POLICY DOCUMENTS

ST.JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
-PALAI-

POLICY DOCUMENTS

SJCET MANAGEMENT

1 **Mar Joseph Kallarangatt**
Patron
Bishop, Diocese of Palai

2 **Msgr. Dr. Joseph Maleparampil**
Chairman
SJCET Palai

3 **Rev. Fr. Mathew Koramkuzha, MHRM**
Manager
SJCET Palai

4 **Dr. V. P. Devassia, Ph.D.**
Principal
SJCET Palai

5 **Dr. Madhukumar S, M.Tech, Ph.D.**
Vice Principal
SJCET Palai

6 **Rev. Fr. Thomas Njavallil, BSc Engg.**
Lab Manager
SJCET Palai

7 **Rev. Fr. John Mattamundayil**
Bursar
SJCET Palai

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1. INTRODUCTION

The establishment of St. Joseph's College of Engineering and Technology, Palai, was the fulfilment of a long-cherished dream of the diocese of Palai for providing facilities for higher education to the people of the diocese and surrounding regions. The main objective is to develop a college with a distinct identity and character, where education and training are imparted in a truly Christian environment conducive to fostering values such as faith in God, love for their fellow men and devotion to the motherland. Every facility is provided in the campus to create an environment fully conducive to realizing this objective.

Discipline, hard work, positive thinking, commitment to excellence and abiding faith in the Almighty are the guiding principles that propel the college to its vision of emerging as a Centre of Excellence in technical education in the country. Value systems such as eco-friendliness, quality consciousness and work ethics are also being instilled through the special work culture and campus life existing in the college.

The college aims to provide an education that WORKS ! – an education that helps the students in ensuring a challenging and satisfying career after the course. With this in view, facilities are provided in the college for personality development, yoga and meditation training, learning skills development, employability skills development, communication skills development, expert counselling services, special tuition and coaching for weaker students and sports and games facilities. The Placement and Training cell of the college renders various services suchas arranging campus recruitment, providing information on career opportunities and higher study facilities within India and abroad, training for job interviews and competitive examinations, arranging practical training for students in industries, etc.

Even from its very inception, St. Joseph's College of Engineering and Technology, Palai has established a reputation among the general public, the students and their parents and various visiting committees as a "college with a difference". Situated in a serene and picturesque location at the foot-hills of the High Range Mountains, the campus provides an environment conducive to learning and achieving the academic and professional aspirations of the students. We aim to achieve 100% results in examinations and a challenging and rewarding career for all our students.

We are dedicated to preserve the eco-systems and live in harmony with nature. We maintain a green and absolutely clean campus. SJCET follows a strategic planning approach to development insisting on Total Quality Management and continuous improvement at all levels. One can witness synergy at work in our campus. We have a team of well-qualified, dedicated and trained teachers and we follow the most innovative teaching-learning processes. Our laboratories and other facilities are adjudged by various visiting committees as one of the best among the engineering colleges in Kerala. SJCET is also an ISO 9001:2015 & ISO 14001:2015 certified institution.

This Document details the systems and procedures of the St. Joseph's College of Engineering and Technology, Palai for achieving professionalism, transparency, and efficiency in all its curricular, co-curricular, and extra-curricular activities. This document should be used as a book of reference by all the stakeholders for any queries relating to the role and responsibilities or the tasks to be accomplished by any Committee/ Group. As the official Policy Document of the College, the stakeholders have to strictly adhere to the norms given in this book.

VISION

Developing into a world-class, pace-setting Institute of Engineering and Technology with distinct identity and character, meeting the goals and aspirations of the society.

MISSION

•*To maintain a conducive infrastructure and learning environment for world class education.*

•*To nurture a team of dedicated, competent and research-oriented faculty.*

•*To develop students with moral & ethical values, for their successful career by offering variety of programmes and services.*

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objective

The primary aim of IQAC is:
• 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

Strategies

IQAC shall evolve mechanisms and procedures for:
• Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

• The quality of academic and research programmes

• Equitable access to and affordability of academic programmes for various sections of sections of society

• Optimization and integration of modern methods of teaching and learning

• The credibility of evaluation procedures

• Ensuring the adequacy, maintenance and proper allocation of support structure and services

• Sharing of research findings and networking with other institutions in India and abroad

Functions

• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

• Arrangement for quality-related feedback response from students, parents and other stakeholders on institutional processes

• Dissemination of information on various quality parameters of higher education

• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

• Documentation of the various programmes/activities leading to quality improvement

• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

• Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the

the institutional quality

• Development of Quality Culture in the institution

Benefits

IQAC will facilitate / contribute:
• Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement

• Ensure internalization of the quality culture

• Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices

• Provide a sound basis for decision-making to improve institutional functioning

• Act as a dynamic system for quality changes in HEIs

• Build an organised methodology of documentation and internal communication

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.

