K.S.R. COLLEGE OF ENGINEERING

(AUTONOMOUS)

TIRUCHENGODE – 637 215

HANDBOOK

(2024-2025)

K S R CE POLICIES,
RULES AND REGULATIONS
2024 - 2025

K.S.R. COLLEGE OF ENGINEERING, TIRUCHENGODE- 637215

HANDBOOK

1. ABOUT THE INSTITUTION

K S R College of Engineering was founded in the year 2001 by the man of great insight, Thiru. R. Srinivasan. The embellishment of the college holds the new doctrine of teaching which kindles the dormant spirit towards learning. The college is an optimal place for pedagogical as well as ethical values. KSRCE contains well qualified and handful experienced faculty members who act as mentors & facilitators for the students to create a comfort learning atmosphere and to produce skilled engineers with human values. The institution follows RTL Method which provides students a wide-ranging knowledge, exceptional creativity and more comfort to bring out their hidden potentials into the limelight. Another distinct feature is Math Lab where students experience the joy of discovering Math concepts through exploration. Learning with understanding helps them enjoy Math and help students to visualize, manipulate and reason. Besides, Language Lab which contains interactive featured software plays a vital role in enhancing students' communication skills.

Our college is the Preparation Centre for BEC Courses authorized by Cambridge University, UK. Perfect platforms have been set up through Centre of Excellence to identify and expose the innovative skills of students. Though its tiresome efforts, KSRCE has received "A++" grade from NAAC with the Highest CGPA of 3.69 and four departments are accredited by the National Board of Accreditation (NBA). Further KSRCE is also Great Place to work certified Institution. It was positioned in the Band of 151 – 300 in National Institutional Ranking Framework - India NIRF – Innovation Rankings 2023 with a 4 star from Institution Innovation Council (IIC)- MHRD, Govt of India. KSRCE is also DSIR SIRO recognized institution to promote research

The faculty members have published more than 3000 research papers in International Journals and 1500 papers published in Conferences. Our students bagged 3 GOLD Medal and 22 University Ranks from Anna University, Chennai. The institution received Financial Assistance of 21 Lakhs from Startup Tamil Nadu. Further KSRCE is a DSIR SIRO certified institution promoting research and innovation

Our Training & Placement Cell provides Effective and full-fledged training programmes on all the domains and Value Added Courses are organized to make the students proficient in the latest technology. MoUs have been signed with reputed industries like VMware, Mitusiba, , ABE Semiconductors, coreEL Technologies, SAN Tech and PTC to have the regular interaction with the industry experts. On the whole,

4

these are the prime reasons that KSRCE has attained a position of 2nd Rank in Outstanding Engineering Colleges of Excellence in GHRDC Engineering College Survey conducted in 2024 by the Renowned Magazine, Competition Success Review and also rated AAA as India's Best engineering Colleges by Careers 360.

2. VISION

We envision to achieve status as an excellent Educational Institution in the global knowledge hub, making self-learners, experts, ethical and responsible engineers, technologists, scientists, managers, administrators and entrepreneurs who will significantly contribute to research and environment friendly sustainable growth of the nation and the world

3. MISSION

- ➢ IM 1: To inculcate in the students self-learning abilities that enable them to become competitive and considerate engineers, technologists, scientists, managers, administrators and entrepreneurs by diligently imparting the best of education, nurturing environmental and social needs.
- ➢ IM 2: To foster and maintain mutually beneficial partnership with global industries and Institutions through knowledge sharing, collaborative research and innovation

4. QUALITY POLICY

K S R College of Engineering is committed to provide Quality Education and Training to make students outshine in the fields of Science, Engineering & Technology and make students proficient to meet the changing and challenging needs of society and industry by executing the following initiatives:

- ➢ Achieving academic excellence by effective teaching-learning process.
- ➢ Inducing innovation through promotion of Research and Development activities.
- ➢ Educating moral and ethical values to realize the societal needs
- ➢ Improving the competency level of the faculty and keeping them always innovative in the methods of teaching-learning process
- ➢ Sustaining the state-of-the-art infrastructure and amicable learning ambience

- Having Tie-ups with industries to update the latest trends and make students industry ready engineers
- Assuring continual enrichment of Quality Management System.

Core Values:
- Academic Excellence
- Accountability
- Community and diversity
- Social Responsibility
- Integrity
- Creativity

5. DEFINITION OF THE VISION & MISSION

- The following parameters have been considered for defining the Vision and Mission of the Institute
  - **What are the Goals of the learner?**
  - **What does everyone forecast about the Institute?**
- It was suggested to develop a strong Vision and Mission statements for the Institute that can help stakeholders to have a common understanding.
- The definition for vision and Mission was given by the external stake holders as follows:

<u>Vision:</u>

A Vision emphasizes the long term goal of the Institute.

<u>Mission:</u>

The Mission elaborates the way in which the long term goal of the Institute is achieved.

<u>Process for defining the Vision, Mission of the Institute</u>

- The Vision and Mission of the institute is drafted based on the global/local needs of the society and Program Outcomes during the HODs meeting.
- Brainstorming session is conducted with the internal stakeholders.
- The draft copy (Version 0) is prepared in discussion with heads of the various departments, referring guidelines and samples.

- The first draft of Vision and Mission is discussed in a VAC meeting (Vision Advisory Committee) with external academicians and industry persons for further clarifications and modifications.
- The corrected copy (Version 2) is further reviewed in the presence of both internal and external stakeholders in VAC meeting.
- After satisfactory correction and ratifications, the final version of Vision, Mission, is prepared in VAC.
- The final version of the Vision and Mission of the Institute is published and disseminated to the stakeholders.
- The progress, key issues, modifications if any, area of concern towards attaining the Vision and Mission are discussed in the subsequent meetings.
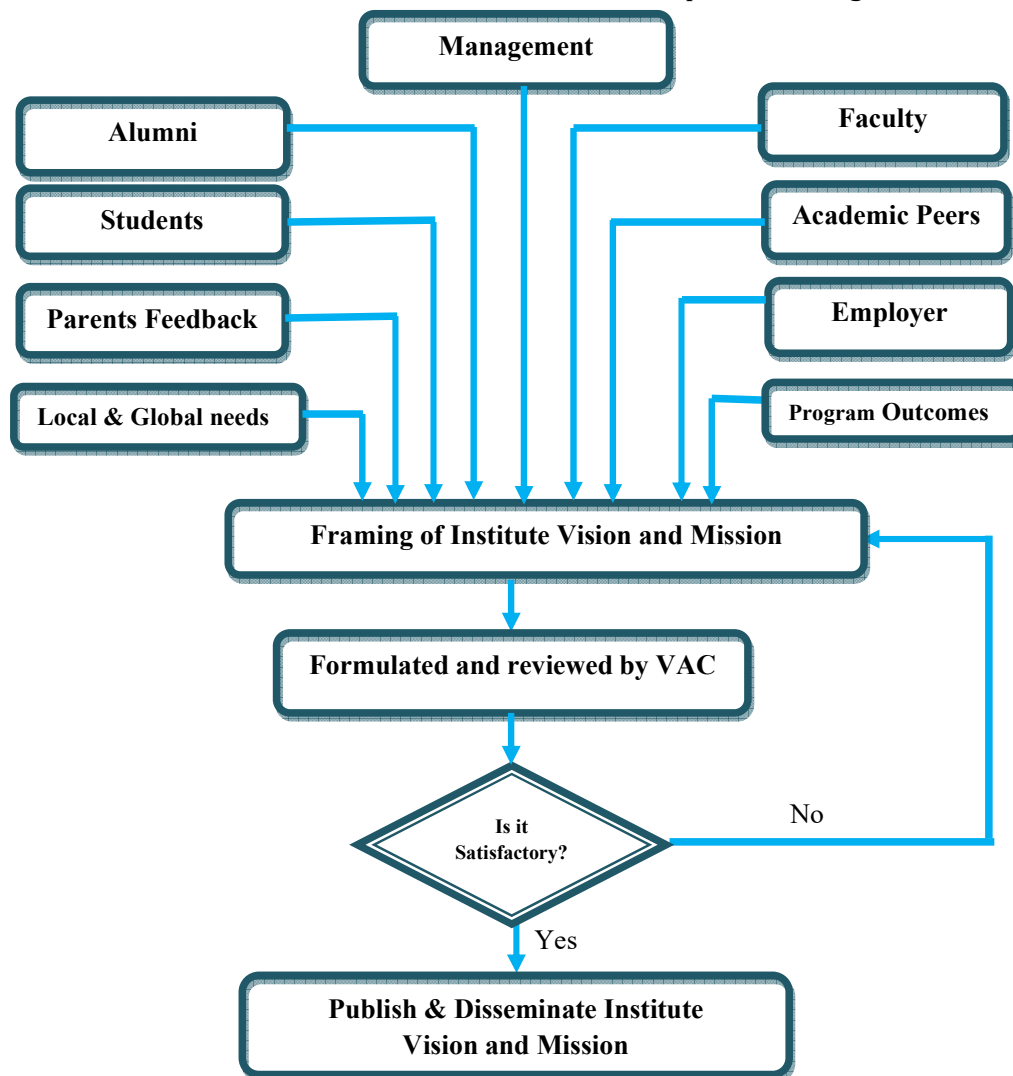
Figure 5.1 Process to Define Vision and Mission Statements of the Institute

6. DEFINITION OF PEOs OF THE PROGRAM
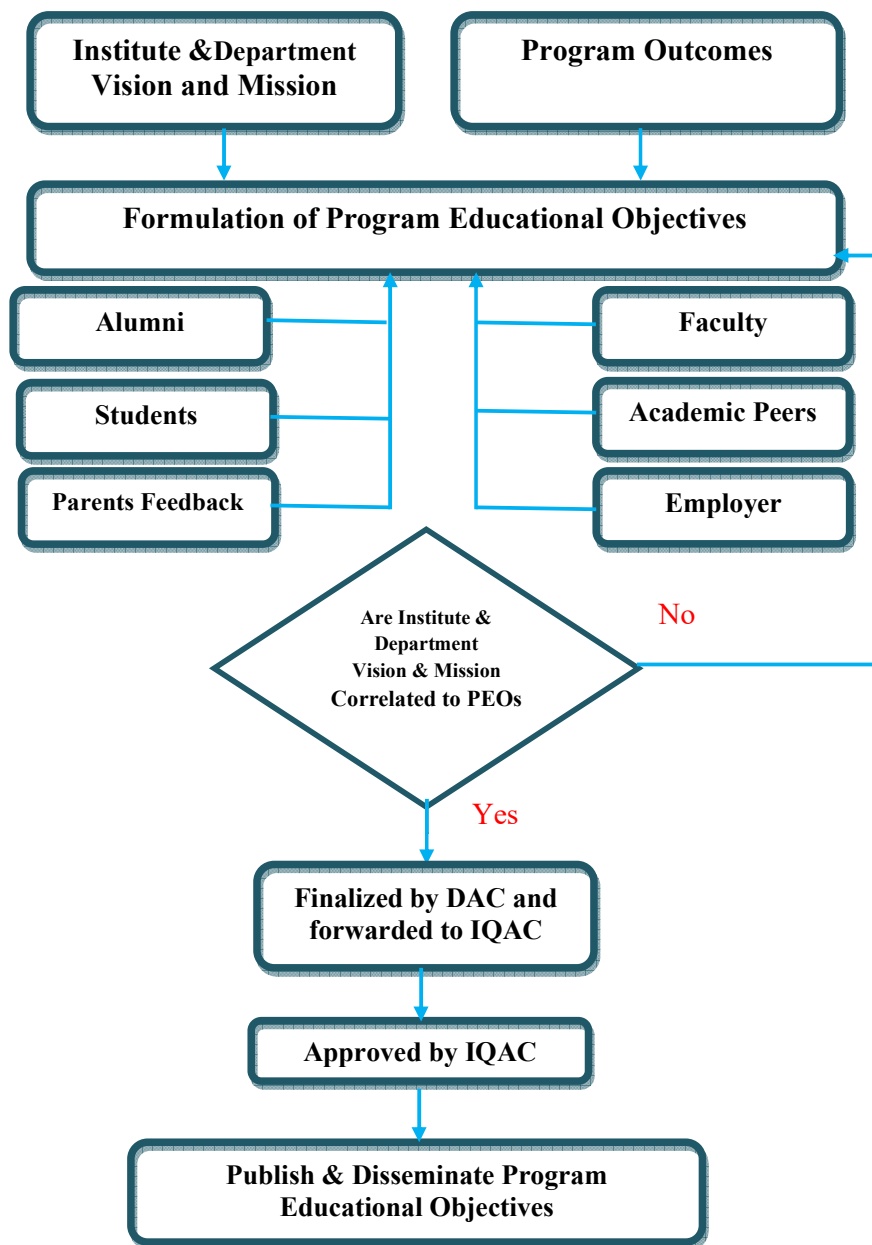
Figure 6.1Process to define Program Educational Objectives of the Department

➢ The main objective of a program is to attain the Vision and Mission of the department.

➢ The Program Educational Objectives (PEOs) of the department are framed in consultation with academic peers, employers, alumni, faculty, students and parents.

- ➤ Program Educational Objectives are formulated considering the above criteria and discussed with stake holders in the Department Advisory committee (DAC).
- ➤ Consistency of PEO's with Mission of the Department is checked and verified.
- ➤ PEOS are framed and finalized by DAC.
- ➤ The final draft is forwarded to IQAC for approval.
- ➤ The finalized PEO's are published and disseminated.
- ➤ The process of establishment of PEOs is shown in Figure B.1.4.b

7. COURSES OFFERED

7.1 Under Graduation:
- ➤ B.E. - Automobile Engineering
- ➤ B.E- Bio Medical Engineering
- ➤ B.E. - Civil Engineering
- ➤ B.E. Computer Science and Engineering
- ➤ B.E. Computer Science and Engineering (IOT)
- ➤ B.E. - Computer Science and Engineering (Cyber Security)
- ➤ B.E. – Computer Science and Design
- ➤ B.E. Electronics and Communication Engineering
- ➤ B.E. Electrical and Electronics Engineering
- ➤ B.E. Mechanical Engineering
- ➤ B.E. - Safety and Fire Engineering
- ➤ B.Tech. Information Technology

7.2 Post Graduation:
- ➤ M.E- Big Data
- ➤ M.E. Computer Science and Engineering
- ➤ M.E. - Communication Systems
- ➤ M.E. - Construction Engineering and Management
- ➤ M.E- CAD/CAM
- ➤ M.E. Embedded Systems Technologies
- ➤ M.E. - Industrial Safety   Engineering
- ➤ M.E. - Power Electronics and Drives
- ➤ M.E. - Structural Engineering
- ➤ M.Tech - Information Technology

- ➢ Master of Computer Applications
- ➢ Master of Business Administration

8. ADMISSION POLICY

KSRCE is a self financing institution, all the UG and PG programmes offered are self financed. It follows AICTE regulations and guidelines of Tamil Nadu government for the admission and fee structure. The admission notification is available on the college website and is widely promoted through major national and regional newspapers, stalls and banners at education fairs, radio broadcasts, social media channels, and various outreach activities.

8.1 Admission Process

KSRCE follows the Tamil Nadu Engineering Admission (TNEA) process. As per the Government of Tamilnadu norms, 65% of the admission is done directly by the Affiliating University under Merit Category and the remaining 35% is offered to institutions as Management Quota. Admission is purely based on merit cum reservation basis.

Government Quota - Through single window admission process as prescribed by the Government of Tamilnadu

Management Quota – Through Consortium of Self Financing Professional Colleges in Tamil Nadu.

8.2 Publicity

Admission notification is hosted on college Website and published in leading national/ regional daily newspapers, through stalls and banners in education fairs and through radio and social media.

8.3 Transparency

The University follows single window counselling based system to admit government quota students. Thus transparency is ensured from the stage of notification till the completion of the admission process.

Students are admitted as per the rules framed by the consortium of Self Financing colleges in management quota.

8.4 Admission made through Management Quota UG and PG Programs

For the Management Quota seats, the seats are allotted to the students as per the norms of Government of Tamil Nadu and on the basis of cut off marks.

8.5 Admission to UG Degree Course

A Pass in the HSC (Academic) or its equivalent with a minimum average percentage in Mathematics, Physics and Chemistry put together as given below.

Sl. No.	Community	Minimum % of marks
01.	General Category	50.00%
02.	Backward class including Backward Class Muslim	45.00%
03.	MBC & DNC	40.00%
04.	SC / SCA / ST	40.00%

A pass in any of the HSC (Vocational Subject) as given below with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry with a minimum average percentage put together as given below

Sl. No.	Community	Minimum % of marks
01.	General Category	50.00%
02.	Backward class including Backward Class Muslim	45.00%
03.	MBC & DNC	40.00%
04.	SC / SCA / ST	40.00%

Note: A Pass with Minimum average marks in Related Subjects,

Vocational Theory and Practicals put together is required

8.6 Lateral Entry Admission

The minimum eligibility marks for admission to direct second year B.E. degree courses under Lateral entry is just pass in Diploma in relevant engineering.

Sl. No.	Community	Minimum % of marks
01.	General Category	55.00%
02.	Backward class including Backward Class Muslim	50.00%
03.	MBC & DNC	45.00%
04.	SC / SCA / ST	Mere Pass in the qualifying examination

8.7 Other State and International Admissions

Other State Admissions:

Students from other states are admitted under the General category if they have passed HSC (Academic) or an equivalent qualification, with a minimum combined average of 50% in Mathematics, Physics, and Chemistry.

International Admissions:

Candidates must have studied in English medium or have taken English as one of the subjects in their qualifying examination.

Category	% Marks	Remarks
FN / PIO / Children of Indian workers in gulf countries	50%	50% each in Mathematics, Physics & Chemistry

To be eligible for admission to B.E./B.Tech. programs, candidates must have completed 12 years of schooling (equivalent to India's 10+2 system) with a solid academic background. They should have achieved good grades in Physics, Chemistry, and Mathematics in their qualifying examination, as per the standards of their respective education systems.

8.8 SC / ST / OBC / Differently Abled / Minority Community

Students are given admission through Single window system and the community reservation is very strictly followed as per the guidelines of the government of Tamil Nadu. Hence, the Government quota students belonging to SC/ST, OBC, Differently Abled and Minority Community find a place in the admission without even a single case of denial.

8.9 Women

Since the Government Quota follows a single window admission system based on cut off marks in the qualifying exams, there is no special preference given to women. KSRCE has a trend of having girls and boys ratio as 35:65

8.10 Economically Weaker Sections

KSRCE offers Merit Scholarship every year to motivate the economically weak people study engineering education. The Institute's Management offers merit scholarship for students from both Government and Management quotas.

8.11 SOCIO-ECONOMIC SCHOLARSHIP

Objective: The scholarship aims to encourage and attract academically good and deserving candidates but do not have the financial background to pay the academic and non-academic fees.

Who can apply?

Candidates who have passed qualifying examination (HSC or degree as applicable) in regular mode in FIRST ATTEMPT in the current year of admission, secured good marks, and from Low Income Families.

Conditions: Annual combined income of parents must not exceed 2 Lakhs as per the non-creamy layer criteria of Govt. of India

Norms:

- ➢ The scholarship committee has the authority to set additional criteria to optimize the number of beneficiaries and available funds.
- ➢ Income less than 1 lakh with cut-off above 160 (less 75%-100% of recommended tuition fees varying with each additional 10 cut-off)
- ➢ Income between 1 lakh – 1.5 lakh with cut-off above 160 (less 50%-75% of recommended tuition fees varying with each additional 10 cut-off)
- ➢ Income between 1.5 lakh – 2 lakh with cut-off above 160 (less 25%-50% of recommended tuition fees varying with each additional 10 cut-off)
- ➢ Approval of scholarships will be done only on submission of valid proof of income

Condition for Renewal:

- ➢ Must apply every year within the stipulated date.
- ➢ No arrears/backlogs at the time of application.
- ➢ No break of study or detention or disciplinary action/malpractice
- ➢ Subject to maintaining a CGPA > 6 and the recommendation of the scholarship committee

8.12 Merit Scholarship for Government Quota

- ❖ KSRCE provides scholarships for KSR employees, single-parent students, sports students and merit-based scholarship determined by cutoff marks.
  - Cut off marks: 190 to 200   - Full Fee Waiver
  - Cut off marks: 185 to 189.5   - College Fee Waiver
  - Cut off marks: 180 to 184.5   - 100% Tuition Fee Waiver

- Cut off marks: 175 to 179.5 - 75% Tuition Fee Waiver
- Cut off marks: 170 to 174.5 - 50% Tuition Fee Waiver
- Cut off marks: 165 to 169.5 - 25% Tuition Fee Waiver

8.13 Merit Scholarship for Management Quota

KSRCE provides scholarships for management quota students based on their cutoff marks in the qualifying examination and the economic background of the student.

8.14 Others (First Generation Graduate / Rural Students)

The Government of Tamil Nadu bears Rs.25,000/- of the total tuition fee payable every year by the student who is the first graduate in his/her family. Tamil Nadu Government offers admission, only based on the marks scored in the qualifying examination to give a fair chance to the students from rural areas.

8.15 Scholarships to Other state and other country admission

The scholarship is awarded based on academic achievements, or extracurricular activities. This is available to both in-state and out-of-state students.

Diversity and Inclusion Scholarships is targeted at underrepresented groups to promote diversity within the student body. It is open to both domestic and international applicants. For students who excel in sports; scholarships are given to students who meet the specific athletic/ sports criteria

9. ADMINISTRATIVE SET UP

We KSRCE, strive to provide quality and affordable education to the rural of people of this region. This would require committed faculty members and efficient administrators at the helm of the affairs in to attain the quality at every level. Keeping this in mind, power has been delegated to various authorities in order to handle the problems and needs at the grass root level. We completely follow and adopt procedures mentioned in the quality education of administration which encourages decentralization of the powers and every activity at all levels is well documented. This helps the management to administer the college with efficient system and maintains transparency at all levels. All these were manifested for well-being of the students till they complete their course. The administrative hierarchy of the institution with perfect decentralization is given in Figure 1. Also, the Role and Responsibilities of the individual member is also given.
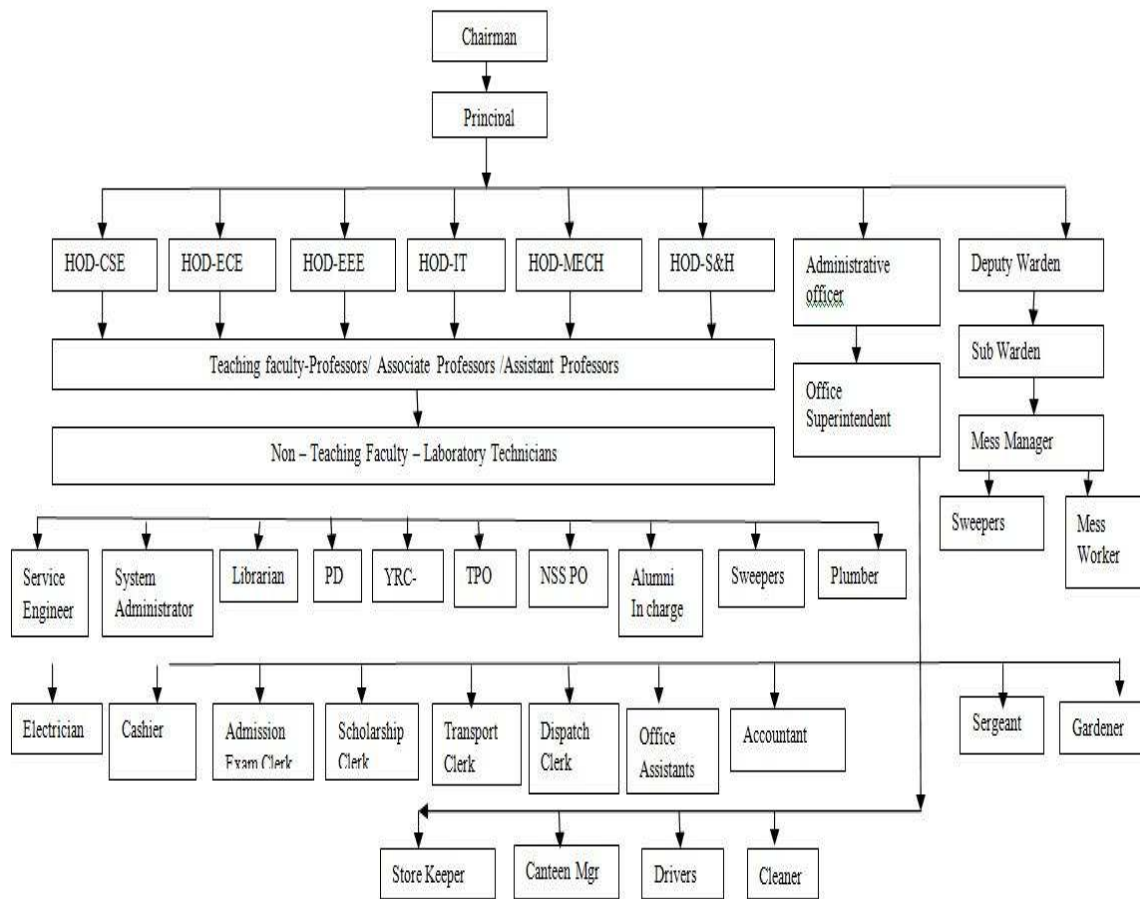
FIG-I ADMINISTRATIVE SETUP

9.1 Chairman

Responsibility & Authority

➢ As a management exemplary, the chairman assumes key role in the overall governance of the institution

➢ He is the supreme authority for the institution.

➢ Articulation of long-term policies by the Management.

➢ Overseer of policy implementation.

➢ Releasing funds according to the budgetary approvals and contingent cases on specific request.

➢ A constituent member of the Staff Selection Committee and approve all appointment and relieving orders.

➢ He is authorized to take decision on all college related activities.

- He is responsible for the conduct of Governing Council meeting and planning and monitoring committee meetings.
- Acquiring Endorsement of annual budget.

9.2 Principal

Responsibility & Authority

- Principal is an ex-official member of the governing council.
- Formulation of strategic planning for the expeditious implementation is the responsibility of the Principal.
- To ensure that the quality policy & objective is implemented and maintained.
- To define and approve the college Quality Objectives and to ensure that the policy is understood, implemented and maintained.
- He is authorized to take decision on all college related activities in consultation with Chairman.
- He assists the Chairman in the administrative activities.
- To approve Quality System Procedures, Quality System Manual and documents as Top Management.
- Responsible to explore the possibilities of introduction of new courses.
- Responsible for planning and implementing various welfare measures for faculty, staff and students.
- Principal is responsible for the conduct of all academic activities.
- To define the responsibility and authority of all teaching and non-teaching staff.
- To conduct HODs meeting periodically regarding the academic matters/monitoring.
- To motivate all the faculty & staff members and students for their better performance in all the domains.
- To define the Quality Objectives in line with the Quality Policy and monitoring it periodically.
- Initiate corrective measures to be carried out within the time limit.
- Respond positively to all queries on the operational effectiveness of the quality management system.
- To make everything available for certification and surveillance audits.
- To respond readily to all quality improvement programmes.

16

- Responsible for procurement activities for the various requirements of the Institution.
- Responsible for student admission as per the norms in consultation with Chairman.
- Working towards fulfilling the requirements to obtain NBA for all courses offered.
- To collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
- Adhering the norms of University, Director of Technical Education (DOTE) and All India Council for Technical Education (AICTE).
- Setting priorities for short term and long-term goals.
- Marching towards the Quality Policy, with prime importance to specific objectives, discipline and quality education.
- Training and appraising faculty members and managing curricular, co-curricular and extra-curricular activities.
- Standardize and Streamline all the procedures to implement Quality Management System.
- Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
- Appreciate the worthy task, by the students and staff synergy.
- To bring out the natural talents of students and sharpen them.
- Activate placement service for students.
- Delegate HOD to accord sanction and approval for specific requirements and documents.
- Conducting both internal and external examinations as a Chief Superintendent.
- Identify and recommend standardization of various activities through appropriate software and hardware.
- Monitor the continual improvement of QMS and Procedures.
- Identify and conduct of in house programmes for the value addition of faculties, staff and students.
- Warden of both boys' hostel and girls' hostel.

9.3 HoD

Responsibility & Authority

➢ Affiliating the activities of faculty and the supporting staff in the department towards

➢ Achieving the institutional goals and department objectives. Systematic, Planning and

➢ Supervision of overall activities with special reference to:

➢ Setting of time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.

➢ To make effort to fulfill departmental requirements like staff, equipments, books, class- rooms and other learning materials.

➢ Preparation and submission of annual departmental budget to the Principal.

➢ Installing laboratories, Up-keeping and improving the existing laboratories.

➢ Conducting departmental staff meetings periodically.

➢ Act as a facilitator, motivate high achievers and encourage slow learners.

➢ Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching category.

➢ Coordinate with the Principal in the administration of the College.

➢ Reporting to the Principal regularly regarding academic activities.

➢ Co-ordinate with the University in curriculum upgradation.

➢ Enroll faculty members in professional organizations.

➢ Allocate and share workload evenly among the faculty.

➢ Delegation and Decentralization of Staff and Power.

➢ Fix deadline for the assigned work.

➢ Conduct class committee meeting involving student representatives.

➢ Identify and organize counseling programmes for the students through the Student Counselor / Class in-charges.

➢ Equip the faculty and students for accessibility to the National and International resource materials

9.4 Professor/ Associate Professor/ Assistant Professor

Responsibility & Authority

➢ The responsibilities of Professor/ Associate Professor/ Assistant Professor are spelt out as follows:

➢ To co-ordinate with the head of the department in all academic and non- academic activities.

➢ Undertaking specific and special tasks assigned by the head of the department.

➢ Completion of Syllabus including practical.

➢ Close follow up of absenteeism.

➢ Answer script valuation and Mark statement submission as mentioned in the procedure.

➢ To act as invigilators and examiners during the conduct of examinations.

➢ To shoulder the responsibilities of the head of the department in his / her absence.

➢ Guiding students on specific task like educational tour, industrial visit, etc.

➢ Maintaining ethical standards both in and outside the campus on their part and students.

➢ Taking additional responsibilities like warden ship, timetable in-charge, Purchase In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.

➢ Attending FDP / Refresher Courses, Summer Schools, Winter Schools, and Seminar etc. to ensure that their knowledge level is enhanced continuously.

➢ To keep abreast of the state-of-art technologies in their field by utilizing journals in library.

➢ To grant leave for the students within his (or) her ambit.

➢ To grade individual performance and award internal marks.

➢ Maintains the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HoD.

➢ Ensures that all Laboratory programs, projects are planned and completed well in time.

➢ Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programme immediately.

- Faculty ensures that all the periodical tests and model examinations for theory and practical are held as shown in the calendar.
- Ensures that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- Ensures that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- Ensures that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university examination.
- Ensures that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- Ensures wherever necessary special classes are arranged and makes himself / herself available for the students seeking clarifications and to clear doubts.
- Faculty assists HoD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- Faculty assists in association meetings and assigned committees.

9.5 Class Advisor

Responsibility & Authority

- The responsibilities of Class Advisor are spelt out as follows:
- Class Advisor takes the responsibility of the class.
- Class Advisor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- Class Advisor works as a liaison officer or person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- Class Advisor keep constant touch with the members of faculty regarding discipline and academic program of the students.
- Class Advisor ensures that the results of the periodical tests, model examination and University examination are collected with analysis and acts on that by conveying to HoDs, Principal and parents.

9.6 Student Mentor

Responsibility & Authority

The responsibilities of Student Mentor are spelt out as follows:

➢ Each Student Mentor takes the responsibility of maximum no. Of 20-30 students.

➢ Student Mentor advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.

➢ In carrying out the counselling process the Student Mentor establishes a system of consultation with the HoD and other connected faculty members and update the relevant information and requirements of his / her students.

➢ Student Mentor keeps constant touch with the members of faculty regarding discipline and academic program of the students.

➢ Student Mentor counsels the students in respect of university examination and guides them for successful performance.

➢ Student Mentor helps in spotting of talents among students, direct them to various activities and monitors their performance and progress.

➢ Student Mentor is expected to keep his / her own counselling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counselling in achieving overall improvement of student performance and development.

9.7 Laboratory In-Charges

Responsibility & Authority

➢ Responsible for monitoring the operations and maintenance of Lab. equipments.

➢ Responsible for assisting and purchase of lab. Equipments.

➢ Responsible to take necessary steps to replace the worn-out equipments.

➢ Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

9.8 Librarian

Responsibility & Authority

➢ To achieve optimum efficiency of Library resources.

➢ Collection and Processing of indent from various departments.

➢ Procurement and Maintenance of books, journals.

➢ Overall supervision of Library activities

> Protecting important volumes, records and discard of the obsolete.

> Ensure the modern trend in updating the library.

> Ensure the user satisfaction by collecting the feedback and by personal enquiry.

9.9 Assistant Librarian

Responsibility & Authority

> Assisting the Librarian in all types of work.

> Maintaining silence during library working hours

> Keeping of all files and registers.

> Preparation of consolidated monthly reports of the usage like issues returns and entry registers.

> Responsible for issue, returns and renewal of books and journals

9.10 Library Assistant

Responsibility & Authority

> Automation entry

> Maintenance of digital library systems, CD, DVD Floppies.

> Issue and returns of CD, DVD

> Keeping digital library files and registers.

> Preparation of consolidated monthly reports of the usage

9.11 Library Office Assistant

Responsibility & Authority

> Responsible for the arrangement of book in racks.

> Responsible for taking Xerox and maintaining the bill books.

> Responsible for the Cleanliness of the library.

9.12 Training and Placement Officer (TPO)

Responsibility & Authority

> Identifying the training needs of students in II,III and IV year by obtaining one-page response sheet from them

> Identify and arrange for internal/external resource persons according to the need

> Arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD

> Organise periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HDs/alumni

- Arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training
- Organising interaction with alumni and current students.
- Organizing and conducting On/Off campus interviews and maintaining records for the placement of students

9.13 Physical Director (PD)

Responsibility & Authority

- Budgeting for the Year-regarding sports activities.
- Undertaking State Level tournaments and conducting them successfully.
- Attending Physical Directors' Meeting.
- Participating in advanced training programmes.
- Inculcating a strong code of discipline in sports among the students.
- Developing inter-personal relationship with various departments.
- Select Participants for the competing team at the College level tournaments.
- Arranging coaching camps and friendly matches for the Players.
- To insist mandatory practice for the team players.

9.14 Marker

Responsibility & Authority

- Assisting P.D in the sports activities

9.15 NSS Programme Officer

Responsibility & Authority

- Conducting NSS programme as per plan and submitting report

9.16 Deputy Warden (Boys & Girls)

Responsibility & Authority

- Assist the Warden in his duties.
- Supervise the discipline of students during study hour, silence hour and in dining hall
- Admission of students and allocation of living rooms through lot system.
- Creation of homely atmosphere inside the hostel.
- Coordinating the activities of the sub-wardens.
- Ensuring prompt housekeeping.

- Health Care and Welfare activities for the inmates.
- Adhering the rules and regulations of hostel indiscriminately.
- Conduct Hostel Representative meeting to discuss relevant issues every month second Wednesday.
- Grant permission, leave to stay inside (or) to go outside the hostel campus.
- Ensure approved remedial measures for defaulting students.

9.17 Mess Manager (Hostel)

Responsibility & Authority

- In-charge of the kitchen store-room
- Maintaining hostel account and records.
- Purchase of quality food materials at competitive prices.
- Responsible for distributing the cooking materials to mess workers
- Preparation of bills and passing them for payment.
- Verifying Carpentry, electrical work in the hostel.
- Responsible for Water facilities.
- Supervising the dining hall during breakfast, lunch and dinner.
- Preparation of mess bill.
- Supervising the mess workers and sweepers.
- Supervising the cleanliness in and around the hostel.

9.18 Mess Workers

Responsibility & Authority

- Preparing and serving food for the student and staff in the hostel
- Preventive maintenance of kitchen equipment.
- Maintaining housekeeping of the dining hall

9.19 Administrative Officer

Responsibility & Authority

- Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
- Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE & AU)
- Keep all related documents of AICTE & Anna University

- Assist the Principal to conduct staff Interviews, keeping the all received applications, preparation of appointment orders, receiving the joining reports from recruited staff.
- Preparation and submission of promotion and salary fixation to Correspondent as per the qualification and experience of staff members in consultation with Principal.
- To assist the Correspondent and Principal in student admission process.(Fresh Admissions , Lateral Admissions , Transfer Admissions , Re-admissions)
- Keep Staff original Certificates and other achievement certificates etc.,
- Maintain Staff Service Registers, File (SR) and Staff disciplinary action files.
- Prepare Staff recruitment advertisements for publishing in dailies.
- Keep the records of relieved staff members.
- Keep all documents of Govt of Tamilnadu , AICTE , Anna Universities , DOTE and others.(Related to staff , students , admissions , fees collections , ragging and others).
- Keep all the legal records of Staff, Students, Suppliers and Others.
- Keep all original deeds and documents under safe custody. (MOUs, Land Documents, Receipts of Taxes paid, Building plans, Staff Bonds, and others)
- The maintenance of records and files related to all admissions. (Nominal Roll , Discontinued students details , shortage of attendance , long absentees , students medical leave and others)
- the issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- Supervision of all Examination works. (Internal Exams , Model Exams and University Examinations-theory and practical , collecting questions papers for printing, issuing question papers to concern department)
- Maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.
- Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement, Route Arrangement, Diesel Bills, Bata Register and others), and despatch registers. (Inward , Outward and Local tapals, distribution of the tapals to concern departments or in charges)
- Maintenance of all leave files and registers (Casual Leave , permission , late , On Duty , Vacation , Medical Leave , Maternity Leave), all attendance registers (Faculties , Non Teaching Staff , Administrative Staff , Hostel and Canteen Staff)

25

- Maintenance of Telephones , Xerox Machines , Fax Machines , Computers , Printers , Cash Counting Machine, Stationeries stock.
- Maintenance of Key movements (All departments and class rooms), furniture conditions, Supervision of Bell timings.
- Supervision all office automation works.
- The implementation of ISO 9001:2000 QMS standard requirements in office.
- Identification of training needs of the office staff.
- Execution all other works assigned by the Correspondent and Principal from time to time.

9.20 Office Superintendent

Responsibility & Authority

- To act as Administrative Officer in the absence of the Administrative Officer.
- To assist Administrative Officer in all his day to day activities.

9.21 Accountant

Responsibility & Authority

- Responsible for the following activities in consultation with the Office Superintendent:
- Writing & maintaining accounts, cash books / ledgers
- Preparation of monthly accounts including writing of cash books, journals
- Verifying of bills prepared
- Preparation & consolidation of budgets
- Cash collection
- Supervision of challan writing and remittance to bank
- Supervision of postal accounts
- Preparation of daily receipts &challans and submission of associated details along with remittance details to Principal for scrutiny
- Verification of cheques & bills
- Writing daily collection register for college accounts, hostel etc,.
- Writing demand draft register, money value register
- Preparation of audit reports & replies
- Responsible of keeping the following in safe custody
- Bill books / receipt books
- Files

- ➢ Registers
- ➢ Cash books
- ➢ Ledgers
- ➢ Vouchers
- ➢ Cheque books / pass books
- ➢ Bank challans
- ➢ Fixed deposit certificates
- ➢ Other important office documents
- ➢ Preparation of salary reports
- ➢ Preparation of acquaintance and getting of signatures
- ➢ Attending to the subject of income tax.
- ➢ Writing Caution deposit register

9.22 Cashier

Responsibility & Authority

- ➢ Collection of all types of fees.
- ➢ Writing challan and remittance to bank.

9.23 Admission and Exam Clerk

Responsibility & Authority

- ➢ Keeping custody of all original certificates
- ➢ Closing of daily attendance.
- ➢ Writing Application form register.

9.24 Scholarship Clerk

Responsibility & Authority

- ➢ Responsible of keeping the following in safe custody
- ➢ Scholarship forms
- ➢ Distribution and collection of Scholarship forms
- ➢ Preparing the forms ready.

9.25 Transport Clerk

Responsibility & Authority

- ➢ Preparation of students list of boarding the vehicle.
- ➢ Preparation of "fees paid students" list.
- ➢ Maintaining the details of Drivers/Conductors up-to-date.
- ➢ Keeping the relevant documents related to the vehicles, in safe custody.

9.26 Despatch Clerk

 Responsibility & Authority

➢ Making entry to all letters received.

➢ Sending the letters to the concerned persons for verification and information.

➢ Keeping the relevant records in safe custody.

9.27 Office Assistant

Responsibility & Authority

➢ Communicating all the office correspondence to respective department staff.

9.28 Driver / Conductor

Responsibility & Authority

➢ Responsible to maintain all transport vehicles in good condition.

➢ Attending to work related to issue of bus pass

9.29 Transport In- Charge

Responsibility & Authority

➢ Sanctioning of leave to drivers and conductors.

➢ Maintaining files for the leave letters of the drivers and conductors.

➢ Supervision of daily maintenance of vehicles (tinkering, greasing, air check-up etc.,)

➢ Verification of diesel bills, workshop bills of vehicles.

➢ Arranging Eye Check-ups periodically (Once in a semester) for drivers

9.30 Electrician / Plumber

Responsibility & Authority

➢ Responsible for the maintenance of building and general equipments.

9.31 Gardener

Responsibility & Authority

➢ Responsible for filling water in all tanks of the college campus.

➢ Responsible for watering the garden/construction works in the college campus.

➢ Helping in the food supply during peak hours in the boys hostel.

9.32 Sweepers

Responsibility & Authority

➢ Responsible for the house keeping of campus and buildings.

➢ Responsible for opening and closing of class rooms daily.

➢ Responsible for depositing the keys in the office every day.

➢ Responsible for depositing the lost and found articles in the Office every day.

- Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.
- Responsible for the respective wings windows, doors, roof, benches etc., cleaning every week.
- Responsible for doing the works assigned during functions and programmes in the Seminar hall.
- Responsible for distributing the parcels and bundles to the Departments as a team.
- Responsible for washing the canteen every week Saturday.

9.31 Sergeant

Responsibility & Authority

- Supervision of construction works

10. TEACHER CENTRIC POLICY

10.1 Faculty / Staff Recruitment Procedure

- The Chairman / Vice-Chairman of the KSR Educational & Charitable Trust shall be the appointing authority for the post ofPrincipal of KSRCE. All other staff of KSRCE will be appointed by the Principal on behalf of the Board of Trustees with the approval of the Chairman and to be ratified by the Governing Body (GB).
- Need based assessment of manpower is prepared at the department level by H.O.Ds which are scrutinized and finalized by the Principal.
- The consolidated manpower requirement, is then sent to Management for approval
- An Ad hoc Selection Committee is constituted comprising normally all the Heads of the Department with the Principal as the Chairman of the committee.
- The Selection Committee prepares a job specification for each position.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants
- The Staff Selection Committees comprising of the External expert, the H.O.D and the Principal conduct the interviews. Selected candidates are recommended for appointment

- The appointment is made after due approval from the Management through the Principal
- The Chairman / CEO/ Principal or any authorized person will release an Offer of appointment indicating pay package and service rules.
- AICTE pay scales are implemented. Deserving candidates are offered higher pay

10.2. Joining Procedure

- Faculty / Staff is instructed to submit Joining Report and submit a few documents such as Address proof, ID Proof, Age proof, Education proof, relieving and experience certificate from the previous working Institution / Company and photograph.
- Also, they are instructed to give the details such as marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. to keep it in office records.
- They are instructed to open a Savings Bank Account to receive salary from Bank.
- Their education and experience details are verified
- Official faculty id is created for individual staff to have official communication.
- They are instructed to register their details in the database of Central Library.

10.3. Employee Service Policy

- The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

10.4 Service Conditions

- The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.
- All appointments shall ordinarily be made on probation for a period of one year.
- The Faculty member is treated as "Regular" on completion of one year service.

10.5 Faculty Salary and Increment

- Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / UGC / Government of Tamil Nadu.
- Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on the self-appraisal and the recommendations of HoDs / section Heads.

- Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms.
- Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.
- On successful completion of Ph.D. an ad-hoc additional allowance shall be paid. Such of that Faculty must continue their Research and publish Research articles in Q1, Q2, Q3 & Q4 journals. They have to get Supervisor Recognition from the University and take research scholars for promoting research activities. If no progress is shown within 2 years, the additional ad-hoc allowance will be withdrawn.

10.6 Disbursement of Salary

- Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct.
- As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective SB accounts.
- In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

10.7 Induction Policy

- Orientation of the individual to the culture, values and systems of the organization is very important. All full time staff members undergo a through induction process which spans for a ten day period from their date of joining anchored by the institution.
- The topic covered is organizational values, culture, code, programs and administrative systems by following the induction guidelines and process. An updated policy and procedure manual containing the current rules and regulations will be handed to the people on joining to read and an undertaking that they have read and understood the rules will be obtained.

10.8 Promotion Policy

- As per AICTE/UGC/University norms an Assistant Professor is elevated to Associate Professor after a satisfactory performance, experience and qualification prescribed from time-to-time. An Assistant Professor may be promoted to Associate Professor subject to their Experience in years with Ph.D.

- However, to encourage the faculty and their performance the institution adapts 3 levels in the Assistant Professor category.

  Level 3   – Entry level - Initial 3 years

  Level 2   – Selection level- Next 2 years

  Level 1   – Senior level - Next 3 years before moving on to Associate Professor.

- Faculty who completes 5 years of experience in KSRCE, may be designated as Senior Assistant Professor (Level 1 – Senior Level) in the same scale of pay of Assistant Professor with a notional increment subject to their performance.

- To move from one level to the other the performance in-terms of their quality and self-appraisal (Teaching & Learning, Self-Development, Research & Development and Involvement in the Institution activities) shall be taken into account.

- To move from associate professor to professor AICTE / UGC / University norms will be followed subject to the satisfactory performance and self-appraisal evaluation.

- For administrative staff the promotion will be based on the experience and performance. Suitable capacity building opportunities will be provided for them. Upon successful completion, cadre change and other possibilities are made possible.

