



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

**Capacity Enhancement and Skill Development Schemes**

At Meenakshi College of Engineering, we understand the importance of equipping our students with the necessary skills and knowledge to excel in their careers. To achieve this goal, we have designed various capacity enhancement and skill development schemes aimed at sharpening students' abilities and improving their overall competence. These schemes include:

**1. Soft Skill Development**

- Soft skills are essential interpersonal skills that contribute to an individual's success in their career and personal life. Our Soft Skill Development Scheme focuses on training students to improve their communication, teamwork, and problem-solving abilities. These skills are crucial for building positive relationships and enhancing productivity in the workplace.

**2. Language and Communication Skill Development**

- Effective communication is fundamental to personal and professional growth. Our Language and Communication Skill Development Scheme aims to enhance students' linguistic and communication abilities, enabling them to communicate effectively with peers, faculty, and patients. This scheme also includes training in local languages to facilitate better communication with patients from diverse backgrounds.

**3. Yoga and Wellness**

- The pressures of academic life can often lead to stress and anxiety among students. Our Yoga and Wellness Scheme provides students with techniques to manage stress and promote overall well-being. Through yoga practices and meditation, students learn to improve concentration, memory, and emotional resilience, leading to better academic performance and overall health.

**4. Analytical Skill Development**

- Analytical skills are essential for problem-solving and decision-making in various professional fields. Our Analytical Skill Development Scheme focuses on honing students' analytical thinking abilities, critical forecasting skills, and research methodologies. These skills are vital for success in both academic and professional settings.

**5. Human Values Development**

- Values are the foundation of ethical behavior and positive human interactions. Our Human Values Development Scheme aims to instill values such as truth, honesty, loyalty, love, and peace in students. By fostering a value-based approach to education, we aim to

cultivate compassionate and ethical healthcare professionals who prioritize patient care and well-being.

## **6. Personality and Professional Development**

- Personality development is essential for building self-confidence and success in both personal and professional life. Our Personality and Professional Development Scheme focuses on enhancing students' personal growth and professional ethics. Through exposure to professional advancements and skill-building activities, students develop the confidence and competence to excel in their chosen field.

By implementing these capacity enhancement and skill development schemes, we aim to empower our students to become competent, compassionate, and successful professionals in their respective fields.



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**CODE OF CONDUCT POLICY**

**Code of Conduct for Students:**

**Introduction:**

The Student Code of Conduct applies to all students enrolled in any course or program at Meenakshi College of Engineering. This Code applies to all activities on campus sponsored or supervised by the College, and violations may result in disciplinary action. Rules and regulations are communicated through various publications such as the College prospectus, catalogues, leaflets, pamphlets, and posted notices.

**Purpose:**

The purpose of the Code is to:

Institutionalize standards of educational and personal conduct.

Ensure safety and security.

Inculcate human values, ethical sensitivity, and social responsiveness.

Formulate expected behavior and relationships between students and College staff.

**Rules and Regulations:**

**Admission: Admission is strictly merit-based.**

**Dress Code:** Students must wear the formal dress code and carry their Identity Card at all times on campus.

**Attendance:** Minimum 75% attendance is compulsory. Crossing into other class sections is prohibited.

**Sex/Gender-based Misconduct:** Any form of abuse or harassment based on sex, gender, caste, religion, etc., is strictly prohibited.

**Disciplinary Code:**

Various rules regarding possession and use of alcohol, smoking, behavior on campus, cleanliness, and adherence to regulations.

Theft or damage of College property will not be tolerated.

Any form of cheating or malpractice during examinations is prohibited.

Open flames, weapons, fireworks, and dangerous devices are strictly prohibited on campus.

**Misuse of Resources:**

Students are responsible for any damage to College property and will be required to replace it at their own cost.

**Misconduct of IT Resources:**

Any theft or unauthorized use of College IT resources will be treated as a cybercrime and reported to regulatory authorities.

**Anti-Ragging:**

Ragging is strictly prohibited on campus, and offenders will face dismissal from the college. An Anti-Ragging Committee is formed to address such issues.

**Jurisdiction:**

The Principal has the final authority on matters related to the Code of Conduct and disputes therein.

**Actions:**

Various disciplinary actions may be imposed, including warnings, fines, or expulsion, depending on the severity of the violation.

**Appeal:**

Students may appeal decisions regarding disciplinary actions to the Principal for reconsideration.

**Code of Conduct for Teachers**

**Introduction:**

The Code of Conduct for faculty addresses matters such as recruitment, teaching, learning, evaluation, and professional ethics.

**Duties of the Teachers:**

Detailed responsibilities including academic duties, adherence to regulations, participation in extracurricular activities, and maintaining discipline among students.

**Code of Conduct:**

Guidelines regarding proper conduct, impartiality, professionalism, and interaction with students, colleagues, authorities, and society.

**Conduct for Librarian:**

Additional duties for the Librarian regarding library management and providing services to students and faculty.

**Code of Professional Ethics:**

Detailed principles and responsibilities of teachers towards students, colleagues, authorities, society, and their professional growth.

**Conduct for Teachers:**

Specific regulations regarding selection, duties, behavior, and use of College resources.

**Conduct for Principal:**

Detailed responsibilities of the Principal regarding academic growth, discipline, administration, correspondence, and adherence to regulations.

**Code of Conduct for the Governing Body**

**Introduction:**

Guidelines for the functioning of the Governing Body responsible for managing the College.

**Code of Conduct:**

Regulations regarding decision-making, transparency, use of College property, communication protocols, and respect for the institution and its members.

**CONSULTANCY POLICY**  
**OF**  
**MEENAKSHI COLLEGE OF ENGINEERING**



## **OBJECTIVE:**

The institute aims to provide consulting services to clients across various fields for the benefit of industry and society.

Utilize the institute's infrastructure to offer testing and consultancy services.

Motivate faculty members to engage in consulting work alongside their academic pursuits and share research findings to transfer technical expertise to client concerns.

## **COLLEGE VISION:**

- To make students envision and excel at the global market with ethics and good academic excellence

## **COLLEGE MISSION:**

- To Endeavour, nurture excellence in learning, fostering research and development towards global competence.
- To imbibe, install integrity and esteem to blossom with latent potential.
- To inculcate the habit of lifelong learning.

## **PREAMBLE:**

This policy outlines guidelines to ensure that consulting services provided by faculty members align with the college's operational and strategic objectives while maintaining reasonable costs for both the college and the faculty involved.

## **CONSULTANCY POLICY:**

### **All consulting services must adhere to the following guidelines:**

1. Consulting work should align with the college's goals, policies, and interests without compromising its reputation.
2. Both the faculty and the college should benefit significantly from the consulting service, either through revenue generation, enhanced reputation, or expanding expertise.
3. Faculty members should not engage in any unethical or inappropriate activities directly or indirectly related to the consultancy.
4. Prior written consent from the Head is mandatory before commencing any consulting activity or accepting compensation.

5. Consulting agreements between faculty and clients must be formalized through properly drafted agreements.
6. Revenue sharing from consulting work will be determined based on the type of consulting and the utilization of institutional resources by faculty members.

This policy aims to facilitate fruitful consulting engagements while upholding the integrity and interests of Meenakshi College of Engineering and its faculty members.





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**DIVYANGJAN POLICY**  
**(Differently Abled Individuals)**

**Objective:**

The MCE's DIVYANGJAN (Differently Abled Individuals) Policy is aimed at ensuring inclusivity and equal opportunities for students with disabilities within the institution, fostering a supportive and accessible environment.

Meenakshi College of Engineering is dedicated to understanding and implementing the rights, regulations, scholarships, and facilities provided by legislation such as the Persons with Disabilities (Equal Opportunities, Protection of Rights, and Full Participation) Rules, 1996, and Amended Rules for Persons with Disabilities, for the benefit of Divyangjan students.

**The policies and measures framed are as follows:**

- **Admission:** MCE endeavour's to admit as many differently-abled students as possible, ensuring equal access to educational opportunities..
- **Financial Assistance:** MCE will provide fee concessions, assistance during examinations if required, and other necessary support services for differently-abled individuals.
- **Educational Needs Assessment:** The college will assess the educational needs of Divyangjan students and facilitate the procurement of assistive devices to support their learning requirements
- **Scholarships:** MCE will facilitate access to scholarships for Divyangjan students to alleviate financial burdens and promote academic success..
- **Placement Assistance:** The college will assist Divyangjan students in accessing placement opportunities and support them in securing employment.
- **Awareness and Celebrations:** MCE will observe important days related to disability, such as World Disabled Day, and organize events like Blind Walks to raise awareness and promote inclusivity.

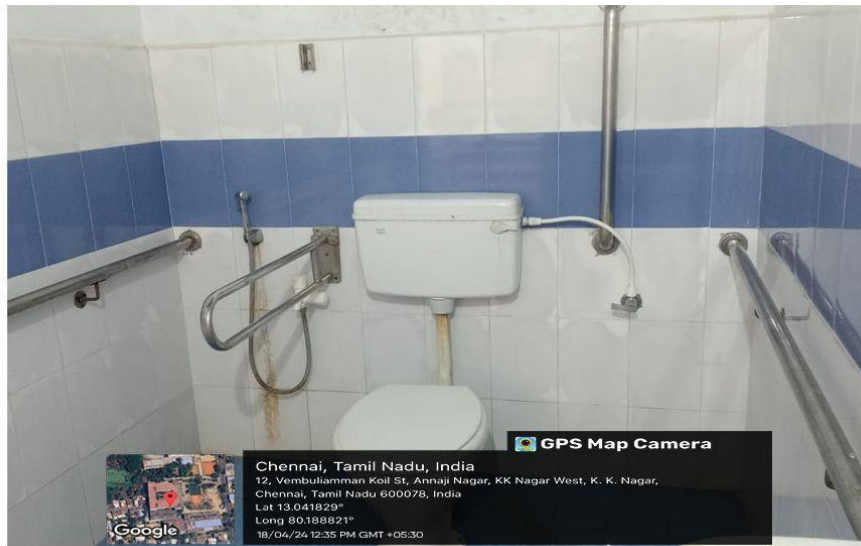
**Infrastructural Facilities:**

- All existing structures and future construction projects on the campus will be designed to be disabled-friendly. Special facilities such as ramps, handrails, special toilets, wheelchairs, and tactile paths will be incorporated to meet the unique needs of differently-abled individuals.

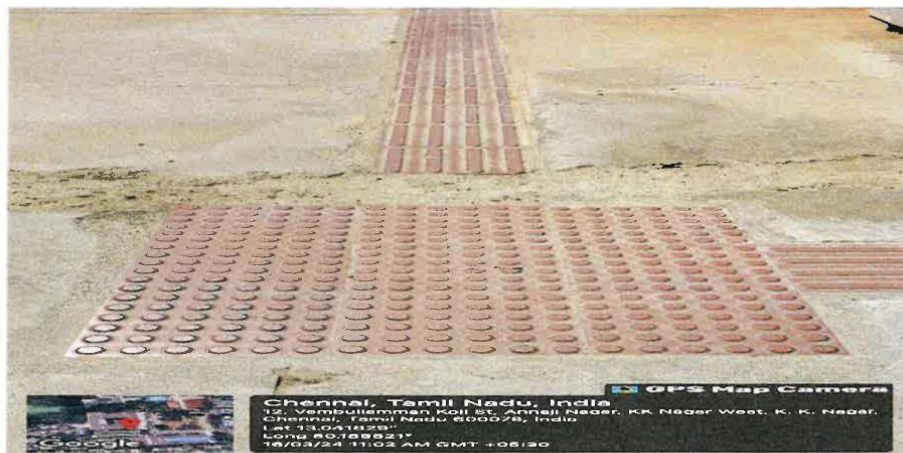


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**DIVYANGJAN FRIENDLY WASHROOMS**



**TACTILE PATHWAY**



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## MEENAKSHI COLLEGE OF ENGINEERING

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### RAMP



### WHEEL CHAIR



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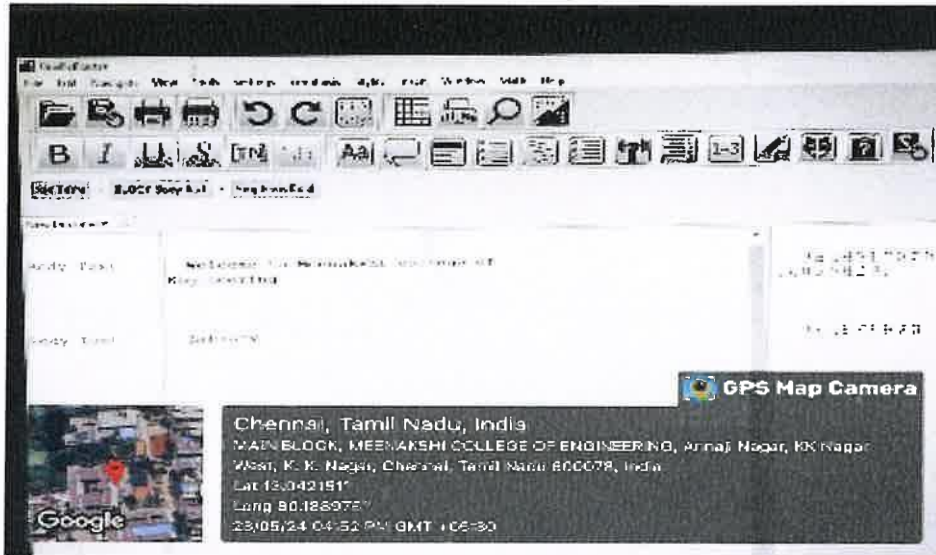




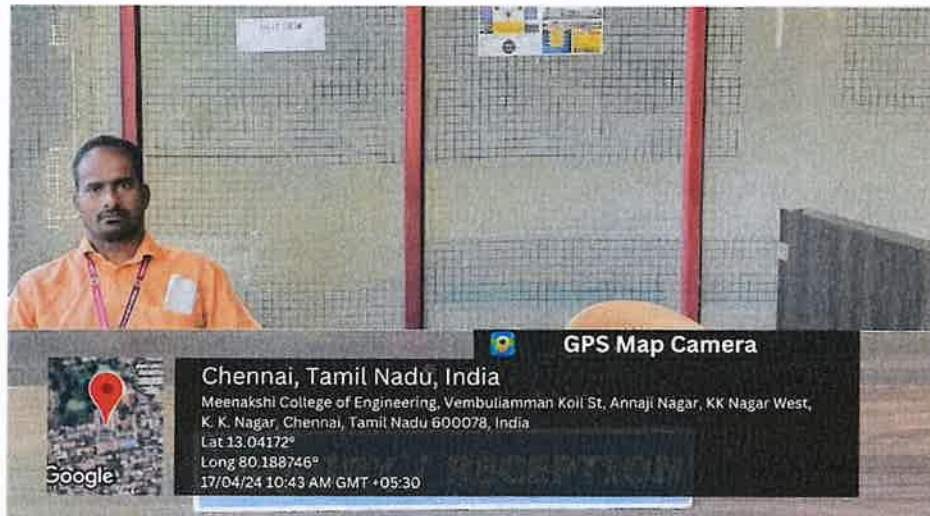


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**BRaille SOFTWARE**



**PROVISION FOR ENQUIRY AND INFORMATION:HUMAN ASSISTANCE**



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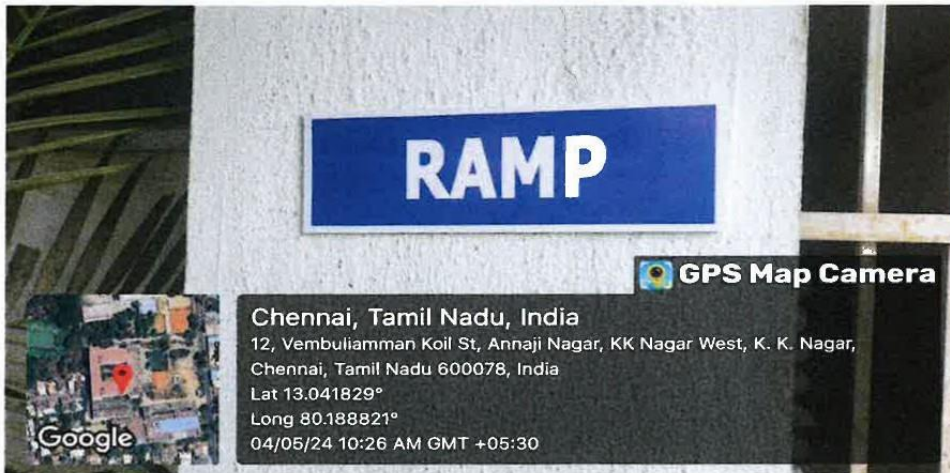
## MEENAKSHI COLLEGE OF ENGINEERING

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### LIFT 2



### SIGNBOARD-RAMP



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**E-Governance Policy of  
MEENAKSHICOLLEGE  
OF  
ENGINEERING**



**Chennai-600078**

## **PREAMBLE**

E-Governance has become an essential part of any activity to instantly exchange information, upload data to the receiver, and receive information to improve overall administrative efficiency in all sectors of operation. All stakeholders, including management, authorities, teaching and non-teaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC, AICTE, etc., should be included in governance, as a concept for active decision-making.

