KMEA
ESTD · 1957

QUALITY MANUAL

KMEA ENGINEERING COLLEGE
EDATHALA
PIN: 683561
KUZHIVELIPADY

PRINCIPAL
KMEA ENGINEERING COLLEGE
EDATHALA-683561

INDEX

CHAPTER NO.	CHAPTER	PAGE NO.
	Preface	1
	Vision and Mission	2
1	**Quality Policy**	4
1.1	IQAC	5
2	**Administrative Policy**	7
2.1	Duties and Responsibilities of administrative positions	7
2.2	Governing Council	13
2.3	College Council	15
2.4	Recruitment	17
2.5	Promotion Policy	19
2.6	Provident Fund	21
2.7	Leave Rules	22
3	**Academic Policy**	25
3.1	Definition	26
3.2	Academic Council	29

3.3	Duties and Responsibilities of academic positions	31
3.4	Curriculum Gap Identification Policy	42
3.5	Academic Audit Policy	44
3.6	Examination Policy	51
3.7	Feedback Policy	62
3.8	Placement Policy	65
3.9	Research Policy	68
3.10	International Collaboration Policy	71
3.11	Green Policy	72
3.12	Environmental Health and Safety policy	74
3.13	Hostel Policy	75
3.14	Health and Wellness Policy	78
3.15	Physical Education Policy	80

LIST OF TABLES

Table No.	Table Name	Page No.
2.1	Governing Council Members	12
2.2	College Council Composition	14
3.1	Academic Council Composition	30



QUALITY MANUAL

ABSTRACT

The institution's Quality Manual aims to create a framework that outlines the basic guidelines and institutional standards for implementing the institution's quality assurance system.

PREFACE

KMEA Engineering College (KEC) shall strive to be a centre of academic excellence by providing quality education to the socially and economically underprivileged sections of the society through committed and competent personnel in order to create dedicated intellectuals and professionals.

We are committed to achieving total student-faculty-parent-society satisfaction by implementing a dynamic quality management system that aims at continual improvement in all spheres relating to academics and the overall development of students in this college.

KMEA Engineering College (KEC) was established in 2002 under the management of the Kerala Muslim Educational Association, a charitable trust. It is approved by the All India Council for Technical Education (AICTE) and affiliated with APJ Abdul Kalam Technological University. This is one among the four ventures in the educational field under the auspices of KMEA Charitable Trust. The college is located at a scenic and serene place close to the industrial belt of Ernakulum district namely Edathala. The institution offers seven undergraduate courses and four postgraduate courses. They are,

UG Courses

1. B.Tech in Civil Engineering.
2. B.Tech in Computer Science and Engineering.
3. B.Tech in Electrical and Electronics Engineering.
4. B.Tech in Electronics and Communication Engineering.
5. B.Tech in Mechanical Engineering.
6. B.Tech in Robotics and Automation Engineering
7. B.Tech in Safety and Fire Engineering

PG Courses

1. M.Tech in Civil Engineering
2. M.Tech in Computer Science Engineering
3. M.Tech in Electronics & Communication Engineering
4. M.Tech in Electrical & Electronics Engineering

VISION & MISSION

VISION

To be a centre of excellence in academics and research for moulding students to become competent engineering professionals with innovative ideas and dedicated to the upliftment of the deprived socio-economic sections of the society through effective teaching-learning process



MISSION

- To transform budding engineers into employable quality professionals.
- To inculcate the need to pursue higher education among graduate students so as to create a society of highly educated professionals.
- To impart ethical values and social consciousness among the students so as to create responsible and socially committed engineers.
- To create an excellent academic ambiance that encourages creative thinking, innovations, and research.

The quality manual of KMEA Engineering College (KEC) consists of:

1. **Quality Policy**
2. **Administrative Policy**
3. **Academic Policy**

KMEA

1. QUALITY POLICY

Statement

The institution's quality policy aims to create a framework that outlines the basic guidelines and institutional standards for implementing the institution's quality assurance system.

Scope

This policy applies to all stakeholders of the institution.

Objectives

Through our quality policy, we are committed to ensuring:

- A teaching-learning environment at par with institutions of national and international reputation
- Specialized and multidisciplinary research projects with societal impact
- Outcome-based research labs committed to contributing to society & and industry.
- Techno-commercial sensibilities and environmental outlook in graduates
- An outstanding community of ethically upstanding faculty and students
- Efficient and transparent academic and financial administrative systems
- Continual improvement of the Quality Management System

Procedure

Assessment of quality has been entrusted with the college's Internal Quality Assurance System for the proper functioning of academics in the institution and to quantify the efforts dispensed by faculty and students. These include the evaluation of course delivery in accordance with KTU's curriculum and syllabus, student co-curricular and extra-curricular activities, overall discipline and the academic functioning of the institution, delivery of faculty member's duties and responsibilities and class monitoring, course progress, internal assessment, student welfare, and grievances

Frequency of reviews/ meetings

- Feedback from students is conducted twice (mid and end-semester) in a semester
- Feedback from all other stakeholders is conducted every academic year

- IQAC may request for a program specific feedback as and when required

Related/ Supportive document

- Feedback survey
- Action taken reports

Custodian

- Feedback survey reports are saved in the shared repository of each department.
- Hard copies are filed by the concerned HoD.
- A copy of the action taken report is sent to the **IQAC**

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) can channel all efforts and measures of the institution toward promoting its holistic academic excellence. IQAC was formulated to ensure quality culture as the prime concern for the system.

Roles and responsibilities of IQAC

- To organize an interactive session with faculty members following the guidelines given by the Governing Council, College Council, Academic Council, and Department Assessment Committee (DAC) to strengthen the quality improvement in the learning process.
- To prepare and release academic plans and guidelines regarding all academic activities (Tutorials, Assignments, Seminars, Add-skill programs, and Remedial classes) before the commencement of the semester.
- To prepare the list of the Department Quality Assurance Committee (DQAC) at the Department level for various academic activities and compilation of the same.
- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities.
- To coordinate the process of online/ offline feedback from students about the Teaching-Learning process in respective classes.
- To coordinate the collection of program exit surveys from final-year students at the end of the academic year.
- To coordinate the documentation of the programs/activities leading to quality improvement.
- To coordinate the timely and efficient execution of quality-related activities of the institution.
- Periodical conduct of the academic and administrative audit and its follow-up.

- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

KMEA

2. ADMINISTRATIVE POLICY

STATEMENT

The administrative policy provides duties and responsibilities of various administrative positions it also provides guidance for making acting or interim appointments to faculty positions, Department Heads, deans, and administrative staff. Also the rules and regulations for the teaching and non-teaching staff.

2.1 DUTIES AND RESPONSIBILITIES OF VARIOUS ADMINISTRATIVE POSITIONS

DIRECTOR

1. Manage faculty resources, administrative staff, and other college resources.
2. Accountable for the planning, execution, and control of the institution.
3. Accomplishes financial objectives by forecasting requirements and assisting in preparing an annual budget
4. Identifies trends and recommends system improvements
5. Recruiting, mentoring, and leading a high-performance team
6. Review and update policies relevant to the institution
7. Guiding the accreditation work relevant to the institution
8. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audits, and any other matter related to the administration of the college.

PRINCIPAL

1. To provide leadership, direction, and coordination within the institution.
2. To suggest appropriate changes in and ensure adherence to approved policies, practices, and procedures within his area of responsibility.
3. To establish, supervise, and evaluate programs for the students
4. To develop and support a high degree of student morale through curricular and extracurricular activities and services and coordinate the participation of all members of the teaching staff in the extracurricular program.
5. Reporting only to the top Management (Chairman, Secretary, and Director) of the institute
6. To look after all the Administrative and Academic activities falling in line with the AICTE, affiliating University (APJAKTU) in all aspects.
7. Conducts all the UG and PG programs according to the affiliating university guidelines.
   To suggest the appointment of staff according to the norms of the AICTE and APJAKTU.
8. To act as Warden for Boys and Girls Hostel.
9. To monitor the teaching-learning process, to make it effective.

10. To monitor and conduct placement activities in coordination with the Placement Cell, create an environment for industry institute interaction, and coordinate R&D activities.
11. To evaluate staff and give professional feedback.
12. To maintain healthy relations with the staff, parents, and students.
13. To encourage faculty development programs.
14. To develop and implement academic enhancement programs for students.
15. To monitor the functioning and conduct of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
16. To monitor the staff and student discipline and conduct, regularity, and maintain the decorum of the institution.
17. To monitor the conduct of meetings on behalf of the institution which include the meetings of students, staff, HoDs, coordinators, Academic Council, College Council, and the Governing Council.
18. To communicate with AICTE, DTE, University (APKJAKTU) and other statutory bodies and implement/execute the instructions/guidelines provided by them.
19. To monitor the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.
20. To ensure students developing their interpersonal skills apart from regular curriculum.
21. To motivate and encourage students to excel in various academic, co-curricular and extracurricular activities.
22. To plan and co-ordinate all activities regarding accreditation process.
23. To monitor the procurement and purchase of necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.

VICE-PRINCIPAL

1. To take the lead role in the effective and efficient operation of the college within the policies, directions, and plans of the institution as a whole.
2. To provide a better working environment
3. To handle student discipline and meet with parents of students to discuss the student's behaviour or address parent concerns.
4. To assist the principal in the smooth operation of the college.
5. To makes sure that the teachers are aligned with the overall conduct of the college.
6. To ensure the conduct of club activities and programs
7. To assist the principal in conducting meetings
8. To monitor the smooth running of the classes & ensure timely completion of the syllabus
9. To monitor academic discipline among the students.
10. To interact with students/staff to know their academic problems and take necessary actions
11. To encourage the faculty to attend the conference / FDP etc. both within the college and outside the college.
12. To monitor and assist the alumni coordinator in scaling up the alumni network, and organizing alumni meet.

13. To monitor placement training activities
14. To meet responsibilities assigned by the Principal from time to time.
15. To monitor faculty feedback
16. To identify unique leadership capabilities of faculty and others and match them with leadership opportunities
17. Should serve as the mediator in resolving problems arising among faculty and their department Heads or program coordinators, faculty and staff or faculty, staff and students.

ADMINISTRATIVE OFFICER

1. Assists the Principal/Vice Principal in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage, and security of documents.
3. Assists in the preparation of contract agreements/documents for canteen and hostel mess operations, security services, and general maintenance as required.
4. Oversees and manages the college bus operations with the assistance of the transport-in-charge and ensures the provision of convenient, safe, and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
5. Makes logistics arrangements for college day, graduation day, FDPs, placements, conferences, and meetings including governing body meetings, academic council meetings, faculty selection interviews, industrial visits, and other events.
6. Liaison with consulting architects/engineers to translate the college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like classrooms, staff rooms, laboratories, washrooms, electrical installations, bore wells, furniture, campus green cover, transport vehicles, telephones, photocopiers, air conditioners, computers, printers, cash counting machines, CCTVs, water coolers, solar lights, etc.
8. Manages the admission process of students for all the programs.
9. Ensures campus security and safety of personnel through administering the agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
10. Sees the functions of the Estate manager, responsible for care and upkeep of buildings, grounds, offices, etc.
11. Monitors CC TV and other surveillance equipment.
12. Oversees canteen services, and administers canteen service contracts, with the assistance of the canteen committee.
13. Serves as the primary point of contact and liaison with the public, state government departments, police, and other entities for administrative information about thecollege.
14. To assist the principal in legal matters.
15. Coordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.

16. Manages distribution of incoming mail and dispatch of outgoing mail.
17. Prepares capital and operating budgets for the administration department, and exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
18. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
19. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
20. Review the working of the transport section, maintenance section, security, and canteen on a regular basis for continuous improvement.
21. Guides and assists transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance, and experience of drivers, ensuring optimum use of college resources,
22. Any other functions assigned by the Principal/ Vice-Principal from time to time.

ACCOUNTS OFFICER

1. Writing and maintaining accounts, cash books/ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verification and consolidation of budgets pertaining to all departments/sections/centres.
4. Supervision of challan writing and remittance to the bank.
5. Verification of daily receipts and challans and submission of associated details along with remittance details to Principal through AO for scrutiny
6. Verification of cheques and bills
7. Writing daily collection registers for college accounts.
8. Writing demand draft register, and other forms of money value register
9. Preparation of audit reports and replies
10. Responsible for keeping the following in safe custody
    a. Bill books/receipt books
    b. Files pertaining to accounts/purchases.
    c. Registers
    d. Cash books
    e. Ledgers
    f. Vouchers
    g. Chequebooks/passbooks
    h. Bank challans
    i. Fixed deposit certificates
    j. Other important office documents
11. Preparation of salary reports
12. Attending to the subject of income tax, and performing TDS at source for all payment transactions
13. Monitor and Assist in Group Insurance, Student Welfare scheme, and Scholarships.
14. Writing caution deposit register, if any
15. Any other accounts-related function assigned from time to time.

ESTATE MANAGER

1. Must be available on campus and discharge the duties under the directions of the AO/principal.
2. Supervises, and executes the work in all civil, electrical, and gardening according to the norms and standards.
3. Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examines their condition from a safety and maintenance point of view.
4. Monitor the completion of each project/work with due consideration for speed and economy.
5. Executes any other work assigned by the Principal/AO from time to time.

