



# LOYOLA

## INSTITUTE OF TECHNOLOGY

*Run by DMI Sisters*



# HAND BOOK

## 2018 - 2019

# LOYOLA INSTITUTE OF TECHNOLOGY

( 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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## **VISION**

To be a world class institution in creating and disseminating knowledge through a contemporary and rigorous educational experience that facilitates our students to be technologically competent and ethically strong to serve the society for the betterment of mankind.

## **MISSION**

We, at Loyola Institute of Technology dedicate and commit ourselves to

- Achieve, sustain and foster unmatched excellence in Technical Education
- Provide an intellectually inspiring environment for creative learning and research
- Collaborate with government, industry, and research and development organizations to promote innovative research, employability and entrepreneurship for nation building
- Inculcate high regard for ethical practices and understanding human values.

## ❀❀❀ தமிழ்த்தாய் வாழ்த்து ❀❀❀

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமதில்  
தெக்கணமும் அதில் சிறந்த திராவிட நல் திருநாடும்  
தக்க சிறு பிறைநுதலும் தாரித்த நறும் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்ப முற  
எத்திசையும் புகழ் மணக்க இருந்தபெரும் தமிழணங்கே!  
தமிழணங்கே! உன் சீர் இளமை திறம் வியந்து செயல்  
மறந்து 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 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 us, who seek you in becoming your disciples.**

## 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**

**1. 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 :.....  
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 : .....

Passport Size  
(colour) Photo of  
the Student



## **QUALITY POLICY**



LIT aspires to impart futuristic technical education through contemporary and rigorous educational experience that facilitates our students to be technologically competent and ethically strong on a continued Endeavour and thereby ensure the satisfaction of all stakeholders.

## **THE PROFILE OF THE COLLEGE**

LOYOLA INSTITUTE OF TECHNOLOGY is a Christian Minority Higher Technical Education, approved by the All India Council for Technical Education [AICTE], Government of Tamil Nadu and affiliated to Anna University, Chennai. The college is promoted and managed by the sisters of the 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. The institution promotes self-disciplined holistic academic excellence, oppressed and disadvantaged sections of society and strives to achieve quality and promote innovative practices amongst the students and hence contribute to the progress of our nation. The college was established in the year 2003. It is a Catholic Christian minority institution run by the sisters of the Society of Daughters of Mary Immaculate and Collaborators.

### **ACADEMIC COUNCIL**

**Rev. Sr. I. Arockia Mary DMI**

*Correspondent*

**Rev.Sr. Arul Selvi DMI**

*Administrator*

**Dr.Sujatha Jamuna Anand ME., Ph.D**

*Principal*

**Dr. S.M. Kannan M.E., Ph.D**

*Vice Principal*

**Dr. L. Nalini Joseph M.E, Ph.D**  
*Vice Principal*

**Mrs. G.Soorya Priya, M.E.,**  
*Assistant Professor & Head, Department of EEE*

**Dr. Bhuvaneshwari M.E., Ph.D**  
*Professor & Head, Department of CSE*

**Dr.R.Dhinakaran Samuel M.E.,Ph.D**  
*Professor & ECE*

**Mrs.Dhatchayani , M.E.,**  
*Associate Professor & Head, Department of Civil*

**Dr. V.Balaji , M.E., Ph.D**  
*Professor & Head IC, Department of Mechanical*

**Mrs. S.V.Priya M.E., (Ph.D)**  
*Associate Professor & Head IC, Department of ECE*

**Mr.P.Velavan. M.E,**  
*Associate Professor & Head, Department of MCA*

**Mr. P.Ganesh, MBA.,**  
*Assistant Professor & Head, Department of MBA*

## COURSES OFFERED

Sl. No	Name of the Branch/ Programme	Degree Conferred	Duration (In Years)
1.	Civil Engineering	B.E.	4
2.	Computer Science and Engineering	B.E.	4
3.	Electronics and Communication Engineering	B.E.	4
4.	Electrical and Electronics Engineering	B.E.	4
5.	Mechanical Engineering	B.E.	4
6.	Information Technology	B. Tech.	4
7.	Power Electronics and Drives	M.E.	2
8.	Communication System	M.E.	2
9.	Master of Business Administration	M.B.A.	2
10.	Master of Computer Applications	M.C.A.	3

