

# **PANIMALAR INSTITUTE OF TECHNOLOGY**

**(A Christian Minority Institution)**

**(JAISAKTHI EDUCATIONAL TRUST)**

**Approved by All India Council for Technical Education, New Delhi**

**Affiliated to Anna University Chennai**

**(An ISO 9001:2008 Certified Institution)**

**No.391, Bangalore Trunk Road, Varadharajapuram,  
Poonamalee, Chennai-600 123**



# **CALENDAR 2015 - 2016**

**Bangalore Trunk Road, Varadharajapuram,  
Nasarethpettai, Poonamallee,  
Chennai – 600 123.**

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**Poonamallee, Chennai 600 123**

**Ph: 044-2649113 /114, 26496180**



Name : \_\_\_\_\_

Roll No : \_\_\_\_\_

Year / Branch : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

**BIO DATA**

- 1. NAME :
- 2. ROLL NO. :
- 3. DATE OF BIRTH :
- 4. BRANCH :
- 5. FATHER'S NAME :
- 6. OCCUPATION :
- 7. MOTHER'S NAME :
- 8. OCCUPATION :
- 9. SCHOOL / COLLEGE :  
(In which studied)
- 10. EXAM PASSED :
- 11. BLOOD GROUP :
- 12. RELIGION :
- 13. COMMUNITY : **OC / BC / MBC / SC / ST**
- 14. CASTE :

**ADDRESS FOR COMMUNICATION**

<b>Phone No.</b>

**Signature of the Student**

**Signature of the Parent**

# PANIMALAR INSTITUTE OF TECHNOLOGY

## (JAISAKTHI EDUCATIONAL TRUST)

### Dear Parents,

We issue a booklet to each student. The booklet contains Rules & Regulations of our college, Leave Regulations, Schedule of class tests, Internal tests, Model theory, Practical and University examination schedules (tentative).

You are requested to have a close watch and get information about the progress of your ward and sign it every time as a proof of getting the information. Your Co - operation will go a long way in building up a good career for the students and help us in maintaining academic standard and discipline of our college.

1. Our students are requested to come to college by our college bus. Hence we request not to provide any vehicle to your ward for commuting to college.
2. Our special request to out station parents, whose ward stays in Chennai, but not in the college hostel, is to discourage your ward from having a two wheeler. Providing the same leads to many problems including discipline.

**ATM facility is available in the administrative block. Everyone can avail this facility.**

## CAMPUS RULES AND REGULATIONS

1. All the students must wear and display the identity card inside the campus and the college bus.
2. Coming late to the class will not be permitted.
3. Students should not bring/ use/ possess mobile phones inside the campus and in college bus.
4. All the students should follow dress code in the campus.
5. The students should not use powered vehicles inside the campus.
6. Smoking, Consumption or possession of toxic drinks or drugs within the campus is strictly prohibited. Entering the campus after consumption of toxic drinks or drugs is also prohibited.
7. Do not litter inside the campus, keep the campus neat and clean.
8. Any scribbling/ writing on the desks, drawing tables/ boards or the wall should be totally avoided.

9. Unauthorized screening of any film videos, CD & camera anywhere inside the campus is totally forbidden.
10. Students should not undertake any pleasure trips or outings on their own without the permission of management in writing. Pleasure trips or outing will not be permitted to any beach or other water body, as wishes results in loss of valuable lives in the past.

