

# POLICY, RULES AND REGULATIONS

(Last amended in July 2024)



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## **1. RULES AND REGULATIONS FOR ADMISSION**

**1.1. During the months of November and December every year, the admission brochures/ prospectus with details of the UG and PG Courses offered, eligibility, Community reservation etc. are prepared by admission cell and circulated among stakeholders.**

### **1.2. UG COURSES:**

#### **1.2.1 UG Courses.**

Candidates are selected on the basis of their performance in the HSC (+2) examination conducted by the state and through counseling (TNEA) conducted by Anna university Chennai and selected candidates are allotted to various colleges for admission. Candidates may also appear directly for admission to the College through Consortium of Self Financing Colleges under Management Quota.

#### **1.2.2 The Admission Procedure is based on the rules of Government of Tamil Nadu, Directorate of Technical Education, Anna University, Chennai and AICTE.**

Every year TNEA releases advertisement for admission in leading Newspapers and in the University Website for the admission under Government Quota seats and conducts Single Window Counseling. During the time of admission the availability status is updated every day in the Website and in the newspaper.

For the Management Quota seats, Consortium of self financing Engineering Colleges Management Association advertises in the leading Newspapers about the admission process and admissions are made purely on the basis of +2 marks and the marks secured in the consortium exam. The present ratio for Government Quota: Management Quota is 50: 50(Telugu Linguistic Minority Status).

#### **The following UG Programmes are offered:**

- B.E. Civil Engineering - 60 Intake
- B.E. Electronics and Communication Engineering - 180 Intake
- B.E. Electrical and Electronics Engineering - 120 Intake
- B.E. Mechanical Engineering - 120 Intake
- B.E. Computer Science and Engineering - 180 Intake
- B.E. Computes Science and Engineering (Cyber Security) - 60 Intake
- B.E. Electronics Engineering (VLSI Design & Technology) - 60 Intake
- B-Tech. Information Technology - 180 Intake
- B-Tech. Artificial Intelligence and Data Science - 180 Intake

### **1.2.3 Qualifying Examinations and Eligibility:**

1. Students for the eight semesters BE/B.Tech. Degree Programme shall be admitted as per the regulations of Department of Technical Education, Government of Tamil Nadu, Chennai.

#### **2. Lateral entry admission**

(i) The candidates who possess the Diploma in Engineering/Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of BE/B.Tech., as per the rules fixed by Government of Tamil Nadu.

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of BE/B.Tech. Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the Institution.

### **1.3. PG PROGRAMMES:**

Candidates for the admission to the first semester of the Master's Degree Programme shall be required to have passed an appropriate UG degree examination of Anna University or any University or authority accepted by the Syndicate of Anna University as equivalent there to with 50% marks.

Candidates are selected on the basis of their performance in the common entrance examination (TANCET) conducted by the state and selected candidates are allotted to various colleges for admission. Details regarding the entrance examination are published in the newspapers well in advance every year. Candidates may also appear directly for admission to the College under Management Quota through Consortium of Self Financing Colleges. Appearing for entrance examination for these seats is a must and this entrance examination is conducted by the college on its campus.

#### **1.3.1 The following PG Programmes are offered:**

1. M.E. VLSI Design - 9 Intake
2. M.E. Mechatronics - 9 Intake
3. MBA - Master of Business Administration - 120 Intake
4. MCA - Master of Computer Application - 60 Intake

**1.3.2 Eligibility Qualifications for admission to M.B.A. and M.C.A degree programmes:**

<b>Course</b>	<b>Eligibility</b>
<b>MBA</b>	<p>A pass in a recognized Bachelor's degree of minimum 3 years duration and obtained at least 50 % (45 % in the case of candidates belonging to reserved category) in the qualifying degree examination.</p> <p>(a) 10+2+3 years pattern (or) (b) 10+3 years Diploma + 3 years pattern (or) (c) B.E./B.Tech./B.Arch./B.Pharm. (or) (d) (i) 10+2+AMIE* (or) (ii) 10+3 Years diploma (awarded by the State Board of Technical Education) + AMIE.*</p>
<b>MCA</b>	<p>A pass in a recognized Bachelor's degree of minimum 3 years duration with mathematics at 10+2 level or at Graduate level and obtained at least 50 % (45% in the case of candidates belonging to reserved category) in the qualifying degree examination.</p> <p>(a) 10+2+3/4 years Pattern (or) (b) 10+3 years diploma + 3 years Pattern (or) (c) (i) 10+2+AMIE* (or) (ii) 10+3 Years diploma (awarded by the State Board of Technical Education) + AMIE.*</p>

### 1. 3.3 Eligibility Qualifications for admission to M.E degree programmes:

<b>P.G. Programmes Offered</b>	<b>Eligible Qualification</b>
M.E Mechatronics	A pass in a recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50 % (45 % in the case of candidates belonging to reserved category) in the qualifying degree examination. B.E. / B.Tech. 1. Mechanical 2. Automobile 3. Production 4. Electronics 5. Aerospace 6. Computer Science and Engg. 7. Electrical and Electronics 8. Instrumentation and Control 9. Electronics and Instrumentation 10. Electronics and Communication 11. Mechatronics 12. Manufacturing 13. Instrumentation 14. Aeronautical
M.E. VLSI Design	A pass in a recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50 % (45 % in the case of candidates belonging to reserved category) in the qualifying degree examination. B.E. / B.Tech. 1. Electronics and Communication 2. Electrical and Electronics 3. Electronics 4. Instrumentation 5. Electronics and Instrumentation 6. Instrumentation and Control 7. Computer Science and Engg. 8. Information Technology

1. The candidates who are waiting for their result of the final examination or who are appearing in the final year or semester of qualifying examination can also apply.
2. As per MoE, the following concessions will be provided to the Kashmiri migrant students:
  - i. Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement.
  - ii. Increase in intake capacity upto 5% course wise.
  - iii. Reservation of at least one seat in merit quota in technical / professional institutions.
  - iv. Waiving off domicile requirements.
3. The Reservation Policy of Government of Tamil Nadu is followed.
4. During the months of January – March every year, wide publicity is made out to reach the school students.
5. Every year in the months of April and May, exhibitions are conducted in which B.E students projects are displayed. The school students are invited to visit the exhibition which helps them to improve their technical knowledge and talents. College also participates in outside exhibitions.
6. Admission is done through Single Window Counseling and management Quota in the month of June and July every year. 50% of the seats are filled by the Government through Single Window Counseling. Remaining 50% of the seats are filled by the Management. For management admissions, private engineering colleges in Tamilnadu have got an Association namely Consortium of Self Financing Engineering Colleges. Admission for management quota is based on Higher secondary (+2) marks only. There is no Entrance examination as per the policy of Government of Tamilnadu.
7. U.G Classes will commence during the 2<sup>nd</sup> week of August every year.
8. P.G classes will commence during the 1<sup>st</sup> week of September every year.
9. Admission Review Committee:

After admissions are over, the committee reviews the performance of the admission process. Appropriate steps will be advised to admission cell for improving its performance of admission every year.

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## **2. RULES FOR GENERAL DISCIPLINE, CONDUCT AND BEHAVIOUR**

Character building is the main aim of education and the College lays great emphasis on good character and decent behavior from every student. Every student is required to observe disciplined and decorous behavior both inside and outside the College and not to indulge in any activity which will tend to bring down the prestige of the College.

1. The college gives utmost priority for discipline and every one, student or staff, is bound to follow the rules and regulations of the college and maintain strict discipline.
2. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
3. Browsing is not allowed during the class hours.
4. No one will be allowed to listen to Music from any device inside the college campus.
5. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
6. Consuming Alcohol and Smoking are strictly prohibited in the college campus.
7. No function shall be arranged by the students in the college campus without prior permission from the principal.
8. Writing on walls, pillars, bathrooms, furniture or black boards is strictly prohibited.
9. Eating snacks / taking lunch inside the classrooms or along corridors are not permitted.
10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
11. Students are advised to switch off fans and lights when they leave the classrooms.
12. Furniture in the classrooms should not be moved or displaced.
13. Students are not allowed to attend classes or any college function wearing shorts, dhotis, jeans or T-Shirts.
14. Students are permitted to wear casual dress (as per circular) on Fridays. Except Fridays, in all other days students shall wear only Formal dress
15. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.



16. Students have to bring all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
17. Students will have to sit through the entire period scheduled for the internal tests and university examinations.
18. All students should be properly and neatly dressed on all working days.
19. Any student, who indulges in movements which may lead to communal ill feelings or enmity will be liable to be punished with fine, suspension, loss of attendance, refusal of promotion to higher semester or even expulsion from the College as per the decision of the College council.
20. Students should attend classes, submit assignments, records, home work etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class.
21. Students shall move silently when proceeding from one class to another so as not to disturb other classes.
22. The college properties should be handled with maximum care and everything possible should be done to preserve the cleanliness and tidiness of the building, furniture, library books and the premises.
23. The Continuous Internal Test (CIA), Unit Test and Model Examinations are to be attended by all the students with sufficient preparation. Re-tests will not be conducted normally. In case a student misses any CIA test or Unit Test due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department and approval from the Dean (Academic), a **Reassessment** may be given at the end of the semester.
24. Students must work quietly while in the library or spend time in such a way as not to cause any interference with the work of others.
25. Students must park their vehicles only in the places specified for the same, and should not use the vehicles inside the campus beyond the parking areas.
26. Under any circumstances, no student or outsider is permitted to meet a faculty member while he is engaging classes or on invigilation work.
27. Students are expected to see the College Notice Board every day.

28. Students should always possess their identity cards with them and display the same using the card holder and tag provided.

29. Fees to be paid in full before the last date announced by the college, part payment is not allowed. If the fees not paid before the due date, the student will not be permitted to attend the class and marked as absent and they will not be eligible for any merit awards. Examination fees to be paid before the due date, late payments with a reasonable time delay has decided by the Principal only be allowed

30. Being co-educational institute students shall maintain good dignity and manners with opposite sex. Any indecent behavior will be viewed seriously and severe action will be taken by the Principal.

31. Students should have the practice of depositing the waste packets and papers into the dust bins and should not carry with them and throw by the road side.

32. Using Crackers within the college or hostel campus even during festivals is strictly forbidden.

33. Students are required to be regular in their attendance. No student shall abstain himself from classes without obtaining prior sanction for leave from the concerned tutors. A student joining after medical leave should produce Medical certificate from Registered Medical practitioner.

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### **3. ANTI RAGGING RULES**

Treating all the students equally, Ensuring the reach of all the college resources to all the students without any bias are the prime importance of the College. To prohibit, prevent and eliminate the scourge of ragging, the College strictly following the below rules.

#### **3.1 VARIOUS TYPES OF RAGGING:**

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student causes mental agony should be considered as ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be recognized as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.

### **3.2 ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING IN RAGGING:**

1. 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 suspended / debarred from taking admission in any technical institution in India.

2. Every single incident of ragging a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities.

3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

(i) Cancellation of admission

(ii) Suspension from attending classes

(iii) Withholding/withdrawing scholarship/fellowship and other benefits

(iv) Debarring from appearing in any test/examination or other evaluation process

(v) Withholding results

(vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(vii) Suspension/expulsion from the hostel

(viii) Rustication from the institution for period ranging from 1 to 4 semesters

(ix) Expulsion from the institution and consequent debarring from admission to any other institution.

(x) Fine of Rupees 25,000/-

(xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

(xii) Any amendments notified by AICTE, UGC or Competent authorities will be implemented.

### **3.3 ACTION TAKEN TO CURB THE RAGGING:**

1. In addition, the possibility of introducing Human Rights in the educational curriculum a subject relating to ragging shall be explored.

2. The College launched a programme giving wide publicity to the menace of ragging and the consequences which follow in case any student is detected to have been involved in ragging.

3. Anti-ragging committees and squads have been formed and actively functioning in the college.

4. Wardens were appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the classroom situations. Wardens are accessible at all hours and are provided with mobile phones. The institution reviews and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.

5. The security personnel posted in hostels were under the direct control of the Wardens and assessed by them.

6. Fresher's who do not report the incidents of ragging either as victims or as witnesses will also be punished suitably.

7. Anonymous random surveys are conducted across the 1st year students (freshers) during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not.

8. The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local civil authorities. Remedial action shall be initiated and completed within the one week of the incident itself.

9. Fresher's welcome parties were organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the fresher's are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.

10. The institution usually enhances the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments.

11. The mobile numbers of principal as well as of the wardens and members of anti ragging committee are displayed prominently at all places inside the campus besides complaint box.

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#### **4. STUDENT WELFARE AND DISCIPLINARY COMMITTEE AND COMPLAINTS AND REDRESSAL COMMITTEE**

The objective is to address and effectively solve various student related matters. It acts as a bridge between the students and the authorities. The committee tries to maintain a balance between student's demands/issues and feasible solution provided by the authorities.

##### **4.1 AREAS UNDER PURVIEW OF THIS COMMITTEE:**

1. Functioning of the campus: Guide the students in maintaining the infrastructure, taking care of the needs of the students and initiate actions with the authorities based on the genuine needs.

2. Maintaining discipline and decorum in the college premises: Try to imbibe the feeling of accountability into the students by showing that they are responsible for upholding the reputation of the institute through their actions

##### **1.NO HELMET & NO ENTRY.**

Wearing of helmet is compulsory for the students and faculty when they use two wheelers as their mode of conveyance to the institute. This was necessitated to save human lives.