Meenakshi College of Engineering has formulated an E-Governance Policy with the primary objective of implementing E-governance in various operations, transactions, and services of the college for efficient, transparent, and consistent functioning of the institution and improved user experience of the stakeholders.

## **OBJECTIVES**

To ensure accountability, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all its stakeholders.

To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.

To promote easy access to the data regarding all the functions of the college to the concerned stakeholders, leading to paperless operation.

## **STUDENT ADMISSION AND SUPPORT SERVICES:**

An open and transparent strategy for the admission process shall be followed, which is further strengthened by the ethical practices and regulations as opined by the affiliating University (Anna University). Guidelines for the admission process are displayed on the College website.

Student support services shall be managed through the ERP software named Meenakshi Unified Portal. The formulated ERP shall manage all the data very effectively. The students shall be provided access to the portal for subject registration, to view their subject-wise attendance, internal test marks, and also final grades obtained in all the subjects. The portal shall also be used by the faculty and staff to record and track attendance, student performance, etc. Bonafide Certificates, Fee Certificates, Transfer Certificates, LoR, etc., shall be generated through the portal developed by the College.

## **ADMINISTRATION:**

The administrative structure of the college is operated through ERP software named Meenakshi Unified Portal. The college uses modules such as Student Attendance, Assessment, Staff Attendance, Library, Transport, Schedule of Events, Examinations, Hostel, Stock, and Inventory.

- The SMS and email (with college website <http://mce.edu.in>) shall be used for communicating the official circulars, sharing information with parents regarding the absenteeism of their wards on a daily basis, and their academic performance.
- Biometric attendance systems shall be used for all faculty and staff members.
- Details of conferences, students/faculty publications, students, faculty, and institutional achievements, events organized/conducted, etc., shall be entered in the portal developed in-house.
- College staff use Social apps like Whatsapp to communicate with the students.



- A Website Updating Committee has been formed to look after the process of updating, maintaining, and working on the website on a regular basis. The College strives to showcase its vibrant activities through its website. All the important notifications have to be posted on the website, as and when they are released. The website is put into full use as a vital information source to all the stakeholders.
- Information shall be communicated through the college social media pages on Instagram, Facebook, and Twitter.
- 24x7 internet facility is provided in all buildings (including hostels) of the college, CCTV Cameras are installed in classrooms and other main locations of the college, and ICT shall be introduced in every administrative function/work.

### **LIBRARY:**

The College continues to maintain its academic excellence by establishing a well-stocked library and adding more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

Meenakshi Unified Portal enables the institution to use barcode systems for faster transactions, issue/return books, and manage inventory status.

### **FINANCE AND ACCOUNTS:**

- The accounts of the institution are maintained through Tally software.
- College and Examination fees shall be collected online through the college website.
- All payments/transactions shall be through online mode such as NEFT, RTGS, Bank Transfers, etc.
- Appropriate security measures shall be implemented for maintaining confidentiality in transactions.
- Regular training in updated versions of software shall be provided to the new as well as existing staff.
- Fully automated Payroll Management System shall be implemented for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc., in the near future.



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**ENVIRONMENT & ENERGY USAGE POLICY**

**Objective:**

The primary objective of the Energy Policy is to assess and minimize energy usage while prioritizing environmental sustainability within the campus..

**Guidelines:**

- **Energy Usage Review and Impact Assessment:** Conduct regular evaluations of energy usage and its environmental impact.
- **LED Bulb Implementation:** Implement LED bulbs throughout the campus to conserve energy.
- **Adoption of Renewable Energy:** Install solar power plants to harness renewable energy sources, thereby reducing reliance on traditional electricity sources like TNEB and promoting natural replenishment.
- **Utilization of Motion Sensor Streetlights:** Install motion sensor-based streetlights to conserve energy by only activating when necessary.
- **Deployment of BLDC Fans:** Use BLDC (Brushless Direct Current Fans) fans to save energy and enhance energy efficiency.
- **Embrace the 3Rs:** Implement strategies for Reducing, Reusing, and Recycling resources to minimize waste and optimize energy consumption.
- **Conduct Internal Energy Audits:** Regularly conduct internal energy audits to identify and capitalize on energy conservation opportunities.

- **Institutional Energy Audit Management:** Establish rigorous scrutiny and follow-up procedures managed by the Institution Energy Audit team to ensure effective implementation at departmental levels.
- **Industry Collaboration for Energy Audits:** Establish partnerships with industries to conduct comprehensive energy audits and identify further energy-saving measures.
- **Energy Conservation Awareness Campaigns:** Promote awareness about energy conservation among various segments of society through educational initiatives and outreach programs.
- **Faculty Certification:** Encourage faculty members to obtain certifications as Certified Energy Auditors and Managers to enhance expertise and leadership in energy conservation
- **Policy Review:** Regularly review and update the Energy Policy to adapt to changing needs, technologies, and environmental considerations.

## ENVIRONMENT POLICY

### Objective:

The Environment Policy aims to mitigate environmental degradation and promote sustainability within the institution and its surrounding areas.

### Guidelines:

- **Reduction of Air Pollution:** Encourage the use of environment-friendly vehicles such as bicycles and electric vehicles, and promote pedestrian-friendly roads to reduce air pollution emissions.
- **Eco-Green Consciousness Awareness:** Foster awareness and strengthen eco-green consciousness among stakeholders through educational campaigns and engagement initiatives.
- **Afforestation Initiative:** Plant a minimum of 100 saplings annually within and around the institution to contribute to environmental conservation and biodiversity enhancement.
- **Resource Conservation:** Minimize the degradation of natural resources by reducing paper and plastic consumption across campus facilities.
- **Waste Segregation:** Promote the segregation of biodegradable and non-biodegradable waste among stakeholders to facilitate proper waste management practices.
- **Proper Waste Disposal:** Ensure students and faculty members dispose of waste in designated bins for biodegradable and non-biodegradable waste.
- **E-Waste Management:** Collaborate with authorized agencies for the collection and appropriate disposal of electronic waste (e-waste) to prevent environmental contamination.

- **Wastewater Recycling:** Install sewage treatment plants on campus to recycle wastewater for reuse, thereby conserving water resources.
- **Biogas Production:** Install biogas plants to convert organic waste into cooking gas, promoting renewable energy and reducing organic waste disposal.
- **Water Reuse:** Reuse wastewater from reverse osmosis (RO) plants for gardening purposes, optimizing water resources.
- **Continuous Monitoring and Follow-Up:** Ensure ongoing monitoring and follow-up for clean campus practices, including proper waste disposal, rainwater harvesting, waste recycling, and efficient water usage.
- **Maximize Renewable Energy Usage:** Prioritize the utilization of renewable energy sources to meet energy demands wherever feasible.
- **Policy Review:** Conduct an annual review of the Environment Policy to assess its suitability, adequacy, and effectiveness in achieving environmental goals.
- **Environmental Education Programs:** Conduct various educational programs to educate stakeholders about environmental preservation and sustainable practices.



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**EXAMINATION POLICY**

**Preamble:**

Meenakshi College of Engineering, Chennai, is a leading self-financing engineering college in Tamil Nadu, affiliated with AICTE & Anna University, established in the year 2001-2002 by the Meenakshi Ammal Trust, Chennai .

**Examination Committee:**

The Examination Cell and Internal Audit Committee are constituted as per Anna University guidelines. The Examination Committee includes the Principal, Exam Cell Coordinator, Department Coordinator, and Internal Audit Coordinator.

**Role of Exam Cell:**

The Exam Cell coordinates with Anna University on all matters related to examinations and processes university circulars, guidelines, and notifications. It ensures smooth conduct of examinations, prepares schedules, and organizes staff mobilization and invigilation. After exams, it manages answer book distribution, collection, and result processing.

**Powers and Duties of Examination Committee:**

Ensures proper performance in conducting examinations, including question paper setting, timetable preparation, assessment, and internal marks uploading. Recommends and implements examination reforms after approval from the academic council. Organizes examination schedules, ensures vigilance during exams, and takes disciplinary actions as necessary.

**Continuous Internal Examinations (CIE):**

CIEs are conducted by departments throughout the semester, with each course carrying 50 marks, scaled up to 100. Minimum internal test mark is 50 out of 100. Question papers follow Bloom's Taxonomy and are scrutinized by the Internal Audit Committee.

**Conduction of Examination:**

The Exam Cell Coordinator oversees examination conduct, including seating arrangements, scheduling, and invigilation. Invigilators are responsible for maintaining discipline, distributing materials, and preventing malpractices.

**Evaluation:**

Re-tests are conducted for absentees and slow learners to improve results. Assessment of answer books is done by subject experts, with proper marking and documentation. Verification of Answer Books by **Internal Audit Cell:** Answer books are scrutinized to ensure accuracy in marking and recording.

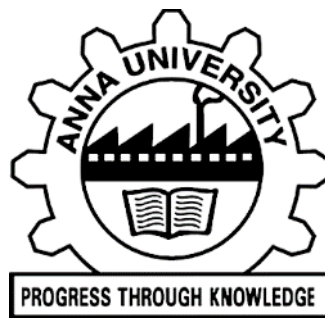
**Guidelines/Instructions to Invigilators and Candidates:** Invigilators and candidates must adhere to strict guidelines regarding examination conduct, materials allowed, and disciplinary measures.

**Vision and Mission:**

The college's vision is to provide quality education and research in engineering and technology fields, preparing students to meet future challenges and contribute to society's well-being.

Meenakshi College of Engineering is committed to maintaining high standards of examination conduct and academic integrity to nurture competent engineers and leaders for the future.

# **CONDUCT OF EXAMINATIONS AN INSTRUCTION MANUAL**



**OFFICE OF THE CONTROLLER OF  
EXAMINATIONS**

**ANNA UNIVERSITY  
CHENNAI – 25**



## **CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL**

**Section 5.17 of the University Statutes for Affiliation 2004 states “the college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University”.**

The Authorities/Representatives of the University involved in the conduct of the Examination are:

1. Controller of the Examinations (COE)
2. Additional Controller of the Examinations (ACOE)
3. Deputy Controller of the Examinations (DCOE)
4. Zonal Coordinators (ZC)
5. Zonal Officers (ZO)
6. Vigilance Squad (VS)
7. Anna University Representative (AUR)

The Officials of the Affiliated Colleges involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Nodal Officer of Nodal Centres
4. Hall Superintendents (HS)

The Examination Centre will be normally the college where the student is/was studying.

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

### **I. THEORY EXAMINATION**

#### **1. Chief Superintendent (CS):**

- 1.1.** Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.

Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to

call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.

If there is no suitable person available, COE will appoint a CS from other neighbouring Engineering colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.

**CS** appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.

CS is fully responsible for all the activities connected with the conduct of theory examinations.

**CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.**

## **2. Examination Details Provided:**

The following details in connection with the conduct of examinations are sent by the University to the respective centres before the commencement of every semester examinations.

- (i)** Copies of 'time-table' of the examinations.
- (ii)** The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
- (iii)** The 'attendance-sheets' of the candidates for every subject.
- (iv)** The 'packing slip' containing the register number of the candidates for each subject.
- (v)** The 'consolidated registration details' containing the date-wise list of subjects with number of candidates registered and number of question papers being sent.

Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the University website. The Principals/CSs are requested to put up a copy of the 'time-table' at a prominent place in the College to invite the attention of candidates.

In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the University.

The Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the 'time-table' notified by the University.

In case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by the Principal/CS in the 'attendance-sheet', packing slip, the 'nominal-roll' and consolidated registration details.

### **3. Hall Tickets:**

Three days before the commencement of the examination, the Principal/CS shall specify when and where the hall tickets will be issued.

Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) shall be downloaded from the Office of COE Web- Portal. After verification of all the particulars in the Hall Ticket, the Principal have to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.

In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations

in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported atonce to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the University end, the answer-scripts will not bevalued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.

Candidates shall not be permitted to write the examination (even under their ownrisk) if they are **not eligible** to write the examination as per the rules and regulations of the University.

Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate. If the scanned photograph is not available,it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately toget a Hall Ticket with scanned photograph by contacting COE.

Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the University*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**. The Principal shall make suitable corrections in hall-ticket provided by the University through web-portal and issue the same to candidates. These corrections should be entered in the ‘nominal-roll’and in other relevant records also.

#### **4. Hall Arrangements:**

CS should prepare the sketches of the seating arrangements in the examinationhalls or rooms (**Proforma 1**) and should forward a copy of the same when requested by COE.

Seating arrangements in every examination hall must be meticulously planned insuch a way that candidates writing the same subject shall be seated alternately.

In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between any two candidates**.

When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.

Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.

- . **4.5.** Candidates should be accommodated in rooms or in large halls. **One Hall Superintendent (HS) for every twenty-five candidates** or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.

Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.

It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/blackboards/drawing-boards/floors of the examination halls.

The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.

The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.

CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.

Strict silence should be maintained in the examination halls.

## 5. Question Paper (QP):

In the conventional method, packets containing copies of the printed question papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from the University web-portal. Total question papers received can be compared with the question papers required (The data can be obtained from the 'consolidated registration details' provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (**Proforma 2**). Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.

Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.

The question paper packet should be cut open on the **left hand** side of the packet.

Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the ZC every week.

All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the ZC at the close of the examinations.

## 6. Electronic Question Paper (eQP):

In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the University), the encrypted version of the question papers will be sent online through two mail servers a few days ahead of examination dates concerned. CS has to download the files and copy the same in a CD (CS CD) with multiple session option and keep it session wise and date wise. On the day of the examination, CS key will be sent online through the same two servers. CS has to download the files and copy it on the CD (CS CD) concerned. With the help of CS CD and the CD brought by AUR, the question papers can be decrypted and the required number copies of the question papers of the session and the day concerned has to be printed and distributed to the candidates.

A separate room should be allotted for eQP purpose and CS, AUR and a maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.

The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE. Standby arrangements have to be made for all the equipment to ensure trouble-free printing of question papers before the commencement of the examination.

The Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

## 7. Answer-books:

Answer-books containing forty-four pages with graph sheets (one normal and one semi-log) are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.

Space for rough work is provided at the last but one page of the answer-book.

Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at

any other place on the answer-book or on the drawing/graph sheets attached, if any.

**Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.

No 'additional answer-sheet/book' is provided.

#### **8. Hall Superintendent (HS):**

CS shall appoint (**Proforma 4**) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorised to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.

Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the University web-portal, the invigilation scheme/ hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.

HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section 7).

An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the



first day of every semester examination, before filling up the particulars on the title page of the book (for further details on ‘Candidates’, please refer section **13**).

- . **8.6.** The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.

The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.

Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and ‘attendance-sheet’ are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.

Candidate’s attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.

HS **must** sign and write his/her name at the space provided on the first page (notin any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.

The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the ‘attendance-sheet’ in the appropriate places (For further details on ‘attendance of the candidates’, please refer section **12**).

The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the

unused question papers should be returned to CS along with the absentee list (**Proforma 6**).

**Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section **11**).

**The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same". Materials brought by the students should not be permitted by the Hall Superintendents during examination** (for further details on 'Approved Books and Instruments', please refer section **15**).

HSs should not answer any query relating to meaning or correction or typographical error in the question paper.

Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book (for further details on 'Malpractice', please refer section: **16**)

No 'additional books/**sheets**' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.

**All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.**

HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not

be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.

No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.

During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.

Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.

CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.

HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.

**8.25** HS should not attest for any correction made by a student inside the answer script.

### **9. Anna University Representative (AUR):**

One University representative (AUR) will be appointed by COE/ZC as an observer for the conduct of Examinations for each examination centre. More than one AUR may also be appointed by COE/ZC if it is warranted.

The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.

The Principal/CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.

The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE/ZC/ZO if any violation is observed in this regard. He/she has to check whether

- (a) question paper boxes issued to the centres are kept in safe custody.
- (b) seating arrangements are satisfactory.
- (c) adequate number of external and internal HSs are engaged.
- (d) the examination commences on time.
- (e) Uploading of the absentees and malpractice cases in the web-portal
- (f) absentee list agrees with entries on answer-script packets.
- (g) answer-scripts of completed examinations are sealed and kept in safe custody.
- (h) examination stationery supplied to colleges are properly stored and accounted for.
- (i) the candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

#### **10. Vigilance Squad (VS):**

**10.1.** Examination Vigilance Squad will be appointed by COE/ZC from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The Principal/CS/AUR/HS shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

#### **11. Examination Timing:**

Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.

