



**IES** COLLEGE OF  
ENGINEERING  
CHITTILAPPILLY, THRISSUR- 680 551



# Standard Operating Procedure Handbook

## **PREFACE**

IES College of Engineering, the flagship institution of IES Education City is conceived and developed as a Hi-Tech technical training institution with state of the art facilities conforming to the specifications of AICTE, New Delhi and APJ Abdul Kalam Technological University.

Situated in the midst of lush greenery, IESCE offers technology related education of exceptional quality to students by developing their total personality with due emphasis on ethical values and preparing them to meet the growing challenges of the industry and diverse societal needs.

This NAAC accredited institution with state of the art facilities has been in the forefront of providing quality professional education in Engineering & Technology since 2003. Right from inception, IESCE concentrated on providing quality education in a highly disciplined environment. Pursuing the goal of constant learning, the Institution prepares the students to score commendably in the academics. The working environment is such, Students as well as Faculty, are inspired and supported to attain high standards of Education and skill sets and shine in their chosen path. Faculty, with their impressive Academic, Research and Industrial experience, lead the students to achieve 'Excellence' and 'Competence'. This, in turn, enhances the core strength of students and enables them to realize all-round development.

The college is governed by Board of Directors with almost five decades of yeoman service in the field of education in the international arena whose aim is to provide total quality education among student community.

# **INDEX**

01. VISION & MISSION
02. ORGANOGRAM
03. SERVICE RULES
04. ROLES & RESPONSIBILITIES
05. ELIGIBILITY FOR ADMISSIONS & SCHOLARSHIPS
06. STUDENT RULES & REGULATIONS
07. LIBRARY RULES & REGULATIONS
08. HOSTEL RULES & REGULATIONS
09. TRANSPORT POLICY
10. CANTEEN POLICY
11. COLLEGE STORE POLICY
12. COLLEGE MAINTANENCE POLICY
13. HOUSEKEEPING

# **CHAPTER -1-**

## **VISION & MISSION**

### **VISION**

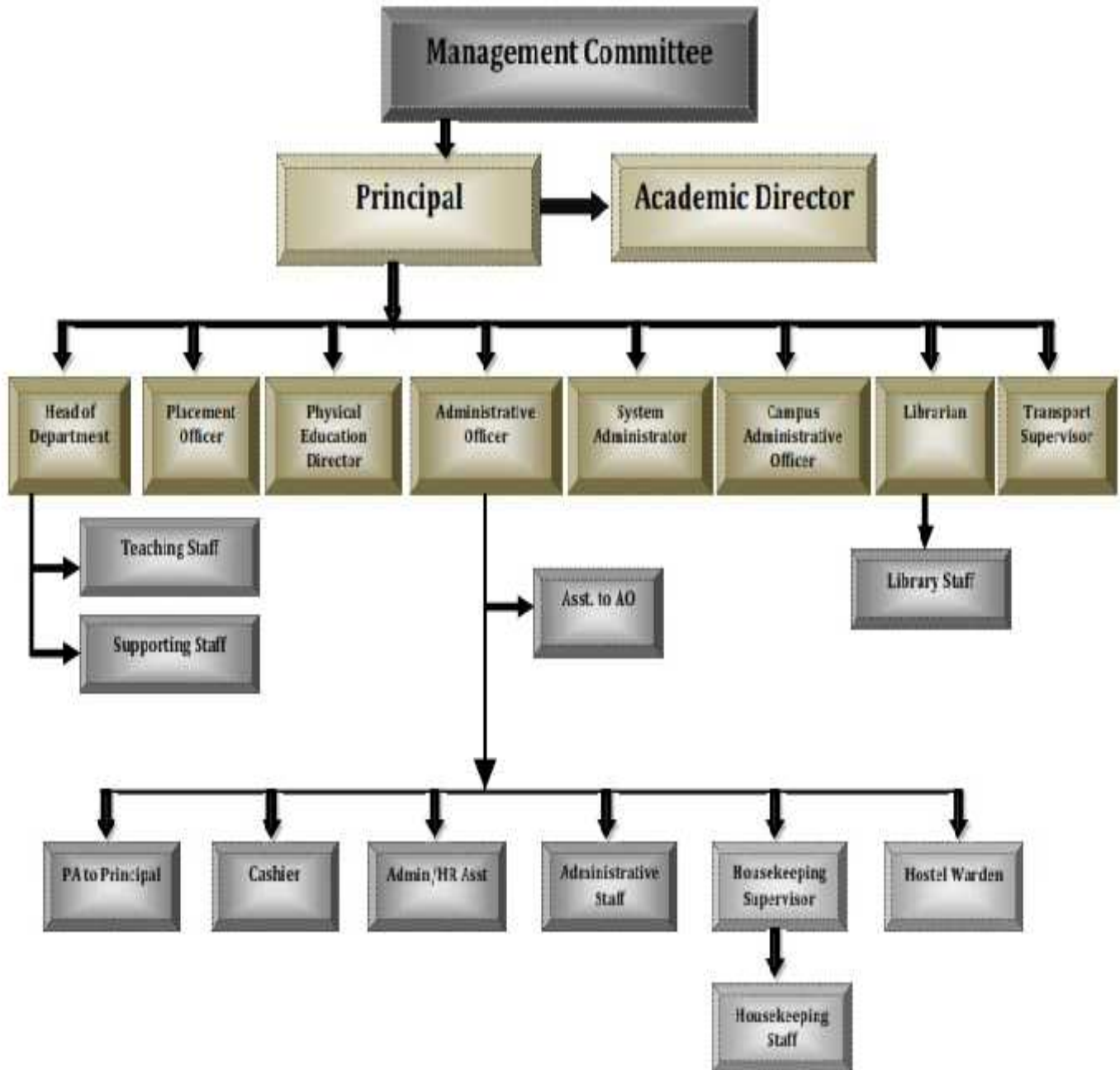
IES College of Engineering strives to be an institution of repute to create competent engineering professionals endowed with innovation skills and entrepreneurial attitude for nation building.

### **MISSION**

- To achieve recognition from statutory bodies and become one of the top ranking institutions in the country.
- To provide technological, communication, aptitude and life skill training to enable the students to become successful professionals.
- To promote innovation by encouraging students to initiate design and product development activities.
- To inculcate entrepreneurial attitude by providing necessary mentoring, training and guidance for students to establish start ups.

# CHAPTER -2- ORGANOGRAM

## ORGANOGRAM



## CHAPTER -3- SERVICE RULES

### TERMS

These rules will be known as “**IES College of Engineering Chittilappilly Service rules**”. These rules will be deemed to have come into force with effect from **01.01.2016**. The rules are applicable only to all permanent employees of the college.

- ✚ **MANAGEMENT** means the Managing committee of the IES College of Engineering Chittilappilly.
- ✚ **BOARD OF DIRECTORS** means persons nominated by management.
- ✚ **OFFICE BEARERS** consists of President, Sr. Vice President, Vice President, General Secretary, Secretary and Treasurer.
- ✚ **COLLEGE** means the IES College of Engineering Chittilappilly.
- ✚ **UNIVERSITY** means APJ Abdul Kalam Technological University, the affiliating University.
- ✚ **PRINCIPAL** means the head of the institution authorized by the Management to discharge the duties and responsibilities as defined.
- ✚ **EMPLOYEE** means a regular employee paid from the fund of the college.
- ✚ **VACATION** means the period of holidays authorized to be availed by the teaching staff.
- ✚ **VACATION STAFF** means the teaching, laboratory and workshop staff.
- ✚ **ADMINISTRATIVE STAFF** means all the staff other than vacation staff.
- ✚ **CALENDAR YEAR** means a period from 1<sup>st</sup> January to 31<sup>st</sup> December.
- ✚ **ACADEMIC YEAR** means a period from 1<sup>st</sup> August to 31<sup>st</sup> July or as prescribed by the University.