The policy shall be effective from **10/12/2019.**

3. ACADEMIC POLICY

a. Policy Statement

St. Joseph's College of Engineering and Technology, Palai strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

b. Objectives

The academic policy discloses the principles used for quality teaching at St. Joseph's College of Engineering and Technology and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.
The institute/department stands responsible for ensuring quality of its educational environment. This includes:
1. Academic accountability
2. Ensuring the quality of technical education

including:

i. Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.

ii. Preparation of the course materials with adequate standard

iii. Delivery of course contents adopting appropriate technologies

iv. Assessment to enable quality

v. Continuous improvement through quality assurance

c. Roles and Responsibilities

Management:
Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.

Principal / Vice Principal
Developing and implementing quality assurance policies and procedures.

Internal Audit Cell
Carry out the academic auditing in each department of the college at the stipulated interval.

Dean (UG)
Preparation of Academic and Examination Calendar for UG complying with University Calendar.

Dean (PG)
Preparation of Academic Calendar and Examination for PG complying with University Calendar.

Head of the Department
1. Ensure that the courses promote the development of the department and the graduates.

2. Ensure proper redress of the concerns raised by students in all matters.

3. Take up initiatives to achieve the mission and vision of the department.

4. Subject allocation for faculty for every semester keeping in view various extraneous duties.

5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery.

6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities and for the dissemination of HoD council decisions.

7. Facilitating student feedback of the faculty and initiating corrective measures.

8. Review of the progress of teaching- learning process, institution of remedial measures, result analysis and corrective actions.

9. Verification of the computation of Continuous evaluation marks.

Course Instructor
1. Ensuring academic integrity of the course assigned.

2. Facilitating information sharing on best practice in teaching and learning.

3. Facilitating a learner centric environment.

4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same.

5. Impartial and proper assessment of the assigned course and computation of the sessional marks.

6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs).

7. Conduct of the remedial classes as and when

required.

8. Preparation/modification of the course materials.

9. Responsible for completion of the syllabus.

10. Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study.

11. Seek feedback from student for improvement in course delivery.

d. Activities

Step by step process of the academic activities is listed.

1. Subject Allotment - Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.

2. Publishing of the SJCET Academic Calendar - An academic calendar is published which includes all the academic, co-curricular and extra- curricular activities.

3. The Lecture Plan and Course Information Sheet is prepared by the faculty which is then verified by the Module Coordinator.

4. Review of the attainment of COs of the previous batches and devising techniques to improve the attainment.

5. Preparation of the course material and content delivery. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric. The Teaching Learning Centre (TLC) of SJCET organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty of SJCET and other institutions.

6. Seminar coordinator and the project coordinator ensures that all activities related to seminar and project take place in the stipulated time.

7. Conduct of assignments/tutorials and class work according to the plan. Publishing of the attendance at regular intervals.

8. Conduct of the Internal Examination and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.

9. Publishing of the assessment marks.

10. Conduct of class committee and course committee to address any issues related to the class/course.

11. Conduct of Advisor and advisee meeting every two weeks and the minutes are reported to the Head of the Department.

12. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.

13. Organizing various skill development workshops by the professional societies and the department associations.

The academic policy is linked with the B.Tech and M.Tech Regulations, Examination Manual and the rules for assigning the activity points of St. Joseph's College of Engineering and Technology.

e. Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Class/Course Committee -The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.

2. Advisory System: For every class there is a staff coordinator and staff advisor. Staff Coordinator will be nominated for the entire class. There will be one Staff Advisor for every 20-25 students. One among the Faculty Advisor shall be nominated as Staff coordinator. The Advisor maintains all documents related to the academic and non-academic matters of the students under an advisory group.

They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matter for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, internal marks in their advisory group.

3. Various other committees like Student Welfare committee, Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

f. Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the University. The IAC has a coordinator and representatives from all departments to carry out the audit. The audit also covers the co-curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and NBA and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.