Normally **candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes.** Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.

Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

## **12. Attendance of the candidates:**

Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places generated from the University web-portal and complete the process immediately after **thirty minutes**. All the 'attendance-sheet's shall be forwarded to COE in batches as per the instructions received from COE.

Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (**Proforma 6**) to collect the register number of absentees in each hall. The entry made by HSs in the statement (**Proforma 6**) should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

List of absentees has to be entered subject wise as per the programme available in the web-portal of the University and it has to be sent to COE in batches as per the instructions received from COE.

## **13. Candidates:**

Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while

answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.

A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.

The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.

Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.

Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.

A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.

Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.

Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.

**The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity.** If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.

**When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.**

Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.

The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.

Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.

Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

#### **14. Important Timings during the Examination Days:**

The **CS** has to make himself/herself available **one hour** before the commencement of every examination.

The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.

HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS.

Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.

Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principal/CS.

An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.

Copies of question papers are to be distributed **five minutes** before the commencement of the examination.

Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.

No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.

No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

#### **15. Approved Books and Instruments:**

**Approved mathematical and physical tables and other scientific tables / data book will be supplied on request by the college to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.**

The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the College. ***“The approved code***



***books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same***". Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices and any other communicating devices are allowed.

All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

#### **16. Malpractice:**

Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantagepoints.

HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, this search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.

If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be uploaded in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by AUR and CS. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

- 16.4** The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.

Documents to be enclosed along with malpractice case:

- (a) Report on malpractice (**Proforma 7**)
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
- (c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.
- (d) Sketch of the seating arrangement (wherever necessary).

Hall tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

### **17. Packing of Answer-scripts:**

After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

The packing slips generated from the University web-portal should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.

Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.

In the case of malpractice, a detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.

The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted portion of the packet. The AUR must also sign in the face of the packet.

When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.

No sheet should be torn off from the answer-scripts. The number of answer- scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.

The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.

Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

### **18. Claims:**

All applications for contingent advance towards conduct of examinations should be made to COE at least 30 days before the commencement of the examination. Stamped acknowledgments should be furnished for all advances exceeding Rs.5000/-. Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.

All expenditure relating to Clerical staff, Office Assistant/peon Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.

On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements connected therewith (**Proforma 8 & 9**) within 5 days.

After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.

CSs are required to make a return in the form (**Proforma 10**) for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.

CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 9.

Claims such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

## II. PRACTICAL EXAMINATION

The instructions given above under ‘theory examinations’ should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

### **19. Additional Points for Practical Examinations:**

The Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.

The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.

The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the

respective ZC within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by respective ZC on behalf of COE. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of ZC.**

If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.

The number of candidates examined by the examiners should not exceed the approved limits.

Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.

The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of ZC/ZO and remedial action should be taken immediately.

Any violation of the instructions given by COE will lead to the cancellation of the practical examination.

After the end of every session of the practical examination, the external examiner will upload the marks in the web-portal of all the candidates present for the examination with the help of the internal examiner. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both examiners. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover generated from the web-portal to the Principal. The Principal will keep the collected Mark sheets in a safe custody and forward the same to COE before the prescribed time.

All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Watchman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String, Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.

## PROFORMA 1

## ANNA UNIVERSITY EXAMINATIONS

Seating Arrangement

Centre code and name:

Hall No.:

Date:

Session:

REGISTER NO. OF THE CANDIDATES					
I ROW	II ROW	III ROW	IV ROW	V ROW	VI ROW

Name &amp; Signature

Signature of Chief Superintendent

Of Hall Superintendent

with college seal

Note: To be retained at the college.

## PROFORMA 2

## ANNA UNIVERSITY, CHENNAI-25

## Details of Question Papers received

Centre code and name:

Oct / Nov /Dec.201

Apr/May/June201

Table showing the datewise subjects of Examination, No. of Candidates registered and the No .ofQuestion Papers received.

Date & Session	Degree	Title of the subjects	Subject/ Q.P. code	No. Candi- dates Regd.	No. Copies of Q.P. Recd.	Remarks

Date :

Station:

Signature of Chief Superintendent

Note: To be retained at the college.

**PROFORMA 3****ANNA UNIVERSITY, CHENNAI-25****Details of session wise use of answer-books**

Centre code and name:

Date and Session	Hall No.	No. of Answer-books		
		Issued	Returned	Used

Date:

Signature of Chief

Station:

Superintendent with College seal

Note : To be kept at the college itself



**PROFORMA 4  
ANNA UNIVERSITY, CHENNAI - 25**

From To  
 The Chief Superintendent .....  
 University Examinations .....

Rel . No. Dated :

**APPOINTMENT ORDER**

Dr./Thiru/Thirumathi/Selvi .....is hereby appointed as  
 Hall Superintendent for the Anna University Examinations scheduled during.....in this  
 College. The date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief  
 Superintendent of the University Examination at least thirty minutes before the commencement of the  
 Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

The Hall Superintendents shall not absent themselves from attending the invigilation work without obtaining  
 the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order,  
 he/she has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall  
 Superintendent shall be produced to the Chief Superintendent. Request for leave without making an  
 alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the  
 instructions contained in the **“Instructions Manual”** for the conduct of Examinations issued by the  
 University and other instructions issued by the COE from time to time.

Particulars of invigilation work:

Days	Session

Date : Chief Superintendent

Station : University Examinations

**PROFORMA 5****ANNA UNIVERSITY, CHENNAI-25.****Examination Invigilation scheme / hall allocation to candidates****Centre code and name:****Date:****Session: FN/AN**

Hall No.	Degree & Branch	Subject of the Exam	Register no. of the candidates	Name of the Hall Superintendent *

\* Not to be indicated in the student copy put up in notice board.

Date :

Signature of Chief Superintendent

Station :

Note : To be retained at the college.

Hall No.:

**PROFORMA 6**  
**ANNA UNIVERSITY, CHENNAI – 25.**

UNIVERSITY EXAMINATIONS \_\_\_\_\_ (Month / Year)

**ABSENTEE STATEMENT**

Centre code and name :

Date : Session : FN / AN

Hall No.	Degree and subject of Examination	Subject/ Q.P. code	Total No. of Candidates present	Reg. No. of the Absentees	Signature of the hall Superintendent

Date :

Signature of

Station :

Chief Superintendent

- Note:
- 1). To be circulated to all halls 30 minutes after commencement.
  - 2). To be retained at the college.

**PROFORMA 7****ANNA UNIVERSITY, CHENNAI - 25.****REPORT ON MALPRACTICE****UNIVERSITY PRACTICAL/THEORY EXAMINATIONS \_\_\_\_\_(MONTH/YEAR)**

1. Name of the Centre & Code : .....
2. Name of the Candidate & Reg. No. : .....
3. Semester of the candidate : .....
4. Semester of the subject : .....
5. Subject Code & Title : .....
6. Date & Session of Exam : .....

7. Statement of the Candidate\*:

\*Use separate sheet, if necessary

Contd...

**PROFORMA 7 Contd...**

8. Report of Hall Supdt./Internal Examiner of practical exam\*:

9. Report of Squad member/AUR/External Examiner of practical exam\*:

10. Report of The Principal/ Chief Supdt\*.::

\*Use separate sheet, if necessary

**PROFORMA 8****ANNA UNIVERSITY, CHENNAI – 25****Remuneration for Hall Superintendent**

Centre code and name:

Received from the Chief Superintendent, a sum of rupees noted against me towards remuneration for the  
 invigilation work during the Examination \_\_\_\_\_ held at  
 \_\_\_\_\_

Sl. No.	Name of HS & Address	Date & Session	Total No. of Sessions	Amount in Rs.	Signature

Note : To be sent along with the Accounts.

Signature of

PRINCIPAL / CHIEF SUPERINTENDENT

with College Seal

**PROFORMA 9****ANNA UNIVERSITY, CHENNAI-25****Number of Staff engaged for Examination work**

Centre code and name:

No. of staff drafted for Oct / Nov / Dec.201

Apr/May/June201 examinations

Date & Session	No. of candidates registered as per 'nominal-roll'	Chief Superintendent	Hall Superintendent	Reserve Hall Superintendent	Remarks
Total					

Date:

Signature of Chief

Superintendent with College seal

Note: To be sent along with the Accounts.

**PROFORMA 10**

**ANNA UNIVERSITY, CHENNAI-25**

STATIONERY REQUIREMENTS FOR \_\_\_\_\_ EXAMINATIONS

Centre code and name :

No. of Regular Candidates :

Details of stationery used in \_\_\_\_\_ Examinations  
and required for next \_\_\_\_\_ Examinations.

Items	Opening Stock at the beginning of ..... Examination	Stationery received from University During ..... Examination	Stationery used for ..... Examination	Closing stock at the end of ..... Examination	Additional requirement for ..... Examination	Remarks

Date:

Signature of Chief

Station:

Superintendent with College seal

Note: To be sent to Controller of Examinations within 30 days after the close of examinations.





**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

### **Feedback policy**

At Meenakshi College of Engineering, we prioritize the teaching-learning process to continuously enhance the academic experiences of our students. Our institution maintains a robust feedback system that solicits suggestions and recommendations from various stakeholders, including students, faculty, alumni, and employers, to foster continuous improvement in the teaching-learning process. Below is the detailed mechanism we follow for collecting, analyzing, and implementing feedback:

#### **Feedback Collection Process:**

**Design of Feedback Forms:** We design comprehensive feedback forms encompassing curriculum-based, infrastructure, ambience of the institution questionnaires, etc.

**Distribution of Questionnaires:** These questionnaires are distributed among stakeholders for the collection of feedback.

**Questionnaire Structure:** Generally, each feedback questionnaire comprises ten questions, with stakeholders providing remarks ranging from "Excellent" to "Poor" for each question. Specific targets are set for each question.

#### **Feedback Analysis Process:**

**Consolidation and Analysis:** Feedback provided by stakeholders is consolidated and analyzed. The analysis report is reviewed in department meetings, involving the department IQAC Coordinator, to identify necessary actions.

**Setting Targets:** Targets are established before feedback collection for each question. Suggestions and comments from stakeholders are thoroughly reviewed by respective departments.

**Corrective Actions:** If responses fall below the target level, appropriate corrective measures are initiated.

Execution of Action/Corrective Measures Taken:

**Workshops and Training:** Departments conduct workshops with hands-on sessions and industrial project training to enhance student development.

**Aptitude and Soft Skills Training:** Training sessions are conducted to improve students' interpersonal skills.

**Skill Development Programs:** Programs are offered to familiarize students with basic electrical and electronic components, including their sizes and ranges.

**Faculty Development:** Faculty members undergo Faculty Development Program (FDP) training through NPTEL courses. Additionally, they are encouraged to pursue online certifications, participate in international workshops, and engage in further professional development activities.

By adhering to this feedback policy and implementing necessary actions based on stakeholder inputs, we aim to continually enhance the academic environment and overall educational experience at Meenakshi College of Engineering.



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

**GREEN CAMPUS INITIATIVES POLICY**

**Objective:**

The primary goal of the Green Campus Policy is to mitigate soil and water contamination resulting from plastic usage within the campus premises.

**Guidelines:**

- Elimination of Non-Reusable Plastics: All campus facilities, including the canteen, staff rooms, washrooms, and library, are prohibited from using non-reusable plastics.
- Promotion of Reusable Containers: Staff members are strongly encouraged to use reusable plastic or steel bottles for drinking water.
- Utensils and Containers: Only glass, ceramic, or steel cups, cutlery, and containers are to be utilized by staff.
- Avoidance of Non-Reusable Plastic Bags: Both students and staff are advised against using non-reusable plastic bags and lunch boxes.
- Annual Environmental Audit: A comprehensive green and environmental audit of the campus will be conducted annually to assess adherence to environmental standards.
- Water Treatment for Plant Supply: Water supplied to plants may be treated to ensure its quality and sustainability.
- Restricted Automobile Entry: Automobile entry within the campus premises is restricted to reduce emissions and promote a cleaner environment.
- Paperless Communication Promotion: Efforts will be made to encourage paperless communication methods to minimize paper usage.
- Promotion of One-Sided Paper Usage: Encouragement of one-sided paper usage to optimize paper resources.

- **Monitoring Gardener Responsibilities:** Regular monitoring of gardener duties, including maintaining green spaces, watering, feeding, trimming trees and shrubs, fertilizing, mowing lawns, and weeding gardens, will be conducted to ensure proper upkeep and cleanliness of the campus.

By implementing these measures, we aim to create a sustainable and eco-friendly campus environment, thereby minimizing our ecological footprint and contributing to a healthier planet.



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

## **GRIEVANCE REDRESSAL POLICY**

In accordance with the regulations set forth by the All India Council for Technical Education (AICTE) under clause 1 of section 23 of the AICTE Act, 1987, Meenakshi College of Engineering establishes a Grievance Redressal Committee (GRC) to address the concerns of students, parents, and other stakeholders. The primary objective of the GRC is to foster a harmonious educational environment within the institution.

### **Composition and Tenure of the Committee**

- The committee shall consist of a Chairperson, Convener, and two senior teaching faculty members.
- The Principal of Meenakshi College of Engineering shall serve as the chairperson.
- Committee members are nominated by the chairperson and appointed for a tenure of two years.
- Out of the three faculty members (including the convener), one member shall be female, and the other shall be from the SC/ST/OBC category.
- Additionally, a student representative nominated by the chairperson shall serve as a special invitee.

### **Scope of Grievances:**

Grievances may pertain to the following matters:

- **Academic Matters:** Issues concerning assessment, attendance, marks, and other examination-related matters.
- **Financial Matters:** Concerns related to fees, scholarships, and payments.
- **Administration Matters:** Issues regarding infrastructure, amenities, sanitation, transportation, or victimization.
- **Harassment and Ragging:** Grievances related to harassment or ragging by fellow students or faculty members.

### **Grievance Receiving Mechanisms:**

Individuals with genuine grievances may lodge their complaints with the GRC using any of the following methods:

- In-person submission by approaching the chairman of the Committee.
- Online submission through the college's website at <https://mce.edu.in/>
- Via email to GrievanceRedressal@meenakshicollege.ac.in.
- By Offline (Complaint Box)"The Chairman, Grievance Redressal Committee."

### **Grievance Redressal Mechanism:**

Upon receipt of a grievance, the chairman of the GRC shall:

- Schedule a meeting within ten days, after consultation with committee members.
- Circulate all relevant documents to committee members before the meeting.
- Send a hard copy of the meeting notice to the applicant, requesting their presence.
- Allow minor students to be accompanied by their natural/legal guardian during the meeting.
- Record the deliberations, evidence, and recommendations in the meeting minutes.
- Circulate the minutes to all committee members for signatures.
- Communicate the committee's decision in writing to the applicant promptly.

### **Appeal:**

An applicant dissatisfied with the committee's decision may file an appeal to the Ombudsperson within 15 days of receiving the committee's recommendations. The appeal process involves:

- Sending a written communication to the college expressing the desire to appeal.
- The college forwards the appeal and relevant materials to the Ombudsperson.
- The Ombudsperson decides on the appeal within a reasonable timeframe.
- The college communicates the Ombudsperson's decision to the applicant.

### **Organization-wide Awareness:**

Meenakshi College of Engineering promotes awareness of the grievance redressal mechanism by:

- Organizing awareness programs.
- Displaying information about the grievance registration process on the college website, digital signboards, and posters in prominent campus locations.

**HR POLICY**

**MEENAKSHI COLLEGE OF  
ENGINEERING**



**No-12, Vembuliamman  
Koil Street, West K.K  
Nagar, Chennai - 600  
078.**

## **MCE College of Engineering-Service and Conduct Guidelines**

### **General**

(a) These guidelines will be known as the "MCE College of Engineering-Service and Conduct Guidelines," and they will go into effect in August 2010. All earlier regulations are superseded by these ones.

(b) All employee categories (teaching and support staff members) are subject to these regulations.

### **Definition:**

(a) MCE College of Engineering, Chennai is referred to as the "College."

(b) Brahma Narayana Educational & Charitable Trust, Chennai is referred to as the "Trust."

(c) A "educating post" is defined as a position with a set salary scale or consolidated pay that is approved for an indefinite period of time and is part of the cadre of approved positions.

(d) A person assigned to a non-teaching position over which no other person has a lien is referred to as a "supporting staff member."

