

DMI COLLEGE OF ENGINEERING

Approved by AICTE - New Delhi & Government of Tamil

Nadu Affiliated to Anna University – Chennai

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Calendar 2018 – 2019

Managed By

DMI FOUNDATION TRUST

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INDEX

Sl. No.	Contents
1	Vision and Mission
2	தமிழ்த்தாய் வாழ்த்து
3	National Anthem
4	Pledge to the Nation
5	College Prayer
6	Closing Prayer
7	Our Lord's Prayer
8	College Anthem
9	Personal Details
10	Quality Policy
11	The Profile of the College
12	Administration
13	Academic Council
14	Courses Offered
15	The Governing Council
16	Discipline and Development Committee
17	Infrastructure
18	Faculty & Library Regulations
19	Facilities and Activities
20	General Rules of Discipline
21	College Rules and Regulations
22	Leave Regulations
23	Hostel Regulations
24	Declaration by the Student & Parent / Guardian
25	Academic Calendar for the year 2018-2019
26	Time Table
27	Monthly Calendar for 2018-2019
28	Late Attendance
29	Leave Form

VISION

To become an internationally reputed Institution, by producing competent professionals with exemplary skills and ethical values.

MISSION

- ◆ To achieve a higher level of technological and professional excellence.
- ◆ To impart quality and holistic professional education.
- ◆ To train professionals to be entrepreneurs and employment generators.

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
 சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்
 தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!
 தமிழணங்கே!
 உன் சீரிளமைத் திறம்வியந்து
 செயல்மறந்து வாழ்த்துதுமே!
 வாழ்த்துதுமே!!
 வாழ்த்துதுமே!!!

NATIONAL ANTHEM

*Jana gana mana
adhinayaka jaya he
Bharatha bhagya vidhata
Punjaba Sindhu, gujaratha
Maratha Dravida utkala
vanga
Vindhya – Himachala –
yamuna Ganga Uchchala
– Jaladhitha – Ranga
Tava Subha
name jage
Tava Subha
asisha mage
Gahe tava
jaya – gatha
Jana gana mangala
dayaka jaya he
Bharatha bhagya
vidhata Jaya he,
jaya he, jaya he
Jaya, jaya, jaya,
jaya he.*

PLEDGE TO THE NATION

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 my parents, teachers and all elders respect
and treat everyone with courtesy.

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

COLLEGE PRAYER

God, our loving Father, we thank you for the day you have given us. We thank you for the graces you have showered upon us. We thank you for the knowledge, we are about to receive. Bless our founder, DMI sisters, our staff and all of us.

Help us to build our college into a mini nation, and our nation into a power. May all what we do bring glory to you, and happiness to us and our parents. May our college, become the torch of wisdom and enlighten the minds of everyone, who seek you in becoming your disciples. - Our father.

CLOSING PRAYER

God, our Father, we thank you for the enlightenment we had throughout the day. In whatever happened today we could witness the manifested love of yours. Bless all our staff members who have given us a new leaf of knowledge. Grant unto us at all times that all things should work for good. Protect and strengthen us to open up a new day.

This we ask in the name of Jesus, Lord. - Our father.

OUR LORD'S PRAYER

Our Father, who art in
heaven, Hallowed be thy
name;
Thy kingdom come;

Thy will be done on earth as it is in Heaven.

Give us this day our daily
bread; Forgive us our
trespasses

As we forgive those who trespass
against us; Lead us not into
temptation but deliver us from evil.

-Amen

COLLEGE ANTHEM

1. From our younger stage to the years till now
We haven't seen such a
lovely scene For the skies
above to the deepest love
We, the students of DMI
march above.

CHORUS

Dedication is the
heart of DMI
Motivation is the
spirit of DMI
Intuition is the soul of DMI, DMI, and DMI.

2. From the rising sun, to the
going down The green trees
and the blooming flower So
our DMI, a shining star
A symbol of peace and purity... Chorus

3. A thousand drops
make the ocean The
deep seas and the
mountain So our
DMI, a shining star
Fully alive and fully human... Chorus

PERSONAL DETAILS

Name		Passport Size (colour) Photo of the Student	
Department			
Year &Section			
Date of Birth			
Religion			
Community			
Address for Communication			
Permanent Address			
Father's Occupation			
Annual Income			
Office Address Phone No:			
Mother's Occupation			
Annual Income			
Office Address Phone No:			
Register No			
Hostel/ Day scholar	Hostel Room No		
College Bus/ Public Transport	College Bus Route No:		
Blood Group			
Hobbies & Special Interest			

QUALITY POLICY

We, at the DMI College of Engineering are committed to imparting quality and value based education to develop our students as professionals of technical excellence coupled with ethics and human propriety. They will be trained comprehensively to meet the ever growing demands of the times and to be at the service of the society for ever by:

- ◆ Imparting proper communication skills and other life coping skills.
- ◆ Evolving them into trust worthy citizens to promote industrial progress, growth and social transformation.
- ◆ Promoting continuous dissemination of knowledge to have innovation and creativity in all spheres of learning
- ◆ Enhancing the capabilities of faculty through periodical faculty empowerment programs, research and consultancy.

THE PROFILE OF THE COLLEGE

DMI College of Engineering is a Christian Minority Institution of Higher Technical Education, approved by All India Council for Technical Education [AICTE], Government of India and affiliated to Anna University, Chennai. The College is promoted and managed by the Sisters of Society of DMI, which was founded in the year 1984 by Rev.Dr.Fr.J.E.Arulraj. The Society manages several educational, technical, health, welfare and social development institutions. The vision of these Institutions is to provide a disciplined life with a spiritual base to remain ‘fully alive and fully human’. Further, it strives to achieve excellence and provides opportunities to the students to achieve technical excellence.

The college also commits itself to promote self-disciplined and holistic personalities among the marginalized, oppressed and disadvantaged sections of the society so as to mould persons in pursuance of making a better human life through science and technology. It enhances the core strength of the students and enables them to make significant contribution to the development of the society in particular and the nation at large.

DMI College of Engineering came into existence in the year 2001 with UG courses such as, Department of

Computer Science and Engineering, Electronics and Communication Engineering and Information Technology. The Department of Electrical and Electronics Engineering was started in the academic year 2002. The Post Graduate Courses, Master of Computer Application and Master of Business Administration were introduced in the year 2006. The Department of Mechanical Engineering and Civil Engineering were added in the year 2009. These departments have highly qualified, experienced and knowledgeable faculty members with specialization in respective fields. DMICE offers Post Graduation Course (M.E) in Computer Science and Engineering that was introduced in 2007. In the year 2009, M.E Courses in Communication Systems and Power Electronics & Drives were started. In 2010, M.E Applied Electronics was also introduced.

This College is spaced out in a sprawling campus of 60 acres of land, more than the stipulated area required by the AICTE. It is located in a serene

atmosphere at Mevalurkuppam'B' Village, Palanchur situated on the Chennai- Bangalore National Highway.

DMI College of Engineering concedes the students to enjoy a highly fulfilling experience at the campus with a variety of extracurricular activities and Skill Development programmes. Every student experiences an enriching and memorable stint in DMICE. DMICE is encouraging students to participate in a number of placement training programmes, Workshops, Seminars, Conferences and so on. With the result of such orientation developed inside the campus, the students were truly enjoys and evolves at our institution. With several faculty development programmes and workshops, DMICE is continuing renewal and growth of the faculty in all facets of their professional lives. Marked with the higher excellence amidst the society. DMICE places a lot of importance in ensuring that every student truly enjoys and evolves at our institution. With several faculty development programmes and workshops, DMICE is continuing renewal and growth of the faculty in all facets of their professional lives.

THE DMI EMBLEM



The cross at the centre of the globe is also the centre of Life for the DMI Sisters who run this Institution. The olive branch which decorates the globe stands for peace and constructive contribution by the technocrats. The overall spirit of DMI is captured in the emblem. The Arctic tern is the symbol of our spirit. The three Arctic terns in the emblem represent the spirit behind the missionary work of DMI. The bird is known as the bird of the sun as it travels along the sun and never sees the setting sun. It embodies our readiness to attempt the “NEW” but at the same time to be rooted firmly in the source and in our rich tradition. DMI vows to produce technocrats of excellence to work for the global economy and peace in consonance with the motto ‘*fully alive and fully human*’. The college instills in them these virtues to be given back to the world.

APPROVALS BY STATUTORY BODIES

The DMI College of Engineering was established in the year 2001 and managed by the society of Daughters of Mary Immaculate and Collaborators. The college has been governed and guided by a council of eminent academicians and industries. DMI College of Engineering has been approved by All India Council for Technical Education [AICTE], Government of India, New Delhi, a statutory body, which monitors the qualitative growth of technical education and also ensures the maintenance of the norms and standards of technical Institutions throughout the country. The college is affiliated to the Anna University, Chennai, one of the best Universities in the world. The college has been awarded a Christian Minority status.

