

## CSI COLLEGE OF ENGINEERING, KETTI

is a self-financing Institution offering degree level and Postgraduates level courses in different disciplines of Engineering Sciences. This College was founded by the Church of South India, Coimbatore Diocesan Council which is a pioneer in running Educational Institutions, from pre-primary to post matric and post graduate levels, all known for their academic standard and discipline. It was largely due to the missionary and visionary zeal and the concerted efforts of Rt. Rev. William Moses, the former Bishop of the Diocese that this Institution came into being in 1998 - 1999. Now under the leadership of Rt. Rev. Timothy Ravinder, Bishop, CSI Coimbatore Diocese & Chairman of CSICE and Mr. Sudan Appadurai, the Correspondent of the institution are striving hard to perform excellently well in various fields. The college continues to grow horizontally as well as vertically.

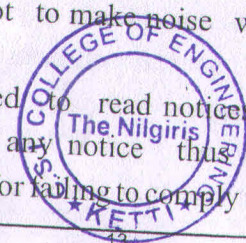
CSI College of Engineering is approved by AICTE, New Delhi (F.No. 730-52-301(E)/ET/97 dt. Nov. 17, 1997) and Govt. of Tamilnadu (Vide Co Ms. No. 112, Dt. 23.03.1998) and affiliated to Anna University, Chennai (Tamilnadu Act - 26 of 2001 w.e.f. 31-12-2001 and Anna University Amendment Act, 2001). This College seeks to impart value based Technical Education to meet the growing needs of such Technocrats and Entrepreneurs required for industries and business establishments.

## RULES AND REGULATIONS General Code of Conduct

A student shall have to conform to a high standard of discipline and conduct himself/herself within and outside C S I COLLEGE OF ENGINEERING, Ketti in a manner befitting the student of an institution of National importance.

### **An Opportunity:**

- + The College provides ample opportunities for healthy and corporate living, with Christian values. Therefore, the students are expected to maintain friendly relationship with entire faculty members, seniors and junior fellow students. For redressal of any grievance, Students can contact their respective Faculty Advisors/ Group Advisors/ Head of the department.
- + Necessary infrastructure and amenities are provided for the healthy development of soul, mind and body of every individual. The rules and regulations are mainly for ensuring harmonious living, to inculcate self-discipline, cultivate values of honesty, integrity, responsibility and leadership in the students for a successful future as young and dynamic professional with a social concern.
- + Students should be regular and punctual to the classes and also to all special programmes.
- Students should be in uniform (Blazer/Full Suit) on all Mondays and special programmes.
- + Students with college admit card will be permitted to attend their regular classes for the academic year.
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- + Students are expected to read notices put up on the notice boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with it.



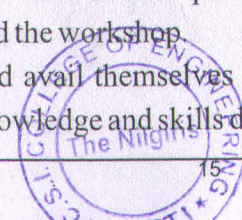
*P. Mary Shantra*

CSI COLLEGE OF ENGINEERING  
KETTI - 643 216

- ✦ No student shall be absent to the college without prior permission.
- ✦ Absenting for Internal tests and model exam will be viewed seriously. No excuse will be accepted in the above case.
- ✦ Students are forbidden to make any marks on the walls, furniture or throw paper or ink on the floors of the class room.
- ✦ If a student gets proven in a case of gross misconduct such as violence, riots or disorderly behavior, fraud, misappropriation of funds, immoral conduct directed on a fellow student / faculty of CSI COLLEGE OF ENGINEERING, Ketti he/she will be subject to immediate expulsion from the Institution.
- ✦ Use of tobacco, alcohol, chewing of betel leaves and chewing gums etc., are strictly prohibited within the premises of the Institution.
- ✦ Students should be in possession of the identity cards at all times for verification. Defaced or broken ID cards are invalid. The ID card is required for use in the Library and facilities like the Utility centres. It is also necessary for admission to Examination / Laboratories/Workshop. The student is responsible for any charges accounted on this card. ID once issued is valid till the end of the course. Loss of ID due to theft /misplacement or otherwise will be replaced. Students must handle their ID Card carefully. fees and deposits.
- ✦ Ragging of any sort is strictly prohibited. Students found guilty are liable to severe punishment, including dismissal from the Institution / Hostel. The matter will be referred to the police, as the Government has declared ragging as a criminal offence.
- ✦ The College does not permit cell phones inside the campus. Parents are strictly warned on the possible misuse of cell phones may bring blemish in character of the student. Misuse of cell phones is punishable as per the cyber law. Any student using cell

to solicit illegal relationships, illicit deals and illegal activities like ragging, providing of drugs and banned substances will be liable to suitable action.