TRANSPORT IN-CHARGE

1. Identifies the transport requirements of the college from to time and informs the same to AO and initiates action for meeting the requirement of Vehicles, drivers, parking places, etc.,
2. Fixes bus routes, and stages, and allocates vehicles and drivers on the routes, in consultation with the Administrative Officer and with the approval of the Principal.
3. Sets the time of starting the buses from the originating points to ensure their arrival at college on time.
4. Deploying substitute (spare) drivers and ensuring all vehicles run as per schedule.
5. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
6. Assigns extra/overtime duties to drivers following appropriate procedures.
7. Prepares overtime bill for payment to drivers on a monthly basis.
8. Prepares bill for rent for private parking lots.
9. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment.
10. Stays connected with drivers / bus-in-charges during journey time and assists in troubleshooting or in case of vehicle breakdown, arranges relief/ spare vehicles.
11. Schedules the regular maintenance of the vehicles and follows up on the same.
12. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
13. Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
14. Maintains documents such as vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.

OFFICE ASSISTANT

1. Organize the office and optimize procedures
2. Communication with the university and AICTE
3. Issue TC for students as per request and approval by the head of the department
4. Issue Conduct certificate as per request and approval by the head of the department

5. Preparation of purchase orders for various departments
6. Payment letter preparation and forwarded to the central office.
7. Allotment of hostel accommodation as per availability
8. Collection of rent and mess bills from students and staff
9. Collection of transportation fees from students
10. Year-wise academic fee collection from students
11. Taking care of leave of teaching and non-teaching staff
12. Maintenance of faculty register
13. Data entry of student details to university and college portal
14. Preparation of admission register
15. University fee collection from students
16. University exam registration of students

STORE IN-CHARGE

1. Supervises and checks the functioning of stores and maintenance of proper accounts, quantity, and value.
2. Prepares estimates for various civil, electrical, mechanical, and sanitary works undertaken/ proposed by the institute.
3. Invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes.

SECURITY OFFICER

1. Acts as in charge of Gate Entry of students, teaching & and non-teaching members, and any other contract workers inside the campus.
2. Monitors Material movement in and out of the premises.
3. In charge of monitoring the persons inside the campus; and verifying the ID Cards.
4. Issues the Visitor ID and collects the required data from the visitor.
5. Ensures the Contract labourers wear Contract badge during working hours within the campus

Administrative policy include the following entities

1. Governing council
2. College council
3. Man power planning
4. Recruitment , selection and probation
5. Promotion policies
6. Provident fund and other benefits
7. Leave rules

2.2 GOVERNING COUNCIL

The members of the governing council of the trust to which, by rule and by-laws of the trust, the management of its affairs are entrusted. The governing council is formed with members from the KMEA Trust and is made responsible for monitoring the overall performance of the institution. The composition of the governing council is shown in Table 2.1. The council meets once a year to review the performance of the institution and provide suggestions aiming for the betterment and professional growth of the college.

Table 2.1: Governing council members

Sl. No.	Name	Designation
1	Chairman-College Management Committee	Chairman
2	Secretary- College Management Committee	Member
3	Treasurer- KMEA Trust	Member
4	Three eminent professionals	Members
5	Two Industrialists	Members
6	Director & Principal	Member Secretary
7	Vice Principal	Member

The Governing council works towards ensuring that all stakeholders, including students, faculty, staff, management, and industry, are confident and have faith in the institution. It also ensures that all those assigned authority for various nodal functions, both within and outside institutions, carry out the following effectively.

Functions and responsibilities

1. Set short-term and long-term goals for the institution
2. Approval of the Vision and Mission of the institution
3. Developing the strategic plan, for 5-10 years
4. Adapting good governance practices
5. Academic partnerships with reputed institutions
6. Targeting to ensure total academic and administrative autonomy for achieving short-term and long-term objectives of the institute.
7. Uphold the legal stature of the college in line with the policies of AICTE, UGC, State Government, and affiliating university APJ Abdul Kalam Technological University (KTU) or any other body or agency.
   Ensures the regulatory compliance of all the decisions by the concerned authorities like the Director/Principal, HOD, and other officers of the institute in all matters of fundamental concern
8. Ratifies, resolves, and approves the minutes of the College Council, Academic Council, and IQAC. The recommendations/comments of the above are communicated to the concerned.
9. Encourage and facilitate the college to apply for accreditation of different regulatory bodies like the NBA, NAAC, UGC, etc.
10. Encourages and gives directions to apply for funds from different funding agencies and consultancy services.
11. Approves scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council and ensures the adequacy of financial resources for asset management.
12. Administers the physical resources of the institute.
13. Review the performance of the institute and guide it to function effectively to achieve excellence in academics, research, and industry collaborations.
14. Monitor faculty deployment and development, placement, and industry-institute interaction activities in the college and suggest remedial measures wherever necessary.
15. Facilitate starting of new/ additional UG/PG programs.
16. Monitor the financial position and prospects of the institution

2.3 COLLEGE COUNCIL

The composition of the college council is shown in Table 2.2. The Director/Principal heads the administrative setup and is the key decision-maker with regard to academic and administrative matters. The Vice Principal supports the Principal in various academic activities and takes care of the welfare of the students. The college council also ensures good order in college and an atmosphere conducive to academic activity by producing timely and accurate statistics, class rosters, grades, certifications, and other reports. All departments have their own respective department offices headed by the respective HoDs.

Table 2.2: College Council Composition

Sl. No.	Name	Designation
1	Director/Principal	Chairman
2	Vice Principal	Member
3	All HoDs	Member
4	Two Senior Faculty	Members
5	KTU Coordinator	Member
6	Physical Education Director	Member
7	IQAC Coordinator	Member
8	Deputy Wardens of Hostels	Members
9	Librarian	Member

Functions and responsibilities

1. Convene meetings of the college staff/faculty as and when required.
2. Consider and recommend policies and procedures concerning action for all matters pertaining to the faculty to the governing council, prior to implementation or submission to the college faculty for action in all matters of interest to the faculty including, but not limited to:
    - Appointment
    - Tenure and promotion
    - Leave policy
    - Annual evaluations
    - Ethical conduct
    - Consultancy activities

    College allocation of resources such as space and matching funds, and inter-disciplinary research and teaching activities

3. Making recommendations to the Governing council regarding the college budget and resource allocation.
4. Recommending the Governing council for providing the necessary infrastructure, human resources, and other requirements for progressing towards the achievement of the vision of the college.
5. Facilitating supervision of the functioning of computing and IT infrastructure, central library, and other learning resources of the college
6. Facilitating the promotion of research culture among faculty in the college through collaboration.
7. Encouraging collaboration with other academic institutes and industry.
8. Creating a conducive environment for the development of entrepreneurship.
9. Ensuring discipline among students.
10. Facilitating and supervising the co-curricular activities of the students.
11. Recommending the Management for encouraging students with awards, stipends, scholarships, medals, prizes, and so on.
12. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.
13. Planning and executing various strategies for the overall academic growth of the college.
14. Make regulations regarding admission procedures of different programs.

KMEA

2.4 RECRUITMENT, SELECTION AND PROBATION

Recruitment and selection are done by a process of screening, sourcing, shortlisting, and selecting the right candidates for the vacant positions. The employers put into practice recruitment strategies and methods that would be the most beneficial to achieve organizational goals and objectives.

1. Appointments

The Management/Director is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management/Director.

2. Qualifications

The qualifications, age, experience, etc., shall be as per AICTE norms in respect of teaching and non-teaching staff fixed by the College Management Committee.

3. General Procedure of Recruitment (Appointment Rules)

All posts at the Institution shall normally and, as far as possible, be filled by advertisement; but, the College Management Committee/Chairman/Secretary shall have the exclusive power to decide, either on its own or on recommendation by the Director/Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

All appointments on the staff of the College shall be made only by the College Management Committee of the College, through its Chairman or authorized by the College Management Committee.

The Selection Committee shall include: -

a) Recruitment of the Head of the College:
   - The Chairman
   - The Director
   - An educationist, nominated by the College Management Committee, and
   - A person having experience of the administration of the college, nominated by the College Management Committee.

b) Recruitment of teaching faculty:
   - The Chairman
   - The Director
   - The Principal
   - The Head of the Department
   - A subject expert/industrial expert nominated by the College Management Committee

c) Recruitment of clerical staff/lab assistants (with consent from the College Management Committee):
   - The Director

- The Principal
- The Head of the Department

d) Recruitment of maintenance staff (with consent from the College Management Committee):
   - The Director
   - The Principal

The following procedure is followed in the selection of faculty members in various departments:

- HoD's forward the staff requirement details to the Principal, taking into consideration the additional work load or staff leaving the institution.
- After consolidation of the requirements from various departments, the Principal with the concurrence of Director and Management committee arranges for publishing advertisements in the newspapers / college website specifying the qualification, experience and other skills required for the post concerned.
- The applications received from the candidates are scrutinized by the Heads of Departments/ Administrative Officer. The applicants who fulfil the requirements with regard to qualification and experience are called for an interview.
- The selection process consists of four steps (i) a screening of the resume (ii) test for competency in teaching (iii) personal interview on technical and general aspects by a panel of experts drawn from related disciplines of engineering (iv) final interview by the Principal and Director.
- Appointment orders are issued to the selected candidates by the management and a joining letter is received from them.

Probation

- Every employee shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. Service of an employee during probation may be terminated without assigning any reason by giving three months' notice in writing or three months' salary including all allowances.
- If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one month's notice in writing.

Confirmation

- If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfills other requisite conditions.
- The employee shall be informed of his/her confirmation after the completion of the probation period.

2.5 PROMOTION POLICIES

Promotion is an upward movement of an employee from his present job to another that is with higher job responsibilities and pay. It is a job that falls high in the organizational levels from the current job. This promotion policy persuades the employees to be loyal to the management.

- Salary is paid to all the staff according to the AICTE norms and fixed by the management as per policy of the College Management Committee.
- Promotion to the higher posts is made as per the AICTE norms.
- Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE norms and considering the vacancy position of the college.
- The committee consisting of the Director, Principal, HoD of various departments and expert members review their profile for the promotion.

Assistant Professor

Minimum qualification

- B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch
  with first class or equivalent in any one of the degrees.

Associate Professor

Minimum qualification

- Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's Level in the relevant branch.
- At least a total of 6 research publications in SCI journals / UGC / AICTE approved list of journals.
- Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph.D. experience.

Professor

- Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
- At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE-approved list of journals and at least 2 successful Ph. D.s guided as Supervisor / Co-supervisor till the date of eligibility for promotion.

OR

- At least 10 research publications at the level of Associate Professor in SCI journals / UGC /

AICTE approved a list of journals till the date of eligibility for promotion.

Retirement

Every employee of the college shall retire on attaining an age of superannuation as provided for by regulatory bodies like the AICTE and in force from time to time.

Experience

Experience means teaching experience in AICTE-approved engineering institutes/institutions. The experience gained by working in companies/industries may also be considered partially/full by the Management Committee, in exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held, and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries/colleges shall not be considered for any kind of equivalence.

KMEA

2.6 PROVIDENT FUND AND OTHER BENEFITS

Employees Provident Fund (EPF) is a scheme maintained by the Employees Provident Fund Organization (EPFO). The employee and the employer contribute to the EPF scheme on a monthly basis in equal proportions of 12% of the basic salary and dearness allowance.

i. Provident Fund:

An employee becomes eligible for enrolment into the provident fund after the completion of the probation period as per the Provident Fund Act.

ii. Other Benefits

Employees' State Insurance (ESI) - Enrolment and treatment through ESI is provided to employees as per rules.

KMEA

2.7 LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the institute. Certain rules and norms have been stipulated specifically with reference to faculty of the institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India.

General Rules

- Teaching staff shall be entitled to 15 days casual leave and non-teaching staff (non-vacation staff) shall be entitled to 20 days Casual Leave.
- Accumulation of leave is not allowed and can be taken if necessary/ required proportionally covering the calendar year.
- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it.
- Leave application shall be submitted in prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged. The staff have to apply leave in the portal of the institution.
- No leave can commence unless it has been sanctioned. Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action and loss of salary for that day(s).
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- Continued absence of more than six days, or reputed irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services besides penal deduction.

Provision exists for the following kinds of leave

a) Casual Leave (CL)
b) Restricted Holiday (RH)
c) Medical Leave
d) Leave without pay
e) Duty Leave

f) Study Leave
g) Maternity Leave (ML)
h) Semester Vacation for Staff
i) Compensatory leave

The rules and norms governing the grant of leave are given below. Any exception from these rules due to emergencies or rarest of rare circumstances may be considered by the College Management Committee in its sole discretion. The decision of the College Management Committee in this regard shall be final and binding.

a) Casual Leave (CL)

- Every employee held on the roster of the institute is entitled to 1.25 day casual leave for each month of the duty performed by him/her subject to a maximum 15 days of casual leave for faculty and 20 days for non-teaching staff in one calendar year.
- **CL will not be carried forward to next calendar year and will lapse at the end of the current calendar year**

b) Restricted Holidays (RH)

- The institute shall declare a list of restricted holidays (RH), apart from the RH declared by the government on special occasion.

c) Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from a doctor would be required in case of absence for more than three days or more.

d) Leave without pay

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he/she may be granted leave without pay at the discretion of the Director subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be sanctioned in advance as any other leave.

e) Duty Leave

- An activity of an employee which can bring recognition to the college, or which has to be performed for work of the affiliating university may be considered for grant of this leave.
- On Duty (OD) cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for the post facto approval of OD.