## 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	Designation	Position in GC
1	Rev. Fr. Dr. J. E. Arul Raj	Founder & Chairman	Chairman
2	Rev. Sr. Gnana Selvam	Managing Trustee	Member
3	Rev.Sr.Rita Mary	Superior General, Society of DMI	Member
4	Rev. Sr. I. Arockia Mary	Correspondent , LIT	Member
5	Dr.Clitus Babu	Chairman, SCAD Engg. College and Group of Companies	Member
6	Mr. Ignatius Xavier	Academician	Member
7.	Mr. Palaniyandi I.A.S	Director, Quality Management	Member
8.	Dr.Malathi	Professor, ECE , Anna University	Member
9.	Dr. Sujatha Jamuna Anand	Principal, LIT	Member Secretary
10	Dr. S.M.Kannan	Vice principal ,LIT	Member
11	Dr.Nalini Joseph	Vice principal ,LIT	Member
12	AICTE Nominee		Member
13	State Government Representative		Member
14	Anna University Nominee		Member
15	Mr.J.Allen Jeffrey	Assistant Professor, Mechanical, LIT	Member

## DISCIPLINE AND DEVELOPMENT

Sl. No	NAME	DESIGNATION
1	Rev.Sr.Arul Selvi	Administrator, LIT
2	Dr. Sujatha Jamuna Anand	Principal, LIT
3	Dr. S.M .Kannan	Vice Principal , LIT
4	Dr. L. Nalini Joseph	Vice Principal , LIT
5	Dr.Balaji V	Professor / MECH
6	Dr.Bhuvaneshwari	Professor / CSE Member
7	Mr.P.Sathish Kumar	Assistant Professor / CSE Member
8	Dr.Issac Paul Raj	Prof. / SH Member
9	Mr.D.Pabhu	Assistant Professor / IT Member
10	Mrs.P.Rama	Assistant Professor /CSE Member
11	Ms.Selvakumari	Warden – Girls Hostel Member
12	Mr.John Charles	Warden - Boys Member

## WOMEN EMPOWERMENT, GRIEVANCE AND REDRESSAL COMMITTEE

Sl. No	NAME	DESIGNATION	POSITION
1	Dr.Sujatha Jamuna Anand	Principal	Chairman
2	Sr.Selin Mary	Assistant Professor / MBA	Member Secretary
3	Dr.Nalaini Joseph	Vice Principal	Member
4	Dr.Bhuvaneshwari	Professor - CSE	Member
5	Ms.S.V.Priya	Associate Professor -ECE	Member
6	Mrs.Beulah P W Ruby	Assistant Professor / ECE	Member
7	Ms.Vidya Lakshmi	Assistant Professor / CIVIL	Member
8	Ms.Jenila	Assistant Professor / CSE	Member
9	Dr.R.Dhinakaran Samuel	Professor / ECE	Member
10	Mr.A.Elaiyaraja	Assistant Professor / MBA	Member



## **INFRASTRUCTURE**

The environ-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-storied main college building with well-ventilated and spacious class rooms and drawing halls. It accommodates CSE, IT and EEE Departments and allied laboratories. MBA, MCA also forms part of this block.
2. The ECE department is accommodated in a four storied block with all the laboratories.
3. The Mechanical and Civil Departments are housed in a separate four storied spacious block.
4. A separate and well-constructed four storied Sciences and Humanities Block
5. Women retiring Halls in respective departments
6. Cecilia Auditorium is a full-fledged air-conditioned mini hall to accommodate 600 students
7. Auditorium is a spacious hall to accommodate 2500 Students
8. Library
9. Well-equipped laboratories
10. Hostel for Men-St. Peter's Hostel
11. Hostel for Women St.Mary's Hostel
12. Conference Hall and Seminar Hall
13. ATM
14. Wi-Fi
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.

## **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	: 6 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**

Break- fast: 7.15 am to 7.45 am

Lunch: 11.30 am to 12.10 pm

Tea: 4.00 pm. to 4.30 pm.

Dinner: 7.45 pm to 8.15 pm.

### **Holidays**

Breakfast: 8.00 am to 8.30am.

Lunch: 12.30 pm to 1.00 pm

Tea: 4.00 pm. to 4.30 pm.

Dinner: 7.45 pm to 8.15 pm.

## **FACILITIES AND ACTIVITIES: COMPUTER CENTRE**

There are 6 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.

## 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.

## PLACEMENT AND TRAINING CELL

The placement cell functions all through the year towards generating placement and training opportunities for the students welfare. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programmes.

Reputed industrial houses across the country visit our institute regularly for the campus recruitment programmes. Our pioneering efforts have borne fruits in achieving academic-industrial rapport and we are proud that our students are absorbed by leading giants in the industrial firmament. The placement cell coordinates quite well with the corporate sector and provides well-developed infrastructure to facilitate the campus selection programmes.

The cell is designed to function with a high degree of professionalism. It provides almost instantaneous data to the corporate sector with regard to the candidates available for consideration towards placement in accordance with the preserved requirements. Indeed, we have been appreciated more often by the industrial houses for this special feature embedded in our work philosophy.