ADMINISTRATION

Very Rev Fr. J.E.Arulraj
Founding Father and Chairman

Rev Sr. C.Rita DMI
Superior General

Rev Sr. S. Gnanaselvam DMI
Managing Trustee

Dr. R. Palaniyandi IAS (Retd)
Director Quality Management

Rev.Sr. I. Arockia Mary DMI
Correspondent

Rev.Sr. B. Hamlet DMI
Administrator

Dr.M.A.Leo Vijilious
Principal

ACADEMIC COUNCIL**Rev. Sr. I. Arockia Mary DMI***Correspondent***Rev.Sr. B. Hamlet, DMI***Administrator***Dr. M. A. Leo Vijilious ME., Ph.D***Principal***Dr. M. Belsam Jeba Ananth M.E., Ph.D***Vice Principal***Dr. R. Suja Mani Malar M.E, Ph.D,MBA***Vice Principal***Dr. P. Suresh Mohan Kumar, M.E,Ph.D***Dean***Dr. K. G. Revathi, M.E., Ph.D***Professor & Head, Department of ECE***Dr. A. Uma Mageswari M.Tech., Ph.D***Professor & Head, Department of CSE***Mrs. M. Maheswari, M.E., (Ph.D)***Associate Professor & Head, Department of IT***Dr. P. R. Thiripura Sundari, M.Sc, Ph.D***Professor & Head, Department of Sciences Humanities*

Mrs. T. Udaya Banu, M.E., (Ph.D)

Associate Professor & Head, Department of Civil

Dr. T.Senthil Kumar, M.E., Ph.D

Professor & Head, Department of Mech

Dr. N. Bhuvana Devi MBA, M.Phil, Ph.D

Professor & Head, Department of MBA

Mrs. M. Vijayalaksmi, M.E, (Ph.D)

Associate Professor & Head, Department of EEE

COURSES OFFERED

<i>Sl. No</i>	<i>Name of the Branch/ Programme</i>	<i>Degree Conferred</i>	<i>Duration (in years)</i>	<i>Intake</i>
1	<i>Civil Engineering</i>	<i>B.E</i>	4	90
2	<i>Computer Science and Engineering</i>	<i>B.E.</i>	4	120
3	<i>Electronics and Communication Engineering</i>	<i>B.E.</i>	4	180
4	<i>Electrical and Electronics Engineering</i>	<i>B.E.</i>	4	120
5.	<i>Mechanical Engineering</i>	<i>B.E</i>	4	150
6.	<i>Information Technology</i>	<i>B. Tech.</i>	4	60
7.	<i>Computer Science and Engineering</i>	<i>M.E.</i>	2	24
8.	<i>Power Electronics and Drives</i>	<i>M.E</i>	2	18
9.	<i>Communication Systems</i>	<i>M.E</i>	2	24
10.	<i>Applied Electronics</i>	<i>M.E.</i>	2	24
11.	<i>Master of Business Administration</i>	<i>M.B.A.</i>	2	60

THE GOVERNING COUNCIL

A governing council has been constituted as per the guidelines of AICTE and Anna University to guide and advise the management in running the Engineering College efficiently. This council consists of Educationists, Industrialists and Administrators.

The Members of the Council are:

Sl. No.	Name	Position in GC
1	Fr.Dr. J. E. Arulraj, Founder – DMICE Amala Bhavan, Rudhra Road, St. Thomas Mount, Chennai – 600 016.	Chairman
2	Sr. C. Rita Mary Superior General (Congregation of DMI) Amala Bhavan, Rudhra Road, St. Thomas Mount, Chennai – 600 016.	Member
3	Sr. S. Gnanaselvam President – DMICE Amala Bhavan, Rudhra Road, St. Thomas Mount,	Member

	Chennai – 600 016.	
4	Dr. R. Palaniyandi, I.A.S. (Retd.), Educationalist, Former Jt. Director, Education Dept. Former Joint Secretary, Public Department, Government of Tamil Nadu.	Member
5	Mr. A. Ignatius Xavier, Educationist General Manager, SCAD Social Change and Development Campus	Member
6	Mr. VisukumarGopal Director,Business Excellence AtoS / Syntel SIPCOT IT Park, Siruseri, Chennai	Member
7	Dr. M. Suresh Professor, Department of Computer Science Engineering, DMICE.	Member
8	Sr. I. Arockia Mary Assistant Professor, Department of Electronics and Communication Engineering,	Member

	DMICE.	
9	Dr.M. Rajendran Educationist, Retd. Professor, Department of Chemical Engineering, ACT Campus, Anna University, Chennai- 600025.	Member
10	Anna University Nominee	To be nominated
11	State Government Nominee	To be nominated
12	Dr. M.A. Leo Vijilious Principal, DMI College of Engineering, Chennai- 600123.	Member Secretary

DISCIPLINE AND DEVELOPMENT

<i>S.No</i>	<i>Name</i>	<i>Designation</i>
<i>1</i>	<i>Dr. M. A. Leo Vijilious</i>	<i>Principal</i>
<i>2</i>	<i>Dr. M. Belsam Jeba Ananth</i>	<i>Vice-Principal</i>
<i>3</i>	<i>Dr. R. Suja Mani Malar</i>	<i>Vice-Principal</i>
<i>4</i>	<i>Dr.R.Suresh Mohan Kumar</i>	<i>Dean</i>
<i>5</i>	<i>Mrs. T. Udaya Banu</i>	<i>HoD / Civil</i>
<i>6</i>	<i>Dr. A. Uma Mageswari</i>	<i>HoD / CSE</i>
<i>7</i>	<i>Mrs.M. Vijayalakshmi</i>	<i>HoD / EEE</i>
<i>8</i>	<i>Dr. K. G. Revathi</i>	<i>HoD / ECE</i>
<i>9</i>	<i>Dr. T.Senthil Kumar</i>	<i>HoD / Mech</i>
<i>10</i>	<i>Mrs. M. Maheswari</i>	<i>HoD / IT</i>
<i>11</i>	<i>Dr. P. R. Thiripura Sundari</i>	<i>HoD / S&H</i>
<i>12</i>	<i>Dr. N. Bhuvana Devi</i>	<i>HoD / MBA</i>

INFRASTRUCTURE

The enviro-friendly campus has separate academic and hostel buildings to enable the students to feel at home and to develop their creativity. The campus has over 4.5 lakh sq.ft. built-up area to accommodate the following.

1. A 960 sq.ft long four-storeyed main college building with well-ventilated and spacious class rooms and drawing halls. It accommodates CSE, IT and EEE Departments and allied laboratories. MBA also forms part of this block.
2. The ECE department is accommodated in a four storeyed block with all the laboratories.
3. The Mechanical and Civil Departments are housed in a separate four storeyed spacious block adjacent to the main auditorium
4. A separate and well-constructed four storeyed Sciences and Humanities Block
5. Women retiring Halls in respective departments
6. Hiroyki Itho Auditorium is a full-fledged air-conditioned mini hall to accommodate 600 students
7. Emmanuel Auditorium is a spacious hall to accommodate 2500 Students
8. Mother Virgin Central Library
9. Well-equipped laboratories
10. Hostel for Men-St.Joseph Hostel
11. Hostel for Women-St.Mary's Hostel
12. Conference Hall and Seminar Halls
13. Photocopier, STD and Internet facilities

14. ATM
15. Courts and grounds for various games and sports
16. Gymnasium
17. Medical Centre
18. Canteen & Snack outlets
19. Chapel & Prayer Hall

FACULTY

The College has dedicated experienced and well qualified staff in all the departments, who give individual attention to all the students and impart quality education to build their personality and to induce technical skills and academic excellence.

MOTHER VIRGIN CENTRAL LIBRARY

A well-equipped, computerized and spacious state of art library is available with more than 40,000 volumes and 1200 CD's, on various topics. In addition, the college subscribes to number of National and International Journals and periodicals. The library is under the supervision of a professional librarian and opens to all the members of the College. E- journals are also available, copies of which could be made at the library.

WORKING HOURS: All working days: 8.00 am to 6.00pm

LIBRARY REGULATIONS

1. Strict silence should be observed in the LIBRARY
2. All the members must sign in the gate register at the entrance of the library.
3. The issue of library books is regulated as follows:

Under graduate students	:	
4 books Post graduates	:	
6 books	:	
Teaching Staff	:	10 books
Non-Teaching Staff	:	4 books
4. Members are responsible for all the books borrowed on their names.
5. Students have to produce the bar coded identity cards at the time of borrowing.
6. Library cards are not transferable.
7. All the students should return their library cards at the end of the year and obtain the “No Dues Certificate.” Similarly, staff members who are leaving the college should settle all dues and obtain “No Dues Certificate”. Failure of non-compliance with the above rule will lead to non-return of Caution Deposit/Certificate, etc...