10.8 Redeployment / Transfer

KSRCE enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the institution. Transfers may be effected in any of the following manners:

- From One Institution to another institution or within an institution
- From one department to another department or within an office
- From one post/office to another post/office

10.9 Faculty Resignation

- Resignation will not be accepted in the middle of the academic year.
- No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months salary on either side needs to be paid in lieu of such notice.
- One month notice is to be served or one month salary on either side needs to be paid in lieu of such notice for Non Teaching staff.

- In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.

- The employees of the Institution should get the No-Due Certificate duly signed by the authority mentioned in the NoC prescribed by the Institution as annexed. Only after submitting the NoC ,the relieving orders will be issued.

10.10 Termination

- The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

10.11 Death

- In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

10.12 Superannuation and Re-Employment

- The age of superannuation of teachers would be 60 years and thereafter no extension of services shall be granted. Faculty/Staff members who attain superannuation shall get relieved from the position. At the time of retirement, the employee shall apply for PF contribution and get their terminal benefits as per the rules of the Institution.

- However the institute may re-employ the superannuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, if needed.

- Re-employment of such senior Faculty/Staff may be considered based on the need and their contribution for growth of the Institution during their regular tenure. On re-employment they will get a consolidated pay as decided by the management.

- The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and

whose age of superannuation will be 60 years. However there is no provision for re-employment of such category of staff.

11. EMPLOYEE BENEFIT POLICY

11.1 Employees Provident Fund (EPF)

➢ The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will also make a matching contribution.

➢ KSRCE is committed to comply with statutory provisions of Employees Provident Fund Deduction and this will be made from the salary of employees as per the provisions of EPF act and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act.

➢ Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

11.2 Accident Insurance Scheme

➢ All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to Rs 1,00,000 can be claimed for Faculty & Staff members' and students' treatment and hospital expenses.

➢ In case of student's / his father's accidental death, Rs 3,00,000 will be covered from our Group Insurance to provide Economical support to the family. In case of Faculty / Staff members' accidental death   Rs 5,00,000 will be covered from our Group Insurance to provide Economical support to his / her Family.

11.3 Pay Advance

➢ KSRCE discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval of the Chairman on the recommendations of Principal.

➢ Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments.

- The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

11.4 Quality Improvement Programme (QIP)

- Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

11.5 Incentives and Awards

- Incentives are offered to faculty members who excel in academics.
- Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- Based on their performance in that academic year, they are suitably rewarded and honored.
- Incentives are given based on Institutional Norms.
- Sabbatical: As Per Institution norms.
- Research & Innovation Promotion Policy : As Per Institution norms.

12. EMPLOYEE LEAVE BENEFITS AND RULES

- The leave rules for faculty and staff are circulated for information of all concerned.
- The members of faculty and staff are informed to strictly adhere to these rules.

12.1 Casual Leave (CL)

- Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per academic year. In case of emergency, they can opt for 3 days of CL continuously.
- The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- Holidays interposed between CLs will be taken as CL.
- No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7days.
- If it exceeds 7 days all the general holidays or ODs will be considered as CL.

12.2 Phone Casual Leave (PCL)

➢ The number of phone casual Leave, in case of genuine reasons or emergency, per semester is 2 out of 12 Casual Leaves (4 per year).

➢ PCL more than 2 per semester will be considered as loss of pay.

12.3 Medical Leave

➢ The number of medical leave, in case of any medical treatment, per year is 8 days.

12.4 Maternity Leave (MAL)

➢ As per the latest amendment in the maternity benefit act 1961, every female employee is eligible to get maternity leaves of 6 months.

➢ Every female employee will get 26 weeks of maternity leave for the first two children, after that it will be 12 weeks.

➢ Female employees can avail 8 weeks maternity leave before the expected delivery date and remaining 18 weeks maternity leave will be given after delivery date.

➢ Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.

➢ A female employee shall be eligible for 6 months Maternity Leave with half pay in case of delivery.

➢ A female employee who has been on maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

➢ A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave. In case of any violation of bond, she has to repay the salary received during the maternity leave.

12.5 Paternity Leave (PL)

➢ All eligible male faculty and staff members of KSRCE will be entitled to continuous one week of paid paternity leave. This provision is applicable for up to two children.

12.5 Compensatory Leave (CCL)

➢ Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

➢ This leave must be used within 3 months of the date of work. Fractional CCL will not be granted. Remunerative work is excluded from this provision.

12.6 Late attendance

➤ Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)

➤ LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

12.7 Permission

➤ The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

12.8 Exam On Duty (EOD)

➤ Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.

➤ Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.

➤ Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.

➤ Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.

➤ External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.

➤ Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

12.9 Other On Duty Related to Academic Work (OOD)

The number ofOther On Duty per semester is 5 days.The OOD may be availed for the academic related works.

➤ Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.

➤ Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.

➤ Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE,CSI, IEI etc.

- ➢ Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.
- ➢ Writing University Examinations for B.E / M.E pursuing Staff Members.
- ➢ Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

12.10 Special On Duty (SOD)

- ➢ Attending sponsored programmes like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.
- ➢ Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.
- ➢ Accompanying Students for industrial visits / Placements / Competitions.

   Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.

12.11 Vacation Leave (VL)

12.11.1 Winter Vacation

- ❖ Faculty members who have completed 1 year of experience in our institution and who undertake to continue in service for the next academic year are eligible for VL of about 1 week.
- ❖ In case of any emergency vacation leave can be availed prior without affecting regular academic works.
- ❖ Un-used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Principal.
- ❖ For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.
- ❖ A faculty/ staff will not be eligible for CL, a day before or after the Vacation Leave.

12.11.2 Summer Vacation

➢ Faculty members who have completed 1 year of experience in our institution and who undertake to continue in service for the next academic year are eligible for VL of about 3 weeks.

➢ Faculty members who have less than 1 year of experience in our institution are eligible for VL of about 2 days per month of service during summer.

➢ Non-teaching staff members who have completed 1 year of experience in our institution are eligible for VL of 2 weeks.

➢ Non-teaching staff members who have less than 1 year of experience in our institution are eligible for VL of about 1day per month of service.

12.12. Gratuity: As Per Institutional Norms

13. Administrative Procedures

13.1   Personnel Records

The basic information of staff will be collected and maintained by PA to Head of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for a position in the institution; call letter; appointment order; the photo copies of the certificates in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution and received from other relevant organizations.

13.2 Working days and timings

➢ The College Functions from Monday to Saturday every week except 2nd & 4th Saturday.

➢ The College working hours is from 9.00 AM to 4.00 PM for Faculty and Staff members.

➢ The Class timings are between 9.00 AM and 12.35 PM in the FN session. The Lunch break is from 12.35 PM to 1.30 PM. AN session is between 1.30 PM and 4.00 PM.

13.3 Maintenance of Attendance

➢ Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.

- All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.

14. STANDARDS OF CONDUCT OF COLLEGE TEACHERS

- Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)
- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.
- Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conductive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lesions so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.

40

- Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.

- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her collegeaues and students.

- Every teacher shall help the college authorities in enforcing and maintaining discipline among students

- No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.

- Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.

- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.

- No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.

- No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.

- No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.

- No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.

- No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in

any communication to the press, make any statement or public utterance or express an opinion.

- Which is in the nature of character assassination reflection on the personal life of his / her superiors
- Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters

➢ No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.

➢ No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.

➢ No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term "trifling value" shall be the same as laid down in the Government servants conduct Rules.

➢ No teacher shall speculate in any business nor shall make or permit his wife / her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.

➢ No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.

➢ A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action,

which may lend to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.

➤ A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.

14.1 Disciplinary action

➤ All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself

➤ Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal

➤ An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.

➤ As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

o Censure
o Withholding increments/promotion
o Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
o Suspension
o Removal from service

Grievance Cell

Grievance cells are constituted at department level by the HoD concern and at institution level by the Principal to looking into the grievance of the employees and redress them.

15. STUDENT CENTRIC POLICY

➢ The college gives utmost priority for discipline and every one (students and staff members), are bound to follow the Rules and Regulations of the College and maintain strict discipline.

➢ Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to behave genuinely in order to bring a good name for the college wherever they are.

➢ A minimum of 75% attendance is expected in each semester necessarily to enable a student perform better in the University examinations.

➢ Students who absent themselves without permission will be deemed to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only on production of medical certificate and letter from parent.

➢ Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.

➢ Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.

➢ Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.

➢ Students should actively involve in organizing various functions, events, etc., to develop leadership skills.

➢ In case of genuine reasons and unavoidable situations, students shall avail 10 days permitted leave per Semester. If they are absent for more than 10 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.

➢ Each student shall avail On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.

➢ During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.

➢ From the safety point of view, all students are instructed to travel only in college buses.

➢ All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

15.1 Rules and Regulations for Students

➢ All students should be inside the College campus before 8.50 am on all working days.

➢ Students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.

➢ All Students should come to the classes in neat and formal dress. They should be in uniform (lab coats) during practical classes.

➢ Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop, etc., and involve in learning.

➢ Every student should bring separate notebook for each theory subject and observation notebooks and records to the Laboratory classes regularly as per the Time Table.

➢ Students are advised to switch off fans and lights when they leave the class rooms.

➢ Students should sign in the Log-in Register, submit the record and go to the allotted work Table / Equipment during each practical session.

➢ Students should use the full time allotted for each practical session. They should learn the experiments, answer viva-voce questions and get the observation notes signed by the faculty members. They should not leave the Laboratory until they complete the experiment.

➢ Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes.

➢ Students should not indulge in damaging or destroying the College property.

➢ Students are advised not to bring any valuable items to the college. They should take care of their belongings.

- Celebrating birthdays / functions and any other such events on the campus are prohibited. If needed, students can celebrate by getting prior permission from their respective Head of Department.
- Ragging is strictly banned everywhere both inside and outside the campus. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
- Ragging, consuming alcohol and smoking are strictly prohibited in the hostel and college campus.
- Each student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations.
- Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test/Model Examination otherwise he/she must attend Retest/Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their parents for meeting the HoD to discuss the reasons for failure and to explore the means of improvement.
- Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice will be liable to undergo punishment as per College and University regulations.
- Students who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.
- Students are expected to maintain high standards of behavior and discipline both within and outside the college.
- To advance to the next semester, students must consistently improve their performance in both Internals and End Semester exams.
- Students must adhere to the College's disciplinary policies. Violations shall be dealt with in the manner that the Principal sees fit, and her/his decision will be final.
- Students must obtain permission from the lecturer before entering or leaving the classroom.
- The class mentor and HoDs monitor students' attendance, progress, and conduct regular attendance, indifference in regard to classwork and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful

damage to College property, anti-social activities, etc are liable for disciplinary action which includes expulsion from the College.

➢ Attendance to the College functions like association meetings, College assembly, seminars, group discussions, Industrial visits, Viva Voce, etc is obligatory to all students.

➢ Without the permission of the Principal students shall not organize any activities or associate with any outside group concerned with the College.

➢ No meeting shall be convened, no outside person shall be invited, no publication shall be issued and no canvassing and mobilizing of the students for any particular purpose shall be made without the permission of the Principal.

➢ The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.

➢ Latecomers can enter the class only if permitted by the lecturer. They may be marked present by him/her at the end of an hour only if there is sufficient reason for being late.

➢ During class hours the permission of the lecturer is needed to move from one seat to another or to leave the room.

➢ Books, Magazines, Newspapers, Pagers, etc not approved by the Principal are not allowed to be brought to the College.

➢ Every student should possess an identity card issued by the College which should be produced whenever asked for especially when dealing with the office.

15.2 Disciplinary Policy Manual for Students

➢ K.S.R. College of Engineering (KSRCE) is a centre of higher learning and exemplary professional conduct to lead and to use technology for the progress of mankind, adopting themselves to changing technological environment with the highest ethicalvalues.

➢ The code of student conduct is established to foster and protect the missions of the college, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. It is necessary that the College should cultivate higher values of honesty, integrity, responsibility,

mutual respect for persons and property, respect for human rights among its students.

➢ For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the College's main purpose and core values.

15.3 Awards and Rewards

➢ Best Outgoing Student Award
➢ Best Project Award
➢ Best Innovator Award
➢ Class Topper Award
➢ College Topper Award
➢ Best Library User Award
➢ 100% Attendance Achiever Award
➢ Reward for University Rank Holders

16. GENERAL RULES AND REGULATIONS

➢ All students should be inside the College campus before 8.50 am on all working days.

➢ Students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.

➢ All Students should come to the classes in neat and formal dress. They should be in uniform (lab coats) during practical classes.

➢ Students should stand up as a mark of respect when a faculty member enters the classroom.

➢ Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop / Library, etc., and involve in learning.

➢ Every student should bring separate notebook for each theory subject and observation notebooks & records to the Laboratory classes regularly as per the Timetable.

➢ Students should sign in the Log-in Register, submit the record and go to the allotted Work Table / Equipment during each practical session.

- Students should use the full time allotted for each practical session. They should learn the experiments, answer the viva-voce questions and get the observation notes signed by the faculty member(s). They should not leave the Laboratory until they complete the experiment.

- Students should write the Practical Record for the Experiment done in a particular class and submit it in the next practical class. Students who do not submit the record note in time will not be allowed to do the next experiment and will not be given attendance for that laboratory class. However, in case of any genuine reason they shall get prior permission from the faculty members for extension of the date of submission.

- Students should bring their own calculators, drawing instruments, charts, data handbook, etc., whenever needed.

- Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Classroom / Laboratory.

- Students should not indulge in damaging or destroying the College property.

- Students are advised not to bring any valuable items to the college. They are the whole responsible to take care of their belongings.

- Using Mobile, Walkman, Camera, etc., inside the College campus is strictly prohibited.

- Celebrating birthdays and any other such events on the campus are strictly prohibited.

- Students should be polite, dignified, neat and obedient. They should not argue with staff members.

- Ragging is strictly banned everywhere both inside and outside the campus. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.

- Each student is expected to possess 100% attendance by attending all classes and writing all Tests and Examinations.

- Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test / Model Examination by securing 60% of marks otherwise he/she must attend Retest / Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their

parents for meeting the respective HOD to discuss the reasons for failure and to explore the means of improvement.

➢ Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice, they will be liable to undergo punishment as per College and University regulations.

➢ Student(s) who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.

➢ Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.

➢ Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.

➢ Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.

➢ Students should actively involve in organizing various functions, events, etc., to develop leadership skills.

➢ In case of genuine reasons and unavoidable situations, Students shall avail 4 days permitted leave per Semester. If they are absent for more than 4 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.

➢ Each student shall avail 'n' number of On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.

➢ During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.

➢ From the safety point of view, all students are instructed to travel only in Buses.

➢ All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

17. HOSTEL POLICY

17.1 Admission

➢ Admission to the hostel should be requisitioned in the "Hostel Application" form only.

➢ When a student gets admitted to the college, it does not mean that he is automatically eligible to get admission to the hostel too.

➢ Before admission, each student has to pay admission fees, mess fees, room rent and other charges as stated by the Management.

➢ Admission and continuous stay in the hostel depends on the good behaviour and conduct.

17.2 Wake-up

➢ Students are expected to wake up early in the morning, arrange their beds neatly and do the morning routine.

➢ Students who are sick and unable to attend college must report to the Warden before breakfast.

➢ Students should report for Breakfast, Lunch and Dinner at the prescribed timing.

17.3 Study hour

➢ Study Hours : 8:30 pm to 10: 30 pm

➢ Silence is to be maintained during study hours.

➢ Study hours are to be sincerely followed by all inmates of hostel.

➢ Walking around, sleeping, hearing music, using cell phones, reading of novels or magazines, using laptops, etc. during the study hours will not be allowed.

➢ The room doors should be kept open during study hours.

➢ No student is allowed to forego the study hours without the permission of the Warden.

17.4 Behavior / Conduct

➢ Groupism amongst the hostel students is strictly forbidden.

➢ Before a student leaves his room, he must ensure that all electrical appliances are switched off and the room is locked. If not, the inmate of the room will be fined.

➢ The student who violates the study hours and disturbs the other students will be instructed to vacate the hostel.

- To maintain an environment which promotes its educational mission, the college expects the hostel inmates to respect their fellow inmates and protect their property.
- Possession of narcotic materials, pornographic posters in any form (either hard or soft copies) will call for expulsion of the inmate from the hostel and he will be handed over to the police immediately.
- All students must follow the return time to the hostel as notified viz., 6.00 pm.

17.5 Leave and Permission Regulation

- Inmates will be allowed to go home once in a month only if parents give written requisition or through phone stating the reason, duration of stay, name of the person accompanying the trip or travel etc. The inmates will be permitted to go home only for valid reasons. The parents should apply to the Warden directly for permission to send their son home. After returning from his trip, the student should make entry about his return in the access control system.
- Students are not allowed to stay in the hostel during class hours unless the stay is unavoidable due to illness or any valid reasons. In such cases, the concerned student should take the permission of the Warden and communicate his absence in writing to Class Advisor/Tutor.
- The students are not permitted to go to their guardian's house for overnight stay unless there is a specific written requisition from parents.
- Students are permitted to go out during weekends and other holidays with prior permission from the Warden only for a maximum duration of 5 hours based on requisition from their parents in writing or through phone.
- Hostel students who want to travel in the college bus during weekend holidays, have to get prior permission from the Warden.

17.6 Ragging

- The inmates should treat others as their fellow brothers irrespective of their caste, creed and religion. Ragging in any form is strictly prohibited in the college campus as well as in the hostel. Ragging is a criminal offence under the law.

> Any student found involved in ragging/hurting other students by word or deed will be expelled from the hostel and the college and will be handed over to the police without any enquiry.

17.7 Meals

> Every inmate must abide by the mess timing applicable in his hostel and must be present in the mess hall in proper dress code

Mess Timings

	On Working Days	On Holidays
Breakfast	7.30 am to 8.45 am	8.00 am to 9.30 am
Lunch	12.30 pm to 1.30 pm	12.30 pm to 2.00 pm
Dinner	7.30 pm to 8.30 pm	7.30 pm to 9.00 pm

17.8 Room Cleanliness

> Inmates are expected to keep their room neat and clean. The Principal, Warden and Tutors will inspect the rooms.

17.9 General Rules and Regulations of Hostellers

> Rooms once allotted for the academic year are not interchangeable without permission of the Warden.

> Inmates should not tamper with any of the electrical and other permanent fittings in the rooms. Any loss or damage to them shall be recovered from the inmates concerned. Use of personal electrical appliances without permission will lead to expulsion of the students from the hostel.

> As far as loss or damage of electrical and other fittings which are common to all the students of a block are concerned, such cost will be recovered on collective basis from all inmates of that block.

> Students should not arrange any function or meeting within the hostel, without getting prior permission of the Warden.

> Any student who is removed from the college will automatically cease to be an inmate of the hostel.

> No students should stay away from the hostel on any day without the prior permission of the Warden.

- No outsiders or students other than the inmates should be found inside the hostel. If any unauthorized person is found inside the hostel, action will be taken against the inmate in whose room the person is found and that inmate will be expelled from the hostel.
- Students should not paste any posters/pictures etc. on the walls, doors, windows and shelves. Cut outs should not be placed or brought inside the hostel.
- When the students go out of their room during nights for fairly long intervals they should switch off the electrical appliances in the room.
- Students should not keep large amounts of cash or costly items like mobile phone, camera, electrical gadgets, gold chains, rings etc. in their rooms. Complaints about loss or theft about such costly items are discouraged.
- Students should not keep two wheelers or cars in the hostel premises.
- Personal audio systems, computers and other electrical appliances shall be used only with prior permission from the Warden. Terms and conditions for the use of such appliances will be stipulated from time to time
- Students consuming alcohol, smoking and cutting birthday cake, causing disturbance to others will be expelled from the Hostel.

18. COLLEGE TRANSPORT POLICY

- The college shuttles more than 130 free buses for the benefit of the students from the districts– Namakkal, Erode, Salem, Karur and Tirupur. It gives a platform for the rural students to get quality education.
- All the faculty members, staff members and students can use the college buses with free of cost.
- Anyone can board at any place as per their schedule and can get off at any place.
- Strict discipline is expected from the students while using the college transport facility.
- Any misbehavior or damages will lead to the severe punishment and cancellation of transport facility to the student concerned without accepting any kind of apologies.

> ➢ Students who are staying in the hostel can utilize the transport facility when they go to their hometown.

18.1.DO's and DON'Ts on the Bus

> ➢ All Students must carry a valid ID card to travel on the bus.
>
> ➢ Avoid shouting or making loud noises that could distract the driver.
>
> ➢ Keep your head and hands inside the bus at all times.
>
> ➢ Reserving seats for others is strictly prohibited.
>
> ➢ Do not sit or stand on the stairs while the bus is moving.
>
> ➢ Keep cell phone volume low and use head phones; speakers are not allowed.
>
> ➢ Any damage to the bus or its property is strictly for bidden.
>
> ➢ Abusive language or shouting is not permitted while traveling.
>
> ➢ Students are responsible for their own belongings.
>
> ➢ Any issues should be addressed through bus coordinators or management, not with the driver.
>
> ➢ Board and exit only at designated stops on the approved route.
>
> ➢ Prohibited item sand illegal activities are banned.
>
> ➢ Only those with administrative permission may travel. Passed out students are not allowed.
>
> ➢ Bags must be kept in the luggage Carrier.
>
> ➢ These rules aim to ensure a safe and respectful environment for everyone on the bus.

19. ANTI-RAGGING POLICY

Anti-Ragging Committee has been constituted as per the guidelines of UGC, AICTE and the University to handle issues related to ragging. Banners on ragging have been displayed around the campus, clearly stating the activities which are considered as ragging and punishments prescribed by the law for such activities. Affidavits, as per the direction from the Government and Anti-ragging undertaking are collected from all the students and their parents.

In the beginning of every academic year, instructions are given to all the students not to involve in ragging and since circulars containing warning by the government are displayed at places to attract the attention of students, no incident of ragging has been reported so far either in the campus or in hostels.

CCTV cameras are installed at various locations in the college as per the Government regulations to monitor the activities.

19.1 Anti-Ragging Policy Manual for students

The Anti-Ragging Policy Document is prepared to make all students of K.S.R College of Engineering aware of rules and regulations of the institute. The policy is effective from July, 2013. It is expected that all the students strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

19.2 Important Instructions About Ragging

The Hon'ble Supreme Court of India, New Delhi by its order dated16.05.07 in SLP(C) No.24295/2004 stated the following in order to curb the menace of RAGGING in Educational Institutions. "If any incidents of Ragging come to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institutions"
The above directions of the Hon'ble Supreme Court of India will be strictly implemented. Ragging is strictly banned in the campus as per the instructions of honourable Supreme Court.

19.3 Anti-Ragging Cell

The Anti-Ragging Cell, as constituted by the Principal and headed by the HOD'S and faculty members shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident

19.4 What constitutes Ragging

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

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

➢ Indulging in undisciplined activities by any student or students which causes or is likely to cause frustration, suffering, physical or psychological hurt or to raise fear or apprehension thereof in any fresher or any other student.

➢ Asking any student to do any act which has the effect of causing or generating a sense of shame or torture or embarrassment so as to adversely affect the body or mind of such fresher or any other student.

- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and vulgar acts & gestures, causing bodily harm or any other danger to health or a person.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the humiliation to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

19.5 Punishments

Depending upon the nature and seriousness of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Cancellation of admission
- Suspension from attending classes/ expulsion from Hostel.
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process/ Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a restraint to ensure community pressure on the potential raggers.

K S R CE HANDBOOK

19.6 Squad Members

S. No	Name	Position	Category	Present Designation /Occupation	Mobile Numbers	E-mail ID	Address
1.	Dr. M.Venkatesan	Chairman	Principal	Principal	9842803325	principal@ksrce.ac.in	Brindhavan Nagar, Kootapalli, Tiruchengode 637215
2.	Dr. B.Murugesan	Member	HOD	ASP	9486152591	hodchemistry@ksrce.ac.in	286, GKR Illam, Vinayagapuram, Kuchipalayam, Tiruchengode-637215, Namakkal
3.	Mr.S. Madhan	Member	HOD	ASP	9976115039	hodenglish@ksrce.ac.in	193, Andagalur Gate, Rasipuram(tk), Namakkal-637401
4.	Dr.K.Lalithambigai	Member	Faculty Members	AP	9677531526	lalithambigai@ksrce.ac.in	2/96-12, NPS Teachers Colony, Varapalayam, Tiruchengode-637215
5.	Dr. M. Rajasekar	Member	Faculty Members	AP	9003986083	m.rajasekar@ksrce.ac.in	4/275 Malmanur, Pottaneri (po), Mettur, Salem-636453
6.	Dr.Vennila	Member	Faculty Members	Professor	9789539925	v.vennila@ksrce.ac.in	Manjakalpatti, Sankari, Salem-637301
7.	Dr.Vani E	Member	Faculty Members	ASP	9095285856	vani@ksrce.ac.in	M-710, Taj Nagar, Cauvery RS (po) Erode-638007
8.	Mr.P.Selvaraj	Member	Non Teaching Faculty	Non Teaching Staff	9994427340	selvamoon1985@ksrce.ac.in	5/177, murasukuttai , kuchipalayam(po) Tiruchengode.

19.7.Committee Members

S.No	Name	Position	Category	Present Designation / Occupation	Telephone Numbers	Mobile Numbers	E-mail ID	Address
1	Dr. M.Venkatesan	Chairman	Principal	Principal	04288 - 274743	9944456056	venkateshmuthusamy@gmail.com	Brindhavan Nagar, Kootapalli, Tiruchengode 637215
2	Mr. Nandhakumar	Member	Police Department	Police Sub-Inspector	04288-285154,	9498170006	-	Tiruchengode Rural Police Station, Tiruchengode
3	Mrs. Sri Priya	Member	Revenue / Taluk / Civil /Officers	Revenue Inspector	04288-256000	8675670062	priya85sashwin@gmail.com	Revenue Inspector Office, Molasi
4	Mr.Thirumoorthi. M	Member	Official of NGO	Official of NGO	0428-274213	9842787777	mithintcd@yaho,co.in	Advocate, Notary Public Tiruchengode-637211 Namakkal
5	Mr. Raja	Member	Representatives of Parents	Parent	--	9597570112	dharunrajraja123@gmail.com	219, AK Street, Idappadi-637101
6	Ms. S.Akshaya	Member	Representatives of Students	Student	---	6381423343	Akshaya24032006@gmail.com	205, west Kattukottai, Sathapadi, Salem, Attur-636121
7	Mr. P.Selvaraj	Member	Representatives of Non-Teaching	Staff	---	9994427340	selvamoom1985@gmail.com	5/177, Murasukuttai, Kuchipalayam Po Tiruchengode Tk 637215
8	Dr.J.C.Kannan	others	Professor	Director-Planning & Development	0428-274213	9842803325	vasikannan@gmail.com	2/214 KSR Kalvi Nagar, Tiruchengode-637215

20. LIBRARY POLICY

KSRCE Library is well equipped with modern facilities and resources in the form of books, print and electronic journals, CD-ROMs and online databases. It has separate section for Digital library with internet connectivity, Wi-fi facility and IP based access to e-resources, which can be accessible from anywhere within our campus for the well being of the students.

20.1 Area of the Library

S.No	Carpet area of the Library	Seating capacity	Reading space
1.	19,712 Square feet	250	10,712 square feet

20.2 Library automation

The library is automated with LIBMAN self-developed software package. Bar-coding System is followed in the **library books** and **Identity cards** of the users. Library operations are mostly computerized especially in book circulation. Records of the entire library pattern have also been created in the LIBMAN self-developed software package. The library offers open access system for all the users.

20.3 Library Policy

(i) Objectives

➢ To educate and prepare students to contribute as Dynamic Engineers and Citizens through the Innovation, Integration, Application Transfer of Engineering Knowledge.

➢ To be recognized as a world class Engineering College Library that provides excellent learning materials timely and accurate information in various print and non print formats.

➢ A knowledge doorway to accessing resources and life-long learning center.

(ii) Library Timings

SI. No	Description	Timings
1.	Week days	08:00 am to 8:00 pm.
2.	Week Ends	09:30 am to 01:30 pm.
3.	Vacation	08:30 am to 05:30 pm.

(iii)Staff Working Hours

➢ Library staff members work in two shifts except the Librarian. Every Month the Librarian will prepare the duty schedule and get the approval from the principal. Morning Shift Timing is 08:00am-04:00pm, Afternoon Shift timing is 12:00Noon-08:00pm. All the staff members work in shift on alternate months.

➢ Staff is allotted for key duty and they will open the library at 08.00am. The Staff members working during Sundays and holidays can avail compensation leave in the same week.

(iv) Gate Register (e- Gate)

Faculties, Non- Teaching Staff and students will enter the library by using Bar-coded card at e-Gate kept in the entrance. Outsiders shall get permission from the Librarian for using the facilities of KSRCE Library, they should enter their name in the Gate Entrance Register. Alumni are eligible to utilize the library services for reference purpose only.

(v) Circulation Section

➢ Faculties can borrow 10 books at a time for a period of 30 days. Non- Teaching Staff can borrow 02 books at a time for a period of 30 Days. Back issues of journals/magazines and Reference books will be issued for one day during holidays, and overnight during working days.

➢ UG Students, PG Students and Research Scholars can borrow 10 books respectively at a time for a period of 30 days. The loan period can be extended to another one time, provided there is no reservation pending for the book. The Second renewal of the book is not possible even if the book is not in the reservation list.

➢ Library users can find the availability of the required book in the OPAC (Online Public Access Catalogue). The location and shelf number can be found in the search guide pasted on the rack. DDC (Dewey decimal classification) system is followed for the arrangement of books in the racks. Open access system is followed. Issue and Return Register details are maintained in the Library Software. The book cards are arranged and kept in the order of accession number.

➢ It is the responsibility of every student to return the books on or before the due date, and this can be monitored through due date slip. In case if the book is not returned within the due date,alatefeeofRe.1per day will be collected. Once in a

Semester the Librarian will send a circular. In case the books lost or damaged by a borrower should replace the resource at his/her own cost within 30 days. If failed, he/she will be fined two-times the cost of the book as replacement fee. The details of the book lost by the users are maintained in the Book Missing Entry Register. Every month Librarian will send the Usage Statistics (Gate, Circulation, and Digital) to the Principal.

(vi)Annual Budget

An Annual Budget is allocated for the purchase of books, Periodicals, e- resources and other resources for every financial year.

(vii)Resource Selection: **(Books, Periodicals, e Resources)**

Books Selection Procedure:

➢ Recommended from the Department: Book requirement for text and reference notification send through circular every year from all the department and collect the list and check the availability of the library and consolidated list send various vendors and collected the quotations, the high discount quotation vendor selected, that list should get approval from the chairman and order placed the selected books.

➢ Special Request from the Faculties: Based on urgent need books may be purchased on an emergency basis with proper approval from the Chairman and the Principal.

➢ Book Expiation: During the book exhibition, Librarian with department staffs should select the books on the need basis.

➢ After receiving the books, the invoices will be forwarded to Administration office through the principal for Payment process.

Technical Section:

➢ The purchased books are verified and recorded in the Book Accession Register with Invoice/bill details. The Book Invoices is arranged year wise. The library accession seal is affixed in five places in each book and Date Seal and Call Number in Copyright page. Accession Seal and Date Seal are affixed in secret pages 27, 1.07 etc. Three barcode stickers are pasted in each book (Cover, Copyright page and Index).

➢ Book pocket is pasted in the book's front inner cover and the book card is inserted into the book pocket. Due date slip is pasted on the title page of the book. Accession

number is assigned to the books and entries are recorded. Stock register and Stock maintenance in the system through Library Software are updated.

➢ Reference books are kept (Identification Marks of "Reference Copy" may be seen) separately in reference section. Reference Books are classified from the total collection based on their price (Above Rs. 1000.00) and rare collection. Reference Books include Dictionary, Encyclopedia, Handbooks Annual Reports, Manuals, Examination books, Tables, Atlas etc.

Periodicals Section:

➢ For the purchase of new periodicals, recommendation is given by the Principal, HODs, and Faculties to the library. The Librarian gets approval from the ChairmanandthePrincipalthroughLibrarycommittee.Aftergettingtheapproval,the librarian will place the purchase order through the Proposal Form for Periodicals along with the publishers address and periodicity.

➢ Periodicals (Journal & magazines) received are entered in the Periodical Stock Register. Renewal and New Subscription Letter are maintained separately year wise. Missing issues of periodicals will be claimed by sending e-mails.

➢ Library subscribes newspapers for the benefit of the users. The Stock is maintained in Newspaper Register. For ready reference we subscribe Newspapers to Department Libraries also and the same is entered in Department Library Newspaper Register.

Back volumes of periodicals:

➢ Once in a year, back volumes of periodicals are bound and arranged in separate shelves. Stock details are maintained in the Back volume Accession Register. Back volumes will not be issued.

E - resources Section:

➢ For the purchase of e Resources, recommendation is given by the Principal, HODs, and Faculties to the library. The Librarian gets approval from the Chairman and the Principal through Library committee.

➢ After getting the approval, the librarian will place the purchase order through the Proposal Form for e Resources along with the publishers address and periodicity. IP

based online access are maintained. Renewal and New Subscription are maintained separately year wise.

Reference Section:

Thesis and Project Reports:

➢ Once in a year, the Project Reports and Thesis from Departments as per the intake and arranged in separate shelves. Stock details are maintained in the Project Report Accession Register and Thesis Accession Register as well as in e-Format. Thesis and Project Reports will not be issued.

Question Bank:

➢ Once in a year, Question papers in PDF Format from the Controller of Examination and Online catalogue is maintained in KSRCE website. Printed version of Question Bank is maintained from 2004 and Stock details are maintained in the Question Bank Accession Register and it will not be issued.

Book Bank:

➢ Book Bank Books are available in our Library exclusively for SC/ST Students. Total number of books available at present is 1460 and they are entered in the Book Bank Accession Register. Each student can take 10 books per semester from the Book Bank in our Library.

➢ The books issued to the students are entered in the Book Bank Issue Register. Students should return the books immediately after the semester examinations are over. Circulars regarding the facility of receiving the book bank books are sent in every semester.

Digital Section:

➢ Electronic books and additional material in the form of CDs, DVDs Video Cassettes, Audio Cassettes and floppies are procured based on the recommendation of the Principal, the librarian the Faculties., filling the Non Book requirement list after getting the approval from the Principal and through the Library Committee, the librarian will place the order.

➢ CDs, DVDs Video Cassettes, Audio Cassettes and floppies, which are provided along with the books and periodicals, are also stored. Stock details are maintained as Book CD, Periodical CD, Special CD Accession Register and as well as in E-Format. Non

Book Materials from the digital library are issued to the users as per the norms and the same is recorded in the library software. Access is provided in the system in the library for accessing e-journals, NPTEL Courses, DELNET Resources. Students should sign in the Digital Library Entry Register kept in the entrance.

Library Hour:

Library hour is allotted one hour per week for all the First year, Second year, Third year, Fourth year students and PG students. Separate Time Table is prepared for the same.

Orientation to Users:

The Librarian arranges Orientation Classes to all the freshers every year.

Annual Stock Verification:

Annual Stock verification is done at the end of every academic year by a separate staff Committee or Internal Auditors approved by the Principal. Damaged books are identified and sent either for binding or discarded based on the books' condition after getting the approval from the Principal. The list of missing books, if any, is sent to the Principal for follow up action and as decided by the Principal, action is initiated.

20.4 Library Committee:

Role of the Library Committee:

➢ To lay down good collection development policy.

➢ Recommendation of Journals, Magazines, E-Journals, Online Databases and other resources.

➢ To make provision for better utilization of library resources and services.

➢ Developing general program of Library services to suit the interest of different sections of users.

➢ To recommend sufficient library funds for the acquisition of library resources.

➢ To assist the Librarian in formulating general library police sand regulations which govern the effective function of the library.

General Policies and Procedures:

➢ Meetings will be conducted at least twice in a year (August in odd semester and January in even semester).The convener will arrange the meetings at the most convenient time of the members without disturbing their teaching schedules.

- The date and time of the meetings will be intimated to the members either through Circular or Phone call, with the details of agenda.
- After every meeting, the convener will send the minutes of meeting (MoM) with the details of agenda discussed & resolution passed, to the Principal for ratification and approval.
- Attendance will be maintained for each meeting separately, with the signature of members attended.

20.5 Best Library User Award

To promote maximum and proper utilization of library facilities and services, the Library gives away "Best Library User Award" to the students every year who make the maximum use of the library resources and facilities. Three students will be selected for the Best Library user award.

20.6 Library Web portal

KSRCE Library in-corporate with the college website. The website updated frequently.

URL: www.ksrce.ac.in

20.7 Reprography Section:

- The Librarian is in-charge of the Reprographic Section (Xerox). The Librarian is assisted by a photocopy operator. The consolidated usage is entered in the Xerox Usage Register. The cost per page is Rs. 1/-. The amount thus accrued will be settled at the admin office once in a month and approval is obtained from the Principal. To take the photo copy of the journal/ Magazine articles users will make entry in the Reference Register kept in the reference section counter.
- All library details like collection of books, journals, Magazine, Dailies, Non- books etc., are updated department wise as and when the collections are added. Library usage details are updated Daily, Monthly and Yearly. Library area, library working hours, seating capacity and classification system followed are also provided.

20.8 Research Repository:

All the KSRCE Faculty publication is added in our Google Scholar Research Repository and the same is available for Library users. Faculty members will submit the details of their new publication added frequently.

20.9 Rules and Regulations:

➢ Strict silence should be observed in the library.

➢ Each UG student is permitted to borrow 10 books and every PG student is allowed to borrow 10 books at a time from the library.

➢ A borrower taking a book on loan will have to check the book and inform the librarian if there is any damage. A fine of Rs.30/- will be collected for any damage to the book.

➢ Books borrowed on loan must be returned within a due date, in default of punctual return of a book, fine will be levied.

➢ Books may be renewed for a further period of another month and renewal will be: Permitted if no other student has applied for the books in the meantime, More than two consecutive renewals will not be allowed.

➢ Books that are in special demand may be called for at any time, if required.

➢ Books borrowed from the library are not transferable

➢ Library books must be returned when students go home on long vacation

➢ Students are required to use library books with care. Marking, underlining and annotation in the books are not permitted.

➢ If a library books is damaged or missed, double the cost of the book along with fine, if any, will be collected from the concerned.

➢ Magazines and journals are ordinarily not lent out. After perusal, they must be kept in their respective places.

➢ Loan of books may be terminated at any time for contravening the above rules.

➢ Library rules will be revised and /or finalized by the library committee from time to time.

➢ Students will be admitted to the library only on producing their identity cards.

➢ All the students are instructed to place their signature in the e – gate entrance register

21. ACADEMIC POLICY

21.1 Teaching - Learning Processes

➢ At the beginning of each semester subjects are allocated to the faculty members based on their specialization and expertise.

➢ Based on academic calendar lesson plan and course files are prepared by concern faculty member.

➢ At most care is taken by each faculty member to ensure effective teaching learning process takes place in classrooms and laboratories by using various teaching and learning modes that are in practice.

➢ Effectiveness of the teaching learning process is ensured by collecting periodic feedback from students during a semester.

➢ At the end of the semester assessment of CO, PO & PSOs attainment is made by considering internal marks, assignment marks, course end survey and university examination result.

➢ Based on the CO, PO & PSOs attainment either goals are reset to higher order or corrective actions are identified for improvement. The entire teaching learning process is depicted in Figure.
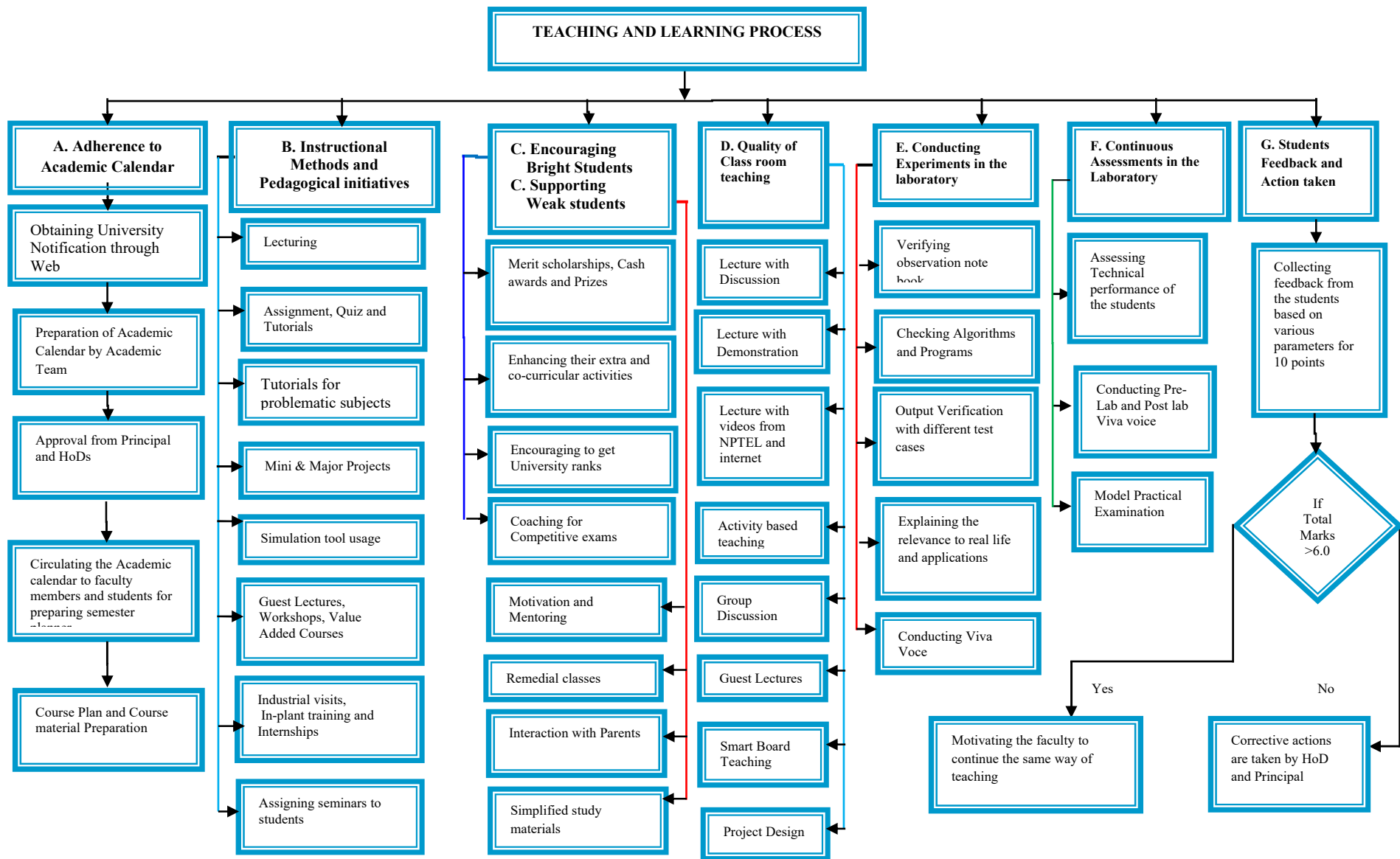
Figure16.1. 1 Teaching and Learning Process

K S R CE HANDBOOK
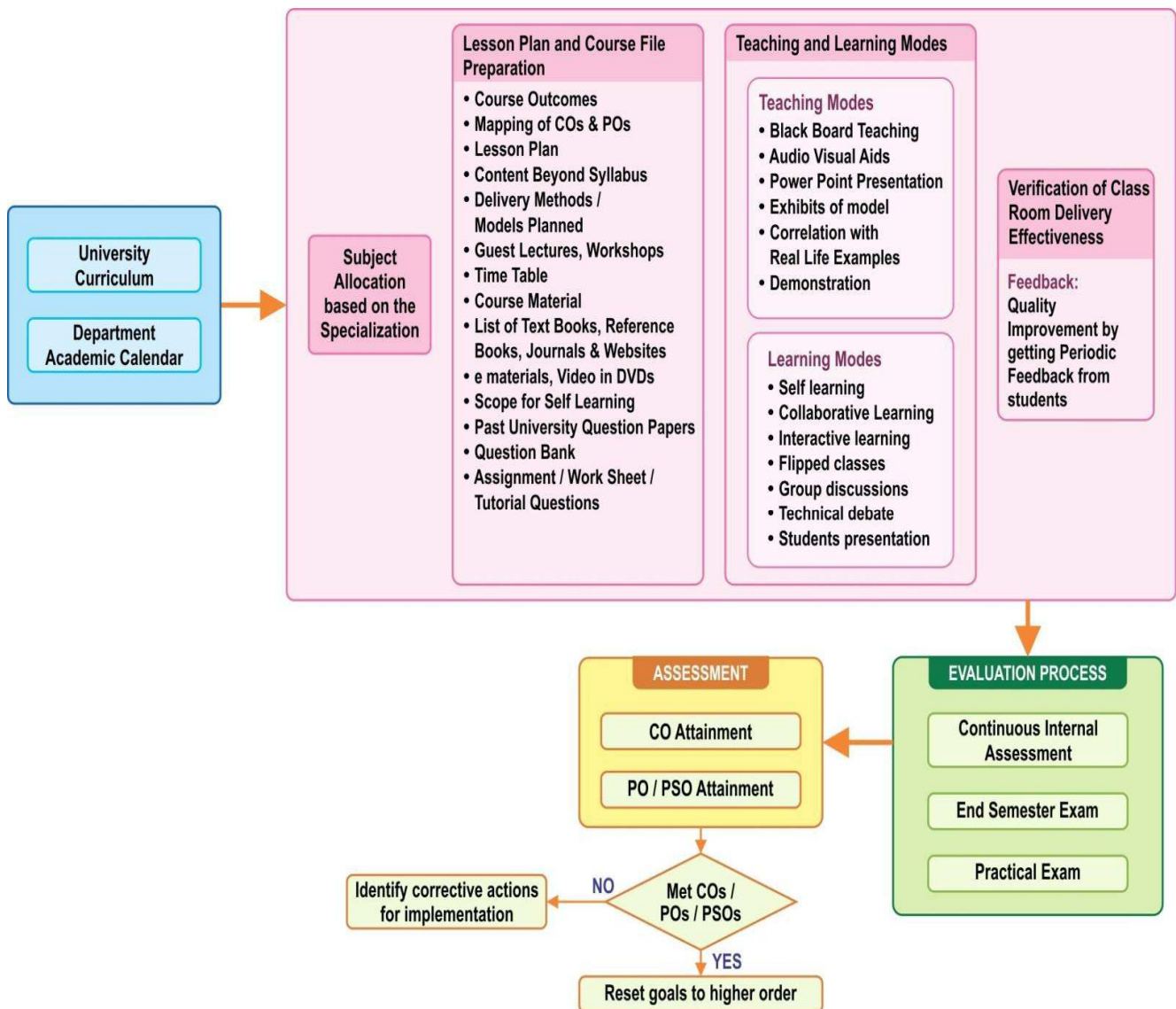
21.2 Adherence to Academic Calendar

Academic Calendar is a schedule of academic events and holidays. It facilitates proper planning and execution of various beneficial activities. This is planned and prepared in three levels namely,

➢ University Academic Schedule
➢ Institution Calendar
➢ Department Calendar

The academic schedule is so planned as to allot a minimum of 450 periods per semester within 90 working days for all courses according to Anna University Regulations.
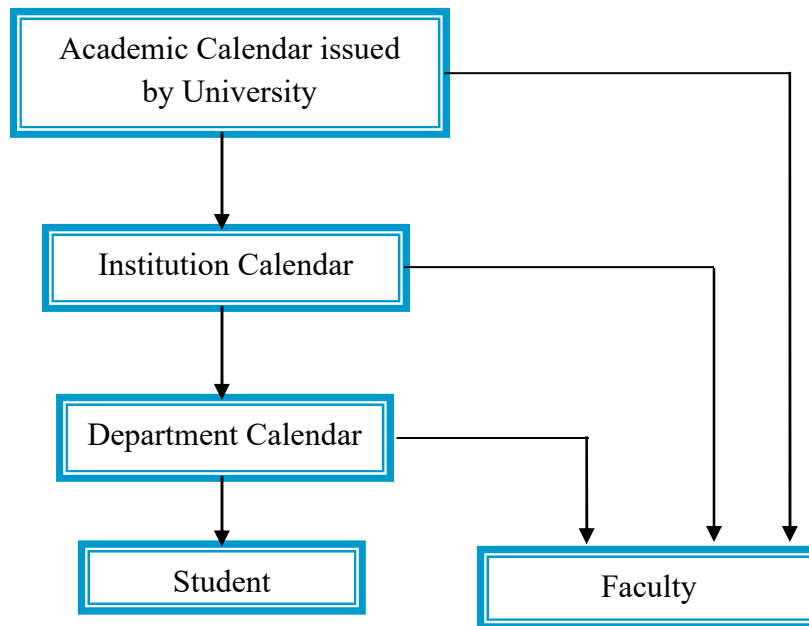
Figure .21.2.1 Academic Calendar

21.3 University Academic Calendar

➢ Academic Calendar for affiliated colleges is released by The Director of Academic courses, Anna University, Chennai.