To coordinate the placement activities the college has a separate Placement cell Headed by Prof. Mr.S.Sudakar.

Sl. No	NAME	DESIGNATION	DEPARTMENT
1	Mr.M.Rajendran	Assistant Professor	CIVIL
2	Mr.Ajin Brabasher	Assistant Professor	CSE
3	Mr.R.Sivakumar	Assistant Professor	EEE
4	Mr.Mahendran	Assistant Professor	ECE
5	Mr.R.Naveen Kumar	Assistant Professor	MECH
6	Mr.Vinothkumar	Assistant Professor	IT
7	Ms.R.Devi	Assistant Professor	MCA
8	Mr.Sureshkumar	Assistant Professor	MBA

## TRAINING FOR PLACEMENT

The Placement Training Cell conducts Motivation Training and Counseling Programmes for First year students. The Cell also conducts Personality Development Programmes from second year onwards to enable students to attend interviews and other selection process confidently. The students are also directed to attend off Campus

interviews organized by various institutions. They are also sent for inplant training and to do project work in reputed institutions and organizations. Steps are on the anvil to conduct Campus Interviews/ Pooled Campus Interviews in the College itself. The service of the cell makes the student's life in the Campus meaningful and helps them to become successful engineers with a bright future by making them useful to the society and nation.

- Organize model tests, aptitude test, group discussions and contest in order to train final and pre-final students to face interviews and competitions.
- Sessions are arranged on Resume Writing, Interview Techniques and Aptitude Test. Guest Lectures and Training Programmes are arranged for the students.
- Conduct seminars on vocational guidance, entrepreneurship awareness camps and special lectures by eminent professionals.
- Recommend names of fresh graduates for placement when requested by Government department/ private organisations/ companies.
- Arrange off campus interviews for recruitment through Alumni.

## **IN PLANT TRAINING**

To enrich the practical knowledge of the students, the university insists the students to offer the in-plant training. In this training, students will have to study a problem in industrial perspective and submit the reports to the university. The training period will be 4 to 6 weeks. Generally the students will go for their in-plant training during their semester vacations. Such in-plant training will provide an industrial exposure to the students as well as to develop their career in the high tech industrial requirements. Reputed companies are providing inplant training to our students.

## **INTERNSHIP**

Internship cell in our college helps the students to interact with industries to do projects to gain practical knowledge along with academic.

## **HIGHER EDUCATION CELL**

The Higher Education Cell was formed at Loyola Institute of Technology with a view to provide the students a guidance to enhance their knowledge in their chosen area of study. It provides students counseling on the various courses available and encourages them to pursue a field of study in line with their skill sets, aptitude and career aspirations. The Cell also prepares students for a lifelong commitment for learning. This allows students to excel in their chosen area of expertise.

## **EXAMINATION CELL**

Co-ordinator	Mr.M.D.Hameed– Exam Cell
Co-ordinators	Mr. G. Thigarajan – AP/MBA
	Mr. V. Kamalakannan – AP/ S&H
	Mrs. Minu Inba Shanthini W.B – AP/ IT
	Mr. Jenila.L – AP/CSE
	Ms. M. Alice Christy – AP/ECE
	Mr. R. Naveenkumar AP/Mech
	Mrs. Banutheja.K - AP/EEE
	Ms. Sathish Kumar.M – AP/Civil

## **STUDENT DEVELOPMENT PROGRAMMES**

### **CENTRE FOR VALUE EDUCATION**

We organize programmes that give young people an initiation into values, character, moral development, religious education, spiritual development, citizenship education, personal development, social development and cultural development. Hence to instill & inoculate values college provides a forum.

- LIT – Community Outreach & Value Education
- LIT – JESUS YOUTH
- Morning Assembly to increase faith in the marker & to disseminate current affairs of the country & world.

### **SKILL DEVELOPMENT**

The college offers value addition course to make the students competent by Industrial standards and enhance their knowledge base.

The following companies conducted value addition course in our campus.

- AUTOCAD , CREO Certification by CAD center
- Core Java, Dot Net certification courses by TCS ION
- MATLAB, Lab view by AVERZ Technology
- C, C++,
- STADPRO, Rivet , PRIMAVERA Petricore Technologies
- Embedded Systems by MSME
- Python, Energy Management by NSIC

### **INNOVATION CELL**

Fusion thought leads to innovation in engineering. The innovation cell helps the students in bring out their ideas and transform into patents which can be used for intellectual property rights.