8. Loss of ID Cards should be reported to the librarian.
9. Duplicate card will be issued on payment.
10. Books other than reference books & journals will be issued to the student members for a period of 14 days.
11. Tearing of sheets from books/newspapers is strictly prohibited.
12. Members must satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is noticed, the same must be immediately intimated. Otherwise, he/she will be held responsible for the damage.
13. In case of default in the return of books Re.1/- per day per book will be levied as overdue charges.
14. Loss of books should be reported to the librarian and it should be replaced by another copy by the loser. In case the borrower is unable to replace the book, twice the cost of book with overdue charges will be collected from the borrower.

TRANSPORT (optional)

A fleet of buses is available for transportation from different parts of the city. Only those students who have registered and obtained the bus pass are allowed to avail themselves in the college transport facility. The students are not allowed to change their boarding and alighting points without prior permission.

CATERING

Good and hygienic canteens function within the college campus to serve meals, tea, coffee, snacks, cold drinks, tiffin, stationery items etc. at reasonable rates for the convenience of the students, staff and all the inmates of the hostel. A fresh juice corner serves to quench the thirst of the students and staff.

HOSTEL (optional)

The institution provides separate furnished hostels for men and women within the College campus with an area of 40,000 sq ft building.

The hostels are maintained and supervised by the Sisters of DMI and the Fathers of MMI. Apart from providing delicious, healthy and hygienic vegetarian /non-vegetarian food, the Sisters along with warden's/ faculty members closely monitor the activities of the students and also help them in their academics during the study hours. The students can also avail themselves of newspaper, television & magazines. The college provides indoor/outdoor games/sports/yoga facilities to the hostel inmates with the view to making them health conscious. The Doctors visit the hostels from St.Joseph hospital, Porur. The hostel thus provides a secure, friendly and homely atmosphere to the students.

MESS TIMINGS

Working days

Holidays

Break- fast: 7.15 am to 7.45 am Breakfast: 8.00 am to 8.30am.

Lunch: 12.25 am to 1.10 pm Lunch : 12.30 pm to 1.00 pm

Tea: 4.00 pm. to 4.30 pm. Tea: 4.00 pm. to 4.30 pm.

Dinner: 7.45 pm to 8.15 pm. Dinner: 7.45 pm to 8.15 pm.

FACILITIES AND ACTIVITIES

I. COMPUTER CENTRE

There are 18 adequately spaced and well equipped computer labs which have a total of more than 950 latest computers. The college has 40 Mbps speed fiber optic internet connection. All the terminals are networked to provide cross platform application with client server architecture. The whole campus is connected with internet facilities with 15 CISCO managed switches and also Cyberrom firewalls. The college has 64 printers in the Computer Labs and in the administrative block through Amelia network wireless controller with 13 Nos of access point. The whole campus is a fully Wi-Fi enabled Campus. Besides, the center has the provision of regular course work in C, C++, ORACLE, VB, VISUAL C++, JAVA, UML and Internet facility. It is managed and supervised by qualified staff even after the class hours.

II. LABORATORY

To train the students on all the aspects related to the performance of engineers, the laboratories are fully equipped with state of art equipment according to the latest syllabus prescribed by the Anna University.

III. REV.FR.DR.J.E.ARULRAJ CENTRE FOR RESEARCH

Projects funded by the Government are carried out by our faculty & students. Research is carried out in six centres of excellence namely Centre for Energy, Centre for Signal & Image Processing, Centre for Computation, Centre for Structural Engineering, Centre for Bigdata Analytics and Centre for Wireless Communication. The research centers for the Department of Computer Science and Engineering and Department of Physics got approval from Anna University.

IV. PLACEMENT AND TRAINING CELL

A cell for placement and training is functioning with the Placement Officer who arranges career guidance / in-plant training / campus interview by specialists in the particular field and also by companies of repute. Special Apps workshops are conducted to crack the latest in logical sequence and arithmetical apps.

Core Team: –

Placement Officer- Mr.Antony Valan

Sl.No	Name of the Staff	Designation	Department
1	Mr.Jimson.L	AP	CSE
2	Ms.Jenifer.J	AP	IT
3	Mr.S. Syed Feroz Hussain	AP	ECE
4	Mr.Aran Glenn.J	AP	EEE
5	Mr.Mohan raj.R	AP	Civil
6	Mr.Rajadurai.S	AP	MECH

V. HIGHER EDUCATION CELL

Coordinator: Mr.Antony Valan, MBA

The Higher Education Cell has been catering to the needs of students with the following objectives:

- To conduct a survey among students on their career options.
- ◆ To organize programmes to create awareness about the importance of higher studies in India and Abroad.

- ◆ To organize diagnostic tests for the competitive exams such as GATE, CAT,GRE, GMAT and to counsel them for higher studies.
- ◆ To organize coaching classes on GATE, CAT, TOEFL, GRE, IELTS, etc. towards higher studies.

VI. INDUSTRY INSTITUTION COLLABORATION CELL

- ◆ Industry Collaborations-Collaboration with various companies in the industry for students' training, joint research and other activities.
- ◆ Industry Connect- frequent meeting with HR people of various MNC's by conducting HR summit
- ◆ IIPC: Separate cell for industry institution partnership through this we can have many number of company projects to improve our students innovative ideas and conducting workshop for faculty by industry experts to train the students to cope up the industry needs.
- ◆ MoU's: The MoU is being signed on the prospect that both the institute and industry collaborate on developing the joint academic and research co-operation.
- ◆ Sharing of Facilities

- ◆ Access to laboratory, library and other supporting facilities for jointly supervised UG, PG and Research will be provided by both institutes.
- ◆ Joint Conference/Workshop/Courses
- ◆ Exchange/Deputation of Staff
- ◆ Programmes:
- ◆ Training the Trainer (TOT) – DMI College of Engineering and Object Frontier Software (OFS) assigned an MOU to train the faculties in DMI premises.
- ◆ The students who got selected through campus interview from various colleges by OFS will come to DMI campus for Training.

VII.INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objective:

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Functions:

- ◆ Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.

- ◆ Documentation and collection of feedbacks from students, parents and other stakeholders on quality-related institutional processes
- ◆ Dissemination of information on the various quality parameters.
- ◆ Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- ◆ Documentation of the various programmes / activities leading to quality improvement.
- ◆ Development and maintenance of institutional database through online for the purpose of maintaining/enhancing the institutional quality
- ◆ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Coordinator, IQAC: Mr.M. Maheswari

Mobile: 9443018249 Email: itdeptdmice@gmail.com

VIII. WOMEN EMPOWERMENT CELL

Women Empowerment Cell is active in the College since 2005 to empower girl students, to enhance understanding of issues related to women and to make the college campus a safe place for women students and faculty members. Focus of the Cell is to eliminate the discrimination and all forms of violence against women in Indian Society.

Objectives

- ◆ To encourage the girls come forward to talk about women related issues and tries to sensitize the youth.
- ◆ About gender reality as the goal to emancipate and empower women.
- ◆ To promote a culture of respect and equality for female gender.
- ◆ To conduct seminar, workshop to impart knowledge of opportunities and tools available and train the women.
- ◆ To create a conducive counseling environment for female gender to share their problems.
- ◆ Role plays, street plays, games to be organized to help change the student behavior thereby, helping them to assume a responsible role.

As per the instructions given by the AICTE and the guidelines directed by the Anna University, Chennai, the

Women Empowerment Cell of DMI COLLEGE OF ENGINEERING constitutes of the following staff members:

Sl.No	Name of the Staff	Designation	Department
1	Ms. Immaculate A Geetha (Co-ordinator)	Asso.Prof	Physics
2	Ms.M. Deepaka	AP	CSE
3	Ms.Anin Manjusha	AP	ECE
4	Mrs.V. Selvarani	AP	Civil
5	Mrs. M. Justina Michael	AP	IT
6	Mrs. J. Divineshia Sharon	AP	EEE

IX. ENTREPRENEURSHIP DEVELOPMENT CELL

Coordinator - Ms. K. Punitha, Assistant Professor

(MBA) Objectives:

- ◆ To disseminate knowledge and insights in entrepreneurial theory and practice through lectures activities and workshops.
- ◆ To collaborate with similar bodies in other B-schools & technology institutes to accomplish the objectives.
- ◆ To seek tie-ups with Non-profit Entrepreneurial Organizations connecting cell to global network of entrepreneurs.
- ◆ To create a strong network of successful entrepreneurs

who would like to guide budding entrepreneurs.

- ◆ Starting Innovation incubation center

X. SOCIAL INTERACTION CELL

1.NATIONAL SERVICE SCHEME (NSS)

Motto (Not me but you) Objectives:

- ◆ To create social awareness leading to effective action.
- ◆ To be actively and constructively involved in the needs and problems of the society and thus become agents of social change.
- ◆ To identify the needs and problem of the society and involve them in problem solving.
- ◆ To acquire leadership qualities and democratic qualities.

Programme Officer: Mr.