- The duty leave will normally be restricted to a maximum of four days during an academic year but may be extended subject to the approval of the competent authority. Leave is subject to the following conditions: -
    - A written request from the competent authority.
    - The paper has been accepted for presentation and communication to this effect received in writing.
- Duty leave may be granted for one or more of the following purposes:
    - To attend meetings of the affiliated university.
    - To present a research paper at a Conference/ Symposium at the National / International Level or to attend a Quality Improvement Program when duly authorized by the Principal.
    - To attend University valuation camps as an external examiner/observer in the APJAKTU-affiliated colleges.
    - Any other special case on merit as approved by the management on the basis of recommendation of the Principal.

f) Study Leave

The faculty members become eligible for study leave as per the following provision while doing Ph.D. (part-time):

- For completing the Ph.D. programs registered with the NOC from the college and or for completing an ongoing Ph.D. program prior to joining the institution.
- The faculty member may be granted leave subject to the condition of the college.

g) Maternity Leave

The permanent women employees having more than one year service at the college are eligible for availing maternity leave.

h) Semester Vacation for Staff

Faculty of the college are eligible for a vacation leave of 25 days in one year. Those who have completed one year of service are eligible for this leave. The vacation leave shall be availed in 2 slots.

i) Compensatory leave

A staff may be granted compensatory leave against the duty, he or she has attended on a holiday or non-working day, subject to the condition of the college.

3. ACADEMIC POLICY

Statement

The upgradation of our knowledge, skills, research, and learning is essential for the creation of practical and adaptable solutions in the field of engineering and technology. Therefore, the purpose of this academic policy is to render guidance on academic programs and services provided to students as well as those that support the faculty's academic and professional lives.

Scope

This policy applies to all faculty, staff, and students of the institute.

Procedure

Academic policy comprises of

1. Definitions
2. Academic council
3. Duties and responsibilities of various councils and positions
4. Curricular gaps identification policy
5. Academic Audit Policy
6. Examination Policy
7. Feedback system Policy
8. Placement Policy
9. Research Policy
10. International Collab Policy
11. Green Policy
12. Environmental Health and Safety Policy
13. Hostel Policy
14. Health and wellness Policy
15. Physical Education Policy

KMEA

3.1 DEFINITIONS

Academic Calendar

The academic calendar shall be prepared by UG Dean in line with the University Academic Calendar and approved in the HOD meeting. The academic calendar shall be published one week prior to the commencement of classes. All the activities shall be strictly adhered to the academic calendar.

Timetable

The General Timetable shall be published one week prior to the commencement of classes. GeneralTimetable shall be prepared by the Timetable coordinator nominated by the Principal. The department timetable shall be published Two weeks prior to the commencement of classes. The department timetable shall be prepared by the timetable committee nominated by the Head of the Department.

Class timings

The institution follows a schedule for a 5-day week with 34 hours/week (Monday to Thursday – 7 hours and Friday – 6 hours). Classes commence by 9 am and end at 4.30 pm, with an interval of 10 minutes after two hours.

Attendance timings

Faculty members shall take attendance within the first 5-10 minutes of each hour.

Stream coordinators

In every Department, the stream coordinators shall function to monitor Outcome Based Education. At the start of every semester, subject group meetings shall convene to discuss and finalize the Course Plan containing CO –PO mapping, course delivery plan (Date wise), and content beyond the syllabus. The DAC (Department Assessment Committee) with support from stream coordinators shall plan academic activities and ensure its conduct and active participation by the students.

Advisory/ course committee

Meeting of the advisory committee consisting of HoD, Academic coordinator advisors, faculty handling courses for the semester and student representatives, shall be conducted two times in a semester. Remedial actions shall be taken based on the advisory committee reports.

ETLAB

The academic activities shall be monitored through the academic supporting software ETLab. Timetable and Roll number entry in ETLab shall be completed one week prior to the commencement of classes. Faculty members shall enter the assignment marks/series test marks in ETLab within seven days after the submission of the assignment/conduct of the examination. All reports generated from ETLab shall be an authentic document of the institution without any signature.

Attendance Requirements Shortage of Attendance and Duty Leave

80 % of attendance is mandatory for internal exams including labs. Attendance shall be calculated three working days prior to the series test. In case of medical emergencies/genuine reasons, if a student fails to attain 75 % attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs. Senior adviser/adviser shall inform the shortage of attendance (monthly) respective student/parent/guardian.

Assignments

Students shall do assignments as per regulations. The assignment questions shall include complex/open-ended problems and the students are encouraged to use modern software/ hardware tools.

Examination Policy

Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of the internal examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving the examination hall.

Role of the Advisory System

There shall be a Senior Advisor and a team of advisors for a batch nominated by the Head of the Department. The personal and academic data of the students shall be updated and maintained by the advisory team. The performance of the students shall be sent to the parents after the first series test by the senior advisor with the help of advisors. Advisors shall ensure the teachers' evaluation by the students every semester. Advisors shall support and mentor the students. At-risk students shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Students and parents shall be informed about the relevant notifications from the Principal/Head of the Department by the Senior Advisor.

Library Usage

Faculty and students shall utilize the facilities of the main library as well as Department libraries for their academic work separate registers maintained for this. Separate registers maintained for this. The faculty and students are also encouraged to use digital library facilities.

Remedial Class

Every semester, remedial classes shall be arranged for academically weak students. After the first series exam, weak students are identified and remedial classes are conducted for them.

Seminar/ Project

Students are encouraged to present seminars from the lower semester itself on selected topics. Direct them to select seminar topics, mini-projects, and final-year projects based on different aspects of a unique/state-of-the-art problem. For curriculum seminars, students are directed to

select seminar topics from peer-reviewed journals. Students are encouraged to take up quality projects leading to the publication of the paper(s) in conferences/journals. Poster presentation of final year UG projects and selection of Best UG project for all the branches shall be done. PG thesis final internal evaluation shall be conducted as per regulations. All the publications are to followthe standards including avoiding plagiarism and adhering to ethical principles.

Faculty Research and Publications

Faculty shall be given appreciation for publications in peer-reviewed journals, funded projects, and research collaborations.

Faculty Development Programmes

It is highly desirable that faculty members shall attend at least one FDP conducted in IITs/IIMs/NITs or equivalent national-level institutions. Faculty members are encouraged to conduct in-house Faculty Development Programmes.

Supporting academic activities

All laboratories shall be open, upon student request at the interest and convenience of students. Active teaching methods/novel methods of content delivery such as Mini projects, Industrial Expert talk, and NPTEL are encouraged on campus. Students are encouraged to register and get certificates for online courses.

3.2 ACADEMIC COUNCIL

The academic council plans and monitors all academic activities at the institutional level. It reviews the quality of the course delivery process and the attainment of outcomes. It also reviews the process of providing skills and knowledge beyond the syllabus. The committee guides professional activities, industry institute interaction activities, functions of the estate office, placement, and training activities. The committee meets once in two months to ensure all these activities. The composition of the academic council is shown in Table 3.1.

Table 3.1: Academic Council Composition

Sl. No.	Name	Designation
1	Director & Principal	Chairman
2	Vice Principal	Member
3	Academic Coordinator	Member
4	All HoDs	Member
5	KTU Coordinator	Member
6	Convener, Examination Cell	Member

Functions and responsibilities

ACADEMIC COUNCIL

1. Enriching the curriculum of every academic program of the college
2. Arranging teaching requirements for completing academic programs.
3. Making arrangements for conducting examinations as required.
4. Advise the Governing Council on all academic matters.
5. Maintain the standards of teaching and conduct of examinations within the campus.
6. Consider matters of academic interest either on its own initiative or at the instance of the Governing Council or proposed by the departments/faculty and take proper action thereon.
7. To make suggestions on academic matters to the University Board of Studies concerned
8. Frame rules covering the academic functioning of the institution, admissions, examinations, attendance, and discipline.
9. Exercise general supervision over the academic work of the college and give direction regarding methods of instruction, evaluation, and improvements in academic standards
10. Prepare annually a report on academic and other activities of all departments at the end of each academic year and prepare a report on actions taken.
11. Make recommendations to the governing council on measures for improvement of standards of teaching, research, and training;
12. Conduct periodic reviews of the activities of the departments /centers and take appropriate action with a view to maintaining and improving standards of instruction

13. Recommend institutional requirements of teaching posts (Professors, Associate Professors, and Assistant Professors).
14. Introduce value-added courses/ certificate courses that are required to meet industry needs.
15. Encourage innovations/entrepreneur skills/ higher education.

KMEA

3.3 DUTIES AND RESPONSIBILITIES OF VARIOUS ACADEMIC POSITIONS

DEAN-ACADEMICS

1. To prepare the academic plan, monitor the progress of class work, syllabus coverage, and student mentoring.
2. To take the lead role in the effective and efficient operation of the college within the policies, directions, and plans of the institution as a whole.
3. To facilitate the creation of a learner-centric environment conducive to quality education
4. To plan and monitor all the activities at the institutional level.
5. To help faculty in planning effective remedial measures.
6. To evaluate faculty feedback from students and communicate the assessment of the same to higher authorities.
7. To help the departments in monitoring the mentoring process.
8. To monitor daily academic activities.
9. To guide newly joined faculty in understanding the prevailing teaching-learning system and its importance in the effective teaching-learning process.
10. To plan add-on skill-oriented/ certification programs for students.
11. To create professional development opportunities for all
12. Responsible for suggesting recommendations for the betterment of academic practices.
13. To meet other duties that may be assigned by the Principal/ Vice Principal from time to time.
14. Create and implement a faculty development plan which contains a systematic design to improve classroom teaching skills.

DEAN-RESEARCH

1. To play a major role to collaborate with all the departments to monitor and strengthen research activities.
2. Responsible for planning research activities, projects by utilizing resources for institution development.
3. Responsible for enhancing the interest of faculty in their research contributions
4. To provide support to the faculty research efforts and to encourage student research as part of the curriculum.
5. To take the initiation to share information about research opportunities to the faculty group.
6. Accountable to identify opportunities for funding projects to all disciplines in the institution.
7. To maintain confidence and coordinate with faculty towards research proposals.
8. Responsible for budget preparation related to research and innovation initiations.
9. To manage, monitor and control Research and Innovation plan and practices with collaboration with all the department heads.
10. Responsible to report to Principal on progress of R & D activities, the status of research proposals and update of planned target performance.
11. To get approval from authorities on the required resources to perform research and innovation activities.
12. To initiate MOU with organizations for enhancing competencies for the institution.

DEAN-STAFF AND STUDENT AFFAIRS

1. Responsible for handling problems effectively, balancing and reducing grievances among faculty.
2. Arrange Graduation Day by coordinating with all concerned
3. To organize student counselling
4. To maintain, monitor, and control disciplinary policy related to students and faculty.
5. To maintain the discipline and work ethos among the various departments and between the faculty members and will supervise faculty discipline, integrity, and commitment.
6. Coordinate with staff in charge of student clubs regarding the extracurricular activities of the students.
7. To take a lead role in guiding and monitoring the discipline committee.
8. To coordinate with NSS, pain and palliative, anti-ragging, Grievance Redressal Cell.
9. To implement and support the goals determined by the Principal and Management
10. Any other activity assigned by the principal and vice-principal from time to time.

DEPARTMENT ASSESSMENT COMMITTEE (DAC)

1. Formulate the Vision, Mission and PEOs of the Department
2. Finalization of course outcome, curriculum gap, CO-PO mapping
3. Discussion on department policies.
4. Formation of stream coordinators and scrutiny committee
5. Ensure collective responsibility of overall academic activities, programs, and performance of the department
6. Review the results of all university examinations
7. Monitor departmental discipline of students
8. Coordinate the communication between Senior advisors and parents of students through conducting open house/PTA.

DEPARTMENT QUALITY ASSURANCE CELL (DQAC)

1. Approval of department academic calendar and department timetable
2. Ensure course delivery in conformity with course plan
3. Implement suggestions of course committee and class committee
4. Ensure the improvement of results in the internal examinations and monitor attendance of the students
5. Arrange/supervises remedial classes for weaker students
6. Formulates innovative policies and programmes for academic reforms for enhancing quality of the teaching learning process, research activities, placement activities, curriculum enrichment, innovation and start-up eco system, society driven education.

DEPARTMENT ADVISORY BOARD (DAB)

1. Recommendation for vision, mission statements, PEOs
2. Suggestion for add -on - courses
3. Review and analyse the gap between curriculum and Industry requirement and gives necessary feedback or advice.

4. Provide information on employment opportunities
5. Suggestion on overall development of department

HEAD OF THE DEPARTMENT

1. To coordinate implementation of academic, co-curricular, and extracurricular activities in the department.
2. Assign duties to teaching and non-teaching staff of the Department.
3. With the help of the Program coordinator ensure allocation of workload both (teaching and practical) to all faculty members and technical staff.
4. To present the departmental budget/requirement.
5. To take the lesson plan from the teachers and ensure they follow the plan and syllabi are completed in the stipulated time.
6. To ensure smooth conduct of examinations including paper setting, assessment of theory, and lab.
7. To ensure purchases and maintenance of stock registers are done properly by the technical staff.
8. To ensure quality, maintenance, and cleanliness of the department.
9. To recommend the leave of the staff of the department to the higher authority.
10. To motivate faculty towards applying or submitting research proposals to various research funding agencies.
11. To encourage research/innovative programs in the department.
12. To organize need-based workshops/seminars/symposia/industrial visits etc.
13. To invite guest speakers for interaction and guidance to students.
14. To guide the students in career opportunities.
15. To facilitate faculty in the preparation and processing of self-appraisal of performance.
16. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.