- ✦ Any student found responsible for any damage to the Institution properties (fittings, furniture and equipments etc.) will be punished severely and the cost of damages along with the fine will be recovered from the students. The Institution reserves the right to expel such students.
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- ✦ Students should observe safety regulations in the workshop and laboratories.
- ✦ Students should take care of tools, apparatus or other equipment given to them and should preserve the cleanliness of the laboratories and the workshop.
- ✦ Students should avail themselves of all opportunities to acquire engineering knowledge and skills during their period of study.



*P. May Shanthi*  
**PRINCIPAL**  
**CSI COLLEGE OF ENGINEERING**  
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- ✦ Students should maintain peace in the campus. In matters of academic discipline, the decision of the Principal will be final.
- ✦ Minimum 75% of attendance is required for a student to appear for the End Semester University Examination, if not the student will not be allowed to appear for the semester exam.
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**STUDENTS ARE NOT ALLOWED TO LOITER AROUND THE CAMPUS DURING CLASS HOURS OR DURING FREE HOURS FOR ANY REASON.**

### EXAMINATION RULES AND REGULATIONS

#### Anna University

1. Credit System will be followed.
2. The Students will be continually assessed and the report will be sent to their parents periodically.
3. Based on the above assessment, sessional marks of 20 will be awarded as per Anna University, Chennai.
4. It is essential for every candidate to possess an attendance of 75% to appear for the University Exams.
5. If the candidate avails prolonged leave, he / she will have to discontinue for the semester
6. Possession of Student I.D. Card is essential in order to enter the exam hall in addition to Hall Tickets.
7. A Candidate not fulfilling the above rule will not at any juncture be allowed to appear for the University Exam.

### **Central Library**

The Library and information centre is the window to the world of Knowledge. We are living in an era of information explosion. Every hour, a new theory, a thought, a new philosophy, new discoveries, new innovations are released for mankind. Our college has well equipped

computerized library to satisfy the intellectual demands of our students and faculty members. It contains 26,600 periodical volumes which include 9044 unique titles. 886 journal back volumes, 1214 Thesis, 72 current National Journals and following international e-resources.

AICTE has revised its journal policies and has prescribed mandatory subscription of international e-sources for all engineering courses to improve the quality and standard of technical education in our country. In this connection we have procured the following e-journals

#### **E-resources**

1. IEEE
2. Springer (EEE and Computer Science)
3. Springer (Mechanical)
4. American Society of Civil Engineering (ASCE)
5. Tata Mc Grawhill - General Engineering collection and Reference.

6. ASTM Digital Library Standards

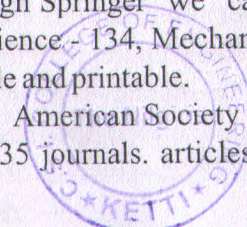
7. J-Gate

8. Elsevier

**IEEE** : Through IEEE we can access nearly 143 journals with 25-years back issues. All the articles are fully downloadable and printable.

**Springer** : Through Springer we can access 180 journals (EEE and Computer Science - 134, Mechanical - 46). All the articles are fully downloadable and printable.

**ASCE** : Through American Society of Civil Engineering (ASCE) we can access 35 journals. articles are fully downloadable and printable.



*P. Aravindhan*  
**C.S.I. COLLEGE OF ENGINEERING**  
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**Tata Mc Grawhill :** Through Tata Mc Graw Hill we can access e-books on 12 Engineering Subjects. All the contents are printable.

**ASTM Digital Library Standards :** Through ASTM Digital library Standards we can access 1700 e-books and 1300 journal articles. All the articles are fully downloadable and printable.