4. ADMISSION POLICY

a. Purpose: The purpose of this procedure is to establish clear guidelines regarding admission to various conducted by St. Joseph's College of Engineering and Technology, Palai.

b. Scope: The entry requirements for each program of SJCET are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate's ability to meet the demands of the program. Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The SJCET may require an applicant to submit to an entrance assessment. Admission to an appropriate point in a program may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the program.

c. Responsibility: Management, Principal and Chief Coordinator Admission.

d. Procedure for B Tech Admission

General:

From the academic year 2012-13 onwards 50% of the total seats in St. Joseph's College of Engineering and Technology will be filled by the office of Commissioner for Entrance Examination (CEE) from the list prepared based on Kerala Engineering Architecture Medical (KEAM) entrance examination Rank. The CEE admission is on the basis of merit and in accordance with reservation principles followed by Government. The college code for CEE allotment is SJCET. The remaining 50% seats will be filled up by the Management according to the merit. Of this 50%, 15% of the total seats are filled from the Non Resident Indian (NRI) category.

e. Introduction: This college is affiliated to A P J Abdul Kalam Technological University and approved by AICTE.

The college is a member of the Kerala Catholic Engineering College Management's Association. The colleges under the above association follow a common procedure for admission to B.Tech courses. (*Annexure Attached*)

Number of seats:

Branch	Seats
AD	60
CE	30
CS	180
CY	60
EC	60
ES	60
EE	30
ME	60

Government Quota Seats

50% of the total seats in St. Joseph's College of Engineering and Technology will be filled by the Commissioner for Entrance Examination (CEE) from the list prepared by the CEE on the basis of merit and in accordance with reservation principles followed by Government. The college code for CEE Allotment is SJC.

In addition, 5% of students are admitted in each discipline under AICTE Tuition Fee Waiver Scheme (TFW) with tuition fee concession

Management Merit Quota Seats

The remaining 50% seats will be filled up by the Management according to the merit.

No. of seats proposed to be reserved under various heads in a branch with 60 seats shall be as follows:

Seats allotted by CEE	30
Management Seats	
College Merit:	10
Christian Community:	11
NRI:	09

Fee Structure:

The fee structure shall be decided based on the Govt. approved norms.

f. Procedure For M.Tech Admission

M.Tech Programmes

• Advanced Manufacturing and Production Management (Dept. of Mechanical Engineering) - 18 Seats

• Computer Science and Engineering (Dept. of Computer Science & Engineering) - 18 Seats

• Structural Engineering & Construction Management (Dept. of Civil Engineering) -24 Seats

• VLSI & Embedded Systems (Dept. of Electronics & Communication Engineering)-18 Seats

Eligibility Criteria

Nationality: Candidates must be citizens of India.

Academic Requirements:
1.The candidates should have studied the Graduate course in an institution approved by the AICTE/Deemed Universities.Candidates should

have a minimum of 60% aggregate marks in the Engineering Degree examination.

2. For SC/ST candidates a pass in the Engineering Degree course is sufficient. For SEBC students, a minimum of 54% aggregate marks in the Engineering Degree examination is mandatory.

3. Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are eligible for admission. They must have valid GATE score:

A minimum of 55% marks for section B in AMIE/AMIETE examination.

Minimum three years of Professional experience in the field of Specialization after acquiring the qualifying degree.

Candidates with valid GATE score are eligible for scholarships as per AICTE norms.

Allotment of Seats

Government seats: (50% of the seats for each stream) These seats will be filled, from among the candidates who have applied in this institution on the basis of their rank in the rank list published by DTE, by following the reservation policies as mentioned in the prospectus published by DTE.

Management seats: (50% of the seats for each stream)

g. Procedure For MBA Admission

Eligibility Criteria

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate for the main course papers are eligible to apply for admission to the MBA programme.

Admission to St. Joseph's Business School is based on the following procedures. All seats are based on merit only.

As per admission supervisory committee, a valid CAT/CMAT/KMAT score is the basis for admission, in addition to 50% marks in the qualifying graduate examination.

h. Procedure For MCA Admission

Eligibility Criteria

(a) Nativity: The candidate must be an Indian Citizen.