FACULTY

1. A faculty shall not ordinarily remain absent from work without prior permission or grant of leave by HoD.
2. To educate students about the topic (problem-solving, small group discussions, etc.) through pedagogical strategies.
3. To prepare course handout material.
4. To use audiovisual/multimedia materials for the topic presented.
5. Prepares and executes lesson plans.
6. To complete the syllabus within the stipulated time.
7. To assure that the teaching-learning process allows students to meet outcomes associated with that course.
8. Be available for the student to solve their difficulties (academic and personal counseling)
9. Informs advisor timely about students' progress and how effectively students are learning.
10. To keep a course file that contains a secure record of each student, both electronically and in hard copy.

11. If associated with the lab,
    a) ensures the availability of him/herself in the lab during laboratory periods for an explanation, if needed
    b) ensures availability of equipment needed for the lab in proper functioning.
    c) evaluates lab workbooks and provides feedback to students on a timely basis.
    d) recommends for procurement of equipment if any for the smooth conduct of all experiments.
    e) enforce and maintain discipline amongst the students in the lab.
12. To provide data related to exams, remedial measures, and attendance to the advisor.
13. To engage in theory and lab classes as per the timetable and strictly adhere to the timings.
14. Faculty must deal with the students, parents, and colleagues in a courteous manner.
15. To attend meetings to discuss issues affecting learning and other classroom issues.
16. To address/take up corrective measures if any reported by authorities from student evaluation feedback.
17. To enforce and maintain discipline amongst the students in the classroom.
18. A faculty shall perform any other co-curricular/ extracurricular work related to the College as may be assigned to him/her from time to time by the concerned HoD.
19. Provides information about job opportunities in their respective field to placement cells.
20. Guides students on career opportunities and encourages them to higher education.
21. Carries out research/innovative programs in the department.

FACULTY ADVISOR/MENTOR

1. Be familiar with the personal history of the assigned student including educational and family background.
2. Coordinate advisory meetings at the beginning of every semester to inform students about initiatives taken for their benefit.
3. Coordination between students, parents, and institute.
4. Coordinate between faculties handling subjects in the class.
5. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
6. Assists students in periodic evaluation of his/her academic progress.
7. Assists students in occupational, professional, and higher education plans.
8. Helps students understand and examine the graduation requirements for the curriculum leading to the bachelor’s degree.
9. Make students understand the importance of internal marks assignments, attendance, examinations, and laboratory experiments.
10. Explains the importance of participation in co-curricular and extracurricular activities and monitoring/moderating the activities of the assigned class.
11. To maintain an advisor file that contains a secure record of each student, both electronically and in hard copy.
12. Counsel students whose progress is unsatisfactory and reports the same to higher authorities.
13. Monitors the performance of students assigned and liaises with parents, whenever required.

ALUMNI COORDINATOR

1. Act as a link between students, alumni, and the placement cell
2. Contact alumni of the department currently working in various companies/organizations and explore the possibilities for organizing workshops, seminars, internships, and placement drives for our students.
3. Communicate with the alumni about the various student-centric activities undertaken by the institute.
4. Contact the alumni and get them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.).
5. Contact the alumni and get them to attend alumni association meetings conducted from time to time.
6. Maintain a database of the department's alumni and share the same with the Placements Cell
7. Responsible for the registration of all the outgoing students as alumni members and maintenance of the database updated.
8. Collect and compile information on the distinguished alumni, viz., their achievements, progress, and successful careers.
9. Maintain interaction with the alumni and plan for utilizing their services for the benefit of present students and the institute.
10. Establishes the network of alumni and present students through seminars, guest lectures, workshops, etc.
11. Responsible for establishing alumni chapters elsewhere so as to help the students acquire the developments in the real world and conducting their annual meets frequently.
12. Identifies funding for instituting scholarships for deserving students from Alumni.
13. Collects funds to develop library/equipment/computer centers, buildings, etc.
14. To significantly increase alumni interaction with the institution.
15. To assist current students to achieve their goals by means of mentorship and scholarship set up through alumni.
16. To highlight the success of alumni to improve the credibility and reputation of the Institute.
17. Promote the interests and welfare of the alumni association.
18. Maintain a healthy relationship with the alumni body.
19. Create an environment in the institute which enables students to have far-lasting memories.

SYSTEM ADMINISTRATOR

1. Ensure system requirements in various departments.
2. Preparing quotations for hardware and software requirements.
3. Administrating and configuring system performance tuning.
4. Installation and maintenance of software for systems on the campus.
5. Installing and configuring new hardware and software.
6. Administrating campus-wide LAN and internet services thereby ensuring that the network infrastructure is up and running.
7. Monitoring routine checkup system performance.
8. Performing data backups.

9. Adding, removing, or updating user account information, resetting passwords, etc.
10. Responsible for the security of the system and network.
11. Any other work assigned by higher authorities from time to time.

TECHNICAL STAFF

1. Facilitates procurement of hardware, software, and other consumable items well before the commencement of the semester.
2. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward it to the principal for necessary action.
3. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical sessions satisfactorily.
4. Prepares lab manuals under the guidance of the faculty in charge and arranges to get them printed as per the required number.
5. Arranges to display the laboratory schedule.
6. Arranges to manage hardware and software configurations and updates.
7. Coordinates periodical testing of the system.
8. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
10. Establishes physical security.
11. Prevent unauthorized use of the lab.
12. Labels all equipment.
13. Prepare lab registers for login, stock, maintenance, and service registers.
14. Inform those responsible for any breakage/loss etc. and recover costs.
15. Ensuring the lab is kept clean and orderly.
16. Any other duty as may be assigned by the Principal/ Vice-principal/ HoD from time to time.

LIBRARIAN

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage the library as well as the digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/digital library.
4. To be continuously in touch with the students and faculty to understand/assess their needs for Books/Journals/Magazines/CDs etc. and apprise the principal about the same for procurement.
5. Ensures procurement of books, magazines, journals, etc., which are essential and/or recommended by the faculty.
6. Maintain the books in good condition.
7. Establishes specialized search facilities for faculty's teaching and research needs.
8. Ensures availability of previous years' question papers (semester-end examination).
9. Provides all statistical information pertaining to the library.
10. Provides enhanced search facility through KOHA software.

Academic Duties and Responsibilities

Sl. No.	Action/initiatives	Responsibility
General		
1	All staffs are to undertake all duties/responsibilities assigned by the Hon'ble Chairman/ /Principal/HODs/Faculty-in-charges time to time for Institutional development	All Staff
2	All faculty/ technical staff must be available on campus for contact/ interaction with students whenever required	Faculty and Technical staff
3	Each department/faculty will be given targets for MoUs with industries and research organizations as decided by the Research Council	Dean, Research Council, The DAC (Department Assessment Committee)
4	Evaluation of faculty by students/HODs by faculty/Head of the Institution by faculty (at least twice every semester)	IQAC, HOD
5	Faculty members will be deputed for FDPs in IITs/IIMs/NITs or equivalent national-level institutions only (except in most emergency situations by the Principal). At least a one-week FDP program from such institutions is compulsory in a year.	Principal/HoDs
6	Registration of students to higher semesters:arrangements and planning	Dean student affairs
7	First year admission, handbook for fresher's and ID cards of students: Norms and Procedures	Dean student affairs
8	General timetable shall be published 1 week prior to the commencement of classes	Timetable Coordinator
9	Timetable and Roll number entry in ETLAB shall be completed 1 week prior to the commencement of classes	ETLAB Coordinator
Academic matters (Institute level)		
10	Academic calendar needs to be published one week prior to the commencement of classes and needs to be strictly adhered to.	Principal/ Dean academics
11	Department timetable shall be published 1 week prior tothe commencement of classes	HOD/Department time tableCoordinator
12	Students' programmes should be accommodated in the evenings/weekends without affecting the normal workinghours except in most emergency situations	Dean Student affairs/HoDs/Advisor

13	Every semester, after the first series test, remedial classes should be arranged	Dean Academics/HoDs/Advisor
14	75% of attendance is mandatory for internal exams including labs. Attendance will be calculated three working days prior to the series test. Shortage of attendance will be reported to the examination cell by IQAC. Hall allotments will be done only for eligible students. In case of medical emergencies/genuine reasons if a student fails to attain 75% attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs.	IQAC/Exam Supdt/Sr adviser
15	Retest shall be permitted only on written request from students duly recommended by the Sr. Advisor. The requests are to be made within 1 week of completion of the series test and the retest completed within the next week.	Sr. Advisor/ HoD/Faculty
16	Senior advisor/advisor shall inform the shortage of attendance (monthly) to respective student/parent/guardian.	HoDs/ Sr Advisors
17	All laboratories must be opened upon student request at the interest and convenience of students.	HoDs/Lab-in-Charges
18	Faculty members are to take attendance within the first 5-10minutes. Late comers are to be permitted to attend the class anytime without any claim for attendance.	All Faculty
19	Timetable of technical staff is also to be displayed in the HOD room along with that of faculty. They need to be assigned with more responsibilities during their free time slots.	Department Time table coordinator
20	Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of internal examination. The student is expected to remain in the examination hall at least 50% of the duration of the examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving the examination hall.	Faculty/Dy.Superintendent
21	Poster presentation of final year UG projects are to be conducted before the last working day of the	Yukti coordinator

	semester.	
22	PG thesis final internal evaluation shall be conducted maintaining proper quality	Dean Academics/HoDs/PG Coordinator
23	Best UG project award criteria and selection	Dean Research/Project coordinator
Academic matters (Department level)		
24	First faculty feedback through advisory meeting conducted within 3 weeks after the commencement of a semester. The report shall be studied along with the faculty and remedial actions should be taken.	HoD/Sr Adviser
25	Academically weak students should be discouraged from being absent from class for an arrangement of student programs.	Advisors
26	Question banks for all subjects should be made available along with the Lesson Plan/ Lecture Schedule at the beginning of the semester.	Faculty/DQAC
27	DAC with support from stream coordinators should plan academic activities for all semester students and ensure its conduct and active participation by the students.	HoD/DAC
28	Active participation of Advisors in mentoring and motivation is to be ensured by conducting weekly meetings. Advisors and faculty should also take extra efforts in molding the students as responsible citizens.	Sr. Advisor/Advisors
29	Make the lecture and laboratory sessions more informative and minimize the usage of PPT for fundamental/core subjects	Faculty
30	Encourage the students to do quality projects leading to publication of the paper(s) in conferences/journals.	Faculty/Advisers
31	The quality of the Series test question paper(s) should be improved.	Stream coordinator/ DQAC
32	Avoid home assignments. Better to give class assignments and tough problems which can be solved using modern software/ hardware tools.	Faculty/academic coordinator
33	The grace mark system for sessional marks is limited to 1 or 2. Even in exceptional cases, the maximum grace mark shall be limited to 3.	Faculty

34	Include active teaching methods/novel methods of content delivery Mini projects, Expert talk, NPTEL	Faculty
35	Initiate Seminar topics from the lower semester itself without making the students select them during semester breaks. Direct them to select seminar topics, mini-projects, and final-year projects based on different aspects of a unique problem.	Advisors/Faculty/ The DAC (Department Assessment Committee)
36	Encourage and Monitor the peer group study mechanism	Advisors
37	Motivational strategies can be adopted to maintain better behavior. (Offering rewards etc.)	Advisors/faculty
38	Encourage the students to refer/follow standard textbooks.	Faculty/Subject Groups
39	Portions to be covered are to be fixed and informed. Question papers for the series test should be handed overto DQAC within 10 days of the commencement of the classes for that session. Ensure that COs are properly addressed in question paper settings.	DQAC/Stream coordinator
40	Before the first internal exam, the stream coordinator/HOD ensures that the topics/portions assigned for the examination are completed.	HoD/ DQAC/IQAC
41	Advisors may conduct advisory meetings. HODs should ensure monthly meetings of Senior Advisors and Academic Coordinators.	HoDs/Advisors
42	Library-based tasks shall be given.	Faculty/Stream coordinator/ DAC
43	Faculty members are to enter the series test marks inETLAB within 7 days of the particular examination.	Faculty
44	AT RISK students are to be identified early. Proper mechanisms to address their grievances.	Faculty/Advisors
45	Encourage students to register and get certificates foronline courses	Advisors/Faculty
46	Teachers should not be allowed to use mobilephones/tab/laptops in laboratory classes	Faculty
47	Remedial Workshops: The majority of courses require prerequisites. If the students have not acquired the prerequisites, it would be difficult for them to understandthe courses even if they are well	

	taught. Before the start of a semester (or during the initial days) workshops/tutorial sessions can be arranged to impart knowledge and skills required for a better understanding of core subjects.	Stream coordinator/ DQAC
48	Prerequisite Evaluation Test: For courses that require prerequisites, an evaluation of the student's knowledge and understanding of the prerequisites can be done in the first class. (This can be implemented as a surprise test). This will help teachers identify weak students before course delivery and suitable measures can be taken to ensure that learning happens among the weak students also.	Stream coordinator/ DQAC/ Faculty
49	Extracurricular activities: The present practice of extracurricular activities occupying the whole academic space should be avoided. As far as possible, extracurricular activities are limited to the first half of a semester only. The second half of the semester is preferably fully devoted to academic activities.	Dean Student Affairs
Administrative matters (Institute/Department level)		
50	Slots for all faculty meetings at the college/department level may be fixed so that faculty can plan their academic activities and student meetings in advance.	Principal
51	Invigilators should keep a strict vigil of the class and senior professors and HODs may be asked to monitor the fair conduct of examination.	HoDs
52	In hostels, proper monitoring of regular studies should bedone by providing strict study time	Hostel Warden
53	Advisors/senior professors should visit hostels/places of stay of their wards	Advisors/senior professors

3.4. CURRICULAR GAPS IDENTIFICATION POLICY

Statement

As a NAAC-accredited institution, the programs are required to adhere to the university's curriculum. There are curricular gaps that must be recognized and filled by adding content that goes beyond the specified syllabus. This policy outlines the guidelines for implementing feedback mechanisms to guarantee curriculum quality improvement.