## **COMMUNICATION SKILL DEVELOPMENT**

This is the reason that all big names that we say today especially in the engineering sector, go to hire such candidates who are outstanding in speaking, management and writing, even if the candidates are ranked average in their academics. There needs to be an urge in every engineer to sell his idea to the management and make formal presentations, thus relying on interpersonal skills to get the job done. This urgency has led to an utter need of communication skills to be held at various levels at the

### **OBJECTIVES**

Knowledge of the core subject  
Information literacy  
Information of the knowledge  
Analytical & creative thinking  
Multi-disciplinary exposure  
Passion for learning

### **COUNSELING CENTER**

The counseling center provides mental health and other services within a college environment. The need for these services is on the rise. Counseling center directors and other student affairs personal have reported an increase in the mental health needs of the college students and faculty members.

Counseling includes individual counseling, psychotherapy, crisis response, group counseling, motivational programme and physiological programme.

### **INDUSTRY INSTITUTION COLLABORATION CELL**

Industry Institution Partnership Cell (IIPC) is established for enhancing the relationship between the Institute and Industry. This cell identifies the industrial expectation and promotes institutional preparation for meeting industrial needs by facilitating sponsored R&D projects, seminars, workshops and various other industrial training programmes. Organizing such IIPC's in institution makes an effective contribution to educational system rather than criticizing shortcomings which are expected by the industry.

The following Sponsored Labs and centers of Excellence functions in the campus

IBM IOT & AI sponsored lab

CDCE sponsored Industrial automation Lab

- Oracle sponsored lab for CSE & IT
- GIS centre of Excellence
- CISCO Networking centre of excellence
- Ethical Hacking centre of Excellence
- Virtual, Labs MHRD, Govt of India
- Resource centre National cyber safety and security standards.

Achievement for Industry Institution Partnership

- Stipend Internship at reputed companies.

## **MOU**

To improve the industry institution partnership and keep students updated with the current practices in the industry and update their skill set our college has signed many MOUs.

## **GUEST LECTURES**

Experts in several of Science and Technology are invited to deliver lectures to the students/staff and keep them well informed of the advancement and changes on the current trends in the present scenario.

## **INCUBATION CELL**

Experience and expertise at Loyola in the areas of management, innovation, technology networks along with entrepreneurship provide the necessary impetus and intellectual basis for this initiative. Student ideas are encouraged and mentored to gradually help them develop into an enterprise.

## **CENTER FOR ENTREPRENEURSHIP DEVELOPMENT**

The academic institutions play an important role in the economic development of a country as they produce the right type of manpower needed by different sectors of the society. The technical institutions and institutions of higher learning assume greater importance as these produce the technical manpower needed by the industry and R & D institutions. In order to make optimal use of facilities, expertise and know-how available in these institutions for the benefit of the society, it is necessary that appropriate links are established between the institutes of higher learning and the industry.

## **OBJECTIVES**

The main objective of this cell is to train and motivate the Science and Technology (S&T) persons to become Job Creators rather than Job Seekers.

- To inculcate the entrepreneurial culture into their minds.
- To conduct Entrepreneurship Awareness Camps (EAC)
- Entrepreneurship Development Programs (EDP)
- Faculty Development programs (FDP)
- Skill development programs (SDP)
- S&T persons of our college as well as students from neighboring institutions and any graduate student in Tamil Nadu.
- To assist them in starting industries of their own right from
- Product Identification (PI)
- Market Survey, tools for market research
- Preparation of Project Reports

Assist them in getting Technical feasibility Reports

- To liaison with various external agencies like CIPET, NSIC, CFTRI, CLRI, SIPCOT, SIDCO, SISI, DIC and leading Financial Institutions & Banks like IDBI, SIDBI, TIIC, Indian Bank and others.
- Consultancy and research

The Host Institute formed an Advisory Board for the well-functioning of EDC and their activities.



## **CO CURRICULAR ACTIVITIES**

### **Technical Associations**

To bring out the latent potential in our students each department is encouraged to form its own association. These associations are managed by student's office bearers under the guidance of the faculty of the respective departments. The activities of these associations are periodically published. The following were started in the academic year 2006 – 2007.

- Association of Electronics & Communication Engineers.
- Association of electrical & Electronics Engineers.
- Association of Computer Science Engineers.
- Association of Management Studies.
- Association of Mechanical Engineers.
- Association of Civil Engineers.
- Fresh years Association (Science & Humanities).