### **The HR policy covers in detail the following Roles and Responsibility**

#### **Principal**

- Oversees all administrative and academic tasks that adhere to the requirements set forth by the Tamil Nadu government, Anna University, and AICTE.
- Follows the policies set forth by the affiliated university, Anna University, when conducting all UG, PG, and Ph.D. programs. It is not permitted to conduct any other programs.
- Designates faculty members in accordance with AICTE and affiliated university (Anna University) guidelines.
- Serves as the hostel's ladies' and men's warden.
- Keeps an eye on admissions, holds regular class sessions, works with the placement director



to plan placement activities, fosters industry institute interaction, organizes R&D activities, arranges staff and outside organizations for R&D and consulting, and upholds discipline among students and staff.

### **Head of the Department (HOD)**

- Manages the daily tasks associated with teaching and the workloads of both teaching and non-teaching personnel.
- Provides the Principal with reports on all departmental needs, including faculty, support staff, equipment, books and journals, maintenance, etc.

During weekly/fortnightly meetings, the department representative will report to the principal on all requirements and shortcomings related to the department's development and proper operation.

- Handles issues with research and development, consulting, and research publications.
- Plans conferences, workshops, seminars, guest lectures, and extension lectures, among other events.
- In charge of enlisting the support of the faculty member for various research funding.
- In charge of creative initiatives, including working with various businesses, universities, and other organizations.
- In charge of the student proctoring system.

### **Teaching Faculty**

- Effective classroom instruction, academic advising and student counseling, involvement in department committee work, ongoing curriculum development through assessment, applied research or scholarly activity, service, such as supporting programs aimed at assisting students

in succeeding academically, and other assigned duties are among the primary responsibilities of faculty members.

### **Administrative Officer**

- Manages student scholarships, including S.C., S.T. M.B.C., and first graduate scholarships.
- Keeps track of faculty members' leaves, including authorization, vacation, on-duty time, and informal leave.

serves as the coordinator for all tasks pertaining to the College's upkeep.

- Manages the College's external and institutional HR policies.
- Conducts interviews with the help of the college's selection committee in accordance with the HOD's directives.
- Handles all admission approval processes and face-to-face correspondence with universities.

### **Accounts Officer**

- Maintains track of all financial transactions, including those involving admissions, semesters, hostel costs, etc.
- Maintains a record of every financial transaction pertaining to purchases, repairs, and upkeep.
- Pays employees of the College their salary.
- Prepares the yearly report and obtains an audit.
- Negotiates loan terms and other terms with banks and other financial institutions.
- Will be in charge of completing annual returns.

### **Placement Officer**

- In charge of all matters pertaining to the student's placement.
- Works with the industries to arrange for the students to receive vocational training courses.
- Plans student educational trips, industry visits, workshops, seminars, and guest lectures.

- Arranges for the various industries to interview outstanding students both on and off campus in order to fill positions that would be a good fit for their businesses.
- In charge of liaising with various industries to ensure that EDPs operate

### **System Manager**

- Oversees all computer system and networking-related operations.
- Manages the upkeep and repair of computer networks and systems.
- Creates a schedule for giving everyone in need of computer assistance.
- Whenever necessary, make arrangements for an Internet connection to be available.
- Sets up computer refresher and training sessions for staff members to keep their expertise up to date.
- Creates a user-friendly e-institution and e-learning concept in collaboration with a faculty member and guardian.
- Updates and maintains the website for the college.

### **TEACHING STAFF MEMBERS**

Experience within the Institute Summer Vacation Winter Vacation One year completed 04 weeks 01 week Six months completed 02 weeks NIL

### **NON-TEACHING STAFF MEMBERS**

Experience within the Institute Summer Vacation Winter Vacation

One year completed 02 weeks NIL Six months completed 01 week NIL

(a) Non-Teaching Staff Members are not eligible for winter vacation.

(b) The vacation shall start on any day of the week except Monday, but the last day of the vacation shall not fall on Fridays, Saturdays, and Sundays.

- (c) Un-availed summer / winter Vacation cannot be combined.
- (d) Also, surrendering of vacation period for “claim of salary” is not allowed. Staff Members must submit a joining report to the Principal on the next day of completion of vacation.
- (e) Staff Members shall be permitted to attend Central Valuation duty only during vacation period.
- (f) The period of Examination duty spent during vacation will be treated as vacation and not as OD.

### **ON DUTY**

- (i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum ten days for university examination obligations and five days during the academic year for attending workshops, conferences, symposiums, seminars, and other events. Only with the previous consent of the Principal, who is the Head of the Institution, may ON DUTY be utilized.
- (ii) Teaching Staff Members who are assigned to "Other Duty" with a defined purpose must, without fail, turn in a thorough report to the Principal the following day outlining their assignment.
- (iii) Staff members who are performing "Other Duty" with the principal's agreement must present the "Attendance Certificate" as soon as possible on the day they begin working after receiving "OD."
- (iv) While employed by the institution, staff members are allowed to study a part-time Higher Graduation program.

## **Conduct and Discipline**

Any staff members and students who have good cause may be subject to necessary disciplinary action by the Management/Trust. When this occurs, a formal investigation will be carried out, and the findings of the investigation may be used to impose penalties—such as stopping promotions or increments, terminating employment, or other measures—when and wherever they are needed.

## **Awards / Incentives for Staff Members:**

Certificates of recognition will be given to employees who stay on staff at the institution for a continuous period of ten or fifteen years. Staff performance reviews will be tracked based on their contributions to teaching, research, and administration.

## **Research and Development Activities by the Staff to promote research in the Institution**

- Employees are expected to conduct research in accordance with the institution's R&D Policy and to support research solely in the engineering sector.
- Employees are permitted to pursue Ph.D. coursework through the institution's accredited research center, which is also affiliated with Anna University. For employees with more than three years of experience, there is no registration charge; for others, only 50% of the fee must be paid.

## **Librarian**

- In charge of the library's general management.
- Creates a periodic requirement of books and journals for students and faculty members.
- Keeps records of books, journals, periodicals, newspapers, CDs, and library resources.
- In charge of keeping all teaching aids and electronic journals up to date and maintained.

- Maintains track of library materials and reports any inconsistencies to the principal.
- Plans a recurring inventory of the library's holdings.

### **Physical Education Director**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

### **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Principal/HOD regarding damage/breakdown of machines/equipments.
- Responsible for safety measures and teaching / non-teaching staff.

### **Transport Manager**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports

competitions, etc.

- Responsible for time management of buses.

### **Hostel Warden**

- In charge of assigning students to rooms.
- In charge of hostel maintenance.
- Maintains the standard of the meals provided in the dorms.
- Maintains tight control on students entering and leaving the hostels.
- Notifies the principal of any student misconduct or lack of discipline.
- Investigates student issues and complaints, if they are deemed valid.
- Makes plans for First Aid in the event of an emergency and plans for staff and students to be hospitalized.

### **Store Incharge**

- Oversees and inspects the operation of the shops and ensures that the quantity and value of the accounts are maintained correctly.
- Creates estimates for the institute's many proposed and completed civil, electrical, mechanical, and sanitary projects.
- Through committees properly established for the purpose, invites and opens quotations pertaining to the estate office; evaluates/recommends the tenders for acceptance/rejection with appropriate rationale and notes.

### **Security Officer**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.

- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract laborers wear Contract badge during working hours within the campus.

### **Technical Staff**

- Takes care of consumables, maintains and assists in conduction of the lab.
- Maintains the cleanliness inside the lab and executes the safety norms.
- Maintains the stock register.

### **Supporting Staff**

- Performs the duty assigned by the estate officer.
- Helps to maintain the eco-friendly environment of the institution.

### **Electrician/ Plumber**

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply.

### **Attenders**

- Extends their assistance to HODs in the departmental activities as per the superior's instruction.

### **Office Staff**

- Works under the direct supervision of the Administrative Officer and executes the work.



**Recruitment and Exit Policy Mode of Selection:**

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

**Termination of Service/Resignation:**

(a) The appointing authority may decide to terminate an employee's services if it believes that the employee's infirmity has affected their efficiency and that their continued employment is not desirable.

(b) No College employee may leave their position in the middle of the semester. Every semester, the HOI will establish a deadline that the management has set for employees who have chosen to step down to submit their resignations and be relieved of their duties within a month.

(c) The appointing authority shall specify in the appointment letter the other terms and conditions as well as the roles and responsibilities of such employment.

**Promotion, Break of service and Retirement**

(a) Teaching faculty members' retirement age shall comply with AICTE norms. The retirement age of non-teaching staff members shall be determined by the Management/Trust or in accordance with the rules of the State Government.

(b) A faculty member may take a break from service for no more than a year; if the break lasts longer than a year, the faculty member must reappear for an interview and resume their duties.

(c) Faculty resignations and leaves without warning during a semester are strictly prohibited.

(d) In accordance with AICTE norms, eligible staff members receive promotions and increments upon successfully completing a year of service.

### **Leave**

(a) Employees are entitled to one day of paid casual leave for each month of service that is completed.

(b) Typically, such leave can only be taken with the Principal, or Head of the Institution's, prior approval.

(c) Applications for leaves of absence must be sent by 12 p.m. on the day before or on the day the leave is to be taken to the Principal, the head of the institution.

(d) In an emergency, if a staff member cannot obtain prior approval for leave, they should call the head of the department in question to report their absence or leave, after adjusting their workload. Relevant supporting documents; otherwise, his/her absence will be treated as "Absent".

(e) CPL is given to Staff Members for carrying out the assigned works during Holidays.

### **Vacation**

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(i) The eligible period of vacation for Teaching Staff Members is as follows.

(ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

**Amenities**

- All Teaching and Non-Teaching Staff will be provided with Group which they shall claim during the period of time that the Management encourages faculty members to upgrade their knowledge and, in this context, undertakes to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefiting from such academic qualification/training.



**MEENAKSHI COLLEGE OF ENGINEERING**  
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**INNOVATION & INCUBATION POLICY**

**Objective:**

The MCE Innovation & Incubation Centre (MCEIIC) is dedicated to fostering innovation, entrepreneurship, and collaboration within the institution and beyond. It aims to support students in exploring career opportunities in self-employment, start-ups, and collaborative ventures with research institutions and industries. The center strives to nurture a culture of innovation, creativity, and societal impact, facilitating the transformation of innovative ideas into viable business ventures.

**Guidelines:**

- **Career Enhancement Initiatives:** MCEIIC facilitates career enhancement through self-employment, start-up initiatives, and collaborations with research institutions and industries, offering various training programs to students.
- **Career Enhancement Initiatives:** MCEIIC facilitates career enhancement through self-employment, start-up initiatives, and collaborations with research institutions and industries, offering various training programs to students..
- **Cultivating Innovation Culture:** MCEIIC promotes innovative research practices, identification of societal issues, entrepreneurship qualities, creative ideation, business strategies, and science & technological development, contributing to nation-building efforts.
- **Industry Interaction and Real-World Exposure:** The center provides extensive exposure to real-time projects through in-plant training, industrial visits, and internships, enabling students to gain practical insights and experience.
- **Collaboration with Faculty and Research Scholars:** MCEIIC encourages collaboration with faculty members and research scholars to leverage their expertise and laboratory infrastructure for incubating novel technology and business ideas

- **Access to Techno-Managerial Expertise:** The center assists in accessing techno-managerial expertise required for societal impact and commercial viability of incubated projects.
- **Incubation of Technology and Business Ideas:** MCEIIC supports the incubation of novel technology and business ideas, guiding them towards becoming viable commercial products or services.
- **Establishment of Start-up Ecosystem:** MCEIIC endeavour's to build a vibrant start-up ecosystem by establishing networks between academia, financial institutions, industries, and other relevant stakeholders, fostering collaboration and support for entrepreneurial ventures.

INTERNAL AND EXTERNAL POLICY  
OF  
MEENAKSHI COLLEGE OF ENGINEERING  
CHENNAI-78



## OBJECTIVES

- I. To avoid misuse and make sure that cash and resources from the college are only used for what they are intended.
- II. To make sure that in order to comply with numerous administrative and legal requirements, suitable financial controls are created, recorded, and implemented.

## PURPOSE

Programs for internal and external audits promote financial transparency, deter misconduct, and give management critical information regarding the efficiency of internal control mechanisms in a timely way.

Applicability: Meenakshi college of engineering is covered by this policy.

## SCOPE

The scope of internal auditing encompasses the assessment of the college's internal audit department's sufficiency and dependability. The work of the Internal Audit offers assurance on the degree of management control in all activities.

### Internal Audit Policy:

The organization's internal audit focuses on accounting procedures, corporate governance, and internal controls. Internal audits are conducted to preserve ethical standards, international norms, and compliance with laws and regulations. They also attempt to maintain accurate financial reporting.

1. Establish appropriate financial relations with the company.
2. Carefully review the accounting system of the company.
3. Evaluate the financial aspects, pointing out any flaws, weaknesses, and positives.
4. Quickly correct errors to lessen the possibility of fraudulent activity.

### External Audit Policy:

The goal of an independent accountant's external audit is to make an organization's financial statements more understandable. It presents an accurate and impartial picture of the organization's financial situation by confirming the completeness, accuracy, and conformity of accounting records with relevant frameworks.

### Duties and Responsibilities of Internal and External Audit Committee:

1. Oversee the internal and external controls, audit procedures, and financial reporting.
2. Verify the accuracy and dependability of financial accounts.
3. Examine the organization's policies on fraud, conflicts of interest, and ethics.
3. Keep an eye on departmental financial activity, annual budgets, and budget estimates.



**MEENAKSHI COLLEGE OF ENGINEERING**  
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Chennai - 600 078

## **INTELLECTUAL PROPERTY RIGHTS (IPR) & COPYRIGHTS POLICY**

### **OBJECTIVES:**

The objectives of this Intellectual Property Right (IPR) Policy are:

- To foster a conducive environment for the development of Intellectual Properties (IPs) within MCE.
- To establish a single-window reference system for all IP-related activities within and outside MCE.
- To safeguard the intellectual property of inventors and provide fair incentives for investors through effective IP management.
- To provide legal support, when necessary, to defend and protect MCE's intellectual property rights against infringement.
- To ensure disclosure of IP by inventors to the Institute for potential commercialization while maintaining confidentiality during patent application processes.
- To enable beneficial implementation of developed IPs for the benefit of inventors, the College, and the nation.

### **INTELLECTUAL PROPERTY (INDIA):**

#### **Intellectual Property:**

- IP encompasses all intangible knowledge products, including inventions, discoveries, designs, software, business models, and copyrighted works generated by faculty, staff, students, and other employees of MCE.
- These are the rights derived from IP, such as patents, registered designs, and copyrights



## **VISION STATEMENT:**

To create an India where creativity and innovation are stimulated by Intellectual Property for the benefit of all, promoting advancement in science, technology, arts, culture, traditional knowledge, and biodiversity resources.

## **MISSION STATEMENT:**

To stimulate a dynamic, vibrant, and balanced intellectual property rights system in India, fostering creativity, innovation, entrepreneurship, and socio-economic development.

## **The National IPR Policy lays down seven Objectives:**

- IPR Awareness: Outreach and Promotion
- Generation of IPRs
- Legal and Legislative Framework
- Administration and Management
- Commercialization of IPR
- Enforcement and Adjudication
- Human Capital Development

## **Types of IP:**

- Patent
- Copyright
- Trade/Service Mark
- Industrial Design
- IC Layout Designs
- New Plant Variety
- Biotechnology Inventions
- Traditional Knowledge
- Geographical Indications

## **IPR Committee:**

### **1. IPR management Committee:**

The IPR Management Committee is constituted for formulating the policies for adoption by MCE after due approval by the Governing Council of the Institute and to carry out executive actions for their implementation through the Intellectual property cell.

#### **Committee Constitution:**

- Principal (Chairman)
- Executive Officer (Member)
- Chief Finance Officer (Member)
- HOD of any two Department (Members)
- Head R&D cell (Member)
- Head incubation Unit (Member)
- Head EDC (Member)
- Head IPR cell (Secretary)

### **2. IPR Evaluation Committee:**

IPR Evaluation Committee is constituted for examining/evaluating the Invention Disclosure Form(IDF) submitted by the inventors and recommending for IP filing process.

#### **Committee Constitution:**

- Head IPR cell
- Head R&D cell
- Head incubation Unit
- Subject Expert1 (Mechanical)
- Subject Expert2 (Electrical)
- Subject Expert3 (Computing)
- Head EDC
- IPR Attorney

### **3. Dispute Resolution Committee :**

In case of any disputes between MCE and inventors regarding the implementation of the IP Policy, the aggrieved party may appeal to the Dispute Resolution Committee of the MCE. The Dispute Resolution Committee's decision in this regard would be final and binding.