## **CAREER PROSPECTS**

### **RECRUITMENT**

Appointments will be made based on the interview by a selection board constituted by the Management as follows:-

- (a) President
- (b) General Secretary
- (c) Principal
- (d) Director
- (e) HOD
- (f) Subject Expert
- (g) HR

### **RECRUITMENT PROCESS**

- (a) HOD's prepare need based on assessment of man power at the department level which is scrutinized and finalized by the Principal.
- (b) The requirement is sent to HR manager for approval of management.
- (c) Applications are invited through advertisement in newspaper /website etc. by the HR manager.
- (d) Applications are short listed by Principal / HODs.
- (e) The qualifications, age, experience etc shall be as per AICTE norms.
- (f) Selected candidates are intimated about the date and time of interview.
- (g) Demo class and interviews are conducted by the selection board.
- (h) List of selected candidates is forwarded to General Secretary for approval.
- (i) Candidates selected for employment have to furnish the Age / address proof and original certificates for scrutiny.
- (j) The appointment orders shall be issued by the General Secretary.
- (k) Appointments will be on probation for a period of one year initially. On satisfactory completion of the probation period, based on the recommendation of the HOD/Principal, the management might appoint him/her to the regular services. The probationary period can be extended or the service can be terminated if the performance of the employee is not up to the mark.
- (l) The candidate selected for appointment shall also submit the copy of valid ID proof (Adhaar card), pan card copy, bank account details for salary transfer and relieving letter from the previous employer, if employed earlier at the time of joining the duty.
- (m) Every employee should furnish correct and complete details to the appointing authority in the required format.
- (n) The age of retirement of all employees of the college shall be 65 years. However employees can be re-employed at the discretion of the Management on mutually agreed terms and conditions.

## **PAY SCALE**

- (a) **Scale of Pay for faculty members** - as approved by the Management on AICTE norms and for other staff- as approved by the Management.
- (b) **ESI**- The employees coming under the provisions of Employees State Insurance Act will be covered.
- (c) **EPF**- The employees coming under the provisions of Employees Provident Fund Act will be covered.
- (d) **Service Gratuity** - Employees who complete 5 years service will be eligible for the benefit of service gratuity at the rate of half month's salary for every completed year. Those who quit service before completing 5 years of service are not eligible for service gratuity. The last drawn total emoluments will be taken into account for the payment of service gratuity. Persons appointed on contract basis with consolidated salary are not eligible for gratuity.
- (e) **Increments** - It is a periodical rise given in the rate of pay on a scale of pay. Increment at the rate applicable to the scale of pay shall be granted at regular intervals, on the satisfactory performance of the employees.
- (f) **Vacation staff** - The vacation staff (teaching faculty and technical staff) will be given one month vacation in every year with full salary. Staff members who are on probation do not have vacation.

## **CODE OF CONDUCT FOR EMPLOYEES**

- A.** Every Employee shall abide by the rules and regulations framed by the Management.
- B.** Every Employee shall maintain integrity and dignity of character, be devoted to his/her duty, and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the best interest of the college.
- C.** An employee shall carry out duties and responsibilities assigned to him/her from time to time and observe the scheduled working hours during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission.
- D.** No employee shall take part in politics or be associated with any group or organizations, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity within the campus.
- E.** No employee shall make any statement, publish or write through any media which has an adverse effect/criticism of any policy or action of this college or is deemed detrimental to these interests of the college.



- F.** No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in strike etc. Violation of the rules will amount to misconduct and attract deterrent punishment.
- G.** An employee shall not misuse the amenities provided for him/her by the college to discharge his/her official duties.
- H.** An Employee shall not accept any gifts, presents, gratis, payments or other favors from parents, students, suppliers, contractors, dealers or anyone who could directly influence/damage/harm the business interests/ goodwill or reputation of the college
- I.** An employee shall not disclose/divulge or use any confidential information gained in the course of his/her employment in the college for personal gains profit or advantage for himself/herself or any other unauthorized person.
- J.** An employee shall not propagate/ indulge in communal or sectarian activity, discriminate against person on the ground of caste, creed, language, religion etc. or indulge in or encourage any form of malpractice.

#### **GENERAL SERVICE CONDITIONS**

- A.** All the employees of the college shall abide by the general rules of conduct as specified by the college.
- B.** The college timing is from 9.00 am to 4.30 pm. All employees of the college are required to be present in the college throughout the working hours of the college on all working days. The lunch break will be 12.30 pm to 1.15 pm and on Fridays it will be 12.30 pm to 2.00 pm.
- C.** The duties of an employee shall pertain to his /her work as per the terms and conditions of appointment and such other duties as may be assigned to him/her from time to time by the Management.
- D.** The attire of staff should be modest, dignified, appropriate and professional. Male staff shall wear collared shirts with tailored pants. Female staff shall wear saree and a white overcoat while in classrooms.
- E.** An employee of the college shall devote his/her whole time to the service of the college and not engage directly or indirectly in any trade, business, private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering guest lectures or any other work undertaken with the prior permission of the Principal.
- F.** Every employee shall be given identity card appropriate to his / her classification and he/ she shall wear it while on duty. The said identity card shall carry the photograph and details of the employee. The identity card shall be issued to the employees duly signed by the competent authority. If the employee loses the identity card issued to him/her, alternate card will be provided, on payment of requisite fee. When an

employee ceases to be in employment, he/she shall surrender his/her identity card to the HR.

- G.** Statutory deductions such as Income Tax, Professional Tax etc will be made while disbursing the salary.
- H.** An employee shall have to give one month notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay one month salary in lieu thereof. Any staff member taking relieve from the college should obtain non liability certificate from all departments before Relieving Order is issued.
- I.** The teaching/Lab/Workshop employees shall not ordinarily resign from their posts during the course of an academic year.
- J.** Resignation once submitted by an employee and accepted by the Management cannot be withdrawn.
- K.** The services of an employee are liable to be terminated immediately on grounds of negligence of duties, gross indiscipline and fraud etc.
- L.** The services of an employee are liable to be terminated on grounds of prolonged illness, disability to discharge his/her official duties satisfactorily etc. giving one month notice or one month salary in lieu thereof for the employee.

### **ATTENDANCE**

- A.** Processing and administration of attendance and leave shall be as per procedures said by the Management.
- B.** All staff should report for duty before 9.00 am and punch out at 4.30 pm. However, 2 days late punching of attendance up to 10.00 am in a month or leaving at 3.30 pm will be allowed. After that the late punch will be treated as half CL.
- C.** Staff can sign in the Regular Attendance Register up to 9.00 am daily. The register will be withdrawn by the HR Assistant after 9 am and a common IN/OUT Attendance Register will be kept in Principal Office. All the staff who report after 9.00 am shall sign in the IN/OUT Attendance Register.
- D.** Similarly in the afternoons, the regular attendance register will be withdrawn from the desk by 4.40 pm. Staff who are leaving late due to work shall sign in the IN/OUT Attendance Register.  
This information of late attendance will be transferred to the regular attendance register next day by the HR Assistant.
- E.** Disciplinary actions will be taken for mishandling of punching or signing in attendance register No staff shall overwrite in the Attendance Register and under any circumstance, crossing the signature or using whitener is not permitted. –(kindly refer to the Chapter 6 Disciplinary Actions)
- F.** Late attendance or absence from the place of work without permission will entail disciplinary action. Absence without prior sanction will be treated as un-authorized absence.