## **HOSTEL RULES AND REGULATIONS**

### **Parents/Students are asked to abide by the following Rules and Regulations:**

1. Parents/Guardians are allowed to meet their wards only on second Sunday for boys hostel and third Sunday for girls hostel of every month & can take their wards out from 8.00 am to 6.00 pm (with prior permission). Except second (boys) and third (girls) Sunday, parents/Guardians will not be allowed to meet their wards at any cost.
2. Parents would have to send a letter to the office, before three days, if they want their wards to visit them. This facility can be availed only once in a month on weekends or other holidays.
3. Only parents/Guardians, who have their photos pasted in the visitors pass, are allowed to meet their wards.
4. If parents want to take their wards out, they should get prior permission from the office, two days in advance.
5. During Weekdays, if parents want to meet their wards they should get prior permission from the office (1/2 an hour before i.e 2.45 pm).
6. Relatives and guardians will not be allowed to meet the hostel inmates.
7. Students could make & receive phone calls between 3.30 pm to 5.30 pm & thereafter from 8.30 pm to 10.00 pm.

### **Phone No's**

Boys Hostel : 2649 6700, 2649 6701, 2649 6702, 2649 6704  
Girls Hostel : 2649 5190, 2649 5390, 2649 5490, 2649 5410

8. Students are not permitted to leave the hostel premises during regular working days & during weekends (i.e., Saturdays & Sundays)
  9. The state-of-the art “Computer Center” at the hostel could be optimally utilized by the hostlers at the appropriate Time-Schedule.
  10. Amenities such as Yoga Hall & medical facilities that are offered at the hostel premises can be utilized by hostlers at the appropriate time slots.
  11. On working days students should leave the hostel campus by 7.30 am. During College hours (7.30 am – 3.30pm) student’s entry into the hostel is restricted.
  12. Students are permitted to play outdoor & indoor games and utilize Gym facility only during evening hours from 3.30 pm to 5.30 pm.
  13. Students shall have compulsory study Hours from 6.00 pm to 8.00 pm daily.
  14. Students should not come out of their respective rooms & loiter in others rooms during the study hours (i.e 6 to 8 pm)
  15. Students are strictly not allowed to go to other’s room after 11.00pm & they should sleep only in their respective rooms allotted for them.
  16. All the Hostlers are advised not to entertain other students in their rooms. Else the authorities are not responsible for any theft and pilferage.
  17. All the Hostlers are asked to avoid bringing valuable things. If they bring they are asked to keep it locked in their respective cupboards.
  18. The possession & usage of mobile phones, music systems & i-Pods are strictly prohibited in the hostel campus. If found, it will not be returned back and necessary action will be taken by the management.
  19. The hostel rooms should be maintained neat and clean without garbage, dust and cobwebs.
  20. Students should ensure safety of their belongings in the hostel rooms. They are advised not to keep excess cash and valuables in their room.
  21. The room should be kept locked whenever the students go out of the room.
  22. Guests/ Visitors/ Day scholars are not permitted to enter the hostel.
- Violation of any of the above rules will be viewed seriously and severe action will be taken.

## **I. ENVELOPES**

6 Self addressed Rs. 5 /- stamped covers for each year should be submitted to the respective counselors at the beginning of the semester / year.

Absence for internal exams and model exam will be viewed seriously. The students who fail in internal tests and Model exam should attend the special classes and submit the assignments.

## **II. ASSIGNMENT**

Question bank assignment should be submitted to the respective staff members periodically unit wise.

## **III. CHANGE OF ADDRESS**

If there is any change in the address, it should be informed to the respective student's attendance in charge by the parent. Boarding point in the ID card should also be changed immediately.

## **IV. STUDENT'S DIARY**

It should be maintained carefully. Marks of Internal exams, Model exams and University examinations need to be entered and the parent's signature to be obtained. All marks should be acknowledged by the parents and this will be verified by the counselor on the day of submission of Diary. Students are required to keep the diary and produce to the office whenever demanded.

## **V. FAILED IN 3 AND MORE SUBJECTS IN UNIVERSITY EXAMS.**

Parents are requested to meet the class in-charge first, and then meet the respective counselor and The Head of the Department.  
Hostel students who have more than two arrear they have to vacate the hostel.

## **VI. INDUSTRIAL VISIT**

Minimum two industrial visits will be arranged for our students in a semester. No other industrial visits are allowed outside Chennai except Sriharikota and no amount will be collected for all these tours.