➢ The major dates specified in the university schedule includes:

   o Reopening date

   o Last instruction date

   o Commencement of end semester examinations

   o Reopening for next semester.

➢ Further the practical slots and web portal entry schedules are also given by the University

21.4 Institution Calendar and Academic Schedule

➢ The institution academic calendar is prepared in align with the University with details of internal assessment, examinations, trainings, technical events and activities.

➢ The calendar contains the following:

   ➢ Vision, Mission of the institution

   ➢ General guidelines to the students

- ➢ Rules and regulations

- ➢ Details of technical associations, clubs, professional societies, etc

- ➢ Details of committee, faculty

- ➢ Curriculum

- ➢ List of holidays

- ➢ Schedule of Internal Assessments Tests, Model Examination and Practical Examinations

- ➢ Last instruction day

21.5 Department Academic Calendar

➢ Each department plans their activities like value additions, workshops, symposium etc with reference to the institution calendar.

➢ The Schedule contains the complete academic plan for the semester which includes:

- ➢ Submission of Course files
- ➢ Reopening date
- ➢ Distribution of study materials
- ➢ Unit completion
- ➢ Schedule of Internal Tests
- ➢ Holidays
- ➢ Parents meeting
- ➢ Submission of students' attendance and internal assessment marks
- ➢ Progress intimation to parents
- ➢ Department Association activities
- ➢ Guest lectures, symposiums and conferences
- ➢ Last instruction day and tentative practical schedules

21.6 Use of various instructional methods and Pedagogical initiatives

21.6.1 Instructional methods

➢ Faculty members adopt Reformed Teaching and Learning methodologies to create a best learning ambience for students to accomplish the vision and mission of the department

- Faculty provides Outcome based Education (OBE) to cater to the needs of the students
- In addition to black board teaching, presentations, video lecturing, demonstrations, seminars, project design and development are adopted to improve the learning ability of the students
- These methodologies are used to impart every concept with real world illustrations, design and problematic aspects

The following methodologies are used to implement the teaching learning process,

- Black board teaching
- OHP and LCD presentations
- Multimedia demonstration
- Video Lectures
- Analogy
- Brainstorming
- Role play
- Puzzle
- Making of posters
- Debate
- Library search on topics or problems
- Collaborative learning through group discussions and seminars
- Conducting Tutorials
- Case Study
- Story Telling
- Flash Cards
- Conducting Technical quiz
- Chart Activity
- Innovative Conclusion
- Flipped Classroom(Alumni online Lectures)
- Students assigned to other students for assistance, peer teaching
- Differentiated assignment

21.6.2 Pedagogical initiatives

➢ The faculty members are motivated towards Outcome Based Education (OBE)

➢ Faculty Development Programs are conducted on teaching pedagogical methods and OBE for newly recruited faculty members every year

➢ The faculty members are encouraged to participate in various FDP, seminars, conferences, workshops in reputed institutions their knowledge in the latest techniques and teaching

Faculty members are also trained in the following tools

21.7 Knowledge Tools

➢ Students and faculty are bestowed with NPTEL lecture videos, e-materials and e-books

➢ E-journals such as IEEE, Springer, ASME, ASTM, Aussi Educator, J-Stage, Science direct and NISCAIR are provided for updating their knowledge.

➢ E-learning resources are available to enrich the knowledge of the students such as,

➢ SWAYAM

   ➢ e-PG Pathshala

   ➢ NPTEL

   ➢ Khan Academy

   ➢ EdX

   ➢ Delnet(Developing Library Network)

   ➢ NDL(National Development Library)

   ➢ TED

   ➢ Coursera

   ➢ MOOC

   ➢ IEEE Explore

   ➢ Tutorials point

   ➢ E-books are available through Library Resource - https://access.auerc.com/ksrsee

21.8 Programming Skill Development Tool

- ➤ Students make use of e-learning resource to enhance 24 ×7 developing skills on C, data structures, Java programming and debugging.

- ➤ This tool helps to improve the programming skills of the students and help in placement in IT sector.

21.9 Constructive Tools

- ➤ Faculty members make use of construction tools like moodle, Hot potato and QuizStar to prepare and conduct online multiple choice tests.

- ➤ **Moodle** is an education software helping teachers and trainers create and deliver effective online learning environments used by millions of students world-wide

- ➤ **QuizStar** is a Web-based quiz maker that enables teachers to create, administer and automatically grade your quizzes online

- ➤ **Hot Potatoes** enables teachers to create interactive multiple-choice, short-answer, jumbled-sentence, crossword, matching/ordering and gap-fill exercises for the World Wide Web

21.10 Methodologies to support weak students and encourage bright students

21.10.1 Supporting Weak Students

- ➤ Students are mentored and supported in academics/non academic issues.

- ➤ Weak students are grouped with the bright students to get assistance in their academics.

- ➤ Remedial classes are conducted to improve the performance of weak students.

- ➤ The faculty members also go a step ahead and have periodic interaction with the parents about the performance of weak students.

- ➤ Representatives from weak students are included as class committee members to share their opinion and requirement.

- ➤ Simplified study material and question banks are prepared based on students' needs and distributed to them.

- ➤ Training is given to improve communication and aptitude skills of the students to support weak students and encourage bright students

Based on Academic Performance / Soft Skills / Communication

Weak Students

Mentoring
- Moral Support and motivation
- Interaction with parents

Academic Improvement
- Remedial classes
- Group studies with bright students and simplified study materials

Skill Development
- Basic soft skill development
- Value added Courses / Workshops / Seminars

Bright Students

Mentoring
- Higher Studies
- Acquire Placement
- Competitive Exams

Academic Improvement
- To improve the CGPA with distinction
- To attain the university rank

Skill Development
- Advanced soft Skill Training
- Value added Courses / Workshops / Seminars at Reputed Colleges

Collaborative Learning

Increase in the student's performance

Figure 21.10.1 Support Weak Students and Encourage Bright Students

21.10.2 Encouraging Bright Students

➤ The toppers from each class are awarded with prize for their academic achievements in University results during annual day and association functions.

➤ For the meritorious students with cut-off marks above 180, merit scholarship of full fee free for the entire course of study is provided. (Tuition fee).

➤ Bright students are trained to accomplish the placement process of reputed companies.

➤ Bright students are motivated to improve CGPA and to get University Ranks.

➤ Bright students are motivated and guided for participating in competitive exams like GATE, TANCET, etc. They are encouraged to do their higher studies.

➤ Students are encouraged to take part in value additions, workshops at various institutions to meet their career requirements.

➤ Bright students are encouraged to assist weak students through peer learning.

➤ Awards and appreciations for achievers, is done to encourage the good performer.

21.10.3 Mentor system

➤ Mentor system is followed and each staff is allotted 12 – 15 students every year.

➤ The students are periodically mentored personally to improve their performance.

➤ Mentoring is done for improving results in end semester examinations, career guidance, participation in events, paper presentations, mini project, technical fest etc.

➤ Performance of students are monitored and assessed periodically. The progress, grievances and necessary steps are discussed through class committee meetings and result analysis.

➤ The information is periodically informed to parents. Parents' meeting is conducted every semester to communicate the present scenario of their wards.

Table 21.10.5 Mentoring Mechanism

S. No.	Details	
1.	No. of students per mentor	12-15
2.	Frequency of mentoring	Every Fortnight

21.10.4 MENTORING POLICY

A Mentoring Policy is a comprehensive framework designed to provide structured guidance, support, and development opportunities for students. The primary goal is to help students navigate their academic, personal, and professional challenges, ensuring a holistic experience that prepares them for future success.

The Head of the Department of the students will attach a certain number of students to a faculty of the Department, who shall function as Mentor for those students throughout their period of study. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a mentor will be decided by the Head of the Department. However, it shall not exceed 20 per mentor.

(i) Purpose and Objectives

Purpose:

➢ To establish a formal structure for mentoring relationships that support students' academic, career, and personal development.

➢ To foster a supportive learning environment where students can seek guidance, build confidence, and develop skills for academic success and future careers.

➢ To promote professional and personal growth through meaningful mentor-mentee relationships.

Objectives:

➢ Provide students with personalized support to navigate academic and career challenges.

➢ Enhance students' learning experiences by offering guidance outside the formal classroom setting.

➢ Build leadership, communication, and professional skills through mentor-mentee interactions.

➢ Support students in setting and achieving personal, academic, and professional goals.

(ii)Mentorship Models

Academic Mentoring:

➢ Focuses on helping students succeed in their academic pursuits, including guidance on course selection, research, writing, and time management.

➢ Helps students set and achieve academic goals.

Career Mentoring:

➢ Aims at guiding students in career planning, skill development, internships, job placements, and networking.

➢ Provides insights into various industries, career paths, and professional growth opportunities.

Personal Development Mentoring:

➢ Focuses on holistic development, including emotional well-being, leadership, communication, and decision-making skills.

➢ Provides support for personal challenges that may affect academic performance or career goals.

(iii)Roles and Responsibilities

Mentor Responsibilities:

➢ Provide guidance, support, and encouragement to mentees.

➢ Help mentees set achievable academic, career, or personal development goals.

➢ Offer feedback on mentee progress and development.

➢ Share knowledge, experience, and resources related to academic or professional fields.

➢ Serve as a positive role model and encourage mentees to take initiative in their learning.

➢ Maintain confidentiality and foster a trusting and respectful relationship.

Mentee Responsibilities:

➢ Actively participate in the mentoring process by setting goals, attending meetings, and being open to feedback.

➢ Take initiative in seeking guidance and using the mentor's advice and resources to enhance personal and academic growth.

➢ Maintain clear and respectful communication with the mentor.

➢ Respect the mentor's time and schedule by being prompt and prepared for meetings.

➢ Provide feedback to improve the mentoring relationship and program.

The Faculty Mentor is expected to keep his / her own counselling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counselling in achieving overall improvement of student performance and development.

(iv) Communication Guidelines and Frequency

Regular Meetings:

➢ The minimum number of meetings required is bi-weekly.

➢ Meetings should be structured, with clear objectives (academic guidance, career planning, or personal support).

Modes of Communication:

➢ In-person meetings should be prioritized, but virtual meetings (via video calls, emails, etc.) are acceptable.

➢ Establish clear channels of communication (email, phone, video) and set expectations for response times.

(v) Goal Setting and Action Plans

Individual Development Plans (IDP): Mentors and mentees should collaborate to create a structured plan outlining:

➢ Short-term and long-term academic, personal, and career goals.

➢ Action steps required to achieve these goals.

➢ Milestones for progress tracking.

Review and Reflection: Regular reviews to assess progress toward goals, make adjustments to action plans, and reflect on learning outcomes.

21.11 Quality of Classroom Teaching (Observation in a Class)

➢ The classrooms are equipped with projectors, blackboard and well lighted with good ventilation

➢ Special rooms, equipped with audio and video facilities are available for the conduction of guest lectures, flipped classroom teaching and blended learning

➢ The Quality of classroom teaching is improved by active learning methodologies like,

- ➢ Lecture with discussion
- ➢ Demonstrations
- ➢ Interactive Teaching method using ICT tools.
- ➢ Video lecturing
- ➢ Smart board teaching

21.12 Conduct of Experiments (Observation in Lab)

- ➢ Faculty members of respective specialization will be formed a group to discuss about the preparation of manual based on syllabus, Course outcomes, Material requirements and conduction of experiments before the commencement of semester.

- ➢ Before commencement of semester, the required software's are installed and verified.

- ➢ Laboratory syllabus, course objectives, course outcomes and grading methods are instructed to the students at the beginning of the laboratory class.

- ➢ Instructions are given to the students regarding the safety policies, rules and regulations to be followed in the laboratory.

- ➢ The main concept of each exercise is explained to the students prior to their laboratory classes.

- ➢ Students who have come to the laboratory class must be prepared for the exercises to be done.

- ➢ They are asked to write programs in their observation note book.

- ➢ The pre-lab test is conducted to assess their preparation in the aspect of logic, flow of control and expected results of the program.

- ➢ After completion of exercise, they are assessed by post-lab test which includes viva questions and related applications.

- ➢ Based on their performance in the pre-lab test, exercise completion and post-lab test, the marks will be awarded for each exercise.

- ➢ Bright students are provided with some additional exercises related to exercise for improving their programming skills.

- ➢ Three faculty and one supporting staff members are allotted for the conduction of each laboratory class.

➤ A faculty is allotted with 15 students to ensure close monitoring and completion of exercises in the stipulated time.

21.13 Continuous Assessments in the Laboratory

Students performance is assessed based on their preparation, active participation, completion of programs, viva voce, on-time submission of observation and record note book and effective working in a group.

Levels	Evaluation Type	Marks
1	Continuous Evaluation	75
2	Model Examination	25

Details	Marks Allotted	Marks Awarded
Preparation	20	
Program	30	
Execution & Result	40	
Viva	10	
Total	100	

Table 16.13.1 Laboratory Evaluation Pattern

Pre Lab test is conducted to evaluate the prerequisites and Post Lab test are conducted to assess their level of understanding of the laboratory after completion of experiment.

➤ Viva Voce is conducted during every practical session and the marks are allotted.

➤ Students are continuously assessed every week during their lab classes.

➤ Continuous assessment is done by the faculty and the students are evaluated for 100 marks for each experiment

➤ Model practical examinations are conducted to evaluate the performance of the students

➤ Based on continuous performance and model examination performance, the internal mark allocation is done.

➤ The maximum marks for Internal Assessment shall be 20. 75 marks shall be awarded for successful completion of all the experiments and 25 marks for the model exam. The total for 100 marks shall be reduced to 20

21.14 Students feedback of teaching learning process and action taken

➤ Students' feedback about the teaching learning process is collected periodically. The feedback collection process is done at four levels.

S. No.	Method	Frequency
1.	HOD hour	15 days once
2.	Class committee	3 per semester
3.	Academic Review Meeting	2 per semester
4.	Online Feedback	End of the semester

➤ Based on the students' feedback, the faculty members are counseled by the Head of the Department if necessary.

21.14.1 HOD hour

➤ HOD hour is allotted of all class in the regular time table and HOD interacts with the students once in every 15 days.

➤ During Mentor hour the mentors interact with students and counsel them based on their difficulties.

21.14.2 Class Committee Meeting

➤ It is held thrice in a semester

➤ First meeting is held within one week of reopening of the semester

➤ Second meeting is held after the first internal assessment

➤ Third meeting is held at the end of the semester

➤ Six students from a class are called for the meeting. The students group consists of best, average and poor performer in academics from regular and lateral. It also has representatives from hostel and a day scholar representing both male and female students

- A senior faculty not belonging to the class act as chair person. All the subject faculty and student members attend the meeting

21.14.3 Functions of Class Committee

- Solving problems experienced by students in the class room and in the laboratories.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the detail of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory/ drawing/ project work/ seminar etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

21.14.4 Academic Review Meeting

- Academic Review is held twice in a semester after every IAT.
- The committee consists of a head and senior faculty of other departments.
- Six students from a class are called for the meeting. The students group consists of best, average and poor performer in academics from regular and lateral. It also has representatives from hostel and a day scholar representing both male and female students.
- The details of syllabus completion, comfortable zone of the students, class control, interest of the students, their problems and their needs for each subject and Laboratory are received during the review.
- Further feedback on the faculty handling classes, their likes and dislikes in the institute/department is also received for providing better ambience in the institution.

21.14.5 End Semester Feedback

- End semester feedback is got from every student through online at the end of the semester.
- The students' feedback evaluation are done with the following parameters

- Punctuality of faculty
- Lesson planning
- Clarity of explanation
- Subject knowledge
- Syllabus coverage
- Answering to questions / clarifying doubts
- Motivating students
- Confidence in subjects
- Availability for discussions
- Friendliness with students

➢ The final result for online feedback is generated by the following conditions

Grading	Points
Excellent	> =9.0
Very Good	7.5 – 8.9
Good	6.0 – 7.4
Satisfactory	5.5 – 5.9
Poor	< 5.5

➢ Based on the feedbacks and the on line scores the following action are taken by the HoD or Head of the Institution.

➢ Faculty members who got excellent feedback (above9 points) are identified and a letter of appreciation is given by the Head of the Institution.

➢ Lecture classes are monitored by senior Professors and the HoD of the Department. They give constructive comments to improve the quality of the teaching- learning process.

➢ Counseling by the respective HoD for those faculty members who have secured low scores and negative comments in the feedback. This motivates them to improve their skills and abilities.

➤ Training / orientation programmes are conducted by professional experts to master the skills of the faculty members in the nuances of teaching, thus improving the efficiency of teaching-learning process.

21.15 Procedure for Assessment Process (R2024)

In general, assessment method can be divided into two major groups – formative assessment and summative assessment.

Formative assessment is said to be part of the delivery or instructional process, where it is used to gather information and adjust the teaching and learning in 'real-time'. Hence, assignments, quizzes, tutorials, pre-lab, post-lab evaluation etc. are taken as formative assessment methods.

Summative assessment is more common approach, where the students are given a standardized test or examination at a certain period of time, such as mid-semester test or final exam. Hence, Continuous Internal Assessment and University Examinations are taken for Summative assessment.

Performance in each course of study is evaluated based on continuous internal assessment throughout the semester and University examination at the end of the semester. Each course, both theory and practical (including project work and viva voce Examinations) is evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment carries **40 marks** while the End - Semester University examination carries **60 marks.**

21.15.1 Awarding Marks for Internal Assessment

Continuous assessment shall be awarded as per the procedure given below:

(i) Theory Courses

Three assessments are conducted for each course periodically during the semester. The total marks obtained in the two assessments are proportionately reduced to 40 marks.

(ii) Practical Courses

The maximum marks for Internal Assessment is 60 for practical courses. Every practical exercise is evaluated and records are maintained. There shall be two model examination for each practical course. The criteria for arriving at the Internal Assessment

marks of 60 is as follows: 75 marks is awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the model examination. The total mark is converted to 60.

(iii) Project

The University examination for project work consists of evaluation of the final report submitted by the students of the project group by an external examiner and an internal examiner. It is followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

Three project reviews are conducted by the review committee. The student makes presentation on the progress made by him / her before the committee. The total mark obtained in the three reviews is reduced to 60 marks as internal mark.

The project report is evaluated and the viva-voce examination is conducted for 100 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

21.15.2 Passing Requirements

A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination is declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses including project work.

21.15.3 Award of Letter Grades

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks range
O	10	91 – 100
A+	9	81 – 90

A	8	71 – 80
B+	7	61 – 70
B	6	56 – 60
C	5	50 – 55
U	0	<50
W	0	
SA	0	

➢A student is deemed to have passed and acquired the corresponding credits in a particular course, if he/she obtains any one of the following grades: "S", "A+", "A", "B+", "B", "C".

➢**"U"** denotes Reappearance (RA) is required for the examination in the course.

➢**"W"** denotes withdrawal from the exam for the particular course.

➢**"SA"** denotes Shortage of Attendance

21.15.4 Process for Assessment of Course Outcome (R2013)

University examination results are used for evaluating CO attainment. In our case, the student needs to obtain the score of 60% or more (D grade and above) in order to attain the CO. The marks from all the students in a class are analyzed to see their scoring. For example, a rule is set where at least 50% of the students need to obtain the score of 60% or more (D grade and above) in order for this course's CO is attained. These rules may be changed accordingly for consecutive batches, depending on the target of the department.

A. List of assessment processes

The following assessment processes are used to evaluate the course outcomes:

➢Internal Assessment

➢University Examinations (Theory and Practical)

➢Assignments / Quiz / Tutorial / Case Study

➢Seminar / Group Discussion / Mini Project

➢Laboratory Exercise Evaluation

➢ Project Evaluation

➢ COCAT (Course Outcome Achievement Test)

➢ Course End Survey

B. The quality/relevance of assessment processes and tools used

Quality/Relevance of assessment processes and tools used to evaluate the course outcomes of all the courses are shown in the following Table 16.15.5

Assessment Process	Assessment Criteria	Data Collection Frequency	Evaluator
Internal Assessment	Minimum marks for pass is 50%	Twice in every semester	Course Instructor
University Examinations (Theory and Practical)	Minimum marks for pass is 50%	Once in semester	Examiners appointed by University
Assignments / Quiz / Tutorial	Minimum marks to be scored is 60%	2 Nos./ Course/ Semester	Course Instructor
Seminar / Mini project / Case Study / GD	Minimum marks to be scored is 60%	Semester wise	Course Instructor
Laboratory Exercise Evaluation	Minimum marks to be scored is 60%	Every lab session	Course Instructor
Project Evaluation	As per Rubrics	Thrice in 7th & 8th semester	Project Guide and Coordinator
COCAT	Minimum marks to be scored is 60%	End of semester	Course Instructor
Course End Survey	Based on feedback from students	End of semester	Course Instructor

Table 21.15.5 Assessment Processes and Tools
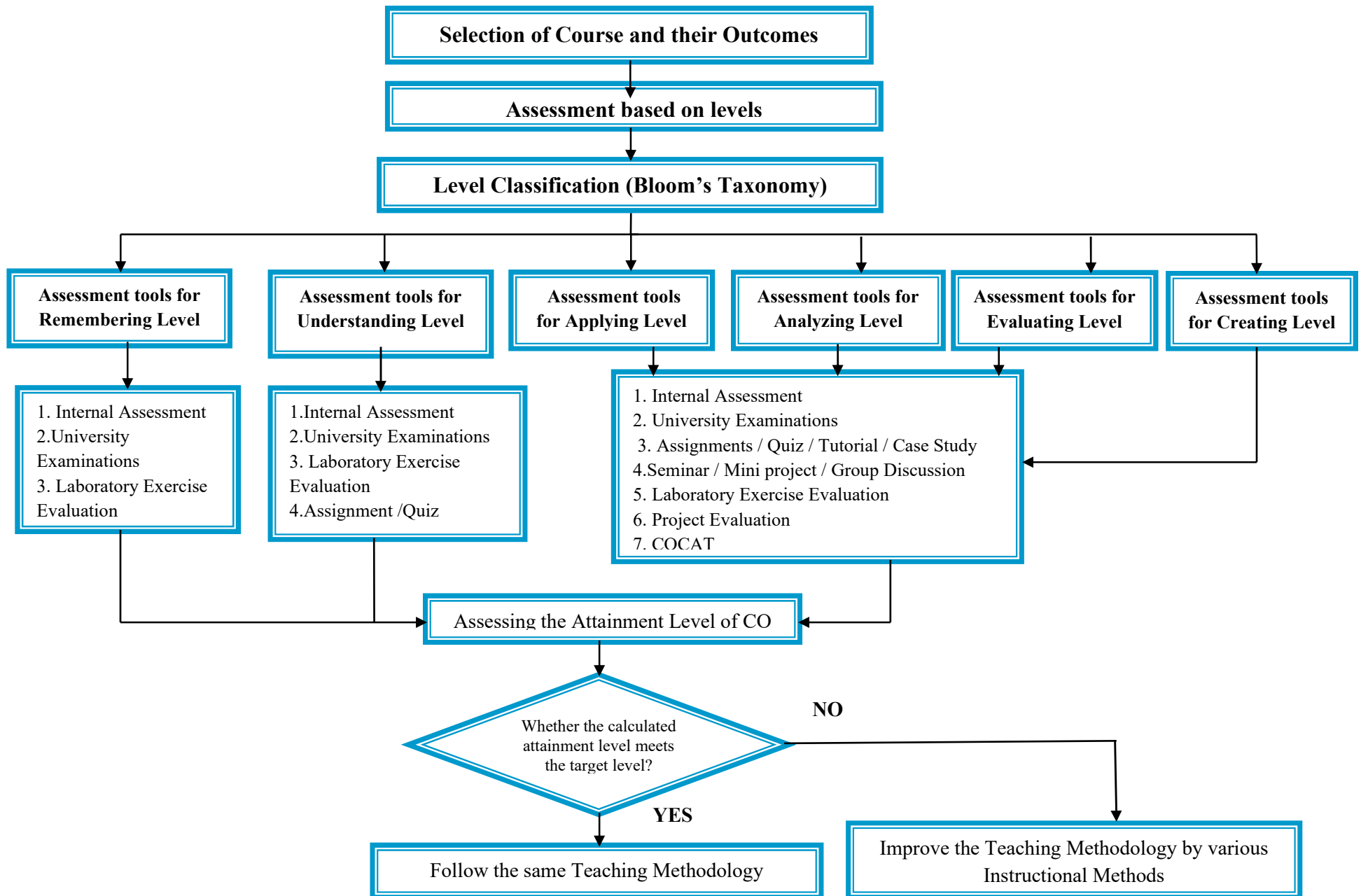
Figure 21.15.6 Process for Assessment of Course Outcomes

22. RESEARCH PROMOTION POLICY

22.1 Vision

To become a globally recognized Institution in Engineering Education, Research and Entrepreneurship.

22.2 Mission

➢ Accomplish quality education through improved teaching learning process

➢ Enrich technical skills with state of the art laboratories and facilities.

➢ Enhance research and entrepreneurship activities to meet the industrial and societal needs.

22.3 Promotion of Research

22.3.1 Research centres

➢ The institution shall establish recognized research centres of the affiliating University or any other agency/organization in every department.

22.4 RESEARCH PROMOTION POLICY

Research is the foundation of knowledge that brings new energy, state of the art facilities, research publications, collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, the following Research Policy is implemented by K. S. R. College of Engineering (KSRCE).

(i)Purpose:

The purpose of Research Policy is to create a vibrant atmosphere of research among faculty and researchers in K. S. R. College of Engineering (KSRCE). The policy serves as an overall framework within which research activities are carried out.

(ii)Scope:

Research Promotion Policy of K.S.R. College of Engineering aims at advancing knowledge via excellence in education, research, and innovation. To accomplish this, the institution aims to encourage faculty members and students to pursue their chosen field in research and innovation. The institution encourages teachers and students to develop original ideas, engage on practical, hands-on problem-solving projects, and collaborate with other students and our faculty in this regard. Additionally, the institution encourages staff and students to collaborate on multidisciplinary and cross-disciplinary research projects with other departments, institutions, and universities. Faculty members are encouraged and given financial assistance to submit applications for research grants and infrastructure to various

91

funding bodies run by both government and non-government entities. The Institution takes great care to propose a budget and funding project proposal that are beneficial and necessary for the next generation to meet their demands. Costs that are reasonable and sufficient for using the Institution's shared services and resources are also considered.

The institution provides internal funding in the form of seed grants to the researchers. The Research and Development division has made it mandatory for faculty researchers to participate in Research Funding Schemes through Seed Grants in order to promote the production of research papers, patents, and books and book chapters. It offers chances to work together with national and international organisations to undertake research and innovation-related programmes such as conferences, seminars, workshops, and FDPs. This seed grant programme provides up to Rs 5 lakh in financial aid to a faculty member or team (interdisciplinary/multidisciplinary research centres) in order to develop the foundational research infrastructure.

The institution offers incentives to pursue research and encourages academic members to promote their own research. It also suggests that a faculty member who is successful in obtaining external research grants be entitled to a suitable incentive for the approved project. Faculty members are encouraged to apply for a travel grant from funding organisations so that they can go abroad in support of their research work. The Institution provides faculty members with 7 days or more on duty and a fund to cover the registration price in order to facilitate their attendance at conferences and workshops relevant to their field of research both in India and overseas. The participation of faculty members as keynote speakers or plenary lecturer at conferences, seminars, etc. is also partially supported in terms of financial aid. Additionally, the faculty members are paid by the college to complete patent applications and to prepare testing analysis reports. The institution rewards faculty members with an additional increment on the completion of the doctorate degree. To encourage research culture among faculty and scholars, the institution offers lab facilities, internet access, electronic library, and round the clock library use. The institution has a clear promotion of research policy that is in line with its vision and mission. This promotional policy is available on the college website and is updated and put into practice based on the current situation.

(iii) Goals of R and D:

K.S.R. College of Engineering promotes research activities by fostering innovation and creativity via technical education. To accomplish this, a solid foundation in research and development is necessary. Knowing the value of research and development (R&D), the R&D centre at K.S.R. College of Engineering was founded with the following primary goals:

➢ To properly coordinate all of the institution's research efforts and match them with its vision and mission as well as with the nation's sustainable development goals through its research and innovation centre.

➢ Finding and informing teachers and students about appropriate funded/sponsored research opportunities that are made available by various academic, government and non-government organizations.

➢ To support all the faculty members' research endeavours and to promote student research as a component of the curriculum.

➢ To encourage multidisciplinary research and establish procedures for carrying out and developing collaborative research projects across the many knowledge domains as well as policies, or by enlisting outside expert/agencies in such research projects.

➢ Through consulting projects, the college also gives faculty and students the opportunity to work on current technological trends and emerging technologies with industry standards.

➢ To identify and establish Industry-Institute interaction through Memorandums of Understanding (MOUs) for sustained relationships with national and international academic institutions of higher learning and research institutions in order to broaden the scope of research options and funding opportunities for the faculty and students.

➢ To promote innovation, raise awareness of intellectual property rights, and encourage people to apply for these rights.

➢ To support and promote the publication of faculty and students research in recognised academic journals with international and national Scopus indexes.

93

- Entrepreneurship is supported and promoted, including incubation centres and other activities for knowledge generation and transfer, in order to establish an ecosystem for inventions.
- Through R&D events like conferences, workshops, patent filings, research proposal seminars, faculty development programmes, and student development programmes, the faculty and students are encouraged to continue their research work. Faculty members are also encouraged to pursue higher education in reputable institutions.
- To support community-based research initiatives and disseminate research results for local social innovation and economic growth.
- The institution has taken initiative to provide on-duty, incentives/seed money and reduced workload, etc., for the faculty members interested in the research in order to foster advanced research and to develop their abilities on the emerging technologies.

(iv) Objectives:

- To create an enabling environment within KSRCE in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system and facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centers within KSRCE with potential for Excellence.
- Forge interdisciplinary collaborations and partnerships nationally and globally.

(v) Undertaking Research:

Research departments, Faculty members, research scholars and students of KSRCE are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

94

(vi)Norms for Doctor of Philosophy (Ph.D)

Candidates should enroll and register at K. S. R. College of Engineering (KSRCE) on getting provisional registration letter from Anna University, Chennai.

- ➢ Candidates should present his/her progress of research in the review meeting once in six months and submit the Half Yearly Progress Report in the prescribed format to the department in which they have registered. The schedule for the review meeting will be prepared and announced by the supervisor concerned / department.

- ➢ The Supervisors shall endorse the candidates to publish their research work. The candidate shall publish their research papers in reputed platforms (Scopus/ SCI/SCI-E/ESCI, Indian Citation Index) indexed conferences / Workshops / Journals) after obtaining formal permission from the respective Supervisor. The Research supervisor can permit the candidate to submit the paper to the journal, only after checking for Plagiarism.

- ➢ The research scholar shall submit a copy of Ph.D. thesis to the College Library on successful completion of the Viva-Voce.

(vii) Obligations of faculty and researchers (including post graduate researchers):

Research output is considered as one of the criteria for faculty recruitment and promotion along with other academic responsibilities.

(viii) Plagiarism Check:

- ➢ All research supervisors recognized by Anna University have login ID for online access to URKUND Plagiarism check software by Centre for Research, Anna University, Chennai.

- ➢ Research Scholar should submit the copy of URKUND plagiarism check report to the supervisor concerned for a paper before submitting to the journal/Conference.

- ➢ Synopsis/ Thesis should have URKUND plagiarism report for submitting the same to Center for Research, Anna University.

- ➢ Maximum of 30% of similarity is allowed for Ph.D Synopsis and Thesis.

(ix) The Act of Plagiarism:

- ➢ In the case of scholars who have committed the act of plagiarism in the thesis/journal publication, his/her thesis/degree shall be forfeited and

his/her research registration shall be cancelled and also he/she shall be debarred to register for any other programme in the University.

➢ For the abetment of above such action, the recognition of his/her supervisorship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period.

➢ If any scholar has committed an act of self plagiarism in the publications and ascertained by the Committee constituted by the Vice-Chancellor, such work shall not be allowed in his/her thesis and the scholar shall be fined up to Rs.50000/- while the Supervisor shall also face action. The synopsis /thesis of such scholar shall be accepted only based on a new publication in a referred journal (as applicable).

➢ If plagiarism is detected in the publications / thesis of any other scholar under the same supervisor, the recognition of his/her supervisorship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars, besides other disciplinary action.

(x) Seed Money for Faculty Members:

Since inception, the Institution has motivated young faculty members to conduct research and provides financial assistance. A grant of the research seed money is given to the faculty members of Institution who have submitted proposals for doing research.

(xi) Minor Research Projects:

➢ Faculty projects supported under this category are normally projects of one year duration and can be extended up to two years if required. Each can have financial support in the range of Rs.5,000/- to 15,000/-.

➢ Faculty may utilize the facilities, infrastructure, and human resources.

(xii) Major Research Projects:

➢ The Institution shall provide funding to certain important Major Research Project with the prior approval. The following are the rules for sanctioning the Major Research Project from the Institution:

➢ A major project is sanctioned to a faculty or a team of faculty members of the Institute based on the data provided in the prescribed format.

- The proposals received would be evaluated for quality by a research committee and recommended applicants will receive the seed grant.
- Periodical progress report, normally once in three months must be submitted for review.
- All the equipment purchased and fabricated prototypes shall be the property of the Institute.

(xiii) IPR Cell

- To motivate the students to think laterally and out-of-the-box to generate IPR.
- To motivate and support to develop new novel useful innovative product from facilities available and students for the patents, copyrights, design rights and other related intellectual property rights.
- Patent filing charges are borne by the Institution, if the faculty members file their patent on the name of the Institution.
- To carry out the project effectively by providing required technical guidance from faculty members through department coordinator.
- To guide students to develop product with available resources in and around district / state.
- To provide seed funding and resources for students to work on the IPR and to develop with commercial products from the time of learning.
- Filing patents, IPR and commercialization of the products in the long run useful for societal needs.
- To create awareness and opportunities in IPR among the students & faculty and to create research and development atmosphere in every department.
- To create interest and atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registering PhDs.
- To motivate the faculty members for R&D activities in the area of their specialization.
- To encourage staff members and students to publish technical papers in national and in reputed international conferences/journals.
- To undertake research and development projects offered by agencies such as ISRO, DRDO, CSIR, DST, AICTE, UGC, etc.

- To assist the students to get funding for conducting research under student project scheme to various funding agencies like TNSCST, IEI (I), DRDO, TCS, Infosys, etc.,
- The growth of research activity is facilitated among the academic community, including developing mechanisms and targets to achieve this.
- To develop and coordinate strategies for maximizing the faculty's success in gaining external research funding.
- To maintain and disseminate current information about relevant research policy areas and initiatives in government, in the professions and in relevant industries, including external funding opportunities.
- To develop strategies to foster research collaborations within the faculty, across faculty and institutes and with agencies outside the college.
- To work with various departments to establish and develop faculty research priorities on interdisciplinary areas.
- To facilitate workshops and staff development activities on research-related issues.
- To encourage development of activities and their by attract the best research-oriented higher degree students.
- To maintain effective collaborations with government departments, authorities, business, and commerce and industry organizations relevant to the college research activities.

(xiv) Recruitment and Promotion:

KSRCE shall recruit shall faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, patents, may be assessed on the established yardsticks.

(xv) Research Advisory Committee (RAC):

The primary function of the RAC is to contribute towards encouraging, guiding and monitoring the research activities of the faculty members, research scholars and students in the college. The main objective is to enhance research activities among faculty members for doing PhDs, executing sponsored research projects and publications.

The objectives of RAC are:

- ➢ To promote research among the staff.
- ➢ To disseminate information regarding research programmes like Ph.D., Research Projects from various funding agencies.
- ➢ To advice on thrust areas and disciplines for introducing research programmes and related activities for future development in research
- ➢ To review the research proposal and finalize the topic of research.
- ➢ To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- ➢ To periodically review and assist in the progress of the research work.
- ➢ To provide guidance on writing research articles / papers for publications in journals and to improve the quality of publications.
- ➢ To review the progress of the research work of the faculty members, scholars and students.
- ➢ To guide the faculty in the preparation of the Research proposals for securing financial assistance.
- ➢ To provide guidelines and direction for the growth and development of research activities.

Composition of Research Advisory Committee:
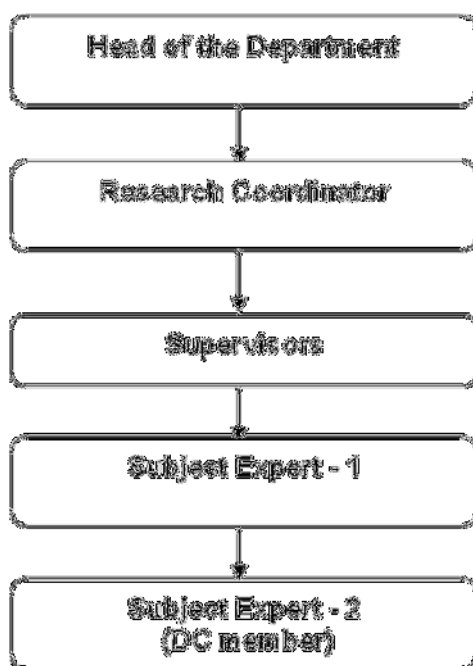
(xvi) Roles and Responsibilities of the Ethics Committee (EC):

The objectives of EC are:

➢ Promote the quality research among the staff.

➢ Review the research projects and ensure no harm to the society while implementing / doing the research.

➢ No coercive action against the faculty members, research scholars and students while taking-part in research activities.

➢ Ensure academic and research freedom in the campus.

➢ All kind of publications must be communicated to the various platforms through the guidance and approval of the respective supervisors.

Composition of Ethics Committee:

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        ┌─────────────────────┐
        │     Principal       │
        └─────────────────────┘
                  │
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        ┌─────────────────────┐
        │   Dean- Research     │
        └─────────────────────┘
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        ┌─────────────────────┐
        │  VPs &  directors, CoE │
        └─────────────────────┘
                  │
                  ▼
        ┌─────────────────────┐
        │    Head of the       │
        │    Department        │
        └─────────────────────┘
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        │ Research coordinator │
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        │     Supervisor       │
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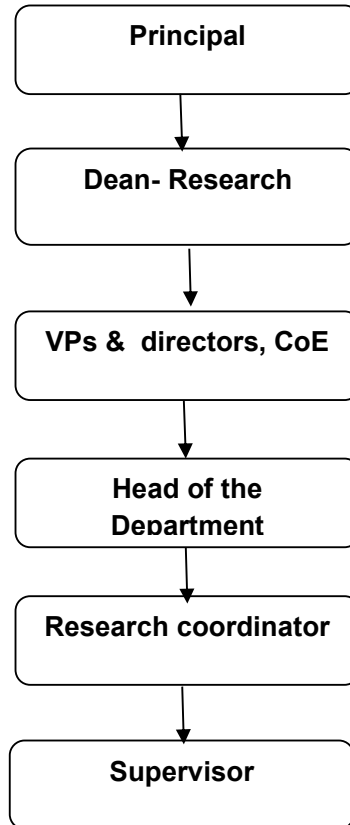
22.5 Autonomy to the principal investigator

➢ Principal investigator will enjoy the autonomy as he/ she is the prime person to implement the project.

- The Head of the departments will cooperate with the principal investigator whenever needed.

22.6 Timely availability or release of resources

- The institution will support and ensure the timely availability of resources for the execution of the projects as per plan.

22.7 Adequate infrastructure and human resources

- The research centres of the college will be equipped with adequate work space and computing facilities with internet connection.
- Support from administrative staff to the investigators of the research projects will also be provided.

22.8 Time-off, reduced teaching load, special leave etc. to teachers

- Faculty members who pursue research will be provided with privileges such as on duty, paid leave and permission as required.
- Their teaching workloads will be adjusted and reduced if necessary, so as to enable them to finish their research work in time.

22.9 Support in terms of technology and information needs

- The departments shall provide facilities such as personal computer with internet connectivity, Wi-Fi, LAN, on-line and digital resources, access to e-journals etc.
- Faculty members will be encouraged to procure various research related software, technical books, equipment, etc. to facilitate their research activities.

22.10 Facilitate timely auditing and submission of utilization certificate to the funding Authorities.

- The service of the administrative staff will also be extended for the preparation and submission of utilization certificates on time.

22.11 Developing research culture and aptitude among students.

- Research committee will continuously monitor and create opportunities for the students to participate in various research activities.
- Students will be engaged in the execution of research projects and preparation of research proposals.
- Students will be motivated to publish their final year projects in journals / conferences.

- College will conduct "Innovative Project Exhibition" annually and encourage students to form teams, design and develop innovative projects and demonstrate during the exhibition. As a result, students can write papers for conferences and file patents also.
- KSRCE will organize conferences, workshops and seminars through which students will be motivated to participate actively in research related activities.
- Students will also be motivated to participate in various technical events and present papers in national conferences organized by other institutions.
- Research awareness Programme will be organized for the students to understand the steps involved in research process.
- Students will also be encouraged to interact with eminent researchers (Academics and Industry) during the programmes organized.
- The Institution will encourage faculty members to submit research proposals to various funding agencies.

22.12 Development of prioritized research areas and the expertise.

- The institute will encourage faculty to enrich their knowledge to be experts in their field of interest by providing the required support.
- Prioritized research areas will be continuously identified and published in various forums.

22.13 Attracting researchers of eminence to visit the campus and interact with teachers and students.

- Institution will invite the researchers of eminence to the campus and arrange to interact with teachers and students.
- KSRCE faculty members will be permitted to visit the industries and interact with eminent people related to their research issues.
- KSRCE will conduct seminars, workshops and international conferences frequently and arrange eminent research scholars to interact with students and faculty on research activities during the programme.

22.14 Sabbatical Leave for research activities.

Members of faculty will be permitted to avail sabbatical leave to continue their research work.

22.15 Awareness, advocating/ transfer of relative findings of research of the institution and elsewhere to students and community .

➢ Details of research publications and patents of the institution will be uploaded in KSRCE ERP software. Members can login and view the documents related to research contributions.

➢ The details of patents applied will also be displayed in the department research centres.

➢ The Central Library will increase the subscription to National and International Journals to bring articles related to research outside to KSRCE faculty and students.

➢ All the departments will conduct conferences and seminars to gain knowledge on emerging technologies in different sectors and to inculcate research culture among the students.

➢ Working models of the projects of students will be displayed in their departments.

➢ In all KSRCE labs, students will be encouraged to conduct additional experiments beyond the prescribed syllabus; as an initiative to create awareness on research among students.

➢ Department newsletters will be published in regular intervals to advocate research achievements of the departments among students and faculty.

➢ Students will be encouraged to shoot videos of their research projects and upload in internet for public viewing. (www.youtube,com).

➢ The institution will encourage the faculty members to publish research articles.

22.16 Resource Mobilization for Research

22.16.1 Budget for research.

➢ The Institution and departments will have an exclusive budget head for research activities and funds will be allocated for purchase of necessary equipment, subscription of research journals and development of research centres.

➢ The Management will also provide grants to organize conferences and seminars by various departments.