### **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,

- CSI : Computer Society of India
- IEI : Institution of Engineers India
- ICI: Indian Concrete Institution
- ISC: Indian Science Congress
- IET : Institution of Engineering & Technology

### **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 are:

## THE ANTI-RAGGING COMMITTEE

Sl. No	NAME	DESIGNATION	POSITION
1	Dr.Sujatha Jamuna Anand	Principal	Chairman
2	Sr.Arul Selvi	Administrator	Member
3	Dr.SM.Kannan	Vice principal	Member
4	Dr.Nalini Joseph	Vice principal	Member
5	Mr. aloy fernando m	Parent	member
6	Mr. ranso fernando R	Student	Member
7	Mr.Saravanan	Lab Assistant	Member
8	Mr.Shankar.S	Assistant Professor / SH	Member

## ANTI-RAGGING SQUAD

Sl. No	NAME	DESIGNATION	POSITION
1	Dr.V.Balaji	Professor / MECH	Member
2	Mrs. SV.Priya	Associate Professor /ECE	Member
3	Mrs R.Kumudha	AP / MECH	Member
4	Mr. BHARATHI RAJA K	AP / MECH	Member
5	Mr. Kumaran	AP / CIVIL	Member
6	Mr.S.Mahendran	AP / ECE	Member
7	Mr. V. Kandasamy	AP / IT	Member
8	Mr. David Kumar	Lab Assistant	Member

## AWARDS

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

## 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.

## **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.

## **PARENT TEACHER MEETING**

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 the students .

## SCHOLARSHIPS

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

<b>Name of Scholarship</b>	<b>Sanctioning Authority</b>	<b>Approximate amount for the scholarship of the year</b>	<b>Eligibility particulars</b>
National merit scholarship	Commissioner of collegiate education, Chennai	Varying rates	On merit basis
Government of India scholarship to SC/ST students	District Harijan Welfare Office	Varying rates	To SC/ST students
State scholarship for Backward Classes (BC)	District Backward Classes for Welfare office	Varying rates	To students of all BC provided the income of the students do not exceed Rs. 50,000
Scholarship for Most Backward Classes (MBC)	District Backward Classes for Welfare office	Varying rates	To all MBC students irrespective of parent's income
Adi-dravidar welfare loan	Director of Adi-dravidar and Tribal welfare, Chennai	Varying rates	For the students of SC/ST
Scholarship to children of defense services	Commissioner of education, Chennai	Varying rates	To students, who are the children of defense, personnel are eligible for fees concession only
Scholarship to children of freedom fighters	Commissioner of collegiate education, Chennai	Varying rates	To children who are the children of freedom fighters

## **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**

- Timing: College Timing 8.00 am to 3.30 pm. Lunch break 11.30 am –12.10 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.
- 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.
- Leave: We insist on 100% attendance for the theory classes and for the laboratory classes.
- 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.
- 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 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).
- 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
- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- 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.
- Successfully passed any additional courses prescribed by the Director, Academic Courses whenever readmitted under regulations R-2017
- Successfully completed the NCC / NSS / NSO / YRC requirements.
- No disciplinary action pending against the student.
- 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.
- Permission: All requisition letters for ODs, leave letters, medical certificates, hostel matters including permission and leave should be addressed to The HOD/Principal.
- All requisition letters for Scholarship, Industrial Visit, Bonafide certificates, and Project permission and implant training should be addressed to The PRINCIPAL.

### • 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.

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
- Loss of ID-CARD must be reported to the Administrative Office immediately.
- Student Counselor: Each and every student will be allotted to an Asst.Professor as a student Counselor. 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		

- **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.

- 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.

- 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.

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

No office work will be transacted during holidays.

- Students are responsible for safety of their books and belongings.
- Inflammable substances & arms /Fire crackers are prohibited in the campus. No unauthorized books, comics, periodicals, pictures or newspapers except those allowed by the college shall be brought to the college or circulated.
- No borrowing or lending of money or exchanging of articles is allowed in the college.
- 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 is liable for serious punishment.
- Students are not allowed to receive / make telephone calls except on emergency.
- 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 is liable for serious punishment.

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.

- Health care centre: Health centre in the campus extends medical assistance to the students.
- Summer/Winter Internship is mandatory for every student starting from second year onwards. Internship shall be enrolled by the student during vacation time only.

### Discipline in Lab

- Food, chewing/bubble gum is 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 Pen drive 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 environ-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**

- Hostel "PERMISSION CARD": Local guardian photos & Applications should be filled in and submitted before the reopening date.
- 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.

- Visitors are permitted only on Sundays.
- 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.
- Students are allowed to go to their local guardian's house only on Second Saturdays and Sundays.
- Getting permission and not returning in time will be seriously viewed. You will not be granted any further permission.

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.

- 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.
- Permission will not be given for tuition and computer classes outside.
- For any misbehavior and misconduct, students will not be allowed to continue in the hostel.
- The Sunday Mass is compulsory for all Catholic Christian students.
- There will be an adoration and special mass once a month which is compulsory for Christian students.
- Hostel fee is meant for the working days of the college including Saturdays and Sundays in between working days.
- 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.
- Daily hostel attendance is a must and the roll call will be taken at 8.30 pm every day.
- Permitting day scholars and outsiders inside the room will evoke disciplinary action including dismissal.
- 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.