## **COLLEGE RULES AND REGULATIONS**

### **1. COLLEGE TIMINGS:** 8.00 a.m. To 3.15 p.m.

Students are not permitted to enter into the campus after 7.50 a.m. and not allowed to leave before 3.20 p.m. Visitors (including Parents) are not allowed during the College hours.

2. UG Students should submit their +2 mark sheet, TC & CC in original. In case of CBSE & courses other than +2 of Tamil Nadu Board, 10<sup>th</sup> mark Sheet should also be submitted. If needed, Community Certificate should also be given.
3. College insists on 90 % attendance for theory classes and 100 % attendance for Laboratory classes. Students are eligible to take leave for 4 days / semester. Leave letter with parent's signature or accompanied by a Medical Certificate only will be accepted. Students who take leave on Medical grounds should submit the Medical Certificate. Leave can be availed only with a prior permission taken either by the student or by the parent. Any leave taken without prior permission will be considered as double the leave i.e., a one day leave without permission will be considered as two days leave.
4. All requisition letters for Expenditure certificate, Leave Letters, Medical Certificate, Permission, Hostel matters including Permission and Leave should be addressed to **THE PRINCIPAL**.

All requisition letters for Bonafide Certificates, Scholarship form, Charitable Trust Scholarship form, Book Bank scheme and Inplant Training should be addressed to **THE DIRECTOR**

5. Student should take prior permission for being absent from the class, failure of which will be viewed seriously and informed to the parents.
6. Students should not change their seating position frequently. Once a student takes a seat in a particular place, he / she should occupy the same seat for the whole year. He / She is responsible for scribbling on the desks or for any damage to that desk.
7. **DRESS:** All Students in the campus should be neatly dressed.

**BOYS:** All boy students are expected to wear self colored pants with their shirts neatly tucked in. They should wear only shoes. Slippers are not permitted. Jeans, T - Shirts are not allowed.

#### **GIRLS:**

1. All girl students should wear only sarees or chudidhar with dhupata neatly pinned.
2. Students should not wear short salwar/Patiala pant/Short sleeves/bell bottom pants/leggings.
3. Students should not wear chudithar with deep low neck /knots/window design at the back/front of the chudithar tops.



4. Students should not wear sleeveless/transparent/net type hands/masakali patterns.
  5. Students should not leave their hair loose/pony tail.
  6. Students should not do straightening/coloring/for their hairs.
8. **IDENTITY CARD:** Each student will be provided with an identity card with his / her name and photo. They should wear the ID card while being inside the campus and in the bus.
9. The following Dress regulation should be followed in the Lab / Workshop.

Physics, Chemistry, Computer, Electronics labs:	For both boys and girls, a long White over coat with leather shoes
Basic workshop, and all Electrical labs:	For both boys and girls, Khaki pants and Khaki half sleeved shirts with leather shoes.

10. Each and every student will be attached with a Staff as a Student counselor. The Counselor will monitor the student's progress and advice / counsel him / her regarding academic and other activities for the entire academic year.
- Students are required to approach their Counselor for their academic needs. Every student must obey the rules and regulations of the Institution.
11. Following tests are conducted in a semester and the results are communicated to the parents. Parents are kindly requested to note these results and follow up the academic performances of their wards. They are also requested to feel free to have discussions with the Students Counselor at any time after prior appointment.

## **UNIVERSITY EXAMINATIONS (TENTATIVE)**

### **SEMESTER PATTERN**

<b>EXAM</b>	<b>EXAM DATES</b>	
	<b>ODD SEM</b>	<b>EVEN SEM</b>
<b><u>University Practical</u></b> <b>II Yr / III Yr / IV Yr B.E / B.TECH</b>	<b>27-10-15</b>	<b>18-04-16</b>
<b>I Yr B.E / B.TECH</b>	<b>07-12-15</b>	<b>16-05-16</b>
<b><u>University Theory</u></b> <b>II Yr / III Yr / IV Yr B.E / B.TECH</b>	<b>12-11-15</b>	<b>27-04-16</b>
<b>I Yr B.E / B.TECH</b>	<b>17-12-15</b>	<b>25-05-16</b>

12. **LEAVE REGULATION:** All the students should make note of the following leave regulation and are requested to abide by these rules while they avail leave.