22.16.2 Seed money for research

➢ The Institution will provide with a seed money of Rs. 1,00,000 to each department every year.

➢ This seed money is to be used to initiate the research activities or to purchase equipment.

➢ Departments shall submit the proposals and the research committee will recommend to the top management for sanctioning of funds, over and above the seed money wherever required.

22.16.3 Financial provisions to support students' research projects.

➢ HODs can encourage the students to do innovative research projects by submitting proposals to appropriate funding agencies such as TNSCST.

➢ In case of worthwhile projects, the HODs will recommend to the top Management for a share of funding project.

➢ Alumni will also be advised to provide financial support for research projects of students.

22.16.4 Inter-disciplinary research.

➢ Research and Development Cell of the institution will organize research seminars related to inter-disciplinary research and communicate the information about the topics of presentation to the faculty members through circulars. Faculty members will be permitted to attend the seminars and interact with eminent researchers/ scholars for further knowledge on the subject.

➢ The institution will discuss about inter-disciplinary research in the following forums.

➢ Weekly seminar by the faculty members in an activity called TASKS (Teachers Associated Seminar for Knowledge Sharing) to share and discusses the scope for inter-disciplinary research.

➢ Communication to all the faculty members through group emails.

➢ Discussion in Research Committee meetings.

➢ During timeline presentation of research scholars.

22.16.5 Optimal use of various equipment and research facilities of the institution by its staff and students.

➢ The institution is committed to provide good infrastructural facilities for research related activities. The facility will be freely made available to students and faculty. The optimal usage of facilities will be ensured by effective communication among departments.

- ➢ Seminars and workshops will be conducted by focusing on the application of different types of specialized equipment and software.
- ➢ Training and demonstration will also be carried out using these instruments during workshop for the participants.
- ➢ The laboratory and library facilities available in the campus will be utilized by the faculty and students involved in research with no time restriction.
- ➢ Wi-Fi internet connectivity, software, computing facilities, and electronic equipment will also be used freely by students and faculty members.

22.16.6 Special grants or finances from the industry or other beneficiary agency for developing research facility.

- ➢ The institution will encourage departments and members of faculty to seek support from industry and funding agencies to develop research facility and carry out research projects.

22.16.7 Support provided to the faculty in securing research funds from various funding agencies, industry and other organizations.

- ➢ The faculty members will be given support and assisted in securing research funds from various funding agencies.
- ➢ The research committee will guide about the availability of funding opportunities from DST, AICTE, TNSCST, MHRD, CSIR, DRDO, ISTE etc.
- ➢ Information about the request for proposals will be circulated among all faculty members.
- ➢ Members of faculty will be deputed to workshops and conferences on research proposals and funding agencies.
- ➢ Faculty members will be deputed to other institutions to know about research projects executed by them.
- ➢ Faculty members will also be sponsored for conferences and workshops on emerging technologies in order to secure research projects in those areas.
- ➢ On duty will be provided for industrial visits related to research. Workload will be reduced wherever required to expedite the projects judiciously.

> Travel and other expenses towards project proposal presentation will be sponsored by the institution.

22.17 Research Facilities

22.17.1 Research facilities available to the students and research scholars within the campus.

> Research centres of the institution.

> Laboratories in various departments.

> 'Industry Supported Laboratories (ISL)' established in every department in association with leading industries.

> High end computer systems.

> Library facilities. Digital section, E-journal subscription and back Volumes of library.

> Online access of IEEE journals and E-Journals.

> Internet connectivity and Wi-Fi facility.

> Video-conferencing facility.

> Administrative support will be extended in procurement, servicing and Utilization Certificate submission for the funds received.

22.17.2 Planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

> The areas of research will be identified by the Research Committee and the Budget will be prepared for research activities. In addition, all the departments will be encouraged to submit proposals to funding agencies to obtain research funds.

> The institution shall develop a strong relationship with leading industries which contribute to its efforts in establishing research facilities.

> Long term plan will be put in place to establish Centres of Excellence in emerging areas.

> Faculty members will be encouraged to apply for financial assistance from the government and other funding agencies which would help to improve the existing infrastructure.

> Faculty and students will be encouraged to interact with industries for exploring the avenues of collaborative research.

22.17.3 Research facilities made available to the students and research scholars outside the campus/ other research laboratories.

➢ Industries will be requested to permit KSRCE students to do research oriented projects in their premises.

➢ Faculty members registered for Ph.D. programme may avail the Anna University's

research facilities.

➢ KSRCE has signed MOUs with industries and they permit KSRCE members of faculty to carry out research using their facility.

22.17.4 Library/ information resource centre facilities available specifically for the researchers.

➢ OPAC software search facility to find out the availability of books in library.

➢ The Central library furnished with specialized collections of Books, Journals covering Engineering, Technology, Science and Humanities.

➢ National, International and IEEE e-Journals subscribed by library.

➢ Books available in department library.

➢ Library facility available in hostel.

➢ NPTEL video lectures available in NPTEL Server.

➢ DELNET facility available in library. The readers can search and obtain learning resources required for research.

➢ High speed internet connectivity and good number of PCs provided in the digital library.

22.17.5 Collaborative research facilities developed / created by the college.

➢ ABE Semiconductor and Texas Instruments have contributed substantially towards establishing research facilities in our Industry Supported Laboratories.

➢ Efforts will be made by the institution to obtain supports from other external institutions.

22.18 Incentives for research

It is informed that, the following incentive norms for various research and innovation activities carried out by the faculty members such as external research

funding, consultancy activities, journal paper publications, patents, consultancy and training services rendered and online courses.

Incentive norms may include rewards, bonuses, promotions, or recognition for faculty members who engage in research and innovation activities. These activities may include:

External Research Funding: Faculty members who secure research funding from external sources, such as government grants, industry partnerships, or research foundations, may receive incentives based on the amount of funding secured or the impact of their research.

Journal Paper Publications: Incentives for publishing research papers in reputable journals like Q1, Q2, Q3 and Q4 and also SCOPUS indexed journals may include promotions, monetary rewards, or additional research support.

Patents: Faculty members who obtain patents for their innovative ideas or inventions may receive incentives, including royalties, bonuses, or support for further research and development.

Consultancy and Training Services Rendered: Faculty members who offer consultancy or training services to external entities, such as businesses or government agencies, may receive incentives based on the scope and impact of their services.

Note: These norms can change over time and can vary significantly.

I.   **Norms for sharing of Incentive for External Funded Projects:**

Sl.No.	Nature of External Fund	Proposed Incentive and Norms	
		Range	**Incentive Amount in Rs.**
1	Research Funding – Proposal related to research only	Above 1 Crore	5 Lakh
		50 L – 1 Crore	2.5 Lakh
		30 - 50 L	1.5 Lakh
		25 – 30 L	1.25 Lakh
		20 – 25 L	1 Lakh
		15 – 20 L	75,000
		10 - 15 L	60,000

		5 – 10 L	50,000
		3 – 5 L	30,000
		1 – 3 L	10,000
2	The above incentives are to be shared as follows		

	Description	% of share of Incentive	Total Share
i)	Principal Investigator & Faculty Team members (PI – 40%, Co-PI – 30%, Others – 10%)	**80%**	**100%**
ii)	Department supporting staff involved in the project	**15%**	
	If the Department supporting staff are not involved in the project, then	10% to PI 5% to Office	
iii)	Office	**5%**	
	50% of the incentive are to be distributed upon receiving first installment and the remaining 50% are to be issued after successful submission of Utilization Certificate		

II.   Incentive Norms for Journal Publications:

Sl.No	Author Position	Indexed Journals					
		Q1	Q2	Q3	Q4	SCOPUS	UGC Care
1	1	10 K	8 K	6 K	5 K	4 K	2 K
2	2	7.5 K	6 K	5 K	4 K	3 K	1 K
3	3	6 K	5 K	4 K	3 K	2 K	--
4	4	5 K	4 K	3 K	2 K	1 K	--
5	5	4 K	3 K	2 K	1 K	--	--

III.   Incentive Norms for Consultancy Services:

S.No.	Particulars	Resource Utilization	% of Incentive Sharing
1	Revenue generated from Consultancy (any Govt. or Private sector)	Institution resources are utilized	**60 : 40** 60% for Institution 40% as Incentives
		Institution resources are not utilized	**60 : 40** 60% as Incentives 40% for Institution
	Norms for Distribution of Incentives		

i)	Faculty team members handling the consultancy	80%
ii)	Department supporting staff involved in the consultancy work	15%
iii)	Office	5%

IV. Norms for Reimbursement of Registration fees for On-Line Courses:

Sl.No.	Participation of On-line Courses	Registration amount	Remarks
1	NPTEL		Mandatory for every faculty
2	COURSERA	1000	
3	SWAYAM		
4	Faculty members (Experience less than 5 years) are encouraged to complete modules under National Initiative for Technical Teachers Training through on-line mode.		

V. Financial Support for FDP/Conference

S.No	List of Activities	Amount
1.	FDP/STTP/Workshop/ Participation in Tier-1 institutions /year ➢ Faculty above 10 Years experience ➢ Faculty Between 5-10 Years experience ➢ Faculty Less than 5 Years -	50% of registration (or) Rs.3000 whichever is minimum. 50% of (or) Rs.2000 whichever is minimum. 50% of (or) Rs.1000 whichever is minimum
2.	**IEEE/ACM** Conference Publications in Tier-1 Institutions ➢ Faculty above 10 Years experience ➢ Faculty Between 5-10 Years experience ➢ Faculty Less than 5 Years experience	50% of registration (or) Rs.3000 whichever is minimum. 50% of (or) Rs.2000 whichever is minimum. 50% of (or) Rs.1000 whichever is minimum
3.	PhD Completion and after award of Degree certificate	As per service rule
4.	Incentives for IPR • Incentives for Students • Incentives for Faculty	As per Norms

S.No	List of Activities	Amount
5.	TA & DA to resource persons from • Industry • R & D centre ,Tier-1 Government Institutions Academic • Academic	• Rs.5000 • Rs.5000 • Rs.3000

22.19 Consultancy

Policy of the institution to promote consultancy.

The stated policy of the Institution to promote consultancy is as follows.

➢ Consultancy is work of a professional nature, undertaken by the staff in their field of expertise, for external clients, for which financial and other benefits are received.

➢ Consultancy work produces some form of contracted output which may be partly or wholly owned by the client.

➢ The Institution normally does not have freedom of publication over the results of consultancy; unless authorized by the concerned client.

➢ Institution resources can be made use of and the extra work required and support will be provided by the existing staff. The institution becomes a solution provider of industrial problems.

➢ Income generated is shared with the team members who worked on the project. Cash award of the project value will be given by the institution and the amount will be shared among the contributors as per the details given below.

Table: 1 Applicable to departments where Institution has exclusively purchased equipments and machines required for the consultancy activities
(Total amount shared with the department is 40%)

S.No	Member of the consultancy team	Amount of revenue distributed as % of total value of order	Remarks
1.	Member who gets the order	10%	Order may be obtained by any member of our college
2.	HOD – Department	5%	
3.	Lead Auditor (or) Project head	15%	

S.No	Member	%	Remarks
4.	All other members	10%	
	Total	40%	

Table: 2 Applicable to departments who conduct consultancy activities using the existing lab equipments only
(Total amount shared with the department is 50%)

S.No	Member of the consultancy team	Amount of revenue distributed as % of total value of order	Remarks
1.	Member who gets the order	10%	Order may be obtained by any member of our college
2.	HOD – Department	5%	
3.	Lead Auditor (or) Project head	20%	
4.	All other members	15%	
	Total	50%	

22.25 Advocating and publicizing of expertise

➢ Periodically the updated literature about the institution will be sent to prospective companies highlighting the consultancy expertise including the facilities available with the departments.

➢ Major areas of expertise will also be advertised through department homepage in the college website.

➢ Faculty members can network with industry and understand the problems faced and offer them consultancy services.

➢ During various industry related programmes conducted at the campus, presentation about KSRCE consultancy expertise will also be shown.

22.25.1 Encouragement of the staff to utilize their expertise for consultancy services.

➢ The institution will identify the members of faculty who have adequate exposure to industrial applications and encourage them to utilize their expertise for consultancy services.

➢ Due importance and a share of revenue will be given to faculty members who provide consultancy services.

➢ On-duty will be provided wherever required.

➢ KSRCE will encourage the faculty to visit the industries and supervise the project work carried out by the students in industries.

22.25.2 Broad areas where major consultancy services provided by the institution.

Broad Areas, where major consultancy services provided by the institution presently are as follows; and additional areas will be added as when the capability is created.

➢ Factory Automation
➢ Internet of Things (IOT)
➢ Embedded systems
➢ Computer Aided Design
➢ Renewable Energy
➢ Energy Audit
➢ Automobile Engineering
➢ Cloud technology

23. INSTITUTE INDUSTRY INTERACTION CELL (IIIC).

KSRCE wants to maintain strong Institute Industry Interface and will continue to strengthen. Following forums will be used to enhance the institute Industry Interface.

23.1 KSRCE Industry Connect Programme

➢ KSRCE, has been hosting its annual Industrial Seminar event in association with ICT Academy of Tamil Nadu ,"Power Seminar" on latest trends to nurture the young minds.

23.2 Industry Supported laboratories (ISL)

➢ KSRCE has made a significant step forward in its quest to train their students on emerging technologies. So far the college has established around 10 industry supported laboratories in various departments and additional ISL labs will be established in the future. Following activities conducted under ISL will be enhanced in future.
➢ Faculty training by industry.
➢ Visiting faculty from industry.
➢ Industry projects, Industrial visits and internships.

113

> Industry consultancy and Research

23.3 Guest lectures by Industry personnel.

> The institution organizes guest lecturers by industry personnel for the benefit of students and faculty with industry personnel as resource persons.

23.4 COMMITTEE/CELL/FORUM/CENTRE/CLUB/ASSOCIATION

A variety of teams are working to the welfare of students. Educating additional skills and taking care of students are the key roles of all the faculty & staff members. So, a range of Committees, Cells, Forums, Clubs and Associations have been framed to provide all kinds of benefits to students.

There is no doubt that maintaining good academic records is very important in college life. In addition, the students are expected to have other skills for leading a successful career. Hence, plenty of activities are conducted through various Cells, Centres and Clubs. Students improve their skills in all the domains by participating various events and competitions which develops their professionalism.

23.4.1 Objectives

> To provide students with personal, social, and community service venues, enhancing the overall collegiate experience
> To help students develop lifelong good working habits
> To teach how to work as part of a team towards a common goal
> To enhance community involvement and volunteerism
> To educate valuable character traits such as pride, productivity, and organization
> To foster practical skills such as time management, leadership and responsibility
> To help prepare students for balancing the demands of a career, family and other life commitments

23.4.2. Details Committee / Cell / Forum / Club / Association

S. No.	Committee Details	Faculty I/C
1.	Governing Council	Dr. V. Revathi Vice Principal Dr. J.C. Kannan Director – Planning &

		Development
2.	Academic Council	Dr. P. Meenakshi Devi Director – Academics
3.	IQAC	Dr. P. Veena Director – IQAC
4.	Grievance Redressal Committee	Dr. R.V.M. Rangarajan Director – Student Affairs
5.	Student Affairs and Welfare Committee / Discipline Committee	Dr. R.V.M. Rangarajan Director – Student Affairs
6.	Mentoring Committee (MCC)	Dr. P. Meenakshi Devi Director – Academics& All Heads
7.	Accreditations, Rankings and Awards	Dr. R. Jeyabharath Director – Accreditation & Rankings
8.	Games and Sports Committee (GSC)	Mr. P. Sriram PD / PED
9.	Planning & Development Committee	Dr. J.C. Kannan Director – Planning & Development
10.	Strategic Planning and Monitoring Committee	Dr. R. Nandakumar Vice Principal Dr. P. Veena Director – IQAC
11.	Research and Development Committee	Dr. P. Senthilkumar Dean – Research
12.	National Innovation and Startup Policy (NISP)	Dr. K. Lakshmi Director – Innovation & Incubation
13.	Central Finance, Budget and Purchase Committee	Mr. M. Asick Ali ASP / Maths Dr. N. Kumaravel AP/Maths
14.	VISHAKA – Internal Complaints Committee/ Prevention of Sexual Harassment Committee	Dr. S. Agiladevi ASP / Chemistry
15.	Board of Examination Committee	Dr. P.S. Periyasamy COE
16.	Exam Result passing board & Mal Practice Committee	Dr. P.S. Periyasamy COE
17.	Anti-Ragging Committee (ARC)/ Vigilance Squad	Dr. B. Murugesan HoD / Chemistry
18.	Infrastructure Management Committee	Dr. C. Santha Kumar

	(IMC) and Building & Works Committee (BWC) / General Maintenance Committee	Head – Infrastructure & IT
19.	Departmental Academic (Advisory) Committee (DAC)	Department Heads
20.	Feedback Review Committee	Dr. P. Meenakshi Devi Director – Academics
21.	Staff Club / College Council (CC)	Dr. M. Prabu Professor / SFE Mr. K. Chandrasekaran AP / MECH
22.	Admission Committee	Mr. P.S. Prakash Kumar AP / IT Mr. P. Govindaraju AP / ECE
23.	Library Committee	Mr. P. Senthilkumar Librarian Dr. M. Ganesamoorthy Librarian
24.	Canteen Committee	Mr. R. Babu AP / Civil
25.	Cultural Committee	Dr. V. Devabharathi Prof. / Physics Mr. R. Veerasamy ASP / Chemistry
26.	Hostel Committee	Mr. A. Ravi, AP / EEE Mr. R. Babu, AP / Civil
27.	HRD Cell	Dr. R. Nandakumar Vice Principal Dr. V. Revathi Vice Principal
28.	SC / ST Cell	Mr. C.M. Dinesh AP / MECH Mr. M. Udhayakumar AP / ECE
29.	OBC & Minority Cell	Mr. M. Syed Thasthagir AP / AUTO Mr. B.B. Sangameswaran AP / BME
30.	Staff Club	Dr.Prabhu, Professor/SFE
31.	Women Empowerment Cell	Dr. E. Baby Anitha ASP / CSE
32.	NSS & Swach Bharat	Mr. T. Kandasamy AP / MECH Mr. A. Mohanraj

		AP / MECH
33.	YRC, RRC	Mr. J. Sivaprakasham AP / Physics
34.	NCC	Mr. K.R. Natarajan ASP / Mathematics Mrs. R. Sacithraa AP / EEE
35.	ISTE Chapter	Dr. E. Vani ASP / EEE
36.	IE Chapter	Dr. A.V. Balan Professor / MECH
37.	CSI Chapter	Dr. G. Singaravel HoD / IT
38.	ICTACT	Mr. A. Ravi Placement Officer
39.	PALS	Dr. R. Venkatachalam Professor / AUTO
40.	UBA	Mr. P. Rasagopal ASP / MECH
41.	Music Club	Dr. V. Devabharathi Professor / Physics
42.	Fine Arts Club	Mr. S. Venkatesan ASP / Maths
43.	Cultural Club	Mr. R. Veerasamy ASP / Chemistry
44.	Yoga and Health Club	Mr.B.B.Sangameswaran AP / BME
45.	Science Club	Dr. K. Lalithambigai AP / Physics
46.	Kamban Tamil Mandram	Dr. M. Sathiyaraj AP / Tamil
47.	Lingua club	Mr. R. Krishna pradeep AP / English Mr. I. Nagarajan AP / English
48.	Readers Club	MR. P. Senthilkumar Libraria Dr. M. Ganesamoorthy Librarian
49.	Youtubers Club	Mr. B. Rajesh AP / CSE
50.	Math Club	Mrs. S. Jeyabarathi AP / Maths
51.	Rotary Club	Mr. P. Mohan AP / English
52.	Eco Club	Mrs. T. Brindha AP / Chemistry

53.	OBC Club	Mrs. S. Dhavamani AP / Maths
54.	Minority Club	Mr. M. Syed Thasthagir AP / Automobile
55.	CII, EDISIA, CMA, YI-YUVA, CODISSIA	Mr. K. Sivasubramani AP / MBA
56.	Pudhumai Penn, Tamil Pudhalvan	Dr. R.V.M. Rangarajan Director – Student Affairs
57.	ABC / NAD	Dr. P.S. Periyasamy COE
58.	Centre for SDG	Mr. B. Suresh AP / Civil
59.	Centre for IKS	Mr. S. Madhan AP / English

24. FACULTY DEVELOPMENT PROGRAM

24.1 Policy

➢ To further strengthen the knowledge and competency of the faculty through structured and formal training to make their teaching and dissemination of knowledge more effective.

➢ First time subject handling faculty should undergo a minimum of 2-3 weeks of Faculty Development Program.

24.2 Process

➢ Allocation of funds for Faculty Development Programs in the annual budget for the departments

➢ Identification of Domain Interest of the Faculty Members

➢ Identification of Upcoming Technologies on which the Faculty Members need to be trained

➢ Identification of Faculty Development Programs required to equip our faculty to handle subjects assigned to them effectively

➢ Identification of institutions/agencies/industry that offer the identified Faculty Development Programs

➢ Identified faculty members nominated for Faculty Development Programs

➢ Faculty to transfer knowledge gained through Value Added Courses / Content Beyond Syllabus

24.3 Outcome

➢ Enhanced knowledge of faculty and confidence to handle subjects/Value Added Courses more effectively.

➢ Widen the skill set of students

➢ Increase the employability of students

25. WORKSHOP

25.1 Policy

➢ To further strengthen the application knowledge and competency of the faculty/ students through structured and formal hands on training.

25.2 Process

➢ Allocation of funds for Workshops in the annual budget for the departments

➢ Identification of workshops through suggestions from various stakeholders viz., academic advisory council, recruiters, guest speakers, alumni, students and faculty.

➢ Identification of faculty/resource persons for the workshop and Nomination of faculty/students (both internal and external) for workshop

25.3 Outcome

➢ Enhanced application knowledge of engineering concepts

➢ Enhanced capabilities for students to do innovative projects and win in competitions

➢ Effective facilitation of projects by faculty

26. GUEST LECTURE/SEMINAR/ WEBINAR

26.1 Policy

➢ To get an outsider's perspective (either from industry or from academia) on the subjects being taught in the upcoming technologies and other relevant skills

26.2 Process

➢ Allocation of funds for Guest Lectures/Seminars in the annual budget for the departments

- Identification of guest lectures through suggestions from various stakeholders viz., academic advisory council, recruiters, guest speakers, alumni, students, faculty and based on complexity of current curriculum.
- Identifying the resource persons.
- Students are mandated to attend and get benefited

26.3 Outcome

- Better performance in assessments and university examinations
- Better performance in placement interviews
- Better paper presentations by students in conferences

27. VALUE ADDED COURSE/ INDUSTRY SUPPORTED COURSES

27.1 Objective

To understand and meet the expectations of industry and enhance the employability skills of the students

27.2 Process

- Allocation of funds for Value Added Courses in the annual budget for the departments or self-funding by the students
- Identification of Value Added Courses through suggestions from various stakeholders viz., academic advisory council, recruiters, guest speakers, alumni, students, faculty and based on complexity of current curriculum.
- Curriculum design and the syllabus for the Value Added Courses is prepare by the team of experts
- Course Material Development where courses are delivered by in-house faculty
- Identifying the resource people (both internal and external).
- Mini projects carried out by students based on Value Added Courses attended
- Awards for the Best three projects
- Credit transfer is allowed based on regulations for the particular batch

27.3 Outcome

- Understanding current requirements of industry and preparing the students to meet the same
- Development of industry ready students

- ➢ Enhanced competency of students to win in project competitions
- ➢ Increased placement performance

28. VISITING FACULTY POLICY

- ➢ Experts from industry/ academic institution/ consultancy firm will act as a Visiting faculty.
- ➢ Visiting faculty can teach newly introduced subjects/topics or other academic services to the institution.
- ➢ Head of Departments are responsible for identifying and recommending competent visiting faculty for the respective subjects.
- ➢ Visiting faculty list should be approved by the Principal.
- ➢ Number of visiting faculties for each semester will be approved by the Management

INTRODUCTION: To improve the employability of students, industrial exposure shall be provided by appointing Adjunct Faculty/ Resource persons in Technical Institutions. However, for computing the Faculty deficiency only regular Faculty shall be counted.

OBJECTIVE: The key objective of these guidelines is to develop a useful and viable collaboration between the Educational Institutions and Industry. The guidelines seek to enhance quality of Education and skills by the involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.

DEFINITION:

- ➢ Adjunct Faculty is hired by an Institution to teach but is not a full member of the Faculty.
- ➢ Adjunct Faculty is a Part Time or contingent instructor.
- ➢ There are academicians, professionals whose primary employment activity is outside the Institution and who are not interested in seeking full- time appointment with the Institution, but shall contribute to teaching in the Technical Institutions/ academic Programmes.

- The Adjunct Faculty shall be an eminent Professional/ Scientist/ Engineer having recognition at the national/ international Level and having outstanding published work.

QUALIFICATIONS AND EXPERIENCE:

- An Adjunct Faculty/ Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:

- Teaching and research Organizations of State/ Central government Institutions/Universities

- Central and State Public Sector Undertakings (PSUs)

- Reputed Industries

- Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils

- NRIs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues

LIMITATION

Following are the restrictions for engaging the Adjunct Faculty.

- In an Academic Year, an Adjunct Faculty shall work in 2 Institutions (maximum).

- The weightage of the Adjunct Faculty in each Institution shall be in proportion to the number of Institutions he/ she is working in. For example, For example, if an Adjunct Faculty is working in 2 Institutions simultaneously, his/ her weightage in each Institution shall be 50%.

- At the time of engagement as Adjunct Faculty in any of the Institution, the resource person has to submit a declaration on the number of Institutions he/ she has been appointed as Adjunct Faculty in the current Academic Year.

- Any resource person receiving grants under "Adjunct Faculty Scheme" from AICTE cannot work as Adjunct Faculty in other Institutions.

STRENGTH OF ADJUNCT FACULTY:

> ➢ In case of Planning-30% and Design- 20%, Adjunct Faculty/ Resource Persons are permissible, since the Programme requires exhaustive practical field exposure.

> ➢ In all other Programmes, ONLY under exigent conditions such as relieving/retirement of Faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Persons up to a maximum of 10% of the required Faculty members as per the "Approved Intake", for a period not exceeding one Academic Session.

FUNCTIONS:

> ➢ Functions of Adjunct Faculty/ Resource person from Industry are:

> ➢ Teaching Technical Course(s): Adjunct Faculty shall be expected to teach Course(s) directly related to his/ her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution's activities like counselling of students, developing new Course(s) and pedagogical improvements.

> ➢ Participation in service-related activities: Adjunct Faculty is also expected to actively participate in service-related activities, such as sitting on Departmental Committees, serving as advisors to Faculty and/ or Under Graduate and Post Graduate students, helping students network and active collaboration with the Industry/ Employer providing internship and job opportunities.

TA/ DA AND HONORARIUM:

> ➢ The Adjunct Faculty shall work at the host Institution for a minimum of 02 days per visit. TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty, as per UGC guidelines, shall be:

> ➢ Travel cost, as per entitlement, from place of stay to Institution and back, maximum 6 times per Academic Year. No accommodation would be permissible, however, free lodging and boarding in the guest house.

> ➢ An honorarium of ₹ 1,000/- only (Rupees One Thousand Only) per lecture up to a maximum of ₹ 4,000/- (Rupees Four Thousand only) per day of service, subject to a maximum ceiling of ₹ 80,000/- (Rupees Eighty Thousand only) per month.

> Other facilities such as Office Room, Secretarial Services, depending on their involvement in academic activities, shall be considered.

APPOINTMENT: Their appointment shall be made by a Competent Authority, based on the recommendations of a Committee. The period of their empanelment shall vary between six months to three years.

MONITORING: The performance of every Adjunct Faculty shall be monitored at the end of the assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.

29. INDUSTRIAL VISIT/INTERNSHIP/IN-PLANT TRAINING POLICY
Objectives
> To provide students with hands-on experience in real-world industrial settings, bridging the gap between theoretical knowledge and practical application.
> To enhance students' technical and soft skills, including problem-solving, teamwork, communication, and critical thinking.
> To familiarize students with industry standards, practices, and technologies relevant to their field of study.

Process
> Look for organizations that offer visits, internships, or training programs relevant to your field of study.
> Visit company websites or use portals like LinkedIn, intern-specific sites, or industry-specific networks to find opportunities.
> Industrial visit is planned based on the subjects the students study in different semester or inputs received from the various stakeholders of the institution.
> Industrial visit/Internship/In-plant training will be permitted only after getting undertaking form from the students.
> Faculty members must accompany the students during industrial visits. Faculty student ratio should be 1:36.
> The detailed tour schedule should be submitted well in advance mentioning the date, time and place of departure and arrival, mode of travel (Bus/Train/Other Modes), outstation accommodation arrangement details,

list of important telephone numbers and addresses of the locations where the team is visiting including the phone-fax numbers of the hotel and local transport details. Co-ordinators of Industrial visit/Internship/In-plant training should get the approval from the Principal by submitting the List of students and detailed tour schedule before going for a visit.

➢ If Industrial visit is more than 24 hours, faculty accompanying student should inform the status of the trip to the HOD every day. Lady faculty should accompany girl students even if only one girl student going for a visit.

➢ The students who are doing their internship must follow the internal and end semester exam time table as it is.

➢ After returning from the visit, Students attending the Industrial visit/ In-plant training should submit a detailed report with all the evidences to the Industrial visit/Internship/In-plant coordinators. it is to be evaluated by the experts in the department

➢ Credit transfer allowed for the two weeks internship

Outcome

➢ Practical Exposure to the industry environment

➢ Understanding Industry Standards & Practices

➢ Enhancement of communication, teamwork, time management & problem-solving skills through real-world tasks and interaction with professionals.

➢ At the end of the visit or training, students often receive a certificate or recommendation letter from the company. This certification serves as proof of completion and can be presented in future job application

30. EXAMINATION POLICY

30.1 Quality of internal semester Question papers, Assignments and Evaluation

➢ Institute is having a practice of conducting 2 internal assessment tests per semester as per the University norms.

➢ The entire course (5 units) is divided to two parts for two tests (IA1-2 ½ units, IA2-2 ½ units) as per the Academic calendar schedule.

30.2 Process for internal semester question paper setting evaluation and effective process implementation

> ➢ The internal question paper is set and evaluated based on the guidelines of course coordinator, module coordinator and Program coordinator

The functions of the coordinators are:

Table 30.3 Functions of the Coordinators

S.No.	Coordinators	Responsibilities
1	Course Instructor	• Preparing Course Plan and Question Bank • Interactive teaching with different teaching aids. • Conducting Tutorials, Quiz, Assignments and tests. • Evaluate the assessment of COs.
2	Course Coordinator	• Either one of the senior faculty members who teaches common courses (if any) otherwise individual faculty will be the course coordinator. • Monitors and reviews the activities related to attainment of course outcomes. • Conduct meeting with Course instructor periodically.
3	Module Coordinator	• Coordinates and supervises the faculty teaching the courses in the module/common courses. • Responsible for assessment of the course outcomes in the module. • Recommends and facilitates workshops, faculty development programs, meetings or conferences to meet the course outcomes of various courses in the module. • Analyzes results of various courses in the module and recommends the Programme coordinator and/or Head of the Department to take appropriate action.
3	Module Coordinator	• Liaises with students, faculty, programme coordinator and Head of the Department to determine priorities and policies. • Verifies quality of assignments, Tutorials, Quiz and test question paper.
4.	Program Coordinator	• Interacts and maintains liaison with key stake holders: students, faculty and employer. • Monitors and reviews the activities of each semester in the programme independently with course coordinators. • Schedules programme / work plan in accordance with specifications of programme objectives and outcomes. • Oversees daily operations and coordinates activities of programme with interrelated activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications given by principal and HOD. • Conducts and interprets various surveys required to assess POs and PEOs.

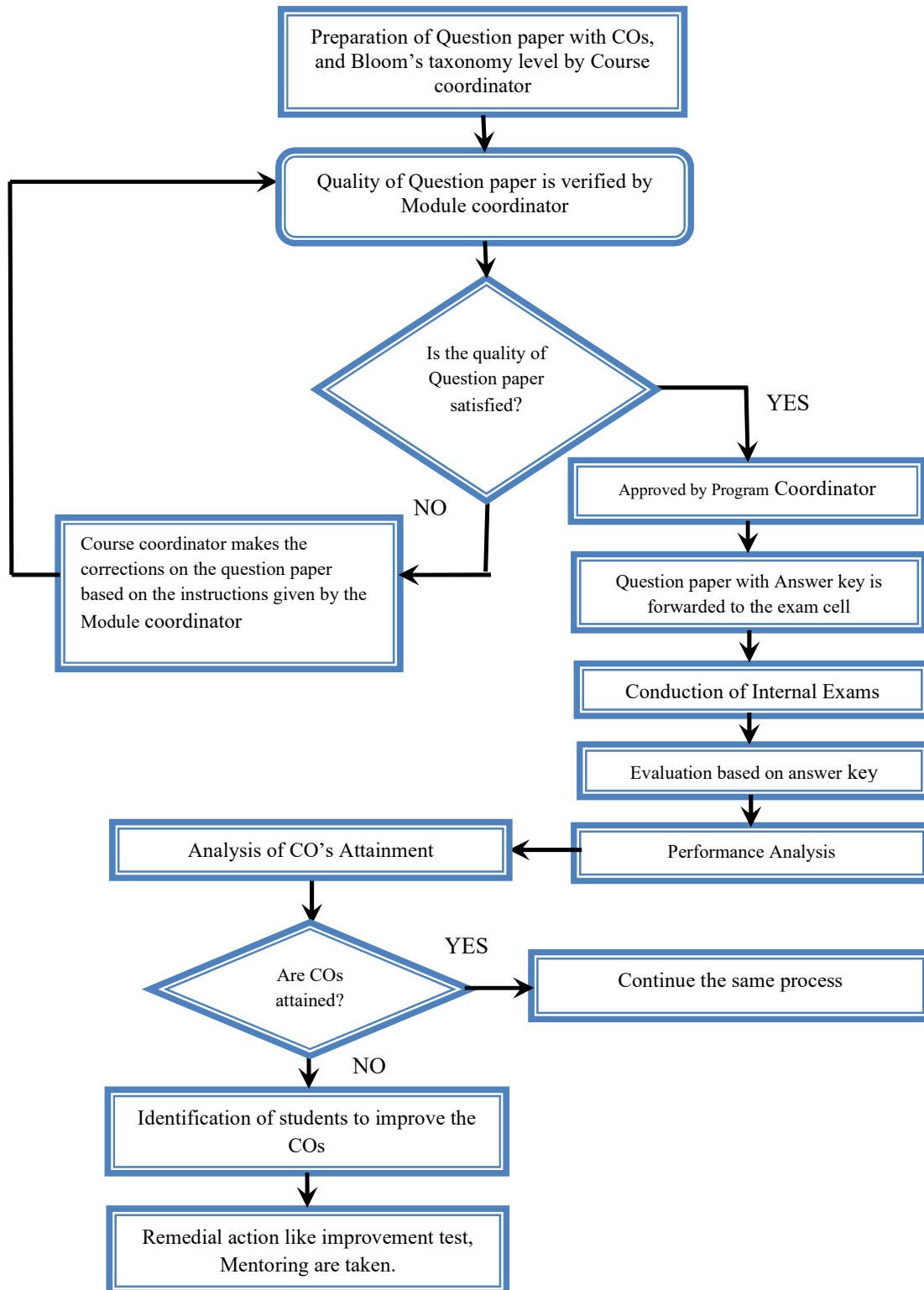| 5 | Programme Assessment Committee | • Programme Assessment Committee consists of Programme Coordinator, Module Coordinator and faculty representatives.
• Chaired by Programme Coordinator, the committee monitors the attainment of POs and PEOs.
• Evaluates Programme effectiveness and proposes necessary changes for continuous improvement.
• Prepares periodic reports/records on programme activities, progress, status or other special reports for management and key stakeholders.
• Motivates and interacts with the faculty and students towards attending workshops, developing projects, working models, paper publications and research.
• Monitoring the achievements of Program Outcomes(POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs). |

Figure 30.4 Process of Conduction and Evaluation of Performance Analysis of Internal Exam

30.5 Process of question paper setting and Evaluation of internal Exams

➢ The question papers are prepared based on COs of the subjects

➢ Questions are taken based on the Blooms Taxonomy.

➢ Course coordinator has to prepare Question paper (within the prescribed syllabus), scheme and evaluation key procedure.

➢ The module coordinator verifies the level of bloom's taxonomy with the prescribed level and the quality of the question paper.

➢ If the quality of question paper is not satisfied, then it is given for review to the Course Coordinator for re-work followed by verification by the Module Coordinator.

➢ On satisfactory standard of question paper, the program coordinator gives the final approval after reviewing the quality, course outcomes and levels.

➢ The question paper along with the answer key is forwarded to the department Exam Cell.

➢ The conduction of internal exams is done by Department Exam cell on the respective dates as given in the academic calendar.

➢ The evaluation is done by Course Coordinator based on the answer key within 2 consecutive days on closure of their respective exams.

➢ The performance analysis report is generated from the mark statement of the students.

➢ The attainment levels of COs are evaluated

➢ The slow learners are identified and their improvements are carried out by remedial classes, mentoring and providing simplified study materials.

➢ The quality of question papers, Scheme and Evaluation procedure are analyzed and discussed in PAC meeting for further action

➢ The marks and attendance are intimated to parents

30.6 Process to ensure questions from outcomes/learning levels perspective

➢ IAT question papers are framed based on Bloom's Taxonomy to ensure the lower order and higher order learning level perspective.

➢ The following norms are followed and represented in the question paper.

   K1: Remembering, K2: Understanding, K3: Applying,K4: Analyzing, K5: Evaluating, K6: Creating

➢ The following levels/ norms of bloom's taxonomy are prescribed and followed for theory and tutorial subjects with a deviation of ±5%

THEORY PAPER:

% of Remembering	-	**30-35%**
% of Understanding	-	**40-45%**
% of Application and higher order Abilities	-	**20-25%**

PROGRAMMING /ANALYTICAL PAPER:

% of Remembering	-	**20-25%**
% of Understanding	-	**30-35%**
% of Application and higher order Abilities	-	**40-45%**

Table 26.7 Bloom's Taxonomy

Bloom's taxonomy	Sample Keywords
Remembering	Describe, Define, State, Write
Understanding	How, What, Why, Classify, Illustrate, Explain, Brief outline.
Applying	Find, Determine, Develop(any problem)
Analyzing	Derive, Distinguish (any problem)
Evaluating	Judge, evaluate
Creating	Design, create

➢ Each question is mapped with CO's and Blooms Taxonomy levels. The CO attainment calculation is done for all subjects.

- For subjects with unattained COs, improvements are done through remedial classes, improvement tests and mentoring.
- The quality of question papers, Scheme and Evaluation procedure are analyzed and discussed in PAC meeting for further action

30.8. Evidence of COs coverage in class test / mid-term tests

- The COs weightage is fixed for each subject in the Internal test in the prescribed format below.
- Individual student's IAT booklet is evaluated and performance by student is mapped with CO's

Table 30.9 Evidence of Cos coverage in class test

S.No	Internal test	Syllabus	Max marks	CO coverage
1.	IAT1	2 ½ units	100	CO1:34Marks CO2:34 Marks
2.	IAT2	2 ½ units	100	CO3:34 Marks CO4:34 Marks CO5:34 Marks

30.10 Quality of Assignments and its Relevance to COs

- Assignment/ Quiz Questions are given to make the students to apply their fundamental knowledge to find solutions for given problems.
- The assignment questions are so framed to make them understand the present scenario and latest technological developments in that particular area.
- The questions in quizzes will help to understand their basic and create a strong foundation.
- Some assignments are given as video presentations/ demonstrations/ mini projects to kindle their creative mind and develop their analytical skills.
- Assignment questions and the submission date are given to the students by the corresponding course coordinator.

- Two assignments/ quizzes are conducted for every theory subject. And each unit (CO) shall contribute to a weightage for 10 marks in total in the Assignment/ Quiz/ presentations etc evaluation and mark awarding.
- For tutorial papers more problems are solved to improve problem solving skills.
- Some questions are also framed to analyze and find appropriate solutions to certain problems.
- The mark statement and COs attainment is prepared by the respective course instructor.

31. PHYSICAL EDUCATION POLICY

31.1 Policy

- Provide quality physical education that would help the students to maintain good physical fitness, job opportunities and sociability skills.

31.2 Goals

- National level representation of minimum two students from Anna University Sports Board Athletic.
- Ensure that the body mass index of minimum 75% of the students is within the desired level of 24.
- Conduct at least two yoga camps for the students
- To attain overall championship in athletics in zone 12, Anna university
- To attain at least one position in every competition that the teams take part.

31.3 Process

- Formation of college sports council with Principal as Chairman, HOD (Physical education) as secretary, with representatives from faculty, students, non-teaching staff, and other employees.
- Formation of sports calendar
- Planning for the tournaments
- Ensuring better training and practices for boys & girls team in the morning and evening.
- Planning for all sports related events

K S R CE HANDBOOK

- ➢ Interactions with student representatives
- ➢ Approval for on duty letters for sports students
- ➢ Organizing the independents day, republic day, and sports day celebration.
- ➢ Attend the sports related meeting in outside colleges.
- ➢ Prepare the zone and inter zonal teams for all sports and games.
- ➢ Providing TA&DA for sports students
- ➢ Maintain the stock register
- ➢ Maintain the gym for boys
- ➢ Update the sports committee meeting details for every semester
- ➢ Maintain the department activity files like sports invitation, OD letters, and sports bills.
- ➢ Conduct the sports day event.
- ➢ Awards are given to outstanding sports person every year.
- ➢ Identification of individual Champion (men and women) Outstanding sports person, Best Sports Men, Best Sports Women in Annual sports meet.

31.4 Other Information
- ➢ Players should get permission for tournament through letter by physical director and also by their respective HODs. The photocopies of that permission letter submitted to their concern class advisor.
- ➢ College provides sports quota for Athletes. College selects the students who win/ participate in State/ National Level Tournaments. The selected students are given 75% concession in College Fees and 50% concession in Hostel Fees.

31.5. Sports and Games Concession Norms.
- ➢ 100% for National and South zone players responsibility.
- ➢ 75% for State players responsibility by Physical.
- ➢ 50% for Divisional and District responsibility.
- ➢ 25% for Zonal players responsibility.
- ➢ Fees concession will be given to students admitted in sports quota only and not for other students.

- Individual Performance of students other than Sports Quota may be considered for the concession based on recommendation given by Physical Director.
- Hostel: 50% for hostel fees concession is given for engineering college.
- Playing Time: Player under sports quota are strictly instructed to take practice in morning from 6am to 8am evening 4pm to 7pm
- Students will be paid TA & DA as per norms.
- Staff will be paid TA & DA Details as per norms.
- Attendance record for the students practice session shall be maintained with name and data for both morning and evening sessions.
- Sports concession will be cancelled, if a player fail to report to the regular practice and low of achievements.
- Students sports camp records should be maintained as per the annual training plan.
- Students achievement will be given to the social media for the promotion.
- Students should inform their parents about sports activity performance and sports scholarship.
- Students should manage both academic and sports activity effectively.
- Students should get approval from physical director and principal for the on duty before participating in the event.
- Sports students should maintain discipline in the ground as well as inside the KSREI Campus.

32. TRAINING POLICY

32.1.1 Policy

- To enhance employability skills, career competency, nurture life skills to all students and develop Industry readiness by imparting necessary training and thus bridging the gap between Industry and Academia.
- To provide Career guidance and Employment opportunities in all the domains.

32.1.2 Faculty and Student placement coordinators

Keeping the larger interests of the student community, the department of Training and Placement cell consists of Faculty coordinators for skill development, skill assessment and corporate relations. Student Placement coordinators are also assigned to the faculty coordinators to assist them. The major function of this team is to prepare the students for the Campus drives by giving them required inputs in the subjects and aptitude, while the coordinators make all necessary arrangements for the campus drives by giving them required inputs and updating the students about various drives, dates, interview pattern.

32.2 Training

All registered students shall attend training program on Technical, Soft Skills, Verbal or Aptitude training programs and student's performance will be assessed during training. A student should have a min of 90% attendance in the training programs in order to appear for campus placements.

During the academic year whenever the placement training programs are arranged by the Training and Placement cell, all the students must attend the respective training.

If any student fails to attend the training programs without prior permission / valid reason his/her name will be removed from the placement registered list.

32.2.1 Training- Action Plan

➢ Identification of other behavioral and skill based expectations of the employers in the perspectives of Soft Skills, Verbal and Aptitude Skills.

➢ Mapping the skill level of the students and spotting the gap between the expectation of the employers and the current skill level of the students as Training Needs.

➢ Developing a full-fledged and need based Training Plan that meets all different skill levels of the students.

➢ Rolling out training programs on domains such as Soft Skills and Behavioral Development, Verbal Ability and Aptitude Skills.

➢ Evaluating effectiveness of the Training programs by analyzing the feedback obtained from the trainees and implementing the necessary

135

corrective actions in order to enhance the effectiveness of the Training programs.

33. PLACEMENT POLICY

Placement

➢ Identification of prospective recruiters based on the parameters such as the learning opportunities that the organization could provide to our students, Salary Package that they offer and prospects of long term career growth.

➢ Contacting the prospective recruiters and analyze the expectation of those recruiters from their employees.

➢ Creating awareness amongst the students about the Industry Expectations by conducing events such as Industry Interaction where more than 35 industry experts talk to our students.

➢ Organizing On-Campus and Off-Campus placement drives and facilitating the process of recruitment.

➢ The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% Placement assistance to all the registered students.

➢ The students who are appearing for interview should help the college/Dept in the form a realistic feedback of their success and failures, in order to improve upon in-house training for better employment.

33.3.1 Selection of Companies:

Companies will be invited and scheduled by the Central Placement Cell of KSRCE and Training and Placement Cell of KSRCE on the basis of the following parameters:

➢ Job profile and growth prospects.