### **BREAK OF SERVICE**

- A.** An employee who left the college once and rejoined later will not be eligible for continuous service benefits.
- B.** Those who took leave on medical grounds with prior intimation to the College Authorities may be considered for continuous service benefits, provided that the leave does not exceed 6 months and application with valid medical certificate has been properly submitted.

### **TRAVELLING ALLOWANCE**

- A.** Traveling allowance is the allowance given to a staff member to compensate the expenses incurred by him/her for the journey/ travel performed in the interest of the institution as per the instructions of competent authority.
- B.** Actual expenses incurred will be reimbursed to the staff members if journey particulars in the prescribed form along with evidence in support of the claim is submitted duly recommended by the competent authority.

### **PROMOTION**

- A.** Faculty members satisfying the requirements of AICTE regarding qualification and experience may be considered for promotion to a higher grade, provided there is a vacancy available. Those who satisfy the requirements for promotion to higher post may file application requesting for promotion. They will appear before the Selection Board for performance appraisal and suitable decision on such applications. Performance review of all regular faculty members who complete one or more years of service in the college is done annually.
- B.** The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualification required for the higher post.
- C.** An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

### **DISCIPLINARY ACTIONS**

- A.** All employees are liable for disciplinary action in case of 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 himself/herself.
- B.** Punching the attendance / signing the attendance register whichever process is followed should be done as soon as one report to duty. Late punching / late signing of

the attendance will not be entertained within the institution and will be marked in red.

- C.** Punching / signing attendance where one has left for the day as half day or early leaving with permission OR signing by mistake / signing on wrong dates all these actions will be reported and disciplinary actions or demand of apology letters will be initiated.
- D.** As part of the disciplinary action, the following actions can be taken after establishing the facts.
  - (a)** Censure
  - (b)** Withholding increments/promotion
  - (c)** Recovery from salary, whole or part of any financial loss caused for the college due to negligence of duty or breach of orders/rules.
  - (d)** Suspension
  - (e)** Removal from service
  - (f)** Dismissal from service.

## **LEAVE RULES**

### **General Rules**

Leave cannot be claimed as a matter of right in the exigencies of services; the competent authority may refuse or revoke any kind of leave at his/her discretion. Application for leave of any kind shall be made in the prescribed form and submitted to the sanctioning authority in advance.

### **DIFFERENT KINDS OF LEAVE ADMISSIBLE:**

- (a)** Casual Leave
- (b)** Earned Leave
- (c)** Leave without salary
- (d)** Maternity Leave
- (e)** Compensatory Leave
- (f)** Duty Leave
- (g)** Vacation Leave

**(a) Casual Leave (C/L)**

- Application for casual leave shall be made in the prescribed form and submitted to the Sanctioning Authority in advance.
- Administrator and Heads of Departments will sanction the Casual leave of all their subordinate staff. The Principal will sanction casual leave of all Heads of Departments.
- Casual leave may be granted to Regular and Temporary staff to the extent of 12 days.
- Casual leave proportionate to service alone will be granted. Normally casual leave exceeding 3 days will not be granted at a time.
- Sundays and Holidays occurring within the period of leave will not be counted as casual leave.
- Casual Leave cannot be combined with any other kind of leave.

**(b) Earned Leave**

- Non-Vacation staffs are eligible for earned leave with full salary at the rate of 1 day for every 20 days of effective service after successful completion of probation period.
- Employees on probation are eligible for earned leave at the rate of one for every 30 days of duty completed but this will be credited to their account only on successful completion of probation.
- Earned Leave is not admissible to employees who are permitted to avail vacation. Earned leave cannot be accumulated for more than 100 days at a time.
- The maximum days of Earned leave that can be availed at a time is limited to 30 days.
- For prolonged hospital treatment this period can be extended up to 60 days provided Medical Certificate from the competent Medical Officer has been submitted with request.

**(c) Leave without Salary (LWS)**

- Leave without Salary may be granted to staff members on their request under special circumstances when no other leaves is admissible by rule.
- Employees on probation will not normally be allowed to avail Leave without Salary.
- The probation period of the employee will be extended by the period of LWS availed if any during Probation. Only in very exceptional cases such leave will be entertained during Probation.

- LWS may be granted up to a maximum period of 60 days on Medical and similar unavoidable reasons. The period spent on LWS will not be reckoned for calculating Earned Leave.
- LWS may be granted in continuation of Maternity Leave without a Medical Certificate. However the maximum period of maternity leave including LWS should not exceed 90 days.
- Holidays coming within the LWS will be counted as leave period.
- Application for leave without salary up to 30 days shall be submitted in the prescribed form to the Head of Institution.
- Application for LWS exceeding 30 days shall be submitted in the prescribed form to the management through the Head of Institution for sanction.

**(d) Maternity Leave (Mat/L)**

- The female employee who has satisfactorily completed Probation and appointed on a regular basis is eligible for maternity leave for a period of 90 days from the date of its commencement or 60 days from the date of confinement whichever is earlier.
- Of these 90 days, 60 days will be with full salary and the remaining 30 days will be without salary.
- As per AICTE teaching staff can avail to the maximum of 90 days of maternity leave.
- Only employees registered under the Employees State Insurance Act (ESI) can avail maternity leave to the maximum of 180 days.
- Maternity Leave can be combined with any other leave other than C/L.
- Maternity Leave will be sanctioned only twice during entire period of service.

**(e) Compensatory Leave (Comp/L)**

- If an employee is required to work on holidays or off days, he/she is entitled for Compensatory leave equal to the amount of days worked during holidays/off days.
- Under any circumstances the compensatory leave should not exceed 12 days in a year.
- Application for the compensatory leave shall be submitted to the Head of the Institution for sanction.
- Compensatory Leave shall become due from the first working day after the holidays/off days during which the employee has worked, and shall be availed of by the employee within 2 months of its falling due.

**(f) Duty Leave (D/L)**

Leave on duty may be granted to employees when deputed to represent the college for participating in the following.

- University Examination duties, Relief Camp/Relief work of major calamities, for attending election classes and for Training.
- Seminars, Cultural or sporting events of Zonal/State/National/International importance.
- Receiving awards of Zonal/State/National/International Level constituted by Govt. or reputed institutions.
- Duty certificate should be produced by the concerned employee. Duty leave will be entertained only on production of duty certificate from the authority concerned.

**(g) Vacation Leave (V/L)**

Teaching faculty/technical staff will have the privilege of vacation leave (V/L) as per the HR leave norms with the permission of HOD and Principal.

**LEAVE SALARY**

- A.** An employee availing the following kind of leave is entitled to leave salary amounting to full pay and allowances admissible had he/she been on duty.
- a) Casual Leave
  - b) Earned Leave
  - c) Maternity Leave
  - d) Compensatory Leave
  - e) Duty Leave
  - f) Vacation Leave
- B.** No leave salary is payable to an employee availing leave without salary.
- C.** Vacation salary is admissible to a staff member only if he/she is present both on the closing and opening days in an academic year. This rule, however, is relaxed when he/she is allowed to combine vacation with any kind of leave except Casual Leave sanctioned under exceptional circumstances as stated under rule 10 in 2.2 above.
- D.** Guest faculty or similar staffs employed on hourly contract or temporary basis are not eligible for vacation salary.
- E.** The Sanctioning Authority reserves the right to reject any type of leave at its discretion.

## **CHAPTER -4-**

### **Roles & Responsibilities**

#### **Management**

- Chief patron of the Institution.
- They are the Board Members of the Society.
- They are the final authority for annual (financial) budget allocations and all related approvals.
- They hold signatory roles in major administrative, recruitment, purchase, expansion, and policy decisions of the Institution.

#### **Principal**

Fully responsible for the academic performance of the College under the guidance, direction and control of the Management. “Academic” means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies.

