel committee it may be periodically reviewed, and changed if necessary.
2. Wake up time: 05.30 a.m.
3. Mess Timing:
  - i. Coffee time : 06.00 to 06.30 a.m.
  - ii. Breakfast : 07.30 to 08.50 a.m.
  - iii. Lunch : 12.45 to 01.30 p.m.
  - iv. Dinner : 07.15 to 08.15 p.m.
4. Only vegetarian food is served in the hostel mess.
5. Day's scholars and outsiders are not allowed for taking the food in the hostel under payment basis.
6. The residents are expected to come in decent dress. Late comers will not be entertained.
7. Altercation with officials and / or mess servants is highly undesirable.
8. Outside – persons will not be permitted to dine as permanent guests of any of the residents.
9. Complaint with regard to quality of food or service or any other matter connected with hostel has to be entered in the complaint book which is kept in the mess hall to be made to the deputy wardens / residential wardens in person.
10. Food and other eatables should not be taken to the rooms.
11. No one should wash their hands in the plate. The plates, tumblers etc., should not be taken to the rooms, for personal use.
12. Visitors with pass issued by hostel authorities only will be permitted to meet the girl students. Visitors even with a pass should not enter into the hostel rooms and they must meet the wards only in the waiting hall.
13. The hostel management has full powers to take action on those, who do not follow the rules and regulations of the hostel. The action may include the cost recovery, a fine, suspension or expulsion from the hostel or combination of these.

## **HUMAN RESOURCE DEVELOPMENT (HRD)**

Building Tomorrow, Today

The Training and Placement Department of JJCET is responsible for career planning process, employability training and placement of students. The department partners with students in the process of career planning management. This starts with self- assessment and leads to identifying a career that meets individual goals.

Training and Placement Department is provided with complete infrastructure for effective functioning. The Department interacts round the year with corporate houses to explore the possibility of training and Job placements of students. Proper attention is paid to groom students of the industry not only in technical knowledge but also in personality, interpersonal skill & communication skills. Interactive seminars on the emerging technologies, Personality Development Programs, Career counseling and Industrial Visits are arranged to provide an excellent exposure to students.

The sincere efforts put into these activities has resulted in stupendous success with more than 400 of our students well placed in respectable Indian/Multi-National companies in the last academic year. All together more than 35 companies have recruited our students and the department is recognized by the industry as a source of reliable talent pool. A large number of companies visit the Institute for campus interviews regularly through out the academic year. Students and Parents are encouraged and advised to stay in touch with the Department for their best outcome. We believe in smooth integration of academic and industry is the key area to nourish talents.

JJCET has partnered with I.T. giant Infosys under their Campus Connect Program which is aimed at enhancing the employability of students. Industrial Visits are arranged with the aim of giving an insight into a complete process through which technology harnessed to produce output. The T&P Department takes lead in motivating, organizing such internships right from the first year.

## **CENTRE FOR ENVIRONMENTAL RESEARCH (CER)**

The sustainability of our environment is under a constant and accelerating threat posed by human activities such as industrialization, technological advancement, population explosion etc. Hence the need for awareness on the environment protection is imperative. Consequently UGC has introduced Environmental Science and Engineering as a paper in all the Under Graduate Courses. It is obligatory on the part of technological institutions like JJCET to promote Research & Development and protect the sustainability of our environment and impart awareness on our youth. Environmental Research Center is established in JJCET with a primary objective of promoting research on important environmental issues confronting our country in general; and local people in particular.

## **PHYSICAL EDUCATION**

The College maintains a full-fledged sports activity centre and provides the facilities for the following outdoor and indoor games. Basket Ball, Ball Badminton, Hockey, Chess, Kabaddi, Table Tennis, 12-Station multi-Gym, Badminton, Cricket, Foot Ball, Tennis, Volley Ball and Indoor Stadium.

TIES-2000 (Tamil Nadu Inter-Engineering Sports – 2000) was successfully conducted in our college during early 2000, when more than 15,000 sports persons from 75 engineering colleges in Tamil Nadu participated. We had another opportunity to host Ties 2012 in our campus which extended for over a period of 15 days (Feb. 15 - Feb. 29). Around 150 colleges across Tamilnadu participated enthusiastically.

Our college were the winners in Ball Badminton (men) and were the runners-up in Football (men) and Kabbadi (women). Our college conducted state-level football tournament, Mala Trophy.

### **Mala Trophy**

In remembrance of Mala, the first daughter of our beloved Chairman, “Mala Tournament” is being conducted as an Inter- Engineering Collegiate Badminton Tournament in the month of February, every year.