(b) Academic Eligibility Passed B.C.A/ B.Sc. (Computer Science)/ B.Sc. (IT) / B.E. (CSE)/ B.Tech. (CSE) / B.E. (IT) / B.Tech. (IT) or equivalent Degree. **OR** Passed any graduation degree (e.g.: B.E. / B.Tech. / B.Sc / B.Com. /B.A./ B. Voc./ etc.,) preferably with Mathematics at 10+2 level or at Graduation level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University). No rounding off of percentage of marks to the nearest higher integer is permitted.

Note: *(1) Candidate seeking admission to the course should be qualified from any of the Universities in Kerala or any other Universities, recognized by any of the Universities in Kerala. (2) Final Year regular Bachelor's Degree students are also permitted to appear for the Entrance Examination subject to the condition that the original degree certificate and mark lists of all parts of the qualifying examination shall be produced by the candidate at the time of admission.*

i. Procedure For PhD Admission

St. Joseph's College of Engineering and Technology, Palai is an approved research centre

under APJ Abdul Kalam Technological University (KTU), Kerala. SJCET follows Ph.D. Admission procedure in APJ Abdul Kalam Technological University, Kerala. In SJCET, the Ph.D programmes are available in the following areas:

• Computer Science & Engineering

• Electronics & Communication Engineering

• Mechanical Engineering

• Management Studies

• Computer Applications

Types of PhD admission in KTU

• Full time scholars of the University with or without fellowship.

• Part time scholars who are faculty members of the University Departments or Affiliated College who will be admitted to pursue research towards Ph.D. degree while working.

• External part-time scholars who work in research organisations or R&D centres recognized by APJ Abdul Kalam Technological University for the purpose of external registration.

Eligibility for PhD in KTU

Master's degree in Engineering/Technology, Architecture or a Master's degree by research in Engineering/Technology with a minimum CGPA of 6.5 are eligible for admission to the PhD program with the stipulation that admission to the Masters program should have been based on a valid GATE score.

SC/ST candidates and differently abled persons are eligible for admission with a minimum CGPA of 5.5 at Master's level to the Ph.D. program . Other conditions remain same as those for the general category candidates.

The following are exempted from the requirement of GATE or UGC-CSIR NET or CAT/JMET/XAT/MAT/ATMA/GATE/UGC for the purpose of registering for PhD:

Candidates with Master's degree in Engineering/Technology /Architecture and having THREE years of teaching experience in AICTE approved colleges or NBA accredited departments.

Those with above mentioned educational qualifications and having minimum THREE years' experience in a reputed industry as assessed by the University.

Candidates who have fellowship/scholarship support from any Government Agency.

5. GRIEVANCE REDRESSAL POLICY

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition and Tenure of the Committee

• The committee shall comprise of a Chairperson, Convener and two other senior teaching faculty members.

• Principal of the college shall be the chairperson.

• Members of the committee shall be nominated by the chairperson for a tenure of two years.

• A representative from among the students of the college to be nominated by the chairperson as special invitee.

Scope of the grievances

Grievances may be related to any of the following matters:

• Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.

• Financial Matter – Issues related to charging of fees, scholarships and payments

• Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization

• Harassment and Ragging by colleague students or teachers etc.

Grievance receiving mechanisms

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

• Report submission in person by approaching the chairman of the Committee

• The suggestions periodically obtained through the suggestion boxes installed at various college buildings.

• Online at the website https://gms.sjcetpalai.ac.in/sjcet

• Through e-mail to **grievance@sjcet.ac.in**

• Writing to "The Chairman, Grievance Redressal Committee, St. Joseph's College of Engineering and Technology, Palai, Choondacherry P O, Kottayam, Kerala - 686579

Grievance redressal mechanism

• After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.

• The meeting shall be scheduled within ten days of receipt of the application.

• All relevant papers shall be circulated as hard / soft copy to all the members on or before

the date of the meeting.

• After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.

• The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.

• The minutes shall be circulated to all the members of the Grievance Committee for their signatures.

• The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

• In case of anonymous letters the action of the complaint will be treated at the discretion of the chairman

Appeal

• The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.

• The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decides the appeal. Final decision would be communicated to the applicant by the college.

6. GENDER EQUALITY POLICY

Gender equality refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognizes that women and men have different needs and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

Being treated differently in areas of learning and related activities can and does affect the distribution of political, economic and social benefits and influence. Equality means every person receiving the same treatment regardless of who or where he or she may be.

Our Gender Equality Policy attempts to redress the historical gender imbalances that have placed 'women' in a disadvantaged position in accessing, benefiting and getting fair treatment as the users and producers of knowledge. Challenges to self-actualize based on gender differentiation have to be continually addressed consistent with national and international policies on development.