➢ The package offered by the company.

➢ Past record of recruitment at KSRCE.

➢ Feedback from the Alumni regarding the company.

33.3.2 Category of companies and Dream Offer:

The companies visiting the campus are divided in the following three categories:

➢ Category-A: Companies offering CTC >=Rs. 7 LPA

- Category-B: Companies offering CTC 4 to 7 LPA
- Category-C: Companies offering CTC 2 to 4 LPA

33.4 Rules and Regulations

- The student will be debarred form participating in recruitment process of that company and the upcoming companies he/she applied to and/ or shortlisted.

- Student withdraws after being shortlisted by a company at any stage will be debarred from participating in recruitment process of the next 3 companies he/she has applied to and shortlisted.

- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred form Placement session.

- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews and produce the same when demanded by visiting team or TPC staff.

- Candidates must also always carry 4 copies of their resume and 2 passport size Photographs for the GD/Interview of a company.

- If the student, is found to be absent in 3 On/Off campus drives, his/her name will be deleted from the active list of registered students.

- Students are not allowed to use mobile phones in the vicinity of a company office and also are forbidden to carry the question paper out of the examination hall after the written exam.

- Students are expected to maintain decorum in all interactions with company offices such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.

- It is compulsory for every interested candidate to attend the pre-Placement Talk of a company in formals for which he/she has applied

137

otherwise he/she will not be allowed to sit in the placement process of that company.

➢ No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All Communication should be channelized through Training and Placement Cell Coordinator.

➢ Any issues to be discussed should be forwarded to the respective Student Placement representative and it is his/her responsibility to take it up with Training and Placement Cell.

➢ Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action.

➢ If market situation and job scenario necessitate a revision in the placement policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

33.4.1 Dress Code

➢ Students must be formally dressed whenever they participate in any sort of interaction with a company. College ID card is mandatory for students, failing which students will not be allowed to appear for campus interview.

33.5 Outcome

➢ Enhanced employability skills among the students to meet out the corporate expectations.

➢ Improved Industry – Institution relationships.

➢ Placement of all the students in the prospective IT and Core Companies.

34. HIGHER EDUCATION POLICY

34.1 Policy

To enhance students' readiness for competitive exams, including GATE, UPSC, TNPSC, SSC, public sector undertakings (PSUs), and other relevant exams, by providing focused guidance, resources, intimations and support

34.2 Process

Open to all students enrolled at KSR College of Engineering who are interested in competitive exams.

- ➢ Priority will be given to final-year and third year students and those with a strong academic record or demonstrated interest in pursuing government or PSU careers.
- ➢ Regular attendance is required for all enrolled students.
- ➢ Course materials, to access study materials, on duties to attend sessions question banks, and reference NPTEL Subject-Specific Materials GATE guides tailored to specific competitive exams.
- ➢ Focused Training and Lectures: Exam-specific trainers (e.g., GATE, TNPSC, UPSC) will be invited for motivational talks and practical insights.
- ➢ Mock exams and practice sessions will be conducted regularly to assess student readiness and provide feedback.
- ➢ Assign mentors/coordinators for each department with expertise in specific exams to guide students in their preparation journey.
- ➢ Monthly assessments and feedback sessions /one-on-one counselling sessions to track students' progress and identify areas needing improvement.
- ➢ The Centre may receive funding from agencies to support its role as an examination center and form partnerships with organizations to obtain resources such as study materials, online subscriptions, and support for organizing events
- ➢ Annual review of the centre's programs and outcomes to ensure alignment with the evolving exam patterns and student needs.
- ➢ Feedback collection from students, faculty, and stakeholders to continuously improve the centre's offerings and success rate

34.3 OUTCOME

- ➢ Improved Success in exams such as GATE, UPSC, TNPSC, and other public sector exams due to targeted coaching and preparation strategies skills with industry standards and requirements

- ➢ Students will gain confidence and resilience, motivated by a structured approach to competitive exam preparation.
- ➢ The centre will contribute to a growing list of successful alumni, further strengthening the reputation of KSR College of Engineering.

35. ALUMNI CELL POLICY

Nurture a mutually beneficial relationship with the alumni and leverage their expertise and experience for the growth of the institution.

35.1 Past History

Alumni portal is installed with an objective to make this a virtual place to combine and contribute effectively and productively by the passed out students of KSRCE for the betterment of the current and future KSRCEians. The underlying philosophy of these alumni is to contribute back to the institution which has groomed us to succeed in life and reach a position of respect in the society.

Alumni were helping our students to get internship, facilitating industry visits, volunteering to give guest lectures, playing the role of a visiting faculty and the possibilities continue.

35.2 Objective

- ➢ To create and maintain alumni database
- ➢ To identify alumni willing to be visiting faculty
- ➢ To identification of alumni office bearers during the farewell day
- ➢ To conduct farewell day event
- ➢ To conduct Alumni office bearers meeting minimum of two times in a year
- ➢ To conduct alumni meet in the college campus
- ➢ To send mails to alumni about accomplishments of KSRCE
- ➢ To collect details of alumni accomplishments and career progression
- ➢ To maintain details about alumni visit to KSRCE for mock interviews, guest lectures, jury for events etc.
- ➢ To collect feedback from companies about alumni's performance
- ➢ To represent KSRCE in alumni's family events (e.g.) Wedding, house warming etc.
- ➢ To update alumni portal with relevant contents.
- ➢ To form a alumni network through various social network media and mails

140

➤ To communicate the news and events to all alumni on day to day basis.

➤ To come up with new initiatives for connecting alumni.

36. GRIEVANCE REDRESSAL COMMITTEE

As per the AICTE direction (No. F. No. AICTE/PG/2012/20/SRO/06/1363, dated 25th July 2012) and as per the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 vide notification F. No. 37-3/Legal/2012, dated 25.05.2012, the Governing Body (GB), KSRCE constituted Grievance Redressal Committee (GRC) with the objective of resolving the grievances of students and their parents.

All aggrieved students and their parents may approach the Grievance Redressal Committee for their grievances.

36.1 The grievances include:

➤ Making admission contrary to merit

➤ Irregularity in the admission process

➤ Withhold or refuse to return any certificates

➤ Demand of money in excess specified

➤ Breach of the policy of reservation

➤ Complaints of alleged discrimination (sc/st, obc, women, minority or ph)

➤ Non-payment or delay in payment of scholarships to students

➤ Delay in conduct of examinations or declaration of results

➤ Withholding student amenities

➤ Denial of quality education

➤ Non transparent or unfair evaluation practices

➤ Harassment and victimization of students including sexual harassment

➤ Refund of fees on withdrawal of admissions, etc.

36.2 Committee Members

S.No	Designation	Faculty Name & Department	Grievance Type
1.	Management Interface	Dr. M. Venkatesan, Principal	Common
2.	Admin & Grievance Cell Member	Dr. J. C.Kannan, Prof. & Director – Planning and Development	Grievance related to charging of fees
3.	Grievance Cell Member	Dr. R. Nandakumar, Vice-Principal	Non-observation of AICTE norms and standards
4.	Grievance Cell Member	Dr. R.V.M Rengarajan, Director – Student Affairs	Grievance related to Victimization
5.	Grievance Cell Member	Mrs.R.Sowmiya, Asst. Prof. - IT	Grievance related to Admission & Refusal to return documents such as certificates
6.	Grievance Cell Member	Dr.R.Rasagopal , Asst. Prof. – Mech	Grievance related to Attendance
7.	Grievance Cell Member	Dr.R.Sateesh kumar, Asst. Prof. – ECE	Grievance related to harassment by students or teachers
8.	Grievance Cell Member	Ms. P.Rathika, Asst. Prof. – CSE	Grievance on discrimination by students from SC/ST/Minority/Women/Disabled Categories
9.	Grievance Cell Member	Dr. E. Baby Anitha, Asst. Prof. - CSE	Grievance regarding non-transparent or unfair evaluation process
10.	Grievance Cell Member	Mr. M.A.Stephen raj, Asst. Prof. – EEE	Non-payment or Delay in payment of scholarships
11.	Grievance Cell Member	Dr. S. Arivoli, Asst. Prof. – BME	Grievance related to provision of students amenities and quality education as promised or required to be provided

36.3 EduGrievance

As per AICTE Instructions, Online Grievance System is available for faculty members, staff members, students and parents. The main objective is to clear their grievances if any immediately with possible solution. They have been instructed to send their grievances with the below mentioned url.

http://www.KSRCE.edugrievance.com/

The following Faculty Members will act as Grievance Cell Members with different types of issues in the EduGrievance Web Portal.

S. No.	Role	Faculty Name & Designation	Grievance Type
1	Management Interface	Dr. M. Venkatesan, Principal	Common
2	Admin	Dr. J. C.Kannan, Prof. & Director – Planning and Development	Common
3	Grievance Cell Member	Dr. R. Nandakumar, Vice-Principal	1. Grievance Related to Victimization
4	Grievance Cell Member	Dr. R.V.M Rengarajan, Director – Student Affairs	1. Grievance related to harassment by students or teachers. 2. Non-observation of AICTE norms and standards.
5	Grievance Cell Member	Mrs.R.Sowmiya, Asst. Prof. - IT	1. Grievance related to Admission. 2. Grievance related to charging of fees.
6	Grievance Cell Member	Dr.R.Rasagopal , Asst. Prof. – Mech	1. Grievance related to Attendance. 2. Refusal to return documents such as certificates.
7	Grievance Cell Member	Dr.R.Sateesh kumar, Asst. Prof. – ECE	1. Grievance on discrimination by students from SC/ST/Minority/ Women/Disabled Categories. 2. Non-payment or Delay in payment of scholarships.
8	Grievance Cell Member	Ms. P.Rathika, Asst. Prof. – CSE	1. Grievance regarding non-transparent or unfair evaluation process. 2. Grievance related to provision of student amenities and quality education as promised or required to be provided.

37. STUDENTS WELFARE POLICY

Introduction

To establish a fund for instituting scholarships and promoting schemes for students amenities and for such other purposes as are specified hereinafter, the following rules are framed to manage, regulate and coordinate the work of mobilizing resources for the Fund, its custody, its accounting and disbursement there from

(i) Aims & Objects

The aims and objects of the Fund are:-

➢ To help needy, poor and deserving students of the College to pursue studies,

➢ To provide such amenities to students of the College as may foster their educational, social, curial and moral development; and

➢ For any such other cause as may be deemed appropriate by the Students Welfare Committee from time to time.

(ii) Creation of Fund

➢ The College shall create a fund called – Students' welfare are fund consisting of the Following receipts:-

➢ Fees prescribed by the university for the purpose recoverable from the Students (It would be Rs, 100/- per student per year for this purpose)

➢ The following Category of students will be exempted from compulsory Contribution:

- Research course (eg. Ph.D., M. Phil etc.)
- Part Time Courses (eg. M. Tech (Part Time)

➢ Donations to the fund may be accepted from individuals, organizations or institutions, including faculty /staff members of the University by the Committee of the Fund at its direction, Minimum amount of donation /contribution will be Rs.100/-

➢ Interest on investments made from out of this fund.

➢ The fund shall be treated as a corpus, and only 50% shall be utilized for the purposes mentioned in these rules; Provided that under special circumstances, the Executive Council may, upon the. Recommendation of the Committee, permit the utilization of a larger portion of the corpus.

(iii) Incentive to Donors

➢ The Committee of the fund shall have authority to provide the following incentives to donors and contributors+

➢ Naming of the scholarships instituted out of donations in accordance with the donor's subject to the approval by the Academic Council and the Executive Council of the University.

> Naming of rooms, halls, buildings after donors or persons nominated by them in accordance with rules framed in that regard by the Executive Council.

(iv) Financial assistance to Pursue Studies

> Those students who need financial assistance to pursue studies will be required to submit an application through their Director/ Dean to the Principal Office for the consideration of Students' Welfare Fund Committee. The format of application is enclosed herewith.

(v) Administration of the Fund

> The fund shall be administered by a committee called the Student's Welfare Fund administered by

- Principal – Chairman
- Vice-Principal, member (In absence of Principal he will act as Chairman)
- Two persons to be nominated from among the donors by the Principal.
- One faculty member to be nominated by the Principal
- Director of Student Affairs as member Secretary.
- Chief Finance Officer as member Treasurer

> The Committee shall meet at least twice a year or as and when the Chairman. Desired. The Quorum for the meeting of the Committee will be one half of total members. The committees will Wouk for the period of two years.

(vi) Operation of the Fund

> Separate bank account in the name of – KSRCE Student's Welfare Fund will be created to which all amounts received shall be credited. The Bank account shall be operated jointly by any two of Chairman/Secretary/Treasurer. For every receipt the printed acknowledgement receipts shall be issued by the College.

> Separate account books shall be maintained and at the closing of each financial year, the accounts shall be prepared and audited. The Statutory auditors of the college and/ or chartered Accountants shall audit the accounts and the auditor's report along with the audited accounts shall be placed before the Executive Council for its information.

(vii)Mode of payment of Aid

> The Committee shall screen all the applications received and select from amongst them the students to whom the aid is to be awarder it shall also decide the amount to be paid. The maximum aid to student shall be Rs.10,000/- & in

extra ordinary circumstances the committee is empowered to extend the same but in the proportion of respective course fee only.

➢ For availing the benefit of Students' Welfare fund, individual student is desired to submit his/her course fee first. The contribution from Students' Welfare Fund will be released thereafter only.

➢ In view of exclusion as mentioned in clause 3.1.2, such students will not be entitled to apply or receive any benefit of Students' Welfare Fund.

➢ In case of urgent necessity the Principal may take any action on behalf of the Managing Committee. Such action shall be reported at the next meeting of the Managing Committee.

38. STUDENTS DISCIPLINE POLICY

Vision

To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.

Mission
➢ To have an optimistic approach in imparting discipline among students.
➢ To frame rules and regulations to maintain discipline in the college   premises.
➢ To encourage Good and Healthy Professional Practices

Rules and Regulations
➢ All the students should wear their ID Cards compulsorily, while they are in the campus and their respective class rooms.

➢ In case of any violation of dress code or disturbance in the class, the ID card will be handed over to the Disciplinary Committee Members.

➢ If a student is found using of a mobile phone, in the corridors   during the college working hours, it will be taken away and handed over to the Principal.

➢ Maintain proper discipline in the college canteen,

➢ Avoid loitering in the canteen during the college working hours.

➢ Willful or deliberate wasting of any food or snacks or beverages supplied by the Institute canteen or any eatery within the premises.

➢ If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.

➢ Further, the below mentioned are strictly prohibited inside campus

- Threatening any student alone or in combination with others or through any outsider.

- Rash driving on the campus that may cause inconvenience to others.

- Any physical/mental harassment towards fellow students including ragging, quarreling, using abusive language and violent behavior is strictly prohibited.

- Fighting/Slandering / Quarreling resulting in a) Minor Injury b) Major Injury Indulging in any form of Forgery of any document.

- Not reporting to Hostel within the time prescribed.

➢ **Anti Ragging**

The *'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009* shall apply mutatis mutandis to the Institute and the students and any violation thereof shall invite action in accordance with the said Regulations.

➢ **SEXUAL HARASSMENT**

The *UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015,* shall apply mutatis mutandis to the students of the Institute.

DISCIPLINARY ACTION

Any student indulging in any misconduct contained hereinabove shall be dealt with in the following manner :

   a. A Memo containing brief charges shall be served on the student.

   b. The student shall be called upon to submit an explanation.

   c. In case of admission of misconduct, the Enquiry Officer / Committee may

recommend punishment commensurate with the gravity of the misconduct.

PUNISHMENTS

The Principal shall be the Authority to impose the following punishment respectively on any student.

INTERIMSUSPENSION–A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the students hall not be prohibited from writing exams; presenting Dissertations or

Projects; attending Viva Voce; during such Interim Suspension. Such interim suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.

39. INNOVATION AND STARTUP POLICY (ISP)

39.1.PREAMBLE

K.S.R. College of Engineering was established in the year 2001 by Aarthi Educational and Charitable Trust, approved by AICTE, New Delhi and affiliated to Anna University, Chennai. Our college is an ISO 9001–2015 certified, accredited by NAAC with 'A++' Grade in 2023. The institution is conferred with the Autonomous status by UGC & Anna University, Chennai in the year 2012. Our college offers 12 UG and 12 PG Programmes in Engineering, Technology and Management. The College is providing dedicated service in the field of Technical Education with an avowed mission to inculcate the students self-learning abilities that enable them to become competitive and considerate Engineers, Technologists, Scientists, Administrators and entrepreneurs by diligently imparting the best of education, nurturing environmental and social needs. K.S.R. College of Engineering stands 151- 200 rank band based on NIRF Ranking 2017 and positioned in the band of 151-300 in the NIRF Innovation category in 2023.

39.2.NATIONAL INNOVATION AND STARTUP POLICY 2019

The National Innovation and Start-up Policy 2019 for students and faculty of Higher Education Institutions (HEIs) will enable the institutes to actively engage students, faculties and staff in innovation and entrepreneurship-related activities. This framework will also facilitate Ministry of Education in bringing uniformity across HEIs in terms of Intellectual Property ownership management, technology licensing and institutional start-up policy, thus enabling the creation of robust innovation and Start-up ecosystem across all HEIs.

Vision

➢ India aspires to become 5 trillion-dollar economy by 2024. To reach the mark, it needs to evolve systems and mechanisms to convert the current

demographic dividend into high quality technical human resource capable of doing cutting edge research and innovation and deep-tech entrepreneurship.

➢ The 'National Student and Faculty Start-up policy 2019' is a guiding framework to envision an educational system oriented towards start-ups and entrepreneurship opportunities for student and faculties. The guidelines provide Indian HEIs for developing entrepreneurial agendas, managing Intellectual Property Rights (IPR) ownership, technology licensing and equity sharing in Start-ups or enterprises established by faculty and students. In India, innovation is still not the epicentre of education.

➢ To achieve the cultural and attitudinal shift and to ensure that "Innovation and Start-up" culture is the primary fulcrum of our higher education system, a policy framework and guidelines are the need of this hour.

➢ These guidelines will enable institutions to actively support their faculty, staff and students to participate in innovation and entrepreneurship (I&E) related activities, thus encouraging students and faculty to consider start-ups and entrepreneurship as a career option.

➢ These recommendations and guiding principles will also help HEIs in reading their policy framework if required. Moreover, these guidelines will facilitate Ministry of Human Resource Development in bringing uniformity across HEIs in terms of IPR ownership management, technology licensing and institutional start-ups policy, thus enabling creating a robust innovation and Start-up ecosystem across all HEIs.

➢ These guidelines will also help emphasize that the entrepreneurship is all about creating a business, which is financially successful.

39.3.TAMIL NADU START-UP AND INNOVATION POLICY 2018 – 2023

The Tamil Nadu Start-up and Innovation Policy 2018-2023 aim to provide an enabling, innovative ecosystem. Implementation of the policy will enable the state to emerge as the "Knowledge Capital" and "Innovation Hub" of the country. It will also attract entrepreneurs and investors across the globe.

Vision

To make Tamil Nadu a Global Innovation Hub and the most preferred destination for Start- ups by 2023.

Mission

To create, support and nurture a vibrant Start-up ecosystem in Tamil Nadu resulting in innovation and entrepreneurship have driven employment and economic growth, facilitating the creation of at least 5000 Start-ups including 10 global high growth Start-ups by 2023.

39.4.KSRCE INNOVATION AND STARTUP POLICY (KSRCE ISP):

Vision

      The Centre for Innovation and Incubation of K S R College of Engineering is committed to enabling an innovation culture in the institute and to be recognized as one amongst the leading hubs in promoting entrepreneurship and startup ecosystem nationally.

Mission

- ➢ To accomplish its unique vision, KSRCE IIC has a far-reaching mission that aims:
- ➢ To establish an entrepreneurial incubation centre with adequate infrastructure to nurture start-ups.
- ➢ To impart creativity and passion for innovation among the students and faculty members of KSRCE.
- ➢ To promote the practice of Intellectual Property creation practice consistently.
- ➢ To inculcate the entrepreneurial skills among the students and faculty members of KSRCE.
- ➢ To produce talented intrapreneurs who may later become an entrepreneur.

39.4.1.Objectives

- ➢ Encourage, facilitate and support the emergence of many start-ups in our institute to the minimum of one per year.
- ➢ Address Local Problems in thrust areas: Healthcare, Agriculture (Primary & Secondary), Education, Water, Transport & Road Safety, Alternative Energy, Environment, and Disaster Management which may expand further in phases.
- ➢ Provide smart solutions using Cutting-edge Technology.
- ➢ Implement the strategy involving local government and other stakeholders.
- ➢ Network (public and private) stakeholders at least one in a semester

- Collaborate with course offering institutions to promote entrepreneurship among the youth.
- Maximize industry involvement and engagement through MoUs.
- Partner with reputed investors across India and the Globe to invest in KSRCE start-ups.
- To promote innovation culture through innovation contest at least one per year.
- Offer certification courses and elective courses on Entrepreneurship Development and Intellectual Property Rights.

39.5.STRATEGIES AND GOVERNANCEINIMPLEMENTING KSRCE-ISP:

- KSRCE invest a minimum of 5% of its annual budget for activities related to the promotion of innovation, entrepreneurship and intellectual property rights management.
- Programs will be conducted to foster the innovation and entrepreneurship culture through financial aid from the government and Non-governmental agencies
- KSRCE IIC promotes innovation culture through institutional programs like workshops, conferences, webinars, etc.
- KSRCE ISP and its action plans will be disseminated among all stakeholders and will be subjected to continual amendments as required
- Through KSRCE ISP, all the departments, clubs' associations governing bodies will be integrated to ensure the sustainability of the innovation ecosystem in the institute
- KSRCE will be acting as a driving force in developing innovation and Entrepreneurship culture in Namakkal district by giving opportunities for potential people
- Partnerships will be developed with Innovation and entrepreneurship facilitators, including MSME, EDII-TN hub, nearby incubation units, Technology incubation centres, Angel investors, etc.

39.5.1.Enabling Institutional Infrastructure

- KSRCE Entrepreneurship Development cell (KSRCE ED Cell), KSRCE Intellectual Property Rights Cell (KSRCE IPR Cell), Project Laboratories, Fab

lab, Incubation centre will be strengthened with adequate resources as per requirement.

➢ KSRCE will offer mentoring and other relevant services through the facilities or faculties available in the institution.

➢ Infrastructure on the innovation ecosystem will be strengthened whenever with the financial aid from management. Governmental and non – governmental agencies.

39.5.2. Nurturing Innovation and Startups

➢ KSRCE offers access to the facilities for the students, faculty members and other innovators at the mutually acceptable time frame

➢ KSRCE will allow applying license of intellectual property rights from the institute to the start-ups based on mutual consent

➢ Students who are under incubation may be allowed to use the address of the institution to register their company with due permission

➢ The students who become an entrepreneur will be given provision for utilising the infrastructure and the facilities of KSRCE based on mutual consent

➢ Certification programs on innovation, entrepreneurship and venture development provided for the interested students through various facilitators

➢ KSRCE may take 2 to 9.5% equity or stake in a Start-up that utilises the facilities of the institute

➢ Institute may extend the facility to the Alumni of KSRCE as well as outsiders.

39.5.3. Product Ownership Rights for Technologies Developed at Institute

➢ When an intellectual property right is developed with the institute's resources, joint ownership or acknowledging the institute has to be ensured.

➢ If the same intellectual property is to be commercialized, the license fee could either be

       i. Royalty as a percentage of the sale price

       ii. Shares in company licensing the product

       iii. One-time technology transfer fees

- If there is a dispute in ownership minimum 5 members' committee consisting of faculty members with expertise in IPR, alumni or industrial experts, legal Advisors with experience in IPR will examine the issue and settle the same.
- KSRCE will guide IPR management if required by the start-up or the firm
- The institution will promote interdisciplinary research and Publication on start-up and entrepreneurship.

39.5.4. Organizational Capacity, Human Resources and Incentives

- Faculty members trained periodically and will be given exposure to promote innovation and entrepreneurship.
- Working on faculty incoherence and cross-departmental linkages will be strengthened to maximise internal resources and knowledge.
- Guest lectures and alumni's expertise will be availed for the needed students or faculty members or start-ups.
- Faculty members will be encouraged to do courses on innovation, entrepreneurship management, venture development and IPR management.
- Proper reward mechanism will be formulated and provided for faculty members involving themselves in innovation, entrepreneurship management, venture development management and IPR management.
- A performance matrix will be developed and used for the evaluation of annual performance.

39.5.5. Setting the Innovation Pipeline

- KSRCE IIC aims to spread awareness among students, faculty members and staff members about the value of entrepreneurship and its role in career development through KSRCE ED Cell.
- Students will be inculcated with entrepreneurial skills by exposing them with cognitive skills by inviting entrepreneurs or experts to address them.
- Financial support will be provided to KSRCE ED Cell for conducting programs related to entrepreneurship and innovation.
- A good platform will be provided for the students to expose their entrepreneurial skills.

39.5.6. Collaboration Co-Creation Business Relationships and Knowledge Exchange

➤ Linkages and collaboration will be made with potential entrepreneurship enabling firms, social enterprises, professional bodies, alumni to strengthen the I&E ecosystem.

➤ In-plant training, knowledge sharing, and resource exchange will be enabled for the students in potential industries through Memorandum of understanding.

➤ Feedback and suggestions will be received from the stakeholders to strengthen the innovation ecosystem in the campus.

39.6. ACTION PLANS

KSRCE Innovation and Startup Policy (KSRCE-ISP) shall focus on driving innovation and startups in the institute through 5 priority actions:

➤ Create a conducive ecosystem for encouraging Startup and innovations.

➤ Ensure adequate resources channeled to the start-up ecosystem.

➤ Enable skill development and inclusive job creation.

➤ Extend the support to social startups for a positive social impact and inclusion.

➤ Establish global accessibility, connections and partnerships.

39.6.1. Creating a Conducive Ecosystem for Encouraging Startup and Innovations

KSRCE is well known for its reputation and talent in Engineering and Technology. The ethnic Intellectual resources would be strengthened and leveraged to create entrepreneurial venture through the following action plan.

➤ Intellectual property support:

➤ KSRCE identify and empanel KSRCE IPR cell to partner or engage with start-up networks, associations, co-working spaces, to provide IPR guidance to start-ups.

39.6.2. Ensuring adequate resources channeled to the start-up ecosystem:

KSRCE will provide a positive and motivating business climate for the growth and acceleration of the start-up.

Policy Research group & regulation:

KSRCE Entrepreneurship Development cell is functioning to research the start-up ecosystem. They will give prioritization start-up working with the government of India budget guideline thrust area.

Incubators/Accelerators

➢ Industrial organizations and private commercial organizations will be approached to set Incubators/Accelerators using funds allocated under DST schemes, AIM, AICTE, DBT, DEITY, and MSME-DC of Government of India.

➢ Provide support to facilitators, incubatees, to develop a concept/idea into a prototype/product.

Funding

➢ The institute will ensure an adequate budget for entrepreneurship development and start-ups. A minimum budget will be allotted for I&E activities if necessary.

➢ Innovative ideas shall be nurtured by special innovation programs, including Innovations day and National Science day celebrations.

➢ Efforts will also be made to attract NRI / Distinguished alumni entrepreneur/angel investors/Ventures and Private Equity investors to fund start-ups.

Grants

➢ KSRCE will be collaborating and receiving tapping research grants from AIM, AICTE, BIRAC, DST/NSTEDB, CSIR, DEITY and MSME-DC in collaboration with industry, generating product or process innovations.

➢ CPSUs and SPSUs will be communicated and motivated to fund Incubators and start-up programmes using Corporate Social Responsibility regulations in force.

➢ KSRCE shall facilitate start-ups in marketing and R&D activities.

39.6.3. Enabling Skill Development and Inclusive Job Creation

Skill Development

To provide the impetus for fostering innovation, KSRCE aims to augment academic research and campus environment through and:

- KSRCE will recommend incentives to students and faculty innovators to sponsors.
- Structured programmes in association with EDII-TN Hub.
   To ensure the KSRCE students are start-up ready

Facilitate industry-academia interaction

- Introduce entrepreneurship as part of the curriculum in as per Anna University Regulations as Elective subject.
- Decentralize innovation by establishing fab labs/tinkering labs that will bridge innovators and Incubators.
- Credits will be provided for students who choose entrepreneurship-related learning activity at colleges in line with AICTE policy & Anna University regulations.
- Permit faculty to transform their/student research projects developed at colleges to become start-up's and hold equity in such start-up's.
- Provide training programmes for both start-up's and start-up/industry ready employees to bridge the gap between industry requirement and current curriculum.
- Introducing entrepreneurship competencies in KSR Educational Institutions:
- School-level entrepreneurship programmes such as create a product, Business plan to indoctrinate entrepreneurship as a career choice and provide basic introductory understanding.
- To enhance the entrepreneurial ecosystem around Namakkal District Competitions/challenges for school students in innovation and Entrepreneurship are planned.

Job Creation

The mission shall aim for creating high skilled direct and indirect jobs in and around the Namakkal district through incubated start-ups.

39.6.4.Supporting Social Startup for a Positive Social Impact

- The policy aims to provide extended support to the eco-friendly green start-ups, including water, waste management, and education.
- The policy encourages students to participate in social impact centric activities through KSRCE NCC, KSRCE NSS

- Challenges in a rural community will be identified, and the same will be addressed through student's projects
- Students will be encouraged to participate in Hackathon that focuses on addressing social problems.

Priority will be given for potential start-ups that are run by women, transgender and differently- abled people.

39.6.5.Establishing Accessibility

- KSRCE will host meets and interactions with investors and other entrepreneurship ecosystem enablers for mentoring and support.
- Business plan competitions will be organized within the institution, and the best performers will be sent to external participations to get exposure
- Internal Hackathon will be hosted to harvest the innovations from students and faculty members
- Proper guidance and mentoring will be provided for the incubatees and student entrepreneurs based on the need.

39.7. IMPLEMENTATIONS GUIDELINES

- Operational guidelines and clarifications will be issued from time to time.
- The Governing Council or by NISP members will review the policy performance once in a year based on objectives to be fixed by the council.
- The mission will also arrange for the policy's annual performance efficiency, and the report shall be placed before the IQAC, P&M and Governing council for review and direction.
- KSRCE ISP is valid for 5 years from the date of its notification or until a new policy is formulated. However, amendments in this policy could be made with the NISP members' approval without affecting the beneficiaries already covered under the policy. The policy shall be reviewed every five years in general, but as and when required as a particular case.

39.7.1. Norms for Faculty Startups
- Faculty members are also encouraged to involve themselves in start-up activities. They may support the Institutions in the following manner.
- Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.

- Faculty members shall float their own start-ups without compromising their assigned academic duties.
- Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.

➢ In case the faculty/ staff holds the executive or managerial position for more than a month in a startup, they will go on sabbatical/ leave without pay/utilize existing leave.

➢ Faculty shall clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.

➢ In case of selection of a faculty startup by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the institute)may be given.

➢ Faculty must not accept gifts or money from the startup.

➢ Faculty must not involve research staff or other staff of Institute in activities at the startup and vice-versa.

➢ Human subject related research in startup should get clearance from Government of India and the ethics committee of the Institution.

39.7.2. Norms for Student Startups

➢ Students who are under incubation, but are pursuing some entrepreneurial ventures while studying shall be allowed to use their address in the Institute to register their company with due permission from the Head of the Institution.

➢ A request letter shall be forwarded to the Head of the Institution by the HoD of the department through the IIC.

➢ The Students will be given special permission to do works related to incubation. However, Students will be given permission to attend the examination only if they have above 65% attendance.

➢ On merit basis, students' entrepreneurs shall be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the Head of the Institution.

- The students may be permitted to take a semester/year break (or even more depending upon the decision of review committee constituted by the Institute) to work on their startups and re-join academics to complete the course.
- Institution shall consider allowing use of its resource to faculty/students/staff wishing to establish start up as a full time effort.
- In return of the services and facilities, Institute may take consultancy fees (as decided by IIC and Head of the Institution). The Institution shall consider taking equity share from the start-up from 2% to 9.5% in the later stage, i.e, after establishing a SPV. The percentage of share shall depend on the type of support provided to the start-up.
- The Institute will provide services based on fee-based model. Seed funds shall be provided only to student/alumni initially. The same may be explored for others after establishing SPV.
- Institute could extend this startup facility to alumni of the Institute as well as outsiders.

40. ENTREPRENEURSHIP DEVELOPMENT CELL POLICY

40.1 Need for EDC Policy

Entrepreneurship Development Cell (EDC) at KSRCE aims to create a robust ecosystem that nurtures entrepreneurial spirit among the students and faculty. Entrepreneurship development plays a vital role in the country's economic development and also for fostering social well-being, innovation, and long-term sustainability. Governments, institutions, and societies that prioritize and support entrepreneurship tend to enjoy higher levels of economic resilience, diversification, and overall prosperity. The main objectives of the EDC cell is to foster Innovation among students and provide essential entrepreneurial skills, Support Start-Up Ventures as well as Promote Entrepreneurial Careers. EDC provides a structured framework to support aspiring entrepreneurs, equipping them with the knowledge, skills, and resources needed to succeed. The EDC at KSRCE have regularly organized various events and training programs to equip students with the knowledge, skills, and support necessary to embark on entrepreneurial ventures.

40.2. OBJECTIVES OF EDC:

- To promote knowledge about Entrepreneurship.
- To create social awareness among the faculties and students by conducting various seminars and Programme.
- To conduct the training programs about Entrepreneurship
- To create entrepreneur by Entrepreneurship Development Programs
- To provide a platform to start-up and Entrepreneurship ventures.

40.3 FUNCTION OF EDC:

To inculcate the entrepreneurial culture to students and faculty, the EDC at KSRCE organize

- Entrepreneurship Awareness Camps (EAC)
- Faculty Development Programs (FDP)
- Workshop on Entrepreneurship Skill, Attitude and Behaviour Development
- Motivational Session by Successful Entrepreneur
- Promotional Activities on Entrepreneurship for Outgoing Students
- Industrial Visits
- National Entrepreneurship Day celebration

40.4 INFRASTRUCTURE AND SUPPORT:

- Ensure availability of dedicated spaces within the institution for brainstorming, prototyping, and business development.
- Offer access to mentorship, legal advice, and intellectual property (IP) resources to facilitate business by the students.
- Maintain flexibility for student entrepreneurs to access institution facilities outside standard hours, based on mutually agreeable terms

40.5. FUNDING AND FINANCIAL SUPPORT POLICY:

- Allocate a one percentage of total annual budgets for entrepreneurship development cell activities.
- Engage with government grants and collaborate with corporate social responsibility (CSR) initiatives to support funding to the students and faculty to develop their entrepreneurship skills.
- Connect with alumni, investors, and venture capitalists to create a funding network for the budding entrepreneurs.

40.6. ACADEMIC AND SKILL DEVELOPMENT"

➢ Integrate entrepreneurship and IP-related courses into the curriculum as electives.

➢ Provide training on entrepreneurship competencies, including business planning, financial management, and marketing.

➢ Collaborate with industry partners for internships and mentorship programs that align academic learning with real-world startup experience.

40.7.GOVERNMENT AGENCIES AND INITIATIVES:

40.7.1.Entrepreneurship Development Institute of India (EDII) - offers extensive support to Entrepreneurship Development Cell (EDC). As a premier organization dedicated to promoting entrepreneurship, EDII provides resources, training, funding, and mentorship, facilitating a robust entrepreneurial ecosystem.

40.7.2 Ministry of Micro, Small, and Medium Enterprises (MSME) -provides several forms of support that can greatly benefit an Entrepreneurship Development Cell (EDC). These supports range from funding and training programs to access to industry networks, all designed to foster entrepreneurship and aid MSMEs in their growth and sustainability. Here's how an EDC can leverage MSME support:

40.7.3 Entrepreneurship Development Innovation Institute - Tamil Nadu(EDII-TN) organizes top management meets to sensitize college managements about the importance of entrepreneurship, establishing E-cells, encouraging the students to participate in entrepreneurship curriculum course and other entrepreneurship related activities.

40.8.OUTCOMES OF EDC:

➢ Increased Innovation: A culture of creativity and innovation within the college.

➢ Start-Up Growth: A higher number of student-led start-ups and entrepreneurial ventures.

➢ Skill Enhancement: Improved entrepreneurial skills and readiness among students.

➢ Industry Engagement: Stronger connections with the entrepreneurial and business community.

➢ Career Diversification: More students pursuing entrepreneurship as a viable career option.

41. INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

41.1 Need for IPR Policy

Intellectual property plays an important role in providing a competitive edge with respect to tangible assists like inventions, designs, software, brand and innovative ideas. It is necessary to protect these creations in order to enable organizations to earn recognition or financial benefits. The rationale for this IPR Policy lies in the need to create awareness about the importance of IPRs as a marketable financial asset and economic tool among the researchers, faculty and students of this College.

41.2. INTELLECTUALPROPERTY

Intellectual Property : Intellectual Property (IP) is an intangible knowledge product and shall mean and include all results, conclusions, deductions, inventions, ideas, improvements, discoveries, enhancements, solutions, processes, modifications, know-how, data and information of every kind and description conceived, generated, made or reduced to practice as the case may be, designs, software programmes, genetically engineered microorganisms, business models and copyrightable work, resulting from the intellectual output of the faculty, staff, students, research scholars and other employees of the College.

Intellectual property Rights(IPR) means the rights derived from the IP e.g. Patents, registered designs, copyright etc.

Indian Government has revised the National IPR Policy in May 2016 and its vision, Mission and objectives are given as follows,

VISION

An India where creativity and innovation are stimulated by Intellectual Property for the benefit of all; an India where intellectual property promotes advancement in Science and Technology, arts and culture, traditional knowledge and biodiversity resources; an India where knowledge is the main driver of development, and knowledge owned is transformed into knowledge shared.

MISSION

Stimulate a dynamic, vibrant and balanced intellectual property rights system in India to foster creativity and innovation and thereby, promote entrepreneurship

and enhance socio-economic and cultural development and Focus on enhancing access to health care, food security and environmental protection, among other sectors of vital social, economic and technological importance.

The National IPR Policy sets down Seven Objectives as follows,

- ➢ **IPR Awareness: Outreach and Promotion** - To create public awareness about the economic, social and cultural benefits of IPRs among all sections of society

- ➢ **Generation of IPRs**-To stimulate the generation of IPRs

- ➢ **Legal and Legislative Framework**-To have strong and effective IPR laws,whichbalancetheinterestsofrightsownerswithlargerpublicinterest

- ➢ **Administration and Management**-To modernize and strengthen service-oriented IPR administration

- ➢ **Commercialization of IPR**-Get value for IPRs through commercialization

- ➢ **Enforcement and Adjudication** - To strengthen the enforcement and adjudicatory mechanisms for combating IPR infringements

- ➢ **Human Capital Development** - To strengthen and expand human resources, institutions and capacities for teaching, training, research and skill building in IPRs.

41.2.1 Terms & Definitions

'Inventor' means faculty, students, staff or visiting faculty who has/have written or created a creative work. It also includes any person who sings an agreement or MOU with KSRCE for any work that results in IP creation.

'Invention' includes but is not limited to any new and useful design, process, formula or machine conceived or first reduced to practice in whole or in part, defined with in the purview of the Patent Act. The inventions result in but not limited to Patent, copyright works, software, designs, PCB and circuit lay outs. Inventor(s) are person(s) who produce an invention.

'Patent' means the exclusive right granted by law for making, using or selling an invention.

'Copyright' means the exclusive right granted by law for a certain period of time to an author or reproduce print, publish and sell copies of his or her creative work.

'Design Registration' is Registration of the novel non-functional features such as shape, or ornamentation of a product.

'IPR Management Committee' is a committee formed by KSRCE and is the sole authorized body to handle all IPR related issues and conflicts

'KSRCE personnel' includes but is not limited to the faculty, students, staff or visiting faculty, researchers and scientists at K.S.R College of Engineering, Tiruchengode

'Intellectual Property' includes but is not limited to copyrights and copyright able materials, database rights, patented and patentable inventions, tangible research results, trademarks, service marks and trade secrets.

'Licensing' is the practice of renting the intellectual property to a third party

'PCT Application' APCT (Patent Cooperation reaty) is a system off iling a patent application in several countries through a single application keeping the priority of the first filing in any of the countries within the PCT system.

This is administered by the World Intellectual Property Organization (WIPO) in Geneva. It is not a patent granting system.

'Conflict of Interest' or a 'Potential Conflict of Interest' exists when an inventor/author is or may be in a position to use either creative work or influence for unmerited personal or family gain.

41.2.2 Types of IPs

The intellectual properties can be broadly listed as follows:

Patent: is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something or offers a new technical solution to a problem.

Copyright: is an exclusive right given to the author of the original literary, architectural, dramatic, musical and artistic works; cinematograph films; and sound recordings.

Trade/Service Mark: means a mark capable of being represented graphicallyandwhichiscapableofdistinguishingthegoodsorservicesof   one   person from those of others and may include shape of goods, their packaging and combination of colours.

Industrial Design: means only the features of shape, configuration, pattern, ornament or composition of lines or colours applied to any article whether in two dimensional or three dimensional or in both forms, by any industrial process or means, whether manual, mechanical or chemical, separate or combined, which in

the finished article appeal to and are judged solely by the eye; but does not include any mode or principle of construction or anything which is in substance a mere mechanical device.

IC Layout Designs: means a layout of transistors and other circuitry elements and includes lead wires connecting such elements and expressed in any manner in a semiconductor integrated **circuit.**

New Plant Variety: a plant variety that is novel, distinct and shows uniform and stable characteristics.

Biotechnology Inventions: include recombinant products such as vectors, nucleotide sequences and micro-organisms.

Traditional Knowledge: The knowledge developed by the indigenous or local communities for the use of a natural resource with respect to agriculture, food, medicine etc. over a period of time and has been passed from one generation to another traditionally.

Geographical Indications: means an indication which identify such goods as agricultural goods, natural goods as originating or manufactured in the Territory of a country or manufactured in the territory of a country or a region or locality in that territory where a given quality, reputation or other characteristic of such goods is essentially at tribute able to its geographical origin and in case where such goods are manufactured one of the activities of either the production or of processing or preparation of the goods concerned takes place in such territory, regions or locality as the case may be

41.3. KSRCE-IPR POLICY

KSRCE is committed to encourage, protect, manage and commercialize Intellectual Property consistent with the recognition that among its primary objects and functions are teaching, research and meeting the needs of the community and society. It supports the commercialization and exploitation of IP, which can provide appropriate recognition and revenue generation possibilities to the KSRCE and the Inventors, while recognizing traditional academic values and expectations.

41.3.1 Scope of the Policy

This Policy shall be applicable to all the KSRCE personnel (regular / contractual), as well as external personnel associated with any activity of the KSRCE such as, but not limited to, outcomes of research, consultancy or continuing education programmes,

and covers different classes of Intellectual Property - Patents, Designs, Trade Marks/Service Marks, Copyright, Integrated Circuits Layout, Trade Secret and Undisclosed Information.

41.3.2 Objectives

The objectives of Intellectual Property Right (IPR) Policy are to:

- ➢ Create a conducive environment in KSRCE for development of IPs.
- ➢ Provide a single window reference system for all the activities relating to IP generated through various activities carried out inside and outside on behalf of KSRCE.
- ➢ Safe guard the inventor's intellectual property and provide incentives to the investors with fair IP management and culture.
- ➢ Provide legal support, wherever necessary / possible, to defend and protect the intellectual property rights obtained by the KSRCE against any infringement/ unauthorized use.
- ➢ Ensure that once the Inventors decide to explore the prospects of commercialization of IP, Inventors must disclose the same to the Institute, while continuing to keep the information confidential while / until patent application(s) is (are) being processed.
- ➢ Enable KSRCE to make beneficial implementation of such developed IPs for the benefit of the inventors, the College, and the Nation at large.

41.3.3 Ownership of IP

Self-funded Research - All rights in respect of the intellectual property generated out of investigations carried out at KSRCE making use of its resources shall confer in and be the absolute property of the KSRCE except in the cases where such investigations are carried out by the inventor either jointly with other institutions and agencies or under sponsorship by an outside agency, where utilization of KSRCE resources may not be evident.

Collaborative Research - Intellectual Property Rights (IPR) of inventions arising out of collaborative research undertaken jointly by KSRCE with external Industries, organizations, agencies, individuals, the IP will be owned by KSRCE jointly with collaborators. However, specific provisions related to IP made in contracts/agreements governing the collaborative activity shall determine the ownership of IP. The cost of IPR filing, cost of IPR maintenance and the revenue

166

generated by its commercial exploitation will be shared by the KSRCE and collaborators according to an agreed formula. If the collaborators are not either forth coming or agreeing to share the cost, the Institute, at its discretion, may decide to file and maintain the IPR at its cost. In this case, the sharing of revenue accruing out of the commercial exploitation of the IPR will be solely decided by KSRCE.

Research without using KSRCE resources - The Inventions created by KSRCE personnel, without using KSRCE resources, created outside their assigned/normal duties/areas of research / teaching and wanted to file through KSRCE IPR cell shall be owned by the inventors and the revenue generated out of such creations shall be shared in the ratio of 75:25 between the Inventors and KSRCE respectively.

Any IP generated when an Inventor from the person(s) employed at KSRCE on regular / contractual basis for any of the academic programmes works in another Institute or company abroad/in India on EOL/sabbatical leave/earned leave, will be jointly owned by KSRCE and the respective Institute/Company.

Any IP generated during UG/PG project work and PhD work, the inventors (faculty guide & students) along with KSRCE will be filing for IP rights. In case, project work or PhD work or internship carried out collaboratively with external Industries, organizations, agencies, individuals, startup ,he IP will be owned by the inventors (faculty guide & students) along with KSRCE and collaborators.

Under special conditions, case to case basis and recommendation from IPR management committee, the ownership of IP technology owned by KSRCE will be transferred conditionally to inventors or startup company for utilizing the benefits offered by the Government to promote the innovation and Entrepreneurship culture.