Scope

This policy applies to all the programmes offered at KMEA Engineering College. Department DAC through the stream coordinator work with innovative ideas and take the initiative to organize Conferences, Industry institute interaction Programmes, Workshops, Seminars, and Invited Talks to acquire knowledge beyond the syllabus.

Procedure

Curricular gaps identification

The shortcomings in the curriculum to attain the Programme Outcomes shall be identified as curricular gaps.
The following procedures must be followed in order to identify the curricular gaps.

- Feedback from the class committee/course committee and student exit surveys shall be consolidated by the senior advisor and submitted to the stream coordinator for identifying the curricular gaps. (link is made available in the ETlab student portal)
- Employer feedback surveys shall be conducted by the Department CGPU coordinator and the suggestions are considered and conveyed to the appropriate boards responsible for framing the syllabus.
- Feedback from the Alumni Survey shall be taken by the Department Alumni coordinator to get their requirements in industries.
- Feedback from the industry experts who conduct placements through Career Guidance and Placement Unit (CGPU) shall be consolidated by the placement coordinator and their suggestions shall be incorporated for identifying curriculum gaps.
- The Department DAC Committee shall discuss the advantages and disadvantages of the current scheme with the help of course feedback surveys, passing out graduate surveys, alumni surveys, employer surveys etc. And shall formulate recommendations to conduct value added programs also shall be submitted to the board of studies constituted by the University.

Content beyond syllabus

- Department Association and Professional Bodies student chapter and various informal student groups shall take the initiative to organize Conferences, Industry institute interaction

- Programmes, Workshops, Seminars, and Invited Talks frequently for students by including experts from industries, reputed institutions and alumni.

- Faculty handling the course shall conduct special lectures (Add-on courses) to address the content beyond the syllabus and to bridge the curriculum gap.

- Students shall be encouraged to work with innovative ideas and shall focus on current technological trends to do their Seminars and Projects in the final year, to acquireknowledge beyond the syllabus.

- Technical fests shall be organized by the students which enable them to be aware of the new frontiers in engineering.

- Department shall organize Industrial visits and support students to do Projects in industries to make them conscious of the challenges in the industry.

- Students shall be encouraged to utilize resources like NPTEL and various e-learning materials and e-journals. The students shall be encouraged to attend various online courses (COURSERA, NPTEL) and training to address the content beyond the syllabus.

- International Conferences and expert talks shall be avenues for the students to enhance their technical knowledge and soft skills by interacting with resource persons of expertise from various fields.

- The National Service Scheme shall help students to take up socially relevant projects, thereby imparting social commitment and environmental awareness which is minimally addressed by the curriculum.

- Students shall be encouraged to publish an in-house technical Magazine and Newsletter which not only helps them to be aware of the recent trends in industry and research but also enhances their organizing skills.

3.5. ACADEMIC AUDIT POLICY

Statement

For the proper functioning of the academic system in an educational institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery as per the curriculum and syllabus of APJ Abdul Kalam Technological University (APJAKTU), the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members, monitoring of the progress of courses, internal assessments, student welfare, and grievances.

The process of academic auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers are passing out from Institutions, affiliated to APJAKTU.

Objectives

- To ensure academic accountability.
- To monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified engineers/researchers pass out from Engineering Institutions affiliated with the KTU.
- To safeguard functionalities of technical education.
- To define the effectiveness of teaching–learning process and to devise a methodology to confirm maximum output from faculty members as well as students.
- To ensure that the colleges are following OBE in its true sense.

The academic auditing shall cover:

- Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental setups and equipment, practical assignments, mini projects, and conduct of practical classes and their evaluation.
- Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- Academic functioning of the college encompassing students, faculty, and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements, and benchmarking.
- The quality criteria prescribed by NBA/NAAC.

Procedure

The Academic Auditing system comprises two bodies: The Internal Quality Assurance Cell (IQAC) at the Institution level and the External Auditor at the University Level. The IQAC will function as a body assisting the External Auditor. The external auditor, appointed by the University, will be a proven academician, preferably a Professor or Associate Professors from Government/Aided/Govt Controlled Self Financing Engineering colleges. The external auditor shall visit their allotted educational institution(s) two times a year as and when informed by the University. The external auditor shall prepare an online report and forward it to the Principal of the Institution and to the KTU. The Principal shall give his response to the observations made by the auditor and shall submit it to the KTU within three weeks.

IQAC members should conduct an internal audit (inter-departmental) of the institution, twice a semester. A group of two members of IQAC, as decided by the coordinator shall verify the details of a department. The external auditor will visit the college, verify the documents, and may interact with the faculty, staff, and students. The auditor shall submit an online report for each program after the audit.

Frequency of reviews/ meetings

- IQAC members shall conduct an internal audit (inter-departmental) of the institution, twice a semester.
- The external auditor shall visit their allotted educational institution(s) two times in a year as and when informed by the University.

Related/ Supportive document

College specific documents

- Academic calendar with days earmarked with working days, holidays, other activities etc.
- Minutes and action taken reports of student's grievances and appeal committee meetings
- Minutes and action taken reports of discipline and welfare committee meetings
- Detailed reports of co-curricular and extracurricular activities
- Teaching and technical staff details with acquaintance roll
- Arrangements made in case of faculty left in between, taken long leave etc.
- Central library register showing volume and title of books, journals etc.
- IQAC meeting minutes, internal audit reports etc

Department specific documents

- Minutes and action taken reports of course/class committees of UG/PG
- Minutes and action taken reports of advisory meetings
- Academic calendar with days earmarked with working days, holidays, other activities etc.
- Course Diary for all the courses

- Tutorial Logbook
- Internal test question paper and sample answer scripts
- Equipment log registers used in Laboratories
- Laboratory manual, records, and course files for all practical courses
- Logbook for summer and contact courses
- Practical test question paper and sample answer scripts
- Project (Mini project/Design project/Final semester project) progress review reports
- Result Analysis (UG/PG)
- Details showing the conduct of remedial/minor/honors classes
- Details of faculty evaluation and action taken on it
- Department library register showing volume and title of books, journals, etc
- Register showing activity points
- Details of MOOC courses taken by UG/PG students
- Details of the computing facility in the computer lab (UG/PG)
- Conduct of PG thesis work
- Details of relevant licensed software available in the department

A1 – Files (Academic Files)

- Timetable (with tutorials) – Staff arranged in hierarchical order
- Internal exam QP (DQAC Approved)
- Innovative Teaching approaches
- Tutorial samples with log book
- SFR (Computation as per NBA, these files for the last 3 years)

A2 – File (Academic Files)

- Course files (Last 3 years)

A3 – Files (Academic Files)

- CO-PO, CO-PSO mapping
- PO, PSO attainment
- Curriculum Gap (with Gaps and course identified to address the POs, PSOs)
- Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)

- Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)
- Add-on Courses

B – Files (Staff Files)

- (These files shall be updated for the period July- June)
- Research funding (a. Internal, b. External)
- Consultancy
- Collaborative works/research and outcomes
- Journal Publications: SCI, SCIE, SSCI, SCOPUS, Other Journals
- Publications: Conference, Books, Book chapters, Articles, etc.
- IPR (and related activities)
- MoU
- FDP Attended: (a. Outside own college b. Inside own college)
- FDP/Conference Organized
- Awards / Honors
- External Interaction

C – Files (Student Files)

- Roll List (for last 3 years)
- KTU Results and Analysis (Semester-wise)
- Success Data of Passed Out Batch
- Placement (Proof- for the previous Academic Year)
- Higher Studies (Proof- for the previous Academic Year)
- Career/Skill Development Programs
- Achievements
- Entrepreneurship / Start ups
- Professional Society Activity

D – Files (Miscellaneous Files)

- Staff Extension Activities
- Staff Duties/Responsibilities
- Staff/Guest Appointment Details
- Guest Acquaintance (Semester-wise)
- Department Budget

In addition to the above files, the following documents shall also be maintained:

1. Minutes and action taken reports of course/class committees of UG/PG
2. Minutes and action taken reports of advisory meetings
3. Course Diary for all the courses
4. Equipment log registers used in Laboratories
5. Log book for summer and contact courses
6. Question paper and sample answer scripts for assessment of practical courses
7. Details showing the conduct of remedial/minor/honours classes
8. Details of faculty evaluation and action taken on it
9. Department library register showing volume and title of books, journals etc
10. Register showing activity points
11. Details of MOOC courses taken by UG/PG students
12. Details of computing facility in the computer lab (UG/PG)
13. Details of relevant licensed software available in the department

Assessment of various outcomes

Assessment tools are direct and indirect:

Direct Assessment	Indirect Assessment
Internal Exam	Course End survey
End Semester Exam	Program Exit Survey
Assignment, Tutorial	Alumni Survey
Course Project, Case Study	Employer Survey
Field Visit report	
Seminar	

Co attainment

Percentage Weightage for Direct and Indirect Components

Direct	Indirect
80	20

Sample weightage for different direct assessment Tools

Targets for co attainment

First time

Internal Evaluation: Average of Internal Marks for the same Course and Program in the previous 3 Academic Years. End Semester Exam: Average of End Semester Exam Marks for the same Course and Program in the previous 3 Academic Years.

Subsequent Academic Years

Not less than the Previous Year' Target, Continuous Improvement is Desirable

Fixing Attainment Levels

70% or more students Score More than Set Target	3
60% of students Score More than Set Target	2
50% or more students Score More than Set Target	1
Less than 50%of students Score More than Set Target	0

Sample CO Attainment Calculation

TARGET Internal: 62%, Assignment: 75%, End Sem: 58%

Student	% Internal exam marks	% Assignment marks	% Course project marks	% End sem exam marks
1	75	85	80	75
2	60	80	75	68
3	55	73	50	55
4	90	68	68	80
5	80	60	90	45
6	75	90	68	82
7	78	85	75	70
8	48	60	70	56
9	61	80	85	50
10	40	80	60	78
% students above target	50%	60%	82%	60%
Attainment level	1.0	2.0	3.0	2.0

Direct Attainment of CO1= 1.0×0.3+2.0×0.2+3×0.2+2.0×0.3 = 1.90

Let the attainment through Course End Survey be 2.8

Overall attainment of CO1= 1.90×0.8+2.8×0.2 = 2.08

PO ATTAINMENT

Percentage Weightage for Direct and Indirect Components

Direct	Indirect
70	30

A sample mapping of CO-PO for one particular subject is shown below:

CO	**Overall Attainment**	**PO 1**	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PO 7**	**PO 8**	**PO 9**	**PO 10**	**PO 11**	**PO 12**
EC 10 1.1	2.08	3											
EC 101.2	2.56	3	3	3									
EC 101.3	2.4	2						3					
EC 10 1.4	2.2	--									3		
EC 101.5	1.9	3								3			

Direct Attainment of PO1 = (2.08+2.56+2.4×0.66+1.9)/4 = 2.031 Let the Indirect attainment of PO1 be 2.7

PO1 overall attainment = 2.031×0.7+2.7×0.3 = 2.232

Custodian

Department-specific documents are maintained in the HOD's office / DQAC.

Documents specific to the college are kept in the IQAC office.

3.6. EXAMINATION POLICY

Statement

As per the B-Tech regulation, the students registering for a course have to undergo continuous internal evaluation (CIE). In CIE, 50% of the mark is assessed through a test (Internal Examination). It is the responsibility of the institution to conduct internal as well as external examinations by following the rules and regulations of the university. The following sections describe the roles, and responsibilities of the officials' procedures to be followed, and various steps to be taken at all the levels associated with the conduct of the internal examinations at KMEA Engineering College.

Scope

The purpose of this policy is to help in the conduct of both internal and external examinations in a fair manner upholding academic integrity.