M. Sathish,A.P Student

Representatives:

Yashwanth Bharadwaj G S– III Mech

Swaminathan S R – III Mech

Venthan A Keisar – III Mech

Yuvaraj V– III EEE

Allwin Jerold A III EEE

Rapson Antony G– II Mech

Nallaiya N– II Mech

Govindha Raj A – II Civil

Santhosh Kumar D– II EEE

YOUTH RED CROSS & RED RIBBON CLUB (YRC & RRC)

Objectives:

To inspire and empower our students through dynamic programs, create opportunities to serve through specialized leadership training and to realize the mission of the Red Cross & Red Ribbon Club by participating in

- ◆ Service Programmes
- ◆ Leadership Development
- ◆ International Initiatives
- ◆ Youth-driven Emergency

XI. CO CURRICULAR ACTIVITIES

1. INDUSTRIAL VISITS

Minimum of two Industrial Visits will be arranged for the students in a semester. An undertaking may be given by the parents, to allow their wards participate in the tour/industrial visit.

2. INTERNSHIPS

Summer/Winter Internship is mandatory for every student starting from second year onwards. Internship shall be enrolled by the student during vacation time only.

3. TECHNICAL ASSOCIATIONS

Each department is encouraged to form its own association.

To bring out the latent potential in our students. These associations are managed by student office bearers under the guidance of the faculty of the respective departments. The activities of these associations are periodically published.

- ◆ Association of Electronics & Communication Engineers.
- ◆ Association of Electrical & Electronics Engineers.
- ◆ Association of Information Technology Engineers.
- ◆ Association of Computer Science Engineers.
- ◆ Association of Mechanical Engineers.
- ◆ Association of Civil Engineers.
- ◆ Sciences & Humanities Association.
- ◆ Association of Management Studies.

XII. EXTRA CURRICULAR ACTIVITIES

1. PHYSICAL EDUCATION

The college gives importance to health activities and concentrates on indoor and outdoor games. Courts and grounds for various games and sports are available. Students are expected to take part in these games / sports to develop his / her potential / abilities and qualities of sportsmanship.

2. SPORTS DAY

The college conducts Annual Sports Day, which has track and field events, individual Games and matches and encourages the students, staff and inmates /workers of the college to take part actively. To promote healthy competition among the students in the activities and foster qualities like leadership, loyalty, co – operation, the students are divided into six houses. This paves a way to a healthy competition of brotherhood and sportsmanship. Various prizes / medals / shields /certificates are awarded to winners and runners up.

3. STUDENT CLUBS

Student Clubs are designed for encouraging students to participate, lead and learn. These clubs are open to all students irrespective of their programme of study, nationality and beliefs. Getting involved in extracurricular activities helps the students build leadership, professional, and personal skills that will assist them to lead a successful life.

- ◆ Fine-Arts Club
- ◆ Go-Green Club
- ◆ Eco – Friendly Club
- ◆ Social Welfare Club

XIII.VALUE ADDITION COURSES

The College offers value addition courses to make the students competent as per the Industrial standards and enhance their knowledge.

- ◆ MSME - Industrial Atomization & Robotics
- ◆ AUTOCAD Certification by CADD Centre
- ◆ STADD PRO
- ◆ REVIT ARCHITECTURE
- ◆ ETABS
- ◆ DELL EMC – DATA SCIENCE & BIG DATA ANALYTICS
- ◆ CISCO NETWORKING

XIV. ANTI RAGGING & ANTI EVE-TEASING CELL



Ragging constitutes one or more of any of the following acts:

- ◆ Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a

fresher or any other student;

- ◆ Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- ◆ Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- ◆ Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- ◆ Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions Suggested by AICTE against students indulging and abetting in Ragging

- ◆ The punishment to be meted out to the persons

indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

- ◆ The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
- ◆ Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- ◆ The possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
 - ◆ Cancellation of admission
 - ◆ Withholding/withdrawing scholarship/fellowship and other benefits
 - ◆ Debarring from appearing in any test/examination or other evaluation process
 - ◆ Withholding results
 - ◆ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

- ◆ Suspension/expulsion from the hostel
- ◆ Rustication from the institution for period ranging from 1 to 4 semesters.

The Members of the Anti - Ragging Committee and Anti - Ragging Squad.

Dr. M.A.Leo Vijilious(Principal) – Chairman

Mr. V. Alexander (Police Inspector) – Member

Thasildhar – Member

Ms. Viji Dali (Official of NGO) – Member

Dr. K.G. Revathi – Member

Dr. M. Belsam Jeba Anand – Member

Dr. P.R.ThiripuraSundari – Member

Mr. I. Kumar – Member

Mr.K.Ignesh – Representative of Students

Ms.R.Sindhuja – Representative of Students

xv. AWARDS

Special certificates will be awarded annually for those students who distinguish themselves in academics, games, sports, co – curricular activities, attendance etc.

xvi. PRAYER / ASSEMBLY

As one big family of brothers and sisters, the students of each department assemble in the morning at the auditorium on the stipulated day. The assembly begins

with an inter-religious prayer followed by message and thought for the day. Recent inventions and discoveries in the field of science, sports and state, national, and international are also read out during the assembly by the students to keep them well informed and aware of the events taking place around them. It is mandatory that every student attends the assembly.

xvii. COLLEGE MAGAZINE & NEWS LETTER

The college publishes a magazine and monthly newsletter naming *DMI SPRING*, which includes articles [technical and general] of the activities and achievements of students, and the events taking place in the college. Besides the college newsletter, each department publishes its own newsletter.

xviii. PERSONALITY DEVELOPMENT AND HRD PROGRAMME

A group of certified, trained and experienced resource persons conduct personality development and human resource development programmes for all the students. These innovative programmes help the students to identify and develop their hidden talents, improve their communication and technical skills, problem solving and leadership qualities. This also helps them to prepare for

job interviews and future career.

XIX. GUEST LECTURES

Experts in various fields of science and technology are invited to deliver lectures to the students/Staff and keep them well informed of the advancement and changes in the current trends.

XX.IIT BOMBAY REMOTE CENTRE

The college is a recognized Remote Centre of IIT Bombay through which Staff and Students are empowered in the latest Science and Technology. IIT Bombay & IIT Kharagpur conducts various ISTE workshops during the vacation period in summer and winter. The lecture transmission and live interaction take place in a virtual classroom environment, using the A-VIEW technology on the internet. Till now, 15 workshops for staff and 2 workshops for students have been conducted successfully. More and more IIT programmes are on the anvil this academic year too.

XXI.PARENT-MANGEMENT/STAFF ASSOCIATION

All the parents and management/staff members of the college are members of this association.

Objectives:

- ◆ To involve the parents actively in various activities of the college.
- ◆ To bring about a better understanding of the problems of students.

XXII. STUDENT CHAPTERS

The student chapters of reputed technical bodies have been formed to enable our students to interact with academicians & Industrial experts. Seminars, workshops and training programs are organized for the student members of these chapters. The student Chapters that function in our campus are.

- ◆ CSI: Computer Society of India.
- ◆ IETE: Institution of Electronics & Telecommunication Engineers.
- ◆ IE: Institution of Engineers India.
- ◆ IET: Institution of Engineering & Technology.
- ◆ IEEE: Institution of Electrical & Electronics Engineers.

XXIII. OFS – CENTER OF EXCELLENCE

DMI College of Engineering and Object Frontier Software (OFS) assigned an MOU for having a Center of Excellence in DMI premises.

The benefits for having a center of Excellence are given below:

- ◆ Train the faculty of DMI in current technology under the concept of Training the Trainer (TOT). The trained faculty of DMI College will deliver the training to the final year students of DMI College of Engineering.
- ◆ With respect to COE concept, OFS will come to our college and recruit the students of final year through Campus interview.
- ◆ The students who got selected through campus interview from various colleges by OFS will come to DMI campus for Training.
- ◆ The college is established a well-equipped center with these kinds of facilities to meet the expectations of the OFS and students who are under training.

XXIV. DELL EMC-BIG DATA CENTER OF EXCELLENCE

ICT Academy along with DELLEMC has designed the programs for Technical Institutions across the Globe to introduce graduating students to Big Data and equip them with required technical skills to complement their chosen fields of study. Through this they provide selected academic institutions through ICT Academy with the

courses and programs developed by them. By instituting this program, they seek to create a collaborative relationship with universities & institutions in India whereby the students may obtain the industry training and international certifications which could enable employment in firms seeking skilled workers in big data analytics.

*Our institution has signed MOU with “DELLEMC
Centre of Academic Excellence for Big
Data Analytics”.*

This course provides practical foundation level training that enables immediate and effective participation in big data and other analytics projects. It includes an introduction to big data and the Data Analytics Lifecycle to address business challenges that leverage big data. The course provides grounding in basic and advanced analytic methods and an introduction to big data analytics technology and tools, including Map Reduce and Hadoop. Laboratories offer opportunities for students to understand how these methods and tools may be applied to real world business challenges by a practicing data scientist. The course takes an “Open”, or technology-neutral approach, and includes a final lab which addresses a big data analytics challenge by applying the concepts taught in the course in the context of the Data

Analytics Lifecycle. The course prepares the student for the Proven™ Professional Data Scientist Associate (EMCDSA) certification exam.