41.4. COPYRIGHT

➢ As the exception, KSRCE shall not claim ownership of copyright on books and publications authored by the person(s) employed on regular / contractual basis for any of the academic programmes.

➢ KSRCE shall be the owner of copyright on proceedings (hard copy or soft version) of International or National Conferences / Seminars / Technical Gatherings organized by KSRCE.

- If KSRCE foresees gainful return from copyrights, it may initiate steps to file and protect such copyrights and share the financial benefits with the inventor on terms and conditions of KSRCE.

- IPR Evaluation committee shall decide whether or where to file an IP. Once the decision to protect the creative work is taken, the Committee will provide an IPR Advisor/Patent Attorney for drafting the IP application. Inventor(s) shall provide necessary inputs to assist in the drafting of the IP application. KSRCE shall bear the costs of drafting and filing Indian IP application.

- If KSRCE chooses to file IP applications in other countries like US or PCT (Patent Cooperation Treaty) applications, then it shall bear the cost of application and other associated costs. KSRCE shall be free to enter into agreements with overseas institutions for protection and licensing of the IP.

41.4.1 Disclosure

When the inventors believe that they have generated patentable or commercializable IP using KSRCE resources, they shall report it promptly in writing along with relevant documents, data and information, to the college through the appropriate authority using the Invention Disclosure Form (IDF). Disclosure is a critical part of the IP protection process for claiming the inventor ship. The information shall constitute a full and complete disclosure of the nature, particulars and other details of the intellectual property, identification of all persons who constitute the inventor(s) of the property, and a statement of whether the inventor believes he or she owns the right to the intellectual property disclosed, or not, with reasons. Where there are different inventors of components that make up a system, the individual inventors and their contributions must be identified and treated separately. In case of the sponsored and/or collaborative work the provisions of the contract pertaining to disclosure of the creative work is applied. By disclosure the inventor(s) shall assign the rights of the disclosed invention to the college.

41.4.2 Confidentiality

All college personnel and external personnel associated with any activity of the KSRCE shall treat all IP related information which has been disclosed to the KSRCE ,and/or whose rights are as signed to KSRCE, or whose rights rest with the KSRCE personnel, as confidential and shall be maintained till such date as is demanded by the relevant contract, if any, between the concerned parties unless such knowledge

is in the public domain or is generally available to the public. Having filled the Disclosure Form, the inventor shall maintain confidentiality i.e. refrain from disclosing the details, unless authorized other wise in writing by the college, until the college has assessed The possibility of commercialization of the intellectual property. Subject to the right of academic freedom the college staff shall not directly, except in the proper course of their duties, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefi or purposes of any third party, any confidential information about the business of the college unless that information is public knowledge or he/she is required by law to disclose it

41.4.3 Powers to Amend IPR Policy

KSRCE will have the full power to make changes / amendments to the IPR Policy or bring out a new / revised policy as and when it is felt necessary. This can happen in view of changes in government policies or other national and international developments including treaties and legal judgments. The changes or the new policy shall be applicable to all faculty/students//project staff/ supporting staff /visitors.

41.4.4 IP Infringement

In case of violation/infringement of any intellectual property rights such as patent infringement by the KSRCE faculty /students/project staff/ supporting staff/visitors or any third-party infringing upon the IPR of KSRCE inventor, KSRCE would create an appropriate administrative body, which would first investigate the matter and make recommendations to the Principal / Person Authorized, for resolution of such violation/ infringement. Incas of any third-party in fringing upon IPR of KSRCE, the above administrative body would investigate and make recommendations to the principal including need for any legal course of action.

41.4.5 IP Technology Transfer and Startup

➢ The Intellectual Property of KSRCE held either in the name of KSRCE or jointly with other Institutions/Industry will be marketed for commercial exploitation under agreements involving technology transfer, licensing and revenue sharing models. The inventor(s) shall support this process, whatever form required.

➢ IPR Cell shall identify potential licensee(s) for the IP to which KSRCE has ownership. In case of joint ownership, the Organization/Industry which has sponsored the activity, will have the first right to commercially utilize and

exploit Intellectual Products emanating from the collaboration activity, whether or not the same have been formally protected by patent(s). The licensing to commercially exploit would involve technology transfer fee and also royalty payment from the first date of such commercial exploitation for a period that will be as mutually agreed upon.

➢ In the event of the other collaborating organization/industry not undertaking the commercial exploitation within a reasonable period of one year or as stated in the agreement if any, from the first date of development of the technology, KSRCE reserves the right to transfer the said know-how to a Third Party for its commercial purpose and use. In such instance, however,

➢ KSRCE shall share the net proceeds from such commercial assignments, in equal measure with the collaborating organization /industry in the ratio 1:1 or as agreed earlier through signed documents if any.

➢ If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably1 to2%, unless it is pure software product. If it is shares in the company, shares will a gainbe1%to4%.Forapure software product licensing, there may be a revenue sharing to be mutually decided between the institute and the incubated company

41.4.6 IPR Filing process

IPR Fee -The KSRCE shall bear 100%of the IPR filing fee including consultant charges. If the Intellectual Property is emerged with sponsoring /funding agency, then the filing cost will be equally shared or may be decided by the Funding Agency. If the other agency does not show interest in such process, KSRCE can either continue by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

The IPR fees for the first seven years in all cases if the IP/patent is applied through KSRCE will be borne by the KSRCE.

Revenue Sharing –Revenue accruing out of the commercial exploitation of IP(i.e.the technology transfer fee and subsequent royalty payments) would be shared appropriately between the inventor(s) and the KSRCE. Currently this ratio is50:50 [Inventor(s): College].

Publication Based on IP - For patentable IP, it is essential that the patent protection is filed before the publication or disclosure of it in any other form of public domain.

Conflict of Interest –The inventor(s) is/are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family members have as take in a license potential license company, then they are necessarily required to disclose the same.

A license or an assignment of rights for a patent to a company in which the inventors have a stake shall be subject to the approval of the IPR committee taking into consideration this fact.

Legal jurisdiction -As a policy, all agreements signed by the college and dispute(s) arising there from, will be subject to the legal jurisdiction of the Court and shall be governed by the appropriate Rules / Laws of India.

Inventor(s) has/have to submit Invention Disclosure form/ Copyright Disclosure Form to IPR Cell after completing and ensuring the prior-art search in free database. IPR Cell will call for presentation before the Evaluation Committee.

After evaluation ,the qualified application will be considered for IPR filing through IPR Cell.

41.5. IPR Committee

41.5.1 IPR management Committee

The IPR Management Committee is constituted for formulating the policies for adoption by KSRCE after due approval by the Governing Council of the Institute and to carry out executive actions for their implementation through the Intellectual property cell.

Committee Constitution:

Principal(Chairman), Executive Officer (Member), Chief Finance Officer (Member)

HoD of any two Department (Members), Head R&D cell (Member)

Head Incubation Unit (Member), Head EDC (Member) & Head IPR cell(Convener)

41.5.2 IPR E valuation Committee

IPR Evaluation Committee is constituted for examining/evaluating the Invention Disclosure Form(IDF) submitted by the inventors and recommending for IP filing process.

Committee Constitution:

Head IPR cell, Head R&D cell, Head incubation Unit

Subject Expert1 (Mechanical), Subject Expert2 (Electrical), Subject Expert3 (Computing),

Head EDC & IPR Attorney

41.5.3 Dispute Resolution Committee

In case of any disputes between KSRCE and inventors regarding the implementation of the IP Policy, the aggrieved party may appeal to the Dispute Resolution Committee of the KSRCE. The Dispute Resolution Committee's decision in this regard would be final and binding.

Committee Constitution:

Principal (Chairman)

Head incubation Unit (Member)

Two faculty members (having developed IPR and translated to commercialization) (Members)

Two of the institute's alumni/ industry experts (having experience in commercialization) (Members), Legal advisor with experience in IPR (Member), Head IPR cell (Convener).

42. BUDGET POLICY

42.1 Purpose

Effective management of financial resources through budget planning and monitoring.

42.2 Budget Policy

➢ Approval of budget by the Governing Council should be completed before 31st of March.

➢ Requirements of the students, staff of the College and curriculum delivery is to be considered during budget planning as appropriately.

➢ Budget utilization is to be analyzed at the end of every year.

42.3 Budget - Institute Level

➢ The budget for the institution is a consolidated budget of all functional departments including academic departments, placement, accounts, library, purchase, Hostel, physical education, transport and maintenance.

- The projection given by the individual departments are scrutinized and considered for arriving at the institution level budget.
- The consolidated budget at the institution level is submitted to the Governing Council for approval
- Upon approval by Governing Council, the budget is released for utilization and accounting Institute level budget process is shown in Fig.1

42.4 Utilization of allocated funds – Institute Level

- The approved budget is utilized by the heads of various functional departments in line with their proposed plan
- The departments are free to utilize the budget to their approved level of delegation. For any expenses above the delegated powers, they raise a proposal, get the same approved by the Principal and utilize.
- Proper utilization of the budget in line with the financial delegation is also verified by the Purchase and Accounts Departments, during the procurement and payment activities.
- Any unbudgeted expenses need prior approval from the management and/or the trust.

42.5 Budget - Program Level

- Inputs are collected from laboratory in-charges, research coordinator, library in-charge and association in-charges.
- The projections given by the individuals are collected, scrutinized and considered for department level budgeting.
- Additional equipment's needed for the laboratories are considered based on the curriculum revision and appropriate budget is arrived
- Programs and events are planned for the full academic year and detail budget for conducting these events are forecasted for deriving the budget.
- Additional expenditure to be made is also considered for finalizing the budget. Finalized budget is submitted to the principal through Overall budget coordinator for final approval.

42.7 Utilization of allocated funds- Program Level

- Since the budgets are arrived from the individual laboratory level and by incorporating all the expenditures, the variance in budget and utilization is always minimal.

173

- Any rise in expenditure is closely monitored and necessary control measures are taken to keep the expenditure within the limits.
- Any unbudgeted expenses need prior approval from the management before spending
- Detailed utilization reports are to be maintained in the department.

42.8 Utilization of Budget for Laboratory:

After approval of the proposed budget by the Governing Council, HOD discusses with the staff members regarding requirement for new lab equipment and upgradation of lab equipment and consumables required for the laboratory. The process followed for spending the budget allocated for Laboratory is as given below:

- Details of the required equipment and consumables along with supplier details are provided by the Laboratory In-charges to the Purchase Department
- Purchase department obtains quotations from various suppliers and scrutinizes the quotations for price, payment terms, after sales service etc. Where required, the Purchase Department holds discussions with the suppliers and prepares a comparative statement.
- Based on the comparative statement provided by Purchase Department, the HOD raises the Purchase request which is approved by the Principal and a Purchase Order is released on the supplier by the Purchase Department.
- The supplier delivers the equipment and installation and commissioning of the same is carried out.
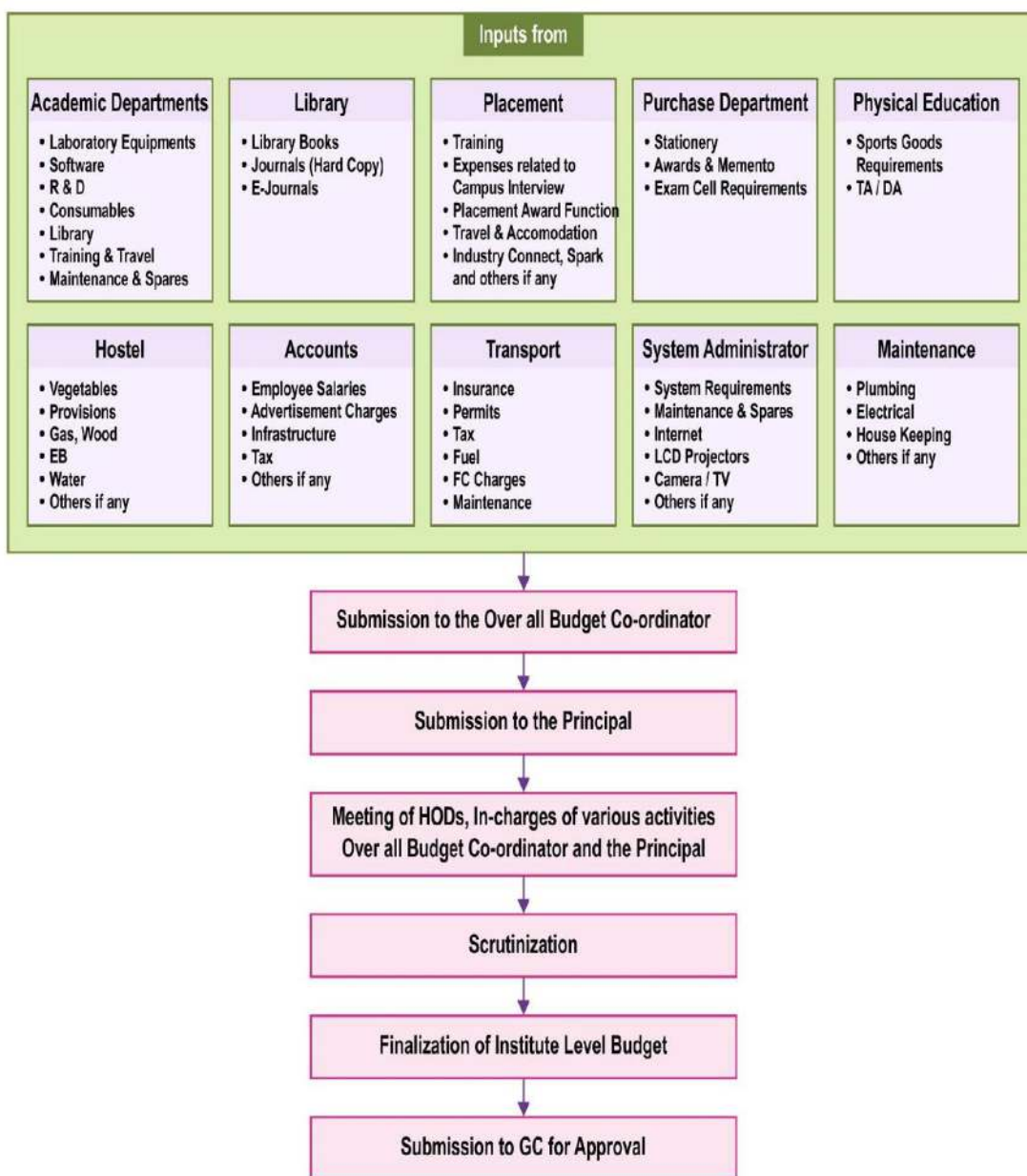
Inputs from

Academic Departments
- Laboratory Equipments
- Software
- R & D
- Consumables
- Library
- Training & Travel
- Maintenance & Spares

Library
- Library Books
- Journals (Hard Copy)
- E-Journals

Placement
- Training
- Expenses related to Campus Interview
- Placement Award Function
- Travel & Accomodation
- Industry Connect, Spark and others if any

Purchase Department
- Stationery
- Awards & Memento
- Exam Cell Requirements

Physical Education
- Sports Goods Requirements
- TA / DA

Hostel
- Vegetables
- Provisions
- Gas, Wood
- EB
- Water
- Others if any

Accounts
- Employee Salaries
- Advertisement Charges
- Infrastructure
- Tax
- Others if any

Transport
- Insurance
- Permits
- Tax
- Fuel
- FC Charges
- Maintenance

System Administrator
- System Requirements
- Maintenance & Spares
- Internet
- LCD Projectors
- Camera / TV
- Others if any

Maintenance
- Plumbing
- Electrical
- House Keeping
- Others if any

Submission to the Over all Budget Co-ordinator

Submission to the Principal

Meeting of HODs, In-charges of various activities Over all Budget Co-ordinator and the Principal

Scrutinization

Finalization of Institute Level Budget

Submission to GC for Approval

Fig. 41.6 Describes department level budget process

42.9 Utilization of Budget for Faculty Development:

➢ Considering the importance of constant upgradation of knowledge and skills among the faculty members, the institution allocates program level budget for Faculty Development. Following is the process adopted for allocation and utilization of budget for Faculty Development Programs.

175

➢ At the commencement of the academic year, the faculty development program requirements are identified at the program level, considering the industry trends and requirements.
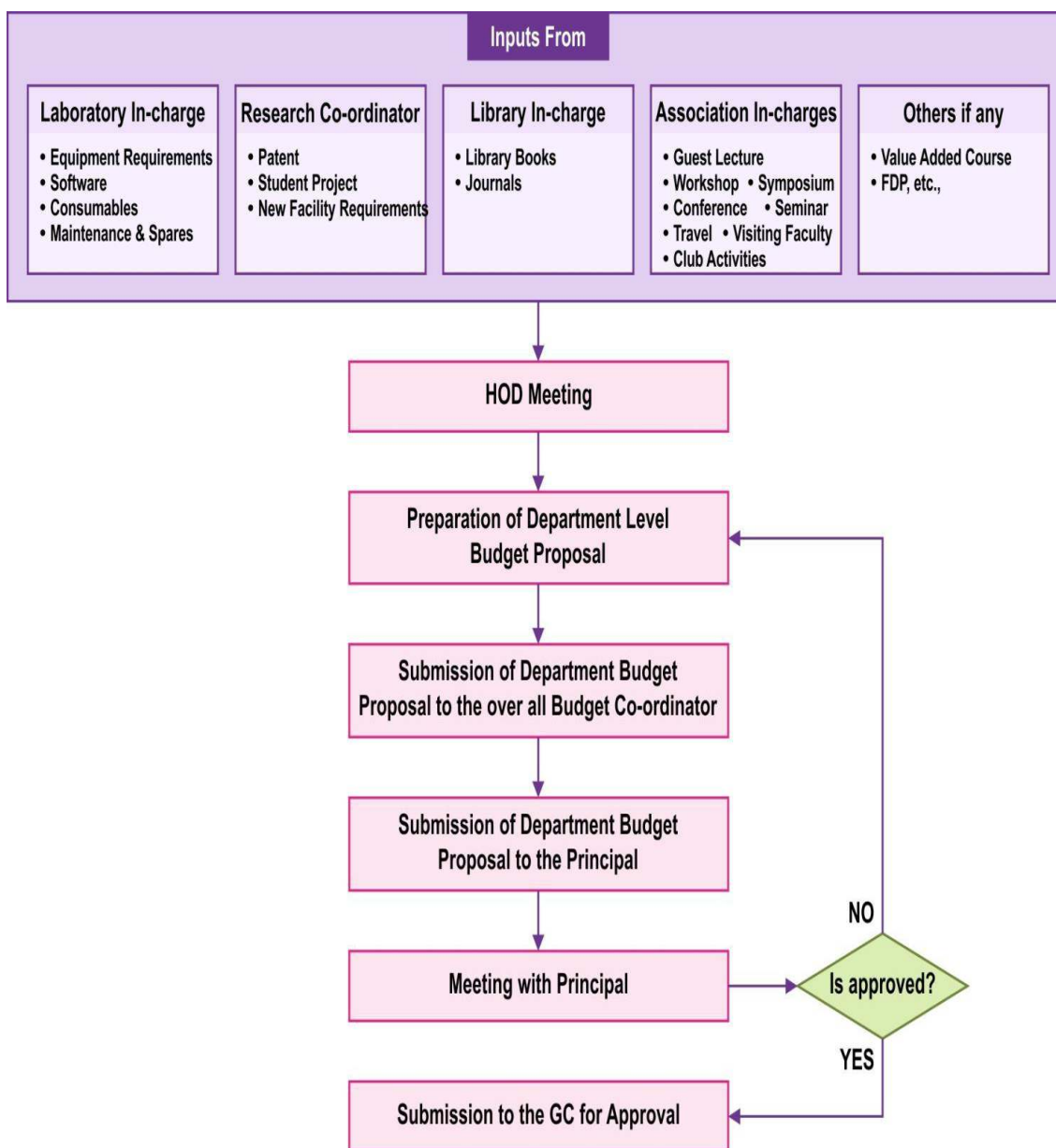

Inputs From

Laboratory In-charge	Research Co-ordinator	Library In-charge	Association In-charges	Others if any
• Equipment Requirements • Software • Consumables • Maintenance & Spares	• Patent • Student Project • New Facility Requirements	• Library Books • Journals	• Guest Lecture • Workshop • Symposium • Conference • Seminar • Travel • Visiting Faculty • Club Activities	• Value Added Course • FDP, etc.,

HOD Meeting

Preparation of Department Level Budget Proposal

Submission of Department Budget Proposal to the over all Budget Co-ordinator

Submission of Department Budget Proposal to the Principal

Meeting with Principal → Is approved? — NO → Preparation of Department Level Budget Proposal

Is approved? — YES → Submission to the GC for Approval

Fig 41.10 Budget Process-Program Level

➢ Staff members are encouraged to attend Faculty Development programs in other institutions and programs organized by the industry. Expenses related to registration fee, travelling, boarding and lodging for outstation programs are sponsored by the institution.

- In addition, Faculty Development Programs are also conducted by the Department in the college premises and the budget is utilized for meeting out expenses related to such Faculty Development Programs.
- Staff members are also encouraged to publish their technical papers in leading journals and are rewarded suitably when their technical papers get published.
- Expenses related to patent filing of innovative ideas of faculty members are sponsored by the management

42.11 Utilization of Budget for Student Development:

To motivate the students, several initiatives have been implemented with awards and rewards for them. The following are some of the expenses that are spent on student development for which budget allocation is made every and utilized through the year.

- Financial support for innovative projects taken up by the students
- Sponsoring students for certification courses
- Conducting training related to placement for students
- Participation fees for contests/conferences/symposiums/seminars
- Expenses related to patent filing of innovative ideas of students

43. PURCHASE POLICY

- Any designated user can raise a purchase indent on behalf his/her department
- Any indent has to be approved by the respective department head
- HoD has the authority to approve/reject the purchase indent
- HoD has the access to modify the quantity of the indented item
- HoD approved purchase indents will be scrutinized for budget approval and availability of the item by the purchase manager
- Wherever budget approval is not there purchase manager can reject the indent
- Incase partial quantity is available, purchase manager can modify the indented quantity

- All the purchase manager approved indents will have to be finally approved/rejected by the Principal based on stock availability, budget approval and other considerations
- For all the principal approved indents purchase assistant will raise purchase order based on quotation received from the approved vendor
- All the purchase orders raised will be scrutinized by the purchase manager for the agreed rate and wherever found different will have to be reconciled before approving the purchase order
- Physical copy of the purchase order is printed and duly signed by the principal before sending it to the vendor
- On receipt of the goods purchase manager shall verify the receipts against the requirements specified in the purchase order and on satisfactory receipt of goods, Goods Received Note will be generated
- Materials supplied against purchase order and supported with goods received not will be taken into stock
- Payment shall be made for all successful supplies by means of cheque duly signed by Chairman/Secretary
- Any bad supplies will be intimated to the vendor immediately and a replacement is sought
- Frequent bad supplies by any specific supplier warrants block listing of the vendor and no more future buying from the vendor will happen
- An approved vendor list shall be maintained in the department

44. FINANCIAL POLICY

44.1 Receipts

44.1.1 Fees

Fee will be collected along with the Book fees, Value added course fee, Placement training fee, Transportation fee, Hostel fee and any other fee(whichever is applicable) at the beginning of every academic year.

Will be accepted either in the form cash/cheque/DD. Students can also pay fee by using their Debit or Credit card. Receipts shall be generated and issued immediately. Fee collected till 4.00 p.m. in the evening shall be deposited in the bank account on the same day. Fee collected beyond 4.00 p.m. shall be deposited on the following

working day. During the bank holidays the fee collected shall be deposited on the subsequent bank working day.

44.1.2 Exam Fees

Fees will be collected in the form of cash or through bank transfer. Money collected shall be remitted in to college bank account. On completion of payment of exam fee by all the students or on the day of deadline declared by University, whichever is earlier a DD for entire exam fees shall be sent to the University.

44.1.3 Scholarships/Aids

Any scholarship due for the student will be maintained as due from the student and will get nullified when the college receives the money from the authorities/students.

44.1.4 Seminar/Workshop/Conference

Any expenses incurred for these events shall be accounted separately under the corresponding department and any sponsorship money/ Registration fee collected will also be accounted against the same account. Expenses will be paid through the coordinator of the concerned event in the form of cash. Any excess amount spent over the income generated through the sponsorship/ Registration fee will be borne by the college. Any excess income over the expenditure will be accounted against institution's miscellaneous income account.

44.1.5 Entrepreneurship Development Cell (EDC)

All the funding received from agencies like EDI and expenses incurred for the events conducted under EDC shall be accounted separately and the financial transactions are carried out through dedicated bank account.

44.1.6Research Grants

Any Research grants received by the institution shall be handled through a separate bank account and all the financial transactions shall be done under this account through bank transactions only.

44.1.7Fine/Penalties

Any fine/penalty collected from students in case of loss of library books, loss of ID card, loss of Hall Ticket will be accounted under miscellaneous income account and the students shall be issued with receipts.

44.1.8 Expenses Salary

Generally salary will be paid into employees bank account directly on or before first working day of every month. For employees joined during that month and

employees do not have bank account salary will be paid as cash with duly acknowledged vouchers.

Income Tax, Professional Tax, Provident Fund and any other statutory deductions shall be done as per the governing laws and regulations. Such deducted amount shall be remitted to the respective authorities/bank accounts.

44.1.9 Wages

Wages are paid as cash for those who are employed on a temporary basis/ short term assignments to carry out petty/maintenance works.

Tax Deducted at Source (TDS) shall be deducted at the time of payment and such deductions would be remitted to the concerned authority's bank account.

44.1.10 Vendor payments

Payments are made against the invoices of the vendors. Payments are normally made by cheques and wherever the amount is less than Rs.20,000 (for small vendors) and vendor does not have a bank account cash payments are made.

44.1.11 Statutory Payments

Statutory payments like Property tax, University Affiliation fees etc. are paid through our bank account/cheques/ DD to the appropriate authority as required.

44.1.12 Other operational Expenses

Such incidental expenses will be paid through cheque/bank account after deducting applicable taxes.

All expenses which are below Rs.5,000 can be approved by the respective department Heads other expenses are to be approved by Principal/Chairman in case of mode of payment is cash.

All the expenses that are to be paid by cheque shall be signed by Chairman/Secretary.

All cash payments shall necessarily be supported by a cash voucher.

44.1.13 Reporting

Monthly income and expenditure statements can be viewed by the management through our ERP software solution.

Account department shall prepare annual income expenditure statement and submit the same to the auditor's office once approved by the management.

At the end of June every year, Form 16 shall be generated for all the staff members and issued to them.

45. E-Governance Policy

45.1 Introduction

Purpose: To establish a framework for implementing e-governance for enhancing transparency, efficiency, and accessibility of services for students, faculty, and administration through the effective use of digital technologies

Scope: This policy applies to all e-governance initiatives, systems, and processes within the institution. By enhancing service delivery and fostering stakeholder engagement, the institution will better prepare students for success in a digital world.

45.2 Vision and Objectives

Vision: To create a digitally empowered campus that fosters efficient governance, enhances stakeholder engagement, and supports academic excellence.

Objectives:

➢ Streamline administrative processes through digital solutions.

➢ Improve accessibility and delivery of services to all stakeholders.

➢ Enhance communication and collaboration among students, faculty, and administration.

➢ Ensure data security and privacy in all digital transactions.

Key Components of E-Governance

Digital Infrastructure:

➢ Invest in reliable IT infrastructure, including hardware, software, and internet connectivity.

➢ Ensure robust cyber security measures to protect data and systems.

Online Services:

➢ Develop and maintain a user-friendly online portal for academic and administrative services (e.g., admissions, course registration, fee payment, and access to academic records).

➢ Implement learning management systems (LMS) to facilitate online learning and course management.

Communication Platforms:

➢ Utilize digital communication tools for effective interaction between faculty, students, and administration (e.g., emails, messaging apps, forums).

 Data Management:

➢ Establish protocols for data collection, storage, and analysis to support decision-making and improve services.

Implementation Strategy

➢ **Stakeholder Engagement:** Involve faculty, students, and administrative staff in the planning and implementation of e-governance initiatives to ensure their needs are met.

➢ **Training and Support:** Provide training for users to ensure effective utilization of e-governance systems and promote digital literacy among all stakeholders.

➢ **Phased Implementation:** Roll out e-governance initiatives in phases, starting with priority areas identified through stakeholder feedback.

Monitoring and Evaluation

➢ **Performance Metrics:** Establish KPIs to assess the effectiveness and efficiency of e-governance initiatives (e.g., user satisfaction, service turnaround time).

➢ **Feedback Mechanism:** Implement channels for stakeholders to provide feedback on e-governance services, ensuring continuous improvement.

➢ **Regular Audits:** Conduct regular audits of e-governance systems to ensure compliance with standards and policies.

➢ **Data Security and Privacy**

➢ **Data Protection:** Implement measures to protect sensitive information and ensure compliance with relevant data protection laws and regulations.

➢ **Access Control:** Establish user authentication and authorization protocols to ensure that only authorized personnel can access sensitive data and systems.

➢ **Incident Response:** Develop a response plan for data breaches and other security incidents, outlining procedures for notification, investigation, and remediation.

➢ Communication and Awareness

- ➢ **Awareness Campaigns:** Conduct campaigns to promote awareness of e-governance initiatives and encourage adoption among stakeholders.
- ➢ **Transparent Communication:** Ensure clear communication regarding the benefits, processes, and changes associated with e-governance.

46. Fire and Safety Policy

KSRCE strives to promote a safe learning environment by establishing procedures and guidelines for fire safety, prevention, and emergency response. This policy applies to all students, faculty, staff, and visitors on college property.

Objectives

- ➢ To promote a culture of safety among students, faculty, and staff by providing education and resources related to fire hazards and prevention measures.
- ➢ To implement proactive measures to reduce the risk of fire incidents on campus, including proper maintenance of equipment, safe storage practices, and adherence to regulations.
- ➢ To develop and communicate clear procedures for evacuation and emergency response, ensuring that all members of the college community understand their roles in case of a fire.
- ➢ To adhere to local fire codes, regulations, and safety standards to maintain a safe environment and mitigate legal liabilities.
- ➢ To create accessible channels for reporting fire hazards and incidents, and establish a swift response protocol to address concerns effectively.
- ➢ To assess and update fire safety practices, policies, and equipment to adapt to changes in campus facilities or regulations regularly
- ➢ To foster collaboration among campus safety personnel, local fire departments, and emergency services to enhance overall fire safety preparedness.
- ➢ To prioritize the protection of students, faculty, staff, and college property through effective fire safety measures and emergency response strategies.
- ➢ To involve the college community in safety initiatives and programs to create a collective responsibility for fire safety.

Lab Safety Policy

➢ Creating a culture of safety in the lab is essential for the well-being of all individuals. Everyone must adhere to these guidelines and take responsibility for their own safety and the safety of others.

➢ Ensure a safe working environment in laboratories by establishing protocols and guidelines for safe practices.

➢ Ensure compliance with safety protocols, conduct safety training, and maintain equipment.

➢ Wear appropriate PPE (gloves, goggles, lab coats) as required for specific tasks.

➢ Ensure all chemicals are clearly labeled with contents and hazard information.

➢ Access and understand Material Safety Data Sheets (MSDS) for all chemicals used.

➢ Store chemicals according to their hazard classifications (flammables, corrosives, etc.).

➢ Receive training on the proper use of all laboratory equipment before use.

➢ Report any damaged or malfunctioning equipment immediately.

➢ Follow manufacturer instructions and safety guidelines when operating equipment.

➢ Report all accidents, spills, or injuries immediately to a supervisor.

➢ Know the evacuation routes and procedures in case of an emergency.

➢ Familiarize with the location of first aid kits and emergency contacts.

➢ Dispose of chemical and biological waste according to college guidelines.

➢ Use designated containers for sharp objects (needles, broken glass).

➢ All personnel must complete lab safety training before working in the lab.

➢ The safety of our college community is a top priority. All members must be aware of this policy and actively participate in maintaining a safe environment.

47. CODE OF CONDUCT POLICY

The code of conduct Policy Document is prepared to make all students, faculty members, supporting staffs of K.S.R College of Engineering aware of rules

and regulations that govern in the institute. It is expected that all members of the institution strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

47.1. Disciplinary Policy Manual for Students

➢ K.S.R. College of Engineering (KSRCE) is a centre of higher learning and exemplary professional conduct to lead and to use technology for the progress of mankind, adopting themselves to changing technological environment with the highest ethical values.

➢ The code of student conduct is established to foster and protect the missions of the college, to foster the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. It is necessary that the College should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property, respect for human rights among its students.

➢ For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the College's main purpose and core values.

47.2. Preamble:

This manual recommended the standard procedures and practices of code of conduct to be manifest by students, faculties, administrative bodies and supporting staffs of K.S.R College of Engineering. All the students must know that it is essential upon them to abide by this Code of Ethics and Conduct and upholding the morality inside the campus. All are requested to adhere to this code and assist in innovating an active and harmonious environment.

47.3. Core Values

1. Respect individuals and values
2. Be learning and learner focused
3. Embrace knowledge and Intellectual pursuits
4. Value self-learning and collaborative teamwork

5. Be Innovative and drive change and Be ethically and socially conscious

6. Pursue leadership and take initiative

7. Adaptability, Integrity and Honesty.

47.4 Code of Conduct and Discipline

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

Do's:

➢ Maintain absolute integrity and devotion to duty.

➢ Attend the college regularly and punctually.

➢ Engage classes, both theory and practical, punctually and effectively.

➢ Correct the assignments and lab records systematically.

➢ Leaving the campus without proper prior permission of the Head of the institute.

➢ Absconding from the institution.

➢ Undertake private assignments whether remunerative or not.

➢ Enter into any monetary transactions with any stakeholder of the institution.

➢ Cause damage to institution or stakeholder's property in any form.

➢ Encourage or involve in immoral practices with stakeholders.

➢ Organize, attend, involve in any duty outside the college without proper approval.

➢ Passing comments on religious, regional, personal, racial and cultural

➢ Taking membership of a political party or taking part in politics.

➢ Any act which is detrimental to the interest of the institution.

47.5. Code of Conduct for students

➢ The college gives utmost priority for discipline and every student is bound to follow the rules and regulations of the college and maintain strict discipline.

➢ Students should wear their identity card always so as to clearly display their identity within the campus and may be required to show them on demand by authorities.

➢ Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted

➢ The prescribed dress code for students are:

➢ Must wear Identity cards.

- Boys must wear formal pant and shirt with tucked in and not fold the shirts in their hands
- Girls must wear Chudithar with Thuppatta. (Short Kurtis, Legins etc. must not be used)
- Scribbling on boards, desk, and walls are strictly prohibited.
- Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
- Students should not involve in any activities which may affect national security of our country.
- Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
- Dishonesty, forgery, misuse or alternation of college documents, records, or identification or knowingly furnishing false information will be punished.
- The student shall always observe the health & safety precautions as may be prescribed/ notifies/ displayed in the campus.
- Students are instructed to follow ethical values inside the premises.
- 75% class attendance is mandatory for all students, failing which students shall not be allowed to appear in End Semester Examination.
- Students are not allowed to misuse the wi-fi facility of the college as the service has only been provided for academic purpose. Browsing is not allowed during class hours.
- No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
- Without gate pass, no students shall be allowed to go out of college during the class hours.

47.6. Code of Conduct for faculty:
- Faculty should wear the ID card inside the college premises.
- Faculties are instructed not to use mobile phones inside the classroom premises. Faculties are expected to be the role model for the students in all aspects.
- Faculty must maintain high standards of punctuality, honesty and professional ethics.

- It is suggested that faculty should act perceptively and deal with insubordination of students maturely.
- Faculty could be strict but not harsh. Harsh words need not be used.
- The subject handling faculty members should discuss with the Class mentor's / Tutor and inform him / her about the habitual absenteeism, academically weak students, their misbehavior
- Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their slogan.
- Faculty members are also encouraged to take up Research projects and attend Faculty Development Program, Quality Improvement Program etc., to update their knowledge.

47.7 Code of Conduct for Administrative Bodies:

- Monitor all the activities of the institution effectively and efficiently.
- Encourage all the Head of Departments to organize Conferences, Seminars, Workshops and Special Lectures.
- Give a patient hearing to the grievances of students, Faculties and Parents
- Be responsiveness in monitoring the character of the students on lives of nationalism, patriotism, social commitments and individual achievements.
- Encourage and support collaborative activities within the institution and with other outside institutions of repute.
- Maintain and develop associations with alumni as a life-long relationship of mutual support.
- Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied.
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry.

47.8 Code of Conduct for Supporting Staff:

- Employees must be loyal to the institution, maintain punctuality and confidentiality in all the official matters.
- It is instructed that the staff members have to respect the hierarchy in the administration.

- It is recommended that the staff members must bring about dignity in treating students with care and kindness.
- Serenity has to be followed answering queries to the employees, students and parents.
- It is instructed not to use mobile phones during working hours.
- Follow the instructions issued by the higher authorities.

47.9 Anti-Ragging Policy Manual for students:

The Anti-Ragging Policy Document is prepared to make all students of K.S.R College of Engineering aware of rules and regulations of the institute. The policy is effective from July, 2013. It is expected that all the students strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

47.10 Important Instructions About Ragging:

- The Hon'ble Supreme Court of India, New Delhi by its order dated16.05.07in SLP (C) No.24295/2004 stated the following in order to curb the menace of RAGGING in Educational Institutions.
- "If any incidents of Ragging come to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institutions"
- The above directions of the Hon'ble Supreme Court of India will be strictly implemented.
- Ragging is strictly banned in the campus as per the instructions of honourable Supreme Court.

47.11 Anti-Ragging Cell: The Anti-Ragging Cell, as constituted by the Principal and headed by the HOD'S and faculty members shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident

48. CODE OF ETHICS POLICY

Preamble

KSRCE aspires to cultivate an effective ethical culture! A clear code of ethics is necessary to direct the behavior of staff, instructors, and students. By ensuring that

everyone exhibits the same values and behaviors, it fosters mutual respect and trust throughout the society.

Objectives

> ➢ Encourage the college community to have a culture of integrity, moral conduct, and social responsibility.

> ➢ Create a structure that guides the decisions and activities of academic staff, administrative personnel, and students.

> ➢ Make certain that every college student, staff member, and member adheres to ethical standards in their personal, professional, and academic life.

> ➢ Speak up in favor of a respectful, varied, and inclusive atmosphere that upholds the rights and dignity of each and every person.

> ➢ By abiding by these moral guidelines, KSRCE's integrity and reputation are protected.

Code of Ethics for Administrator

> ➢ Administrative staff members are expected to demonstrate honesty, integrity, and transparency in all professional dealings and responsibilities.

> ➢ Staff must refrain from any form of insincerity or dishonesty in their interactions and decision-making processes.

> ➢ Administrative personnel must treat everyone—students, faculty, and colleagues—with fairness, professionalism, and respect.

> ➢ Staff are required to uphold confidentiality and handle sensitive information in compliance with relevant rules and regulations.

> ➢ Administrative staff must use college resources appropriately and in line with their original purpose. This includes cash, buildings, and technology.

> ➢ They must report any misuse, theft, or abuse of resources immediately to the proper authorities.

> ➢ Administrative staff must follow all college policies, procedures, and regulations.

> ➢ Stay up-to-date on key rules and regulations to ensure compliance within their areas of responsibility.

Code of Ethics Policy for Faculty

> ➢ Faculty members must maintain the highest levels of integrity, professionalism, and ethical conduct.

- Academic and research activities must be conducted in an honest, fair, and transparent manner.
- Faculty members must not engage in academic misconduct, such as plagiarism or data manipulation.
- Faculty members must treat students, colleagues, and staff with decency and fairness.
- They will foster an inclusive learning environment that appreciates diversity and equal opportunities for all.
- Faculty members must maintain academic freedom by promoting intellectual honesty and critical thinking in their teaching and research.
- Students' information must be kept secure and their privacy rights protected. Faculty members must report any potential conflicts of interest that could affect their impartiality, independence, and fairness.
- They must take adequate steps to reduce or prevent conflicts of interest.

Code of Ethics Policy for Students

- Students must act with justice, honesty, and integrity in both personal and academic affairs.
- They must abstain from all forms of academic dishonesty, including plagiarism and cheating.
- Students are expected to respect the values of moral conduct and academic honesty.
- All people, regardless of their gender, race, nationality, religion, or other protected traits, shall be treated with respect by students.
- It is definitely forbidden to engage in any kind of harassment, discrimination, or disrespectful behavior.
- Students are expected to help foster a diverse and inclusive campus community.
- Students are expected to use college facilities, resources, and equipment sensibly and for the intended objectives.
- They are forbidden from misusing, stealing from, or abusing any kind of college resource.
- Students must actively pursue academic achievement and make a sincere, committed, and ethical commitment to their studies.

- They will adhere to the rules and regulations of the college regarding homework, exams, and research.

General Provisions

- KSRCE provides you to report any suspected violations of our Code of Ethics policy.
- Individuals who report offenses in good faith will be protected from punishment.
- Violations of the Code of Ethics Policy may lead to disciplinary action, such as warnings, corrections, suspension, termination of employment, or expulsion from college.
- KSRCEs disciplinary procedures will be followed to investigate and resolve reported offenses.

49. CLEAN AND GREEN CAMPUS POLICY

This Clean and Green Campus Policy aims to cultivate a culture of sustainability, fostering a cleaner and healthier environment for all campus stakeholders. By working together, we can make our campus a model for environmental responsibility and stewardship.

Purpose

To promote a sustainable and environmentally friendly campus that fosters a clean, healthy, and productive learning environment.

Scope

This policy applies to all students, faculty, staff, and visitors on campus.

Objectives

- Reduce waste and promote recycling.
- Conserve energy and water resources.
- Enhance green spaces and biodiversity on campus.
- Encourage sustainable transportation options.
- Educate the campus community about environmental issues and practices.

Guidelines

Waste Management

- Implement a comprehensive recycling program for paper, plastics, metals, and electronics.

- Promote waste reduction practices, including the use of reusable containers and minimal packaging.
- Organize regular clean-up drives and awareness campaigns.

Energy Conservation

- Encourage the use of energy-efficient appliances and lighting.
- Promote policies for turning off lights and electronics when not in use.
- Conduct energy audits to identify and implement energy-saving measures.

Water Conservation

- Install water-efficient fixtures in restrooms and kitchens.
- Promote practices that reduce water usage in landscaping, such as xeriscaping.
- Encourage rainwater harvesting and grey water recycling where feasible.

Green Spaces

- Maintain and expand green areas on campus, including gardens and trees.
- Promote biodiversity through native plant landscaping and wildlife-friendly practices.
- Engage the campus community in planting and caring for green spaces.

Sustainable Transportation

- Encourage walking, biking, and the use of public transportation.
- Provide facilities such as bike racks and showers for cyclists.
- Explore carpooling options and electric vehicle charging stations.

Education and Awareness

- Integrate sustainability into the curriculum and promote eco-friendly practices.
- Organize workshops, seminars, and events focused on environmental issues.
- Create informative materials and campaigns to raise awareness about sustainability.

Implementation and Monitoring

- Assign a sustainability committee to oversee policy implementation and progress.
- Establish metrics to evaluate the effectiveness of initiatives and report regularly to the campus community.
- Encourage feedback and suggestions for continuous improvement.

Review and Revision

➢ Review this policy annually to ensure its relevance and effectiveness.

➢ Make necessary revisions based on feedback and changing environmental conditions.

Compliance

➢ Ensure that all members of the campus community understand their roles in supporting this policy.

➢ Address violations of this policy through appropriate disciplinary measures.

50. Human Values and Professional Ethics Policy

This Human Values and Professional Ethics Policy is designed to cultivate a principled community within the institution, encouraging all stakeholders to act with integrity and responsibility in their academic and professional endeavours.

Introduction

Purpose: To promote a culture of integrity, respect, and ethical behavior in the engineering college.

Scope: Applies to all students, faculty, staff, and stakeholders associated with the institution.

Core Ethical Values

➢ Integrity: Commitment to honesty, accountability, and adherence to ethical standards.

➢ Respect: Fostering an inclusive environment that values different perspectives and backgrounds.

➢ Responsibility: Acknowledging the impact of one's actions on others and the environment.

➢ Professionalism: Maintaining high standards of conduct in academic and professional interactions.

➢ Service Orientation: Encouraging contributions to society and community welfare through engineering practices.

Ethical Guidelines

➢ Academic Integrity: Upholding honesty in all academic endeavours; no tolerance for cheating or plagiarism.

- Intellectual Property Rights: Respecting and acknowledging the work and ideas of others.
- Confidentiality: Safeguarding sensitive information related to students, faculty, and institutional operations.
- Fair Treatment: Ensuring equality and fairness in academic evaluations and opportunities.

Responsibilities of Stakeholders

Students:
- Adhere to academic integrity policies (e.g., no plagiarism, cheating).
- Engage in respectful discourse and collaboration.
- Participate in community service and outreach activities.

Faculty:
- Foster an environment of mutual respect and inclusivity.
- Model ethical behavior and professional conduct.
- Provide mentorship and guidance to students on ethical issues.

Administration:
- Implement policies that support ethical practices.
- Provide training and resources on professional ethics and human values.
- Address violations of the policy promptly and fairly.

Implementation and Training

- **Orientation Programs**: Introduce new students and staff to the values and ethics policy.
- **Workshops and Seminars**: Regularly conduct sessions on ethical dilemmas, human values, and professional conduct.
- **Resources**: Provide access to literature and materials on ethics in engineering and professional practice.

Reporting and Accountability

- **Reporting Mechanisms**: Establish clear channels for reporting unethical behavior (e.g., anonymous reporting systems).
- **Disciplinary Actions**: Outline consequences for violations of the policy, including academic penalties and disciplinary procedures.
- **Review and Feedback**: Regularly review the policy and seek feedback from stakeholders to ensure relevance and effectiveness.

Evaluation and Continuous Improvement

- ➤ **Assessment**: Periodic evaluations of the policy's implementation and its impact on the college environment.
- ➤ **Updates**: Revise the policy as needed to adapt to changing societal and professional standards.
- ➤ **Stakeholder Feedback**: Gather input from students, faculty, and staff to refine and enhance the policy.