##### **2.Group Insurance Policy.**

Group insurance policy for the members of faculty and the students, their parents in order to provide the monetary support to the survived members of the family in case of any risk to life

Study hours are introduced for the hostel students to improve their academic performance. Also the resident tutor system is in place to improve the interaction with the students and discipline in the hostel.

Specific counselling is in place for the students/faculty identified as stressed or involved in any unethical activity as reported.

#### **4.2 COMPLAINTS AND REDRESSAL COMMITTEE:**

The objective is to provide a platform for the students/faculty members/staff members to represent their complaints arising out of acts of violations of guidelines in the regular working environment and provide a suitable solution.

Areas under purview of this committee are:

Anyone affected either physically or mentally by the act of anyone else whose act are deviated from the specified guidelines in the campus can register their complaints at suitable level.

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## **5. WOMEN DEVELOPMENT CELL (WDC)**

### **5.1 OBJECTIVES OF WDC:**

Women Development Cell was inaugurated in our college on 26<sup>th</sup> July, 2011 and women Empowerment Committee has also been functioning along with the WDC since January 2013. The Main Objectives are:

- To provide counseling to the female students.
- To give awareness programmes on various aspects to female students.
- To motivate and work for skill development programmes with positive attitude
- To participate in community development programmes.
- To carry out the research programmes

WDC will consist of (i) Co-ordinator (ii) A lady faculty member from each department (iii) A girl student Co-ordinator and a minimum of 50 girls as members.

### **5.2 SOME NOTABLE ACTIVITIES OF WDC:**

The Women Development Cell is committed to empowering the young women in the college through the following activities.

- Creating awareness about women's issues and bringing visibility to gendered forms of marginalization.
  - To promote gender equality in the campus.
  - Legal awareness programmes
  - Pre-marital counseling sessions
  - Film screening and seminars for enhancing the quality of life among young women.
  - Focus on combating violence against women.
  - Programmes on Sexual and reproductive health and rights.
  - Conducting at least two Guest lecture every semester by inviting expert women personalities.
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## **6. SEXUAL HARASSMENT PREVENTION POLICY**

### **6.1. INTRODUCTION:**

Sexual Harassment affects all women in some form or the other. Lewd remarks, touching, wolf-whistles, staring looks are part of any woman's life, so much so that it is dismissed as normal. Sexual Harassment is a form of violence in everyday life and is discriminatory and exploitative creating an atmosphere of threat and terror.

Sexual harassment is the expression of male power over women that sustain patriarchal relations in our male dominant society. It is practiced to remind women of their vulnerability and subjugated status. These patriarchal values and attitudes of both men and women pose the greatest challenge in resolution and prevention of sexual harassment.

Sexual harassment is also a form of human rights violation, and is an infringement on their life and liberty as defined in the Constitution of India. Such behavior is seen to transgress common dignity, gender equality, and fundamental rights. Sexual harassment is also contrary to anti-discrimination laws of the land. \*Article 15: "Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth" and Article 19(1) (g): Right to Freedom which upholds a woman's right "to practice any profession or to carry on any occupation, trade or business".

Thus, combating sexual harassment involves developing understanding of what is sexual harassment and change of attitudes in all be it employees, colleagues, friends, administrators, employers or the law makers.

### **6.2. WHAT IS SEXUAL HARASSMENT ?**

Sexual harassment consists of any unwanted verbal, nonverbal or physical attention, or contact that is sexual in nature. Victims may be subjected to comments about their physical appearance, sex-based jokes, gender-specific put-downs or other language meant to demean, intimidate or threaten. Spreading rumors about a person's appearance or sexual activity can also constitute harassment, as can texting or emailing pictures of an individual. Nonverbal instances of harassment may include staring at someone suggestively, showing a person sexual images or engaging in other behavior intended to make someone feel uncomfortable. Physical manifestations of sexual harassment include hugging, patting or other bodily touching. Following someone or otherwise invading her or his personal space can also constitute harassment.

Harassment can occur between strangers or people who know one another very well, including couples or friends. The harasser and victim can be of any gender, and they need not be of the opposite sex. Also, the person who is the victim of the abuse doesn't need to be the target of harassment - he or she need only be affected by it.

### **6.2.1 Sexual Harassment: The Law**

There is no law dealing with sexual harassment. But there are existing laws which contain provisions under which sexual harassment can be challenged. The Indian Penal Code, for example, has no specific provision dealing with sexual harassment, but it has section 354 (outraging modesty of a woman), section 375 dealing with Rape section 509 dealing with act intended to insult the modesty of a woman etc. There are Acts such as Indecent Representation of Women (Prohibition) Act 1987 or the Delhi Prohibition of Eve Teasing Act 1988.

Sexual harassment has been recognized globally as most intimidating, Most Violating forms of violence since long. Countries like UK, USA and many Others have not only taken note of how degrading experiences of sexual harassment can be for women as well as employers but have adapted legislative measures to combat sexual harassment.

In India, it has been only more than ten years since sexual harassment was for the first time recognized by The Supreme Court as human rights violation and gender based systemic discrimination that affects women's Right to Life and Livelihood. The Court defined sexual harassment very clearly as well as provided guidelines for students to redress and prevent sexual harassment at college.

## **6.3. SEXUAL HARASSMENT PREVENTION POLICY:**

### **6.3.1 Objectives of the Policy**

Sexual Harassment Prevention Policy of KCE has been framed keeping the following objectives in view:-

1. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the college.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
3. To promote a social and psychological environment this will raise awareness about sexual harassment in its various forms.

4. To generate public opinion against sexual harassment and all forms of gender-based violence.
5. To make the commitment to ensure an environment without gender bias or gender based discrimination in the college campus.

Whereas Sexual Harassment infringes the Fundamental right of a woman to gender equality under Article 14 of the Constitution of India and her right to life and live with dignity under article 21 of the Constitution which includes a right to a safe environment free from Sexual Harassment.

And Whereas the Supreme Court has formulated guidelines to address Sexual Harassment at work place & educational institutions in the following judgments.

#### **6.4. DEFINITIONS:**

##### **6.4.1 Sexual Harassment**

For the purpose of this policy "Sexual Harassment" shall include, but will not be confined to the following:

- Unwelcome sexual advances, requests for sexual favours, and/ or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching/ guidance, employment, participation or evaluation of a person's engagement in any college activity;
- When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
- Forcible physical touch or molestation; Eve teasing, innuendos and taunts, physical confinement against one's will and any other act to impinge upon one's privacy;
- Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at the Institute hostile or intimidating to a person belonging to the other sex

- Any such conduct committed by a third party or outsider in relation to a student, teacher or non-teaching employee, or vice versa during the course of a person's engagement with the institution.
- Stopping a vehicle and asking a female who is a stranger, if she wants a lift in the vehicle.
- Speaking to woman who is strangers and touching woman from passing vehicle
- Cruising in vehicle looking for females to harass.
- Stopping and asking woman for directions with a view to harass her.
- Pursuing and stalking former girl friends
- Gossiping and spreading information about a woman's private life
- Ridiculing a woman on the basis of her colour, ethnicity, dress or physical appearance.

### **6.5. PREVENTION OF SEXUAL HARASSMENT:**

For the prevention of sexual harassment, a comprehensive Sexual Harassment Policy is required.

The institutions adopts a comprehensive sexual harassment policy and amend its rules to bring them in conformity with the Hon'ble Supreme Court guidelines.

It will be widely distributed.

#### **6.5.1 Duties of the College Authorities**

1. To sensitize the students about the personal safety.
2. To Constitute Internal Complaints Committee for complaints of sexual harassment of women.

#### **6.5.2 Internal Complaint Committee of POSH cell.**

An Internal Complaint Committee is formed with senior women professors and members from among girl students. The committee consists of two members from society working for the prevention of crimes against women. Complaints can be given to any member of the Committee/ Head of the Institution in writing or through email. The identity will be kept confidential.

### **6.6. PROCEDURE FOR LODGING A COMPLAINT:**

#### **6.6.1 Dealing with the complaint**

- All the students are aware of the members of the ICC which includes girl student also. Any issues related to sexual harassment can be brought to the members of the ICC which can then be addressed appropriately.

- The issues of sexual harassment can also be brought to the notice of the Principal and the member of ICC by dropping a mail to Head of the Institution and ICC mail id.
- Any woman complaining of sexual harassment shall prefer a complaint before the following authorities at the earliest point of time and in any case within 30 days from the occurrence of the alleged incident.
- The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the complaint committee.
- If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the head of the institution / Principal and hand over the same in person or through email.
- Upon receipt of such complaint, the head of the institution shall retain the original complaint with him and send to the complaint committee a gist of the complaint containing all material & relevant details other than the name of the complainant & other details which might disclose the identity of the complainant.

## **6.7. PROCEDURE IN DEALING WITH COMPLAINTS:**

### **6.7.1 Dispute Resolution prior to Enquiry**

- Informal method of resolving complaints shall be the part of complaint mechanism to provide platform to resolve the complaint or to stop the harassing behaviour before the complaint escalate into full blown formal complaint.
- After a complaint of Sexual Harassment has been made, the aggrieved woman may request the Internal Complaints Committee to resolve the matter by conciliating between the parties before the commencement of the enquiry proceedings
- Internal Complaints Committee to resolve the matter by conciliating between the parties before the commencement of the enquiry proceedings
- First contact person/ authorized members of subcommittee, from within the committee or otherwise appointed, shall try to resolve the complaint informally first without the committee intervention, before the complaint goes to the formal channels of complaints committee.
- Any settlement brought about by such Dispute Resolution must be mutually acceptable to both the aggrieved woman and defendant.
- Where any settlement between the aggrieved woman and defendant is reached, the Internal Complaints Committee will record the Dispute Resolution process

and the settlement reached; and will send it to the Principal, who shall implement the terms of the settlement, to the extent required therein. A copy of the same will be furnished to the aggrieved woman and the defendant.

- Notwithstanding the settlement reached in the dispute resolution process, the aggrieved woman shall have the right to withdraw from any dispute resolution process undertaken or to challenge any settlement on the ground that her consent for the settlement was obtained by force, fraud, coercion or undue influence or on the ground that the terms of settlement have been breached within a week.
- Any Dispute Resolution carried out by the Internal Complaints Committee shall be completed within a period of two weeks from the date of the receipt of the complaint.
- Where no mutually agreeable settlement can be reached during such above-mentioned Dispute Resolution process, the Internal Complaints Committee shall proceed to conduct the enquiry as per the procedure prescribed.

#### **6.7.2 The Disciplinary action may be taken in the form of:**

- Warning.
- Written apology & bond of good behavior.
- Debarring entry into hostel/ campus.
- Supervision for a specified period of time.
- Debarring from exam or withholding results.
- Debarring from holding posts.
- Denial of admission.
- Declaring the harasser as a (Person Non Gratia for a stipulated period of time.
- Suspension.
- Permanent expulsion from the institution/ filing of FIR/ As per the rules amended by the competent authorities.

#### **6.7.3 Punishment for false complaints**

There will be punishment for false/ wrong complaints in the form of various disciplinary actions against the complainant if the complaint is found to be false on investigation.

#### **6.7.4 Documentation**

The results of any sexual harassment complaint or investigation and any punishment or corrective action that the committee ask the Principal or disciplinary authority to take will be documented.

#### **6.8. REVIEW OF SEXUAL HARASSMENT PREVENTION POLICY:**

Review the policy will be done on a regular basis or as and when required.

#### **6.9 COMMUNICATING POLICY**

- Communicate Policy to the students.
- Strong directions from the top authority against sexual harassment will be issued taking a zero tolerance approach.
- Sexual Harassment Policy will be communicated or at the time of admission to the college of the students and later on from time to time.
- Inform all employees that it is their obligation to report Sexual harassment that they either experience or witness.

#### **6.10. ENFORCING POLICY**

1. The institution shall take complaint of sexual harassment seriously and investigate all sexual harassment charges quickly and thoroughly and professionally.
2. Accurate record of investigations and findings will be maintained.
3. The institution shall make sure that the complainant, witnesses, members of sexual harassment complaint committee, senior faculty members and others who are to be instrumental in implementing the policy for gender sensitization along with procedure for taking complaints and for enquiry etc. do not face retaliation.
4. The institution shall ensure confidentiality and time bound response to the complaint.
5. The institution shall take immediate action when sexual harassment is suspected/proven.
6. The institution shall discipline appropriately any student found to have engaged in sexual harassment.
7. The institution shall safeguard student from third party work related sexual harassment.



## **7. RECRUITMENT AND PROMOTIONAL POLICIES**

### **7.1 RECRUITMENT POLICIES:**

- The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirement.
- Whenever there is a vacancy in the departments, the approval is sent to the management after discussions with the principal.
- Once the approval is obtained, advertisement is released in popular English and vernacular dailies stating the vacancies and the basic requirements for applying.
- The applications are shortlisted based on the number of vacancies and the minimum qualifications, a written test is conducted if required and the candidates are called for interview on a 1:5 ratio.
- The interview board is constituted with a subject expert from reputed institutions. The other members in the board include the Director, Principal, Dean and the Head of the department concerned.
- Based on the candidates' performance in the interview, the selected candidates are recruited.

### **7.2 PROMOTION POLICIES:**

- At the end of every year, a performance appraisal is conducted for all faculties.
- The self-appraisal form (Key Performance Indicator) is filled in by all faculties, with endorsement by the Head of the department.
- The performance appraisal is conducted by a panel consisting of Principal, Dean and the head of the department concerned.
- The faculty is assessed based on the results produced in the course handled by them, the feedback received from students, participation in summer-winter schools, workshops, paper presentations in international/national conferences, paper publications in international/national journals, projects guided, self-up gradation activities and the faculty involvement and contribution in student/department/ institution level activities.
- AICTE norms are followed for promotions against the vacancy positions in the respective departments.