## **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.

## **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.

## **EXTRA CURRICULAR ACTIVITIES**

### **Physical Education**

Sports are a way of life in the Steel City! Loyola Institute of technology propagates sporting activities, as an energy booster, since the development of mental and physical faculties is equally essential. The college has thus constituted a sports cell with guidance provided by coaches and sports persons of professional repute. It promotes several indoors and out-doors sports activities to keep the students physically fit and mentally alert. 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.

### **SPORTS DAY:**

The college conducts annual sports day, which has track and field events, individual games, 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 like leadership, loyalty, co-operation the students are divided into four houses namely the Red, Blue, Green and Yellow houses. This paves a way to a healthy competition of brotherhood and sportsmanship. Various prizes/medals/shields/certificates are awarded.

## **STUDENTS CLUBS:**

Student clubs are designed for encouraging students to participate, lead and learn. These clubs are open to all students irrespective to their program of study, nationalities and beliefs. Getting involved in extracurricular activities helps you build leadership, professional and personal skills that will assist you after you graduate.

### **THE LANGUAGE CLUB**

The language club at our college makes the students to develop their communication skills in English.

### **LEO CLUB**

To provide the students with an opportunity for development and contribution, individually and collectively, as responsible members of the local, national and international community. Leo Club of Loyola received the award for the participation in the Guinness book of world Records by organizing the largest diabetic awareness camp – Multiple Venues as part of Lions International, from Thiru Mafai Pandiarajan honourable minister of Tamilnadu.

### **DRAMUDA CLUB**

We started Drama club in our college in order to give importance to extracurricular activities and to make the students to get more exposure in Drama, Dance and Music. We conduct cultural, camp fire for students to refresh them.

### **WILD LIFE CLUB**

This club promotes the interest in protecting the environment and wildlife. It aims to imbibe in our students the spirit to realize the importance of wildlife. It plays in our eco system and grooms them to be environment friendly professionals.

### **GREEN CLUB**

This club encourages research in environmentally sustainable designs of buildings and building operations and spread the importance of protecting the greenery around us.

### **SOCIAL INTERACTION CELL**

The Social Interaction Cell is to make interaction our college students and faculty with the society and active involvement of students in various social welfare activities.

## RRC

In accordance with the Fundamental Principles of the international Red Cross and Red Crescent Movement, namely: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality the Indian Red Cross Society acts as an auxiliary to the state in the carrying out of humanitarian activities.

The values that the Movement has formally stated to be of importance for promotion are:

- The protection of life, health and human dignity
- Respect for the human being
- Non-discrimination on the basis of nationality, race, gender, religious beliefs, disability, class or political opinions
- Mutual understanding, friendship, cooperation and lasting peace among people
- Service by volunteers
- Disaster relief

## YRC

The Youth Red Cross is the most important constituent of its mother organization, Indian Red Cross. It is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges. A qualified lecturer is recognized as the leader and he is called the Programme Officer under his guidance, the students are trained and encouraged to manage the affairs of the group, electing their own office-bearers.

## NSS

The motto or watchword of the National Service Scheme is: 'NOT ME BUT YOU'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole.

NSS Students have to understand the community in which they work and to recognize themselves in relation to their community. They have to utilize their knowledge in finding practical solution to individual and community problems. NSS volunteers have to acquire leadership qualities and democratic attitude to develop capacity to meet emergencies and natural disasters and practice national integration and social harmony.

- Safety forum
- Outreach program
- Blood donation camp



## **COLLEGE MAGAZINE & NEWS LETTER**

The college publishes a magazine and monthly newsletter naming VOICE OF LOYOLA, 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.

### **DECLARATION BY STUDENT/PARENT/GAURDIAN**

By signing this declaration at the time of admission to Loyola Institute of Technology, 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, Loyola Institute of Technology 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:

Signature of the Student

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:

**TIME TABLE**  
**ODD SEMESTER**

<b>HOUR</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
<b>I</b>					
<b>II</b>					
<b>BREAK</b>					
<b>III</b>					
<b>IV</b>					
<b>LUNCH</b>					
<b>V</b>					
<b>VI</b>					
<b>BREAK</b>					
<b>VII</b>					
<b>VIII</b>					

**TIME TABLE**  
**EVEN SEMESTER**

<b>HOUR</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
<b>I</b>					
<b>II</b>					
<b>BREAK</b>					
<b>III</b>					
<b>IV</b>					
<b>LUNCH</b>					
<b>V</b>					
<b>VI</b>					
<b>BREAK</b>					
<b>VII</b>					
<b>VIII</b>					