51. SWOC Analysis Policy

Introduction

This SWOC Analysis Policy aims to establish a systematic approach for identifying the college's internal and external factors influencing its success. By leveraging strengths, addressing weaknesses, seizing opportunities, and navigating challenges, institution can enhance its overall performance and impact in the educational landscape.

Purpose: To provide a structured framework for conducting SWOC analyses to identify internal strengths and weaknesses, as well as external opportunities and challenges, facilitating informed strategic planning and decision-making.

Scope: This policy applies to all academic departments, administrative units, and governance bodies within the engineering college.

Understanding SWOC

- ➤ **Strengths:** Internal capabilities and resources that contribute positively to the college's objectives.
- ➤ **Weaknesses**: Internal factors that hinder performance or growth, requiring attention and improvement.
- ➤ **Opportunities**: External trends, emerging markets, and collaborations that can be leveraged for the college's benefit.
- ➤ **Challenges**: External threats or obstacles that could impede progress or create risks for the college.

Objectives of SWOC Analysis

- ➤ Identify and leverage the institution's strengths to enhance academic and operational performance.
- ➤ Recognize weaknesses to develop targeted improvement plans.

- Explore opportunities for growth, innovation, and community engagement.
- Prepare for and mitigate challenges that could impact the institution's mission and objectives.

SWOC Analysis Process

- **Stakeholder Involvement**: Engage faculty, students, alumni, industry partners, and administrative staff in the SWOC analysis to gather diverse perspectives.
- **Data Collection**: Use surveys, focus groups, interviews, and existing performance data to inform the analysis.
- **Workshops**: Conduct collaborative workshops to facilitate discussions and identify key elements of the SWOC analysis.
- **Documentation**: Compile the findings into a comprehensive report outlining identified strengths, weaknesses, opportunities, and challenges.

Implementation of Findings

- **Action Plans**: Develop specific action plans based on the SWOC analysis to address weaknesses and challenges while leveraging strengths and opportunities.
- **Integration with Strategic Planning**: Incorporate the insights from the SWOC analysis into the college's strategic planning processes to guide decision-making and resource allocation.
- **Monitoring and Review**: Establish mechanisms to monitor progress on action plans and regularly review the SWOC analysis to ensure its relevance and effectiveness.

Evaluation and Continuous Improvement

- **Periodic Reassessment**: Conduct SWOC analyses at regular intervals (e.g., annually) to adapt to changing internal and external environments.
- **Stakeholder Feedback**: Solicit feedback from stakeholders to refine the analysis process and ensure comprehensive input.
- **Communication and Reporting**
- **Transparent Reporting**: Share the results of the SWOC analysis with all stakeholders, including faculty, staff, students, and governance bodies.
- **Engagement Activities**: Organize sessions to discuss the findings and action plans, fostering a culture of collaboration and continuous improvement.

197

52. Strategic Planning Policy

Introduction

Purpose: To provide a comprehensive framework for the strategic planning process that guides the institution's growth, development, and responsiveness to changing educational and industry landscapes.

Scope: This policy applies to all departments, programs, and administrative functions within the institution.

Vision and Mission Statements

Vision: To be a premier engineering institution recognized for academic excellence, innovation, and societal impact.

Mission: To empower students with cutting-edge engineering knowledge, foster research and innovation, and instill values of ethics and leadership.

Strategic Objectives

➢ **Enhancing Academic Quality**: Continuously improve curricula and teaching methodologies to meet evolving industry standards.

➢ **Research and Development**: Promote a culture of research and innovation by supporting faculty and student projects and collaborations.

➢ **Infrastructure and Technology**: Invest in state-of-the-art facilities and technologies that enhance the learning and research environment.

➢ **Industry Partnerships**: Establish robust collaborations with industries for internships, training, and placement opportunities.

➢ **Community and Global Engagement**: Foster partnerships with local communities and global institutions to address societal challenges and enhance educational experiences.

Strategic Planning Process

➢ **Environmental Scan**: Conduct regular assessments of internal capabilities and external opportunities and challenges (e.g., market trends, technological advancements).

➢ **Stakeholder Engagement**: Involve faculty, students, alumni, industry experts, and community members in the planning process to ensure a well-rounded perspective.

- ➤ **Goal Formulation**: Set clear, actionable, and measurable goals that align with the college's vision and mission.
- ➤ **Action Planning**: Develop detailed plans for each goal, including specific initiatives, responsible parties, timelines, and resource requirements.
- ➤ **Implementation Framework**
- ➤ **Resource Allocation**: Allocate budget and resources effectively to support strategic initiatives, ensuring alignment with priorities.
- ➤ **Leadership and Accountability**: Designate leadership teams responsible for implementing strategic initiatives and ensuring accountability for progress.
- ➤ **Monitoring and Evaluation**: Establish metrics and KPIs to track progress and outcomes of strategic initiatives, facilitating timely adjustments.
- ➤ **Review and Adaptation**
- ➤ **Annual Review**: Conduct a comprehensive review of the strategic plan annually, assessing achievements, challenges, and areas for improvement.
- ➤ **Continuous Improvement**: Encourage a culture of continuous improvement by soliciting feedback from stakeholders and making necessary adjustments to the strategic plan.
- ➤ **Reporting**: Prepare and disseminate an annual report detailing progress, outcomes, and strategic adjustments to the college community.

Communication Strategy

- ➤ **Transparency**: Ensure transparent communication regarding the strategic planning process and outcomes to all stakeholders.
- ➤ **Updates and Engagement**: Regularly update stakeholders on the progress of strategic initiatives and solicit their input for ongoing planning efforts.

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53.REMEDIAL/ADDITIONAL LERNING SUPPORT POLICY

53.1Purpose

The purpose of this policy is to establish guidelines and procedures for providing remedial and additional educational support to the students who are falling behind their peers academically. It focuses on addressing gaps in learning, improving foundational skills, and helping students meet the standard learning outcomes. This policy aims to support students who may require extra assistance due to academic challenges, learning difficulties, or other factors impacting their performance.

53.2. Scope

This policy applies to all undergraduate and graduate students enrolled in engineering programs within the institution. It encompasses various forms of support including tutoring, mentoring, workshops, and other resources designed to help students improve their academic performance.

53.3. Definitions

Remedial Support: Targeted interventions designed to address specific academic deficiencies and help students meet the standard required for their coursework.

Additional Support: Supplementary assistance that helps students enhance their understanding of course material and improve their overall academic performance.

Academic Mentor: A faculty member or professional staff responsible for guiding students through their academic journey and assisting with any support needs.

Academic Coordinator: An individual or team responsible for organizing and overseeing remedial and additional support services.

53.4. Policy Guidelines

53.4.1 Identification of Need

Students may be identified for remedial or additional support through various means including academic performance data, faculty referrals, self-referral, or assessment results.

Students who consistently perform below the minimum required grades, or who are identified through regular assessments as struggling with course material, will be considered for additional support.

53.4.2 Types of Support

Differentiated Instruction: Adapting teaching methods to match the learner's needs and abilities.

One-on-One Tutoring: Personalized attention to address the learner's specific weaknesses

Small Group Instruction: Grouping students with similar needs to foster collaborative learning.

Multisensory Approaches: Using visual, auditory, and kinaesthetic methods to support learning.

Use of Technology: Leveraging educational apps, games, and digital platforms to engage students.

Peer Tutoring: Facilitated study groups to encourage collaborative learning and peer support.

Mentoring: Academic mentoring from faculty or senior students to provide guidance and support.

Online Resources: Access to online learning materials, practice exercises, and educational platforms.

53.4.3 Implementation

Referral Process: Faculty members, academic advisors, or students themselves can initiate referrals for remedial or additional support**.**

Support Plan: Once a need is identified, a personalized support plan will be developed in consultation with the student, their academic mentor, and Academic Coordinator.

Schedule: Remedial teaching can occur before or after regular hours, during free periods, or on weekends. It may be conducted throughout the academic year or in intensive, short-term sessions during holidays.

Monitoring and Evaluation: Regular assessments will be conducted to evaluate the effectiveness of the support provided and make necessary adjustments.

Feedback Mechanisms: Regular feedback from students, parents, and teachers to adjust strategies.

Parental Involvement Regular communication with parents about their ward's progress, challenges, and achievements.

53.4.4 Responsibilities

Academic Mentors will work closely with students to identify needs and develop appropriate support plans.

Academic Coordinators will oversee the implementation of support services and ensure their availability.

Faculty Members will provide input on student performance and recommend appropriate support interventions.

Students are encouraged to actively participate in the support services provided and

communicate any additional needs or concerns.

53.5. Confidentiality

All information regarding a student's personal problems will be treated confidentially and shared only with individuals who are directly involved in the support process, in accordance with institutional policies and privacy regulations.

53.6. Review and Revision

This policy will be reviewed annually by the Academic Support Committee to ensure its effectiveness and relevance. Any necessary revisions will be made to improve the support services provided to engineering students.

53.7. Contact Information

For more information or to seek support, students should contact:

- Mentor
- Academic Coordinator
- Head of the Department

54.PEER-TO-PEER LEARNING POLICY

A Peer-to-Peer Learning Policy is designed to create an environment where students actively participate in teaching and learning from one another. Peer-to-peer learning enhances understanding, encourages collaboration, and develops critical thinking and communication skills. This policy outlines a structured approach to facilitating and optimizing peer learning experiences.

54.1. Purpose and Objectives

Purpose:

➢ To promote a collaborative learning culture where students actively support and learn from each other.

➢ To complement traditional instructional methods by allowing students to engage in discussions, knowledge sharing, and cooperative problem-solving.

➢ To enhance academic, social, and emotional development through active student participation.

Objectives:

➢ Facilitate the exchange of knowledge, skills, and ideas among students.

➢ Develop leadership, communication, and teamwork skills in students.

➢ Improve academic performance by reinforcing learning through peer explanation and discussion.

➢ Foster an inclusive, supportive, and participative learning environment.

➢ Encourage students to take ownership of their learning and develop self-directed learning skills.

54.2. Types of Peer-to-Peer Learning Models

➢ **Informal Peer Learning:** Unstructured learning that happens naturally among students, such as study groups, collaborative projects, and casual academic discussions.

➢ **Structured Peer Learning:**

➢ **Peer Tutoring**: Advanced or senior students (peer tutors) provide academic support to junior students or peers who are struggling with specific subjects.

➢ **Peer Study Groups:** Facilitate the formation of study groups among students. Provide guidelines on effective group study techniques and conflict resolution.

➢ **Peer-Assisted Study Sessions (PASS)**: Organized, regular study sessions facilitated by trained student leaders (who have excelled in the course previously), focusing on collaborative learning and problem-solving.

➢ **Peer-Led Team Learning (PLTL)**: Groups of students work on structured assignments under the guidance of a peer leader who helps facilitate discussions but does not provide answers.

➢ **Group Projects and Peer Assessment**: Collaborative assignments where students work in teams to complete tasks and assess each other's work as part of the evaluation process.

➢ **Mentorship Peer Learning**: Students engage in peer mentoring, where experienced students guide others on academic, personal, or professional matters.

54.3. Roles and Responsibilities

Peer Tutors/Leaders:

➢ Facilitate learning without directly giving answers or completing assignments for peers.

➢ Create a positive, inclusive environment that encourages participation and engagement.

➢ Help peers understand difficult concepts, share study strategies, and guide problem-solving.

➢ Monitor the progress of their peers and provide constructive feedback.

➢ Maintain professional boundaries and uphold academic integrity.

Peer Learners:

➢ Attend peer sessions regularly and actively engage in discussions and activities.

➢ Be open to collaborative learning and respect the contributions of other students.

➢ Take responsibility for their own learning, seeking clarification and asking questions when needed.

➢ Contribute positively to group projects, assessments, and discussions.

54.4. Faculty Support and Endorsement:

➢ Faculty should encourage peer-to-peer learning by integrating group work, peer assessments, and collaborative problem-solving into the curriculum.

➢ They should identify potential peer leaders based on their academic performance and interpersonal skills.

➢ Faculty can offer guidance to peer leaders in planning study sessions and reviewing academic content, ensuring alignment with course objectives.

54.5. Assessment and Feedback Mechanisms

Peer Feedback:

➢ Peer learners should provide feedback on the effectiveness of the peer learning sessions and peer leaders, including what worked well and areas for improvement.

➢ Peer tutors/leaders can also offer feedback to their mentees on their academic progress, participation, and collaborative skills.

Program Evaluation:

➢ Regularly assess the success of peer-to-peer learning programs by collecting data on student performance, engagement, and satisfaction.

➢ Use surveys, focus groups, or interviews to gather qualitative and quantitative feedback from participants and faculty.

➢ Review academic performance data (e.g., improved grades or retention rates) to evaluate the impact of peer learning initiatives.

54.6. Monitoring and Reporting

Tracking Progress:

➢ Implement systems for tracking participation and progress in peer learning programs. This can include attendance logs, participation in discussions, and completion of collaborative assignments.

➢ Faculty or program coordinators should regularly review the effectiveness of peer learning sessions and adjust the program as necessary.

Regular Reporting:

➢ Peer leaders and participants should report to program coordinators on the progress of sessions, challenges faced, and success stories.

➢ Program coordinators can then report to faculty or administration on the overall effectiveness and areas for improvement in the peer learning initiatives.

55. MENTORING POLICY

A **Mentoring Policy** is a comprehensive framework designed to provide structured guidance, support, and development opportunities for students. The primary goal is to help students navigate their academic, personal, and professional challenges, ensuring a holistic experience that prepares them for future success.

The Head of the Department of the students will attach a certain number of students to a faculty of the Department, who shall function as Mentor for those students throughout their period of study. If necessary, the Mentor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a mentor will be decided by the Head of the Department. However, it shall not exceed 20 per mentor.

55.1. Purpose and Objectives

Purpose:

➢ To establish a formal structure for mentoring relationships that support students' academic, career, and personal development.

➢ To foster a supportive learning environment where students can seek guidance, build confidence, and develop skills for academic success and future careers.

➢ To promote professional and personal growth through meaningful mentor-mentee relationships.

Objectives:

➢ Provide students with personalized support to navigate academic and career challenges.

➢ Enhance students' learning experiences by offering guidance outside the formal classroom setting.

➢ Build leadership, communication, and professional skills through mentor-mentee interactions.

➢ Support students in setting and achieving personal, academic, and professional goals.

55.2. Mentorship Models

Academic Mentoring:

➢ Focuses on helping students succeed in their academic pursuits, including guidance on course selection, research, writing, and time management.

➢ Helps students set and achieve academic goals.

Career Mentoring:

➢ Aims at guiding students in career planning, skill development, internships, job placements, and networking.

➢ Provides insights into various industries, career paths, and professional growth opportunities.

Personal Development Mentoring:

➢ Focuses on holistic development, including emotional well-being, leadership, communication, and decision-making skills.

- Provides support for personal challenges that may affect academic performance or career goals.

55.3. Roles and Responsibilities

Mentor Responsibilities:
- Provide guidance, support, and encouragement to mentees.
- Help mentees set achievable academic, career, or personal development goals.
- Offer feedback on mentee progress and development.
- Share knowledge, experience, and resources related to academic or professional fields.
- Serve as a positive role model and encourage mentees to take initiative in their learning.
- Maintain confidentiality and foster a trusting and respectful relationship.

Mentee Responsibilities:
- Actively participate in the mentoring process by setting goals, attending meetings, and being open to feedback.
- Take initiative in seeking guidance and using the mentor's advice and resources to enhance personal and academic growth.
- Maintain clear and respectful communication with the mentor.
- Respect the mentor's time and schedule by being prompt and prepared for meetings.
- Provide feedback to improve the mentoring relationship and program.

The Faculty Mentor is expected to keep his / her own counselling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counselling in achieving overall improvement of student performance and development.

55.4. Communication Guidelines and Frequency

Regular Meetings:
- The minimum number of meetings required is bi-weekly.
- Meetings should be structured, with clear objectives (academic guidance, career planning, or personal support).

Modes of Communication:

> ➢ In-person meetings should be prioritized, but virtual meetings (via video calls, emails, etc.) are acceptable.
> ➢ Establish clear channels of communication (email, phone, video) and set expectations for response times.

55.5. Goal Setting and Action Plans

Individual Development Plans (IDP): Mentors and mentees should collaborate to create a structured plan outlining:

> ➢ Short-term and long-term academic, personal, and career goals.
> ➢ Action steps required to achieve these goals.
> ➢ Milestones for progress tracking.

Review and Reflection: Regular reviews to assess progress toward goals, make adjustments to action plans, and reflect on learning outcomes.

56. ONE / TWO CREDIT COURSE POLICY

A **One / Two Credit Course Policy** in higher education is designed to offer students flexible and focused learning opportunities within a shorter time frame, often addressing specific skills, competencies, or interdisciplinary knowledge. One credit courses are typically designed to complement traditional academic programs by offering specialized topics or skill-based learning. This policy ensures the effective design, delivery, assessment, and administration of such courses.

56.1. Purpose and Objectives

Purpose:

> ➢ To provide students with opportunities to pursue short-term, focused learning experiences.
> ➢ To encourage the acquisition of specific skills or knowledge that complements regular academic coursework.
> ➢ To promote flexibility in learning, allowing students to explore diverse topics outside their major or enhance their professional skills in a compact format.

Objectives:

- ➢ To
  provide students with industry experts' insights on current developments.
- ➢ To encourage interdisciplinary learning and exploration of topics that may not fit into standard courses.
- ➢ To support skill development that aligns with industry needs, soft skills, or emerging trends.

56.2. Course Structure and Format

Course Duration:
- ➢ One credit courses typically require 15–20 contact hours, which can be spread over a short period, such as a few weeks or a semester, depending on the institution's academic calendar.
- ➢ Courses may be delivered as intensive workshops (e.g., one week), weekend courses, or spread across multiple shorter sessions (e.g., 1–2 hours per week over a semester).

Modes of Delivery:
- ➢ In-person: Courses may be conducted in a traditional classroom setting or through workshops and seminars.
- ➢ Online: Courses can also be delivered through online platforms, allowing for greater flexibility, particularly for working students or distance learners.
- ➢ Hybrid: A combination of both in-person and online learning to provide flexibility and enhance student engagement.
- ➢ Experiential Learning: Courses may involve hands-on activities, fieldwork, or internships that can be completed over a short period.

56.3. Eligibility and Enrollment

Student Eligibility:
- ➢ Open to all undergraduate and graduate students, regardless of their major or year of study.
- ➢ Students may enroll in one credit courses based on their interest or academic needs.

Enrollment Limits:
- ➢ The details of the course shall be recommended by the Department Advisory Committee and approved by Head of the Institution through Centre for Academic Courses.

- Students can earn a maximum of SIX CREDITS through one / two credit courses during the entire duration of the Programme.

56.4. Course Design and Development

Learning Objectives:

- Each course should have clear and measurable learning objectives focused on specific knowledge or skills that students are expected to acquire by the end of the course.
- Learning outcomes should align with the overall goals of the academic program or the professional development of students.

Syllabus and Content:

- A one credit course should have a detailed syllabus outlining the course content, schedule, assessment methods, and learning outcomes.
- Content should be concise, focused, and designed to provide immediate value to students.
- Flexibility in course content may be encouraged to allow instructors to cover emerging topics or innovations in their field of expertise.

56.5. Assessment Methods and Evaluation

- Assessments in one credit courses should be concise and focused on measuring the achievement of the course's learning outcomes.
- Industry oriented One / Two credit courses shall carry 100 marks and shall be evaluated through continuous assessments only. Two assessments shall be conducted by the department concerned / Industry Experts. Total marks obtained in two assessments shall be reduced to 100 marks and reduced to the highest nearest integer.
- A committee consisting of the Head of the Department, coordinator of the course and a senior faculty member nominated by the Head of the Institution shall monitor the evaluation process.

56.6. Credit Transfer

- One credit courses can be integrated into a student's overall credit requirements as electives.
- If the student earns three credits in Industry Oriented Courses, the student may drop one Professional Elective. Otherwise, credits earned by the students will be indicated in the semester grade sheet as well as in the

210

consolidated grade sheet as additional credits. In such case, these additional credits will not be considered for GPA/CGPA calculations.

56.7. Administration

➢ A dedicated course coordinator should oversee the development, implementation, and evaluation of one credit courses.

➢ The program should ensure that courses meet academic standards, align with institutional goals, and address student needs.

56.8. Student Feedback:

➢ Students should have the opportunity to provide feedback on the relevance, engagement level, and practical applicability of the course content.

➢ Incorporate student feedback into future course offerings to ensure continuous improvement.

57. ADVANCED AND SLOW LEARNERS POLICY

A **Policy for Advanced and Slow Learners** is crucial for fostering an inclusive, supportive, and differentiated learning environment. It ensures that both groups—advanced learners who may need more challenging work and slow learners who require additional support—can maximize their potential.

57.1. Purpose and Objectives

Purpose:

➢ To provide a structured framework that supports the diverse learning needs of students by addressing both advanced and slow learners in higher education.

➢ To create an environment where all students, regardless of their learning pace, have access to resources and opportunities that promote their academic growth.

➢ To foster academic excellence and ensure equitable learning experiences.

Objectives:

➢ Identify advanced and slow learners early and offer targeted interventions and support.

➢ Ensure personalized learning opportunities for both advanced and slow learners.

- Provide appropriate academic challenges for advanced learners to prevent boredom and disengagement.
- Offer remediation, skill development, and emotional support for slow learners to ensure their academic success and personal growth.
- Equip faculty with the tools and strategies to manage diverse learning paces within their classrooms.

57.2. Identification Criteria

Criteria for Advanced Learners:

Advanced learners may demonstrate outstanding academic achievement, strong problem-solving skills, creative thinking, and high levels of independence in learning.

Early identification is based on a combination of:

- Academic performance (high grades or exceptional coursework).
- Faculty recommendations.
- Self-nomination or peer recommendation.
- Performance on standardized assessments or diagnostic tests.
- Evidence of participation in extra-curricular academic activities (e.g., research, competitions).

Criteria for Slow Learners:

Slow learners may exhibit difficulties in grasping concepts, lower academic performance, or challenges in keeping up with the pace of the curriculum.

Identification is based on:

- Academic performance (low grades or poor exam results).
- Faculty or advisor referral based on classroom observations.
- Learning assessments or diagnostic tests indicating learning challenges.
- Feedback from students indicating difficulties in managing academic workloads.

57.3. Differentiated Instruction and Curriculum Adaptation

For Advanced Learners:

- **Accelerated Learning Options**:

Offer the option for advanced learners to take more challenging courses, including upper-level courses, honors programs, or dual enrollment options (taking courses at a higher level or alongside graduate students).

> **Enrichment Programs**:

Provide access to enrichment activities such as research projects, internships, academic competitions, and leadership opportunities.

Allow students to engage in independent study, where they can explore topics beyond the standard curriculum.

> **Curriculum Differentiation**:

Faculty should differentiate instruction by incorporating more complex, critical thinking, and problem-solving tasks for advanced learners within the classroom.

Use of flipped classrooms or project-based learning to offer flexibility in pacing.

> **Mentorship and Peer Teaching**:

Encourage advanced learners to serve as peer mentors or tutors, helping slower learners or contributing to collaborative projects where their skills are challenged.

For Slow Learners:

> **Remedial Support**:

Offer remedial courses or workshops focused on foundational skills such as writing, math, or study skills. These should be integrated into the curriculum or available as optional support.

> **Personalized Learning Plans (PLPs)**:

Develop individualized learning plans for slow learners that take into account their specific learning challenges and set realistic, attainable goals.

> **Peer Support Programs**:

Pair slow learners with peer tutors or mentors for additional academic support.

> **Modifications to Course Structure**:

Adjust the pace of instruction or offer flexible deadlines for slow learners.

Use differentiated assignments that are tailored to the learner's level, ensuring they can meet course objectives without feeling overwhelmed.

> **Use of Technology**:

Leverage assistive technologies, learning apps, or online modules that offer personalized learning experiences to help slow learners grasp key concepts at their own pace.

57.4. Support Services for Advanced and Slow Learners

For Advanced Learners:

➢ **Advanced Learning Centers**: Establish centers that offer resources and activities for talented students, including research opportunities, academic competitions, and leadership development workshops.

➢ **Counseling and Career Guidance**: Provide career services, mentorship, and counseling to help advanced learners explore career paths, graduate study, or other academic opportunities.

➢ **Scholarships and Fellowships**: Offer scholarships, fellowships, or funding opportunities for advanced learners to pursue special projects, research, or study abroad programs.

For Slow Learners:

➢ **Emotional and Psychological Support**: Offer counseling services to help slow learners manage anxiety, self-esteem issues, or emotional challenges related to academic performance.

➢ **Parental or Guardian Involvement**: In some cases, especially for younger students, parental involvement might be encouraged, particularly if the student is experiencing emotional challenges or requires long-term academic intervention.

57.5. Monitoring and Evaluation

Tracking Progress:

➢ Both advanced and slow learners should have their progress tracked through regular assessments, feedback, and performance reviews.

➢ For slow learners, periodic reviews should assess whether they are meeting their personalized learning goals and whether additional interventions are needed.

➢ Advanced learners should be monitored to ensure they remain challenged and engaged in their academic pursuits.

Feedback Mechanisms:

➢ Gather feedback from students, faculty, and support staff to evaluate the effectiveness of interventions for both groups.

> Conduct student satisfaction surveys and academic performance analyses to refine the policy and adapt support services.

Program Review:

> Regularly review the effectiveness of advanced and slow learner support programs and make adjustments based on data-driven insights.

57.6. Recognition and Incentives

For Advanced Learners:

> Recognize advanced learners with awards, scholarships, or opportunities for public recognition at academic events.

> Offer incentives for participation in research, competitions, or leadership programs.

For Slow Learners:

> Celebrate progress and milestones achieved by slow learners, providing certificates of accomplishment or letters of recommendation when they meet their academic goals.

> Create positive reinforcement strategies to motivate slow learners as they achieve learning objectives.

58. MINORITY CELL POLICY

The Internal Quality Assurance Cell (IQAC) of KSRCE is committed to ensuring quality education for all students, including those belonging to minority communities. In line with this commitment, the Minority Cell has been established to address the specific needs, concerns, and issues of students from minority backgrounds. This policy document outlines the framework, objectives, roles, and responsibilities of the Minority Cell under the guidance of the IQAC.

58.1 Objectives of the Minority Cell

The primary objectives of the Minority Cell are:

> To provide a platform for addressing the grievances and issues of minority students in an effective and timely manner.

> To promote the academic, social, and economic welfare of students from minority communities.

- To ensure the effective implementation of policies and schemes designed for the welfare of minority students.
- To enhance awareness about scholarships, reservation policies, and other government schemes for minority students.
- To create an inclusive and supportive environment for minority students that fosters personal, academic, and professional growth.
- To promote diversity and foster a sense of equality, respect, and understanding among all students and staff.

58.2 Structure of the Minority Cell

The Minority Cell will be managed by a committee comprising the following members:

- Chairperson -Principal of the College
- Coordinator- Faculty Member (preferably from the minority community)
- Members- Faculty Members from various departments
- Student Representatives (preferably from minority backgrounds)
- Administrative Staff
- External Advisor (if applicable):
- A legal advisor or external expert on minority rights and policies

Roles and Responsibilities

Chairperson:

- Oversee the functioning of the Minority Cell and its activities.
- Ensure that the policies and schemes for minority students are implemented effectively.
- Coordinate with government and non-governmental agencies for the welfare of minority students.

Coordinator:

- Act as the primary point of contact for minority students within the institution.
- Facilitate communication between the minority students and the administration.
- Organize awareness programs on scholarships, legal rights, and welfare schemes.
- Assist students in applying for various government and private scholarships.

216

➤ Monitor the academic progress and personal welfare of minority students.

Members:

➤ Provide support to minority students in academic and non-academic areas.

➤ Assist in organizing cultural, academic, and career development activities.

➤ Actively participate in awareness campaigns related to minority welfare.

Student Representatives:

➤ Represent the concerns and needs of minority students within the College.

➤ Help organize student-related activities and events that promote inclusivity.

External Advisor:

➤ Offer guidance and legal assistance related to minority rights and protection.

58.3.Key Functions of the Minority Cell

(i) Monitoring and Counseling:

➤ Provide counseling services for minority students to address any academic or personal challenges.

➤ Monitor the academic progress of minority students and provide additional support where necessary.

(ii) Awareness Programs:

➤ Conduct workshops and seminars to raise awareness about government schemes, reservation policies, and scholarships for minority students.

➤ Organize sensitization programs to encourage diversity and inclusivity within the college campus.

(iii) Grievance Redressal:

➤ Act as a grievance redressal mechanism for minority students.

➤ Ensure timely resolution of complaints related to discrimination, exclusion, or any other form of injustice faced by minority students.

➤ Maintain confidentiality and impartiality in addressing grievances.

(iv)Cultural and Co-Curricular Activities:

➤ Organize cultural programs, events, and seminars to celebrate the diversity of minority cultures and heritage.

➤ Encourage the participation of minority students in various college activities, including sports, competitions, and extracurricular events.

(v) Scholarship and Financial Aid:

- Inform students about available scholarships, financial aid programs, and other welfare schemes.
- Assist students in the process of applying for scholarships and financial aid, particularly from minority-specific sources.

(vi) Data Collection and Analysis:

- The Minority Cell will maintain a data repository to track the following:
- Number of minority students enrolled in the college (gender, caste, religion, etc.).
- Participation of minority students in various academic, co-curricular, and extracurricular activities.
- Utilization of scholarships and financial aid by minority students.
- Grievances and complaints lodged by minority students and their resolution status.
- The IQAC will analyze this data to identify gaps in the provision of support and to develop evidence-based policies for further improvement.

(vii) Monitoring and Evaluation:

- The functioning of the Minority Cell will be periodically evaluated by the IQAC to assess its effectiveness in achieving its objectives. The evaluation process will include:
- Feedback from minority students through surveys, interviews, and group discussions.
- Regular meetings with the Minority Cell committee to review the implementation of policies and initiatives.
- Annual reporting to the IQAC on the activities, progress, and challenges faced by the Minority Cell.

(viii) Policy Review:

This policy document will be reviewed and updated periodically to ensure its relevance and alignment with emerging trends and government guidelines concerning the welfare of minority students. The review process will involve input from key stakeholders, including the Minority Cell, students, faculty, and the IQAC.

Conclusion

The Minority Cell, under the framework provided by the IQAC, is dedicated to ensuring the holistic development and well-being of minority students. By fostering

218

an inclusive, supportive, and proactive environment, the College aims to empower minority students to achieve academic excellence and contribute to the cultural and intellectual vibrancy of the institution.

This policy document should be disseminated to all stakeholders of the college, including students, faculty, and staff, to ensure awareness and active participation in the initiatives of the Minority Cell.

59. SC / ST POLICY

In line with AICTE guidelines, an SC/ST Committee has been established under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 of 1989, for the2022-23 academic year. The committee addresses and resolves grievances related to any atrocities against SC/ST students, ensuring a sense of security on campus.

It proposes preventive measures to safeguard SC/ST students from any discriminatory incidents, fostering a supportive and inclusive environment. Students facing concerns are encouraged to approach the committee which is committed to promoting their welfare and adhering to the regulations outlined in the Prevention of Atrocities Act.

59.1 LIST OF OFFICE BEARERS

S.No	Name	Designation	Department	Position
1.	Dr.M.Venkatesan	Principal	Office	Chairman
2.	Mr.M.Udhayakumar	Assistant Professor	ECE	Secretary
3.	Mr.C.M.Dinesh	Assistant Professor	MECH	Secretary
4.	Mr.A.P.Kalidas	Assistant Professor	Auto	Member
5.	Ms.V.D.Nandhini	Assistant Professor	BME	Member
6.	Mr.S.Elango	Assistant Professor	Civil	Member
7.	Dr.E.Baby Anitha	Assistant Professor	CSE	Member
8.	Dr.E.Vani	Associate Professor	EEE	Member
9.	Mr.T.SaranSujai	Assistant Professor	IT	Member
10.	Mr.N.Ramakrishnan	Assistant Professor	SFE	Member
11.	Dr.K.Selvaraju	Associate Professor	MBA	Member

12.	Mr.A.Yoganathan	Assistant Professor	MCA	Member

59.2. INTRODUCTION

- ➢ The SC/ST cell was established in the year 2016-17. This cell conducts meetings on every Academic year by forming a Committee with Chair person, Secretary and members and Guides the SC/ST students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC.
- ➢ The cell also assists the staff of the SC/ST Cell and the Standing Committee in carrying out their functions.

59.3. BENEFITS

- ➢ The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category.
- ➢ It is expected to provide special inputs in areas where the students experience difficulties.
- ➢ The SC/ST cell in KSRCE , Tiruchengode adheres to the guidelines of the UGC and state government with respect to the upliftment of the students and employees belonging to the SC/ST categories and other weaker classes.
- ➢ They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

59.4 FUNCTIONS

- ➢ **Collect Database Details:** Gather comprehensive data onS C/ST students for academic and administrative use.
- ➢ **Analyze Academic Performance:** Evaluate the academic achievements of SC/ST students to identify strengths and areas of improvement.
- ➢ **ArrangeSpecialClasses:**Organizeadditionalclassesforstudentswhoarebelow averagetosupportacademicimprovement.
- ➢ **DiscussScholarshipInformation:**Holddiscussionstoinformstudentsabout various scholarship opportunities and eligibility criteria.
- ➢ **Collect Reports and Orders :**Gather and summarize reports and orders from the State and Central Governments on education and employment for SC/ST students.
- ➢ **Circulate Scholarship Updates:** Distribute information on decisions from the State Government and UGC about different scholarship programs.

- **Student Communication and Motivation:** Engage with students to inspire and assist them in planning their future effectively.
- **Counseling and Guidance:** Provide counseling to help SC/ST students manage academic and personal challenges during college life.
- **Ensure a Safe Environment:** Create a campus atmosphere where all students, especially SC/ST, feel secure and supported.
- **Prompt Emotional Counseling:** Offer immediate counseling support for emotional issues or crises that may arise on campus.
- **Grievance Redressal Mechanism:** Establish a system to address and resolve any grievances or concerns raised by SC/ST students.
- **Career Growth Opportunities:** Facilitate special initiatives to promote career advancement for SC/ST students.
- **Awareness of Constitutional Rights:** Educate and empower SC/ST students about their constitutional rights to support and advocate for their welfare.
- **Frequency of Meeting:** The SC&ST committee holds the meeting once at the beginning of each semester ,and as per the requirement, the meeting can be scheduled at any time to resolve any case.

60. OBC CELL

60.1 Introduction:

The OBC (Other Backward Classes) Cell at K.S.R College of Engineering was established to empower OBC students, operating in alignment with the provisions of the Constitution of India. The college is committed to providing financial assistance to students from socially and economically disadvantaged backgrounds through government agencies and other sources. Additionally, it aims to foster a safe and respectful environment for all OBC students, mitigating instances of discrimination. The cell encourages participation in career orientation programs and endeavors to address the diverse challenges faced by OBC students, aiming to enhance their psychological well-being and equip them with the necessary skills to navigate career choices.

60.2. Objectives:

- To uplift the students belonging to the OBC community equal to the mainstream student community.

- To council and guide about various issues and help them to manage academic and non-academic activities
- To create awareness about various welfare schemes and other government orders particularly for the OBC community.
- To function as a grievance redressal cell for the grievances of OBC students and employees.
- To develop the self-confidence of OBC students.
- To create awareness, instill values and develop the personality and leadership quality in the students and staff members.
- To organize seminars, workshops relating to OBC development.
- To provide remedial coaching for the educationally weak students.

60.3. Functioning of OBC Cell:

- To function as a Grievances Redressal Cell for the grievances of OBC students and
- help them to manage academic and personal demands of college life effectively.
- To arrange special opportunities to enhance the carrier growth of these students.
- To conduct the programme for disseminating the scholarship schemes provided
- by governmental agencies and other sources.

60.4. Role & Responsibilities:

- To circulate the orders and other circulars issued by the University/ Government of India and UGC (University Grant Commission) and to collect regularly, on an annual basis, information regarding course-wise admission of candidates belonging to the Other Backward Classes in the University and colleges for different courses in prescribed form within the stipulated date, and to take follow-up works, where ever required.
- To circulate the orders and other circulars issued by Government of India and University Grants Commission's decisions in respect of appointment and promotion for teaching and non-teaching posts in the University in suitable forms by a stipulated date and take follow up action where ever required.

- To collect reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving new Policies or modifying existing policies.
- To analyses information so collected and prepare reports and digests for onward transaction to the Ministry of Human Resource Development, Govt. of India, University Grant Commission and such other authorities as may be required.
- To monitor the working of the remedial Coaching Scheme in the University for OBC students, including Minorities students.
- To organize and monitor special coaching/training/ remedial coaching scheme in the University for OBC and Minorities students to prepare them for UGC-NET/SLET/JRF/SET/other Competitive Examinations.
- To co-ordinate through university with Govt. (State & Central), UGC and such other organizations to get Scholarship/free ship/other financial benefits for OBC & minority students.
- To deal with representations received from Other Backward Classes (OBC) and Minorities Candidates regarding their admission, Scholarships, Recruitment, Promotion and other similar matters in the University.
- To function as a Grievances Redress Cell for the grievances of OBC students and staff including Minorities students and employees of the University and render them necessary help in solving their academic, research as well as administrative problems.
- To maintain a database of candidates belonging to OBC and Minorities in the University and colleges to facilitate in placement service.
- Any other works assigned by the University from time to promote higher education among OBC students and staff.
- The OBC Cell will exclusively look after the work related to the OBC and Minorities, No other work will be assigned to it.

S.No.	NAME	DESIGNATION	DEPARATMENT	POSITION
1.	Dr.M.Venkatesan	Principal	Office	Chairman
2.	Mrs.S.Dhavamani	Assistant Professor	S & H	Secretary
3.	Mr.M.Syed Thasthagir	Assistant Professor	Auto	Member
4.	Mr.B.B.Sangameswaran	Assistant Professor	BME	Member
5.	Dr.M.Gunasekaran	Associate Professor	Civil	Member
6.	Dr.E.BabyAnitha	Associate Professor	CSE	Member
7.	Dr.B.Gandhi	Assistant Professor	ECE	Member
8.	Dr. E. Vani	Associate Professor	EEE	Member
9.	Mr.Mr.T.SaranSujai	Assistant Professor	IT	Member
10.	Mr.S.Durai	Assistant Professor	MECH	Member
11.	Mr. N.Ramakrishnan	Assistant Professor	SFE	Member
12.	Dr.K.Selvaraju	Associate Professor	MBA	Member
13.	Mr. A.Yoganathan	Assistant Professor	MCA	Member

61. E-WASTE MANAGEMENT POLICY

61.1. Introduction

The K.S.R College of Engineering (KSRCE), an institute under KSR Educational Institutions, promoted by Aarthi Educational and Charitable Trust is located in a campus near Tiruchengode, Namakkal, Tamil Nadu, India. The college is equipped with all modern learning aids to make teaching-learning process a pleasure. The highly qualified faculty is its asset.

K.S.R College of Engineering has various labs, such as, State of the art computer labs, electronics and communication engineering labs, machine shops, concrete labs, etc are only a few of the labs available. Faculty and staff at KSRCE clearly understand that all of these labs constantly undergo technological upgrades and obsolescence. Naturally, as technology advances, older equipment becomes obsolete and needs to be properly managed and disposed of. In order to sustain its focus of global excellence and nurture continual improvement, KSRCE recognizes the need for proper E-waste handling and disposal. In order to address this, KSRCE develops an E-waste policy. This policy aims to reduce the amount of E-waste generated, prevent

and control E-waste, and offer guidance for E-waste Management.

61.2. Electronic Waste

Electronic waste, also known as E-waste, is electronic products that have outlived their usefulness and are due for disposal. These products have toxic components such as lead, mercury and cadmium. When electronic trash is improperly disposed of, dangerous chemicals are released into the environment, degrading the ecosystem and leading to a host of health issues.

New technologies are emerging as a result of modernization and urbanization, and there is a growing need for electronic goods in daily life. The result of rising demand and swift economic expansion is a significant increase in the production of electronic garbage or "E-wastes." E-wastes are the electronic products which have been discarded by their owners after end of life. Furthermore, a significant amount of e-products are being added to the waste stream by replacing old, updated models. A regulatory framework is required to limit the risk of environmental damage resulting from the growing generation of e-waste. By practicing safer and more responsible methods to dispose of e-waste, including recycling the waste, environmental contamination can be reduced to a minimum.

K.S.R. College of Engineering utilizes a wide range of electronic products such as Computers, PCBs, Wires and Cables, Air Conditioners, CROs, Power Supplies, Laboratory Equipment and Trainer Kits, CRT Monitors etc., which results in E-waste over the time. Thus, there is a need of devising E-waste management policy for the institution.

61.3. E-Waste Policy Principles

The following are the guiding principles of the e-waste policy:
  - ➢ **Environmental conservation** – The Institution endeavors to ensure environmental conservation and protection from the effects of e-waste.
  - ➢ **Safe disposal** – The Institution recognizes the need to dispose e-waste in a manner that is safe and sound with respect to its staff, students, institutional operations and stakeholder.
  - ➢ **Public awareness** – The Institution acknowledges the importance of an informed society in the sustainable management of e-waste.
  - ➢ **Policy framework** – The Institution recognizes the need to establish clear

guidelines on e-waste management.

61.4. Objectives of the Policy

In developing this e-waste policy, KSRCE seeks to meet the following objectives:

- To minimize e-waste generation.
- To mobilize and sensitize stakeholders on the proper management and handling of e-waste on a sustainable basis.
- To develop and implement a critical human resource base knowledgeable in handling e-waste.
- To develop beneficial environmentally sound e-waste recycling.
- To provide guidance on the standards of electronic equipment that is imported into the institution.

61.5. Scope of the Policy

- This policy covers K.S.R. College of Engineering campus, faculties, directorates, departments and sections. It also covers all electronic equipment and devices and e-waste resultant from staff and students' activities within the institution.
- This policy covers and is informed by the following elements: legal framework and environmentally sound management of e-waste, awareness and information dissemination and resource mobilization.

61.6. Legal Framework

The E-waste management policy is underpinned by E-waste Management Rules, 2016, as indicated by the Government of India.

61.7.Environmentally Sound Management of E-Waste

- Environmentally sound recycling refers to recycling without leading to adverse impact on environment and health. Environmentally sound e-waste management shall be achieved through the following measures:
- E-waste sound recycling in authorized/centralized areas.
- Ensure the use of environmentally sound technologies to maximize recovery and minimize   waste generation.
- Appropriate technologies for recycling to be sourced.
- Training and skill development to be encouraged for using environmentally safe operations in handling e-waste.

61.8 E-Waste Policy Implementations

The E waste policy implementation is carried out through E-waste management committee constituted by the institution.

61.9. E-waste Management Committee

The E-waste management committee shall:

> ➢ Identify e-waste in the Institution.
> ➢ Ensure that the e-waste is collected at the end of every semester and kept in an appropriate storage.
> ➢ Take the approval of recommendations of the Disposal Committee.
> ➢ Execute the recommendations of the Disposal Committee and prepare a report for the Institution Management.
> ➢ Review inputs from all stakeholders.
> ➢ Monitor the implementation of this policy and advise institution management as appropriate.
> ➢ Advise review/improvement of this policy from time to time.

61.10. Staff and Skills

The Institution shall facilitate development of skills requisite for the implementation of E-waste management operations. The staff shall be provided with the requisite instructions and procedures, equipment and devices for e-waste management operations.

61.11. Committee Members and Hierarchy

The Committee shall be constituted as following:

> ➢ Principal, Chairman
> ➢ HoD AE, Member
> ➢ HoD BME , Member
> ➢ HoD CIVIL, Member
> ➢ HoD CYBER SECURITY , Member
> ➢ HoD CSE , Member
> ➢ HoD EEE, Member
> ➢ HoD ECE , Member
> ➢ HoD IT , Member
> ➢ HoD MECH , Member
> ➢ HoD MBA , Member
> ➢ HoD MCA , Member

- ➢ Administrator of computer center, Member
- ➢ Any other member(s) to be nominated by Principal

61.12. Monitoring and Evaluation Strategies

Realization of the output of this policy shall require consistent monitoring and evaluation of the output indicators. The Government and any other relevant stakeholders will carry out monitoring and evaluation at different levels. A monitoring and evaluation framework shall be developed to ensure midterm review of the policy.

61.13. Review of Policy

A Policy review committee is being set up at the college level which is chaired by the Principal to ensure that we are up to date on the changes as and when required, either by law, or by E-waste requirements. This policy if not reviewed with in a period of five years or earlier as need arises, will have a mandatory review at the end of five years.

61.14. Continuum

To ensure the strategic interests of the Institution and its global vision, this e-waste management policy is laid down. Establishment of e-waste management infrastructure, awareness and education, human resource development and resource mobilization are some of the key strategies encompassed by this policy document. The policy also provides the guidelines for environmentally sound e-waste management.

62. SOCIAL MEDIA POLICY

62.1.INTRODUCTION

- ➢ KSRCE recognizes the numerous benefits and opportunities that social media presents. We actively use social media to disseminate information about academic activities of the KSRCE to the general public, success stories and to communicate research and enhance the KSRCE's public image online. Therefore, KSRCE also actively encourages KSRCE students to make effective and appropriate use of social media channels to build a positive public image for the KSRCE to benefit the KSRCE fraternity in the long run.

- Despite the opportunities presented by social media, there are risks. Social media allows individuals to communicate with a potentially huge audience, and sometimes its informality can encourage us to be less cautious than we would be using other more traditional methods of communication and interaction.

- This policy is for students and provides information on appropriate use of social when connected, or linked in some way, to their status as a student of the KSRCE, or when directly or in directly referencing the KSRCE in any way.

- This policy works along side the following regulations: The principles of freedom of expression and academic freedom apply to the use of social media; however, the KSRCE requires responsible and legal use including registration in the interest of the KSRCE, within the ambit of Govt. of India guideline from time to time.