**To Avail One Day Leave**

1. Leave letter should be submitted on the previous day duly signed by the student and Parent.

**(OR)**

2. Leave letter should be submitted on the same day with the Parent's signature.

**To Avail Two Days Leave**

1. Leave letter should be submitted on the previous day itself with the Parent's Signature.

**(OR)**

2. Leave letter should be submitted on the first day of leave through any one of his /her friends.

3. Parents may make phone call on the first day of leave to the office (26491113 /114 /26496180) and inform the respective Counselor regarding their ward's leave. For Medical leave the Medical Certificate should be enclosed along with the leave letter, signed by Parent

**To Avail Three Days and above**

For any family function or other Medical grounds, Parents should come in person and avail the leave from the respective Counselor. Otherwise the student's name will be removed from the Attendance Register.

**GENERAL:**

- a. If the number of days of leave exceeds 4 days / Semester will be viewed very seriously. If a telegram is sent regarding the leave and other disciplinary issues, the parents are requested to come in person and report to the College Office. Guardians are not permitted. Failure to report may result in removal of student's name from Attendance Register.
- b. Half a Day leave is not allowed.

## **NOTE TO PARENTS**

Whenever there are two or more consecutive holidays, students should not take leave before or after the said holidays, failure to do so will be treated as absent for all days including holidays. (e.g. If you take leave either on Friday or Monday, then you will be treated as absent on Saturday & Sunday too).

**TRANSPORT:** All the students should come either by the College bus or stay in the hostel. We are operating buses for the convenience of the students and he / she can board the bus at his / her nearest boarding point. All the buses will leave from the campus at 3.25 p.m. Students are not permitted to come by M.T.C buses / motor bikes / cars to the College.

<b>MESS:</b>	Breakfast	:	07.30 a.m. To 07.55 a.m.
	Morning Tea & Snacks	:	10.30 a.m. To 10.45 a.m.
	Lunch	:	12.15 p.m. To 12.45 p.m.
	Evening Tea	:	03.15 p.m.

All the Students should take breakfast & lunch only in the College mess.

**DECLARATION:** I have gone through all the rules and regulations of the college and here by I assure you that I will co-operate with college rules and regulations.

**Date:**

**Signature of the Parent**

## JUNE – 2015

DATE	WORKING DAYS		REMARKS
1	MON		
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT	*	Holiday
7	SUN	*	Holiday
8	MON		
9	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT	*	Holiday
14	SUN	*	Holiday
15	MON		
16	TUE		
17	WED		
18	THU	1	College reopens for II/III/IV Yr B.E/B.Tech Placement training for III/IV B.E/B.Tech Begins
19	FRI	2	
20	SAT	*	Holiday
21	SUN	*	Holiday
22	MON	3	
23	TUE	4	
24	WED	5	
25	THU	6	
26	FRI	7	Placement training for III B.E/B.Tech Ends
27	SAT	*	Holiday
28	SUN	*	Holiday
29	MON	8	
30	TUE	9	Placement training for IV B.E/B.Tech Ends