**J-Gate :** Through J-gate we can access 4700 indexed free full text. Elsevier : Through Elsevier we can access 275 journals. Elsevier international publications online name is Science Direct.

All the above mentioned international resources are activated in our institution successfully. Students and faculty members can access through our Digital library and our Common internet Lab. Faculty members and students are motivated to use the e-resources for advanced learning, teaching, research, project work etc. All articles and e-Books are fully and manually downloadable and printable, full text with cross referring facility is available and Photo copy facility is also available.

### Academic Activities

Lecturing and Tutoring form an integral part. A small group of 20 students are attached to one TUTOR who is responsible for academic performance and personality development of those students. Periodical internal tests and model examinations are conducted and progress report along with attendance particulars are sent to the Parents / Guardians. Response of Parents is given due attention by the institution.

### Co-Curricular Activities

Associations of various departments provide opportunities to the students and motivate them to participate in Co-Curricular activities like seminars, symposia, paper presentations etc., thereby helping the students to develop skills and prepare them to face challenges in their career and in life later on. In-Plant training in various industries, establishments and periodical educational tours further prepare the students to get themselves oriented to the needs of the industries.

### Extra Curricular Activities

Play grounds for Foot Ball, Volley Ball, Badminton & Ball Badminton, Table Tennis etc., are available to the students. Gym facilities are available for both boys and girls. NSS, Red Cross & NCC are functioning actively. Efforts are being taken to raise a Photographic club, Ham etc.,

### Training and Placement Cell

A Training and placement cell is functioning well in our college for the past ten years. More than 80% of the student get placed every year. Frequent training programmes are being conducted for the students to improve their personality and communication skills. Campus interviews are conducted in our college for the out going students. The students are also taken to other colleges to attend Off Campus interviews.

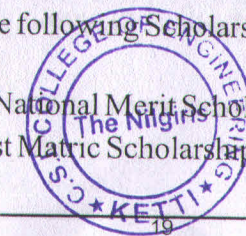
### Inplant Training

The Institution takes deep interest and makes necessary arrangements for the students of various departments to undergo In-plant training during the vacation period.

### Scholarship Facility

Scholarships and Educational loans from Government and private bodies are made available to the deserving students. They are also assisted in getting Educational loans from Banks. At present the Institution makes available the following Scholarships.

1. Govt. of India National Merit Scholarship scheme
2. State Govt. Post Matric Scholarship (A.I.D. Vidya & Diba Welfare Dept.



*R. Mery Shantra*  
PRINCIPAL

S.S. COLLEGE OF ENGINEERING  
KETTI-643 215

for SC/ST, BC & MBC )

3. Jindal Education Trust Scholarship.
4. Tamilnadu Educational Trust Scholarship.

### Transport

Tamilnadu State Government transport Corporation buses are available from Ooty and Coonoor upto main gate of the Institution. Private taxis, jeep and mini buses are available from Yellanahalli, ( an important point on Coonoor - Ooty Road, from where the college is 2.5 Km into the valley ) to the Institution. The college at present has eleven buses shuttling between Ooty, Kotagiri, Coonoor, Manjoor, Gudalur, Yeddakadu, Arukutchi, Nanjanad, Kagguchi, Ebbanadu, Ellithorai and Thummanatti to the Institution Campus.

**College Canteen:** A Canteen is functioning in the campus, providing delicious dishes.

**Dispensary:** A well equipped 24 hours dispensary Functioning under two staff nurse with necessary medicine and first aid kits. A qualified Doctor visiting twice a week in addition to additional visits on emergency calls.

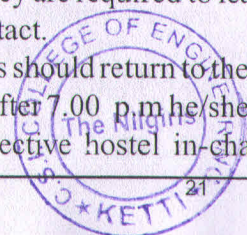
**Other Amenities:** STD /ISD facilities, students store etc., are available inside the campus.

**CHAPEL:** Spritual nurture through CHAPEL is given to all christian students. Regular communal services is conducted on every first and last wednesday of every month.

### **RULES AND REGULATIONS PERTAINING TO HOSTEL**

Every hosteller is expected to maintain peace, tranquillity and calm atmosphere in the hostel and to respect the rights of others.