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## **8. FACULTY SERVICE RULES**

### **8.1 INTRODUCTION:**

Karpagam College of Engineering is established to serve as a Center for Academic Excellence in imparting Technical Education. The Institution is recognized by the All India Council of Technical Education (AICTE) and is affiliated to Anna University. It has been established in the year 2000 by the Karpagam Charity Trust.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs of the Engineering education and to grow in their abilities to serve the Institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind; however, these conditions and practices will be reviewed periodically and such changes will be made as experience indicates.

These service rules concern only regular employees who are employed on the rolls of the Institute and on continuing positions. Some persons may be employed on *temporary/Adhoc/contractual/part-time* basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement.

#### **According to KCE Service Rules**

**(a) 'Salary'** means Basic Pay, Dearness Allowance, House Rent Allowance, Academic Grade Pay, City Compensation Allowance, Medical Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

**(b) 'Service'** includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

**(c) Disciplinary Authority:** The Principal of the Institution is the disciplinary authority for all the employees employed in the Institution. The Principal may nominate any other person/employee to be the disciplinary authority for a certain *class/category* of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

**(d) Appellate Authority:** Where the disciplinary authority is being exercised by the Principal, the Governing Council/Management Committee along with the Secretary will

constitute as Appellate Authority; in all other cases, the Principal will be the Appellate Authority.

**(e) Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

#### **8.1.1 Power To Implement and To Amend The Rules:**

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to *time*.

#### **8.1.2 Management's Powers To Delegate:**

The Management means the Management Committee. It may delegate to the Secretary or Principal or to any officer or officers of the institution under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

**8.1.3 Probation:** Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year and in case of employees on promotion/transfer appointed to higher posts shall be for a period of six months. However the probation period for different other categories may be learnt from the Appointment Order and in case of any difference between the probation policy mentioned here in this Policy, the terms and conditions given in the appointment order shall be given a supervening effect.

The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu there of.

#### **8.1.4 Resignation and Termination:**

**a)** If an employee at any time after confirmation intends to resign, he/she shall give notice as mentioned in the offer letter in writing or the salary in lieu

thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving notice or salary in lieu of notice as per the offer letter.

**b)** The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.

**c)** The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, -by giving three months' notice or paying salary in lieu of notice.

**8.1.5 Working Days/Hours:** The working timings of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National/ Festival holidays as may be notified from time to time. Employees notified will be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute). The Institute will also observe vacation which will be notified from time to time.

**a) Attendance and Punctuality:** Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

**b) Employee Absence from Duty without Prior Permission:** An employee shall not absent himself / herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

**8.1.6 Appraisals:** There will be a system of annual performance appraisal of Institute's employees on a regular basis. At the beginning of Academic Year every faculty submits Key Performance Initiator (KPI) and same is evaluated at the end of the Academic Year. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. The Principal is authorized to design a form as per the requirements and to meet the objectives and the performance appraisal shall happen accordingly.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

### **8.1.7. Governance and Interpretation of Rules**

- a) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- b) All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.
- c) The decision of the Management Committee of the Institute regarding the interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

## **8.2. LEAVE RULES**

The Leave Rules shall apply to

- a. All Regular employees of the Institution
- b. Probationers

**Types of leave:** The following leaves are granted to employees:

- a) Casual Leave
- b) Compensatory Off
- c) Medical Leave
- d) Maternity Leave

### **8.2.1 Casual Leave:**

- i) Employee shall be eligible for casual leave for a period of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.
- ii) The unavailed casual leave during the year lapses at the end of year.
- iii) Not more than 7 days' leave may be availed at a time. Leave shall not be

prefixed or suffixed to joining time or any other kind of leave.

### **8.2.2 Leave on Loss of Pay**

If more than 7 days is availed, it will be considered as leave on Loss of Pay

### **8.2.3 Medical Leave:**

All employees who have completed two years' service are eligible for Medical leave, up to 10 days of leave with full pay.

- i) In case of employees whose service is less than two years, they *are* eligible for 10 days of leave on half-pay or 5 days of leave with full pay.
- ii) Service of less than one year entails no eligibility for medical leave benefit and leave may be considered on Loss of Pay
- iii) The employee has to submit proper Medical Certificate to consider the leave for approval.

### **8.2.4 Maternity leave:**

- i) Maternity leave may be granted to married female permanent employees who have completed two years of service for a period of not exceeding 3 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave may be considered to half pay basis based on approval of the management and if approval is not obtained it shall be considered as Loss of Pay.
- ii) The maternity leave, however, can be clubbed with other available leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

### **Sanctioning authority:**

The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except Extraordinary leave, in which case, the Trustee is the competent authority to sanction such leave. The Trustee of the Institution is the competent authority to sanction all the leaves to the head of the Institute.

### **8.3. RESPONSIBILITIES OF THE EMPLOYEES:**

#### **8.3.1. Responsibilities of the Principal:**

- i) The Principal shall be the head of the institution.
- ii) Plan the establishment of various departments and the various administrative units of the college.
- iii) Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv) To identify and recruit suitable persons to man the various departments and administrative units.
- v) Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- vi) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vii) a) To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.  
b) Prepare the minutes of meetings.  
c) Prepare the budget for approval of management.  
d) Regularly apprise the management about the various activities.
- viii) To plan functions like Convocation, Annual Day, Fresher's Day, Merit Awards.
- ix) To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
- x) In a nutshell, the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of university, AICTE, Government, Parents and other stakeholders.

#### **8.3.2. Responsibilities of Head of the Department:**

- i) a) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
- b) Maintain vacation duty statement, CCL account for the staff of the department.
- c) Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
- d) The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.

- e) Preparation of class-wise timetables.
- f) Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- ii) Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- iii) a) Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- b) Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.
- c) Procure spares and components and stock them and maintain inventory laboratory- wise.
- iv) a) Coordinate the activities of Technical Associations, ISTE, IETE. IEEE and such other professional associations.
- b) Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
- v) a) Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- b) Encourage students to develop communication skills, report writing, debating and group discussions etc.
- vi) a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
- b) Extend all possible help to the students of the department for training / project work / professional employment.
- c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

### **8.3.3. Responsibilities of Dean/ Director:**

- i) To assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, student's feed back on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.

ii) Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

#### **8.3.4. Responsibilities of Teaching Staff:**

- i. Classroom Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by Anna University and relevant advanced topics beyond syllabus.
- ii. To develop curriculum, learning resource materials and Laboratories.
- iii. To actively participate co-curricular and extra – curricular activities of the college and those organized by other institutions.
- iv. Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v. To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi. Self-development through up-gradation of qualification and participation in professional activities.
- vii. To actively involved in Research and Development Activities, Research guidance and Industries sponsored research.
- viii. To provide consultancy and testing services by providing extension services and participating in community services.
- ix. To provide non-formal modes of education for benefit of community and dissemination in community services.
- x. To promote the spirit of entrepreneurship with an aim at creation of jobs.
- xi. And any other relevant work assigned by the head of the institution.

### **8.4. PLANNING**

#### **8.4.1 Human Resource planning:**

- i) The principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The principal will consider appointing a professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio of 1:15.



- ii) The principal shall assess the staff requirement for the subsequent academic year in the month of May every year.
- iii) Principal will constitute the selection committee for recruitment in each Department, with the HOD, senior staff member and the Departments Advisors/experts as its members. University experts will be invited as per the university norms.

#### **8.4.2 Orientation**

- i) Every teacher of the college shall be briefed about the college by the principal or his nominee on the day of his/her joining.
- ii) The principal shall take/send him/her to the department of his/her work and introduce him/her to the Head of the Department in turn.
- iii) The Head will brief him/her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- iv) The HOD will take him/her round the campus, and explain to him/her the various code of conduct to be observed in availing the facilities in the college.
- v) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.
- vi) The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his assignment.

#### **8.5. STAFF BENEFITS:**

- i. All Faculties and Staff members are covered under group personal accidents insurance policy.
- ii. Staff members are eligible for EPF scheme, who complete one year service in this college. The management contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer's contribution to the EPF Scheme. PF contribution would be made only on formal request.



## **9. CODE OF CONDUCT AND ETHICS OF EMPLOYEES**

The institution follows a holistic approach to education for personal growth, physical development, emotional growth, skill development, academic achievement and environment sustenance. This is achieved with the cooperation and support of staff, students and parents.

### **9.1. PRINCIPAL:**

- Carry out the responsibilities sincerely/ Diligently
- Confidential matters/information are kept secret
- Impartiality to all employees down below
- Maintain cordial relationship with higher ups and colleagues
- Authority is aptly employed
- Improve image of the institution
- Strive to establish supremacy of institution by fair means

### **9.2. DEAN/DIRECTOR:**

- Carry out the responsibilities sincerely
- Confidential matters/information are not divulged
- Impartial to all the students, teaching and non-teaching staff down below
- Maintain cordial relationship with higher authorities and colleagues
- Maintain punctuality and be a role model to others
- Respect collective wisdom for institutional growth
- Mentoring for academic excellence

### **9.3. HEAD OF THE DEPARTMENT:**

- Carry out the responsibilities sincerely
- Confidential matters/information are not divulged
- Impartial to all the students, teaching and non-teaching staff down below
- Maintain cordial relationship with higher authorities and colleagues
- Maintain punctuality and be a role model to all others
- Excel both in teaching and research
- Friend, philosopher and guide for students

### **9.4. CONTROLLER OF EXAMINATIONS:**

#### **COE Shall be**

- Impartial in his duty
- Maintaining integrity in dealings
- Service minded

- Have probity in evaluation process
- Striving for excellence of evaluation
- Constructive in the usage of the freedom given
- Uphold the university's guidelines in all subject matters

#### **9.5. FACULTY MEMBERS:**

- Carry out the duty diligently
- Impartial with students
- Appropriate behaviour with higher authorities, colleagues and students
- Punctual upright and a role model to students
- Maintain proper dress code
- College resources are used properly
- No financial dealings with students and colleagues
- Free time to be productively utilized
- Discourage malpractices by colleagues and students
- Academic work is not to be delegated to students or others
- Refrain from using students and non-teaching staff for personal work

#### **9.6. TEACHERS' CODE OF PROFESSIONAL ETHICS:**

- **Monitor Students Behavior**

The main elements are:

- **Prevention:**

Prevention of misconduct with a positive environment building relationships, structuring the education system having clear guidelines and rewarding positive behaviors

- **Intervention:**

Intervention is best done immediately and followed through by the tutor, parents and counselling

- **Consequences:**

Imposing related, reasonable and corrective action for inappropriate behavior

- **Supporting and building relationship:**

Building cordial student/teacher relationship Implementing Justice for all

- **The four elements of the model that assist students and teachers are:**

- (i) To mind their behaviors
- (ii) Respect others' rights
- (iii) To develop self esteem
- (iv) To enhance working relationships

### **a. Teacher and their responsibilities**

The profession requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers should**

- Adhere to responsible pattern of conduct and behavior
- Behave in a manner consistent with the dignity of the profession
- Make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings seminars, conferences etc. towards the contribution of knowledge
- Maintain active membership of professional organizations and strive to improve professional activities
- Perform teaching, tutorial, practical seminar and research work consciously and with dedication
- Co-operate and assist in carrying out all the academic and administrative functions of the institutions
- Participate in extension, co-curricular and extracurricular activities including community service.

### **b. Teachers and the students**

#### **Teachers should**

- Respect the right and dignity of the students
- Deal fairly and impartially with students
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs:
- Encourage students to improve their attainments
- Inculcate among students scientific outlook and respect for the ideals of democracy, patriotism and peace
- Be affectionate to the students
- Be empathetic with the students in accomplishment of their tasks
- Help and guide students without expecting any remuneration

### **c. Teachers and colleagues**

#### **Teachers should**

- Treat members of other profession equally
- Render assistance for professional betterment
- Discharge their professional responsibilities according to the existing rules and adhere to procedure;

- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to conditions of contract
- Give and expect due notice before a change of position as made
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **d. Teachers and non-teaching staff**

Teachers should treat the non-teaching staff as colleagues as equals

#### **e. Teachers and parents/guardians**

##### **Teachers should**

- Be a bridge between the institution and the parents in building cordial, developing and working relationship for the development of the students

#### **f. Teachers and society**

##### **Teachers should**

- Recognize that education is public service
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of societal/national developments

#### **9.7. OFFICE SUPERINTENDENT:**

- Uphold the service needs of the students /faculties
- Maintain professional relations with all
- Custodian of all relevant documents for AICTE/University's requirements
- Guide/deal fairly with all the requests received from stakeholders
- Be conversant with administrative policies, guidelines
- All-round informed personality to guide the member of the institution

### **9.8. LAB IN-CHARGE:**

- To ensure the availability and proper functioning of equipments for practicals in the laboratory.
- proper maintenance of the laboratory with staff In-charge and guidance from HOD
- Support Technical Assistant, Lab Assistant and Lab Attendant for maintenance of the laboratory.
- To monitor the performance of practicals as per time table.
- To perform stock verification.
- To prepare requirement of laboratory equipments and consumables to HOD.
- Monitor delivery for items placed as per purchase order.
- Receive, verify and inspect material received as per specifications laid down in P.O
- Receive test reports from the department / section and process for payment to the suppliers with due entries in stock register.
- Ensure for payment of bills to the suppliers.
- To ensure maintenance of cleanliness of laboratory.
- To ensure the routine maintenance and preventive maintenance of equipments.
- To ensure availability of Laboratory manuals.
- To ensure the proper maintenance of Dead Stock of laboratory.
- Reporting of damages/breakages/thefts of equipments to HOD and ensuring subsequent recovery if decided.
- AMC, periodical calibration.
- Record Maintenance.