- Shall be familiar and have thorough knowledge of all the rules, regulations, norms, guidelines and directions of AICTE, KTU, Government of Kerala, Accreditation Agencies, and Research Funding Agencies etc.
- Will cooperate with the Management to steer the institution towards the fulfillment of its vision and mission with academic leadership.
- Responsible for following the government rules with regard to admission, syllabus, number of working days, examination, the results etc. Along with this, he/she is duty bound to reach the academic objectives of the college, i.e. the standards the management sets as regards to the quality of education to be imparted in the College.
- Will correspond with all academic bodies of the Government in consultation with the Management.
- Any alteration/deviation from what is given in the handbook as regards to College timings, working days and holidays should be made only with the consent of the Management.
- The quality standards set by the college, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the principal to all and be diligently executed.
- Ensures that each staff carries out her/his responsibilities effectively and strict discipline is maintained with regards to the class work, examinations, coaching for weak students, student counseling, periodic tests, industrial visits, association



activities etc. Briefs the Management about the progress of the staff on a regular basis and brings the indiscipline among the staff to their notice, if any.

- Will initiate steps to analyze the results of the internal tests and university examinations and will take appropriate measures to improve the results.
- Is expected to represent the management and its vision & mission to the staff and to motivate and lead them, being at the forefront, to be faithful to their duties and to the institution. He/she will regularly report to the Management the improvement of the staff and assist him/her in awarding incentives and initiating disciplinary procedures. Will also be responsible for upkeep of discipline within the college premises.
- S/he will get the requirements of each department from the HODs and of the different sections of the college and scrutinize gravity of these requirements and place them before the Management with her/his comments for the allocation of appropriate funds for the respective purposes.
- S/he will make sure that all the departments and sections of the college develop equally in quality, equipment and infrastructure, avoiding imbalanced growth of one or few departments or sections.
- Is responsible to lead and coordinate all the committees, cells and clubs pertained to the curricular, co-curricular and extra-curricular activities of the college to their maximum efficiency for the best development of the students of the college.
- S/he is authorized to sanction of Leave and grant permissions.
- S/he has an over-all responsibility for the safety and upkeep of all the assets of the College.
- S/he is responsible to organize and conduct the Parents-Teachers interaction meeting at different levels with the assistance of the HODs and faculty and to get the feedback from the students.
- Take potent initiatives for industry-institutional relationship and finding possible avenues for in-campus training and internships for the student which may facilitate updated technical training and placement opportunities to the students.
- Duty to guide and encourage maximum placement for the students contacting different industries and institutions, facilitate trainings in skill development and arranging for in-campus and off-campus drives, with the aid of the Placement and Training cell.
- Responsible for arranging a weekly meeting of the Academic Administrative Body consisting of the Management, Academic Director, Principal and HOD's regarding the activities of the college, evaluating and planning for the smooth running of the college and the execution of the decisions of the Board Members.
- Duty bound to lead the institution with the help of the IQAC and other sections of the college, in the preparation for accreditation (NAAC, NBA and others) and in preparing and presenting regular reports to the accrediting agencies in time.

- As the academic head of the institution, s/he is to direct and guide the college office personnel and other non-teaching staff and monitor their services in their respective areas for the efficient running of the institution.

### **Academic Director**

- To motivate the faculty & students in developing Research culture.
- To develop the Research laboratories.
- To guide the faculty & students in publishing articles in Journals.
- To assist in writing project proposals for the grant of funds.
- Oversee the teaching-learning process.
- Carryout result analysis and submit corrective measures to Principal.
- Initiate better teaching – learning methods.

### **Head of Departments**

- Head of Department is fully responsible for the academic performance of her/his respective department under the guidance, direction and control of the Principal. This includes curricular, co-curricular and extra-curricular activities besides the IQAC requirements.
- HOD, together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field of engineering and in furtherance of the vision, mission and objectives of the college, and communicates it to the staff and students of the department.
- S/he places the requirements regarding the manpower, equipment, space and other needs before the Principal well in time.
- S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.
- It is her/his responsibility to allocate duty to the staff and set the timetable.
- S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, that coaching for the slow-learners, student mentoring and counseling, monthly periodic tests, industrial visits, in-plant training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.
- S/he is responsible for students' attendance, granting leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.
- The HOD has the responsibility to review the performance of each staff of her/his department, teaching and non-teaching, with regard to their curricular, co-

curricular and extra-curricular activities and report of her/his effectiveness and deficiencies to the Principal and Management.

- The HOD has the responsibility to orient and integrate the new staff appointed in the respective department and to counsel and guide for improvements.
- In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate teaching methods are followed.
- It is the duty of the HOD to see that all the laboratories connected to the department are well maintained and equipment is systematically displayed.
- It is the duty of the HOD to analyze the examination and internal test results with the staff of her/his department and to initiate appropriate corrective strategies with the guidance of the Principal.
- It is her/his duty to ensure the discipline of the staff and students in the department. When necessary s/he will refer cases to the Principal to be dealt with.
- S/he brings to the notice of the Principal the status of the achievement and discipline of the students of her/his Department periodically and gets guidance for their improvement.
- All official communications related to his/her department are routed through the HOD.
- It is the duty of the HOD to systematically keep all the registers, files, decisions and data with proper cataloguing and index, connected to the activities of the department and ensure that they are kept up-to date and complete.
- The HOD is duty bound to take efforts to bring in endowments, sponsorships with the help of staff of the department to assure the quality and sustainable growth of the department.
- The HOD has the duty of arranging regular parent-teachers interaction meetings in consultation with the principal and promoting cooperation of the parents for the academic success and professional formation of the students.
- S/he will keep the Principal informed of all the important happenings in the department, and at the same time, inform all the staff of her/his department, and if necessary the students too, all the communications given by the Principal and relevant decisions of the management.
- It is the duty of the HOD to see to that the department satisfies the best standards and criteria of accreditation bodies such as NAAC and NBA.

## **Teaching Staff**

- Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques so that students have mastery over the subjects and are inspired for further search for knowledge.
- Prepare the course files according to the framework given by the HODs and get them approved even before the beginning of the course.
- Follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and ensure the expected outcomes are realized in the students.
- Expected to be constantly evolving as good teachers update their knowledge and strengthen their teaching.
- Keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
- Get continuous feedback from their students especially to evaluate attainment of COs and POs.
- Follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Assignments, Projects, Class tests etc. The centralized internal examinations, with the practice of preparing two sets of questions, strict evaluation is to be adhered faithfully.
- Expected to serve as tutors whenever such responsibility is given to them. She/he will convene the class committee meetings regularly to assess the teaching quality of the teachers handling concerned classes, learning levels of the students, the teaching pedagogy to be improved and other requirements of the students for further improvement of the teaching-learning process.
- It is the responsibility of every teacher to equip her/himself by being up-to-date in their field and familiarize her/himself with new teaching methods, proper usage of ICT and research methodology by attending appropriate FDPs and on-line certificate courses.
- All the members of the teaching staff are expected to serve as mentors also.
- Should attend the parent-teacher interaction meetings arranged by the department without fail, maintain good relationship with parents and keep them informed the progress of students.
- Teachers have to be role models to students. They are expected to be mature and courteous in their behavior and exhibit excellent manners worthy of their profession as they relate with other staff and students and to follow the dress code of the college.
- Ensure proper discipline and control in the class. Attendance should be monitored and cases of irregularity should be brought to the notice of the HOD and appropriate

follow-up measures to be taken. HOD s should be informed in case of misbehavior of students in the class. They should be impartial.

- Responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises; generously take up responsibilities given by the Principal in this regard and cooperate with all the programs of the various associations.
- Give sincere co-operation for conducting industrial visits, placement trainings, educational tours, conferences, symposia etc.

### **Supporting Staff**

- Supporting staff that are in-charge of laboratories are duty bound to faithfully conduct in person all the experiments prescribed in the syllabus and those deemed necessary for the full understanding of the subjects.
- Weekly planning and execution of class wise practicals and activities in consultation with Assistant professors.
- Guidance for the students to conducts practicals and activities.
- Maintenance of attendance registers of the students attending for practicals.
- To assist Assistant professors on departmental exhibitions, club activities or any other work, related to projects.
- Procurement of materials/equipment for the laboratory by consulting with the professors and head of departments.
- Maintain the registers for consumables and non-consumables, labeling of equipments and arranging the same in the prescribed order.
- Ensure duly that equipments are rust free, are in good working conditions and neat and tidy.

Ensure that laboratories have adequate safety precautions with proper safety equipments and first aid kit for excepted minor accidents.

### **Placement Officer**

- Solely responsible for planning, connecting, organizing, culminating all activities leading to placement needs of the graduating students.
- Develop and nurture contact / connect with industries / companies / organizations / alumni database in view of placement needs.
- Ensures smooth coordination with various stakeholders required for the process of placement.
- Initiates process of feedback collection from visiting companies / organizations for offering placement and shares with concerned departments for better understanding and possible improvements in subsequent sessions / years.

- Coordinates activities for pool-in placements drives.
- Significantly contributes in building brand value of the Institution.
- Provides or arranges systematic and scientific career guidance and counseling to the students and enables them to prepare themselves and choose suitable jobs.

### **Physical Education Director**

- Devise ways and means by which the students will take interest in physical training, sports and games. The talented ones should be encouraged and motivated to become sports persons of repute.
- Prepare a plan of action, curriculum and syllabus so that students are given adequate knowledge about physical health and training with a view of incorporating physical exercises in their schedule.
- Will lead the Sports Committee set up by the college and its activities. S/he will also start appropriate clubs for different sports and games to encourage involvement of the students and the staff.
- Shall familiarize the students to various sports and games indoor and outdoor so that they can choose any one of them or identify their sports skills.
- Evolve long-term plans so that the College has all the necessary infrastructural facilities for sports and games. Based on this plan assist the management to allocate sufficient funds and take steps to realize them.
- Prepare a budget for that year and with due approval from the concerned authority.
- Without affecting the student's academic career, initiatives should be taken to participate in as many competitions, training camps and tournaments as possible.

### **Administrative Officer**

Administrative office is the basic infrastructure of the College, essential for its smooth and efficient functioning. It is a store house of information which is available in files and records that could be easily accessed when needed.

- Overall in-charge to execute different Office administrative sections i.e., Accounts, Admissions, Exams, Scholarships and Maintenance & Housekeeping. Coordinate day to day activities of Office.
- Responsible in consultation with the Management and Principal to properly organize the office and allocate duties among the office staff in such a way that one can take full responsibility for the smooth and efficient functioning of the office.
- Manages the office in consultation with the Management in all administrative, academic and financial affairs, takes instructions on academic matters from the Principal and on financial matters from the concerned authorities.

- Is to be up-to-date with all the rules and regulations of the Government, AICTE, DTE and University through HR / Admin and provide appropriate guidance when required.
- Maintains service records, faculty personal files & recruitment process. Initiates prompt actions with new proposals.
- Initiates purchase process, payments, and transportation facilities through Management.
- Responsible for the discipline in the Office. Violations should be brought to the notice of the Principal and Management.

### **System Administrator**

- Responsible for the upkeep, configuration, and reliable operation of computers systems, especially multiuser computers, such as servers and assists the upkeep of the computers being taken care of by the skilled assistants in the labs.
- Ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and performs all the duties proper to a system administrator regularly.
- Responsible for the automation of all the academic and administrative activities of the institution and to maintain them up-to-date and in optimum working condition.
- Automation of administrative activities and maintenance of website etc. are part of the task of the office and therefore the System Administrator is directly accountable to the concerned authorities.

### **Librarian**

- Responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.
- Prepare a list of books and journals, and other relevant digital and e-materials which are necessary for handling subjects in the following year, discuss the needs in the Library Development Committee to finalize and submit them through the Principal for procurement.
- Prepare a budget for the library every year taking into account the various needs of the library such as resource materials, infrastructure, and facilities including maintenance and present it to the concerned department.
- Responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together with the computers, media equipment, furniture and fittings in the library and reading room.
- Numbering the books and other materials according to the classification system, with Bar Coding is the sole responsibility of the Librarian. also responsible to see that the books are kept in their right place, subject-wise according to the classification system,

with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.

- Ensure that no book goes out of the library without making an entry into the concerned register & computer and getting an acknowledgement.
- Ensure that no student has library dues at the end of every year and that Course Completion Certificate or any other certificates are not issued at the end of the Course for the students with library dues.



## **CHAPTER- 5-**

### **Eligibility and Rules for admissions to UG and PG Courses**

#### **B.Tech**

The admissions to the B.Tech courses are carried out in the beginning of every academic year.

#### **ELIGIBILITY FOR ADMISSION**

50% of the total seats will be filled through single window counseling by the Commissioner for Entrance Examinations from the rank list prepared by the CEE. The remaining 50% seats can be filled up by the Management as follows:

#### **Management Quota (35% of the seats)**

Candidates who have passed Higher Secondary Examination, Kerala, or Examinations recognized as equivalent thereto, with 45% marks in Mathematics separately, and 45 % marks in Mathematics, Physics and Chemistry put together are eligible for admission under Management quota in Private Self Financing Engineering Colleges.

Candidates must have appeared for the Entrance Examination conducted by State Government and secured a position in the rank list.

#### **NRI Quota (15% of the seats)**

NRI candidates are not required to appear in KEAM. Other qualifications and eligibility criteria are as same as applicable to management quota.

#### **FEE STRUCTURE**

Fees will be collected as per the stipulated government rules for the course period.

TOTAL SEATS AVAILABLE UNDER GOVT/MANAGEMENT/NRI QUOTA

BRANCH	GOVT	AICTE TFW	MANAGEMENT	NRI
CE	30	3	21	9
CS	30	3	21	9
EC	30	3	21	9
EE	30	3	21	9
ME	30	3	21	9

## **M.Tech**

Candidates should have completed their graduation from an institution approved by AICTE. Score requirement in the qualifying exam – Minimum required aggregate marks is as follows:-

General category candidates must have secured 60% in the qualifying exam.

There are no minimum aggregate marks for SC/ST candidates and they are required to just pass. Minimum of 54% aggregate marks have to be secured by SEBC (OBC) candidates in their B.Tech qualifying exam.

Candidates who qualify AMIE/AMIETE examination with a minimum of 55% in Section B will be eligible.

Those candidates who will be appearing for the final semester exam will also be eligible if they have passed all subjects up to 6th semester.

Non-GATE qualified candidates will be given admission on the basis of their B.Tech qualifying exam scores. (Only those who belong to Kerala)

## **FEE STRUCTURE**

Fees will be collected as per the stipulated government rules for the course period.

TOTAL No. OF SEATS AVAILABLE

BRANCH	SEATS
CE(GEO TECH)	18
CSE	18
EC(VLSI)	18

## **FEE WAIVER SCHEME**

The AICTE has empowered under section 10 (e) of AICTE act to formulate schemes for promoting technical education for women, handicapped and weaker section of society. We have already introduced Tuition Fee Waiver Scheme for women, economically backward and physically handicapped meritorious students in our college since 2007.