Rationale

Equality between men and women is an integral part of human rights and a fundamental criterion for democracy. Equality is a necessary foundation for a peaceful, prosperous, and sustainable world.

SJCET as a higher education institution has a key role in contributing to a socially just society. This is achieved by ensuring equal and fair access to, participation in and outcomes from the education provided for its faculty and staff members as well as for female and male students.

Measures to address gender inequality need participation from all stakeholders in higher education institutions. The various forms of gender-based violence, which can hinder effective participation in learning and working of any member based on gender, also needs to

be identified and corrected with due protocol. Therefore, the scope of the policy has been designed to encourage all members of society across gender to contribute equally to SJCET's organizational culture as per cadre, qualifications, and status.

Scope of the Policy (For Employees)

The Workplace Gender Equality and Diversity Policy applies all job applicants and to all employees whether full time or part time, temporary or permanent and wherever they are located within SJCET offices.

It covers:
a. Recruitment, selection, and promotion
b. Terms and conditions of employment
c. Professional development
d. Flexible working options
e. Safe working environment
f. Leadership, management, and accountability
g. Grievances, disciplinary action, and termination of employment.

Scope of the Policy (For Students)

The Gender Equality and Diversity Policy applies to all students and research scholars whether full time or part time.

a. Safe working environment

b. Equal opportunities for students

c. Grievances, disciplinary action

Goals and Objectives

SJCET promotes an organizational culture which highly values equity and inclusiveness and believes strongly in social responsibility and transformation. SJCET strives to provide a vibrant and inclusive intellectual community, including a safe and supportive working and learning environment for people of all genders. To realize these objectives, the college implements a range of measures to prevent gender-based discrimination and adopts flexible provisions for employees. SJCET is dedicated to improving and promoting gender equality and diversity in the workplace through improving recruitment and retention practices to

encourage a high-quality workforce thoughtful of the gender diversity and promoting gender inclusive and sharing decision-making.

Women empowerment and gender equality are the twin requirements for the progress of our nation. With this aim of creating a gender sensitized community within the campus as well as in the society we have constituted a woman in development cell which provides a forum for voicing of opinions woman students and staff members.

7. E-GOVERNANCE POLICY

Scope

The scope of this policy extends to the institutional governance in the following areas:
• General Administration
• Student Admission
• Examination
• Library
• Accounts and Finance
• ICT Infrastructure

Objectives

• Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
• To promote transparency and accountability in all the functions of the college.
• To achieve and create a paperless environment in the college.
• To provide easy and quick access to information.
• To make campus Wi-Fi enabled.
• To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
• To establish a fully automated Library.

Policy

The college will implement e-governance in all

aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

Website & Social Media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website is developed and Maintained by the Software Development Center of SJCET Palai. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. Important information and achievements will be posted in the Social Media.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the APJ Abdul Kalam Technological University, Directorate of Technical Education and Admission Supervisory Committee. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Management portal (Developed by the Software Development Center- SJCET Palai) to be used to manage the admissions in the college. Number of students applying to each course, Application fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Team.

Accounts: The accounts are managed by the software purchased from an external vendor. The student fee management is done through

this software. The HR Management system available in the software helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly.

The Library is managed by fully automated software which should have an easy to use-Graphical User Interface, Search and export facility for most reports.
• The use of Online Search module of the software to allows library database searching by entering preferred terms for information retrieval.
• The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
• The Fine calculation is also automated with the software
• E-Gate Register is maintained at the entrance of the library using the software

Administration: The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services, offered. E-campus offers an integrated suite of software applications to automate the campus, giving it an edge in addressing all of the institution's administrative needs with a user- specific login system that gives each employee and student a unique login.

Teaching faculty can utilize it to rjecord and manage attendance, internal assessments, and other things. To automatically calculate the Internal Assessment marks for attendance,

Monthly Reports and Semester End Reports should be prepared.

The students could also check for their details as entered by the faculties. Inside, students can access information such as attendance, results, timetables, assignments, and other study tools.

Examination: The college has adopted an online system where students can view their internal examination marks, assignment marks and final internal assessment marks at the end of each semester. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

HR Management: The HR Management module of the ERP has a comprehensive paperless system for the Leave management. The request for the leave is send to the HoD, who will forward it to the principal. The leave is entered into the attendance register once it is approved by the Principal. The biometric punching of the staff members are also integrated into the HR Management module.