**Committee Constitution:**

- Principal (Chairman)
- Head incubation Unit (Member)
- Two faculty members (having developed IPR and translated to commercialisation) (Members)
- Two of the institute's alumni/ industry experts (having experience in commercialisation) (Members)
- Legal advisor with experience in IPR (Member)
- Head IPR cell (Secretary)

**IPR POLICY:**

**Policy Statement:**

MCE is committed to encourage, protect, manage and commercialize Intellectual Property consistent with the recognition that among its primary objects and functions are teaching, research and meeting the needs of the community and society.

It supports the commercialization and exploitation of IP, which can provide appropriate recognition and revenue generation possibilities to the MCE and the Inventors, while recognizing traditional academic values and expectations.

**Scope of the Policy :**

This Policy shall be applicable to all the MCE personnel (regular / contractual), as well as external personnel associated with any activity of the MCE such as, but not limited to, outcomes of research, consultancy or continuing education programmes, and covers different classes of Intellectual Property - Patents, Designs, Trade Marks/Service Marks, Copyright, Integrated Circuits Layout, Trade Secret and Undisclosed Information

## **IPR Filingprocess**

- Inventor(s) has / have to submit Invention Disclosure form / Copyright Disclosure Form to IPR Cell after completing and ensuring the prior-art search in free database.
- IPR Cell will call for presentation before the Evaluation Committee.
- After evaluation, the qualified application will be considered for IPR filing through IPR Cell

## **Definitions**

- **'Inventor'** means faculty, students, staff or visiting faculty who has/have written or created a creative work. It also includes any person who signs an agreement or MOU with MCE for any work that results in IP creation.
- **'Invention'** includes but is not limited to any new and useful design, process, formula or machine conceived or first reduced to practice in whole or in part, defined within the purview of the Patent Act. The inventions result in but not limited to Patent, copyright works, software, designs, PCB and circuit layouts. Inventor(s) are person(s) who produce an invention.
- **'Patent'** means the exclusive right granted by law for making, using or selling an invention.
- **'Copyright'** means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work.
- **'Design Registration'** is Registration of the novel non-functional features such as shape, or ornamentation of a product.
- **'IPR Management Committee'** is a committee formed by MCE and is the sole authorized body to handle all IPR related issues and conflicts.

- **MCE personnel** includes but is not limited to the faculty, students, staff or visiting faculty, researchers and scientists at Meenakshi College of Technology, Chennai.
- **'Intellectual Property'** includes but is not limited to copyrights and copyrightable materials, database rights, patented and patentable inventions, tangible research results, trademarks, service marks and trade secrets.
- **'Licensing'** is the practice of renting the intellectual property to a third party
- **'PCT Application'** A **PCT (Patent Cooperation Treaty)** is a system of filing a patent application in several countries through a single application keeping the priority of the first filing in any of the countries within the PCT system. This is administered by the World Intellectual Property Organization (WIPO) in Geneva. It is not a patent granting system.

**'Conflict of Interest'** or a **'Potential Conflict of Interest'** exists when an inventor/author is or may be in a position to use either creative work or influence for unmerited personal or family gain.

**IQAC POLICY  
OF  
MEENAKSHI COLLEGE OF  
ENGINEERING**



**No-12, Vembuliamman Koil Street,  
West K.K Nagar,  
Chennai - 600 078.**

## **Internal Quality Assurance Cell (IQAC) Policy**

### **Scope:**

This policy applies to all staff working in Meenakshi College of Engineering (MCE) involved in curriculum delivery and/or assessment.

### **Purpose:**

The purpose of this policy manual is to:

- Support the continued development of an academic work culture that is transparent and responsive, especially to students.
- Establish and maintain quality systems and procedures to rigorously evaluate our strengths and weaknesses and respond effectively to improve.
- Support collaboration, sharing, and accountability to our stakeholders.
- Continually improve the quality of the student experience and our service to employers by monitoring, reviewing, developing, and enhancing standards of learning, teaching, and assessment.
- Provide mechanisms for our students, employers, and other stakeholders to express their views, provide feedback, and participate in decision-making.
- Develop and set standards and targets for all areas of activity.
- Encourage the involvement of all members of the college in the review of performance, the maintenance of high standards, and the setting and achieving of quality improvement targets.
- Operate within the context of a coherent and transparent planning and quality assurance and enhancement cycle.
- Ensure that staff in all areas of activity connected with learner and employer experience aspire to excellence and develop the skills to respond effectively to the challenges of self-assessment, analysis, and continuous improvement.

### **Vision of MCE**

- To make students envision and excel at the global market with ethics and good academic excellence.

### **Mission of MCE**

- To Endeavour, nurture excellence in learning, fostering research and development towards global competence.
- To imbibe, install integrity and esteem to blossom with latent potential.
- To inculcate the habit of lifelong learning.

## **Vision of IQAC:**

To ensure and enhance quality in teaching-learning, research, and outreach activities, enabling the institution to achieve excellence.

## **Mission of IQAC:**

To monitor and improve Key Performance Indicators in:

- Academic Excellence
- Research & Innovation
- Industry Institute Interaction
- Student Support
- Infrastructural Development
- Institutional Excellence

## **Quality Policy:**

To create globally competent and ethical professionals and meet the emerging needs of industries and society through:

Innovations in teaching and learning for enhancement of student potential.

Applied research in terms of quality publications, patents & sponsored projects.

Industry interaction for experiential learning & consultancy activities for students and faculty.

Innovation, Entrepreneurship, and Start-up.

Outreach activities for community development.

## **Objectives of IQAC:**

To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Functions of IQAC:**

The Internal Quality Assurance Cell (IQAC) is established to develop a mechanism for systematic reviews of study programs and to ensure quality teaching-learning, research, knowledge generation, and support services. Its functions include:

## **Development and application of quality benchmarks.**

1. Securing accreditation/reaccreditation to eligible programs.
2. Facilitating a learner-centric environment conducive to quality education.
3. Collecting and analyzing feedback from stakeholders.
4. Organizing workshops and seminars on quality-related themes.



5. Documentation of programs/activities leading to quality improvement.
6. Coordinating quality-related activities and disseminating best practices.
7. Maintenance of institutional database for enhancing institutional quality.
8. Conducting Academic and Administrative Audits.
9. Preparation and submission of the Annual Quality Assurance Report (AQAR).
10. Organizing capability-building programs on teaching pedagogy and awareness initiatives.

### **Composition of IQAC:**

The IQAC comprises representatives from various stakeholders, including teachers, management, administrative officers, local society, students, alumni, employers, and industrialists. The Chairperson is the Head of the Institution, and a senior teacher serves as the coordinator/Director of the IQAC.

### **Term and Office of IQAC Members:**

The membership of nominated members is for a period of three years.

The IQAC should meet at least twice in an academic year, with documented minutes and action taken reports.



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

**IT POLICY**

**1. Objective:**

- The objective of the Information Technology (IT) Policy is to formulate, promote, facilitate, and uphold IT and IT-enabled initiatives and procedures to enhance accessibility, quality, and efficacy within the educational framework of the college.
- The IT Policy endeavour's to equip learners with the requisite skills to actively engage in fostering, nurturing, and advancing a knowledge-based society, thereby contributing to comprehensive socio-economic progress at both national and global levels.

**2. Need for IT Policy:**

- The institution's IT policy is designed to maintain, secure, and ensure the legal and appropriate use of the information technology infrastructure established by the institute
- This policy establishes institute strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the University.
- IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, faculty, Staff, Management and visiting Guests and Research Fellowship Members.
- Now, MEC has network connections to every computer system covering all the buildings across the campus. System Administrator has been given the responsibility of running the institute's intranet and Internet services. System Administrator is running the Firewall security, DHCP, DNS, email, web, and application servers and managing the network of the institute. The college has Computer System ratio: 4:1 for UG and for PG 18:20 (students: system) availed an internet leased line from BSNL with 500Mbps bandwidth. With the extensive use of the Internet, network performance outreach in three ways:
- When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.

- When users are given free access to the internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service and affecting critical users and applications.
- When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

**IT policies may be classified into following groups:**

- IT Hardware Installation Policy
- Software Installation and Licensing Policy
- Network (Intranet & Internet) User Policy
- Email Account User Policy
- Web Site Hosting Policy
- University Database User Policy
- Further, the policies will be applicable at two levels:
- End User Groups (Faculties, students, Senior administrators, Officers & other staffs)

**Network Administrators:** It may be noted that institute IT Policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network.

Further, all the faculty, students, staff, departments, authorized visitors/ visiting faculty and others who may be granted permission to use the institute's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved. Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations

**Applies to Stakeholders on campus or off campus**

- Students: UG, PG.
- Employees
- Faculty
- Administrative Staff (Non-Technical/Technical)
- Higher Authorities and Officers
- Guests

## Resources

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage Mobile /Desktop /Server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents
- Smart Boards
- Projectors, TVs, Surveillance Cameras and others

### 3. IT Hardware Installation Policy:

Institute network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures

- **Primary User:** An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance
- **End User Computer Systems:** Apart from the client PCs used by the users, the institute will consider servers not directly administered by Computer Centre, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet / Internet though registered with the Computer Centre, are still considered under this policy as "end- users" computers.
- **Warranty & Annual Maintenance Contract:** Computers purchased by any Department/ Cells should preferably be with a 3-year on- site comprehensive warranty. After the expiry of warranty, computers would be maintained by System Administrator or by external Service

Engineers on call basis. Such maintenance should include OS reinstallation and checking virus related problems also.

- **Power Connection to Computers and Peripherals:** All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.
- **Network Cable Connection:** While connecting the computer to the network, the connecting network cable should be away from any electrical/ electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.
- **File and Print Sharing Facilities:** File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through the network, they should be protected with password and with read only access rules.
- **Maintenance of Computer Systems provided by the Institute:** For all the computers that were purchased by the institute centrally and distributed by the System Administrator will attend the complaints related to any maintenance related problems.
- **Noncompliance :** MEC faculty, staff, and students not complying with this computer hardware installation policy are responsible for the risk of network related problems which could result in damaged or lost files, inoperable computers resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even the whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.
- **Computer Center Interface:** System Administrator finding a non-compliant computer affecting the network will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that his/her computer gains necessary compliance. The System Administrator will provide guidance as needed for the individual to gain compliance.

- **Backups of Data:** Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data loss.
  
  - **Noncompliance :** MCE faculty, staff, and students not complying with this computer security policy should be responsible for the risk of virus infections which could result in damaged or lost files in-operable computer resulting in loss of productivity and risk of spread of infection to others confidential data being revealed to unauthorized persons. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even the whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.
  
  - **System Administrator Interface:** System Administrator upon finding a non-compliant computer will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that his/her computer gains necessary compliance. The System Administrator will provide guidance as needed for the individual to gain compliance.
- 4. Network (Intranet & Internet) Use Policy:** Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. The System Administrator is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the institute's network should be reported to the Computer Center. Any computer (PC/Server) that will be connected to the institute network should have an IP address assigned by the Computer Center. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building / WLAN as decided. So, any computer connected to the network from that building

will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location. As and when a new computer is installed in any location, the concerned user must take IP address allocation from System Admin for their respective department.

- **DHCP and Proxy Configuration by Individual Departments/Cells/ Users:** Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered an absolute violation of IP address allocation policy of the institute. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by Computer Center.
- **Running Network Services on the Servers:** System Administrator takes no responsibility for the content of machines connected to the Network, regardless of those machines being Institute or personal property. System Administrator will be constrained to disconnect client machines where potentially damaging software is found to exist.

Network traffic will be monitored for security and for performance reasons by the System Administrator. Impersonation of an authorized user while connecting to the Network is direct violation of this agreement and will result in the termination of the connection.

- **Dial-up/Broadband Connections:** Computer systems that are part of the Institute's campus-wide network, whether institute's property or personal property, should not be used for dial up/broadband connections, as it violates the institute's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.
  - **Wireless Local Area Networks:** This policy applies, in its entire department, or hostel wireless local area networks. In addition to the requirements of this policy, departments, or hostels must register each wireless access point with System Administrator including Point of Contact information
5. **Email Account Use Policy:** In an effort to increase the efficient communication to all faculties, staff and students, and the institute's administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic and other

official purposes. Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc

To receive these notices, it is essential that the email address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://www.gmail.com> with their user's name and password. For obtaining the institute's email account, user may contact System Administrator for email account and default password by applying in a prescribed proforma

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the institute's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages, and generation of threatening, harassing, abusive, obscene, or fraudulent messages/images.
- Users should not open any mail or attachment that is from an unknown and suspicious source. Even if it is from a known source, and if it contains any attachment that is of suspicious nature or looks dubious, the user should get confirmation from the sender about its authenticity before opening it. This is very essential from the point of security of the user's computer as messages may contain viruses that have potential to damage the valuable information on your computer.
- Users should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.



- While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- Impersonating the email account of others will be taken as a serious offense under the institute IT security policy It is ultimately each

#### **6. Website Hosting Policy:**

- **Official Pages:** Departments, Cells, central facilities may have pages on MCE's official Website.
- As on date, the System Administrator is responsible for maintaining the official website of the institute viz., <https://www.mce.edu.in/>
- **Personal Pages :** It is recognized that each individual faculty will have individual requirements for his/her pages. Hence, faculty may have their personal pages linked to the official web site of the institute by sending a written request or mail to System Administrator giving the details of the hyperlink of the URL. that he/she wants to be added in the official web site of the institute. However, illegal, or improper usage will result in termination of the hyperlink. The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trade mark infringement, must not be used for commercial purposes, must not be used for political lobbying, and must not otherwise violate any local, state, or central government laws. Personal pages also will not include the hosting of pages for other individuals or groups.
- **Responsibilities for updating Web Pages:** Departments, cells, and individuals are responsible to send updated information from time to time about their Web pages to System admin.

#### **7. Institute Database Use Policy:** Policy relates to the databases maintained by the institute. Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential. MCE has its own policies regarding the creation of databases and access to information and a more generic policy on data access. Combined, these policies outline the institute's approach to both the access and use of this institute resource.

- **Database Ownership:** MCE is the data owner of the entire Institute's institutional data generated in the institute.

- **Data Administrator:** Data administration activities outlined may be delegated to some of the officers in the respective department.
- MIS Components include:
  - Employee Information Management System.
  - Students Information Management System.
  - Financial Information Management System.
  - Library Management System.
  - Document Management & Information Retrieval System.

General policy guidelines and parameters for departments, cells and administrative department data users

1. The institute's data policies do not allow the distribution of data that is identifiable to a person outside the institute
2. Data from the institute's Database including data collected by departments or individual faculty and staff is for internal institute purposes only
3. One's role and function define the data resources needed to carry out one's official responsibilities/rights. Through its data access policies, the institute ensures information and data available to those assigned with responsibilities/rights.
4. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office
5. Requests for information from any courts, attorneys, etc. are handled by the Office and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office for response.
6. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
  - a. Modifying/deleting the data items or software components by using illegal access methods.
  - b. Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/departments.

- c. Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual
- d. Trying to break the security of the Database servers.

**7. Hostel Wi-Fi Use Policy:** Usage of Wireless infrastructure in hostels is to enhance the accessibility of the internet for academic purposes and to browse exclusive online resources (licensed online journals) for student's / faculty members and staff.

Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength. coverage and throughout.

**8. Responsibilities of System Administrator:**

- Campus Network Operations
  - The campus network backbone and its active components are administered, maintained, and controlled by Computer Center .
  - System Administrator operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and hostels served by the campus network backbone within the constraints of operational best practices.
- **Maintenance of Computer Hardware &Peripherals:**System Administrator provides Net Access ID and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals on prescribed proforma.

**Disconnect Authorization :** System Administrator will be constrained to disconnect any Department, or cell, hostel from the campus network backbone whose traffic violates practices set forth in this policy or any network related policy. In theevent of a situation where the normal flow of traffic is severely degraded by a department, or cell, hostel machine or network, System Administrator endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a department or division is disconnected, the System Administrator provides the conditions that must be met to be reconnected.

## 9. Responsibilities of Department :

- **User Account:** Any Centre, department, cell or other entity can connect to the Institute network using a legitimate user of hunt for the purpose of verification of affiliation with the institute. The user account will be provided by System admin, upon filling up the prescribed application form and submitting it to System administrator.

Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access ID and for email account ID to prevent unauthorized use of their user account by others. It is the duty of the user to know the IT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources Resources.

It is the duty of the user to be aware of the IT policy of the institute and follow the guidelines to make proper use of the institute's technology and information.

- **Supply of Information by Department or Cell for Publishing on /updating the MCE's Web Site.**

All Departments of Cells should provide updated information concerning them periodically (at least once in a month or earlier).