## **SCHOLARSHIPS AVAILABLE TO STUDENTS**

### **MOMA SCHOLARSHIP**

1st year Muslim/Christian B.Tech students can apply subject to the following conditions:-  
Should have secured more than 60% marks for +2 exams.

Annual family income shall not exceed Rs. 2.5 Lakhs.  
Amount of scholarship  
Rs. 20000 per annum towards Course fee.  
Maintenance allowance of Rs.5000/10000 per annum

Details are available in the website, [www.momascholarship.gov.in](http://www.momascholarship.gov.in).

### **CENTRAL SECTOR SCHOLARSHIP (CSS)**

Students should have secured more than 80% marks for +2 exams  
Annual family income should not exceed Rs.6 Lakhs  
Amount of Scholarship Rs.10000 for first three years and Rs.20000 for the fourth year.

Details are available in the website [www.pfms.nic.in](http://www.pfms.nic.in)

### **C.H MUHAMMED KOYA SCHOLARSHIP(MGS)**

1st year Muslim/converted Christian girls students are eligible.  
Should have secured more than 50% marks in +2 exams.  
Family income should not exceed Rs.4.5 lakh per annum.  
Amount of Scholarship  
Scholarship Rs. 6000 per annum  
Hostel stipend Rs.12000 per annum.

Details are available in the website [www.dcescholarship.gov.in](http://www.dcescholarship.gov.in)

### **E-GRANTZ**

These scholarships are available for SC/ST/OEC/SEBC/FC students admitted under Govt. quota.

Scholarship is based on income for SCBC & FC. Annual family income of the students of SCBC & FC should not exceed Rs.1 lakh. No income limit for SC & OEC. Scholarship benefits for various categories differ.

Details are available in the website [www.e-grantz.kerala.gov.in](http://www.e-grantz.kerala.gov.in)

## **CHAPTER -6-**

# **STUDENT RULES & REGULATIONS**

### **DISCIPLINARY RULES**

- A student is expected to have high standards of discipline and conduct within and outside the Institute. He/She shall show due courtesy and consideration to the employees of the Institute, good behavior to his/her fellow students, respect to the faculty and courtesy to the visitors.
- Breach of rules and regulations, lack of decorum or act of indiscipline in the Institute premises, or willful damage to the property of the Institute or to the belongings of fellow-students or use of unfair means in tests/examination may entail the student's dismissal from the Institute or debarment from the examination.
- College timings are from 9.00 am to 4.30 p.m. Students are not permitted to enter into the campus after 9.00 am and are also not allowed to leave the college before 4.30 pm without permission. During the college hours visitors are strictly not allowed to meet students.
- Information regarding remittance of fees will be intimated to students during admission and reminder will be given from office. Circular with specific dates will also be sent to all students. Students are required to remit fees and collect the receipt from the cash counter.
- Ragging, Smoking, Consumption of Drugs, Alcohol, is strictly prohibited in the college campus. No political, religious or other activities are permitted in campus. No student is supposed to participate in any kind of strike or agitation etc. Anybody found guilty of doing so is liable to face strict action including expulsion from the college.
- Students shall be responsible for upkeep of books, apparatus, tools, instruments, materials etc. issued to them. Keeping the mobile phone switched on or disturbing the class, clicking pictures or making videos will lead to disciplinary action.
- In case of damage to any building, furniture, apparatus or any other property of the Institute, the damages may be charged from the student or students known to be directly concerned, but if the student(s) who cause the damage are unknown, the cost of damage may be charged equally from all the students of the Institute/class. Writing

on walls, furniture, drawing tables, college buses and bathrooms is strictly prohibited. Students must handle college property with care.

- No society or association or club shall be formed without the prior permission of the Principal. No meeting shall be convened and no person shall be invited to address any meeting or society without the prior permission of the Principal.
- If anybody is absent without permission, they have to meet HOD'S and get permission the following day to attend classes. Normal leave sanction will be done by respective Tutor. During sickness period and unexpected events, students/guardian has to inform the Tutor. Necessary proof should be submitted the day they come to class. For medical leave, the Medical Certificate should be enclosed along with the leave application signed by the parent/Local Guardian. Unauthorized absence of student may result in the removal of student's name from the attendance register.
- Examination is conducted as per Academic Calendar of KTU. During the examination sessions, all candidates must strictly follow the instructions of the invigilator. Any student found indulging in malpractice in the test would be debarred for the rest of the tests/examinations. Any case of malpractice in the University Examinations will be reported to the University.
- Students are expected to read notices/circulars displayed on the college Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college is liable for punishment.
- The students are required to move silently through the corridors without disturbing the nearby classes and Laboratories.
- Students should switch off the lights, fan, computers, and equipments while going out of the lecture room / lab.
- All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- Students are advised to keep in touch with their tutors guardians and faculty members and seek their guidance whenever needed.

### **CHANGE OF HOME ADDRESS/TELEPHONE NUMBER**

At the time of admission in the Institute, the students shall submit details of their home address and telephone numbers. Subsequent to admission, if there is any change in their address/telephone numbers. The same should be informed to the office to be incorporated in the record.

### **IDENTITY CARDS**

It is mandatory for all the students to wear their Identity Cards in the college. The identity cards are issued by the Institute once at the time of admission & will remain valid for the full duration of the course. In case the Identity card is lost/damaged/mutilated by the student that can be renewed/duplicate Identity Card can be issued by depositing prescribed charges & completing other formalities in the office.

### **SAFETY PRECAUTIONS**

The students shall observe all safety precautions. The Institute is not responsible for any accidents of whatever nature in the Institute, hostels, and workshops, Laboratories or Playgrounds and during any industry visit/training.

### **DRESS CODE**

The students will have to wear prescribed uniform (with ID card and shoes) in the Institute as well as in the laboratories/ workshop. Students without uniform will not be allowed to enter the College.

### **TRANSPORTATION**

Bus card should be collected from the office and the same is not transferable. The student should keep this card with him/her and it should be available with him/her when demanded, otherwise student may not be allowed to travel by bus. The card is valid only for the session in which he/she has deposited the transportation fee. In case the card is lost the student can avail a duplicate one after completing office formalities.

## CHAPTER -7-

# LIBRARY RULES AND REGULATIONS

01. The Library rules of I.E.S.College of Engineering are applicable to all students, teachers and staff concerned.
02. Library membership is given for the students, teachers and staff concerned of the college. Library reading materials are issued for those who have library membership.
03. The Library will be kept open from 9.00 AM to 5.00 PM with a lunch break from 1.40 PM to 2.40 PM.
04. Students, teachers and others keep their belongings (textbooks, bag, overcoats etc) in the property counter. All users to the library are to sign the 'Movement Register' kept in front of the library for the purpose before entering the library
05. Three borrower's cards are issued to a student. One book for one borrower's card. The borrower is responsible for the loss of borrower's card issued to him/her.
06. Borrower's cards are not transferable.
07. The borrowers can keep the books for a maximum period of 15 days for students and 30 days for teachers. If the students fail to return the books within the due date, penalty (Fine)@Rs1/- per day per book will be charged from the defaulter. The fine will be Rs 2/- per day if delay exceeds 10 days. In case of books which are having high demand, the Librarian reserves the right to issue notice to the borrower and call back such books even before 15 days normal period.
08. While receiving books on issue, the physical condition of the book is to be verified by the borrower and damages, if any, should be reported to the Librarian before leaving counter.
09. Books lost should be made good by replacing the latest version available in the market; otherwise an amount of 3 times of the original price will be levied.
10. Journals, magazines, question papers, news papers etc are not allowed to be taken away from the Library. They are for reference only inside the Library.