**JUNE**

<b>Date</b>	<b>Day</b>	<b>Activity</b>
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thurs	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thurs	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	College reopens
21	Thurs	Motivation Programme
22	Fri	Guest lecturer (Emerging trend Commodity market)-MBA
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	IETE Inauguration-EEE
28	Thurs	
29	Fri	Industrial visit (Encore Power plant)-EEE
30	Sat	Alumni Meet-EEE

JULY		
DATE	DAY	ACTIVITY
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thurs	Lecture on Recent trends and job market in Civil Engineering
6	Fri	
7	Sat	Survey camp for III year students-Civil
8	Sun	
9	Mon	Industrial visit hatsun milk pvt.-MBA
10	Tue	Workshop on BLOCKCHAIN-MCA, Guest lecture ( Testing techninques of Electrical apparatus)-EEE
11	Wed	
12	Thurs	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Trends in the industry and tools for Cloud platform-MCA
17	Tue	
18	Wed	Industrial Visit-MCA
19	Thurs	Technical workshop on VFD -EEE
20	Fri	Industrial Visit to Construction site-Civil, Motivation Programme- S&H
21	Sat	
22	Sun	
23	Mon	IAT I begins
24	Tue	Guest Lecture on Web Application Development-MCA, Innovation idea submit -19-MBA
25	Wed	Orientation Programme- S&H
26	Thurs	
27	Fri	Spoken English Class inauguration- S&H
28	Sat	
29	Sun	
30	Mon	
31	Tue	

AUGUST		
DATE	DAY	ACTIVITY
1	Wed	
2	Thurs	Guest Lecture on Mobile computing-MCA
3	Fri	
4	Sat	
5	Sun	
6	Mon	Workshop and Hands on training for one week in Total station in association with Ladder.Pvt.Ltd-Civil
7	Tue	
8	Wed	
9	Thurs	Application Development competition-MCA
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Industrial Visit-MCA
16	Thurs	Management Meet 2018-MBA, Guest lecture for Engineering Physics
17	Fri	Workshop on Big Data Analytics
18	Sat	
19	Sun	
20	Mon	
21	Tue	Short Term Course (NISM)-MBA
22	Wed	
23	Thurs	Seminar on AI based CHATBOT-MCA
24	Fri	Guest Lecture for Engineering Graphics- S&H
25	Sat	Mini Project Demo-EEE
26	Sun	
27	Mon	
28	Tue	Business in Legal Vision Work Shop-MBA
29	Wed	IAT II
30	Thurs	2 <sup>nd</sup> Class Committee Meeting for IV year –Civil
31	Fri	National level Technical Symposium(Electro idea)-EEE

SEPTEMBER

DATE	DAY	ACTIVITY
1	Sat	IAT I starts-S&H
2	Sun	
3	Mon	Guest lecturer digital marketing(MBA)
4	Tue	
5	Wed	
6	Thurs	Guest lecture on principles of system design-CSE
7	Fri	
8	Sat	
9	Sun	
10	Mon	Value Added Course – Python (NSIC)
11	Tue	NISM Short term course-MBA
12	Wed	Guest Lecture for Python Programming-S&H
13	Thurs	
14	Fri	National Level Technical Symposium-Civil, Parents meeting-EEE
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thurs	
21	Fri	3rd Class Committee Meeting for II year Civil-
22	Sat	
23	Sun	
24	Mon	
25	Tue	Guest Lecture on Digital Signal Processing- IT, Seminar on Environment science-S&H
26	Wed	MODEL EXAMINATIONS
27	Thurs	On the training program in Hanil automotive (Korean Technology )-MBA
28	Fri	Final Project Review for final year students-Civil)
29	Sat	
30	Sun	

OCTOBER		
DATE	Day	ACTIVITY
1	Mon	
2	Tue	
3	Wed	
4	Thurs	SEBI Training in Chennai-MBA
5	Fri	
6	Sat	
7	Sun	
8	Mon	IAT-II- S&H
9	Tue	
10	Wed	
11	Thurs	HR Conclave – 18-MBA
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	NSE Online Exam (Chennai Chapter )-MBA
24	Wed	
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	



NOVEMBER

DATE	DAY	ACTIVITY
1	Thurs	
2	Fri	
3	Sat	GST Taxation Workshop-MBA
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thurs	
9	Fri	
10	Sat	
11	Sun	
12	Mon	Model exam starts-S&H
13	Tue	Guest lecturer on 6 sigma implementation-MBA
14	Wed	
15	Thurs	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thurs	
23	Fri	Faculty Development Programme on circuit theory-EEE
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thurs	
30	Fri	