### **9.9. LIBRARIAN:**

- To take initiative in planning and development of Library.
- Decide scheme of classification for documents related to library.
- To execute all the library related processes and activities in consultation with Principal, Deans, HOD and other authorities.
- Plan and carry out book purchasing, periodical subscriptions.
- To coordinate meeting of Library Advisory Committee and follow up.
- To get and analyze students feedback regarding library activities and improvement thereon.
- Monitor and control overall functioning of the library.
- Carry out stock verification annually.
- Define and communicate rules and notices regarding library activities.

## **10. TRANSPORT RULES AND REGULATIONS**

### **10.1 RULES:**

- Ragging is strictly prohibited inside the bus.
- If any student involve in ragging, his / her bus facility will be withdrawn after proper enquiry.
- Students should not play music through any means which disturbs fellow passengers.
- Students must board in the bus at the respective stop as described by the Transport Department.
- Students are prohibited to communicate with the driver for any matters.
- All sort of problems must be communicated only to the Transport Officer and necessary actions will be taken.
- In case of non arrival of bus, students can wait for the alternate arrangements provided by the Transport Department.
- Any sort of financial transactions are not allowed inside the bus with the driver (or) Attender.
- Celebrations related to birthday or towards any such matters should be strictly avoided.
- Music system is prohibited in the bus.
- Students are advised to give respect and preference to the Staff members in seating inside the bus.
- All are advised to come and wait for the bus at their respective bus stop 5 to 10 minutes well in advance.

### **10.2 REGULATIONS:**

- College bus facility is an optional service provided for the Staff members and students who are day-scholars.
- For all the students, College bus fee is applicable for whole of Academic year.
- Bus fee is non-refundable unless otherwise genuine reason is specified.
- For Staff members College bus facility is provided with concessional rate.
- Ministerial Staff are exempted from bus fees.
- For Lab technicians and supporting staff members, bus fee is levied with a concession.
- For Staff members, bus fee is deducted from their salary on monthly basis.
- After the payment of bus fee by the student, a bus pass will be issued by the Transport Officer.
- Bus pass must be available during their journey and random verification will be done by the Transport Officer and Transport Assistant.
- A warning will be given to the students who don't have bus pass at the time of verification. If repeated, fine will be imposed.

- Usage of bus facility without proper payment of bus fee will lead to a fine of Rs.1,000/-
- During the Academic year, students can change the place of boarding when situations arise and information must be given to the Transport Officer and a new bus pass will be provided.
- Hostel in-mates can utilize bus facility upon payment of a nominal fee for a single trip or round trip at the College Office.
- After payment of fee, a "bus token" will be issued by the Transport Officer which must be available during their journey and should be shown upon verification.
- Buses are being operated after regular working hours for the students who are working in laboratories and having special coaching classes.
- Buses are being operated free of cost for the students who have off-campus drives arranged by the Placement and Training Department.
- Buses are being operated on Sundays for coaching classes for students or for any specific programmes.
- Buses are arranged for students to visit various industries all over Tamilnadu with proper permit obtained from Transport Authorities. All the expenses relevant to these trips are provided by the Management.
- An Android application has been developed and hosted in the Google Play Store which details all the information about College bus routes, Special buses arrangement etc.



## **11.HOSTEL RULES AND REGULATIONS**

The rules and regulations as stipulated below are applicable for all inmates of hostels @ KCE.

- Boys and Girls are provided separate hostels with comfortable accommodation. All the inmates admitted to the hostels are to conduct themselves be fitting to the reputation of our institution.

### **11.1 ADMISSION AND ACCOMMODATION:**

1. Students seeking hostel accommodation are required to apply in a prescribed application which can be collected from the cashier/office.
2. The requisite fee for hostel & mess has to be paid each year in advance. The fee receipt is to be produced before the deputy warden I/C for admission.
3. Students are allocated specific block/rooms and they have to stay in the room allotted to them. Change of room is not permitted until and unless written permission is obtained from the hostel authorities.
4. For any requirements he/she is required to approach the deputy warden concerned.
5. No single room accommodation/AC rooms are available. Each student is expected to share (Three or Four) in a room allotted to them.
6. Students are not allowed to carry the food, cups, saucers and other utensils of hostel mess to their rooms under any circumstances and also not supposed to bring the day scholars to the mess and rooms.
7. Students found wasting the mess food on the dining table, will be fined.

### **11.2 CLEANLINESS IN HOSTEL:**

1. Students are responsible for cleanliness of their rooms. They should ensure that they are properly swept everyday by co-operating with the sweepers.
2. All waste paper and rubbish must be placed in baskets provided for that purpose. Members should keep the room scrupulously clean. Soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown around in the rooms, terrace and premises. Writing, sticking handbills, posters etc. should be strictly avoided.
3. Cooking in the room is strictly forbidden. Students are not allowed to remove any article or furniture fittings lights etc. belonging to the hostel. Any damage to the hostel property including driving in of nails and defacing of walls, fixtures or furniture will be made good at their own expense.
4. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held

responsible. In case of wanton damage in addition to recovery cost of repair the deputy warden might impose a suitable time.

### **11.3 RESPONSIBILITY OF STUDENT PROPERTY:**

1. The hostel or college authorities do not hold themselves responsible for any loss of private property by students residing in the hostels.
2. Students are advised in their own interest not to keep money and other valuables in their rooms. They may deposit all sum of money not immediately required by them for their expenses in, local banks.
3. Students must provide themselves with their own locks for their rooms in the hostel.
4. They shall not lock their rooms when they leave the hostel during the college vacation. The warden may order the breaking open of any locked room during the vacation if that becomes necessary.

### **11.4 HOSTEL DISCIPLINE:**

1. Ragging is strictly prohibited.
2. Anything which interferes with student's studies must be avoided at all times.
3. Study hours are observed from 8.15p.m to 10.45p.m and students are not allowed to go around during study hours. They are supposed to be present in their respective rooms. Attendance will be taken every day during that particular time.
4. Silence hours will be observed from 10.45p.m to 8.00am on all days. No noise of any sort will be permitted during the silence hours.
5. Students should not sing aloud, whistle, shout or make noise likely to distract the attention of those who may be at their studies. Playing of stereos, Radios, tapes and cell phones etc. also amounts to disturbance and is prohibited.
6. No student should leave the station or stay away from his/her room during the night except with prior written permission of the warden. The residents of hostel should be back to the hostel before 8.15p.m
7. Hostellers are not permitted to bring day scholars inside the hostel under any circumstances.
8. The warden may enter any room for verification at any time of the day or night.
9. Students are not allowed to celebrate birthdays and any festival in the hostel.
10. Smoking, chewing pan, panmasalas, gutkha or taking intoxicating drinks in the campus including the college and hostels is strictly prohibited.
11. Loitering about in the corridor or college and hostel campus is not allowed.
12. No circular or subscription list shall be taken except with the permission of the warden.

13. Students willing to have computer system in their room should get written permission from warden. No speaker and headphones are allowed along with the system.

**11.5 VISITORS:**

1. Visitors are not allowed to be in the hostel after 7.30 p.m
2. Visitors should report to the deputy warden and wait in the hostel office to meet the inmates.
3. Visitors are not permitted to go inside the hostel rooms.

**11.6 VACATING FROM THE HOSTEL:**

1. Students are not permitted to vacate the hostels during the middle of the academic year. At the end of the year/course, they have to submit permission letter to vacate, after approved by deputy warden they can vacate. All inmates are to strictly adhere to the timings and should be back to their hostels before 8pm.
2. Students who are leaving the campus and not likely to return have to obtain proper out pass from the hostel office.
3. Students, who are suspended due to disciplinary action, have to vacate the hostel forth with only on completion of disciplinary proceedings he/she will be readmitted to the hostel.
4. Readmission to the hostel, once vacated is possible only on exceptional cases subject to the student's good conduct.
5. All fees including/fine will have to pay before vacating and no due certificate has to be submitted to the hostel office. Principal/Vice principal will be overall in-charge of the hostel and his decision will be binding/final incase matters pertaining to hostels.

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## **12. LIBRARY RULES & REGULATIONS**

Karpagam College of Engineering Library welcomes all registered users to use the library services and resources. The following rules and regulations have been formulated to promote fair access, efficient usage of the library services and resources.

### **Library Timings:**

Working days: 8.00 am – 8.00 pm

Weekend: 10.00 am – 2.00 pm

Vacation days: 8.00 am – 8.00 pm

1. Every Student must possess his / her ID Card while making use of the Library facility.
2. Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas, etc. inside the library. These materials are to be kept at the Property Counter at their own risk. Readers' are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter. All the users have to register their entry in the system kept at the entrance.
3. Silence must be maintained in the library at all times. Mobile phones must be on silent mode. Smoking, eating, drinking and any other misconduct which is a nuisance to other users is prohibited.
4. Strict discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
5. Readers are requested to keep the books only on the table after reading, misplacement of books is punishable.
6. Only four books will be issued to the students. For faculty six books will be issued, if they required more books, additional two books will be issued with the requisition letter.
7. Books should be returned within 15 days from the issue date.
8. Readers have the free access to the stack racks and can browse for books in the shelves. They should not disturb the arrangements of the books. Not to dislocate the books in the racks.
9. Reference material should not be taken outside the Library.
10. Books for overnight reading will be issued at specific time as decided by the Librarian and the same must be returned before 9.00 AM next day.
11. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.

12. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
13. It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip attached in the book depriving other students. In order to prevent such students from keeping Library books with them beyond due date, the fine charged will be as follows:
  - First ten days after the due date: Rs. 1/- per day
  - For second ten days after the due date: Rs. 3/- per day
  - Beyond twenty days : Rs. 5/- per day.
14. In case a Reader loses a book he / she should replace the book. In case the book cannot be replaced, three times of the book cost will be paid by the borrower.
15. The Transfer certificate will be issued to student only after he / she has returned all the Library books and cleared all library dues.
16. The Library staff has the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users.
17. At the end of every year, Head of the departments and faculty give the list of books required for the next semester. The list will be shortlisted by the librarian and gets the quotation from the vendors and forwarded to the Principal. After getting the approval from the management the order will be placed. Every year two or three books exhibition will be conducted in our college premises; from there also books will be selected by the faculty and purchased to the library.
18. At the end of the year Head of the departments and faculty give the required list of journals and magazines to the librarian. After that Librarian get the quotation from the publisher / agencies and then the list will be forwarded to the Principal. The order will be placed after the approval from the management.

These rules and regulations are subject to review by the library advisory committee from time to time.

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### **13. GENERAL LABORATORY RULES AND PRECAUTION**

The following general rules and precautions are to be observed at all times in the laboratory. These rules are for the benefit of the experimenter as well as those around him/her.

#### **13.1 ELECTRICAL SAFETY:**

1. There must be at least two (2) people in the laboratory while working on live circuits.
2. All students should wear the lab coats and shoes at all times.
3. Long hair should be tied firmly/safely. Remove all loose conductive jewelry and trinkets, including rings, which may come in contact with exposed circuits. (Do not wear long loose ties, scarves, or other loose clothing around machines.)
4. When making measurements, form the habit of using only one hand at a time. No part of a live circuit should be touched by the bare hand.
5. Keep the body, or any part of it, out of the circuit. Where interconnecting wires and cables are involved, they should be arranged so people will not trip over them.
6. Be as neat as possible. Keep the work area and workbench clear of items not used in the experiment.
7. Always check to see that the power switch is OFF before plugging into the outlet. Also, turn instrument or equipment OFF before unplugging from the outlet.
8. When unplugging a power cord, pull on the plug, not on the cable.
9. When disassembling a circuit, first remove the source of power.
10. No ungrounded electrical or electronic apparatus is to be used in the laboratory unless it is double insulated or battery operated.
11. Keep fluids, chemicals, and heat away from instruments and circuits.
12. Report any damages to equipment, hazards, and potential hazards to the laboratory instructor.
13. Do not operate any other machines not connected with your experiment

#### **13.2 MECHANICAL SAFETY:**

1. When using compressed air, use only approved nozzles and never directs the air towards any person.
2. Guards on machinery must be in place during operation.

3. Exercise care when working with or near hydraulically- or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

### **13.3 CHEMICAL SAFETY:**

1. Treat every chemical as if it were hazardous.
2. Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible.
3. Never return chemicals to reagent bottles. (Try for the correct amount and share any excess.)
4. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the building coordinator.
5. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
6. Never allow a solvent to come in contact with your skin. Always use gloves.
7. Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
8. Dispose of waste and broken glassware in proper containers.
9. Clean up spills immediately.
10. Do not store food in laboratories.