The course is designed to enable students to:

- ◆ Become an immediate contributor on a data science team.
- ◆ Assist reframing a business challenge as an analytics challenge.
- ◆ Deploy a structured lifecycle approach to data analytics problems.
- ◆ Apply appropriate analytic techniques and tools to analyze Big Data.
- ◆ Tell a compelling story with the data to drive business action.
- ◆ Use open source tools such as R, Hadoop, and Postgres.
- ◆ Prepare for EMC Proven Professional Data Scientist certification.

XXV. ROBOTIX CLUB

ROBOTIX Club of Department of Mechanical Engineering is aiming to develop technological skills in the diverse fields of mechatronics and

robotics by transcending the theoretical knowledge into live applications with practical solutions for real-world problems. The club provides an ambience for students to prepare and to showcase their skills at robotics events held at inter-collegiate level across the country. The ultimate goal of ROBOTIX Club is to educate more students and make robotics an everyday phenomenon.

XXVI. CDCE AUTOMATION

CDCE Centre of Excellence provides the budding engineers and opportunity for industrial exposure which is special. This gives a regular theory oriented rigmarole filled student a fresh perspective, the urge to build and the skill to achieve it. CDCE Centre of Excellence provides hands on training from professionals using Centre of Excellence for factory automation and Robotics. Training course for students covers the following topics, Switch gear and controls, Electrical and Automation panel wiring, Sensors, Transducers, Instrumentation Programmable logic Controllers(PLC) Human Machine Interface(HMI), Barcode Automation Systems, Machine Vision Systems, Computer Aided manufacturing systems, Hydraulics and Pneumatics, Flexible Manufacturing Systems, Linear Motion systems, Smart Positioning using Servo, Stepper and Variable

Frequency drives.

Objectives:

The main objective of the program is to provide excellent opportunities for the faculty members to have conceptual as well as practical knowledge of the industrial automation and latest technologies being used to achieve industrial automation. The most used guiding force behind on automated

industrial plant as a “Programmable logic Controller “generally known as PLC. PLC along with certain other necessary ingredients like Sensors, VFD, Motors, SCADA systems, computers and many more makes a real automated manufacturing plant. Further this program will be suitable aid for the faculty members to strengthen their technological base by introducing their research culture and promoting creative adaption, innovation as well as utilization through interaction between institutes of learning.

XXVII. CISCO CENTER OF EXCELLENCE

The Department of Computer Sciences Technology had signed MoU with CISCO Systems. The CISCO centre of excellence on Advanced Networking available in the department provides world class networking infrastructure. The faculty members have been constantly

trained by CISCO Networking Academy, to offer the latest industry relevant networking curriculum. The Department is offering the certification course CCNA (Cisco Certified Network Associate) to the students from 2018. The course provides practical hands-on experience to the students on networking concepts during the 110 hours of the course.

As per the CISCO requirements, the CCNA course is divided into following four modules:

- ◆ Networking fundamentals
- ◆ Routing protocols and concepts
- ◆ LAN switching and wireless
- ◆ Accessing the WAN

The CISCO Centre of Excellence is equipped with sophisticated CISCO hardware like routers, switches, wireless adapter, cables and PCs to effectively deliver the CISCO CCNA curriculum. Packet tracer software is also installed in computers to simulate the various network configurations and provide a better understanding on the networking concepts.

XXVIII.VALUE EDUCATION

We organize programmes for the students that emphasize on Values, Character, Moral development, Religious Education, Spiritual development, Citizenship education,

Personal and Social development. In order to instill & inculcate values, college provides a forum.

DMI 'COVE' – Community Outreach & Value Education. DEN – DMI Evangelical Network.

XXIX.SCHOLARSHIPS

The following categories of scholarship sanctioned by the Government of India are available at request.

Name of the Scholarship	Sanctioning Authority	Value of Scholarship	Norms for scholarship
BC/MBC Scholarship	T.Nadu Govt., The Commissioner, BC Minority Welfare Office	Varies, based on I & II Graduate, Community Mode.	<ol style="list-style-type: none"> 1. Scholarship for BC/MBC Students (Regular only) 2. Income should be below Rs.2,00,000/- 3. Can be obtained for Course duration. 4. For 1st Graduate Scholarship, 1st
			<ol style="list-style-type: none"> Graduate Certificate from Tashildar is essential. 5. Should not avail any other scholarship. 6. Income certificate from Tashildar office is must.

			7. Eligible from 1st Year and can be renewed
SC/ST Scholarship	T.Nadu Govt., The Commissioner, SC/ST Adi-Dravida and Tribes Welfare Office	Varies, based on Community Mode.	<ol style="list-style-type: none"> 1. Scholarship for SC/ST Students Income should be below Rs.2,50,000/- 2. Scholarship for SC/ST Students of Christian Income should be below Rs.2,00,000/- 3. Can be obtained for Course duration. 4. Certificate from Tashildar is essential. 5. Should not avail any other scholarship. 6. Eligible from 1st Year and can be renewed

GENERAL RULES OF DISCIPLINE

- ◆ The good name of the College is in the hands of the students whether they are inside or outside of the premises. The College has utmost faith in its students and in their desire to uphold its standard.
- ◆ Students are expected to assemble in the class room at the stroke of the first bell.
- ◆ Through the Public address system at 8.00 am the day is given a start by playing a devotional song followed by the College prayer. At 03.30 pm the college closing prayer will be recited to mark the end of the day.

COLLEGE RULES AND REGULATIONS

1. Timing: College Timing 8.00 am to 3.30 pm. Lunch break 12.25 pm –
1.10 pm. Special classes arranged on working days will be conducted up to 5.15 pm for slow learners. Students are expected to be in the class by 7.50 am and are not allowed to leave the campus during the college hours, without the Principal /HOD permission.
2. Students should come to the college on time. Buses are operated for the student's convenience and he/she can board at his/her nearest boarding point. All the buses will leave the campus at 3.45 pm.

3. Leave: We insist on 100% attendance for the theory classes and for the laboratory classes.
4. Anna University Attendance Regulation: Ideally every student is expected to attend all classes and secure 100% attendance. However, in case of certain unavoidable reasons, the student is expected to attend at least 90% of the classes. Therefore, he/she shall secure not less than 90% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses offered during that semester.

Student's attendance percentage will be uploaded in the Anna University web portal.

Parents are requested to have close watch on their ward's attendance.

5. Requirements for Completion of the Semester

A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

A student is ordinarily expected to complete the B.E. Mechanical Engineering (Sandwich)

Programme in 10 semesters (five academic years) but in any case not more than 18 Semesters for HSC (or equivalent) candidates.

Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of

attendance requirement for writing the end semester examinations (as per clause 6) by the

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No. of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

students, following method shall be used.

The University Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.

The total period for completion of the programme reckoned from the commencement of the first semester

to which the candidate was admitted shall not exceed the maximum period specified in clause

5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. Eligibility for The Award of the Degree

A student shall be declared to be eligible for the award of the B.E. / B.Tech. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years and 6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Director, Academic Courses whenever readmitted under regulations R-2017
- iv. Successfully completed the NCC / NSS / NSO / YRC requirements.
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the

Syndicate of the University

Classification of the Degree Awarded

FIRST CLASS WITH DISTINCTION

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- ◆ Should have passed the examination in all the courses of all the eight semesters
(10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within five years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- ◆ Should have secured a CGPA of not less than 8.50
- ◆ One year authorized break of study (if availed of) is included in the five years and four years in the case of lateral entry) for award of First class with Distinction.
- ◆ Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- ◆ Should have passed the examination in all the courses of all eight semesters (6 semesters in the case of Lateral Entry) within Six years. Five years in the case of Lateral Entry.
- ◆ One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of six years and five years in the case of lateral entry) for award of First class
- ◆ Should have secured a CGPA of not less than 7.00.

SECOND CLASS:

All other students (not covered in clauses 6.2.1 and 6.2.2) who qualify for the award of the degree (vide Clause 6.1) shall be declared to have passed the examination in Second Class.

A candidate who is absent in end semester examination in a course

/ project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

7. Permission: All requisition letters for ODs, leave letters, medical certificates, hostel matters including permission and leave should be addressed to The HOD/Principal.

8. All requisition letters for Scholarship, Industrial Visit, Bonafide certificates, and Project permission and implant training should be addressed to The PRINCIPAL.

9. Dress Code:

Men: Formals, Full length Jeans, Formal/Sports, Shoes.

T-Shirts, Ripped / More pocket Jeans and Chappals are not allowed.

Women: Churidhar, Full length Jeans,

Kurta MBA Students: Blazers on

Mondays.

Note:

Both Men and Women should not colour or bleach their hair.

Final year students should come in formals during placement drives.

Dress Code in the Lab/Workshop:

For both Men and Women

- ◆ Physics, Chemistry, Computer and Electronics Labs: White Overcoat with Shoes
- ◆ Basic Workshop, Carpentry, Fitting, Welding and all remaining Labs: Blue Overcoat with Shoes

10. Loss of ID-CARD must be reported to the Administrative Office immediately.

11. Student Counselor: Each and every student will be allotted to an Asst. Professor as a student Counselor. The

Counselor will advise/counsel the student on his/her academic and other activities for entire Course. Students are required to approach their counselor for academic needs.