Definitions

Answer book	Institution's designated answer booklet that contains a specific number of pages used for the internal examination.
Answer script	Answer book collected from students after the examination
Bundle	Packets of answer scripts for ease of transfer.
Candidate	Students in the roll list, to appear for an examination.
Exam office	The room where the activities of examination are monitored and controlled. Dy. CS office will be in this room.
Course	Subject of study either in theory or practical during an academic period/semester.
Invigilator	Faculty of any Departments appointed by the Dy.CS for the invigilation work.
Program	A set of several courses constitute a Program
Session	A period in the Forenoon or Afternoon of a day during which examinations are conducted

Exam Officials

a. Chief Superintendent

b. Dy. Chief Superintendent

c. Department Representatives

d. Office Assistant

Procedure

Examination Cell (EC)

EC is constituted to coordinate activities like question paper printing, invigilation arrangements, hall and seating arrangements, answer script packing, and bundle transfer to valuation camps assigned by university, for the smooth conduct and evaluation of end-semester examinations.

The following officials constitute the EC

1. Dy. Chief Superintendent
2. Department representative (One or Two faculty from each department)
3. System operator
4. Peon

The Chief Superintendent shall constitute an examination cell (EC) for each academic year. The Head of the department shall nominate one/two faculty members as department representatives to the examination cell for a tenure of one year.The nomination should be done by the respective Head of the Departments. If necessary, the termof the department representative can be extended by the respective department where they belong.

Examination Timetable

Internal examination timetable should be prepared in line with the academic calendar of the university. Internal examination timetable should be finalized by the Dy Chief Superintendent, in consultation with Dean (Academics). Finalized timetable should be handed over to the Head of the departments for publishing at department level.

Question paper setting

Question papers are to be prepared at department level by the respective course faculty in approved format. The question paper prepared by the course faculty to be vetted by the stream/ expert faculty member and to be approved by DQAC. DQAC will ensure that the QPs are prepared following the principles of OBE. This includes the framing of questions with terms of Blooms taxonomy and attainment levels. Moreover, the aspects like even distribution of questions from the modules, difficulty levels, sufficiency of time in answering, clarity and understandability, typographical errors, pattern of questions, instructions are considered while approving the QPs. The approved QP should be collected by the department representatives for handing over the QPto Dy. CS for printing.

Invigilator Posting

Based on the no. of students and the faculty availability of the department, session wise

invigilation requirements are calculated by Dy. CS and the same should be handed over to respective department representatives.

- Department representatives in consultation with the respective head of the department, invigilation roster is to be prepared based on the requirement demanded by Dy. CS and the same shall be published at department level.
- Invigilation roster prepared and approved by the HoD's are to be handed over to the Dy.CS prior to the start of the scheduled internal examinations.
- Regular, faculty members and instructors are to be appointed as invigilators.
- Department representatives to ensure that the duty should be distributed equally among the faculty members of the same seniority. Workload should be decided based on the designation/seniority and the respective department policy (if any)
- Non-reporting of the invigilator should be reported immediately to CS and respective HoD's. In such cases, the reserve invigilator should be deputed for the duty. Dy.CS should ensure that no delay in the conduct of examination has happened due to this.
- Reserve invigilators should be available in the college for reporting to the duty at any time of their assigned session.

Hall Arrangements

Hall arrangements should be ensured by Dy.C S with the help of office assistants

- Infrastructure in charge should ensure that all the examination halls are clean and tidy.
- Sufficient furniture, desks, benches are provided to the candidates. The existing condition of drawing boards in the examination halls is to be cross-checked, and it should be confirmed that they are in very good condition to ensure the smooth conduct of examinations.
- It should be ensured that the atmosphere around the Examination Hall remains calm and
- quiet.
- All the examination halls are to be provided with CCTV surveillance, which should be monitored in the service room.
- During the time of examination, the facility for drinking water is to be ensured.
- Special care may be taken to provide a seat to a candidate who suffers from any infectious disease not to cause an adverse effect on the other candidates.
- Candidates who cannot climb stairs due to their physical condition shall be provided seating arrangement in a hall on the Ground floor.

Seating Arrangements and Display

- The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the

Roll list of students obtained from the Academic section.

- Seating arrangements should be double-checked to ensure that no eligible candidates are left out from the list/chart.
- The maximum number of candidates permitted in an examination hall should not exceed 30 ina regular coursework classroom. Candidates can be allotted to the drawing hall C410A, C410B depending on the existing seating capacity of the hall.
- Candidates' allotment lists to various halls are to be displayed for all the sessions of examination in a common location of the institution one hour prior to the examination start time.
- Seating Charts prepared for each hall are to be displayed in each examination hall.
- The same seating arrangement should not be followed for the different examination sessions. Exceptions are allowed in case of the seating arrangements of differently-abled candidates/candidates with illness.
- The examination cell should oversee all the activities related to the seating arrangements.
- Seating arrangements and candidate hall allotment display are to be prepared the day beforethe commencement of the examination of each session.

Examination Materials Arrangements

- Attendance sheets in each of the examination halls are to be prepared based on the Programof study and Semester/ Year of study. The same shall be given to the invigilator at the time of receiving the answer booklet.
- Invigilators are allowed to take charge of the Question paper, answer booklets, attendance sheet, and the hall seating arrangements 20 minutes prior to each session's start time of examination.
- A specific number of Answer-booklets/drawing sheets shall be prepared hall-wise.

Question paper printing

- Department representatives should collect the DQAC-approved question papers from the respective departments
- EC members print the required number of QP using the printing facility of the examination office.
- Dy. CS should verify that a sufficient number of printouts of the Question Papers of each course have been taken.

Attendance collection

- The examination office supporting staff will collect the following items from the invigilators after half an hour of the commencement of the Examination:

- Attendance sheets of candidates. Candidates, as well as the Invigilator, should sign these.
- Unused Answer Books and Questions Papers.
- A consolidated list of exams of attended students, hall-wise, course-wise, and program-wise, is to be prepared and given to the answer script collection team to verify the number of answer scripts returned by the invigilator.

Return of answer script by the invigilator

- Immediately after the exam finish time, the invigilator themself should collect the written answer script of all students allotted to his hall.
- The invigilator should personally bring the written answer script to the examination office or the designated place by Dy CS.
- It is the responsibility of the invigilator to ensure that the answer scripts are returned to designated officials.
- Upon submission and verification of the number of answer scripts returned, an acknowledgment of the same should be obtained by the invigilator from the official who received the answer script.

Handing over of answer script to Course faculty

- Upon receiving the answer booklets from invigilators, department representatives should prepare the course wise answer script bundle.
- Details like course name, no. of answer books, absentees roll list are to affix with each answer script bundle.
- Department representatives should receive the concerned courses- answer script bundle and handover to the respective course faculty of the department.
- Department representatives should provide an acknowledgement to the Dy. CS about the receipt of the answer scripts.
- Department representatives may ensure proper acknowledgement from the course faculty regarding the receipt of the answer booklet.

Examination session timings and bell alerts

- The examination's general timing will be as follows: The forenoon session starts at 09.30 am, and the afternoon session examination starts at 1.30 pm. The duration of the examination willbe 3:00 hours unless otherwise specified in the question paper.
- The above timing can be changed depending on the situation (as per university norms), and the same will be notified well before the examination by Dy CS.
- The ringing of bells will be according to the time indicated by the watch/clock in the

examination office. Different watches may show different times but, for the purpose of the examination, the watch/clock of the examination office will be treated as authentic.

Functions & Responsibilities

Examination Cell (EC)

- Ensure the smooth conduct of the internal examination process.
- Ensure smooth conduct of university examination process.
- Ensuring /assigning an adequate number of invigilators for each session of examination.
- Preparation of seating arrangements for all sessions/days of examination as per the roll list.
- Distribution of answer books to the invigilators and collection of answer scripts after the examination.
- Reporting of absentees details to university.
- Packing of bundles on the same date of exam.
- Sealed packets transferred to sealed locker available at Principal's office.
- Preparation of schedule for sending answer script.
- Sending packets to valuation camps as per order from university.
- Updation of stock register and dispatch register.
- Proving adequate details to observer and maintenance of observer diary.
- In case malpractice reported by invigilator the same should be reported to university, update the malpractice register.

Chief Superintendent (CS)

The principal of the institution shall be the Chief Superintendent

- CS shall be responsible for the preparation, scheduling, and conduct of all examinations ofthe College.
- CS should timely appoint the Dy. Chief Superintendent, for the smooth functioning of the examination process.
- CS is responsible for the timely transfer of the decisions (if any) related to examinations toDy. CS and to ensure that the same is appropriately implemented.
- CS shall have the responsibility to provide enough manpower for the timely completion ofwork related to the conduct of examinations.
- Conduction of meeting prior to semester. Schedule calendar as per decisions in meeting

Dy. Chief Superintendent (Dy. CS)

The Dy CS shall be responsible for the conduct of all internal examinations of the institution. It shall be their duty to arrange for preparation, scheduling, the conduct of examinations of theinstitution, and all other contingent matters connected with examinations. The Dy. CS shall report the periodic status of the work to the CS.

- Prepare and publish the Examination Calendar
- Conduction of internal examination as per Calender.
- Direct superintending control over the examination process.
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations, documents, etc.
- Convene meetings and issue circular related to examination.
- Maintain secrecy and confidentiality in connection with all examinations of the College.
- Payment of remuneration related to examination.
- Taking quick decisions as circumstances warrant.
- Exercising control over the space allotted for the examination. Further, they should ensure that the rooms, buildings, etc., are well in order / prepared to conduct the examinations.
- Timely monitoring and follow-up action of the activities planned in the examination process to streamline the activities as scheduled examination.
- Take necessary steps for display of hall arrangements.
- Printing, and distributing the question papers in time.
- Resolve situations/errors like a serious misprint, wrong code, mistranslation, omissions or ambiguity, etc; noticed or reported to him in the question papers by referring to the original scripts of the respective question paper. Examination cell representative shall not, on his own accord or at the instanceof any other person, give any clarification, unless it is a clear case of an apparent misprint. Examination cell representative should consult Dy. CS before taking any decision related to the conduct of examination. The severe disparity in the question paper shall be immediately reported to the CoE, and the issue resolved according to their instructions.
- Depute the required number of Invigilators and Hall Assistants to each examination hall. One Invigilator shall be allotted for every 45 students or part thereof.
- Make sure that as far as possible, invigilators are allotted a hall at random and that no invigilator shall have prior information (prior to 20 minutes of commencement of examination) of the hall to which they shall be posted.
- Ensure sufficient answer book availability for examinations and arrangements of printing of answer books for various examinations. The unused answer booklets should be under the safe custody of Dy CS.

- Arrange to collect back the undistributed question papers and the students' attendance sheets from the examination halls after 60 minutes from the commencement of the examination.
- Should maintain a record of the answer book.
- Arrangement to be made for the ringing of bells to mark the examination timings.
- In a scenario where a student forgets to bring their hall ticket or the courses listed on the hall ticket do not match; the Dy CS shall direct to office to obtain temporary hall ticket for the candidate, candidate must contact respective department and get permission for releasing the temporary/provisional hall ticket. The priority in this process should be to allow the student to write the examination without wasting time. The student should always be informed that their answer script may not be valued if the candidate's contention is found to be false. Until the institution approves them, all of these admissions are provisional.
- Shall initiate action against a candidate indulging in malpractice or attempting to use unfair means, in the examination hall or within the premises of the examination centre, shall be reported to CS
- During the examination, all the Answer scripts confiscated in malpractice cases should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer scripts shall NOT be mixed with the regular answer scripts.
- Malpractice should be entered in malpractice register.
- Any incident or condition which could potentially cause disturbance or discomfort to students must be reported to CS.
- Ensure the availability of sufficient stationary materials required for all the three phases of the examination process.
- Supervising the office staff, casual labours posted for assisting the office works assigned
- Ensure the appropriate infrastructure for generating question papers and other relevant confidential materials.

Department Representatives

- All departments (including basic science) should provide representatives forcoordinating the internal examinations. Each department should be represented with a minimum one representative, two representatives may be provided by the engineering departments having two batches.
- Assist the Dy. Superintendent in all his/her responsibility listed above for the smooth conduct of all the internal examinations.
- Ensure the DQAC approved question paper from the respective departments are ready wellin advance of each session of the internal examination.
- Coordinate the sessions assigned by the Dy. Chief superintendent

- Handover the answer scripts to the faculty concerned in the respective departments.

Invigilator

- Report to the Examination office 30 minutes before the scheduled start of the Examination
- Collect the packet containing question papers, attendance sheet & answer book pertaining to the hall allotted
- Before proceeding to the examination hall, Invigilator should verify that an adequate number of answer booklets and other formats are supplied.
- Invigilator to ensure that the question paper provided is to his/her hall as per the list of students.
- Reach the examination hall 15 minutes before the scheduled start of the examination and ensure that no incriminating or any other materials are found in the hall.
- The invigilator shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues in the seating arrangement. They shall ensure that all candidates are treated equally without any discrimination.
- All the Invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep a constant vigil on the examinees in the hall.
- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilator shall announce to the candidates to leave the books, papers, and other reference materials, etc., outside the examination hall.
- The invigilator shall ensure that any undesired materials brought by the candidates are left outside the examination hall at his own risk.
- The invigilator should warn the candidates about the possession of Mobile phones, digital equipment, and other electronic gadgets except for a simple wristwatch and non-programmable scientific calculator. The candidates should be advised to keep such things outside the examination hall at their own risk. Candidates can take the duly attested documents permitted as per the course syllabus/instructions in the question.
- The invigilator shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
- The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination (or upon ringing the bell), only to candidates seated in the examination hall and are not to be placed on the vacant seat.
- The invigilator should read out the instruction note: “You should follow the instructions printed on the facing sheet of the answer-booklet. should search your pockets, desks, and tables and hand over to the Invigilator any paper/ book/ notes/ manuscripts/

photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper".