**NO. OF WORKING DAYS – 9**

## JULY – 2015

DATE	WORKING DAYS	REMARKS
1	WED 1	
2	THU 2	
3	FRI 3	
4	SAT *	<b>Holiday</b>
5	SUN *	<b>Holiday</b>
6	MON 4	
7	TUE 5	
8	WED 6	
9	THU 7	<b>I Unit Completion for II B.E/B.Tech</b>
10	FRI 8	
11	SAT *	<b>Holiday</b>
12	SUN *	<b>Holiday</b>
13	MON 9	
14	TUE 10	<b>I Unit Completion for III B.E/B.Tech</b>
15	WED 11	
16	THU 12	<b>I Unit Completion for IV B.E/B.Tech</b>
17	FRI 13	
18	SAT *	<b>Ramzan Holiday</b>
19	SUN *	<b>Holiday</b>
20	MON 14	
21	TUE 15	
22	WED 16	
23	THU 17	
24	FRI 18	
25	SAT *	<b>Holiday</b>
26	SUN *	<b>Holiday</b>
27	MON 19	
28	TUE 20	
29	WED 21	
30	THU 22	
31	FRI 23	<b>II Unit Completion for II/III &amp; IV B.E/B.Tech, College Opens for I B.E/B.Tech</b>

**NO. OF WORKING DAYS –23**

## AUGUST - 2015

DATE	WORKING DAYS		REMARKS
1	SAT	*	Holiday
2	SUN	*	Holiday
3	MON	1	I Internal Assessment for II/III & IV B.E/B.Tech
4	TUE	2	
5	WED	3	
6	THU	4	
7	FRI	5	
8	SAT	6	
9	SUN	*	Holiday
10	MON	7	
11	TUE	8	
12	WED	9	
13	THU	10	
14	FRI	11	
15	SAT	*	Independence Day
16	SUN	*	Holiday
17	MON	12	
18	TUE	13	I Unit Completion for I B.E/B.Tech
19	WED	14	
20	THU	15	
21	FRI	16	
22	SAT	17	
23	SUN	*	Holiday
24	MON	18	
25	TUE	19	III Unit Completion for II/III & IV B.E/B.Tech
26	WED	20	
27	THU	21	
28	FRI	22	
29	SAT	*	Holiday
30	SUN	*	Holiday
31	MON	23	

**NO. OF WORKING DAYS –23**

## SEPTEMBER - 2015

DATE	WORKING DAYS	REMARKS
1	TUE 1	
2	WED 2	II Unit Completion for I B.E/B.Tech
3	THU 3	
4	FRI 4	
5	SAT *	Krishna Jayanthi
6	SUN *	Holiday
7	MON 5	
8	TUE 6	
9	WED 7	
10	THU 8	
11	FRI 9	IV Unit Completion for II/III & IV B.E/B.Tech,
12	SAT *	Holiday
13	SUN *	Holiday
14	MON 10	II Internal Assessment for II/III & IV B.E/B.Tech, I Internal Assessment for I B.E/B.Tech
15	TUE 11	
16	WED 12	
17	THU *	Vinayakar Chathurthi
18	FRI 13	
19	SAT 14	Thursday order
20	SUN *	Holiday
21	MON 15	
22	TUE 16	
23	WED 17	
24	THU *	Bakrid Holiday
25	FRI 18	
26	SAT 19	Thursday order
27	SUN *	Holiday
28	MON 20	
29	TUE 21	III Unit Completion for I B.E/B.Tech
30	WED 22	

**NO. OF WORKING DAYS - 22**

## OCTOBER – 2015

DATE	WORKING DAYS		REMARKS
1	THU	1	
2	FRI	*	<b>Gandhi Jayanthi</b>
3	SAT	*	Holiday
4	SUN	*	Holiday
5	MON	2	
6	TUE	3	
7	WED	4	
8	THU	5	<b>V Unit Completion for II/III &amp; IV B.E/B.Tech</b>
9	FRI	6	Revision
10	SAT	7	Revision
11	SUN	*	Holiday
12	MON	8	<b>III Internal Assessment for II/III &amp; IV B.E/B.Tech</b>
13	TUE	9	
14	WED	10	
15	THU	11	
16	FRI	12	<b>IV Unit Completion for I B.E/B.Tech</b>
17	SAT	13	
18	SUN	*	Holiday
19	MON	14	<b>Last working day for II/III/IV Yr B.E/B.Tech</b>
20	TUE	15	
21	WED	*	Ayutha Pooja
22	THU	*	Vijaya Dasami
23	FRI	*	Muharram
24	SAT	*	Holiday
25	SUN	*	Holiday
26	MON	16	<b>II Internal Assessment for I B.E/B.Tech</b>
27	TUE	17	<b>University Practical Examination for II/III &amp; IV B.E/B.Tech,</b>
28	WED	18	
29	THU	19	
30	FRI	20	
31	SAT	*	Holiday