12. Academic Performance and Feedback:

Three Internal Assessments are conducted in a semester and the results are sent to the parents periodically. Parents are kindly requested to note these results and follow up the academic performance of their wards. They are requested to spend their time to have discussions with the student Counselor.

All the Internal Assessment marks will be uploaded in Anna University web portal and the internal marks will be awarded purely based on their marks in the internal assessment and the assignments. Therefore, students are expected to take the tests seriously and perform well in the tests & examination. Parents are requested to have a close watch on their ward's performance.

Test	Portion/Unit	Dates	Information sent to the parent about the results
Internal Assessment Test – I	40% / 1&2	Refer the planning in the calendar	Within 3-5 days after the last exam
Internal Assessment Test – II	80% / 3&4		
Model Exam	All Units		
Model Practical Exam	As per Syllabus		

13. Internal Assessment Tests:

Absence for Internal Assessment Tests will be viewed very seriously. Students failing in the Internal Assessment Tests should attend Special classes and submit assignments. No re-test will be conducted for the absentees. Internal Assessments and University exams marks should be entered in the Student's Personal History Card and also sent to the parents.

14. Failed in two and more subjects in the University exams and Internal Assessments: Parents are requested to meet the class-in-charge first, and then meet the respective Head of the Departments, and the Principal/Administrator on the specified dates.

15. Parent's Acknowledgement: All the marks sent through E-mail/SMS should be acknowledged by the parents and this should be verified by the class-in-charge.

16. Change of Address: If there is any change in the address, it should be informed to the respective student's class in-charge/Office by the parents. Boarding point in the record should also be changed immediately.

17. Student's Hand Book:

- ◆ This should be maintained carefully and always available with the student.
- ◆ Student should get signature from their parents in the absence record.

18. Behavioral code: It is forbidden to write or scribble on the walls, desks, etc., throw papers or ink around the class/ hostel room or in any way damage the college / hostel property. Damage done must be paid for at the discretion of the management.
19. Irregular attendance, habitual idleness, neglect of assigned work, disobedience or disrespect towards staff or others, forging signature, stealing and a bad moral influence justify dismissal. The students are responsible to the college authorities for their conduct both in and outside the college.
20. Students are strictly forbidden to smoke, consume alcohol and use Drugs etc inside the campus.
By the Honorable High Court, Madras for the Writ Petition No.22244 & W.M.P No.23288 of 2017.” The students” shall not enter the colleges in inebriated condition, failing which they will be removed from the college and they will not be allowed inside the college campus, so that it will be a deterrent to the students”.
21. No office work will be transacted during holidays.
22. Students are responsible for safety of their books and belongings.
23. **Inflammable substances & arms /Fire crackers are prohibited in the campus.**

- 24.No unauthorized books, comics, periodicals, pictures or newspapers except those allowed by the college shall be brought to the college or circulated.
- 25.No borrowing or lending of money or exchanging of articles is allowed in the college.
- 26.No visitors in the form of ex-students, friends etc. will be allowed in the college/canteen/class room during the college hours. Unauthorized entry into hostel premises/rooms are liable for serious punishment.
- 27.Students are not allowed to receive / make telephone calls except on emergency.
- 28.Tampering with the content or misuse of the college/library identity cards, bus identity cards, passes, tickets and tokens and unauthorized use of college Transport/Mess are liable for serious punishment.
- 29.Any kinds of wild, noisy and disturbing behavior/celebration in the campus are strictly forbidden. Students indulging in such unruly behavior will be seriously dealt with.
- 30.Health care centre: Health centre in the campus extends medical assistance to the students.
- 31.Summer/Winter Internship is mandatory for every student starting from second year onwards. Internship shall be enrolled by the student during vacation time only.

32. Discipline in Lab

- ◆ Food, chewing/bubble gum are not allowed in the lab/class.
- ◆ Laboratory coat must be worn during the laboratory period.
- ◆ Do not perform unauthorized experiments.
- ◆ Record your observations then and there.
- ◆ Get signature in your record note book from the lab-Incharge before reporting for the next lab class.
- ◆ Maintain silence inside the laboratory.
- ◆ Do not switch on the power before getting the circuit verified and signed by the instructor.
- ◆ Report any breakage to the lab assistants immediately.
- ◆ Disconnect all circuit connections and clean your table before leaving the laboratory.
- ◆ If a student destroys college materials, equipment's etc. he/she will be responsible for the damages.
- ◆ Get prior permission from the instructor or lab-in-charge while using Pendrive or CD.
- ◆ No attempt to access prohibited / Unauthorized website should be made.
- ◆ If any accident happens in the lab, it may be reported to the lab-in- charge immediately.

VERY IMPORTANT INSTRUCTIONS

- 1. Cell phones, iPods or any other electronic and electrical items including cameras are not allowed inside the college campus during working hours.***
- 2. College Authorities are not responsible for any loss of electronic gadgets/private property of students.***
- 3. Attend all continuous assessment tests like INTERNAL ASSESSMENTS and MODEL EXAMS without fail. No Re-Tests will be conducted for the absentees.**
- 4. Attendance is compulsory in the previous day and the next day of any Holidays and Vacations.**
- 5. Parents are requested to meet the STAFF / PRINCIPAL / ADMINISTRATOR / CORRESPONDENT only between 10.00 A.M and 3.30 P.M on all working days.**
- 6. Visitors for hostel students will be allowed from 9.00 A.M to 6.00 P.M. only on holidays.**
- 7. Visitors are not allowed to see their wards during the working days and working hours.**
- 8. Ragging in any form is prohibited and attracts severe disciplinary action including suspension/handing over to the police and dismissal.**
- 9. This is an enviro-friendly campus. The premises should be kept clean. Students while eating are expected to be very careful not to spill and dirty the surroundings. Utmost hygiene should be maintained.**

LEAVE REGULATIONS

All the students should make note of the following leave regulations and are instructed to abide by these rules while availing themselves of any kind of leave.

ALL LEAVE LETTERS SHOULD BE FORWARDED TO THE CLASS IN-CHARGE AND HOD

For Availing Two Days or less

- ◆ Leave letter should be submitted in the previous day itself with the parent's signature
- ◆ Leave letter submitted after availing will not be accepted.
- ◆ Parents may inform the respective in-charge regarding leave through phone. For medical ground, medical certificate with leave letter should be enclosed with parent's signature.

For Availing Three Days and above

For any family function or any other medical grounds, the parents should come in person and avail leave from the respective class-in-charge.

General

Intimation will be sent on the third day of absence to the parents. On receiving the intimation, the Parents/Guardian should report to the office. All the leave and absence will be informed to parents through SMS/post cards periodically.

HOSTEL REGULATIONS

- 1) Hostel “PERMISSION CARD”: Local guardian photos & applications should be filled in and submitted before the reopening date.
- 2) Only parents and local guardians are allowed to meet the students and they should come along with their ID cards. Above said visitors should report to the office, and then see their wards in the reception only. They should not chat inside the car without permission. The visitor is only for you, not for other friends, especially girl students should not take their friends along with them to see the visitors.
- 3) Visitors are permitted only on Sundays.
- 4) Women students will be allowed to go out only with their parents or with their authorized local guardians. To visit local guardian’s home and for the visit to the home town-parents are requested to send the letter well in advance.
- 5) Students are allowed to go to their local guardian’s house only on second Saturdays and Sundays.
- 6) Getting permission and not returning in time will be seriously viewed. You will not be granted any further permission.
- 7) When parents come to Chennai for any other purpose,

they have to come to the college and pick up their wards. But do not make phone calls to the students and ask them to come to the place where they are staying.

- 8) For own sister's/brother's marriage or any other family functions, parents have to send the letter directly to the Principal / Administrator and get permission and as usual, for 3 and more than 3 days permission, parent should meet the Principal /Administrator in person.
- 9) Permission will not be given for tuition and computer classes outside.
- 10)For any misbehavior and misconduct, students will not be allowed to continue in the hostel.
- 11)The Sunday Mass is compulsory for all Catholic Christian students.
- 12)There will be an adoration and special mass once a month which is compulsory for Christian students.
- 13)Hostel fee is meant for the working days of the college including Saturdays and Sundays in between working days.
- 14)Any holiday more than three consecutive days, the hosteller is expected to go home. If the student wishes to stay during these days' special permission must be obtained and they should make arrangements for food within the campus.
- 15)Daily hostel attendance is a must and the roll call will be

taken at 8.30 pm every day.