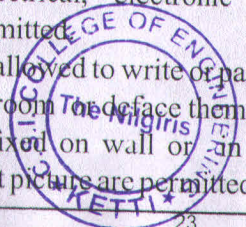
1. Membership of the hostel will be terminated at the end of each academic year.
2. At the time of admission to the hostel, the hostel fee receipt / hostel admit card has to be produced. A declaration agreeing to abide by the rules and regulations of the hostel has to be signed by the student and countersigned by parent / guardian.
3. On admission, the student will be allotted a room by the hostel authorities. These allocations to the room shall be subjected to change at any time, for administrative reasons. Students shall only occupy the rooms allotted by the authorities and shall not shift to any other room of their choice.
4. After admission into the hostel, no one is allowed to vacate the hostel without the written application by the parent and without the permission of the principal / Chief Warden and Warden. Also in the event of leaving the hostel at any time of the year he/she will not be entitled for the refund of the annual room rent.
5. On allocation of the room, the student is to take possession of the room furniture and fittings and ensure that everything is maintained in good order. Any change will be claimed from the occupant immediately.
6. Dismissal or suspension from the college will entail automatic dismissal or suspension from the hostel also.
7. Before vacating the hostel, students are required to remove all their personal belongings and hand over the furniture and other items entrusted to them in good condition, to the hostel authorities. They are required to leave all the electrical fittings in their rooms intact.
8. Hostel students should return to the hostel by 7.00 p.m. If anyone has to go out after 7.00 p.m he/she has to get written permission from their respective hostel in-charges and enter in the register.



*R. Manj Shantra*

**C.S.I. COLLEGE OF ENGINEERING**  
KETTI-643 218

- kept at the entrance with his / her name in BLOCK LETTERS, room no., purpose of leaving, In time and Out time. Similarly if any one happens to return to the hostel after 7.00 p.m., he/she should have informed their respective hostel in-charges accordingly and enter the hostel by finishing the above mentioned procedures. If anybody is found violating the regulations, he/she will be forced to leave the hostel.
9. Study hours have to be observed between 8.10 p.m & 10.10 p.m on all days. Students should be available in their rooms by 8.10 p.m daily, in order to facilitate taking of attendance. Silence hours are between 10.10 p.m and 6.00 a.m on all days. Students should not make any noise / create disturbance / walking around during silence hours. After 12.00 midnight all students are to switch off their lights and go to sleep.
  10. Students should not organize or celebrate birthday parties or other functions / festivals in the hostel.
  11. The students should not leave the hostel without prior permission of the concerned hostel in-charges. They have to apply in the prescribed hostel leave form in advance stating the reason of their leaving and the address of destination with the phone number. During working days if he/she avails leave he/she has to obtain signature priorly with their department HOD and can leave the campus. If they happen to leave the hostel without permission it will be reported to their parents immediately and liable for further action / punishment.
  12. Students should not leave the hostel premises on weekend holidays for any purpose without the prior permission of their hostel in-charges. They are also not permitted to stay outside (lodges / friend's houses) for whatsoever reasons. Women students will however be allowed to go out on the written request by their parents/authorised guardians or accompanied by the Assistant Warden / Matron.
  13. Students should not carry articles/ utensils belonging to the hostel outside the hostel premises. They are also not permitted to carry tumblers and plates with food from the mess to the hostel. Students must save, conserve electricity and water.
  14. Students should not damage the property of hostel, if so, compensation will be collected from all the students in the hostel. Students need to switch off the lights whenever they leave their rooms. A nominal additional electricity charge will be collected from them if they fail to switch off the lights whenever they leave their rooms.
  16. Students should dine in the hostel mess only. They should not cook inside their rooms. Students should not buy food from outside and take it to their rooms.
  17. Mess timings should be strictly followed. Food will be served during the following hours.  
 Breakfast - 7.45 a.m - 8.45 a.m    Lunch - 1.00 p.m - 2.00 p.m  
 Tea - 4.50 p.m - 5.30 p.m    Dinner - 7.10 p.m - 8.10 p.m  
 However, for any delay in serving food due to reasons beyond control, the same will be announced beforehand and the students are to accommodate such inconveniences.
  18. Wasting of food items is to be totally avoided; otherwise it would invite **ON-THE-SPOT FINE**.
  19. Students are required to clear outstanding arrears and dues, if any, before vacating the hostel.
  20. Students are not to give tips/gifts to any workers in the hostel.
  21. Students are required to produce identity cards on demand, for verification of identity.
  22. Students should stay only in the allotted rooms and not in the rooms of others.
  23. Ragging is a criminal offence. It is prohibited and those found committing any act of ragging would be dismissed from the hostel and college.
  24. Use of radios, televisions, sound systems with speakers, tape recorders, Cameras, Steel almirahs or any other type of personal furniture or electrical, electronic appliances [Iron box, Electric Heater] is not permitted.
  25. Students are not allowed to write or paste anything on walls, windows or doors in the room or deface them in any way. Posters of any kind are not to be affixed on wall or in any other place. However, Calendars without pictures are permitted.