### **13.4 LASERS SAFETY:**

1. NEVER, EVER LOOK INTO ANY LASER BEAM, no matter how low power or "eye safe" you may think it is.
2. Always wear safety goggles if instructed by your Lab Instructor
3. The most common injury using lasers is an eye injury resulting from scattered laser light reflected off of mountings, sides of mirrors or from the "shiny" surface of an optical table. The best way to avoid these injuries is to always wear your goggles and NEVER LOWER YOUR HEAD TO THE LEVEL OF THE LASER BEAM! The laser beam should always be at or below chest level.
4. Always use "beam stops" to intercept laser beams. Never allow them to propagate into the laboratory. Never walk through a laser beam. Some laser beams of only a few watts can burn a hole through a shirt in only a few seconds.
5. If you suspect that you have suffered an eye injury, notify your instructor or teaching assistant IMMEDIATELY! Your ability to recover from an eye injury decreases the longer you wait for treatment.

### 13.5 ELECTRICAL SAFETY FOR ELECTRICIANS :

A **safe work environment** is not always enough to control all potential electrical hazards. You must be **very cautious** and **work safely**. Safety rules help you control your and others risk of injury or death from workplace hazards.

If you are working on electrical circuits or with electrical tools and equipment, you need to use following **safety rules**:

1. Avoid contact with energized electrical circuits. Use rubber mats below the MV panels.
2. Treat all electrical devices as if they are live or energized. Ensure that all the electrical devices are properly earthed.
3. Disconnect the power source before servicing or repairing electrical equipment.
4. Never use metallic pencils or rulers, or wear rings or metal watchbands when working with electrical equipment.
5. When it is necessary to handle equipment that is plugged in, be sure hands are dry and, when possible, wear nonconductive gloves, protective clothes and shoes with insulated soles.
6. If it is safe to do so, work with only one hand, keeping the other hand at your side or in your pocket, away from all conductive material. This precaution reduces the likelihood of accidents that result in current passing through the chest cavity.
7. Minimize the use of electrical equipment in **cold rooms** or other areas where **condensation** is likely. If equipment must be used in such areas, mount the equipment on a wall or vertical panel.
8. If water or a chemical is spilled onto equipment, shut off power at the main switch or circuit breaker and unplug the equipment.
9. If an individual comes in contact with a live electrical conductor, do not touch the equipment, cord or person. Disconnect the power source from the circuit breaker or pull out the plug using a leather belt.
10. Do not rely on grounding to mask a defective circuit nor attempt to correct a fault by insertion of another fuse or breaker, particularly one of larger capacity.
11. **Drain capacitors** before working near them and keep the short circuit on the terminals during the work to prevent electrical shock.
12. Never touch another person's equipment or electrical control devices unless instructed to do so.
13. Never handle electrical equipment when hands, feet, or body are wet or perspiring, or when standing on a wet floor.
14. When it is necessary to touch electrical equipment (*for example, when checking for overheated motors*), use the back of the hand. Thus, if accidental shock were to cause muscular contraction, you would not "**freeze**" to the conductor.



15. Do not store **highly flammable liquids** near electrical equipment.
16. Be aware that interlocks on equipment disconnect the high voltage source when a cabinet door is open but power for control circuits may remain on.
17. De-energize open experimental circuits and equipment to be left unattended.
18. Do not wear loose clothing or ties near electrical equipment.
19. Use the fire extinguisher when fire occurs.



## **14. GUIDELINES FOR CONDUCT OF EXAMINATIONS**

### **14.1. PREAMBLE:**

The successful conduct of Karpagam College of Engineering examinations depends greatly on the integrity, alertness and sincerity of all examination officials. These guidelines aim to set out uniform codes of conduct for each official engaged in connection with examinations held at Karpagam College of Engineering. It is, therefore, necessary that each one of these persons should follow the rules and guidelines strictly.

### **14.2. EXAM CELL:**

The Role and Formation of the exam cell committee:

1. The Examination cell of the college which is headed by Chief Coordinator and shall be facilitated by three sections: Examination, Record Maintenance and Administration.
2. The main function of this exam cell Committee is to carry out examinations, keeping the record of each and every issue related to the test and examination.
3. Chief Coordinator is a faculty member (Professor level) of the college and is appointed by the principal.
4. The Examination cell committee shall function under the guidance of the Chief Coordinator.
5. The Committee under the Chief Coordinator shall comprise 2 exam cell Coordinators for carrying out Continuous Internal Assessment (CIA) and End Semester examinations.
6. The Committee shall further comprise of 11-12 members from each department for carrying out Continuous Internal Assessment (CIA) and End Semester Examinations (ESE).
7. The Committee shall meet at least twice in a semester and record minutes of the same and submit a copy to the Principal.

### **14.3 ROLE OF EXAM CELL:**

The exam cell should conduct the following :

- Continuous Internal Assessment (CIA)  
Three Continuous Internal Assessment (CIA) test are conducted in each semester for students of all the departments. For CIA , there will be 2 invigilators for a maximum of 60 students.
- End Semester examinations (ESE)  
End semester exams are conducted with the coordination of the Controller of examination office in the Month of May/June and November/ December every year for students of all the departments. For End semester examination there will be one invigilator for a maximum of 25 students.

#### **14.4. EXAMINATION OFFICERS AND THEIR DUTIES FOR CONTINUOUS INTERNAL ASSESSMENT (CIA)**

Any duty related to Continuous Internal Assessment (CIA) test is binding for Teachers / other Academic staff / Officers / Non-teaching staff.

##### **14.4.1. Functions of the Custodian of Confidential papers:**

The Head of the Department shall be the custodian of confidential papers relating to Continuous Internal Assessment (CIA) test. The custodian shall keep the confidential papers in his or her safe custody. The custodian shall hand over question papers on relevant subjects(s) two days prior to the test to the Chief Coordinator.

##### **14.4.2. Functions of the Chief Coordinator:**

The Chief Coordinator of the exam cell shall make all preparatory arrangements for holding tests, including seating arrangements for candidates. He will have to take all necessary measures for the smooth conduct and fairness of test. Shall have administrative control over the members working under him/her. The Coordinator will keep the question papers in safe custody and will print the papers the day before the commencement of the respective test. In the absence of the Chief Coordinator, the Exam cell coordinators shall perform the functions of the Chief Coordinator with intimation to the principal.

##### **14.4.3. Schedule of CIA:**

The schedule of CIA is done in accordance to the academic calendar released by the academic affairs. The detailed programme schedule is displayed in a conspicuous place at the notice boards including the examination cell notice board two weeks before the commencement of the test and it will remain there till the completion of the test.

##### **14.4.4. Chief Superintendent:**

Senior Professors and Head of the Department preferably after discussing with the principal shall be appointed as Chief Superintendent for each session to monitor the conduction of the test.

##### **14.4.5. Invigilator:**

The Academic staff members of the Department shall perform as invigilators in different halls/rooms during the specified tests. The Duty Roster of the invigilators must be maintained by Chief Coordinator. The same along with day-wise signatures of the invigilators is maintained in the exam cell.

#### **14.4.5.1 Duties of the Invigilators:**

- (a) The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the college.
- (b) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- (c) An invigilator is under the control of the Chief Superintendent during the period they are on duty and s/he should not leave the Examination Centre without the permission of the Chief Superintendent
- (d) An invigilator should report at the exam cell at least half-an-hour before the time fixed for commencement of the test.
- (e) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall. S/he will report such malpractice or misconduct to the Chief Superintendent and render such assistance to the Chief Superintendent / Chief Coordinator, as required, in regard to the conduct of the test.

#### **14.4.5.2 Responsibilities of the Invigilators:**

- (i) To distribute amongst the examinees Answer-books and Question papers.
- (ii) To make announcements asking the examinees to –
  - (a) Produce the ID card
  - (b) Leave books, notes, copying material, wireless communication set, Mobile phone and / or paper at specified place outside the Test Hall.
  - (c) Announce that students should write Roll No. on the question paper and nothing else.
  - (e) Use only non-programmable calculator.
  - (f) Write Subject, Paper and Registration Number, Semester & Year in the allotted spaces in the answer script.
- (iii) To take attendance of examinees and sign on the answer books at the appropriate place within half an hour of starting of test.
- (iv) To collect answer scripts from the examinees as soon as the test is over and to hand over the same to the Chief Superintendent in sequential order of roll after duly counting and tallying these with students' attendance sheet.
- (v) To ensure that the examinees occupy their allotted seats in the room.
- (vi) To check the ID card

(vii) To issue supplementary / continuation sheets to an examinee.

(ix) To return surplus papers sheets to the Chief Superintendent immediately after the examination.

(x) Not to allow any examinee who reports after 15 minutes of commencement of the test to sit for the test.

(xi) No examinee shall in any case be allowed to leave the test hall before expiry of the entire duration of the conduct of the test.

#### **14.5. ATTENDANCE AND SIGNATURE ROLLS:**

The Registration number and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll is duly countersigned by the invigilator. The consolidated list of absentees is sent to the principal and heads of the department once test is over. Sufficient care should be taken in preparing this statement.

#### **14.6. MISCONDUCT / MALPRACTICE:**

##### **14.6.1. Preamble:**

A report against a student can be recorded by the invigilator and Chief Superintendent and sent to the Head of the Department stating malpractice (constituting misconduct) if

(i) She / he is found to be in possession inside the test hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or

(ii) She / he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the test hall, any help in any manner, or

(iii) She / he leaves the test hall without submitting answer-script, or

(iv) She / he leaves the test hall before one hour, taking with him answer-script, or carries

(v) She / he allows somebody else to write answers on his/her behalf during test, or

(v) She / he leaves the test hall without recording his/her attendance on the attendance roll, or

(vi) She / he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

(vii) She / he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the test either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

(viii) Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate.

**14.6.2.Steps to be followed for a student who is caught while indulging in malpractice:**

(a)The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Chief Superintendent

(b)The student should be asked to sign the same before the invigilator or Chief Superintendent concerned. No verbal argument etc. shall be entered into.

(c)A fresh answer script is to be issued to the student after writing on the first inside page the time of issuance of the said answer script by the invigilator. The student shall be allowed to continue with the examination.

(d)The first and second answer scripts, along with the unfair practice report duly signed by invigilator & Chief Superintendent and the offending materials seized (if any), conveyed to the Head of the Department and Principal.

**14.6.3. Enquiry for student who is detected while indulging in malpractice:**

The answer scripts along with the unfair practice report duly signed by invigilator & Chief Superintendent and the offending materials seized is sent to the Head of the concerned Students department.

They shall inform the student concerned regarding the charges against him/her and ask him/her to appear before them. If the Head of the Department found the charges referred to in the above paragraph have been proved, he may recommend cancellation of the test of the candidate concerned.

**14.7.EXAMINATION OFFICERS AND THEIR DUTIES FOR END SEMESTER EXAMINATIONS:**

Any duty related to examinations is binding for Teachers/other Academic staff /Officers/Non-teaching staff.

#### **14.7.1. Functions of the Custodian of Confidential papers :**

The controller of Examination shall be the custodian of confidential papers relating to End semester examinations. The custodian shall hand over question papers on relevant subjects(s) on each day of the examination to the Chief Superintendent half an hour before the commencement of the respective examinations.

#### **14.7.2. Functions of the Chief Coordinator:**

The Chief Coordinator of the exam cell shall make all preparatory arrangements for holding examination, including seating arrangements for candidates. He will have to take all necessary measures for the smooth conduct and fairness of examination.

#### **14.7.3. Functions of the Chief Superintendent:**

Head of the Department shall be the Chief Superintendent of the concerned centre in the specified examination. He shall conduct the examinations under the instructions given by the Controller of Examinations. S/he will have to take all necessary measures for the smooth conduct and fairness of examinations at a centre.

#### **14.7.4. Programme of Examination:**

The Examination Programme, fixed by the Controller of Examinations, should be displayed in a conspicuous place at the examination cell notice board before the commencement of the examination and it should remain there till the completion of the examinations.

#### **14.7.5. Invigilator:**

The teachers/Academic staff members of the Department, shall perform as invigilators in different halls/rooms in the specified examination. The Duty Roster of the invigilators must be maintained by the Head of the Department and chief coordinator. The same along with day-wise signatures of the invigilators must be sent to the Controller of Examinations.

##### **14.7.5.1 Duties of the Invigilators:**

(a) The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.

(b) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.

(c) An invigilator is under the control of the Chief Superintendent during the period they are on duty and s/he should not leave the Examination Centre without the permission of the Chief Superintendent.

(d) An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.

(e) An invigilator may be required to act as witness when desired by the Chief Superintendent for opening of the question paper packets and sealing of the packets of answer scripts.

(f) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Hall/Centre. S/he will report such malpractice or misconduct to the Chief Superintendent and render such assistance to the Chief Superintendent, as required, in regard to the conduct of the examination.

(g) She / he should report at the centre at least half-an-hour before the time fixed for commencement of the examination. S/he may be required to act as witness when desired by the Chief Superintendent for opening of the Question Paper packets and sealing of the packets of an answer scripts.

#### **14.7.5.2 Responsibilities of the Invigilators:**

(i) To distribute amongst the examinees Answer-books and Question papers.

(ii) To make announcements asking the examinees to –

(a) Produce the Hall Ticket and ID card

(b) Leave books, notes, copying material, wireless communication set, Mobile phone and / or paper at specified place outside the Examination Hall.

(c) Sign on the attendance-sheet for students.

(d) Announce that students should write Roll No. on the question paper and nothing else.

(e) Use only non-programmable calculator.

(f) Write Subject, Paper, Roll Number and Registration Number, Semester & Year in the allotted spaces in the answer script.

(iii) To take attendance of examinees and sign on the answer books at the appropriate place within half an hour of starting of examination.

(iv) To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Chief Superintendent in sequential order of roll after duly counting and tallying these with students' attendance sheet.