62.2 SCOPE

- For the purpose of this policy, the term 'Social Media' is used to describe channel dedicated to community-based input, interactions, content sharing an collaboration. websites and applications dedicated to forums, microblogging, social networking social book marking, social curation and wikis are among the different types social media.

- They currently include, but are not limited to Facebook (and Messenger), Instagram, WhatsAPP, Twitter, Linked In.

- This policy applies to social media communications made both on public and private forums. While posts added to public forums can be seen by any member of the public from the date of publication, students are asked to remember that posts added to private forums can also be shared public by others. There have been a number of high profile cases where students across the country have been disciplined after offensive comments, made on private messaging services such as whatsapp, where captured and subsequently shared with this in mind students should remember that action can be taken by the KSRCE if behavior failing to meet policy guidelines is identified either public or privately.

62.3 FACULTY/STAFF/STUDENT RESPONSIBILITIES

- Faculty's/Staff's/Student's are encouraged to be mindful of how their identity, statements or views appears online and are reminded that future employers and industry contacts may view social media profiles when hiring to get an

idea of a candidate's character, personality or employability. Students should therefore be conscious of making posts today that may hinder them, for what ever reason, in the future.

➢ Faculty's/Staff's/Student's may find starting KSRCE to be a good time to clean

➢ up their existing social media accounts and start to transition to a more professional appearance.

➢ All Faculty's/Staff's/Student's must read and act in accordance with the principles of these guidelines, and regularly check the KSRCE's Regulations for any minor up dates to documents.

➢ Faculty's/Staff's/Student's should check the terms and conditions of a social media account and/or Website before uploading material to it, by posting material to social media accounts and or /websites ownership rights and control of the content may be released. For this reason, it is important to exercise caution in sharing all information, especially where the information, expressly or by implication or innuen do, identifies a third party

➢ Faculty's/Staff's/Student's must be aware of the potential impact and permanence of anything posted online. Therefore, students should avoid posting anything that:

- That is opposed to public domain/ public policy in the public domain
- Contravenes sections 4,5 and 6 in the fore going clauses.

➢ Any digital material posted online could reach a wider audience than expected or intended. Once digital content has been created and shared, the KSRCE has every right for permanence and audience. Within the Social media policy of the KSRCE.

➢ Faculty's/Staff's/Student's are personally responsible for what they communicate on or through social media and they must adhere to the standards of behaviour set out in this policy.

➢ Society is increasingly using social media for raising complaints. However, any students wishing to raise a complaint should do so via the established Student Complaints Procedure (through Students Affair). This is the fastest way to get a response and resolution to your problem.

➢ Use of social media must not infringe on the rights, or privacy, of other students or staff and students must not make ill-considered comments or

judgements about other students, staff or third parties. The following non-exhaustive list is considered to be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information)
- Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the KSRCE
- Personal information about another individual, including contact information, without their express permission
- Comments posted using fake accounts, made-up names or using another person's name without their consent
- Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity
- Any other posting that constitutes, or may constitute, a criminal offence
- Anything which may bring the Institution into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the KSRCE.
- And any other details/information which is the subject matter if Social media policy from time to time.

➢ Faculty's/Staff's/Student's should be mindful that statements on social media that cause harm to an individual, including to their reputation, or that interfere with an ongoing disciplinary/legal process may create a potential claim against the individual making the statement. Furthermore this may extend to the sharing of statements made by others.

➢ Faculty's/Staff's/Student's should also be aware that communications on social media are also subject to legal frame work of the Government if India and the KSRCE, which aims to prevent interference with legal proceedings regardless of intent to do so.

➢ An individual, including the complainant, may undermine proceedings or processes by publishing information, including imagery, relating to existing or potential complaints and / or legal proceedings. This may be done in the heat of

the moment; however, students should be aware that by doing so they might bring the KSRCE into disrepute or compromise the safety of the KSRCE community. As such, this conduct may be seen to be of an unacceptable nature, as per paragraph above.

➢ Faculty's/Staff's/Student's must take particular care not to state or imply that their views are those of KSRCE when using social media, nor use the KSRCE logo at any time, which will be constituted as offense under social media policy of this KSRCE.

62.4 CYBERBULLYING

The KSRCE will not accept any form of bullying or harassment by or of members of KSRCE, students or stakeholders.

The following non-exhaustive list of examples illustrate the types of behaviour, displayed through social media, which the KSRCE considers to be forms of cyber bullying:

➢ Maliciously, negligently or recklessly spreading rumours, lies or gossip by the way of SMS, Mail etc.,

➢ Intimidating or aggressive behaviour, as perceived by those viewing the social media

➢ Offensive or threatening comments or content, as perceived by those viewing the social media, and also propagation through Social media;

➢ Posting comments/photos etc. deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media. Posting by Morphing / Animation / Photo editing and impersonality by visible contents and through Audio.

➢ Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging.

➢ Not only posting content on social media accounts according to the above mentioned guidelines that deem them inappropriate, also liking or forwarding circulating such content will also be considered as support and draw the same kind of disciplinary action.

62.5 MONITORING COMMITTEE

The Social Media Policy Committee (proposed) will:

➢ Ensure this policy, and any changes, is accessible to Faculty and staff and students.

➢ On occasion, provide guidance for students (for example orientation program) on how to stay safe online when using social media.

➢ Monitor references to the KSRCE on social media and the internet and respond to complaints regarding student conduct on social media

➢ Recommend disciplinary action where inappropriate behaviour is exhibited that affects students, staff, the KSRCE or members of public

➢ Periodically review and update this policy and publish details of any changes.

62.6. ACCOUNT ADMINISTRATION

The KSRCE Social Media Coordinator and KSRCE System admin will maintain and record the account login and pw information for each social media platform, as well as provide this info and any other necessary resources to members that have volunteered to assist with social media.

Passwords will be changed in accordance with reasonable security measures (e.g., annually, or after a security problem).

62.7. GUIDING PRINCIPLES

➢ Post in accordance with KSRCE Bylaws and the KSRCE Handbook.

➢ Respect copyright and disclosure laws in all countries where social media may be viewed.

➢ Represent KSRCE as an engaged, professional organization and a partner or member of other organization's

➢ Be mindful of the diversity of cultures and languages that are present in the KSRCE.

➢ Respect privacy; sensitive or confidential information must not be distributed without permission.

➢ Obtain approval or content from the Vice-Chair for Conservation for all social media posts specifically pertain to KSRCE's official position or response to a conservation issue. These posts, tweets or photos will address issues where

233

KSRCE is on record with an Official position, such as reflected in a letter or other policy statement from the KSRCE Chair, VC conservation or EXCO.

➢ In general, do not post or re-tweet anything that invites followers to sign petitions, raise money for another cause, or action alerts unless first cleared by Vice-Chair for conservation.

➢ KSRCE is non-partisan.

➢ Do not post secure links for anything that requires a vote by KSRCE members as social media can be viewed by anyone and KSRCE By laws state that on one must be a member to vote.

➢ Ensure that all posts are well written and free of spelling and grammatical errors.

➢ Use photos with permission and/or appropriate credit unless photo is in the public domain.

➢ Attribute written material from articles with quotes (" ") and expert's name.

➢ Explain things clearly and in a concise manner.

➢ Keep the tone professional and friendly, not stuffy.

➢ Stay on message, that is, talk about areas where KSRCE is active and relevant.

➢ Do not use abbreviations except 'KSRCE'.

➢ Do not slander, use profanity, or attack anyone or anything.

➢ During the KSRCE Annual Meeting, encourage social media participation and provide etiquette or guidelines. Be aware that presenters may be showing preliminary, sensitive or proprietary data for the purposes of seeking discussions and feedback from members. If explicitly requested by the presenter, do not share results via social media (audio, visual, text). At all times, use good judgement and be respectful about sharing results or conclusions from presentations, and communication about presentations via social media must be consistent with KSRCE Code of Conduct.

➢ Do not use KSRCE social media accounts for personal posts.

➢ If a post is made by mistake, immediately contact the Social Media Coordinator or KSRCE Chair to determine course of action – humor may provide a solution.

➢ Ask for advice. If you are not sure about a post, please discuss with the Social Media Coordinator.

62.8. HOW TO USE SOCIAL MEDIA

We all recognize the enormous benefits and opportunities that social media presents and we actively encourage our students to use social media to communicate and keep in touch with latest news and research in their area.

Despite the opportunities, there are risks. Social media allows individuals to communicate with a potentially large audience, and sometimes its informality can encourage us to be less cautious than we would ordinarily be.

These tips are to help the students/faculty when they are considering posting on social media.

➢ Remember, everything you post online is public. Once it's out there you lose control of how others might interact with it. Posting anything online (even on closed profiles or private messaging services, like WhatsApp, for example) has the potential to become public, even without your knowledge or consent.

➢ Think before you post. Would you be happy for your family, lecturer or future employer to see it? If not, then it's probably not a good idea to post it. There have been a number of high profile cases where students across the country have been disciplined after offensive comments made on private messaging services, like WhatsApp, were captured and subsequently shared.

➢ Consider how the content of your messages may appear to others. Offensive materials, including text, images and video, have the potential to cause serious upset and severely damage your professional and personal reputation. Consider how others may perceive your content. How could a potential employer view the content? Employers are increasingly checking the digital footprint of potential staff. This means looking at old tweets, posts and comments on forums. Will sharing the content result in you falling short of expected standards at university and the law? If so, it could result in the university taking disciplinary action. Don't forget, it can be hard to take something back once it has been shared, copied, or redistributed.

➢ Read this article from Huffington Post to find out why Your Digital Footprint Matters, including how you can track your online identity.

➢ Check your privacy settings. Protect your personal information and that of others that could be misused. Think about who can see your address, telephone

number, date of birth and email address. And, definitely don't share your bank details online. Also remember that while you may be sharing the content privately (on your own private profile or in a private forum) others can share that content publically if it is available. and publish details of any changes.

➢ Make sure you familiarize yourself with expectations regarding professionalism and confidentiality on your course, especially if your course is accredited by a professional body. If you breach the code of conduct of a professional body, it may affect your ability to study and your future career.

➢ Be aware of sharing third-party materials. Do you need permission to share the materials or should you, as a matter of courtesy, contact the party? Make sure you check before posting as infringement of rules could break copyright and/or intellectual property laws.

➢ Finally question everything you read online. Not everything you read might be completely accurate. Who wrote it? Where did it come from? Does the imagery look poor quality? If you think it looks or sounds inaccurate, it's probably best avoided. Writing and distributing inaccurate statements about people and organizations can be unlawful and lead to legal action.

63. COLLABORATION POLICY

63.1 Introduction

KSRCE aims To promote learning and skills through effective Undergraduate &Postgraduate programs, teaching and research specific to changing needs of the industry and society with interdisciplinary approach, and collaborations with the national and international centers of excellence, Universities and Industries. It can be achieved by innovative research and generation of highly skilled human resource.

Collaborating with other higher education institutes (HEIs), National Laboratories and Industries opens the door for sharing the expertise and facilities available outside KSRCE. In view of University collaboration, the collaboration policy of the Institution has been laid down which consists of Academic Collaboration and Research Collaboration.

63.2.Establishment 'of Collaboration

The process of collaboration shall be done by the Office Head of International Relations (IR) to realize and explore international opportunities of partnerships   with Institutions /Universities / Laboratories, a separate International Relations Office (IRO) shall   be established. The   IRO shall also provide support in matters related to international scholarships, events organization, and exchange programmes.

63.2.1 Academic Collaboration

The office of IR shall work to develop the position of the institution as an internationally   recognized institution by providing its students, researchers, and external partners with excellent opportunities for sharing the available facilities   and   expertise.   The   Academic   collaboration   between Universities/Institutes shall work to achieve following objectives:

➢ Explore possibilities of joint winning programmes in inter disciplinary areas of specialization of high relevance to both institutions

➢ Promote   appropriate   joint courses of study,   with   particular emphasis on internationally funded projects

➢ Endeavour to encourage students and   staff to spend periods of time   in the host   University/ Institution. Drafting MoU for Student Exchange and Faculty Exchange programmes,

➢ Conduction of short   courses, as mutually agreed in writing between the parties prior to commencement of this activity.

➢ Conduction of cultural projects, as mutually agreed in writing between the parties prior to commencement of this activity.

➢ Conduction of study tours, as mutually agreed in writing between the

➢ parties prior to commencement of this   activity.

63.2.2 Research Collaboration

International/National Research Collaboration which shall be useful to keep abreast of latest updates in research, technology, theories and   practices, and to share   expertise and   resources. To strengthen the research in the KSRCE, the office of IR shall work for following objectives:

➢ Explore possibilities of joint research activities such   as usage of research facilities, training of faculty member under   exchange program with

K S R CE HANDBOOK

national and international institutes in interdisciplinary areas of specialization of high relevance to both institutions.

➢ Promotion and realization of joint research projects with particular emphasis on International/ National funding.

➢ Exploration of possibilities of Sandwich Ph.D. program with institutes of national and international repute.

➢ Joint conduction of summer school, workshop etc. in the upcoming area of research.

63.2.3 Industrial Collaboration

KSRCE shall take integrated initiatives towards knowledge acquisition and up-gradation of skilled human competencies in other universities to address the emerging needs of the economy so as to ensure that the KSRCE graduates have adequate knowledge and skills to get suitably employed or become entrepreneurs and thereby meet the economic and industrial needs at the regional and national levels. It can be achieved by exploring and realizing suitable collaborative. arrangements between the Institute and industries. There should be mutuality and sharing of knowledge and ideas between the two inter-dependent bodies. The Institute Industry Interaction Cell(IIIC) shall work to achieve following objectives:

➢ Identify the expertise available in the institution which can be of use for the industries in the region in the form of consultancy services, evaluation of R&D activities of the industry etc.

➢ Seek inputs of the industries to improve/ redesign the curriculum periodically in tune with their requirements.

➢ Help create skilled manpower for industry requirements at various levels.

➢ Conduct Management Development Programs (MDPs), Entrepreneurship Development Programs (EDPs) etc.

➢ Initiate schemes for student/ teacher training, joint research with industry.

➢ Undertake R&D in the areas related to skill education and development entrepreneurship, employability, labour market trends etc. at the post-graduate and research levels.

➢ Maintain 'Labour Market Information' for the region in coordination with government agencies and industry associations

- Help set up Science and Technology Entrepreneur' Park (STEPs), Technology Business Incubators (TBIs)etc.
- Work for coordination between the University and industry/industries in the neighbourhood to develop a centre for excellence for skill development in specified areas.

63.3.Procedure of Collaboration

Any type of collaboration between University and other HEI's / Laboratories/Industries shall be initiated and realized under following norms and conditions:

(i) Prior to a faculty member participating in such an international collaborative relationship, a written agreement must set forth the expectations of (1) KSRCE and its concerned Institute, (2) the external institutional partner, (3) as well as the expected benefits. The agreement must reflect a negotiated understanding among them and be signed by the Vice Chancellor, Director-R&C & Director of the concerned Institute of KSRCE, and the official representative and other competent authorities of the collaborating institution.

(ii) Memoranda of Understanding (MoU): Collaborative partnerships leading to the delivery of modules or programmes shall be subject to legally binding MoU between the concerned partners. The MoU shall be generated by the KSRCE after the approval from the University Research Board (URB) of the KSRCE. Further, the MoU shall outline the rights and responsibilities of the partners and shall detail all other such matters as are considered appropriate for the effective management of the collaborative provision in question. The nature of the formal agreement shall differ depending on the type of collaboration.

(iii) Any MoU for academic purpose or non-binding MoU, agreement on behalf of the KSRCE or any of its constituent Institutions to enter into a collaborative arrangement may only be undertaken by the Head of the Academic Collaboration cell with a formal approval by the Vice Chancellor of the University. Memoranda of Understanding shall be time-limited and subject to review after a specified period.

(iv) Any International Exchange means a written agreement between KSRCE

239

and a foreign university, government, or non-profit institution that entails a commitment of one or more University Resources for academic and research purposes, and has been approved by the Vice Chancellor .

64. ANTI-SEXUAL HARASSMENT POLICY
64.1. GUIDELINES FOR ADDRESSING SEXUAL HARASSMENT ISSUES

In order to create and maintain a community in teaching, non-teaching staff and students work ,harassment, exploitation, and intimidation, the sexual for Prevention of Sexual Harassment. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. This also meets the obligation as mandated by Supreme Court of India, in its landmark judgment in August 1997 viz., Vishaka & others vs. the state of Rajasthan & others which stated that every instance of sexual harassment is a violation of "Fundamental Rights" under articles 14, 15 and 21 of the constitution of India, and amounts to a violation of the "Right to Freedom" under article 19 (1)(g).This judgment makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the work place.

64.2. Roles and Responsibilities of The Cell:

The Role of the Anti- sexual harassment Cell at KSR College of Engineering is to Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.

- ➢ Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- ➢ Ensure the appropriate action taken against the offender.
- ➢ Ensure that victims and witness are not victimized or discriminated because of their complaint.
- ➢ Take proactive measures towards sensitization of the working and learning community on gender issues so that the college is excellent work place for all.
- ➢ Recommend appropriate punitive action against the guilty party to the cell.
- ➢ In case of sexual harassment in any of the premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the

complaint and the safety of complainant shall also be ensured.

> The institute shall provide all the necessary assistance for the purpose of ensuring protection.

64.3.What Constitutes Sexual Harassment

Sexual Harassment is any unwelcome and sexually determined act or behavior (whether directly or by implication) as:

> Physical contact and advances;

> Adem and or request for sexual favors; or

> Making sexually colored remarks; or

> Showing pornography; or

> Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; or Any of the following circumstances that occur or is present in relation to or connected with any act or behavior of Sexual Harassment (under (i) to (v) herein above):

> Implied or explicit promise of preferential treatment in the employee's employment; or implied or explicit threat of detrimental treatment in the employee's employment; or implied or explicit threat about the employee's present or future employment status; or interference with the employee's work or creating an intimidating or offensive or hostile work environment for the employee; or humiliating treatment likely to affect the employee's health or safety.

64.4. Procedure for Investigation of Complaints

> Any women employee/female student of the institute shall have the right to lodge complaint with any of the members of the cell.

> Such complaints may be oral or in writing.

> Any complaint in writing shall be shined by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A complaint Register shall be maintained by the Committee members. It should be confidential document.

> The complainant shall be afforded full confidentiality at this stage.

> In the event of the complaint being made to any member of the cell,

immediately Upon receipt of the complaint, and within not more than two working days, the member Of the cell to whom the complaints is made, shall communicate the same to the chair Person Of the cell. However, if the complaint so desires, her name shall be kept confidential and Shall not be divulged expect to the cell.

- The Chair person shall convene its meeting immediately with the members of the Cell to discuss about the complaint.

- At the first meeting, which shall be held within a week of the receipt of the complaint, the complainant or rather request her representative, shall be heard. The shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.

- In case the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, the alleged offender shall be called for the meeting of the Cell, heard and if so satisfied that the warning is just and proper, it will be recommended to principal that he may be warned about his behavior. The matter shall then be treated as concluded with recording, to that effect, made in the complaint register. With acceptance of the recommendation by the Principal, he will be warned about his behavior and necessary note be made in to the Service book of the employee/Record of the student. The Cell should verify compliance of the action taken.

- However before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and of the misdemeanor or complained of. In case the Cell comes to the conclusion that such a action is necessary, it shall recommend to the Principal accordingly.

- The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principals of natural justice. If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing

by the cell an opportunity   explain immediately; why he should not for good and sufficient reasons be treated as guilty of his behavior and be recommended to be punished for the act   complained of.

➢ If the written explanation of the delinquent is not found to be   satisfactory or if he does not provide any written explanation, the Cell shall   recommend at the outset whether the offence deserves a minor or a major penalty.

➢ In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the who shall then expeditiously act on such recommendation.

64.5. Making False or Malicious Complaint

If the   ICC arrives at a conclusion that the complaint was made with a malicious intent, the   ICC shall take strict disciplinary action against the complainant, which action may be similar to the action taken for committing an act of   Sexual Harassment. The ICC shall also take strict disciplinary action on any witness who submits false evidence or produces any forged or misleading document relating to the complaint.

64.6. Protection Against Victimization

➢ In the event of the complainant being a student and the accused being a teacher,   during the pendency of the investigation and inquiry and even after such an   enquiry if teacher is found guilty, the accused shall not act as an examiner for   any for which the student appears.

➢ In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an enquiry, if the accused is found guilty, the accused shall not write the Confidential Reports of the complaint, if he is otherwise so authorized.

64.7.PENALTIES AND PUNISHMENT FOR THE SEXUAL HARASSMENT

The cell may recommend the following penalties on a person found guilty of sexual harassment.

(i) An employee found guilty of sexual harassment shall be liable to receive the following penalties:

➢ **Minor Penalties:**

➢ Warning

- Fine
- With holding of increments or promotion
- Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay -scale
- **Major Penalties:**
- Removal/dismissal from service

(ii) A student found guilty of sexual harassment shell beliable to receive the following penalties:

- **Minor Penalties:**
- Warning
- Written Apology
- Bond of good behavior
- De barring entry in to a hostel/campus/off campus
- Suspension for specified period of time
- **Major Penalties:**
- De barring from examinations for a specified period of time
- Expulsion from institute

The institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. The institute may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the institute during the pendency of the matter before the committee.

65. SUSTAINABLE DEVELOPMENT GOALS (SDG) POLICY

65.1 Introduction

The world faces unprecedented challenges related to poverty, inequality, environmental degradation, and climate change. The adoption of the SDGs in 2023 by KSRCE signifies a global commitment to addressing these challenges collectively. This section provides a historical overview of the global push for sustainable development and the specific circumstances that led to the adoption of the SDGs.

65.2. Purpose of the Policy

The primary purpose of this policy is to provide a strategic framework KSRCE to contribute significantly to the achievement of the SDGs. By outlining specific goals,

strategies, and actions, the policy aims to guide decision-making, resource allocation, and collaboration to maximize positive impacts on sustainable development.

65.3. Scope and Applicability

This policy applies to all departments within KSRCE It sets the standard for integrating sustainable development principles into every facet of our operations, policies, and projects.

65.4. Alignment with Sustainable Development Goals

Overview of SDGs

The SDGs are a set of 17 interconnected goals adopted by 193 member states of the United Nations. These goals encompass a broad range of economic, social, and environmental objectives aimed at eradicating poverty, ensuring prosperity, and protecting the planet.

Organization/Government Commitment to SDGs

KSR College of Engineering reaffirms its commitment to the SDGs and acknowledges their integral role in shaping policies and actions. This commitment extends to fostering a culture of sustainability, transparency, and accountability.

Integration of SDGs into Organizational/Government Objectives

To align with the SDGs, KSRCE will integrate sustainable development principles into its core objectives, strategies, and activities

65.5. Policy Framework

Guiding Principles

Inclusivity: Ensure the active participation and representation of diverse stakeholders in decision-making processes.

Sustainability: Prioritize solutions that meet the needs of the present without compromising the ability of future generations to meet their own needs.

Equity: Address social and economic disparities, ensuring fair and just outcomes for all.

65.6. Key Focus Areas

SDG 1 : Poverty Alleviation

Goal : End poverty in all its forms everywhere..

Eradicating poverty is not a task of charity, it's an act of justice and the key to unlocking an enormous human potential. We can feed the hungry, wipe out disease and give everyone in the world a chance to prosper and live a productive and rich life.

Targets:

- ➢ Provide scholarships for students below poverty line
- ➢ Programs to improve access to basic services
- ➢ Support for food housing and transportation
- ➢ Financial Assistance to local community

SDG 2: Zero Hunger

Goal: End hunger, achieve food security and improved nutrition, and promote sustainable agriculture.

Hunger is the leading cause of death in the world. Our planet has provided us with tremendous resources, but unequal access and inefficient handling leaves millions of people malnourished. If we promote sustainable agriculture with modern technologies and fair distribution systems, we can sustain the whole world's population and make sure that nobody will ever suffer from hunger again.

Targets:

- ➢ Healthy and Affordable Food Choices
- ➢ Sustainable Agriculture to local farmers
- ➢ Sustainable farming practices
- ➢ Knowledge transfer to farmers

SDG 3: Good Health and Well-being

Goal: Ensure healthy lives and promote well-being for all at all ages.

Over the last 15 years, the number of childhood deaths has been cut in half. This proves that it is possible to win the fight against almost every disease. Still, we are spending an astonishing amount of money and resources on treating illnesses that are surprisingly easy to prevent. The new goal for worldwide Good Health promotes healthy lifestyles, preventive measures and modern, efficient healthcare for everyone.

Targets:
- ➢ Shared Sports facilities
- ➢ Smoke free campus
- ➢ Services to community

SDG 4: Quality Education

Goal: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

Education liberates the intellect, unlocks the imagination and is fundamental for self- respect. It is the key to prosperity and opens a world of opportunities, making it possible for each of us to contribute to a progressive, healthy society. Learning benefits every human being and should be available to all.

Targets:
- ➢ Free Education Resources
- ➢ Outreach Programmes
- ➢ Contribution to Society through Educational Events
- ➢ Educational Events and Short term Courses

SDG 5: Gender Equality

Goal: Achieve gender equality and empower all women and girls.

Gender bias is undermining our social fabric and devalues all of us. It is not just a human rights issue; it is a tremendous waste of the world's human potential. By denying women equal rights, we deny half the population a chance to live life at its fullest. Political, economic and social equality for women will benefit all the world's citizens. Together we can eradicate prejudice and work for equal rights and respect for all.

Targets:
- ➢ Women Admission
- ➢ Women's Access Schemes
- ➢ Women Encouragement Schemes
- ➢ Women Empowerment
- ➢ Women Mentoring Schemes
- ➢ Non- Discrimination against women
- ➢ Non-Discrimination against Transgender

SDG 6: Clean Water and Sanitation

Goal: Ensure availability and sustainable management of water and sanitation for all.

One in three people live without sanitation. This is causing unnecessary disease and death. Although huge strides have been made with access to clean drinking water, lack of sanitation is undermining these advances. If we provide affordable equipment and education in hygiene practices, we can stop this senseless suffering and loss of life.

Targets:
- Water Consumption in the College
- Maximize water reuse in College
- Plantation of Drought Tolerant Plants
- Water Conservation in the College
- Drinking water in campus

SDG 7:Affordable and Clean Energy

Goal: Ensure access to affordable, reliable, sustainable, and modern energy for all.

Renewable energy solutions are becoming cheaper, more reliable and more efficient every day. Our current reliance on fossil fuels is unsustainable and harmful to the planet, which is why we have to change the way we produce and consume energy. Implementing these new energy solutions as fast as possible is essential to counter climate change, one of the biggest threats to our own survival.

Targets:
- Direct Service to local industries
- Energy Efficiency Upgrades
- Energy Consumption Plan
- Extended Activities

SDG 8: Decent Work and Economic Growth

Goal: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

Economic growth should be a positive force for the whole planet. This is why we must make sure that financial progress creates decent and fulfilling jobs while not

harming the environment. We must protect labor rights and once and for all put a stop to modern slavery and child labor. If we promote job creation with expanded access to banking and financial services, we can make sure that everybody gets the benefits of entrepreneurship and innovation

Targets:

- ➢ Outsourcing Worker Rights
- ➢ Unions & Labour Rights
- ➢ Employee Rights and Pay

SDG 9: Industry, Innovation ,and Infrastructure

Goal: Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation.

A functioning and resilient infrastructure is the foundation of every successful community. To meet future challenges, our industries and infrastructure must be upgraded. For this, we need to promote innovative sustainable technologies and ensure equal and universal access to information and financial markets. This will bring prosperity, create jobs and make sure that we build stable and prosperous societies across the globe.

Targets:

- ➢ Value Added Courses
- ➢ Entrepreneurship Development and Innovation Council
- ➢ Incubation Centre
- ➢ Centre for Career Development

SDG10: Reduced Inequality

Goal: Reduce inequality within and among countries.

Too much of the world's wealth is held by a very small group of people. This often leads to financial and social discrimination. In order for nations to flourish, equality and prosperity must be available to everyone – regardless of gender, race, religious beliefs or economic status. When every individual is self sufficient, the entire world prospers.

Targets:
- ➤ Student Admission
- ➤ Diversity and inclusion initiatives
- ➤ Student, Staff, Faculty Grievances
- ➤ Diversity in campus

SDG 11: Sustainable Cities and Communities

Goal: Make Cities and Human Settlements Inclusive, Safe, Resilient and Sustainable

The world's population is constantly increasing. To accommodate everyone, we need to build modern, sustainable cities. For all of us to survive and prosper, we need new, intelligent urban planning that creates safe, affordable and resilient cities with green and culturally inspiring living conditions.

Targets:
- ➤ Public Access to Buildings & Natural Heritage
- ➤ Public Access to Libraries
- ➤ Contribute to Local Arts
- ➤ Work with Local Authorities
- ➤ Faculty Quarters Proportion

SDG 12: Responsible Consumption and Production

Goal: Ensure Sustainable Consumption and Production Patterns

Our planet has provided us with an abundance of natural resources. But we have not utilized them responsibly and currently consume far beyond what our planet can provide. We must learn how to use and produce in sustainable ways that will reverse the harm that we have inflicted on the planet.

Targets:
- ➤ Ethical Sourcing of Food Supplies
- ➤ Waste Management including Hazardous Materials
- ➤ Minimization of Plastic in Campus
- ➤ Waste Disposal-Recycled
- ➤ Minimization of Disposal Items

SDG 13: Climate Action

Goal: Take Urgent Action to Combat Climate Change and its Impacts

Climate change is a real and undeniable threat to our entire civilization. The effects are already visible and will be catastrophic unless we act now. Through education, innovation and adherence to our climate commitments, we can make the necessary changes to protect the planet. These changes also provide huge opportunities to modernize our infrastructure which will create new jobs and promote greater prosperity across the globe.

Targets:
- Extension Activities
- Courses
- Research

SDG 14: Life below Water

Goal: Conserve and sustainably use the Oceans, Seas and Marine Resources for Sustainable Development

Healthy oceans and seas are essential to our existence. They cover 70 percent of our planet and we rely on them for food, energy and water. Yet, we have managed to do tremendous damage to these precious resources. We must protect them by eliminating pollution and overfishing and immediately start to responsibly manage and protect all marine life around the world

Targets:
- Aquatic Ecosystems- Education
- Water Discharge Standards
- Maintain and Extend Existing Ecosystems
- Reduce Plastic Waste
- Aquatic Ecosystem – Outreach

SDG 15: Life on Land

Goal: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

A flourishing life on land is the foundation for our life on this planet. We are all part of the planet's ecosystem and we have caused severe damage to it through

deforestation, loss of natural habitats and land degradation. Promoting a sustainable use of our ecosystems and preserving biodiversity is not a cause. It is the key to our own survival.

Targets:

➢ Biodiversity
➢ Reduce Plastic Waste
➢ Land Ecosystem-Outreach/Education

SDG 16: Peace, Justice, and Strong Institutions

Goal: Promote Peaceful and Inclusive Societies for Sustainable Development, Provide Access to Justice for all and Build Effective, Accountable and Inclusive Institutions at all Levels.

Compassion and a strong moral compass are essential to every democratic society. Yet, persecution, injustice and abuse still run rampant and are tearing at the very fabric of civilization. We must ensure that we have strong institutions, global standards of justice, and a commitment to peace everywhere.

Targets:

➢ Outreach General Education
➢ Principles and Commitments
➢ College Decision making and Social Involvement

SDG 17:Partnerships for the Goals

Goal: Strengthen the means of implementation and revitalize the global partnership for sustainable development

The Global Goals can only be met if we work together. International investments and support is needed to ensure innovative technological development, fair trade and market access, especially for developing countries. To build a better world, we need to be supportive, empathetic, inventive, passionate, and above all, cooperative.

Targets:

➢ Relationship with NGOs and Governments
➢ International Collaboration
➢ Collaboration for SDG Best Practices
➢ Dedicated Courses for Sustainability and SDGs
➢ Educational Outreach for Wider Community

65.7. Key Performance Indicators(KPIs) and Implementation strategy

Identify specific, measurable, and time-bound KPIs for each SDG and Associated targets. This section ensures aquantifiable means of tracking progress.

- ➢ **Action Plans for Each SDG -**Develop detailed action plans for each SDG, outlining specific initiatives, timelines, responsible parties, and resource requirements.
- ➢ **Resource Allocation -**Specify financial and human resource allocations for SDG implementation, ensuring alignment with budgetary considerations.
- ➢ **Stakeholder Engagement -** Define strategies for engaging with various stakeholders, including government agencies, civil society organizations, businesses, and local communities. This involves collaboration, consultation, and partnerships to enhance the impact of SDG initiatives.

65.8. Capacity Building

Detail plans for enhancing the skills and capabilities of staff and relevant stakeholders to effectively implement SDG-related activities.

65.9. Communication and Awareness

Develop a comprehensive communication plan to raise awareness about the SDGs internally and externally. This involves public outreach, education programs, and the use of various communication channels.

65.10.PartnershipsandCollaboration

Collaboration with Government Agencies

Outline specific initiatives for collaborating with other government bodies to leverage synergies and avoid duplication of efforts

Engagement with Civil Society Organizations

Detail mechanisms for involving non-governmental entities, community groups, and NGOs in the planning and implementation of SDG initiatives.

Private Sector Partnerships

Highlight strategies for fostering partnerships with the private sector to mobilize resources, expertise, and innovation in support of SDGs.

International Cooperation

Outline [organization/government]'s commitment to collaborating with other nations, international organizations, and global initiatives to address trans

boundary challenges.

65.11. Budget and Financial Planning

Allocation of Resources for SDG Implementation

Specify the financial commitments and budget allocations for each SDG and associated initiatives.

Financial Reporting and Accountability

Establish mechanisms for financial reporting, transparency, and accountability to ensure responsible use of resources in line with SDG objectives.

65.12. Review and Revision

Periodic Review Mechanism

Establish a schedule and process for periodic reviews of SDG implementation including performance assessments and the identification of areas for improvement.

Revision Process

Define a systematic approach for revising the policy based on feedback, changing circumstances, emerging challenges, or new information.

Acknowledgment of Achievements

Acknowledge any achievements, milestones, or positive outcomes resulting from the implementation of SDG initiatives.

Commitment to Ongoing Improvement

Express a commitment to continuous improvement and adaptation, emphasizing a dynamic approach to addressing evolving challenges in the pursuit of sustainable development.

66. MAINTENANCE POLICY

The physical and academic facilities are utilized with a policy to optimize the use of resources based on needs of education, research and administration.

66.1.Maintenance of Campus and Buildings

 ➢ The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Director Operations of the institution, under whose supervision any kind of repair/service/work shall be carried out.

254

- Procurement of any civil engineering/electrical/plumbing material/furniture shall be allowed only with the permission of Director Operations of the institution.
- Director Operations is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, white washing and etc. Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the institution for the specific purpose.
- Director Operations must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.
- Cleaning of the campus areas in all the blocks including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned thrice every day.
- The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the maintenance In charge.
- Maintenance of Classrooms
- The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and libraries.
- The Heads of the Departments must ensure that the classrooms have adequate furniture, tube/LED lights, multiple electrical points, and uninterrupted electrical and water supply.
- All furniture, green/white boards, smart class rooms, LCD/Overhead Projectors, Publish Addressing System, and Podium must be utilized for academic and research pursuits.
- The classrooms/lecture halls must be utilized only for academic purpose.
- Students are instructed to utilize all classrooms optimally during the daylong working hours.

- Stock Register/Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Principal.
- Damage/loss of the goods/leakage should be instantly reported to the estate office. Any repair work/service must be performed by the estate office electricians/plumbers/carpenters for proper functioning.
- Cleanliness inside and outside classrooms must be given utmost priority.

66.2. Maintenance and Utilization of Seminar Halls and Auditoria

- Seminar halls and auditoria are under the purview of the Head office affairs and the cleanliness is taken care of by the housekeeping team.
- Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made.
- For accessing the facilities, the organizing faculty/staff member submits a form available with Head office affairs, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.
- Maintenance of IT facilities
- Computer/Network Maintenance Cell maintain the ICT facilities including computers and servers.
- The CCTV, Biometric Devices, Public Address System, in addition to the Audio Visual Aids, are to be maintained by the skilled technical staff appointed by the institution.
- To minimize e-waste, electronic gad gets like projectors, computers, printers, photocopiers are serviced and reused.
- Purchase of new band width and installation of anti-virus as well as new software is done.
- Campus local area network and Wi-Fi is maintained by Network Maintenance cell staff.
- Stock Register must be maintained and updated and verified annually by in charges.
- Computer/Network related issues are addressed immediately by the Network Maintenance by sending an email to headinfrait@ksrce.ac.in.

66.3. Maintenance of Computers and ICT Facilities

- The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online

courses.

➢ For ensuring optimum and time-bound utilization of Computer Centre proper time tables must be used as guidelines.

➢ Stock Register must be maintained and updated and verified annually by Purchase Section.

➢ The systems in the computer labs should be maintained with the help of the hardware technician appointed by the college.

➢ Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the university for this specific purpose.

66.4. Maintenance of Laboratories

➢ The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.

➢ Proper time table must be adopted for the exact utilization of the laboratories.

➢ Prior permission from the Principal must be sought for conducting any kind of consultancy services to other institutions.

➢ The equipment for the laboratories should be purchased by inviting quotations as per Institution norms and orders to be placed with the organization offering standard equipment at feasible rate after preparing the comparative statements.

➢ The service and maintenance of the equipment should be performed by the respective suppliers through annual maintenance contract and/or on call basis.

➢ Stock Register for lab equipment's must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the stock verification in charge and Principal.

➢ Standard operating procedures for all high endequipment's are made available to the users.

➢ Breakage and repair if any are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment.

➢ Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the

equipment payable by the students/research scholar at the end of the year.

➤ The condemned/obsolete items are discarded by procedure after getting there port of the Principal and the same is entered in the stock register.

66.5.General Maintenance Procedure

➤ The Heads of departments/ section heads shall inform the Building and Maintenance section for any kind of repair/breakdown in writing/mail.

➤ The Director Operations shall depute the technician/electrician to the department/section concerned to complete the job within two days.

➤ Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/section.

➤ If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the estate office to purchase and provide within an approximate time frame to complete the work.

➤ In case of equipment/machines not covered under AMC, the service/repair work will be out sourced with the permission of the Principal.

➤ All the condemned items should duly be reported to the purchase section, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.

➤ All the departments and sections must maintain proper stock registers and the College shall constitute a committee for stock verification once in two years and report to the authorities.

66.6. Maintenance Policy

➤ Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance (AMC) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.

➤ **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The College electric equipment and electronic gadgets, buildings, gardening, water bodies, transports

258

gymnasium/sport/games equipment etc. is to be done with due proceedings.

- ➢ **Break-down Maintenance:** For the break-down of any asset/property/facility/ equipment which, needs urgent repair, the Institution shall attends to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down Maintenance System. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.

- ➢ **AMC Policy:** The Institution's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years).

66.7. Conclusion of a Maintenance and Service Policy

- ➢ **Ensures Safety:** Protects students, staff, and visitors by maintaining safe and secure facilities.

- ➢ **Enhances Learning Environment:** Provides reliable infrastructure that supports academic activities and research.

- ➢ **Cost Efficiency:** Prevents costly repairs and replacements through proactive maintenance.

- ➢ **Compliance:** Adheres to legal and regulatory standards, avoiding potential fines and penalties.

- ➢ **Sustainability:** Promotes environmentally responsible practices, contributing to the college's sustainability goals.

- ➢ **Reputation Management:** Maintains the institution's reputation by ensuring high-quality facilities and services

67. IT Policy

To integrate the changing technology and its requirements, redrafting of the policy on a regular basis becomes essential. As effective policies are a sign of due diligence, KSRCE has embarked upon the establishment of the high- end network infrastructure. KSRCE has always given priority for up- gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level.

Scope

This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/users/entities.

Objective

The objective of this policy is to ensure proper access to and usage of KSR College of Engineering IT resources and prevent their misuse by the users.

- ➢ Institution's IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the Institution on the campus.

- ➢ This policy establishes Institution -wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the Institution.

- ➢ Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

67.1. IT Management

- ➢ To maintain secure and appropriate use of IT infrastructure.

- ➢ To establish the responsibilities of all IT users for protecting integrity and confidentiality of the controlled information assets

- ➢ To monitor infrastructural assets and information assets like data, network devices and documents.

67.2. lT Usage Policy

- ➢ To ensure that KSRCE proprietary information stored on electronic and computing devices remains its sole property

- ➢ Members of KSRCE may access proprietary information only to the extent it is authorized and necessary to fulfi1 assigned job duties

67.3. Email Account Usage Policy

- ➢ Institution provides official email access privileges to its users. To handle the efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official email with institution's domain.

- ➢ To increase the efficient distribution of critical information to all faculty, staff

and students, and the Institution administrators, it is recommended to utilize the Institution's e-mail services, for formal Institution communication and for academic & other official purposes.

➢ E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institution communications are official notices from the Institution to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institution messages, official announcements, etc.

➢ To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to http://gmail.com with their User ID and password. For obtaining the institution's email account, user may contact Admin for email account and default password by applying in a prescribed proforma.

➢ Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

➢ The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes

➢ Using the facility for illegal/commercial purposes is a direct violation of the Institution IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

➢ While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

➢ User should keep the mail box used space within about 80% usage threshold, as 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

➢ User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious in nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is

very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

➢ User should not share his/her email account's credentials with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

➢ User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

➢ While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

➢ Impersonating email account of others will be taken as a serious offence under the IT security policy.

➢ It is ultimately everyone's responsibility to keep their e-mail account free from violations of Institution's email usage policy.

➢ All the mails detected as spam mails go into SPAM_MAIL folder of the respective users' mail accounts. Users are requested to open these folders periodically to check any important mail wrongly stamped as SPAM mail and went into this folder. It is recommended to empty this folder as frequently as possible.

➢ The above laid down policies particularly 1 to 11 are broadly applicable even to the email services that are provided by other service providers such as Gmail, Hotmail, Yahoo, Rediff Mail etc., if they are being used from the Institution's campus network, or by using the resources provided by the Institution to the individual for official use even from outside.

67.4. Network (Intranet & Internet) Use Policy:

Network connectivity provided through the Institution, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection, is governed under the Institution IT Policy. The ITMC is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institution's network should be reported to ITMC.

67.4.1. IP Address Allocation:

- ➢ Any computer (PC/Server) that will be connected to the Institution network, should have an IP address assigned by the ITMC. Following a systematic approach, the range of IP addresses that will be allocated will be based on Virtual LAN (VLAN) created against each entity or objective. Any device connected to the network will be allocated IP address only from that address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

- ➢ As and when a new computer is installed in any location, it will be allocated as per the DHCP pool policies.

67.5. IT Security Policy

- ➢ installation of Anti-malware software, Firewalls and access authentication systems

- ➢ All the members of faculty, students, technical staff and other workers of KSRCE are responsible for exercising appropriate use of information and network resources in accordance with the policies and standards.

67.5.1.Monitoring and Privacy:

- ➢ Admin shall have the right to audit networks and systems at regular intervals, from the point of compliance to this policy.

- ➢ Admin may access, review, copy or delete any kind of electronic communication or files stored on Institution provided devices under intimation to the user. This includes items such as files, e-mails, posts on any electronic media, Internet history etc.

- ➢ Admin may monitor user's online activities on Institution network,

- ➢ IT devices issued by the Institution to a user shall be primarily used for academic, research and any other Institution related purposes The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

- ➢ E-mail service authorized by Institution and implemented by the Admin shall only be used for all official correspondence.

67.5.2. Software Installation and Licensing Policy:

➢ Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed

➢ software (operating system, antivirus software and necessary application software) installed.

➢ Institution IT policy does not allow any pirated/unauthorized software installation on the Institution owned computers and the computers connected to the Institution campus network. In case of any such instances, Institution will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

67.5.3. Operating System and its Updating:

Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so.

67.5.4. Use of software on Desktop systems

➢ Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.

➢ Any software installed should be for activities of the Institution only.

67.5.5. Antivirus Software and its updating

➢ ITMC used in the Institution should have anti-virus software installed, and it should be always active. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

➢ Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

67.5.6. Backups of Data

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as external HDD, Cloud etc.

67.6. Conclusion of IT Policy in K S R College of Engineering:

➢ **Ensures Security:** Protects sensitive data, prevents cyber-attacks, and ensures secure communication.

➢ **Promotes Responsible Use:** Encourages ethical behaviour and responsible usage of IT resources by all users.

➢ **Compliance with Regulations:** Helps the institution comply with legal requirements like data protection laws.

➢ **Facilitates Learning and Research:** Provides a stable, secure, and efficient IT environment that supports academic goals.

68. POLICY FOR DIFFERENTLY ABLED

General

The Rights of Persons with Disabilities Act (RPWD) of 2016 specifies that educational institutions are responsible for promoting and facilitating inclusive education. The National Education Policy (2020) similarly considers education as a means to create fair possibilities for economic and social transformation for all socially and economically disadvantaged groups, including individuals with disabilities. Ensuring accessibility and the establishment of a disability-friendly environment is essential.

The policy aims to establish KSRCE as an institution that is accessible and accommodating for individuals with disabilities. This is achieved through the appropriate infrastructure, supportive facilities, and a sensitized environment that fosters personal growth and the realization of aspirations.

Objectives

➢ To provide proper educational opportunities to impaired students at the College.

➢ To provide infrastructural needs to allow people to readily access classrooms, laboratories, restrooms, etc. for a barrier-free learning environment.

➢ To raise awareness of the needs of people with disabilities and other issues related to disability.

➢ To facilitate the admission of people with disabilities by adhering to the rules

and regulations and policies of the state and national governments.

➢ To provide counseling to students with disabilities in order to improve their learning outcomes.

➢ To provide assistance on how to apply for various fellowships/scholarships from various funding bodies.

➢ To provide adequate financial aid to impaired individuals in order to promote their long-term success in higher education.

Facilities

Facilities made available for employees, students and visitors include

➢ Ramps

➢ Railing

➢ Special Toilets and washrooms.

➢ Wheel chair