DECEMBER

DATE	DAY	ACTIVITY
1	Sat	Value Addition Course II year- IOT- IBM III year- MATLAB & EMBEDDED- MSME IV year- LABVIEW- NSIC
2	Sun	
3	Mon	
4	Tue	Outbound training General management ( Jawad Hills) for I year-MBA
5	Wed	
6	Thurs	
7	Fri	
8	Sat	
9	Sun	Workshop by AGIIT(Embedded System) -EEE
10	Mon	
11	Tue	Guest Lecturer in Recent Trends in Mechanical Engineering, HR Conclave – 2.0-MBA
12	Wed	
13	Thurs	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	Zeroth review for final year students-Civil
19	Wed	
20	Thurs	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thurs	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

JANUARY		
DATE	DAY	ACTIVITY
1	Tue	
2	Wed	
3	Thurs	College reopening for II,III & IV YEARS, Guest Lecturer Factory Act and PF & ESI Implementation-MBA
4	Fri	
5	Sat	
6	Sun	
7	Mon	Inauguration of Value addition course-CIVIL
8	Tue	Guest Lecture on Multi Core Architecture (IV CSE Workshop (Hands-on Training) in CAD- CAM
9	Wed	International Conference 2019-MBA
10	Thurs	Department Assembly and Guest lecture on “practical issues in construction and entrepneurship opportunity” by Industrial Person-Civil
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thurs	Project first review for final year students-Civil
18	Fri	
19	Sat	
20	Sun	
21	Mon	IAT – 1 Begins
22	Tue	
23	Wed	
24	Thurs	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	Guest Lecture on Transmission & Distribution- EEE
30	Wed	
31	Thurs	

FEBRUARY		
DATE	DAY	ACTIVITY
1	Fri	
2	Sat	IV to Poondi Reservoir-Civil
3	Sun	
4	Mon	
5	Tue	Guest lecture in industrial and robotics automatics for II year(sec A), Awareness Program for Mutual Fund (HDFC _SERVICE )-MBA
6	Wed	
7	Thurs	
8	Fri	Guest Lecture on EUGUC-EEE
9	Sat	
10	Sun	
11	Mon	
12	Tue	HR Short term course – SAP(MBA), Guest Lecture on Engineering Mechanics for CIVIL Students-S&H
13	Wed	
14	Thurs	Seminar on Energy Efficient Building in association with ICI-civil
15	Fri	Industrial visit to madhavaram substation-EEE, Guest Lecture on Material Science –S&H
16	Sat	Parent’s Meeting for IInd and final years(ECE)
17	Sun	
18	Mon	IAT – 2 begins , Project Second Review for final year students-civil
19	Tue	
20	Wed	HR ICON Award -19-MBA
21	Thurs	,Workshop on Smart buildings or GIS -civil
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thurs	

MARCH		
DATE	DAY	ACTIVITY
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	Seminar on Transformer design-EEE, SISCO Networking Course-S&H
6	Wed	Financial Segmentation 19 Workshop module I-MBA, Robotics and Energy Management Workshop for Mechanical and EEE (NSIC)-S&H
7	Thurs	Mini circuit, Program bedugging presentation(1 <sup>st</sup> year)
8	Fri	Guest Lecture on Electronics and instrumentation Engineering -S&H
9	Sat	
10	Sun	Project Review for final year students-Civil
11	Mon	SAT and Model Exam Begins
12	Tue	FDP on TLW, Outreach programme -Denque Awareness Programme-S&H
13	Wed	
14	Thurs	Digital Marketing (SCO, SEO) session by Finite Tech Solution-MBA, Guest Lecture on Programming in C for IT Students-S&H
15	Fri	
16	Sat	Project expo-EEE
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thurs	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Final Project review -Civil
26	Tue	Final Project review-Civil, Study Abroad (higher education gateway)-MBA
27	Wed	
28	Thurs	
29	Fri	
30	Sat	
31	Sun	

## APRIL

DATE	DAY	ACTIVITY
1	Mon	
2	Tue	
3	Wed	Disaster Management Training Programme with Blood donation camp-S&H
4	Thurs	
5	Fri	
6	Sat	Parents Teachers Meeting-S&H
7	Sun	
8	Mon	
9	Tue	
10	Wed	Material Management Implementation (Workshop – Chennai Port trust)-MBA
11	Thurs	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	Model Exam starts-S&H
17	Wed	
18	Thurs	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thurs	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

LEAVE FORM

Roll No:.....

Semester: I/III/V/VII

From

Parent/Guardian's Name :

Address:

To  
The Principal  
LIT

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



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