- 16) Permitting day scholars and outsiders inside the room will evoke disciplinary action including dismissal.
- 17) No electrical appliances should be kept in the room. College Authorities are not responsible for any loss of electronic gadgets/private property of students

PROCEDURE OF DISCIPLINARY ACTION

- ◆ College Disciplinary committee (CDC) has been constituted by the principal.
- ◆ Violating students of the disciplinary regulations of the College/Hostel will be called for explanation.
- ◆ Reply submitted therein will be discussed by the College Disciplinary Committee (CDC) in the presence of student.
- ◆ Punishment finalized by the Disciplinary Committee will be placed before the Principal.
- ◆ The Principal will execute the punishment as recommended by the College Disciplinary Committee (CDC), considering the extent of violation.

**DECLARATION BY
STUDENT/PARENT/GAURDIAN**

By signing this declaration at the time of admission to DMI College of Engineering, you have entered on your own into an agreement to abide by the rules and regulations of the college and hostel.

DECLARATION BY THE STUDENT/
GUARDIAN

I
the undersigned a student selected for admission in B.E / B.Tech/ MBA/ME Course in DMI College of Engineering, Palanchur, Nazarethpet Post, Chennai – 602123 hereby declare that I have read all the rules and regulations of the college and the hostel for the due maintenance of discipline and make good for any loss or damage to apparatus, furniture or other articles which may be caused by my carelessness or negligence. I do agree to pay the due fee at the prescribed time, including the revised fee if any. I assure you, I will not join any agitations either during the course of study or afterwards. Besides, I sincerely strive to bring honor to my “Alma mater”.

Station:
Student

Signature of the

Date:

I the Parent/
Guardian of the above student assure you that my son /
daughter / ward will abide to the above referred items.

Signature and Name of the
Parent / Guardian: Occupation:

Address

Station

Date :

JUNE 2018		
Date	Day	Activity
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	RAMZAN (IDUL FITR)
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	FDP [ECE]
26	TUE	FDP[ECE]
27	WED	College Re-opens for II,III & IV year students
28	THU	Hands on Training [IV IT]
29	FRI	Hands on Training [IV IT]
30	SAT	Seminar [IV IT], Hands on Training [IV ECE]

JULY 2018		
Date	Day	Activity
1	SUN	
2	MON	First Assembly & Club Inauguration [EEE]
3	TUE	
4	WED	Industrial Visit [IV Mech]
5	THU	Industrial Visit [IV Mech, II ECE]
6	FRI	Centre of Excellence Course [III, IV CSE,IV IT] and CISCO network Training [II CSE,III IT] begins, Industrial Visit [IV Mech, ,II Civil, II IT]
7	SAT	Quiz Club [II, III IT], Hands on Training [IV IT],Industrial Visit [III Mech,II CSE]
8	SUN	
9	MON	Centre of Excellence Course [III & IV EEE], Soft skill training[MBA]
10	TUE	Centre of Excellence Course [IV ECE],Industrial Visit [III Civil] ,Hands on Training [II & III IT]
11	WED	
12	THU	Guest Lecture [II, III Civil,III IT], Industrial Visit [III Mech]
13	FRI	Industrial Visit [II EEE , III IT], Inauguration of Renewable Energy Club [Mech] & Inauguration of ARMY – Dept. Association [Mech] , Guest Lecture [III ECE]
14	SAT	
15	SUN	
16	MON	Placement Training Begins [II ,III & IV Years], Guest Lecture[CSE]
17	TUE	Guest Lecture[CSE]
18	WED	Seminar [Mech, III ECE]
19	THU	Guest Lecture[MBA]
20	FRI	Guest Lecture[CSE]
21	SAT	
22	SUN	
23	MON	Hands on Training [IV ECE], Guest Lecture [IV IT, II, III Civil, CSE], Out Reach Program [III Mech]
24	TUE	Guest Lecture [IV ECE], Industrial Visit [IV Civil], Association [Mech]
25	WED	Hands on Training [III ECE], Out Reach Program [II Mech]
26	THU	Industrial Visit [II IT,II Mech], Hands on Training[IV IT], Guest Lecture [II ECE, II EEE,III Civil]
27	FRI	Industrial Visit [III EEE,IV IT,II Mech, III ECE], Guest Lecture [III IT], Seminar [IV,III Civil], Alumni Interaction [MBA]
28	SAT	
29	SUN	
30	MON	Internal Assessment-I begins
31	TUE	

AUGUST 2018		
Date	Day	Activity
1	WED	
2	THU	
3	FRI	
4	SAT	Internal Assessment-I Ends, Guest Lecture [IV ECE]
5	SUN	
6	MON	Guest Lecture [IV CSE, III Civil], Value Added Courses Begins [II Mech], Industrial Visit [III IT], Seminar [III EEE],
7	TUE	CSI –Student Chapter [IT], Guest Lecture [III IT]
8	WED	Hands on Training [III IT]
9	THU	Guest Lecture [II IT], Industrial [IV IT]
10	FRI	Seminar [IV Civil], Industrial [II ECE]
11	SAT	
12	SUN	
13	MON	Alumni Interaction [MBA], Hands on Training [IV Mech], Industrial Visit [III Civil], Guest Lecture[II ECE], EVS EXPO[ECE]
14	TUE	Workshop [III EEE], Hands on Training [IV Mech]
15	WED	INDEPENDENCE DAY
16	THU	Industrial Visit [II EEE], Guest Lecture [II Civil], Internships [MBA], Hands on Training [CSE]
17	FRI	Bridge Course for I MBA, Seminar/Guest Lecture [III CSE, II IT], Industrial Visit [IV CSE]
18	SAT	Parents – Teachers Meeting (II,III,IV Year), Seminar[CSE], Industrial Visit[III ECE]
19	SUN	
20	MON	Guest Lecture [IV Mech], Workshop [IV ECE]
21	TUE	Guest Lecture [III Mech, IV IT], Market Survey [II MBA], CSI Student Chapter [IT], Workshop [IV, II ECE]
22	WED	IDUL JUHA –BAKRID
23	THU	Guest Lecture [III Civil], Industrial Visit [MBA], Workshop[II ECE], Seminar[III,IVECE]
24	FRI	Guest Lecture [II Mech, IV ECE], Alumni Interaction [MBA], Value Added Course Begins [MBA]
25	SAT	Guest Lecture [Mech]
26	SUN	
27	MON	Internal Assessment-II Begins, Seminar[II ECE]
28	TUE	Seminar[CSE], Guest Lecture[II ECE]
29	WED	Workshop [MBA]
30	THU	Guest Lecture[II, III, IV ECE]
31	FRI	

SEPTEMBER 2018

Date	Day	Activity
1	SAT	Internal Assessment-II Ends, Market Survey [MBA]
2	SUN	KRISHNA JAYANTHI
3	MON	Workshop [II CSE],Industrial Visit[IV EEE], Seminar[IT], Guest Lecture [II Civil], Workshop [III & IV Civil,III Mech]
4	TUE	Guest Lecture [MBA], Hands on Training [III IT]
5	WED	Seminar [II Mech], Guest Lecture [IV EEE]
6	THU	Hands on training [MBA], Industrial Visit [IV Mech]
7	FRI	Workshop [II EEE], Symposium All Department
8	SAT	Meeting[II,III,IV ECE]
9	SUN	
10	MON	Guest Lecture [II ECE], Industrial Visit [II Mech]
11	TUE	Energy Club Activity [II EEE], Internal Assesment II begins [Mech], Guest Lecture [IV EEE],Seminar[CSE], Workshop[III ECE]
12	WED	Club Activity [II EEE], Workshop[III ECE]
13	THU	GANESH CHATURTHI
14	FRI	Industrial Visit [IV EEE]
15	SAT	SeptFest-2018 [Culturals]
16	SUN	
17	MON	Seminar/Guest Lecture [IV ECE, , IV IT], Internal Assesment II ends [Mech]
18	TUE	Seminar/Guest Lecture [III Mech,III ECE,CSE]
19	WED	Hands on Training [III CSE, IV IT], Club Activity-
20	THU	ED Programme [MBA], Seminar/Guest Lecture [II Mech,IV ECE], Workshop[IV ECE]
21	FRI	MUHARRAM
22	SAT	
23	SUN	
24	MON	Model Exam Begins
25	TUE	
26	WED	Alumni Interaction [MBA]
27	THU	
28	FRI	Centre of Excellence Course [III, IV CSE,IV IT] and CISCO Network Training [II CSE,III IT] ends Club Activity [EEE]
29	SAT	Industrial Visit[IV ECE]
30	SUN	

OCTOBER 2018		
Date	Day	Activity
1	MON	Workshop [MBA]
2	TUE	GANDHI JAYANTI
3	WED	,
4	THU	ED Programme [MBA]
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	Model Exam Ends
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	AYUDHA PUJA
19	FRI	VIJAYA DASAMI
20	SAT	Market Survey [MBA]
21	SUN	
22	MON	
23	TUE	Alumni Interaction [MBA]
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