*R. Meenakshi*  
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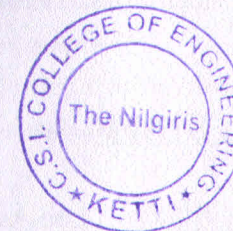
26. Students shall not play (cricket, football etc...) in the hostel premises causing damage to the property and disturbances.
27. Every part of the Hostel premises should be open for inspection by the authorities at all times.
28. Playing cards, all forms of gambling, smoking/use of tobacco, possessing/consuming narcotic drugs / Psychotropic substances or alcohol and possessing obscene pictures, posters, pornographic material, lethal weapons or inflammable materials are strictly forbidden.
29. Students are not permitted to bring, possess, distribute or fire crackers inside the hostel.
30. Students are asked not to be in the hostel nor stay back during class hours without the permission of the concerned authorities.
31. Students are expected to participate in all meetings and functions officially arranged for them by the authorities.
32. All students are to keep their rooms clean and tidy.
33. Students can have their own personal computers/Laptops after obtaining permission with the hostel authorities at their own risk. They have to use the same for academic requirements only. They are not expected to watch movies or download movies. Hostel authorities will not be responsible for any theft or any damage of any of these items.
34. Issues made by the students outside the college/hostel premises will not be entertained. The Hostel/college authorities will not be responsible in this regard.
35. Students are not permitted to have any cell phones with camera. Such cell phones will be confiscated by the hostel authorities and will be returned only during the end of the academic year.
36. The College and hostel officials shall not be held responsible for any theft or mishandling of cell phones within or outside the college and/or hostel premises. Complaints of theft of electronic and computer gadgets shall not be entertained. Students should take responsibilities for their safety.
37. Students are advised to observe the following timings and cooperate with the management to minimise the loss and cost.

Hot water will be provided from 5.00 a.m to 8.00 a.m & 5.00 p.m to 6.00 p.m

Power will be switched off between 8.00 a.m and 5.00 p.m on every day except on Saturday afternoons, Sundays and holidays.

THE PRINCIPAL/CHIEF WARDEN RESERVES THE RIGHT TO DENY/RE-ALLOT ROOMS TO ANYBODY AND AT ANY TIME WITHOUT ASSIGNING ANY REASON WHATSOEVER.

THE PRINCIPAL/CHIEF WARDEN RESERVES THE RIGHT TO MODIFY THE EXISTING RULES ENFORCE NEW RULES AS DEEMED FIT AT ANY TIME.