11. Books for reference within the library reference section can be obtained by surrendering the ID card which will be returned when the books are returned after reference. Reference books will not be issued for outside use.
12. Students are not permitted to mark/highlight anything on the library reading materials.
13. Visitors desire of making reference in college library have to obtain special permission from the principal.
14. Library users have to ensure strict silence.
15. Photocopies of books, journals etc may be taken by the users with the permission of the Librarian(s).
16. Students should not make damages to the library furniture. In case any student has made damages he/she has to pay to cost of Library furniture/maintenance charge.
17. The decision of the Librarian(s) is final in all matters subject to appeal to the principal.



# **CHAPTER-8-**

## **HOSTEL RULES AND REGULATIONS**

IES College of Engineering, Thrissur provides hostel facilities for both girls and boys. The hostels are under the control of the Principal, IES College of Engineering. There are Wardens and Assistant Wardens, Matrons to assist in the smooth running of the hostels. The hostel is a place where many students coming from different backgrounds stay together. Living in a hostel requires inmates to take responsibility for one's actions and the impact on the experience of others with whom they live. This makes it essential to observe certain rules and regulations and adhere to the Code of Student Rights and Responsibilities.

### **1. ROOMS**

#### ➤ Admission and Allotment

- Students who seek admission to the hostel have to apply separately in the Hostel Registration Form which is available in the Administrative office. This process shall be repeated every year after enrollment.
- The hostel warden will inspect hostel room and make the room allocations prior to the student's arrival.

#### ➤ Room Changes

- Room allotments are normally valid for the entire academic year.
- Students shall occupy rooms specifically allotted to them.
- They shall not shift/move to another room without the written permission of the warden. If the inmate deserves to change the room, such requests explaining the reason for the change has to be submitted to the Warden of respective hostel. Approval of room changes is at the discretion of the Warden.
- The warden reserves the right to change or cancel room assignments of students in the interest of health, security, discipline, improvement of the educational environment, the general welfare of students or as needed.

➤ Taking care of inmates room

- Inmates can personalize their room; without damaging the physical structure, door or wall surfaces or the ceiling. No structural changes may be made in the room (i.e. nailing directly to the wall or removing existing built-in equipment).
- No furniture may be removed from inmate's room. Removal of furniture or furnishings may invite disciplinary action. All College/Hostel furniture must be in the room and in proper condition when inmates move out of the hostels.
- Any damage to hostel property including driving of nails and defacing the walls, fixtures or furniture will be made good by recovering the cost of repair of damage from the individual concerned. In cases where responsibility for such acts cannot be defined, a common fine will be imposed on all the residents.

➤ Room Repairs

The hostel warden at each hostel will assist inmates if they need repairs in their room. Maintenance staff can be called only if a service request is initiated. Please report all necessary repairs immediately to Warden, so that potential problems do not become worse.

## **2. PERSONAL PROPERTY**

- Inmates are advised to take enough measures to protect their personal belongings since the College/Hostel cannot hold the responsibility of protecting personal property of the students.
- The College/Hostel will not be held liable, directly or indirectly, for the loss of inmate's personal property due to theft, damage by fire or water, or any other cause. Please consider purchasing the appropriate equipment so that inmate's personal belongings are well protected.
- Theft can and does occur in the hostels. Protect inmate's valuable items by keeping their room locked. Inmates are advised in their own interest not to keep money and other valuables in the open. Money, ATM cards, Bank Pass books etc may be safely kept inside the locker.
- Mark inmate's personal property with engraving pens or markers so that they can permanently identify them.

- Wardens may ask the students to shift their belongings for maintenance work or during an emergency. A cloak room type facility for the safe custody of the students' belongings at owner's risk may be arranged during such times.
- The use of equipment such as electric heaters, video systems, personal computers, etc. is prohibited inside the hostel rooms.

### **3. ENERGY CONSERVATION**

- Conservation of energy and resources is a major concern of the hostel system.
- Use lights only when needed. Turn off electrical equipment when not in use.
- Report any problem with the electrical equipment to the hostel office.
- Use water only as necessary. Completely turn off all water taps when they are not in use.

### **4. CLEANLINESS**

- Inmates and their roommate(s) are responsible for the care and cleaning of the room allotted. Rooms must be kept clean and tidy for health and safety reasons; inmates have to buy their own cleaning equipment for his/her use.
- Residents shall cooperate in maintaining the common area and premises clean.
- Deposit all waste/rubbish in the waste bins provided.
- Discarded rags, papers must not be thrown about in the rooms, terrace or premises.
- Inmates are advised not to leave any items like paper, covers of toilet soap etc in the bathrooms. Use the dustbins provided.

### **5. LAUNDRY**

Inmates can do own laundry or if inmates prefer to do so, they can get their clothes washed and ironed by dhobis who offer their services at reasonable rates.

## **6. GENERAL DISCIPLINE**

- Students will be respectful, courteous and shall use appropriate language and etiquette at all times.
- 9:00 AM to 4:30 PM is considered as compulsory College working hours.
- Students should not remain in their hostel rooms during class hours (9:00 AM to 4:30 PM) or during central events happening in the campus except on permitted medical reasons.
- Students will arrive on time to the College and refrain from leaving early unless prior permission has been granted.
- Students who wish to stay back in the hostel on working days for whatever reason should take prior permission from the warden.
- If he/she decides to leave the hostel later on, to either the College or elsewhere, they should inform the warden of the same.
- Any student who wishes to leave the College premises (to go back to the hostel or elsewhere) during the working hours should obtain an approval letter from the G.T / HOD / Principal
- Students who return to the hostel before the usual timings shall produce the permission letter signed by the G.T to the warden. This has to be returned to the G.T countersigned by the warden.
- During regular working days, students have to report back to the hostel by 6:00 PM (Girls) and 7.00 PM (Boys).
- Students who have proper authorization from concerned authorities are the only ones who are allowed to stay beyond 6:00 PM.
- Wardens of the various hostels will take attendance at 8:30 PM to ensure that the students have reached in hostel.
- Proxy attendance is not allowed. All students have to report for attendance.
- After prayer and dinner, all wardens will take a second round of attendance to ensure that the students are back in their respective hostels. The attendance has to be taken at 9.30 pm.

- Students going home should obtain permission and approval from their respective wardens.
- The wardens of the girl's hostel should call the parents of the student to inform them that the students have left the hostel.
- The students returning from their homes after weekend visits should be back not later than 6:30 PM (for girls) and 9.00 PM (for boys) if they are returning in the evening unless they are accompanied by their parents / guardians.
- Students shall inform the warden of their arrival as soon as they reach the hostel after leave.
- Students should also bring a letter signed by their parents that indicates the date and duration of their stay at home.
- Students who do not bring a signed letter from their parents will be charged a fine of Rs.100/-
- Students shall take prior permission from the warden to go to places other than the campus (resident flats, medical shop, tailoring shop, stores etc).
- On Holidays / Sundays, students need an out pass signed by their warden stating the purpose, time of departure and expected arrival time irrespective of whether they are going to College or any nearby places of worship.
- Students are responsible for the activities that occur in their hostel rooms and the shared living spaces where applicable. Therefore, students are expected to properly secure their living area(s) at all times. All assigned occupants of a room may be subject to the same actions under this Code as the actual violators.
- Students can cancel leave availed and return to the hostel. However they should inform the warden about their arrival immediately on arrival in hostel.
- Students shall inform the warden over the telephone or in writing for any extension of leave.
- Residents are not permitted to own any motor vehicles inside the hostel campus. The safety and storage of the motor vehicles is the owner's responsibility.