- The invigilator shall ensure that no candidate is allowed to leave the examination h**all within 30 minutes** of the commencement of the examination.
- The invigilator should get the signature of the student on the attendance sheet.
- When candidates seek clarification on a question paper that the invigilator cannot deal within the Examination Hall, the invigilator shall immediately notify the Dy.CS, who will endeavour to obtain and convey the necessary information to the student(s).
- The invigilator should not allow extra time at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.
- The invigilator shall NOT accept the answer script of any examinee without ensuring that it bears barcode to indicate the candidate's name and roll number, other information asked on the title page of the answer script and that the candidate with a pen crosses out the blank pages in the answerscripts.
- The invigilator shall remain alert in the examination hall and shall attend to the candidates' requests for the supply of the graph sheets & other relevant material throughout the exam.
- The candidate visiting the toilet should be properly escorted; however, frequent visits to the toilet should be discouraged. No student will be allowed to go to the toilet in the first half an hour.
- The invigilator shall alert the examinees about the time remaining for the examination session whenever the warning bell sounds.
- The invigilator shall ensure that there is no communication among the candidates in the examination hall. The invigilator shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan, etc., is strictly prohibited in the examination hall while the examination is in progress.
- The invigilator should report to the Dy CS about the insolent, indecent, undisciplined, and undignified behaviour of candidates.
- The invigilator shall arrange the answer scripts returned by the candidates at the end of the examination in proper order for each course and program and tally the same with the attendance of the candidates. They shall be responsible for the safe possession of all Answer script until it is handed over to the Answer-booklets receiving staff in the exam office. The receiving staff shall receive the Answer-scripts after due verification and tally with the attendance.
- While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box/scale, he/ she shall immediately take in his/ her possession the candidate's Answer script, question paper, and the materials

which he/she has used or intended to use for copying and immediately report to the Dy CS. They should not allow the candidate to leave the examination hall till the authorized person by Dy CS comes to the examination hall and takes overcharge.

- When any candidate feels extremely sick/ distressed, the invigilator may request the Dy CS office to make arrangements to escort the ill candidate to the Campus Medical officer with necessary transport arrangements with the help of the supporting staff in the examination office.
- Any dereliction of duty on the part of the invigilator is recorded, and the Dy CS shall report the same to the CS, and CS may initiate the action based on the report of Dy CS.

KMEA

3.7 FEEDBACK SYSTEM POLICY

Statement

KMEA Engineering College understands that a teaching-learning system followed by an educational institution needs continuous refinement. To capacitate this process of continuous refinement, the institution shall adopt a feedback system that takes suggestions from stakeholders of each program. The institution follows a well-defined and formal feedback system implemented at different levels.

Scope

Through feedback from all stakeholders, this policy will eventually assist in continuouslyimproving the teaching-learning process and the curriculum.

Procedure

- The feedback from students regarding the quality of teaching shall be collected, twice in every semester (mid-semester and end semester), through the college campus management software ETLAB. The teaching index value is calculated by the system for each teacher. The results are made available to teachers, advisors of each class, the Heads of Departments, and principal through ETLAB.
- Student feedback regarding the teaching-learning process is also collected from students during class committee meetings.
- At the end of each semester students are required to complete a semester exit survey. In this, students will be required to respond to questions that examine how effective the teaching-learning process was in aiding the student to attain the respective Course Outcomes.
- Feedback shall be collected from graduating batches to evaluate if the institution has been able to instill the skills necessary to meet the objectives of the program. This survey shall be used to identify the difficulties the students faced during their course at KMEA.
- Being an institution that shapes individuals to build technologies for the future, KMEA Engineering College lays constant insistence on updating the curriculum to equip students with the knowledge and skill necessary for the same. To make this possible, the institution shall regularly gather opinions regarding industry skills that are of highest demand, directly from industry personnel. Industry experts shall be invited for stakeholder meetings conducted by each Department, and their viewpoints regarding emerging technologies be taken periodically. Department-level committees along with subject group committees choose the content beyond the syllabus that needs to be delivered to the students, based on the collected viewpoints from the stakeholder meetings with industry experts.
- Employer surveys shall be conducted every year to gather information about the key strengths and weaknesses of students that they have recruited from this college. Employer survey is a key component in deciding skills the students lack expertise in. The course delivery shall be modified to alleviate these shortcomings for the forthcoming batches of students.

- Furthermore, feedback from recruiters shall be collected by the Career Guidance and Placement Unit (CGPU). This information shall be used by CGPU to organize placement training programs which shall make it comfortable for students to secure jobs.

- Alumni feedback is another important component of the feedback system. KMEA is an institute having one of the strongest alumni networks. Alumni of the institution span across the globe and are well connected with the institution through alumni associations. Feedback from this nexus, comprising individuals from all spheres, has been imperative in improving the quality of education over the years. Feedback shall be collected from alumni periodically through appropriate means.

- For the overall improvement of the character of a student, the institution shall take feedback from parents and guardians. These shall be gathered during PTA meetings and stakeholder meetings.

- Suggestions from members of the local community and social workers shall be collected by the institution. To facilitate this, social workers and members from the local community shall be invited to all stakeholder meetings. Their views shall be used to shape the program.

- This collected feedback shall be consolidated and discussed in Department level committee meetings (DAC, DQAC and DMC), to decide the necessary actions needed at the Department level. The consolidated reports shall be presented at institution-level committee meetings. The feedback shall be used to scrutinize and refine the policies so that the institution moves closer to its vision.

Frequency of reviews/ meetings

- Feedback from students is conducted twice (mid and end) in a semester
- Feedback from all other stakeholders such as alumni, industry, employers & recruiters,subject experts etc. is conducted every academic year
- College reception keeps a visitor's diary where feedback during any special events isrecorded.
- IQAC/ Subject group committees may request for a program specific feedback as andwhen required

Related/ Supportive document

Feedback from:

- Faculty evaluation survey (mid and end-semester)
- Course committee meetings
- Course exit survey
- Graduate survey
- Alumni survey

- Employer survey
- Visitor's logbook

Custodian

- Individual departments
- IQAC

KMEA

3.8. PLACEMENT POLICY

Statement

The Placement Office plays a crucial role in guiding students toward their career paths. It offers various training programs like self-assessment tests, mock interviews, and mentor interventions to enhance students' employability. Additionally, the office organizes guest lectures and training sessions to improve skills like technical skills, resume building, group discussions, and interview techniques from the first year onwards. CGPU monitors the active participation of students in training and placement activities and their regular practices.

The campus recruitments are a significant event, commencing with a pre-placement talk where companies provide insights into their profiles, job roles, career trajectories, and compensation packages. This talk is followed by selection rounds such as written tests, group discussions, and interviews depending upon the strategy of the company. The Institute's advanced facilities ensure a seamless recruitment process, and student placement representatives offer support throughout the selection journey

Scope

All graduating students who are interested in participating in the placement activities are bound by this policy. Companies' eligibility criteria will be applied on a case-by-case basis.

Procedure

1. Organizations are invited to conduct campus placement

2. Comprehensive Job Descriptions (JDs) containing all pertinent details are shared among students.

3. The student placement committee members, once appointed, initiate the hiring process by obtaining registration permissions from the placement office and informing the respective mentors/advisors.

4. Resources persons are assigned according to the training.

5. Empowered Student Placement Representatives help in the entire hiring procedure.

6. An informative pre-placement presentation/talk is delivered to students by organization representatives.

7. The recruitment process encompasses written tests, group discussions, and interviews.

8. Following the assessment, a list of selected candidates is officially announced.

9. Acceptance copies of offer letters are collected on CGPU

10. Students aspiring for higher studies need to submit their admission offer letters to the placement office, following mentor concurrence.

Pre-Placement Talks and other On-Campus Recruitment Events:

- Details regarding company placement schedules, job specifications, and compensation packages for final placements will be informed through respective class placement groups. It is the responsibility of students.

- Students are advised to thoroughly review the placement schedule, job descriptions, and job locations. Subsequently, they should apply for positions by accurately completing the provided application format.
- Emphasis is placed on students adhering to the Institute's Dress Code for formal occasions, ensuring appropriate attire during these events.

Placement Rules and Regulations - 2023-2024

- All students of the college must obey the placement policy
- Students are required to bring multiple copies of their CVs and college ID cards for the All students of the college must obey the placement policy
- Students are required to bring multiple copies of their CVs and college ID cards for the placement process.
- Formal attire is mandatory during the placement process. Punctuality is crucial, and latecomers will not be accommodated.
- Leaving the process midway is discouraged, except when a student chooses not to proceed after the pre-placement talk.
- Registered students must maintain regular contact with their respective Student Placement Representatives. These representatives will in turn communicate with the Placement Officer.
- Students should regularly check Placement Office notice boards and the website's Placements and Career Guidance section for updates.
- Upon applying for a company, attendance at the Pre-Placement Talk and other on-campus recruitment events is mandatory.
- This set of instructions ensures a thorough understanding of the procedures and expectations of the placement process.

Job Offers through Placement Office

- Students will be provided a maximum of one (2) offer through on-campus placement, subject to meeting the criteria for the same.
- Students need to inform the Placement Office by email and in person as soon as the job offer has been accepted.

- Once a student has accepted an offer and/or joined a company, students will not be permitted to apply for any other company through the Institute Placement Office. One-year
- Work commitment with the company is mandatory.
- Students once facilitated a job offer should abide by the rules and the regulations of the employer.

CGPU reserves the right to revoke or modify the policy or any rules and regulations.

Roles and responsibilities of Placement Officer

1. Acts as a link between students and the employment community.
2. Prepare the list of students eligible for placements from time to time from class advisor/ERP software (Etlab).
3. Coordinate placement training programs which include soft skills, group discussion, interview skills, technical aptitude, and quantitative aptitude
4. Coordinate campus and off-campus placement drives.
5. Proposes an annual budget for training and placement activities.
6. Assists students develop/clarifying their academic and career interests through counselling and group sessions.
7. Provide guidance to students for higher education.
8. Provide suggestions to the departments to facilitate add-on skill programs to meet the expectations of the industry.
9. Coordinate meetings with department placement coordinators and student coordinators periodically.
10. To attend the meetings organized by the university, placement officers' association.
11. Outreach the companies/industries to explore job opportunities and seek possibilities of recruitment for our students.

3.9. RESEARCH POLICY

Statement

In order to strengthen and expand the research and consultancy activities at KMEA Engineering College, KMEA Research and Consultancy Council (KRCC) has been formed. The objective of the research council is to develop good infrastructural facilities and a conducive environment to inculcate research and innovation culture among faculty and students. The consultancy wing puts an emphasis on socially relevant works which includes both industrial and infrastructural projects.

The institute identifies the uniqueness of research in the roles of the academic fraternity in its commitments to society. Generation and maintenance of the values in the conduct of research are possible by adopting proper policies for administering research at the institutional level. It is for ensuring the individual role of the faculty of the college to shoulder the responsibility to take research and scholarship for their professional growth and the growth of the college. The policy is also to have self-awareness among researchers of the college about the global standards of research ethics and procedures of scholarly activities in accordance with the norms prescribed by regulatory agencies like UGC and AICTE.

Scope

The departments of the college shall identify core areas of their research based on the research profile of the faculty and research infrastructure available in the departments. All applications for research funding should be channelized through the Principal of the college. In the case of any research carried out in the college, the researcher should obtain the approval of the Principal and adhere to the norms of the college and regulatory agencies. The research projects which students do as part of their UG and PG curriculum should as far as possible lead to joint publications of students with faculty. The faculty should acquire as much research experience as possible and they should embed their research experience with their teaching process. It is also necessary that the faculty shall train and promote the students to undertake research as part of their careers. The college shall encourage collaborative research involving researchers from different disciplines and various institutions. It shall promote research that leads to product development, commercialization, entrepreneurial activities, and solutions to societal demands.

The Ph.D. research scholars have to complete their research within the stipulated time frame as prescribed by the parent university. They shall contribute to the overall research ambiance of the college by their active participation in academic and research-related activities as demanded by the college. The supervising teachers of the Ph.D. scholars shall ensure attendance and other mandatory requirements in the case of the Ph.D. scholars working under their guidance and supervision.

Procedure

The research policy of the college shall be implemented by the discussions and decisions of the KRCC of the college and orders of the Principal. KRCC is the body that coordinates the research activities of the college in accordance with the research policy. The principal is the convener and

Dean Research is the coordinator of the council. The representatives from the through departments of the college are the members of the council.

Auditing of Research Credentials of the College

This policy monitors the progress of the research credentials of the college by using the indices like number of SCI and Scopus-indexed faculty and student publications, h-indices of faculty, research grants grabbed by faculty, number of Ph.D. supervisors, and number of Ph.D. scholars in the college. The college shall take corrective measures, if any are required, based on the results. This policy permits the college to review the research practices in place and revision of the policy related to the lapses.

Functions and responsibilities

The functions and responsibilities of the KRCC of the college include the following.