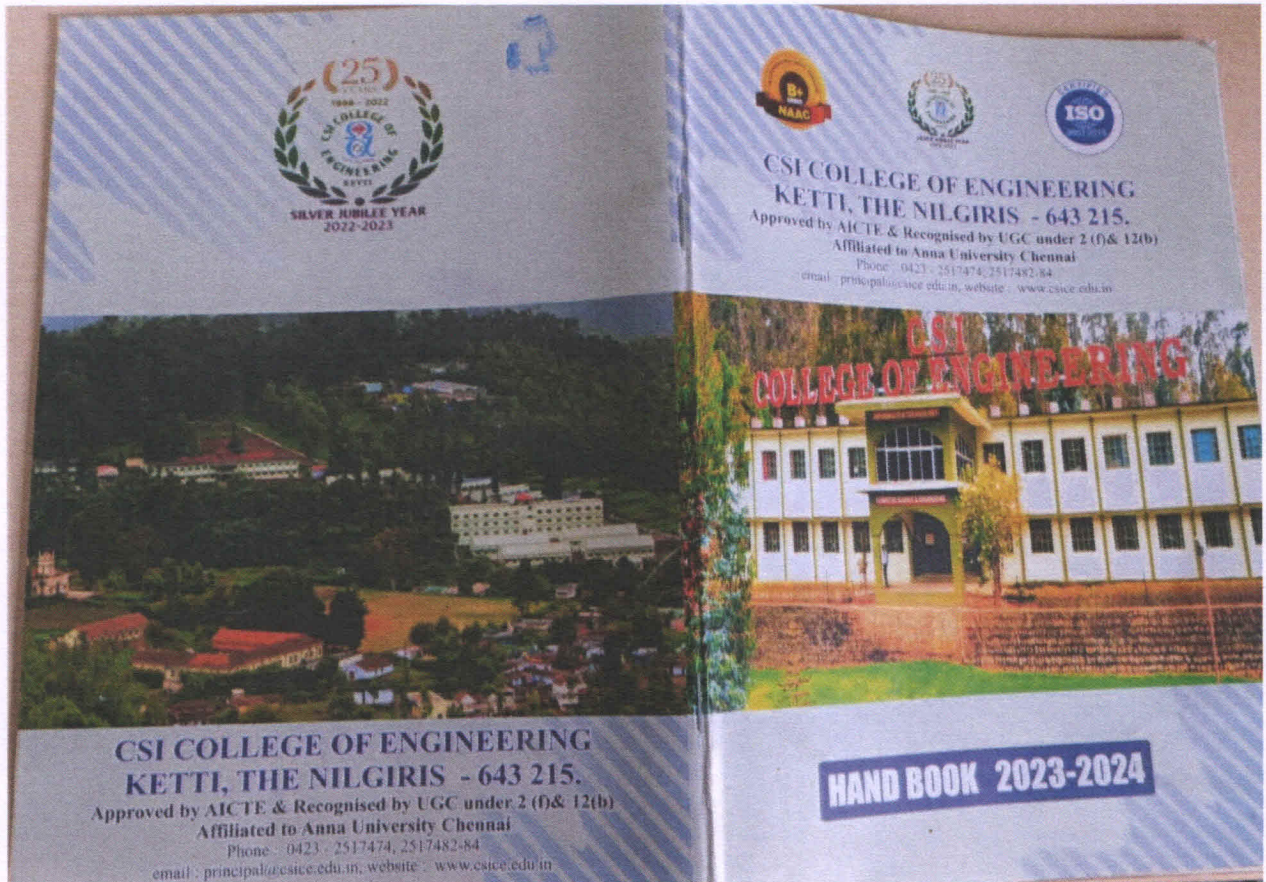


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## College Hand Book 2023 - 2024



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*"All success during starts from within." - Buddha Wolby*

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Students should respect and be courteous towards the members of the faculty as well as the employees of the Institution.

The Institution maintains absolute discipline and students violating this are liable to penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certification or refund of fees and deposits.

Ragging of any sort is strictly prohibited. Students found guilty are liable to severe punishment, including dismissal from the Institution/ Hostel. The matter will be referred to the police, as the Government has declared ragging as a criminal offence.

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*"Everything you want is on the other side of fear." - Jack Canfield*

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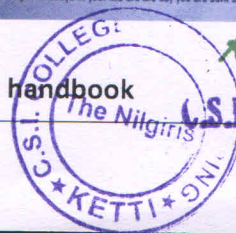
*"The biggest adventure you can take is to live the life of your dreams." - Oprah Winfrey*

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*"The few most important days in your life are the day you are born and the day you find out why." - Mark Twain*

Code of Conduct printed in handbook



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