**NO. OF WORKING DAYS – 20**



## NOVEMBER - 2015

DATE	WORKING DAYS	REMARKS
1	SUN *	Holiday
2	MON 1	
3	TUE 2	
4	WED 3	
5	THU 4	
6	FRI 5	
7	SAT *	Holiday
8	SUN *	Holiday
9	MON *	Holiday
10	TUE *	Deepavali
11	WED 6	
12	THU 7	University Theory Examination for II/III & IV B.E/B.Tech,
13	FRI 8	
14	SAT 9	Monday Time table Order
15	SUN *	Holiday
16	MON 10	
17	TUE 11	V Unit Completion for I B.E/B.Tech
18	WED 12	
19	THU 13	
20	FRI 14	
21	SAT *	Holiday
22	SUN *	Holiday
23	MON 15	III Internal Assessment for I B.E/B.Tech
24	TUE 16	
25	WED 17	
26	THU 18	
27	FRI 19	
28	SAT *	Holiday
29	SUN *	Holiday
30	MON 20	Last Working day for I B.E/B.Tech

**NO. OF WORKING DAYS – 20**

## DECEMBER – 2015

DATE	WORKING DAYS	REMARKS
1	TUE 1	
2	WED 2	
3	THU 3	
4	FRI 4	
5	SAT *	Holiday
6	SUN *	Holiday
7	MON 5	University Practical Exam for I B.E/B.Tech
8	TUE 6	
9	WED 7	
10	THU 8	
11	FRI 9	
12	SAT *	Holiday
13	SUN *	Holiday
14	MON 10	
15	TUE 11	
16	WED 12	College reopens for II/III/IV Yr B.E/B.Tech
17	THU 13	University Theory Exam for I B.E/B.Tech
18	FRI 14	
19	SAT *	Holiday
20	SUN *	Holiday
21	MON 15	
22	TUE 16	
23	WED *	Milad-un-nabi
24	THU 17	
25	FRI *	Christmas
26	SAT *	Holiday
27	SUN *	Holiday
28	MON 18	
29	TUE 19	
30	WED 20	
31	THU 21	

**NO. OF WORKING DAYS – 21**

## JANUARY – 2016

DATE	WORKING DAYS		REMARKS
1	FRI	*	New Year
2	SAT	*	Holiday
3	SUN	*	Holiday
4	MON	1	
5	TUE	2	I Unit Completion for II/III/IV Yr B.E/B.Tech
6	WED	3	
7	THU	4	
8	FRI	5	
9	SAT	*	Holiday
10	SUN	*	Holiday
11	MON	6	
12	TUE	7	
13	WED	8	
14	THU	*	Bhogi
15	FRI	*	Pongal
16	SAT	*	Uzhavar Thirunaal
17	SUN	*	Holiday
18	MON	9	College Reopens for I B.E/B.Tech
19	TUE	10	
20	WED	11	
21	THU	12	
22	FRI	13	
23	SAT	*	Holiday
24	SUN	*	Holiday
25	MON	14	II Unit Completion for II/III/IV Yr B.E/B.Tech
26	TUE	*	Republic Day
27	WED	15	
28	THU	16	
29	FRI	17	
30	SAT	*	Holiday
31	SUN	*	Holiday