Hostel management: The hostel module of the ERP provides option to:
• Enroll the students into the hostel and map them to corresponding room
• Pay the mess and establishment fee online
• Take different reports

The institute shall continuously review and update the approved policy and is committed to it's implementation.

7. RESEARCH POLICY

In line with the vision of the college to develop into a world class pace setting institute of engineering and technology, college is committed to promote research and development. Research and developmental activities create and disseminates new knowledge in a range of fields, promotes

innovation and these will motivate better learning and teaching among faculty and students of St. Joseph's College of Engineering and Technology, Palai. In order to achieve this, research policy of St. Joseph's College of Engineering and Technology is implemented.

1. Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers at St. Joseph's College of Engineering and Technology, Palai. The policy shall serve as an overall framework within which research activities may be carried out.

2. Objectives

• To create an enabling environment at St. Joseph's College of Engineering and Technology, Palai, in order to foster a research culture as well as provide required support through research framework and guidelines.

• To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.

• Ensure publications in quality journals, indexed in SCI/SCIE/SSCI with good impact factor.

• To nurture an environment of undertaking socially useful research with potential for commercialization.

• Establish Research Centres in all disciplines in accordance with the research policies of the affiliating university.

• Forge interdisciplinary collaborations and partnerships nationally and globally.

3. Custodian of Policy

The implementation and updating of Research Policy shall be carried out in accordance with the research policy guidelines of the affiliating university. The Research Policy shall have a research advisory body with HoDs of all departments and Dean (Research) to function under the Principal, St. Joseph's College of Engineering and Technology, Palai, to assist and advise in matters related to research.

4. Policy and Guidelines

4.1 Undertaking Research

Faculty members of St. Joseph's College of Engineering and Technology are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.

4.2 Obligations of faculty and researchers

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

4.3 Recruitment and Promotion

St. Joseph's College of Engineering and Technology, Palai shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research.

Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF) and which will be revised from time-to-time as appropriate.

4.4 Incentives for publication and attending conference.

In order to encourage faculty members to publish their research work in reputed journals, monetary incentives may be implemented.

4.4.1 Eligibility and Conditions for monetary incentives for journal publication

1. Research papers should have been published in Science Citation (SCI/SSCI/SCIE) indexed journals. Papers in "communicated" or "accepted" status are not eligible.

2. Affiliation of the faculty in the published paper should be "St. Joseph's College of Engineering and Technology, Palai".

3.   First author and co-authors from the college are eligible. If there is one co-author from the college, the amount will be equally shared between the first author and the co-author.
In case, the co-authors are two or more, half of the amount will be given to the first author and the remaining amount will be equally shared between the co-authors from the college.

4.   An author is eligible to receive this incentive for a maximum of two papers in an academic year

5.   First author should submit a written request to Principal, through respective HoD and Dean (Research) with the copy of the published paper to avail this incentive. The amount will be credited to the bank account of the first author, who may share the amount with the co-authors.

Incentive amount slabs
Impact factor Less the one –
Rs.2000.00/-

Impact factor more than one to two -
Rs.3000.00/-

Impact factor more than two to three -
Rs.4000.00/-

Impact factor more than three -
Rs.5000.00/-

4.4.2 Monetary incentive and eligibility for conference registration and participation

National Conference: Actual amount incurred or Rs. 1500/- whichever is less (Eligible for one conference per year)

International Conference: Actual amount incurred or Rs. 5000/- whichever is less (Eligible for one conference per year).

5. Composition of the Doctoral Committee
The college shall recommend to the Dean (Research) of the affiliating university, a panel of experts for inclusion in the Doctoral Committee for each research scholar depending on the area of research. It is mandatory that the experts have sound knowledge in the area of research, which is to be ascertained by means of his/her research publications. The DC is constituted by the Dean (Research) of the University. Depending on the availability of experts and the area and nature of research, Dean (Research) of the affiliating University constitutes the Doctoral Committee normally from the panel of names provided by the academic head of the college. The constitution of the DC will be as follows:

Dean (Research) of the University or his/her nominee – Chairman

Academic Head of the College/University Department – Member & Convenor

Research Supervisor and Co-Supervisor (if any) – Member/s

Two faculty members of the Department/College with Doctoral Degree – Members (Internal members)

Two faculty members/scientists with Doctoral Degree, from other organizations having specialisation in the scholar's research topic. – Members (External members)

In case any member goes on leave exceeding one year duration, or resigns or retires from the institute, and ceases to be a member of the Doctoral Committee, the Chairman of the Doctoral Committee, on recommendation of the academic head of the college and the research Supervisor shall nominate an alternate member.