- No circular or subscription list shall be taken around except with the permission of the Warden.
- Students should refrain from any activity that is likely to infringe on the privacy of others or interfere with their studies.
- Students shall treat the hostel and mess staff politely. They should not demand any special service from them.
- Wardens may inspect/enter any room to satisfy themselves that the students maintain high standards of self discipline and to counsel them as and when needed.
- Day scholars are not allowed to enter the hostel without the prior permission of the respective Warden.
- Hostlers are not allowed to stay outside in the night at any circumstances.
- Hostel is an integral part of the institution. Any action of indiscipline in the hostel may also attract punishment from the institution.
- Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. As per the Act the Institute administration is bound to report incidents of ragging to the Police for taking appropriate action under the law.
- Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such thing or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
- Inmates are prohibited from screening/ keeping obscene literature/ video films in the possession. Any violation in this regard will result disciplinary action.
- Inmates must not take law into their own hands, but must report all disputes to the hostel Warden/Matron. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. In such cases offender will be liable for disciplinary action or handed over to Police.

- Possession of fire arms, daggers, cycle chains, rods, iron rods or any other kind of weapons, poisonous things or intoxicants of any kind in the Hostel are strictly prohibited. Hostel inmates found in possession of the above will be handed over to the police at the discretion of the authority or expelled from hostel immediately. No enquiry into the matter shall be required.
- No inmate is allowed to engage a private servant or pet animals.
- The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Principal/Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lay with the hostel authorities
- Hostel inmates are supposed to take care of their health themselves. Students suffering from infectious/contagious diseases will not be permitted to stay in the hostel. Decision of the Warden in this regard shall be final and binding.
- Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
- Resident students are not permitted to invite any outside person to address any meeting in the hostel without the written permission of the Principal/Administrative Officer.
- No function or celebration shall be organized at hostel premises except with the permission of the Warden/Matron.
- No secret activities or meetings are permitted in the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Warden/Matron.
- Students, once admitted to the hostel, can vacate only with the written request from their Parents. The request should be approved by the authorities. But in no case a hosteller will be permitted to withdraw without settling their accounts regarding their occupation.
- Visitors including parents/guardians are allowed to meet their wards in the visitors lounge during visiting hours and not in their rooms. Overnight stay in the hostel is not allowed. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

- The warden should be informed of any medication that the student uses.
- Students should not get involved in political activities of any sort or participate in any anti- national, anti-social or undesirable activity in/or outside the campus.
- Insubordination, disobedience, disorderly behavior and/or any kind of involvement in disciplinary acts and /or use of abusive language may result in immediate expulsion from the hostel and/or rustication from the college.

## **7. QUIET HOURS**

It is essential that residents be respectful of each other regarding noise levels in the hostels. All residents have the right to live, sleep, and study without disruption. Therefore, specific guidelines have been set to encourage inmates to be respectful of inmate's roommates and neighbours. "Quiet hours" means that noise should not cause disturbance to the occupants of other rooms or buildings. During quiet hours, noise should not be heard outside a room. Quiet hours may be extended by mutual agreement of all residents.

### Quiet Hours:-

Monday to Friday               :       08:30 PM – 6:30 AM  
Saturday and Sunday        :       10:00 PM – 6:30 AM

- Residents should not sing aloud, whistle shout or make noise likely to cause distraction to those who are engaged in their studies.
- Residents should not be loitering in the verandah.
- Students shall not visit rooms of other students after 9.00 PM so as not cause distraction.
- The study hall is open for studies till midnight. Lights are turned off at midnight. This does not apply during examinations and preparatory study holidays. Request for extension of timings in the study hall may be made to the Warden.



## 8. FOOD

- Food distribution is done as self-service. Inmates may serve as much food as inmates want. Please note that inmates shall not in any case waste food. Please think of the thousands who do not have enough food to eat.
- Cooking of any kind in the room is strictly prohibited.
- Inmates shall have food in the dining hall only and are advised not take food items, cups, saucers, plates or tumblers and other utensils meant for use at the dining hall anywhere outside the dining hall or to the rooms.
- The following timings will be observed for serving food:

## 9. FEE COLLECTION

	Time on working days	Time on holidays
Breakfast	7.30 am-8.30am	7.30am-8.30am
Lunch	12.30pm-1.30pm	12.30pm-1.30pm
Evening tea/snacks	4.30pm-5.45pm	4pm-5pm
Dinner	7.30pm-8.30pm	7.30pm-8.30pm

The students who wish to avail the hostel facility have to remit the following fees:

- Caution Deposit – The students have to pay Rs. 3000/- as hostel caution deposit which will be refunded on vacating the hostel. The original receipt issued for the same has to be deposited along with the application and non-liability form from hostel warden for refund of caution deposit.
- Stationery - An amount has to be paid against stationary (bed, pillow, bed sheet, pillow cover etc) at the time of admission.
- Mess Security – Rs. 2000/- has to be deposited with mess operator as security deposit.
- Monthly mess payment – Monthly mess payment will be paid according to the days used after deducting the mess cut. The daily mess fee will be decided

periodically by mutual understanding with mess operator and students committee.

- Monthly hostel rent – Monthly hostel rent has to be paid as advance for three months starting from the month of July. No deduction will be allowed on hostel rent in any circumstances. If a student joins the hostel in the mid of a month, he/she has to pay the rent as follows:-
  - ❖ Joining in between 1<sup>st</sup> – 15<sup>th</sup> -> monthly rent in full
  - ❖ Joining in between 16<sup>th</sup> – 31<sup>st</sup> -> half of the monthly rent

## **CHAPTER -9-**

### **The College Transport**

- A full fledged Transport department functions in the college with a fleet of buses to provide transport facility to students and staff from various places.
- This service is offered ensuring a hassle-free and safe transportation.
- The Transport facility is optional and not compulsory.
- This facility is also used for various educational purposes like field trips, industrial visits etc.
- The details of the existing bus routes are displayed in the notice board and website.
- The rates depending on distance are finalized by the management.
- The payment is made by students to the cash counter and the bus card is updated.
- Transport supervisor arranges for periodical inspection.

## **CHAPTER-10-** **The College Canteen**

- Canteen facility is provided in the campus for day scholars, hostellers, guests of the College, teaching and non-teaching staff of the College.
- Breakfast, Lunch, Snacks, Fresh juice varieties, Tea, Coffee, Ice-cream etc. are provided on all working days at nominal rates.
- The management is fully committed to keeping the quality of the canteen for the utmost benefit of all concerned.

## **CHAPTER-11-** **The College Store**

- The College Store caters to the academic needs of students. Log books, record books, stationery, sketch books and uniforms are available at the store with moderate price tags.
- Spiral binding facilities and Photostat services are also available for students.
- The monthly requirement request from each department is given to store in charge with the consent of HOD's. This request will be forwarded to the management for purchase.
- Details of items received are maintained in the store and the purchased items are distributed to the concerned departments.

## **CHAPTER-12-** **The College Maintenance**

- A maintenance team caters to the needs of repair and maintenance work in all the departments.
- Any need for repair and maintenance shall be brought to the notice of the Principal through proper channel.
- The Principal scrutinizes the same before forwarding to the Management.
- The management assigns the work to the maintenance team and the concerned person inspects the site.
- The maintenance schedules are prepared with the support of both internal staff and external agencies and work status/ completion is informed to the concerned department through administration office.

## **CHAPTER-13-**

### **Housekeeping**

- The housekeeping team ensures that the premises of the college including bathrooms and laboratories are kept clean.
- The hostel cleaning is also the responsibility of the housekeeping team.
- The housekeeping supervisor is in charge of the team and has to monitor the work done by housekeeping staff.
- Any kind of maintenance required in washrooms, ensuring availability of water, cleaning of classrooms, boards, benches & desks is the responsibility of the supervisor.
- Serving of tea and snacks as and when required in certain meetings and functions is also the responsibility of the housekeeping team.