Hardcopy or softcopy to be sent to the System administrator. This policy is applicable even for advertisements / Tender notifications published in newspapers, and the events organized by Department, or Cells.

Links to any web pages that must be created for any specific purpose or event for any individual department or faculty can be provided by the System Administrator upon receiving the written requests. If such web pages have to be directly added into the official web site of the institute, necessary content pages (and images, if any) have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/format. Further, such requests along with the soft copy of the contents should be forwarded to the In Charge, System Administrator well in advance.

- **Security:** In connecting to the network, the department agrees to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC
- **Preservation of Network Equipment and Accessories:** Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the institute are the property of the institute and are maintained by System Administrator and respective departments. Tampering of these items by the department or individual user comes under violation of IT policy.
- **Additions to the Existing Network:** In addition to the above suggestions, System Administrator recommends a regular backup strategy. It should be noted that even with all the procedures listed above; there is still the possibility of a virus infection or hacker compromise. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

#### 10. **Responsibilities of Administrative Department:**

The Administrator shall discharge the duties under directions of the Head concerned i.e., Head; He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware components/software.
2. Administering and configuring servers and System performance tuning.
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network
7. Infrastructure is up and running

8. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
  9. Identify and help installation of ICT and MIS requirements for the institute, analyzing system logs and identifying potential issues with computer systems.
  10. Introducing and integrating new technologies into existing environments.
  11. Performing routine audits of systems and software.
  12. Performing backup of data and files.
  13. Adding, removing, or updating user account information, resetting passwords, etc. and answering technical queries
  14. Be responsible for security of systems and network
  15. Any other work assigned from time to time
11. **Video Surveillance Policy:** The system comprises: Fixed position cameras, recorders, Storage & Public information signs.

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

### **Purpose of the system**

The system has been installed by the institute with the primary purpose of reducing the threat of crime generally, protecting the institute's premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. Secured is ensured by monitoring the system to:

- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension, and prosecution of offenders relation to crime and public order
- Facilitate the identification of any activities/event which might be disciplinary proceedings being taken against staff or students and assist providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is or is threatened to be taken. It is recognized that members of the institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Computer Center. CCTV footage provided by the institute upon receiving the requests from the individuals on prescribed proforma.

## **Appendix I**

- **Campus Network Services Use Agreement**

Read the following important policies before applying for the account.:

By signing the application form for Net Access ID (user account)/email account, you agree to act in accordance with the IT policies and guidelines of MCE. Failure to comply with these policies may result in the termination of your account/IP address. It is only a summary of the important IT policies of the institute. Users can have a copy of the detailed document from the website & various intranet servers. A Net Access ID is the combination of a username and a password whereby you gain access to institute computer systems, services, campus networks, and the internet.

a) **Accounts and Passwords:**

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes.

The User guarantees that the Net Access ID will always have a password. The User will not share the password or Net Access ID with anyone.

Network IDs will only be established for students, staff and faculty who are currently affiliated with the Institute. Students, staff, and faculty who leave the institute will have their Net Access ID, email id and associated files deleted.

No User will be allowed more than one Net Access ID at a time, with the exception that faculty or heads that hold more than one portfolio are entitled to have Net Access ID related to the functions of that portfolio.

**b) Limitations on the use of resources:**

On behalf of the Institute, System Administrator reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

**c) Data Backup, Security, and Disclaimer**

System Administrator will not be liable for the loss or corruption of data on the individual user's computer because of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of System Administrator staff member in the process of helping the user in resolving their network/computer related problems.

Although the System Administrator makes a reasonable attempt to provide data integrity, security, and privacy, the User accepts full responsibility for backing up files in the assigned Net Access ID, storage space or email Account.

In addition, System Administrator makes no guarantee concerning the security or privacy of a User's electronic messages.

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify, and hold System administrator, as part of institution, harmless for any such liability or expenses.



MCE retains the right to change and update these policies as required without notification to the User.

d) **Account Termination and Appeal Process:**

Accounts on MCE network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources.

If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may approach the In Charge Computer Center, justifying why this action is not warranted.



**MEENAKSHI COLLEGE OF ENGINEERING**  
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**MAINTENANCE POLICY**

**Policy Statement:**

The Maintenance Policy of Meenakshi College of Engineering aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment, laboratories, and other facilities.

**Objectives:**

- To maintain equipment and amenities in laboratories in proper order.
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls, and faculty rooms in proper order and ensure necessary upgrades.
- To ensure regular maintenance of buildings with minimum disturbance to stakeholders.
- To ensure proper maintenance of IT network and CCTV cameras within the campus.

**Administration:**

- The principal shall appoint a maintenance supervisor to oversee all maintenance-related activities, with assistance from other staff..
- The systems maintenance section will be headed by a professor responsible for maintaining computer and ICT facilities.

**Maintenance Procedure:**

- Any problems occurring in a department are reported to the maintenance supervisor via letter or email.
- The supervisor assigns a skilled person/technician to address the specific problem.
- The skilled person resolves the problem on-site if no additional material is required. Otherwise, materials are obtained from the maintenance section or central store through proper request.

- If materials need to be procured externally, permission must be obtained from the purchase committee on the recommendation of the maintenance supervisor.
- Annual stock verification is conducted to assess the status of various assets and ensure necessary repairs and maintenance.
- Terms of Annual Maintenance Contracts (AMC) are considered before purchasing new equipment.

### **Maintenance of Academic Facilities:**

- **Laboratories:**
  - Equipment maintenance and repair are carried out by respective departments with assistance from technical assistants or external agencies if required.
  - Calibration and maintenance of measuring instruments are done periodically.
  - In-house technicians handle maintenance and repairs, with major issues addressed in consultation with suppliers.
- **Classrooms:**
  - Faculty in-charges periodically check classroom amenities and resolve issues through the Head of the Department.
- **Library:**
  - Maintenance is overseen by the Librarian and supporting staff, with periodic audits conducted for book wellness.
    - The library committee schedules and coordinates maintenance activities.

### **Maintenance of Computer and ICT Facilities:**

- All computers are connected via LAN, with maintenance handled internally or by external vendors if necessary.
- Maintenance of computer systems, intranet, and internet facilities is conducted by technical assistants and hardware technicians.
- Fiber optic cable issues are addressed with vendor support, and upgrades/modifications are carried out following central purchase procedures.

**Maintenance of Infrastructure (Building):**

- Building maintenance includes civil work modifications, repairs, plumbing, pest control, and painting.
- Housekeeping, cleaning of water tanks, and sanitary arrangements are monitored regularly.
- Fire safety inspections are conducted annually, with necessary certifications obtained.

**Maintenance of Electrical Systems:**

- Monthly monitoring of electrical systems is conducted, with major faults addressed by suppliers/service providers.
- Major electrical equipment is covered under AMC, and UPS systems ensure uninterrupted power supply.
- Technicians are available for refrigeration and air conditioning systems maintenance.

**Furniture Maintenance:**

- Customized fabrication, installation, and repairs of furniture are carried out by supporting staff following internal procedures.

**Maintenance of Sports and Games Facilities:**

- Sports facilities are regularly supervised and maintained by the Physical Director and supporting staff.

**Other Facilities:**

- The RO plant for drinking water is maintained, with periodic water quality testing.
- Transport facilities are supervised by a designated faculty member.
- Adequate manpower is employed for campus cleanliness and green cover maintenance.
- Campus security is monitored through surveillance cameras under AMC.
- Canteen maintenance is overseen by the canteen manager and food committee.





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**Placement Policy**

**Objectives:**

**Bridge Between Job Seekers and Providers:** The Placement Cell aims to facilitate connections between students seeking employment and companies offering job opportunities by enhancing their capabilities and industry networking.

**Corporate-Institute Networking:** Establish a robust network with corporate entities to facilitate placements.

**Preferred Employer Choice:** Strive to become the preferred choice for employers during campus recruitment drives.

**Equal Employment Opportunities:** Ensure equal employment opportunities for all students.

**Sustainable Employment:** Facilitate sustainable employment for all students.

**Placement Procedure for Companies:**

- Companies are invited through personal visits, emails, and phone calls.
- Interested companies must provide eligibility criteria, job descriptions, salary packages, required skills, and recruitment processes to the Placement Department.
- Companies should confirm or negotiate their recruitment dates with the Placement Department.
- Pre-placement talks are conducted, during which companies present their operations and job profiles.
- Companies must provide a final list of selected students to the Placement Department after the selection process.
- Offer letters should be sent directly to the Placement Department within the specified time frame.

**Eligibility Criteria for Placements:**

- Eligibility criteria and CGPA should meet the requirements of respective companies.

- Students must update their records in the Training & Placement Department after result declaration.
- Possession of a passport and PAN card within 90 days of registration is mandatory.

#### **Guidelines for Student Eligibility:**

- Eligible students must register with the Training & Placement Department by the end of the 6th semester.
- Minimum aggregate CGPA of 6 without any backlogs is required.
- Students with indiscipline cases are disqualified from the placement process.
- Attendance at training programs conducted by the college is mandatory.
- Intentions to pursue higher education or alternative career paths must be communicated in writing to the Training and Placement Department.
- Mandatory attendance for placement drives is required.

#### **Campus Placements:**

- Students must adhere to specified dress codes and maintain punctuality during selection processes.
- Once selected by a company, students cannot participate in further placement opportunities, except for specific cases.
- Withdrawal from placement drives is limited to two times with prior approval.
- Students on full-semester internships during the 8th semester may skip campus placement drives.
- All students are eligible to appear for dream status companies offering a CTC above Rs. 6.0 LPA.
- Selected students must strive to enhance their academic and professional competencies before joining the company.
- Honor the offer given by the company to maintain the relationship with the Training and Placement Department.
- Placed students must inform the Training and Placement Department for record-keeping.

- Formal attire and ID cards are mandatory during interviews/placements.
- Placement is not a guaranteed right, and students must adhere to placement policies.

### **Placement Training:**

- Students must attend placement classes and maintain attendance throughout the curriculum.
- Completion of internal and external exams, assignments, and training programs is mandatory.
- Failure to comply with training requirements may result in disqualification from specific company eligibility lists.

### **Directive Principles, Rules, and Regulations:**

- The Placement Cell organizes various activities to enhance employability.
- Efforts are made to invite reputed companies for recruitment.
- Cooperation with the Training and Placement Department is mandatory for placement opportunities.
- Students are not allowed to appear for further placements after accepting a job offer, except under specific circumstances.
- Rules and regulations are subject to change, with modifications made based on feedback and experience.

### **Student Placement Cell:**

- The Student Placement Cell assists in placement activities and comprises Student Placement Coordinators.
- Coordinators are appointed annually and receive certificates of appreciation for their work.

### **Offer of a Job:**

- Offer letters should be provided to the Training and Placement Department.
- Students must inform the department of their decision on job offers within a specified time frame.



- Students can have a maximum of two job offers; subsequent offers automatically reject previous ones.

**Debar Provisions from Placement Section:**

- Absence from any event after shortlisting results in disqualification from future placements.
- Students must adhere to discipline and conduct norms during interactions with company officials.
- Misbehavior or indiscipline may result in permanent debarment from placement processes.

**Change in Placement Guidelines:**

Placement guidelines are subject to change based on inputs, feedback, and experience, with authority vested in the Training and Placement Department to modify them as needed.



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**POLICY FOR PREVENTION OF SEXUAL HARASSMENT AND  
ANTI-RAGGING**

**Objectives of the Policy:**

- To establish a mechanism for preventing and addressing sexual harassment and other forms of gender-based violence within the institution.
- To foster a gender-neutral environment free from discrimination and ensure a secure physical and social atmosphere that discourages acts of sexual harassment.
- To promote social and psychological awareness about sexual harassment in its various forms.
- To guide the operations of the Internal Complaints Committee (ICC) in effectively receiving and addressing complaints of gender discrimination or harassment.

**Measures to Prevent Sexual Harassment:**

- **Conducting Legal Literacy Workshops:** Regular workshops on laws and rights will be organized for women faculty, staff, and students.
- **Ensuring a Harassment-Free Environment:** The institution will provide a work and educational environment free from sexual harassment.
- **Taking Reasonable Steps:** All reasonable measures will be taken to prevent harassment and address any complaints of unwelcome conduct of a sexual nature.
- **Obtaining High-Level Support:** High-level support from the Principal will be obtained to implement a comprehensive strategy, including providing information on sexual harassment and responsibilities to all staff and students.
- **Developing a Written Policy:** A written policy prohibiting sexual harassment will be developed, outlining the institution's commitments, legal responsibilities, and unacceptable behaviors.
- **Policy Dissemination:** The policy and relevant information on sexual harassment will be provided to new staff as part of induction and periodically reviewed for effectiveness.

- **Displaying Anti-Harassment Materials:** Anti-sexual harassment posters will be displayed in common work areas, and relevant brochures will be distributed.

### **Internal Complaints Committee (ICC):**

The college has constituted an ICC for redressing sexual harassment complaints and ensuring timely treatment of such complaints. The ICC is tasked with:

- Facilitating a safe environment free of sexual harassment.
- Promoting behaviors that ensure gender equality and equal opportunities.
- Ensuring safe, accessible, and sensitive mechanisms for registering complaints.
- Conducting inquiries, providing assistance and redressal to victims, recommending penalties, and taking action against harassers as necessary.
- Advising the competent authority on necessary interventions and seeking legal support with the consent of the complainant.
- Providing psychological, emotional, and physical support to victims if desired.

### **Terms and Conditions for ICC Functioning:**

- The ICC requires extensive orientation for effective functioning.
- It cannot function like a criminal court and must handle complaints confidentially and within a time-bound framework.
- It must submit an annual report on sexual harassment to the Principal and Management.

### **Powers and Functions of ICC:**

The ICC shall have the power to summon witnesses, call for documents or information, issue directions, and make recommendations for disciplinary action.

### **Preventive and Remedial Steps:**

The ICC will facilitate a safe environment, promote behaviors ensuring equality, provide mechanisms for complaint registration, and take appropriate remedial and preventive measures.

### **Procedure for Handling Complaints and Disciplinary Actions:**

- The ICC shall conduct meetings upon receiving complaints and ensure both parties have an opportunity to present their case.

- Written statements and responses will be exchanged between parties, and evidence will be considered following principles of natural justice.
- Proceedings shall be conducted transparently, and findings shall be recorded, supported by reasons, and forwarded to the Principal within a specified timeframe.
- A report detailing ICC activities will be prepared annually and submitted to the Management through the Principal.

By adhering to this policy, Meenakshi College of Engineering reaffirms its commitment to providing a safe and respectful environment for all members of its community.

## **ANTI-RAGGING POLICY**

### **Introduction:**

Meenakshi College of Engineering is committed to providing a safe and conducive learning environment for all its students. Ragging in any form is strictly prohibited within the college premises, including hostels and other areas under the college's jurisdiction. The college adheres to the directives of the Supreme Court of India and the University Grants Commission (UGC) regarding the prevention and prohibition of ragging.

### **Definition of Ragging:**

Ragging encompasses any act, conduct, or behavior that is perceived as causing physical or psychological harm, embarrassment, or discomfort to a student. This includes but is not limited to:

- Any form of physical abuse such as hitting, pushing, or physically restraining another student.
- Verbal abuse including derogatory remarks, insults, or humiliation.
- Any act that affects the mental health or dignity of a student.
- Coercing, forcing, or pressuring a student into performing activities that are demeaning or embarrassing.

### **Prohibited Activities:**

The following activities are strictly prohibited within the college premises:

- Senior students intimidating or harassing junior students.
- Organizing or participating in any form of initiation ceremony that involves physical or mental harassment.
- Spreading rumors or false information to create fear or discomfort among students.
- Forcing students to consume alcohol, drugs, or engage in any other illegal activities.

### **Disciplinary Actions:**

Any student found guilty of ragging, whether as a perpetrator or as a bystander, will face strict disciplinary actions. These actions may include:

- Suspension from the college for a specified period.
- Expulsion from the college.
- Withholding scholarships or financial aid.
- Legal action as per the provisions of the law.

**Reporting Mechanism:**

Students are encouraged to report any instances of ragging to the Anti-Ragging Committee or the Anti-Ragging Squad. The identity of the complainant will be kept confidential, and strict action will be taken against those found guilty. The college ensures the safety and protection of the complainant against any retaliation or victimization.

**Conclusion:**

Meenakshi College of Engineering is committed to creating a development and respectful environment where every student can thrive academically and personally. Ragging is a serious offense that undermines the principles of mutual respect and dignity. We urge all students to uphold these values and contribute to a culture of inclusivity and positivity.



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**PUBLICATION POLICY**

**Objectives:**

Publication serves as a crucial metric for evaluating both individual and institutional performance. This policy aims to incentivize faculty and others to produce high-quality publications.