5.1 Functions of the Doctoral Committee

(i) Evaluation of research facilities at the place of research

ii) Recommending registration of the selected candidate for Ph. D. program

(iii) Prescribing the course work for the research scholar

(iv) Nomination and approval of Co-supervisor

(v) Conduct of comprehensive viva of the scholar

(vi) Progress review of the scholar's research work

(vii) Nomination of thesis examiners

(viii) Review of the examiner's reports on the thesis

(ix) Conduct of the oral examination

The meetings of the DC shall be convened at least once a year in the first three years of registration of the candidate and a minimum of twice a year thereafter. It is mandatory that the chairman, research supervisor/s and atleast one internal member and one external member are participants in the DC meetings.

6. Research Monitoring Committee

Research monitoring committee is to be constituted at the college level to monitor the progress of the research work by the scholars. This committee shall meet at least once in a year till the comprehensive examination of the scholar and twice a year after the successful completion of the comprehensive examination. The constitution of the Research Monitoring Committee will be as follows:

Academic Head of the College – Chairman

Dean (Research) of the college – Convenor and member

Head of the department – member

Guide - member

9. CONSULTANCY POLICY

Institutional Programme Implementation Unit

An Institutional Programme Implementation Unit (PIU) consisting of Principal, members of academic council and Centre coordinator shall be formed for the effective implementation of the activities of the Consultancy Centre. Principal shall be the president of the committee. The president shall nominate a Competent person with consent of the Chairman as the Centre coordinator. The IPIU shall meet once in a semester and review the progress of the various activities being implemented by the centre and take appropriate action for the effectiveness of the centre.

Executive committee

The Executive Committee consisting of the Centre coordinator and one faculty each nominated by HoD of Engineering departments as Department Coordinators will implement the proposals and prepare action plan of the centre for industrial consultancy. The executive committee will meet once in 3 months. A member will be nominated by the coordinator to act as the Convenor.

Term of Office

The term of the Centre Coordinator and Executive Committee members will be 3 years. However, Principal has the privilege to make changes with consent of the Chairman, SJCET.

Duties and Responsibilities

1. Institutional Programme implementation Unit (IPIU)

(i) Monitor all activities of the centre including the books of account.

(ii) The President of the IPIU will correspond with the Chairman, SJCET in all matters regarding the centre.

(iii) Frame the rules and regulations for the effective functioning of the centre.

2. Executive Committee

(i) Coordinate the day-to-day activities of the centre assisting the Centre i)Coordinator.

(ii) Implement proposals and action plans of the centre.

(iii) Conduct review meetings of all ongoing

consultancy works.

(iv) Consolidate the details of testing works carried out by the centre as Per format I and submit to the Principal duly attested by respective HoDs.

3. Centre Coordinator

(i) Coordinate all the day-to-day activities of the centre.

(ii) Coordinate and follow-up the enquiries generated and handover the same to competent consultants in the college, through respective HoDs.

(iii) Coordinate the promotion of activities of the Centre.

(iv) Convene the IPIU meetings.

(v) Chair the Executive Committee meetings.

(vi) The following records shall be maintained by the Centre Coordinator

1. Minutes of Review meetings of IPIU.
2. Minutes of Executive Committee meetings.

4. Consultant

(i) Prepare the consultancy proposal with financial details, time-line of execution, manpower involvement etc and take formal consent from the Principal with recommendation of the Coordinator.

(ii) See that the work is completed on time and to the satisfaction of the client.
The dispatch of the report of the work, countersigned by the competent authority is also the responsibility of the consultant.

(iii) Responsible for providing all clarifications regarding the work even after the completion of the work. The consultant shall be solely responsible to ensure the quality of work/service provided till the expiry of warranty period.

(iv) Submit the vouchers as per norms towards the expenditure incurred and settle the accounts immediately on completion of the work.

(v) Submit consultancy project completion report with details of work carried out, financial settlement details with recommendation of the Coordinator.

5. Staff

(i) Conduct the tests and submit the test report duly signed by the faculty member in-charge and countersigned by the competent authority.