- Advise the research team of the college on the formulation of R & D programs and orient the research priorities of the college keeping in view of the anticipated requirements and opportunities.
- Promote interdisciplinary research through interdepartmental collaboration
- Facilitate the review of R & D activities and research programs of the college to address the probable issues if any and to suggest general guidelines for the timely completion of the research programmes.
- Suggest networking and collaborations with other academic and research institutions of National and international importance on programs of mutual interest.
- Formulate policies on fostering research linkages between the Institution, industry, and society
- Inculcate and embed research culture in the teaching-learning process to upgrade the efficiency of teaching and learning
- Provide an environment conducive to research and allocate infrastructural facilities for research
- Encourage collaborative research involving researchers from different disciplines and various institutions
- Ensure quality of research proposals formulated by the faculty.
- Promote research that leads into product development, commercialization, entrepreneurial activities and solutions to societal demands.
- Extend support to the faculty to obtain intellectual property rights (IPR) for their research and the product they develop.
- Ensure the visibility of research in the college in terms of the sponsors/funding agencies supporting the research work, details of fund utilization, collaborators,and investigators.
- Ensure the compliance of rules and regulations of the funding agencies with regard to the management of research funds and physical and laboratory infrastructure generated from the

research grants.

- Advise the faculty and students of the college on the necessity of checking the plagiarism of the research reports that they generate as part of their research.
- Facilitate the use of plagiarism-checking software for ensuring the quality of theresearch reports produced by the faculty and students.
- Facilitate the submission of research proposals by faculty to various funding agencies.
- Suggest norms to facilitate the administrative support to the Ph.D. research of the college for timely completion of Ph.D. projects.
- Facilitate the submission of applications for funding to UG and PG studentprojects
- Timely revision of general guidelines for ensuring the quality of UG and PGstudent projects
- Timely revision of the provisions of the Research policy of the college.
- Any other function as may be assigned by the Chairman Governing body/Principal of the Institution.
- Insist and ensure ethical standards of accountability and social responsibilitywhile pursuing research

Frequency of reviews/ meetings

Annually and as and when the situation demands the decision of the council on mattersrelated to research

Related/ Supportive document

Minutes of the Research Council

Custodian

Dean (Research)

3.10. INTERNATIONAL COLLABORATION POLICY

Statement

The International Research cell assists researchers in identifying the current research thrust areas around the globe and generating new or theoretical or experimental knowledge by collaborating with other academic disciplines, Indian and Foreign universities, research centers,and Industry.

Objectives

- Institutional exchanges between faculty and staff from each partner institution;
- Acceptance of undergraduate and graduate students of each partner institution for periods of study and/or research;
- organization of symposia, conferences, short courses, and meetings on research issues;
- exchange of information pertaining to developments in teaching, student development, and research institutions;
- mutually promote information and activities of the other Party within the scope of the Memorandum of Understanding on their respective websites (subject to prior written approval for the use of any logos or trademarks)
- Cooperation in any other areas as agreed to by the Parties from time to time.
- Faculty members are expected to undertake collaborative research, leading to quality publications and presentations in international conferences of repute and generation of intellectual property with a strong potential of commercialization.
- The quality of research output shall be assessed on the established yardsticks such as Impact factor and other parameters.
- The implementation and upgrading of the Research Policy shall be carried out by the Coordinator of the KRCC, in consultation with the council members under the direct supervision of the Principal.

3.11. GREEN POLICY

Scope

In order to encourage sustainable and eco-friendly behaviors on campus, a "green campus" combines environmentally friendly measures with educational initiatives. The institution fairly manages garbage, water resources, solar and electric energy, conserves natural resources, minimizes the use of paper, and offers an eco-friendly campus.

The college is striving to develop on a self–sustainable basis in the areas of power, water, and cleanliness. Consequently, this policy serves as a key part of the college's overall sustainability plan. The exciting new co-curricular and extracurricular practices that will be developed as a result of the Green Campus, Energy, and Environment Policies will motivate students to take the initiative in bringing about positive change. With regard to energy efficiency, sustainability, andthe environment, these programs demand a complete examination of all administrative andinfrastructure tasks.

Objectives

To spread reputable environmental management principles and procedures across the campus.

- Setting goals to enhance environmental performance.
- To reduce carbon emissions on campus.
- To implement the 3R concept on campus effectively.
- To attain zero waste on campus.
- To conduct business in a manner that is socially responsible, commercially viable, and environmentally sustainable.
- To ensure a thorough awareness of the state of the environment today.
- To ensure resource sustainability and stop destructive or wasteful behaviours.
- To lessen and stop contamination of the environment.

Strategies of Implementation

- Restricted admission of automobiles on the campus.
- **Plastic usage ban:**

  - The college is committed to having a plastic-free campus.
  - Dustbins and signboards are provided on campus to maintain our plastic-free goal.

- Assured that the 3R policy—which stands for reduction, recycling, and reuse—is

implemented.

- Single-use plastics are prohibited in classrooms, laboratories, and academic buildings.
- Creating a landscape with trees and plants. The campus shall have a collection of medicinal plants, fruit plants, and vegetables. All of them are well maintained by the guidance of the nature club.
- Students and staff shall actively organize and participate in a tree-planting campaign on campus.

Waste Management

- For dry waste, college shall provide incinerator in campus and hostel separately
- For bio waste, bio compost bins and bio degrade enhancing bees shall be utilized in the college premises very near to hostel.

Review and Implementation of Green Policy

- From time to time, the college's Nature club will evaluate the policy.

KMEA

3.12. ENVIRONMENTAL HEALTH AND SAFETY POLICY

Statement

KMEA Engineering College is committed to providing a safe, secure, and healthy environment for all faculty, staff, students, and visitors.

Principles

Good environmental health and safety practices are the responsibility of every faculty member, staff, student, and visitor at KMEA. This responsibility cannot be transferred or delegated.

KMEA shall make all reasonable efforts to:

- Protect the health and safety of faculty, staff, students, visitors, and the surrounding community.
- Provide safe workplaces - academic, research, and administrative.
- Provide information and training to faculty, staff, students, and visitors about potential environmental, health, and safety hazards.
- Comply with applicable environmental health and safety laws, regulations, and consensus standards.

KMEA

3.13. HOSTEL POLICY

Administration

The overall administration of the Hostels is managed by the Principal of the institution who is the Chief Warden. The Deputy Chief Warden is assigned the duty of administration of all hostels under KMEA Engineering College. Wardens are assigned to control the activities of each hostel.

The Hostel shall be under the direct control of the warden.

The warden shall have powers to issue instructions and standing orders to regulate the internal matters of the hostel and the warden's decision shall be final in all matters connected with the hostel.

Admission

a) Admission shall be confined to the regular full-time students who are in the current nominal roll of the college prepared from time to time by the KMEA Engineering College.
b) Application for admission should be addressed to the Deputy Chief Warden, KMEA Hostels, Edathala. They should be made in the prescribed form, copies of which can be had from the office. Applications not in the prescribed form will not be accepted. Application for hostel admission will be issued only at the time of admission.
c) The warden shall have the right to refuse admission to any applicant without assigning any reason. The parents/guardians of the applicant should be present at the time of admission.

Allotment of Rooms

a) Rooms will be allotted at the discretion of the Warden. Rooms once allotted will not be changed under any circumstances during the academic year/semester.
b) Each student will be supplied with the required furniture and he/she will be responsible for properly keeping and returning the same in good condition. The students will not be permitted to bring any items of their choice. No item of furniture shall be shifted from one room to another room under any circumstances.
c) Rooms are provided with electric lights. Students should see that the lights are switched off when they go to sleep or leave the room. Electrical installation should not be tampered with. Any infringement will be dealt with seriously

Hostel Rules

1. The overall administration of the Hostel is managed by the Principal of the institution who is the Chief Warden.
2. Students seeking admission to the Hostel shall submit an application to the Warden in the prescribed form duly recommended by the Senior Advisor and Head of the Department.
3. Admission shall be confirmed subject to the eligibility criteria at the discretion of the Warden.
4. The Chief warden has the right to deny the admission of any student.
5. Admission to the Hostel is valid for a period of one academic year only.
6. Student's academic records are continually monitored. If the student have poor academic records then he or she will be expelled from hostel.
7. Room will be allotted at the discretion of the Warden. Each student is responsible for all the belongings of the room.
8. The inmates are responsible to keep their rooms and furniture in good condition. They should not on any account tamper the electrical installation, sanitary fittings and other hostel properties. If any damage to the furniture or fittings is noticed at any time, repair charges in addition to the fine for the misuse of the same will be recovered from the inmates.
9. The inmates shall not fix or write anything on the door or wall. Shifting of the furniture from one room to another is not permitted.
10. Inmates shall change their rooms only with the prior permission of the Warden.
11. The inmates should behave decently with fellow inmates. All the inmates shall dress properly inside the Hostel premises.
12. Inmates should ensure that the lights and fans are switched off when they go out of the rooms.
13. The usage of heavy electrical equipments (like iron box, electric heater, cooler, Air conditioner etc.) are prohibited inside the room.
14. When the inmates go out from their rooms, they should lock their rooms to safeguard their belongings.
15. The dues of the Hostel of each month shall be paid on or before the 5th day of the following month.
16. No one shall enter the Hostel premises for carrying business of any type without the consent and permission of the Warden.
17. No guest shall be permitted to stay in the Hostels.
18. Inmates are not permitted to convene meetings of any sort anywhere in the Hostel premises without the prior permission of the Warden.
19. No notice shall be displayed or circulated in the Hostel without the permission of the Warden.

20. Mess reduction is sanctioned to an inmate, if he/she is absent for three consecutive days. In addition, mess reduction can be availed during vacation subject to the seven days criteria.
21. Hostel mess is organized and managed by a vendor appointed by the college authorities in consultation with students.
22. Inmates are required to follow strictly the mess, entry and exit timings of the hostel.

Breakfast	08:00 AM to 08:45 AM
Lunch	12:00 PM to 01:30 PM
Tea	04:30 PM to 05:00 PM
Dinner	08:30 PM to 09:00 PM
Gate Opening	06:00 AM
Gate Closing	08:00 PM

Functions and responsibilities of Hostel Warden

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance for Hostel.
3. Look after the quality of food served in the hostels.
4. Keeps strict discipline in incoming and outgoing students from the hostels.
5. Reports to the Principal in case of any indiscipline or misbehaviour by the students.
6. Looks into the grievances/complaints of the students if found genuine.
7. Arranges for First Aid in case of any emergency and arrange for hospitalization of student/staff

3.14. HEALTH AND WELLNESS POLICY

Statement

The health and wellness of all members of the KMEA Engineering College community is of prime importance.

Scope and Objectives

This policy applies to all faculty, staff, and students of the institute.

Campus Doctor

A Minimum of one doctor with an MBBS degree or above shall be appointed on the campus.

Counseling facility

A trained Counsellor / Psychologist shall be appointed on the campus. The counselling facility shall be available from 10 am to 5 pm on all working days.

Emergency Vehicle

An emergency vehicle on call shall be made available on the campus around the clock. The phone number for emergency vehicles shall be displayed at various locations on the campus.

Insurance Cover

Insurance cover facility shall be made available to all faculty, staff, and students as per government norms.

MoU with hospitals

College shall have MoU with various hospitals. Student volunteers shall get training from these hospitals.

First aid support

College shall have first aid support on campus. Volunteers shall be trained for handling the emergency situation if comes.

Fitness Center

Fitness centers with eminent facilities shall be made available to maintain the fitness and health of staff and students.

Health awareness programs

- College shall conduct medical camps for economically backward communities, especially in Edathala Panchayat.
- College shall conduct various webinars by doctors to make staff and students aware of the importance of health and physical fitness
- Physical education department with NSS shall conduct various programs for the effectiveness of the policy.

KMEA

3.15 PHYSICAL EDUCATION POLICY

Statement

The Sport is an integral part of physical, mental, and social development that needs to be encouraged. Regular physical activity helps to prevent and treat non-communicable diseases such as lifestyle diseases. It can improve memory and reduce anxiety or depression. At KMEA Engineering College, we encourage staff and students to participate in all the kinds of physical activities that able to do. We were focusing more effectively on cardio-respiratory fitness for all students.

To society every academic year we will conduct various tournaments for school students with attractive prizes and all facilities. As sports and games have a direct bearing on the physical and mental health of young people, good sportsmanship and competitive spirit are encouraged every time they step onto the field/court.

Objectives

- To motivate students to become part of the ongoing recreational and competitive sports program.
- To inform the students about the benefits of being involved in an active lifestyle.
- To involve faculty members to assist the college Sports Council in promoting, and organizing the college sports program.
- To build a healthy mind & and healthy body.
- To enhance self-confidence.
- The College will endeavour to:

1. Give priority to sports and shall consider it as an integral part of the college academic program.
2. Make available the necessary funds and infrastructure to implement the policy to its fullest.
3. Encourage/invite talented sportsmen to join the college.



KMEA
ESTD - 1957

C.H. MOHAMMED KOYA

KMEA ENGINEERING COLLEGE

APPROVED BY AICTE

AFFILIATED TO KTU

EDATHALA, ALUVA, ERNAKULAM PIN : 683561

+91 484 2411003 /2411004

office@kmeacollege.ac.in /
admission@kmeacollege.ac.in

Visit Our Website

www.kmeacollege.ac.in

Contact Us

7902929294 / 7902929295 / 7902929296