**NO. OF WORKING DAYS –17**

## FEBRUARY - 2016

DATE	WORKING DAYS		REMARKS
1	MON	1	I Internal Assessment for II/III/IV Yr B.E/B.Tech
2	TUE	2	
3	WED	3	I Unit Completion for I B.E/B.Tech
4	THU	4	
5	FRI	5	
6	SAT	6	
7	SUN	*	Holiday
8	MON	7	
9	TUE	8	
10	WED	9	
11	THU	10	
12	FRI	11	
13	SAT	*	Holiday
14	SUN	*	Holiday
15	MON	12	
16	TUE	13	
17	WED	14	III Unit Completion for II/III/IV Yr B.E/B.Tech
18	THU	15	
19	FRI	16	II Unit Completion for I B.E/B.Tech
20	SAT	*	Holiday
21	SUN	*	Holiday
22	MON	17	I Internal Assesment for I B.E/B.Tech
23	TUE	18	
24	WED	19	
25	THU	20	
26	FRI	21	
27	SAT	*	Holiday
28	SUN	*	Holiday
29	MON	22	

**NO. OF WORKING DAYS – 22**

## MARCH - 2016

DATE	WORKING DAYS		REMARKS
1	TUE	1	
2	WED	2	
3	THU	3	
4	FRI	4	<b>IV Unit Completion for II/III/IV Yr B.E/B.Tech</b>
5	SAT	*	<b>Holiday</b>
6	SUN	*	<b>Holiday</b>
7	MON	5	<b>II Internal Assessment for II/III/IV Yr B.E/B.Tech</b>
8	TUE	6	
9	WED	7	
10	THU	8	
11	FRI	9	
12	SAT	10	
13	SUN	*	<b>Holiday</b>
14	MON	11	
15	TUE	12	<b>III Unit Completion for I B.E/B.Tech</b>
16	WED	13	
17	THU	14	
18	FRI	15	
19	SAT	*	<b>Holiday</b>
20	SUN	*	<b>Holiday</b>
21	MON	16	
22	TUE	17	
23	WED	18	
24	THU	19	
25	FRI	*	<b>Good Friday</b>
26	SAT	*	<b>Holiday</b>
27	SUN	*	<b>Holiday</b>
28	MON	20	
29	TUE	21	
30	WED	22	<b>V Unit Completion for II/III/IV Yr B.E/B.Tech</b>
31	THU	23	<b>Revision</b>

**NO. OF WORKING DAYS – 23**

## APRIL – 2016

DATE	WORKING DAYS		REMARKS
1	FRI	1	<b>IV Unit Completion for I B.E/B.Tech Revision</b>
2	SAT	*	<b>Holiday</b>
3	SUN	*	<b>Holiday</b>
4	MON	2	<b>III Internal Assessment for II/III/IV Yr B.E/B.Tech II Internal Assessment for I B.E/B.Tech</b>
5	TUE	3	
6	WED	4	
7	THU	5	
8	FRI	6	
9	SAT	7	
10	SUN	*	<b>Holiday</b>
11	MON	8	<b>Last working day for II/III/IV Yr B.E/B.Tech</b>
12	TUE	9	
13	WED	10	
14	THU	*	<b>Tamil New Year</b>
15	FRI	11	
16	SAT	*	<b>Holiday</b>
17	SUN	*	<b>Holiday</b>
18	MON	12	<b>University Practical Exam for II/III/IV Yr B.E/B.Tech</b>
19	TUE	13	
20	WED	14	
21	THU	15	
22	FRI	16	
23	SAT	*	<b>Holiday</b>
24	SUN	*	<b>Holiday</b>
25	MON	17	
26	TUE	18	<b>V Unit Completion for I B.E/B.Tech</b>
27	WED	19	<b>University Theory Exam for II/III/IV Yr B.E/B.Tech</b>
28	THU	20	
29	FRI	21	
30	SAT	*	<b>Holiday</b>