**Vision:**

To establish Meenakshi College of Engineering as a leading institution renowned for its impactful research and scholarly publications, contributing significantly to the advancement of knowledge and society.

**Mission:**

- Foster a culture of research excellence among faculty and students by providing robust support systems and incentives for publication.
- Promote the dissemination of high-quality research findings through publications in reputable peer-reviewed journals, books, and other scholarly outlets.
- Encourage interdisciplinary collaboration and innovation to address pressing societal challenges through research and publication.
- Uphold the highest standards of academic integrity and ethics in all publications.
- Recognize and reward faculty and student contributions to scholarly publications as a fundamental component of professional growth and institutional advancement.
- Establish strategic partnerships with publishers, funding agencies, and other stakeholders to enhance the visibility and impact of our publications globally.
- Continuously assess and refine our publication policy to adapt to evolving trends and best practices in academic publishing.
- Empower faculty and students to engage in lifelong learning and knowledge creation through publication activities that reflect our commitment to academic excellence and social responsibility.

**Scope:**

Publication is a key measure of research quality. The number of publications reflects the institution's research output. Parameters for quantitative assessment include the total number of papers published by the institution and the number of articles per faculty member. Additionally, faculty and research students are encouraged to write and publish books, with the number of books published per faculty member being an assessment parameter.

Teachers are urged to prioritize publication to enhance their credibility, which, in turn, contributes to the institution's reputation. Parameters for quality assessment include the number of publications in peer-reviewed national or international journals, research papers published in internationally referenced journals, citation indices or impact factors, and the number of books published by faculty.

### **Publication Guidelines:**

Scientific Articles/Research Papers: Peer review is the standard method for assessing research quality. Parameters include the total number of articles published institution-wide and the number of articles per faculty member. Researchers and teachers are encouraged to publish in peer-reviewed journals listed in reputable databases such as the UGC List, Scopus, Web of Science, and PubMed.

### **Responsibility:**

In cases where students' project work is intended for publication, they should be listed as first author(s), with the guide or supervising teacher as the corresponding author. The responsible teacher must ensure the originality of the work and maintain plagiarism within acceptable limits.

### **General Articles/Books:**

Faculty are encouraged to contribute articles to newspapers, science magazines, and general interest publications, as well as to write books. Authors are responsible for the content, and books should be published by reputable publishers with ISBN numbers.

### **Other Publications (e.g., newsletters, college magazines):**

A committee or editorial board is established to oversee such publications.



**Support and Incentives:**

The college may provide partial or full support to authors as publication grants for publishing in prestigious journals, subject to recommendations from the research committee.

Publications are considered in the faculty's appraisal system.

**Publication Ethics:**

Teachers must ensure the originality of their work and avoid plagiarism.

**Conflict Resolution:**

In cases of authorial conflicts, the research committee's opinion should be sought for resolution.



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## **PURCHASE POLICY**

### **Responsibility for Budget Management:**

The Finance Committee is tasked with formulating and monitoring purchase policies and guidelines. Department heads are expected to cooperate by providing all necessary information to accurately calculate departmental expenditures.

### **General Guidelines:**

Each academic and administrative department head is responsible for monitoring departmental expenditure in line with the budget. Financial planning and control require operating with a balanced budget, realistically placed and carefully administered. Budget preparation follows a schedule determined annually. The college's fiscal year runs from April 1 to March 31.

### **Purchase Policy and Procedure:**

#### **Departmental Programs:**

Each departmental head is authorized to initiate departmental purchases and programs expenditure up to Rs. 5000.

#### **Use of Purchase Orders:**

Purchases below Rs. 3000 generally do not require a purchase order. However, specific items such as stationary, bank fees, benefit services, audit fees, postage, services under contract, travel expenses, utilities, library materials, and cheap store items may be paid directly from invoices received. A purchase order is necessary for items requiring it before ordering.

#### **General Procedure:**

- **Annual Plan Submission:** At the beginning of each fiscal year, academic and administrative departments submit their plan and item lists to the Purchase Committee.

- **Purchase Committee Meeting:** The Purchase Committee, in consultation with the Finance Committee and Principal, justifies demands and prepares a purchase list.
- **Stationary Purchase:** Stationary goods are procured directly from wholesalers under the supervision of the Purchase Committee, without the need for a purchase order.
- **Quotation Invitation:** Quotations are invited through the college website, notice boards, or newspapers. At least three quotations are collected for feasibility justification by the Purchase Committee.
- **Work Order Issuance:** The Purchase Committee issues a work order to the agency providing the lowest feasible bid.
- **Bid Call:** Bid calls may be made to secure greater discounts and better service through effective competition.

#### **Receiving Goods:**

Goods should not be received without prior approval from the Purchase Department. Products are received by authorized staff with clear descriptions.

#### **Return of Goods:**

Cancellation, exchange, or return of goods is negotiated by the Purchase Committee.

#### **Payment Procedure:**

Requests for payment should be submitted to the accounts section using payment requisition or original vendor invoices. Cash payment is allowed up to Rs. 5000; above this amount, vendors collect cheques from the accounts office. Exceptions require Finance Committee and Principal approval. Bills without GST are not recommended.

#### **Research Expenditure:**

Research activities' expenditure follows grant agency rules. Equipment purchased with grant funds remains college property.

#### **Conferences and Workshops:**

No Purchase Committee approval is needed for refreshment and other expenditure of conferences and workshops organized by departments. Departments must report grant utilization.

**Conflict of Interest:**

College employees, consultants, and suppliers must disclose supply chain involvement if it presents a conflict of interest. Former employees cannot be suppliers or representatives.

**Maintenance and Repairs:**

Standard base services, preventive maintenance, and repairs are managed by the Purchase Committee. Emergency issues should be reported during office hours or to the Principal or Purchase Committee members after hours.



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## **RESEARCH & PUBLICATION POLICY**

### **RESEARCH POLICY**

#### **Prologue:**

- Research and Development (R&D) thrive through collaboration between young minds and experienced faculty, representing the synthesis of academic and research pursuits.
- Meenakshi College of Engineering (MCE) is dedicated to societal advancement through excellence in research across engineering disciplines, upholding ethical standards and research integrity.
- This policy aims to foster a culture of quality research among faculty members, promoting interdisciplinary collaboration and innovation.

#### **Purpose:**

- To cultivate an environment of intellectual curiosity and innovative thinking among students and faculty.
- To elevate the research standards of the institution through a structured research promotion policy.
- To establish guidelines for conducting research and scholarly activities, fostering a culture of research and innovation.

#### **Objectives:**

- Addressing societal, industrial, and environmental challenges through interdisciplinary research initiatives.
- Translating faculty and student knowledge into tangible products and solutions.
- Encouraging participation in national and international funded projects.
- Facilitating knowledge dissemination through conferences, workshops, and seminars.
- Promoting faculty engagement in doctoral programs and fostering analytical and experimental research.

- Facilitating industry engagement through industrial visits and collaborative research.
- Ensuring research originality and adherence to ethical standards.
- Encouraging faculty participation in consultancy and extension activities.

#### **Research and Development Cell:**

- The R&D Cell aims to promote high-quality research activities among faculty, scholars, and students, addressing societal challenges through academic and sponsored projects.

#### **Academic Research:**

##### **Doctor of Philosophy (Ph.D):**

- Faculty members are encouraged to pursue Ph.D. programs after obtaining ethical clearance for their research.
- Ph.D. candidates must present their progress before a review committee every six months.
- Ph.D. holders are advised to seek guidance from Anna University, Chennai.
- Research articles must be published in reputed SCI indexed journals, with plagiarism checks conducted using URKUND.

#### **Institution Fellowship:**

- Full-time scholars receive a stipend of Rs. 10,000 per month under the institution fellowship scheme, adhering to research policies.

#### **Research Projects:**

- Project staff are appointed for funded projects, with contractual agreements and adherence to sponsoring agency rules.
- Project expenditures are managed under defined budget heads, with approval from the institution's head.

#### **Consultancy:**

- Faculty members are assigned to seek consultancy projects in industries, addressing engineering and technology challenges.

- Revenue sharing follows a 60:40 ratio (Institution: Consultant) when institution facilities are utilized for knowledge sharing.

**MoU:**

- Collaboration with industries and corporate entities is encouraged through MoUs, fostering research and outreach activities.

**Research Incentives:**

- Incentives are provided to faculty members leading sponsored research projects, with 50% of overhead allowances allocated to PIs and CO-PIs.
- Financial support is offered for publishing in SCI indexed and Scopus journals, as well as attending international conferences.

**Code of Conduct:**

- Researchers must maintain confidentiality, uphold research integrity, ensure quality, and promote fairness throughout the research process.

## **PUBLICATION POLICY**

### **Objectives:**

Publication serves as a crucial metric for evaluating both individual and institutional performance. This policy aims to incentivize faculty and others to produce high-quality publications.

### **Vision:**

To establish Meenakshi College of Engineering as a leading institution renowned for its impactful research and scholarly publications, contributing significantly to the advancement of knowledge and society.

### **Mission:**

- Foster a culture of research excellence among faculty and students by providing robust support systems and incentives for publication.
- Promote the dissemination of high-quality research findings through publications in reputable peer-reviewed journals, books, and other scholarly outlets.
- Encourage interdisciplinary collaboration and innovation to address pressing societal challenges through research and publication.
- Uphold the highest standards of academic integrity and ethics in all publications.
- Recognize and reward faculty and student contributions to scholarly publications as a fundamental component of professional growth and institutional advancement.
- Establish strategic partnerships with publishers, funding agencies, and other stakeholders to enhance the visibility and impact of our publications globally.
- Continuously assess and refine our publication policy to adapt to evolving trends and best practices in academic publishing.
- Empower faculty and students to engage in lifelong learning and knowledge creation through publication activities that reflect our commitment to academic excellence and social responsibility.

### **Scope:**

Publication is a key measure of research quality. The number of publications reflects the institution's research output. Parameters for quantitative assessment include the total number of papers published by the institution and the number of articles per faculty member. Additionally,



faculty and research students are encouraged to write and publish books, with the number of books published per faculty member being an assessment parameter.

Teachers are urged to prioritize publication to enhance their credibility, which, in turn, contributes to the institution's reputation. Parameters for quality assessment include the number of publications in peer-reviewed national or international journals, research papers published in internationally referenced journals, citation indices or impact factors, and the number of books published by faculty.

### **Publication Guidelines:**

Scientific Articles/Research Papers: Peer review is the standard method for assessing research quality. Parameters include the total number of articles published institution-wide and the number of articles per faculty member. Researchers and teachers are encouraged to publish in peer-reviewed journals listed in reputable databases such as the UGC List, Scopus, Web of Science, and PubMed.

### **Responsibility:**

In cases where students' project work is intended for publication, they should be listed as first author(s), with the guide or supervising teacher as the corresponding author. The responsible teacher must ensure the originality of the work and maintain plagiarism within acceptable limits.

### **General Articles/Books:**

Faculty are encouraged to contribute articles to newspapers, science magazines, and general interest publications, as well as to write books. Authors are responsible for the content, and books should be published by reputable publishers with ISBN numbers.

### **Other Publications (e.g., newsletters, college magazines):**

A committee or editorial board is established to oversee such publications.

### **Support and Incentives:**

The college may provide partial or full support to authors as publication grants for publishing in prestigious journals, subject to recommendations from the research committee.

Publications are considered in the faculty's appraisal system.

**Publication Ethics:**

Teachers must ensure the originality of their work and avoid plagiarism.

**Conflict Resolution:**

In cases of authorial conflicts, the research committee's opinion should be sought for resolution.



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## **RESEARCH PROMOTION POLICY**

The progress of Meenakshi College of Engineering relies on its continuous advancement in education and research in science and technology. Rapid growth in scientific knowledge indicates a pursuit of discovery that profoundly impacts economic and societal development. The institution ensures that all disciplines flourish in research by upholding the highest scholarly standards and norms.

Research and developmental activities generate and disseminate new knowledge across various fields, fostering innovation, enhancing learning and teaching, and contributing to societal well-being. The institution is committed to promoting a research culture and providing comprehensive support through a robust research framework and guidelines.

### **Purpose:**

The purpose of this Research Policy is to cultivate an environment conducive to research among faculty and researchers at Meenakshi College of Engineering. This policy serves as a comprehensive framework for conducting research activities.

### **Scope:**

This research policy applies to all campuses of Meenakshi College of Engineering.

### **Objectives:**

- Foster a conducive environment for research and innovation.
- Provide efficient and effective support for faculty and researchers.
- Ensure publications in high-quality journals indexed in Scopus/Web of Science with impact factor.
- Encourage socially beneficial research with potential for commercialization.
- Establish Research Centers of Excellence within the institution.
- Promote interdisciplinary collaborations and partnerships nationally and globally.
- Maximize funding support for research from external and internal sources.
- Integrate research activities of students with national thrust areas.
- Protect intellectual property generated from research conducted at the institution.
- Facilitate research collaborations with other institutes and organizations.

### **Research and Development Categories:**

- Academic Research
- Sponsored Research
- Extension and Extramural
- Centers of Excellence
- Consultancy
- Intellectual Property Rights & Copyright

### **Policy for Promotion of Research**

#### **Research Infrastructure:**

Ensure the development, maintenance, and upgrading of state-of-the-art research facilities to support cutting-edge research.

#### **Generation and Utilization of Funding Resources for Research:**

Faculty members are encouraged to seek external funding for research activities. The institution may provide financial support for feasibility testing of new ideas and concepts.

#### **Utilization and Dissemination of Research Outcomes:**

Optimally utilize and disseminate research outcomes through publications, presentations, and protection of intellectual property.

#### **Incentives for Outstanding Research:**

Provide incentives for faculty members, researchers, and scholars to recognize and reward outstanding research contributions.

#### **Promotion of Faculty Pursuing Ph.D.:**

Provide encouragement and support, such as fee concessions and relief from entrance exams, for faculty pursuing Ph.D. studies.

#### **Full-Time Ph.D. Programme:**

Offer full-time Ph.D. scholarships to selected candidates based on entrance exams.

#### **Financial Support for Patents:**

Provide full financial support for faculty members applying for Indian patents.

#### **Sabbatical/Duty Leave:**

Grant sabbatical or study leave for academic and scientific pursuits.

**Procurement of Resources:**

Support researchers in obtaining necessary equipment, research journals, and software.

**Student Research Project Funding:**

Offer financial assistance to students for research projects and training.

**Facilitation for Submitting Research Projects:**

Support researchers in applying for external research grants and consultancy projects.

**Dedicated Research Centers:**

Establish specialized research centers to focus on specific areas of expertise.

**Budget Allocation for Research & Development:**

Allocate funds for research-related expenses based on comprehensive budgeting processes.

**Other Benefits:**

Provide additional support for patent filing, participation in research competitions, invited lectures, and industry collaborations.

**Conclusion:**

Meenakshi College of Engineering is committed to fostering a vibrant research culture and providing comprehensive support for faculty and researchers. Through strategic initiatives and policies outlined in this document, the institution aims to promote excellence in research and innovation, contributing to societal advancement and global recognition.

**RESERVATION POLICY**  
**OF**  
**MEENAKSHI COLLEGE OF ENGINEERING**



**Chennai-600078**

# **RESERVATION POLICY**

## **Objectives**

Meenakshi College of Engineering is committed to promoting diversity, equity, and inclusion within its academic community. Our reservation policy aims to provide opportunities for students from various backgrounds, including those from marginalized and underrepresented groups, to access quality education in engineering.

## **Reservation Categories:**

- a. Scheduled Castes (SC)
- b. Scheduled Tribes (ST)
- c. Other Backward Classes (OBC)
- d. Economically Weaker Sections (EWS)
- e. Persons with Disabilities (PWD)
- f. Defence Personnel (DP)
- g. Ex-Servicemen (ESM)
- h. Sports Quota (SQ)
- i. Cultural Quota (CQ)

## **Admission Quotas:**

- a. SC/ST: As per government regulations, a certain percentage of seats are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes.
- b. OBC: Seats are reserved for candidates from Other Backward Classes, as per government guidelines.
- c. EWS: A percentage of seats are reserved for students from Economically Weaker Sections, in accordance with prevailing regulations.
- d. PWD: Seats are reserved for students with disabilities, with provisions for specific categories of disability and applicable concessions.
- e. DP/ESM: Quotas are allocated for children of Defence Personnel and Ex-Servicemen, as per government directives.
- f. SQ/CQ: Quotas are allocated for students with exceptional achievements in sports or cultural activities, as determined by the college authorities.

### **Eligibility Criteria:**

- a. Candidates seeking admission under reservation categories must satisfy the eligibility criteria specified by the college and regulatory authorities.
- b. Proof of category must be submitted during the application process for verification purposes.