(v) To ensure that the examinees occupy their allotted seats in the room.

(vi) To check the Hall ticket and ID card



- (vii) To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination.
- (viii) To issue supplementary / continuation sheets to an examinee, only after verifying that the answer script has been fully utilized, after entering the number of sheets issued on the cover of the script with his/her initials, at the appropriate space provided for the purpose.
- (ix) To return surplus copies of loose sheets to the Chief Superintendent immediately after the examination.
- (x) Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination.
- (xi) No examinee shall in any case be allowed to leave the examination hall before expiry of an forty-five Minutes from the commencement of the examination.
- (xii) The invigilator shall sign each answer script at the assigned box as evidence of verification of candidature of the student. S/he shall also indicate (at the assigned space) the number of supplementary sheets used by the examinee in each case.

#### **14.8. ATTENDANCE AND SIGNATURE ROLLS:**

The Registration number and signature of the all students appearing in the examination shall be recorded in the daily Attendance Roll, supplied by the Controller of Examinations. This statement duly countersigned by the invigilator and the Chief Superintendent should be forwarded to the Controller of Examinations as soon as the examination is over. Sufficient care should be taken in preparing this statement.

#### **14.9. MISCONDUCT / MALPRACTICE:**

##### **14.9.1. Preamble:**

A report against a student can be recorded by the invigilator and Chief Superintendent and sent to the Controller of Examinations stating malpractice (constituting misconduct)

If (i) She /he is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or

(ii) She / he writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or

helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or

(iii) She /he leaves the examination hall without submitting answer-script, or

(iv) She /he leaves the examination hall before one hour, taking with him answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or

(v) She /he allows somebody else to write answers on his/her behalf during examination, or

(vi) She /he leaves the examination hall without recording his/her attendance on the attendance roll, or

(vii) She /he encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or  
(viii)S/he distorts his/her name, roll number or registration number in his/her answer-script, or

(ix) She /he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

(x) She /he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

(xi) Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or

- (xii) She /he attempts to violate any other provisions of these regulations, or
- (xiii) If She /he discloses his/her identity in any manner other than that provided in the answer-scripts.

**14.9.2. Steps to be followed for a student who is detected while indulging in malpractice:**

- (a) The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Chief Superintendent
- (b) The student should be asked to sign the same before the invigilator or Chief Superintendent concerned. No verbal argument etc. shall be entered into.
- (c) A fresh answer script is to be issued to the student after writing on the first inside page the time of issuance of the said answer script by the invigilator. The student shall be allowed to continue with the examination.
- (d) The first and second answer scripts, along with the unfair practice report duly signed by invigilator & Chief Superintendent and the offending materials seized (if any) in the centre, be packed in a sealed envelope and sent to the Controller of Examinations separately.

## **15. KCE RESEARCH, CONSULTANCY AND EXTENSION**

### **15.1 RULES AND POLICY STATEMENT:**

Teaching, research and consultancy services are the core competencies of the college

- 1) The faculty members are encouraged to undertake research and consultancy services.
- 2) Collaborative research and consultancy services are encouraged in the College with the participation of industries. It is encouraged to set up research centre and laboratories in the college.
- 3) As part of the academic requirements, students are encouraged to carry out research projects under the supervision of the faculty members.
- 4) College encourage the faculty members for the publication through journals, monographs, seminars, conferences and participation in workshops by giving them necessary facilities.
- 5) To encourage students from lower income group access to higher education, extension services and continuing education are provided by the college.
- 6) All the department heads are encouraged to get approval as recognized research centre from Anna University.
- 7) Faculty member will be considered as the approved supervisor based on the acceptance letter received from the Anna University.
- 8) To carry out the full time Ph.D. under the supervisor, the scholar has to get the approval letter from the Anna University and permission from the College.
- 9) To carry out part time research the scholar has to submit the No Objection Certificate from the College where he/she working and has to attend the course work along with the PG students.
- 10) Internal / External communications of the scholar should be routed through the supervisor and HOD of respective research department.
- 11) A separate attendance register for full-time research scholars will be maintained in the office, and the scholar has to sign in the same on all working days of his/her presence.
- 12) Full time scholars are eligible for availing 12 days of leave every semester. It should be availed after obtaining permission from the Supervisor and HOD of respective department. The scholar is not eligible for any other leave / vacation. However the scholar is eligible for availing on-duty for attending Conference, Workshop and other research related works after obtaining permission from the Supervisor and Head of the department.
- 13) Faculty members are encouraged to do research and complete Ph.D. at the earliest. They are motivated to be core competent. Each department HOD advise the department faculty members to have competency in his field of interest and encourage him/she to concentrate on core subjects and publish papers

- 14) Final year students are encouraged to carry out funded projects.
- 15) Faculty expert lectures are arranged to improve the core competency. Further, orientation programmes are organized based on the need for any particular course.
- 16) Faculty members and scholars are encouraged to publish research work through scopus indexed journals for which cash prize is provided to the faculty members for publishing papers
- 17) FDP/STTP is organized in the emerging field of the respective departments.
- 18) Best student projects are rewarded in the annual day function and eligible work could be allowed to enlarge into a research problem.

### **15.2 POLICY & GUIDELINES ON CONSULTANCY PROJECTS:**

The institution encourages various programme centres to undertake consultancy projects with more focus in the area of specialization they have.

Each centre is to shortlist the core areas wherein industrial consultancy has more scope.

Brochure or pamphlet is prepared, highlighting the area of interest, paper publication, on-going research activities etc.

By identifying focus industries based on data available with various industrial associations, those pamphlets are to be send periodically highlighting the readiness to undertake industrial projects / Assignments.

Regular follow-up with personal contact as well as invited lectures from various industrial bodies are to be carried out to get / undertake consultancy.

Upon finalizing of any consultancy / industrial project, the Head of the Department is to arrange for a meeting of concerned parties with the Principal.

Modalities for carrying out the task entrusted and various stages of feedback and commitment of payment stage wise are to be arrived at.

Upon finalization of above details, an agreement is to be signed between the Head of the Institution and the Authorized person from the concerned industries.

The revenue sharing upon completion of the project undertaken is fixed at 25% of the net realization, which shall be shared among the individuals worked on the project / consultancy.

Proper book keeping of the accounts is needed and shall be audited every year.

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## **16. KARPAGAM ENTREPRENEURSHIP DEVELOPMENT CELL**

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.

In order to have better interaction and linkage between Industries and Universities and the higher learning institutions, Department of Science and Technology (DST), Govt. of India, formed a board (NSTEDB) in the year 1982 which formulated several mechanisms like Innovation Centre, Centre for Research and Innovation, EDC (Entrepreneurship Development Cells), TBI (Technology Business Incubators) and these mechanisms to be formed in technical institutions across the country.

**Karpagam Entrepreneurship Development Cell, (KEDC) was established by Karpagam College of Engineering in the year 2004.** Ever since its inception, the cell has embarked on its flagship programme of continuous innovative methodology in order to enhance the country's economy. At the same time, the cell also concentrates on the rural fronts so as to develop the potential of the rural youth and harness their traditional mindset towards productive use. KEDC empowers the youth with entrepreneurial skills and creates awareness on entrepreneur opportunities and develop the entrepreneurship skills for local communities.

To provide support services and management consultancy services to entrepreneurs in the locality.

Battling against odds appears to have become something of a habit for the unemployed youth. The KEDC tries to extricate these youngsters from their wrangle with employment opportunities by crowning them as young and dynamic entrepreneurs. These dynamic youngsters evolve from the corporate shadows and reach an enviable position of entrepreneurs.

From the position of job seekers, they get ordained as job givers. They expand the availability of jobs, thereby minimizing the nation's anxiety over the rapidly increasing unemployment rate.

The KEDC redefines the role of the youth to make them more independent. The youngsters are thus shaken out of their complacent mood regarding their employment

opportunities. Such entrepreneurs become icons of success with the help of the prospective tool called innovation. They also cater to the ever growing employment needs of the society. Leaving no stone unturned in their innovative and constructive pathway, they prove to be the heartbeat of a nation's progress and prosperity.

To inculcate the entrepreneurial culture into their minds

KEDC conducts

- Entrepreneurship Awareness Camps (EAC)
  - Entrepreneurship Development Programme (EDP)
  - Skill Development Programme (SDP)
- ✓ 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 for preparation of Technical feasibility Reports. Further
- ✓ To infuse entrepreneurship culture in students so that they can find self-employment and contribute to socio-economic development activities.
- ✓ To offer a module on entrepreneurship development.
- ✓ To develop incubation centre to facilitate the interested entrepreneurs to test and simulate the ideas.
- ✓ To develop first generation entrepreneurs among engineering students.

With these objectives, Karpagam Entrepreneurship Development Cell organizes various activities and programmes.

As a part of this, **The Karpagam Innovation Centre and Karpagam Skill Development Centre** were started in the year **2015**.

### **16.1 CENTRE FOR INNOVATORS: FROM IDEA TO IMPLEMENTATION:**

Innovation and skill development are twin-engines for the growth of prosperity, national competitiveness, and knowledge-based economy. **Karpagam Innovation Centre (KIC) & Karpagam Skill Development Centre (KSDC) has been established by Karpagam College of Engineering** in the year 2015 to develop leading-edge innovations and act upon international-level skill development for all sectors of Indian industry and society. It makes the innovative ideas to blossom. Innovation is when ideas develop into profitable business operations and, in doing so, open up new markets. These can be new products or services, as well as new business

models or processes. These innovations often evolve beyond the scope of today's business areas and they always create more value for our customers.

The Karpagam Innovation Centre stands for openness, collaboration, creativity, and transparency. The attractive building is designed to inspire visitors and awaken their creativity. Those who come here are open-minded and curious. Those who stay here can demonstrate their courage, their appetite for risk, and their drive for success.

Innovators can apply for moving into the Innovation Centre by submitting their ideas. If the application is successful, the project - just like a startup - will receive support from the Innovation Centre for a specific period of time. Within the flexible startup structure, teams learn how to transform their idea into a robust and scalable business model.

The hosted projects, as well as all faculty members, also benefit from the numerous Innovation Centre service offerings: internal startups can receive coaching from experienced innovators. Practical training, workshops, lectures, and online tutorials are also available. The Innovation Think Tank evaluates technological, social, and economic trends and derives innovation projects from this information. A growing network of internal and external experts is also available to answer questions on a wide range of issues. In addition to this, experienced managers from the Group are on hand as mentors and networkers.

KIC ignites innovation through seminars; Innovation is the process of creating new products, systems, or things. It also includes the process of improving existing products, systems, or things. It is important to recognize that innovation implies action, not just conceiving of new idea. KIC promotes product oriented Research and Development. KIC encourages and accelerates development of indigenous products and packages. We bridge the gap between R& D and commercialization. KIC facilitate entrepreneurial training and IPR facilitation. We also promote involvement of faculty in startup activities. KIC ensures interaction between education and industry and alignment of education with exact market demands. We organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes, Faculty Development Programmes and Skill Development Programmes in the institution. KIC arranges interaction with entrepreneurs and create a mentorship scheme for student entrepreneurs. We believe in innovation through offering a wide range of Branded programs at one stop that no other centre is offering in the education space. We are equipped with an ambitious, workable plan to make all those happen.



## **16.2 BUILDING:**

### **Living Innovation: Plenty of Room for New Ideas**

#### **Innovative Space- Space for Innovation**

The Karpagam Innovation Centre encompasses an area of almost 1500 sq. feet. It is divided into two areas: one section is open to faculty members and visitors at all times; a second section is reserved for the project teams. Here, students from various engineering disciplines work together on interdisciplinary projects in order to turn their ideas into pioneering innovations.

This extraordinary architecture symbolizes openness, transparency, and innovative spirit, and is flexible, functional, and inspiring all at the same time. The attractive working environment facilitates communication, unleashes creativity, and provides plenty of space for new forms of collaboration away from the everyday routine.

1. Digital India Programme Launch
2. Brainstorming Session - Automotive Cooling Systems
3. How to start a startup?
4. How to make millions from the Internet?
5. Youth Day
6. KIC Innovation Challenge
7. Engineer's Day
8. IEEE Day
9. World Students' Day
10. Epiphany
11. Constitution Day

Karpagam Innovation Centre facilitated many patent registration and two startups have been originated (My Laundry Kart and Selfie Startup)

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## **17. CENTRE FOR HIGHER LEARNING**

To enhance intellectual and technical skills of Indian youths on par with International education sector and excel in their field of specialization and solve the societal problems, by motivating them to pursue higher education and research.

### **17.1 MISSION OF THE CENTRE FOR HIGHER LEARNING:**

- To educate the students about scope of higher education at National and International level and support them with admission procedures.
- To interact with technical experts in various fields and academicians from various Institutions and disseminate information about present and advanced research aspects.
- To study and analyze the frontiers of higher education and research, and recommend new programs to the Institution.