**NO. OF WORKING DAYS - 21**

## MAY – 2016

DATE	WORKING DAYS		REMARKS
1	SUN	*	May Day
2	MON	1	III Internal Assessment for I B.E/B.Tech
3	TUE	2	V UNIT
4	WED	3	
5	THU	4	
6	FRI	5	
7	SAT	*	Holiday
8	SUN	*	Holiday
9	MON	6	Last Working day for I B.E/B.Tech
10	TUE	7	
11	WED	8	
12	THU	9	
13	FRI	10	
14	SAT	*	Holiday
15	SUN	*	Holiday
16	MON	11	University Practical Exam for I B.E/B.Tech
17	TUE	12	
18	WED	13	
19	THU	14	
20	FRI	15	
21	SAT	*	Holiday
22	SUN	*	Holiday
23	MON	16	
24	TUE	17	
25	WED	18	University Theory Exam for I B.E/B.Tech
26	THU	19	
27	FRI	20	
28	SAT	*	Holiday
29	SUN	*	Holiday
30	MON	21	
31	TUE	22	

**NO. OF WORKING DAYS – 22**

## JUNE – 2016

<b>DATE</b>	<b>WORKING DAYS</b>		<b>REMARKS</b>
1	WED	1	
2	THU	2	
3	FRI	3	
4	<b>SAT</b>	<b>*</b>	<b>Holiday</b>
5	<b>SUN</b>	<b>*</b>	<b>Holiday</b>
6	MON	4	
7	TUE	5	
8	WED	6	
9	THU	7	
10	FRI	8	
11	<b>SAT</b>	<b>*</b>	<b>Holiday</b>
12	<b>SUN</b>	<b>*</b>	<b>Holiday</b>
13	MON	9	
14	TUE	10	
15	WED	11	
16	THU	12	
17	FRI	13	
18	<b>SAT</b>	<b>*</b>	<b>Holiday</b>
19	<b>SUN</b>	<b>*</b>	<b>Holiday</b>
20	MON	14	
21	TUE	15	
22	WED	16	
23	THU	17	
24	FRI	18	
25	<b>SAT</b>	<b>*</b>	<b>Holiday</b>
26	<b>SUN</b>	<b>*</b>	<b>Holiday</b>
27	MON	19	
28	TUE	20	
29	WED	21	
30	THU	22	

**NO. OF WORKING DAYS –22**



## IMPORTANT DATES

<b>YEAR / COURSE</b>	<b>ODD SEMESTER</b>		<b>EVEN SEMESTER</b>	
<b><u>B.E. / B.Tech.</u></b>	<b>OPENING</b>	<b>LAST THEORY CLASS</b>	<b>OPENING</b>	<b>LAST THEORY CLASS</b>
<b>II/ III/ IV Yr B.E. /B.TECH. ,</b>	<b>18-06-15</b>	<b>17-10-15</b>	<b>16-12-15</b>	<b>11-04-16</b>
<b>I Yr B.E./B.TECH,</b>	<b>31-07-15</b>	<b>30-11-15</b>	<b>18-01-16</b>	<b>09-05-16</b>





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**JAISAKTHI EDUCATIONAL TRUST**

**LEAVE APPLICATION PROFORMA**

**DATE:** \_\_\_\_\_

1. **Name of the student** :
2. **Roll No.** :
3. **Branch & Year** :
4. **Leave required on** :
5. **No. of days required** :
6. **Reason** :
7. **No. of days leave taken** :
8. **No. of days leave left** :
9. **Name & Address of Parent** :
  
10. **Contact Phone Number** :

Signature of  
Parent/Guardian

Signature of  
the Student

Signature of the  
class in charge/Counselor

Signature of  
the HOD

**NOTE :**

If the number of days leave taken exceeds 4 days per semester will be viewed very seriously.

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