### **Seat Allocation:**

- a. Seats reserved under various categories are filled through separate counselling sessions or merit lists.
- b. Unfilled reserved seats may be converted to general category seats as per college policies and government regulations.

### **Reservation Policy Review:**

- a. The reservation policy is subject to periodic review to ensure alignment with prevailing government regulations and social justice principles.
- b. Any updates or amendments to the reservation policy will be communicated to all stakeholders in a timely manner.

### **Conclusion:**

Meenakshi College of Engineering is committed to fostering diversity and inclusivity through its reservation policy. We believe in providing equal opportunities for all aspiring engineers, irrespective of their backgrounds, and strive to create a supportive and inclusive learning environment for our students.



APPRAISAL POLICY OF  
MEENAKSHI COLLEGE OF ENGINEERING  
CHENNAI-78



# Appraisal Policy

## Introduction:

At Meenakshi College of Engineering (MCE), we recognize the importance of regular appraisal in evaluating the performance of our faculty and non-teaching staff. This policy outlines the framework for conducting annual performance appraisals to foster professional growth, recognition, and motivation among employees.

## 1. Appraisal Process:

Annual performance appraisals are conducted for all teaching and non-teaching staff members. Staff members are required to submit duly filled self-appraisal forms at the end of each academic year.

## 2. Performance Appraisal Criteria:

### For Teaching Staff:

- Number of subjects handled, student feedback, and university results.
- Participation in seminars, conferences, workshops, and Faculty Development Programs (FDPs).
- Organization of seminars, conferences, workshops, and FDPs.
- Papers presented at conferences.
- Papers published in national and international journals.
- Book publications.
- Attendance in certificate courses (NPTEL, Coursera, MOOC, etc.).
- Additional responsibilities held by faculty members.
- Proposals submitted to funding agencies.
- Ratings by Heads of Departments (HoDs), Principal, CEO/Management.
- For Non-Teaching Staff:
- Non-teaching staff members are evaluated based on their performance, technical skills, lab and record maintenance, timely participation in college events, and other relevant criteria.

## 3. Appraisal Review Process:

- Performance appraisal forms are collected from staff members and forwarded to their respective HoDs.
- HoDs provide comments and feedback on the performance of staff members.
- The forms are then submitted to the principal for final approval and action.

#### **4. Rewards and Recognition:**

Performance scores are calculated based on a maximum score of 200.

0-129: Need Improvement

130-179: Meet Expectations (Appreciation Certificate)

≥180: Exceed Expectations (Special Incentives)

Staff members who fall below expectations are advised by the committee members to improve their performance.

#### **Conclusion:**

The appraisal policy at MCE aims to promote continuous improvement, professional development, and recognition among our valued staff members. Through regular appraisal processes, we strive to maintain excellence in education and service delivery.



**MEENAKSHI COLLEGE OF ENGINEERING**  
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### **ADVANCED LEARNER AND SLOW LEARNER POLICY**

Meenakshi College of Engineering is committed to providing quality teaching-learning experiences to all students, ensuring their holistic development through learner-centric approaches, co-curricular, and extra-curricular activities. With the aim of identifying and supporting both slow and advanced learners, the following policy is established for the academic year 2021-22:

#### **Identification of Slow and Advanced Learners:**

At the beginning of each semester, Heads of Departments (HODs) and professors will identify slow and advanced learners based on the following criteria:

**Psychometric Test:** Students will undergo a psychometric test covering verbal reasoning, numerical reasoning, and computer knowledge to assess their learning abilities.

**Test for Basic Engineering Subjects:** Evaluation of students' performance in basic engineering subjects will be conducted to gauge their understanding and proficiency.

#### **Preparatory Works for Student Induction Program (SIP):**

For first-year B.E and B.Tech students, a SIP will be meticulously planned, including session-wise schedules and committee formations. Eminent individuals from various fields will be invited as resource persons to conduct sessions on diverse topics. Additionally, a week-long bridge course will be arranged to help students adapt to the college environment and instill organizational ideology.

**Identification of Slow Learners:** Slow learners will be identified based on their performance in internal assessments and previous arrear history. Coaching classes will be organized for these students to provide additional support and assistance.

**Support for Slow Learners:**

**Bridge Course Classes:** An orientation program will be conducted at the beginning of the semester to help students acclimate to the new environment. This program will address any foundational gaps in English, Mathematics, and Computer basics.

**Remedial Classes:**

- Simplified notes were provided by the teachers.
- Peer learning was promoted.
- Assignments were given and checked on regular basis.

**Empowerment of Advanced Learners:**

**NPTEL Courses and Technical Enrichment:** Advanced learners will be encouraged to pursue NPTEL courses and other domain-specific courses to enhance their technical knowledge.

**Skill Development:** They will be trained in presentation skills and encouraged to participate in seminars, symposiums, workshops, etc., organized by various institutions to broaden their perspectives and expertise.

By implementing this policy, Meenakshi College of Engineering aims to cater to the diverse learning needs of its students, ensuring their academic success and overall development.

# **STAFFWELFAREPOLICY OF MEENAKSHICOLLEGE OF ENGINEERING**



**No-12, Vembuliamman Koil Street, West  
K.K Nagar,  
Chennai-600078.**

# **Staff Welfare Policy**

## **Purpose:**

Employee welfare encompasses the physical, mental, moral, and emotional well-being of our staff. It extends beyond monetary benefits to include various forms of support. The welfare programs aim to enhance employee morale, well-being, and productivity. Our objective is to create a conducive work environment that fosters a sense of belonging and responsibility among employees. This policy outlines both statutory and non-statutory welfare measures designed to support our workforce.

## **Scope:**

This policy is applicable to all employees across all categories at Meenakshi College of Engineering.

## **Classification of Employee Welfare:**

### **Employee welfare measures are classified into two categories:**

Statutory Welfare - In accordance with applicable labor statutes.

Non-Statutory Welfare - Additional welfare programs approved by the management. Statutory Employee Welfare:

The Human Resources Department ensures compliance with labor statutes, including but not limited to:

Employees Provident Fund and Miscellaneous Provisions Act, 1952. Employees

State Insurance Act, 1948.

Gratuity Act, 1972.

Maternity Benefit Act, 1961.

Minimum Wages Act, 1948.

Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958.

Prevention of Sexual Harassment (POSH) policy as per Supreme Court Guidelines, 2002.

## **Medical Facilities:**

- Free basic diagnostic facilities, ambulance services, and subsidized pharmacy supplies at our Medical College campus Hospital for employees and their immediate family members.
- Group Medical Insurance and Personal Accident Insurance coverage for all employees.

## **Celebrations:**

- Employee celebrations on various occasions such as birthdays, annual day, national holidays, and festivals.
- Personal gifts during Diwali celebrations.

### **Employee Incentives:**

- Referral bonuses for teaching hires.
- Employee of the month awards for non-teaching staff.

### **Sabbatical and Development:**

1. Sabbatical leave for teaching staff pursuing higher education.
2. Travel allowances for teaching staff attending paper presentations.
3. External coaching and soft skill programs for non-teaching staff.

### **Accommodation and Transport:**

- Subsidized staff accommodation within the campus.
- Subsidized transport facilities for commuting between home and office.

### **Leave and Fee Concessions:**

- Paid leave for employee marriages.
- Fee concessions for employees' children and staff pursuing higher education within constituent institutions.

### **Uniform and Wellness:**

1. Provision of uniforms and raincoats for non-teaching staff in medical hospitals.
2. First-aid facilities, cafeteria services, and recreational activities including yoga, outdoor, and indoor games.
3. In addition to statutory and non-statutory welfare measures, we provide free tea and coffee, ensuring readily accessible first-aid facilities, cafeteria services, and recreational activities to promote employee well-being.

This policy aims to create a supportive and nurturing environment for all employees at Meenakshi College of Engineering, ensuring their holistic well-being and professional development.





**MEENAKSHI COLLEGE OF ENGINEERING**  
No-12, Vembuli Amman Koil Street, West K.K Nagar,  
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**Student Welfare Policy**

**Policy Statement:**

Meenakshi College of Engineering is dedicated to development the overall well-being and success of its students through a comprehensive Student Welfare Policy. This policy aims to create a nurturing environment that supports students from diverse backgrounds, ensuring their safety, academic success, and personal development. By promoting inclusivity, providing essential support services, and upholding ethical standards, the college aims to empower students to excel in their educational endeavors.

**Purpose:**

The purpose of this policy is to establish a framework for addressing the individual welfare needs of students within the college community. It seeks to uphold the values of equality, respect, and accountability while promoting a culture of care and support. Through proactive measures and responsive interventions, the policy aims to enhance student engagement, retention, and success.

**Policy Objectives:**

- Ensure a safe and conducive learning environment for all students.
- Recognize and address the diverse needs and challenges faced by students.
- Uphold academic integrity and ethical conduct among students.
- Provide support and guidance to students in times of personal or academic difficulty.
- Foster a culture of inclusion, respect, and tolerance within the college community.
- Promote the holistic development of students through extracurricular activities and support services.

**Legal and Regulatory Framework:**

The policy is aligned with relevant legal and regulatory requirements, including but not limited to:

- Government regulations pertaining to higher education.
- University Grants Commission (UGC) guidelines.
- Meenakshi College of Engineering policies and procedures.
- Anti-ragging policies and laws.

- Laws related to discrimination, harassment, and student rights.
- Any other applicable statutes and regulations.

### **Policy Machinery:**

The implementation of the Student Welfare Policy at Meenakshi College of Engineering involves the following key components:

### **Student Support Services:**

- **Counseling Services:** The college provides professional counseling services to assist students with personal, academic, and emotional challenges. Trained counselors offer confidential support and guidance to help students overcome obstacles and enhance their well-being.
- **Academic Support:** The college offers academic support programs, including tutoring, study skills workshops, and peer mentoring, to help students excel in their studies and achieve their academic goals.
- **Health Services:** Basic health services, including first aid and medical referrals, are available on campus to address students' health-related needs. Additionally, the college promotes health awareness and wellness through educational initiatives and health promotion activities.
- **Career Guidance:** The college provides career counseling and guidance to help students explore career options, develop employability skills, and make informed decisions about their future career paths.

### **Student Conduct and Discipline:**

- **Code of Conduct:** Meenakshi College of Engineering maintains a code of conduct that outlines expected standards of behavior for students. This includes guidelines on academic integrity, respect for others, and responsible citizenship within the college community.
- **Disciplinary Procedures:** The college has established disciplinary procedures to address instances of student misconduct or violations of the code of conduct. Fair and transparent processes are followed to investigate allegations, impose sanctions when necessary, and promote accountability among students.

- **Anti-Ragging Measures:** The college has a zero-tolerance policy towards ragging and bullying. Strict disciplinary actions are taken against individuals or groups involved in ragging activities, in accordance with legal requirements and college policies.

#### **Financial Assistance and Scholarships:**

- The college offers financial assistance and scholarships to students from economically disadvantaged backgrounds. Eligible students can apply for financial aid based on predefined criteria, and support is provided to help alleviate financial barriers to education.
- Scholarships are also available to recognize academic excellence and support deserving students in pursuing their educational aspirations. Selection criteria and application procedures are transparent and merit-based.

#### **Support for Underrepresented Groups:**

- Meenakshi College of Engineering is committed to supporting underrepresented groups, including minorities, low-income students, women, transgender individuals, and differently abled students. Specialized support programs and initiatives are available to address the unique needs and challenges faced by these groups.
- Mentoring, counseling, peer support groups, and academic accommodations are provided to ensure equitable access to education and promote the inclusion and success of underrepresented students.

#### **Campus Facilities and Services:**

- **Accommodation:** The college provides safe and comfortable accommodation facilities for students, with separate hostels for male, female, and transgender students. Accommodation options are available for differently abled students, and efforts are made to accommodate students' preferences and needs.
- **Dining Services:** Nutritious and hygienic dining options are available on campus through dining halls and canteens. Special dietary requirements and preferences are accommodated to promote students' health and well-being.
- **Recreational and Sports Facilities:** The college offers a range of recreational and sports facilities to promote physical fitness, sportsmanship, and leisure activities among

students. Indoor and outdoor sports facilities, gymnasiums, and recreational spaces are accessible to all students.

- **Health Care Services:** Basic health care services, including medical consultations, first aid, and emergency response, are available on campus through health centers or tie-ups with medical facilities. The college prioritizes students' health and well-being by providing access to necessary medical care and support services.

#### **Student Representation and Engagement:**

- **Student Council:** Meenakshi College of Engineering encourages student representation and engagement through a democratically elected Student Council. The Student Council serves as a platform for students to voice their concerns, advocate for their interests, and participate in decision-making processes related to college governance and student affairs.
- **Student Clubs and Organizations:** The college supports a variety of student clubs, organizations, and associations catering to diverse interests and activities. These clubs provide opportunities for students to pursue their passions, develop leadership skills, and engage in extracurricular and co-curricular activities.
- **Grievance Redressal Mechanism:** A transparent grievance redressal mechanism is in place to address students' complaints, grievances, and concerns in a fair and timely manner. Students are encouraged to raise issues through designated channels and receive prompt resolution and feedback.

#### **Implementation and Monitoring of the Policy:**

The implementation and monitoring of the Student Welfare Policy at Meenakshi College of Engineering will be overseen by the following mechanisms:

- **Policy Implementation Committee:** A dedicated committee comprising faculty, staff, and student representatives will be responsible for overseeing the implementation of the policy, coordinating support services, and addressing emerging needs and challenges.
- **Regular Reviews and Evaluations:** The policy will be subject to periodic reviews and evaluations to assess its effectiveness, identify areas for improvement, and ensure alignment with evolving student welfare needs and priorities.
- **Stakeholder Engagement:** Continuous engagement with students, faculty, staff, parents,

alumni, and external stakeholders will be maintained to gather feedback, solicit input, and foster collaboration in enhancing student welfare initiatives.

- **Data Collection and Analysis:** Relevant data related to student welfare indicators, including academic performance, retention rates, satisfaction surveys, and incident reports, will be collected, analyzed, and used to inform policy decisions and interventions.
- **Training and Capacity Building:** Ongoing training and capacity-building initiatives will be conducted for faculty, staff, and student leaders involved in implementing and supporting student welfare programs and services.



**RESOURCE MOBILIZATION AND  
UTILIZATION POLICY  
OF  
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## **INTRODUCTION**

Meenakshi College of Engineering is committed to providing quality education while ensuring optimal utilization of resources. This policy aims to guide the effective mobilization and utilization of various resources to support the institution's mission and objectives.

### **POLICY OBJECTIVE:**

The objective of this policy is to ensure efficient resource mobilization and utilization through the following means:

1. Mobilization of Financial Resources
2. Mobilization of Physical Resources
3. Mobilization of Human Resources

### **MOBILIZATION OF FINANCIAL RESOURCES:**

Financial resources are crucial for the smooth functioning of the institution. Meenakshi College of Engineering will adopt the following steps to mobilize financial resources effectively:

- a) Review and adjust the fee structure to reflect the institution's needs and market demands, ensuring sustainability.
- b) Introduce new programs based on market analysis and demand, ensuring alignment with the institution's educational standards and objectives.
- c) Pursue research-oriented projects and grants from government agencies and other external sources to supplement funds.
- d) Establish partnerships with industries for skill training programs and corporate social responsibility initiatives.
- e) Build and maintain a robust database of scholars and alumni for future fundraising initiatives.
- f) Forge partnerships with corporations for recruitment purposes, fostering mutual benefit and resource mobilization.

### **PHYSICAL RESOURCE MOBILIZATION:**

Physical resources are essential for providing a conducive learning environment. Meenakshi College of Engineering will undertake the following strategies to optimize physical resource utilization:

- a) Rent out campus facilities such as auditoriums, labs, and guest houses to generate additional revenue.
- b) Collaborate with other educational institutions to utilize facilities and share resources.
- c) Offer campus facilities for external events and academic activities to generate revenue.
- d) Lease out specialized facilities like media production centers to external institutions for academic purposes.



**HUMAN RESOURCE MOBILIZATION:**

Human resources play a vital role in the success of any institution. Meenakshi College of Engineering will focus on the following approaches to mobilize human resources effectively:

- a) Adhere to statutory norms and regulations for the recruitment of teaching staff, ensuring alignment with national educational standards.
- b) Establish transparent recruitment processes for teaching and non-teaching staff positions, including advertising vacancies, scrutinizing applications, and conducting interviews.
- c) Create new positions based on genuine needs and fund availability, ensuring accountability and efficiency in resource allocation
- d) Foster a culture of continuous professional development and growth among faculty and staff through training and mentorship programs.