### **Scope of Higher Education for KCE Students**

		<b>Programs in Karpagam College of Engineering</b>				
		<b>B.E. / B.Tech.</b>	<b>M.E.</b>	<b>MCA</b>	<b>MBA</b>	<b>Ph.D.</b>
<b>Programs Eligible Elsewhere</b>	<b>M.E. / M.Tech.</b>	✓				
	<b>Ph.D.</b>		✓	✓	✓	
	<b>MBA</b>	✓				
	<b>PDF</b>					✓
	<b>M.Phil.</b>			✓	✓	

### **Policies followed for Student Progression**

1. The main objective of Higher Education Cell is to motivate all the final year students of our college to pursue higher education.
2. Higher education awareness and training program will be conducted atleast one per semester and in turn atleast two per year.
3. The Head of Higher Education Cell assisted by the department HEC coordinators will interact with all the final year students department wise around the month of January and July every year.
4. As a result of this interaction, a list will be prepared detailing the students willingness to pursue higher studies.
5. The list will be further categorizred to identify
  - a. B.E./B.Tech. students opting for M.E./M.Tech. or MBA or M.S.,
  - b. M.E. students opting for Ph.D.,

- c. MBA and MCA students opting for Ph.D. or M.Phil.,
  - d. Ph.D. students opting for PDF.
- 6. For each category, appropriate training is planned and resource persons are identified to impart training.
  - a. Students opting for M.E./M.Tech. will be prepared for TANCET and GATE,
  - b. Students opting for MBA will be prepared for GMAT,
  - c. Students opting for M.S. will be prepared for GRE, TOEFL and IELTS.
- 7. Students opting for Ph.D. or M.Phil. or PDF will be given special lectures or current and future technology by identified subject experts either from our college or from other institutions.
- 8. After training, the students will also be guided about the admission requirements for various programs.
- 9. This process will be carried out at least once per semester or twice a year.

### **17.2 REQUIREMENTS FOR ADMISSION TO M.E. / M.TECH. PROGRAMS:**

1. B.E./B.Tech. graduates can pursue M.E. / M.Tech. either in our college or in Anna University - Chennai or in IITs, IISC, NITs, etc.
2. Candidates admitted should be available in the Institution during the entire duration of working hours. They should not attend any other Full-Time programme(s) or take up any job during the period of the M.E. / M.Tech. programme. The duration is 2 years.
3. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % (45% in case of SC/ST of Tamilnadu).
4. Candidates must qualify Tamilnadu Common Entrance Test (TANCET) or for admission into Anna University – Chennai.
5. Candidates must qualify Graduate Aptitude Test in Engineering (GATE) for admission into Anna University – Chennai or IITs with stipend.
6. The candidates are admitted through Tamilnadu Common Admission (TANCA) criteria.
7. The prescribed credits range required for the completion of the program is 65 to 70.

### **17.3 REQUIREMENTS FOR ADMISSION TO PH.D. PROGRAMS:**

1. M.E. graduates can pursue Ph.D. in engineering either in full-time mode or in part-time mode in Anna University - Chennai and its affiliated research centers including our college or in other universities, IITs, IISC, NITs, etc.
2. MBA graduates can pursue Ph.D. in management science either in full-time mode or in part-time mode in Anna University - Chennai or in other universities, IITs, IISC, NITs, etc.

3. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamilnadu).
4. Candidates under Full-time shall do research work in the University / College and shall be available during the working hours for curricular, co-curricular and related activities.
5. Part-Time mode of study is applicable to those candidates working in institutions or industries.
6. Selected candidates shall be provisionally registered for Ph.D. programme with the approval of the Vice-Chancellor either in January or July session as decided by the candidate.
7. The minimum duration of the programme in Engineering for Full-time/Part-time shall be two/three years respectively. The minimum duration of the programme in Management Science for Full-time/Part-time shall be three/four years respectively. However, for M.Phil. Degree holders, the minimum duration shall be reduced by one year, if the M.Phil. Degree relates to the field of research of the programme.

#### **17.4 REQUIREMENTS FOR ADMISSION IN MBA PROGRAMS:**

1. B.E. graduates can pursue MBA either in either in our college or in Anna University - Chennai or in other universities.
2. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamilnadu).
3. Duration of program is 2 years.
4. Candidates must qualify Graduate Management Admission Test (GMAT) for admission in our college or in any of the Business Schools.

#### **17.5 REQUIREMENTS FOR ADMISSION IN PDF PROGRAMS:**

1. Any doctorate can pursue Post Doctoral Fellowship (PDF) either in our college or in any of other National and International Institutions.
2. The doctorate can apply with a research proposal to any of the Professors either in our college or in other institutions.
3. Once the Professor approves the research proposal, the doctorate can be inducted in the research lab as a PDF candidate.
4. The PDR candidate will be sponsored from the research lab funding.

#### **17.6 REQUIREMENTS FOR ADMISSION IN M.PHIL. PROGRAMS:**

1. MCA and MBA graduates can pursue M.Phil. either in full-time mode or in part-time mode in Anna University - Chennai or in other universities.

2. All candidates must have passed the qualifying degree or equivalent with a minimum of 50 % or CGPA of 5.0. (45% in case of SC/ST of Tamilnadu).
3. Candidates under Full-time shall do research work in the University and shall be available during the working hours for curricular, co-curricular and related activities.
4. Part-Time mode of study is applicable to those candidates working in institutions or industries.
5. Selected candidates shall be provisionally registered for Ph.D. programme with the approval of the Vice-Chancellor either in January or July session as decided by the candidate.

The minimum duration of the programme in Full-time/Part-time shall be two/three years respectively.

**18. INDUSTRY- INSTITUTE PARTNERSHIP CELL**

**POLICIES AND PROCEDURES**

1. The Industry Institute Partnership Cell is an interface between the institution and the industry to work collaboratively for producing the future engineers with industry expected skill set.
2. This cell identifies and updates the curriculum continuously based upon the industrial requirements.
3. The Industry Institute Interaction makes the employment opportunities of the students very wide.
4. Motivating the students towards the entrepreneurial development activities by calling the industrial experts and conducting awareness sessions on entrepreneurship.
5. The individual expertise profiles of the faculty from the departments are used in taking up consultancy projects. The department submits a brochure on the different areas of expertise of faculty members available to take up consultancy projects.
6. The IIPC finds the industries that work on these areas and sends a request to find their readiness to collaborate in the consultancy projects.
7. When an acceptance is received from the industry, the cell works to sign a Memorandum of Understanding (MOU) with the industry.
8. Followed by the MOU, the cell actively conducts various activities like Guest Lectures, Workshops, Consultancy Projects, etc.
9. Up to date industry expected skill set is imparted through these activities to all the students and faculty members of the departments.

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## **19. KCE TRAINING RULES**

### **19.1 TRAINING RULES:**

1. The students are strictly monitored for their punctuality in all the training and its related activities.
2. These activities may include events like seminars, guest lectures by industry experts and alumni, practice and assessment test/exercise and a mock processes.
3. The students must maintain a minimum of 75% attendance in all the training process which includes English, Aptitude and programming training.
4. Also they must maintain 75% attendance in all the practice and assessment tests.
5. The students are insisted and motivated to score 50% of marks in atleast a minimum of 60% of all the tests.
6. When they fail to meet the above criteria, the parents of these students are informed about the performance of their ward.
7. Also, the hosteller in this set of students are made to sit for a refresher class that is conducted by their class mates/seniors.
8. The attendance percentage and the performance of the students in the test will have an impact in the preparation of eligible list of students for a company that allows only a limited number of students from the eligible list to attend their recruitment process.
9. Throughout the training and placement process, the students are insisted to be in formal dress code only.

### **19.2 PLACEMENT RULES:**

1. The students must have a consistent performance in all the training process.
2. They must perform well in all the mock events that are conducted.
3. The students are allowed to participate the recruitment process of various streams of companies (like core companies, IT and ITES companies, marketing, BPO and KPO companies) as in the following manner.
  - 3.1 When a student is offered by his/her core engineering company, he/she will not be allowed to any other company.
  - 3.2 When a non-computer science student is offered by an IT service company, he/she cannot attend another IT company but he/she can participate in the recruitment process of their core engineering companies and IT product based companies.
  - 3.3 When a non-computer science student is offered by an IT product company, he/she cannot attend another IT product or IT services company. But, they can attend the recruitment process of their core engineering companies.
  - 3.4 Usually, the IT product companies visit the campus early in the year. Followed by that the IT service companies visit the campus.

- 3.5 The core engineering companies may visit the campus during any time in the academic year.
- 3.6 The last season of recruitment happens with the marketing, BPO and KPO companies. Only those students who are not offered by any company during the visit of these companies are allowed to participate in the recruitment process of this type of companies.
- 4. Few companies allow the students to do their final year project in their office through internship. Among these companies, many of them provide a stipend during the internship period.





## **20. KCE PLACEMENT POLICIES AND PROCEDURES**

### **20.1 ORIENTATION: (During I Semester)**

1. Every year the students and their parents are informed about the career opportunities available for the students.
2. The requirements and expectations of various industries are explained in detail.
3. The requirement is like the basic criteria that is insisted by the corporates to become eligible to attend the recruitment process of their company.
4. The expectations ranges from language skills, technical and analytical ability and up to working as a team.

### **20.2 AWARENESS CAMPAIGN: (During II Semester)**

1. The students are explained about different streams of opportunities like IT service jobs, IT product jobs, core engineering jobs, BPO and KPO like jobs.
2. They are further explained about the expectations of the companies from the above said streams with different salary structure of these streams.
3. They are further motivated to choose one particular stream of their own choice and prepare well to meet the expectations of that stream.
4. They are also explained about the training activities which will be planned for their batch like English, Aptitude and Technical components.
5. The students are asked to give valuable feedbacks to improve the training and also asked to perform well in the practice and assessment tests that are conducted for all the training given.
6. They are also motivated to prepare on their own (Self-Preparation) on all the training activities.
7. The students are explained about the advantages of getting offers through on-campus recruitments.

### **20.3 ENGLISH TRAINING 1: (During III Semester)**

1. An English assessment test is conducted to all the students and a set of students will be identified based on the marks of the assessment who are not good enough in English.
2. These people are given a foundation training on English to improve their English skill.
3. The basic English language components like grammar, word building exercises, pronunciation, etc. are taught to this batch.
4. As this training is given for a selected set of students, it is conducted during the evening time (after the academic class hours).
5. Practice and assessment exercises are conducted at the end of the session.

#### **20.4 ENGLISH TRAINING 2: (During IV Semester)**

1. The students are exposed to the written English test (a part of the aptitude test) that is conducted by the companies.
2. The topics which includes fill in the blanks, synonyms and antonyms, error correction, jumbled sentences, sentence completion and reading comprehension, etc.
3. Also there are sessions about Group Discussion (GD) where the students are told about the Do's and Don'ts of GD.
4. There is a series of GD's conducted to make them familiarize on GD's.
5. Also there are sessions on how to answer personal interviews. Here the students are told about the personal interview etiquettes like body language, language influence, facing hypothetical situation questions, etc.

#### **20.5 APTITUDE TRAINING: (During V Semester)**

1. The first round of any recruitment process from any company almost starts with an aptitude test.
2. This test consists of three or four components namely Mathematics (quantitative aptitude), Logical ability (reasoning aptitude), English (verbal aptitude) and Technical aptitude.
3. There is a training vendor who discusses the training plan with the training and placement department and a time table is finalised that is agreed and comfortable on both the sides.
4. At this point of time, the content is also to be discussed and finalised.
5. The students are grouped into batches and the training is executed as per the time table.
6. The feedback is collected at regular intervals and an equivalent corrective measure is also executed.
7. The students who are absent for a long period for this training are asked to bring their parents and their parents are informed about the irregularity of their ward and the importance of this training.
8. Subsequently, a series of practice and assessment tests are conducted and the performance of the students are continuously monitored.
9. To test their skill level in aptitude, the students are asked to appear for the AMCAT (Aspiring Minds Common Aptitude Test).
10. This is a scientifically proven test to understand our level in aptitude. Also many corporates accepted this test as an initial round of their recruitment process. They call the students based on their AMCAT score to attend the recruitment process directly at their office premises.

### **20.6 PROGRAMMING TRAINING: (During VI Semester)**

1. As there is plenty of opportunities that are available in IT and ITES streams, the students are given special attention to refresh their computer programming skills.
2. As this is an extensive activity, the students are given a training during the evening time (after their academic classes).
3. The company expected programming areas like C programming, OOPs, Data Structures, Algorithms, DBMS, Operating Systems and Networks are refreshed through this training module.
4. The feedback is collected and an equivalent corrective measure is also executed.
5. A series of practice and assessment tests are conducted and the performance of the students are monitored.

### **20.7 MOCK PROCESSES: ( During end of VI and start of VII Semester)**

1. To make the students to understand different rounds of a recruitments process, there are mock processes that are conducted with the help of alumni students and experts from corporate.
2. The alumni students conduct these mock session during the 3<sup>rd</sup> and 5<sup>th</sup> semesters also.
3. The mock processes ranges from conducting individual rounds of recruitment to a complete recruitment event.
4. The students are conducted mock Programming rounds, GD's, Technical Interviews and Personal Interviews.
5. There are one or two mock recruitment drives conducted. These are as exactly as the regular recruitment process conducted by the corporate. Every round here goes as an elimination round and finally the selects of this recruitment are announced.

### **20.8 RECRUITMENTS:( During VII and VIII Semester)**

1. With the continuous effort and by maintaining a very good relationship with the corporate of various streams, the recruitment events is conducted by various companies in the campus.
2. The first step of a recruitment process is compiling the eligible list of students according to the criteria that is laid by the companies.
3. These students appear for the recruitment process on the day of recruitment.
4. The students are strictly advised to be only in formal dress code for a recruitment drive.
5. They must bring all their academic and non-academic credentials, four copies of their updated resume and four recent photographs.