NOVEMBER 2018		
Date	Day	Activity
1	THU	
2	FRI	Alumni Interaction [MBA]
3	SAT	
4	SUN	
5	MON	
6	TUE	DEEPAVALI
7	WED	
8	THU	
9	FRI	Soft Skill Training [MBA]
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	FDP [CSE]
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	MILAD -UN-NABI
22	THU	FDP [EEE,IT]
23	FRI	Guest Lecture [MBA] FDP [IT]
24	SAT	
25	SUN	
26	MON	FDP [MECH]
27	TUE	
28	WED	
29	THU	FDP[ECE]
30	FRI	FDP [IT]

DECEMBER 2018		
Date	Day	Activity
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	Club Activity [EEE], FDP [ECE, IT]
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	Christmas Celebration - Crib Inauguration [EEE]
13	THU	
14	FRI	Hands on Training [III, IV IT]
15	SAT	Alumni Meet -All Departments
16	SUN	
17	MON	
18	TUE	FDP [Mech]
19	WED	
20	THU	CHRISTMAS CELEBRATION –STUDENTS
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	CHRISTMAS DAY
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	

JANUARY 2019		
Date	Day	Activity
1	TUE	NEW YEAR
2	WED	
3	THU	Centre of Excellence Course [III, IV CSE,III IT] and CISCO Network Training [II CSE,II IT,III ECE] begins, Industrial Visit [II IT]
4	FRI	Youth Day Celebration [EEE], Mini Project Expo[IT], Internal Assessment –I Begins
5	SAT	Pongal Celebration-All Departments, Seminar[ECE]
6	SUN	
7	MON	
8	TUE	Seminar[III ECE]
9	WED	Seminar[IV ECE], Workshop[III ECE]
10	THU	
11	FRI	, Internal Assessment –I Ends
12	SAT	Seminar[II ECE]
13	SUN	
14	MON	Guest Lecture [II, III Civil, IV IT,II,III ECE], Industrial Visit [IV Mech, III IT]
15	TUE	PONGAL
16	WED	THIRUVALUR DAY
17	THU	UZHAVAR THIRUNAL
18	FRI	Hands on Training [III IT], Industrial Visit [IV IT, III CSE,II & III Civil, EEE, II ECE]
19	SAT	Hands on Training [III IT], Guest Lecture [III Civil,IV ECE], Industrial Visit [IV Mech],
20	SUN	
21	MON	Industrial Visit [IV Mech, III ECE]
22	TUE	College Reopens for I MBA-II Semester (Tentatively)
23	WED	Guest Lecture [II, III Civil,II IT, IV ECE], Industrial Visit [II Mech, II CSE, IV Civil]
24	THU	Industrial Visit [II Mech, II IT]
25	FRI	Guest Lecture [II CSE], Industrial Visit [II Mech, II ECE]
26	SAT	REPUBLIC DAY
27	SUN	
28	MON	Guest Lecture [IV Civil]
29	TUE	Hands on training [MBA], Industrial Visit [III Mech]
30	WED	Seminar [III, IV IT], Industrial Visit [III Mech]
31	THU	Industrial Visit [IV CSE]

FEBRUARY 2019		
Date	Day	Activity
1	FRI	Seminar / Management Activity [MBA,] Guest Lecture [III IT]
2	SAT	Seminar [III EEE], Seminar [II ECE]
3	SUN	
4	MON	Guest Lecture [II CSE, II & III Civil,III ECE]
5	TUE	Guest Lecture [IV IT, IV ECE]
6	WED	Seminar [IV EEE], Workshop [IT], Seminar/Guest Lecture [II Mech]
7	THU	Alumni Interaction [MBA], Guest Lecture [IV IT], Seminar [II, III IT],
8	FRI	Industrial Visit [III IT, IV CSE]
9	SAT	
10	SUN	
11	MON	Internal Assessment –II Begins
12	TUE	
13	WED	
14	THU	Guest Lecture [MBA]
15	FRI	
16	SAT	ED Programme [MBA], Internal Assessment –II ends
17	SUN	
18	MON	Guest Lecture [II, III Civil, III IT], Out Reach Program [III Mech] ,Industrial Visit [IV IT]
19	TUE	Guest Lecture [IV Mech], Workshop [II Civil], Hands on Training [EEE]
20	WED	Guest Lecture [II CSE, II & III EEE], Workshop [III Mech,III Civil]
21	THU	Sports Day
22	FRI	College Day
23	SAT	
24	SUN	
25	MON	Guest Lecture [II ECE],Seminar [IV Civil]
26	TUE	Industrial Visit [IV EEE], Hands on Training [CSE]
27	WED	Guest Lecture [III ECE], Hands on Training [IV ECE], Workshop [II Mech]
28	THU	Guest Lecture [III Mech], Guest Lecture [III IT]

MARCH 2019		
Date	Day	Activity
1	FRI	Guest Lecture [IV EEE], Hands on Training [III ECE], Seminar / Management Activity [MBA], Industrial Visit [III IT],
2	SAT	
3	SUN	
4	MON	Hands on Training [II ECE], Internships [MBA], Guest Lecture [II Civil]
5	TUE	National Conference [EEE], Guest Lecture [III, IV Civil]
6	WED	Out Reach Program [II Mech]
7	THU	
8	FRI	Workshop [MBA], Centre of Excellence Course [III, IV CSE] and CISCO Network Training [II CSE] ends
9	SAT	
10	SUN	
11	MON	Project Expo [III & IV Mech,ECE]
12	TUE	Industrial Visit [III EEE], Soft Skill training[MBA], Seminar/Guest Lecture [III Mech]
13	WED	Industrial Visit [II Mech]
14	THU	Guest Lecture - [IV EEE], Alumni Interaction [MBA], Industrial Visit [II Mech]
15	FRI	Industrial Visit [II ,III Mech], Project Expo [CSE]
16	SAT	National Conference[ECE], Market Survey [MBA], Industrial Visit [III Mech]
17	SUN	
18	MON	Model Exam Begins ,ED Programme [MBA]
19	TUE	Seminar/Guest Lecture [II Mech]
20	WED	
21	THU	
22	FRI	EEE Day [EEE], National Conference[CSE]
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	Model Exam Ends, National Conference [IT, Mech]
30	SAT	
31	SUN	

APRIL 2019		
Date	Day	Activity
1	MON	Alumni Interaction [MBA]
2	TUE	
3	WED	
4	THU	Guest Lecture [MBA]
5	FRI	
6	SAT	UGHADI
7	SUN	
8	MON	
9	TUE	
10	WED	Project Expo [III Mech]
11	THU	
12	FRI	
13	SAT	
14	SUN	TAMIL NEW YEAR
15	MON	
16	TUE	
17	WED	
18	THU	MAHAVIR JAYANTHI
19	FRI	GOOD FRIDAY
20	SAT	
21	SUN	EASTER
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	

MAY 2019		
Date	Day	Activity
1	WED	MAY DAY
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

96

DMI College of Engineering 2018 -2019

Roll No:.....

Semester: I/III/V/VII

From

Parent/Guardian's Name :

Address:

To

The Principal

DMICE

Sir,

Sub: request for leave – Reg

May I request you to kindly grant my ward

Mr/Ms.....

Dept/Year.....Leave on..... due to

.....

Kindly oblige and excuse the absence.

Thanking you,

Yours Truly

Parent/Guardian

Class-In-Charge

HOD

LEAVE FORM

Roll No:.....

97

DMI College of Engineering 2018 -2019

Semester: I/III/V/VII

From

Parent/Guardian's Name :

Address:

To

The Principal

DMICE

Sir,

Sub: request for leave – Reg

May I request you to kindly grant my ward

Mr/Ms.....

Dept/Year.....Leave on..... due to

.....

Kindly oblige and excuse the absence.

Thanking you,

Yours Truly

Parent/Guardian

Class-In-Charge

HOD

LEAVE FORM

Roll No:.....

98

DMI College of Engineering 2018 -2019

Semester: I/III/V/VII

From

Parent/Guardian's Name :

Address:

To

The Principal

DMICE

Sir,

Sub: request for leave – Reg

May I request you to kindly grant my ward

Mr/Ms.....

Dept/Year.....Leave on..... due to

.....

Kindly oblige and excuse the absence.

Thanking you,

Yours Truly

Parent/Guardian

Class-In-Charge

HOD

LEAVE FORM

Roll No:.....

Semester: I/III/V/VII

99

DMI College of Engineering 2018 -2019

From

Parent/Guardian's Name :

Address:

To

The Principal

DMICE

Sir,

Sub: request for leave – Reg

May I request you to kindly grant my ward

Mr/Ms.....

Dept/Year.....Leave on..... due to

.....

Kindly oblige and excuse the absence.

Thanking you,

Yours Truly

Parent/Guardian

Class-In-Charge

HOD

LEAVE FORM

Roll No:.....

Semester: I/III/V/VII

From

100
2019

DMI College of Engineering 2018 -

Parent/Guardian's Name :

Address:

To
The Principal
DMICE

Sir,

Sub: request for leave – Reg

May I request you to kindly grant my ward

Mr/Ms.....

Dept/Year..... Leave on..... due to

.....

Kindly oblige and excuse the absence.

Thanking you,

Yours Truly

Parent/Guardian

Class-In-Charge

HOD