## **21. KCE ALUMNI ASSOCIATION**

### **21.1 VISION:**

- To act as a bridge among the students, management, staff and alumni of KCE for mutual benefit and synergy.
- To build a better interaction through application of strengths and resources of alumni, student and staff to improve the quality of society.
- To actively work for relationship among the alumni for their career growth & Curriculum Development of the institution.

### **21.2 MISSION:**

- To act as a forum for exchange of information among its members and to act as fine link between the old students and college.
- To provide students guidance for higher studies and career development as and when required by them, with help from alumni.
- To maintain a compendium of all alumni in different parts of the world.
- To establish, promote and support the local chapters of the association in different parts of the world.

### **21.3 OBJECTIVES:**

1. To encourage, foster and promote close relations between the Institution and its alumni and among the alumni themselves,
2. To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution,
3. To provide and disseminate information regarding their Alma Matter, its graduates, Faculties and students, to the alumni,
4. To initiate and develop programs for the benefit of the alumni,
5. To assist and support the efforts of the Institution in obtaining funds for development,
6. To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution,
7. To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society
8. to organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Alma Matter.
9. To collect, publish and distribute such information as may be useful to the alumni and their Alma Mater.

- To open branches of Association in various parts of the country and across the world, and perform all other acts in furtherance of the objectives of the Association.

#### **21.4 HISTORY:**

- The first batch of Karpagam Engineering College Alumni came out in April 2004. KCE alumni association was formally inaugurated on June 2004.
- Since inception KCEAA has actively involved in various activities, focusing on its vision and mission.
- To strengthen the activities of KCEAA, KCE parent chapter has been formed in the college with an advisor and representatives from various departments.
- It is actively engaged in keeping close rapport with a committee of office bearers consisting of President, Vice President, Secretary, Treasurer and among the alumni. It also maintains the data bank of the members of alumni.

KCE has a strong, lively Alumni Association started in the year 2004.that extends across the globe. This thriving alumni network brings great value to everyone associated with KCE - from spreading awareness and recognition of the KCE brand to creating opportunities for and guiding current students.

We truly believe that while the KCE experience begins on campus, it is enjoyed for the rest of one's life. The alumni association plays a major role in building long lasting relationships and creating camaraderie amongst a global community. With alumni spread over the world, KCE students can be assured of a warm welcome whenever they go.

KCE alumni contribute time, energy, and expertise to help the KCE fraternity grow, develop and prosper. The KCE alumni Association aims to facilitate lifelong learning through the exchange of ideas and knowledge. Alumni pool skills and apply available resources to enhance personal and career development for their members.

The KCE culture has impacted how actively alumni contribute to their communities. This desire to share knowledge and skills beyond the workplace and family may very well stem from the many community and philanthropic activities they were exposed to as students at KCE. The alumni association has successfully been able to channelize resources for a greater good and no community outreach project is ever short of volunteers.

Karpagam Alumni Association conducts Reunion Meet every year since 2004. Funds have been generated through these Reunion Meet and it is been utilized for meeting and some useful expenses for the juniors in the campus.

Since the association was started in the year 2004, ten years have been completed and the alumni association decided to open a bank account for the KCE Alumni Association and credit the account with the funds generated in order to promote more activities through KCE Alumni association.

The Management, Principal, Dean's, Director's, all the HoDs, office bearers of KCE Alumni association feel very grateful for the lump sum of Rs. 30 Lakhs sponsored by the alumni for the association.

It has decided to keep this fund as fixed deposit in Lakshmi Vilas Bank (Eachanari Extension Counter) as it offers the best interest rate of 8%. The income through this valuable resource in the following manner,

- ✓ On the day of graduation or alumni day, best projects can be awarded with the cash prize of Rs. 2500/-
- ✓ Rs. 25,000 per student can be provided for six students from all the departments who are meritorious for higher studies in our institution.
- ✓ Rs. 25000 may be given for Product Development Cell & Entrepreneurship Development Cell (EDC).

The 2019 alumni meet has been planned with the huge campaign "My Junior My Campus".

## **22. FINANCE AND BUDGET POLICIES**

### **22.1 AIM:**

It is the aim of the Governing Council to ensure that all the financial resources made available to the College are used in an efficient and effective manner in order to ensure that Value for Money is achieved. The aim of this policy is to create a framework within which individual members of the College staff and the Department can achieve this. This policy conforms to the requirements of the Operating Budgetary Plan for Financing of College as set out by the Governing Council. The framework within this policy should be operated in conjunction with both the Budget and Finance policies and Procedure.

### **22.2 EFFICIENCY AND VALUE FOR MONEY:**

The College will seek to achieve efficiencies and value for money to optimize the use of its scarce financial resources and to invest in teaching and learning facilities and tools. It is the responsibility of the Principal and authorized finance official / committee to determine at College level how to secure better value for the funds provided.

### **22.3 GUIDELINES:**

Financial decisions will be made after consideration of:

- a) the need for augmentation of campus infrastructure.
- b) the need for support and delivery of Curriculum together with any additional tools and labs.
- c) the financial resources given to the College for up - keep of existing facilities
- d) and the priorities as identified in the College development plan for future needs.

### **22.4 ROLES AND RESPONSIBILITIES**

#### **1. The Governing Council**

The Governing Council has a statutory responsibility to oversee the financial management of the College and to ensure adherence to the Budget and Finance policies and Procedure Rules implemented through the Principal.

#### **2. Finance Committee**

Consists of a nominated member of the Governing Council, the Principal and three Heads of Departments, the Finance Committee will work to the agreed Terms. The Finance Committee meets at least once a term to consider, as a minimum, the following:

- a) financial monitoring statements,
- b) the College budget and long term financial forecast,
- c) the end of financial year account statements, and

### 3. The Principal

The Principal is responsible for:

- a) the detailed preparation of consolidated annual College budget which addresses the strategic aims and targets established by the Governing Council;
- b) the day to day management of the College budget under the Scheme of Delegation by the Governing Council; and
- c) ensuring the effective operation of the finance function within the College, to include:
  - i. the roles of each member of staff being clearly defined and the duties of staff with responsibility for financial transactions being, as far as is practicable, distributed to ensure that key tasks such as the processing of orders and invoices, are assigned to separate members of staff (segregation of duties) and that appropriate systems of internal check exist;
  - ii. the adherence to the Budget and Finance policies and Procedure;
  - iii. the establishment of systems to ensure that financial control is maintained at all times including procedures in the absence of key staff; and
  - iv. the maintenance of proper books of accounts and transaction records / vouchers for auditing.

## 22.5 BUDGET

### 22.5.1. Budget Timetable

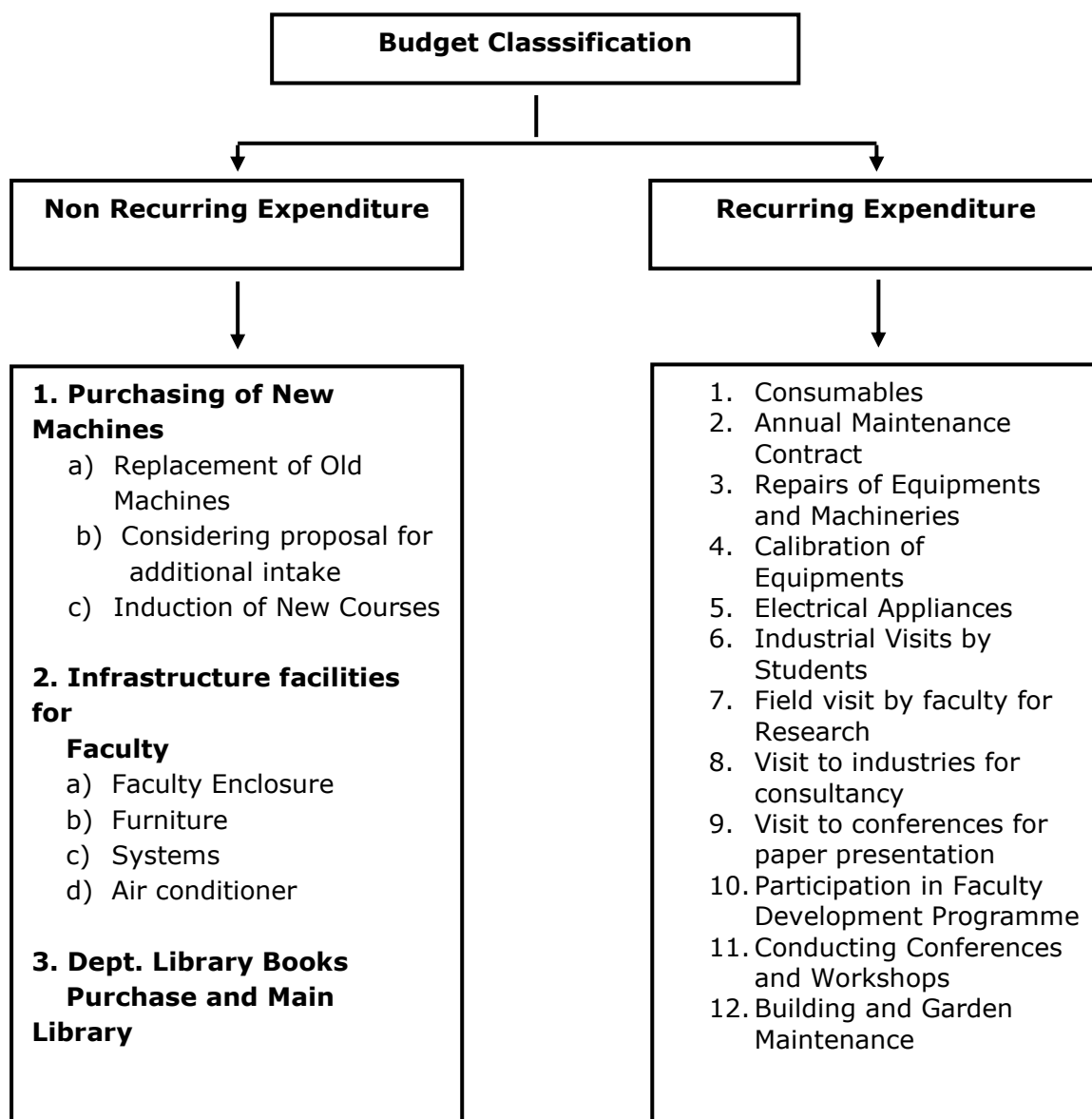
The Principal (or their delegated representative) will prepare financial information for consideration by the Resources Committee and submit it to the Local Authority, where applicable, in line with the following timetable:

Date	Action / Response
End- January	Budget resource requirement for the next academic year submitted to Head of Department by the respective department faculty and lab in-charge.
Mid- February	Prepare papers on issues to be addressed in preparation for the setting of the following year's budget by Head of Department and submit to Principal.
End March	Prepare and present to the Governing Council the <b>proposed consolidated budget</b> for the next financial year and the <b>long term financial forecast</b> to the Governing Council for approval.



	Prepare and present <b>outturn statements</b> to enable the Governing Council to consider the financial performance in the previous financial year.
End April	After scrutiny, formal approval of the Current Fund budgets by the Governing Council. A copy of the approved budget plan forwarded to Principal and Accounts committee for execution.
Mid May	Execution of all works at ground level done by department during the academic year.

### 2.5.2. Budget Classification



### 22.5.3. Budget Preparation

a. In accordance with the budget time-table, the ensuing academic year operating budget should be prepared by concern faculty and forwarded to Head of Department for careful scrutinizing. The forwarded operating plans by various departments to

Principal would be consolidated and forwarded to Governing Council for their evaluation and approval. The endorsed budget will be sent back to Principal for execution. Principal will ensure the optimum and effective utilization of funds. A copy of the approved budget plan will be handed over to Accounts department for funds sourcing and bill passing.

b. The cost to continue budgets assume the previous year's budget as a base from which to make adjustments based on changing requirements of the current year.

**22.6 SECURITY OF STOCKS AND EQUIPMENT**

An inventory of stocks and equipment held in the College will be maintained and checked on a bi-annual basis. The Governing Council will ensure appropriate and adequate insurance arrangements are in place to protect the College's assets and a copy of the policy document will be available for inspection.

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### **23 INTERNSHIP - POLICIES AND RULES**

1. Few companies allow the students to do their final year project as internship in their office.
2. The internship period varies from two months to 6 months
3. Amongst these companies, many of them provide a stipend to the students during their internship period.
4. There are two ways in which a student is allowed for internship
  - 4.1 The company which comes to the campus and selecting a student for employment may give an opportunity to do his/her internship at their office.
  - 4.2 A student can apply on his own interest to any company for doing internship during summer holidays.
5. When a student is offered an internship through campus recruitment, the employer send the list of students for whom they are offering internship. These students are asked to give an undertaking to the department stating that they can manage preparing the final year subjects on their own.
6. When a student is applying for internship on his own, he/she has to submit the conversation starting from the request for the internship that he/she sent to that company and up to the confirmation of the internship to the department. In this case also the students are asked to give an undertaking to the department stating that they can manage preparing the final year subjects on their own.
7. The students who are doing their internship must follow the internal and end semester exam time table as it is.
8. They will not be given relaxation in any of the Internal or End Semester Examination regulations of the college.
9. On successful completion of the internship program, the students receive the joining date from the companies who got offered through campus recruitment.

# KARPAGAM EDUCATIONAL INSTITUTIONS

- Karpagam Academy of Higher Education (Deemed to be University)
- Karpagam College of Engineering
- Karpagam College of Pharmacy
- Karpagam Nursing College
- Karpagam Institute of Technology
- Karpagam Faculty of Medical Sciences and Research

    @wekceians



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