(ii) Maintain the Department register to record all the test results and other details which should be signed by the concerned lab in-charge with attestation of competent authority. This shall be monitored by the respective department coordinator.

6. College Office

i. The concerned sections in the office are responsible for disbursement of payments approved by the competent authority, maintaining the books of account regarding fund receipt / utilization of the centre. Office shall be responsible for remittance of income/service tax and filing of returns as Per rules. The annual receipt-payment details including tax remittance particulars shall be submitted to the Principal after due verification by the Finance Officer.

ii. A register of consultancy works undertaken by the centre shall be maintained in the office as per the format.

Financial Management
The Centre shall generate revenue by conducting testing and consultancy services and providing services such as maintenance and repair of equipment etc.

(a) The sources of revenue of the Centre are:
1. Job works
2. Testing and Consultancy
3. Equipment repair
4. Marketing of the finished products

(b) Account
The revenue generated can be deposited in a

separate bank account'

(c) Method of expenditure
Expenditure is met by withdrawal from the bank account through cheques'

(d) Operation of Account
The account is in the name of the centre of Industrial Consultancy and jointly operated by the Principal and the Centre Coordinator.

(e) Division of share
The total income from a consultancy/testing minus the expenses in conducting the work will be net income generated for each work. The income shall be shared as per the table below:

of the department requesting the principal. The department share shall be maintained in a joint account of the HoD and the Department Coordinator. This fund can be utilized for procuring of computers, equipment or related paraphernalia for the improvement of consultancy works in the department.

Centre Share: The centre share shall be utilized for the day-to-day expenses of the centre.
The Centre Coordinator may utilize the same with the approval of the Principal.

	Consultant Share	Staff / Consultant Share	Department Share	College Share	Centre Share
Material Testing	30%	20%	20%	20%	10%
Consultancy Fee up to Rs.1.5 Lakhs	40%	30%	10%	10%	10%
Consultancy Fee more than Rs. 1.5 Lakhs	35%	30%	15%	10%	10%

* Eligible TA & DA shalt be taken from the consultancy share or charged from the client.

Consultant and Staff Share: Consultant share (for both consultancy and testing) and staff share (for both consultancy and testing) for each department shall be collected and distributed periodically by the Department coordinator by requesting the Principal, after getting it forwarded by the Centre Coordinator.

College Share: The college share shall be maintained in the consultancy account itself and may be utilized by the Chairman, SJCET.

Department Share: The department share shall be collected periodically by the respective head

f. Appointment of Project Staff for Consultancy Projects
The Consultant may appoint Project Staff on temporary basis for consultancy projects with the permissions of Principal & Chairman. The appointment may be for a single project or a group of projects. The Project Staff shall report to the Consultant to which they are appointed. If the appointment is for more than one project with different consultants, they shall report to the concerned Head of the Department.

The monthly remuneration shall exclusively be incurred from the Consultant and staff share head of the account from the respective departrnent. Remuneration shall be fixed by the consultant with the consensus of concerned

HoD and the Principal.

Project Staff shall be appointed in the following category:

Position	Qualification
Senior Project Associate	Masters degree in Engineering or PhD in appropriate discipline
Project Associate	Bachelor degree in Engineering or Masters degree in appropriate discipline
Project Assistant	Diploma in Engineering or ITI in appropriate discipline

g. Duty Leave

Consultants can avail a maximum of 15 days duty leave in connection with consultancy orks per year subject to the limit of L leave per month during working days of students as per academic calendar, without affecting the assigned duties in the institution.

10. SCHOLARSHIP POLICY

SJCET was established under Diocesan Technical Education Trust with the noble aim of imparting Professional and Technical Education to all eligible students irrespective of caste, creed, community or income. The idea was that no meritorious student shall be denied Technical Education for want of funds or social status. Keeping in mind this great objective, the following scholarship policies have been formulated and implemented in SJCET.

A. Govt. Category Scholarship

SJCET facilitates all kinds Govt. scholarships like Tuition Fee Waiver. Complete tuition fees will be given as scholarship to 5% students (of the sanctioned intake) for those selected under TFW category by the Commissioner of Entrance Examination.

Other types of Govt. scholarship are Merit cum Means Scholarship, E-Grant, AICTE-Pragathi Scholarship etc. to all eligible students.

B. Institutional Scholarship

1.Meritorious students will be given scholarships based on the marks scored by them in the qualifying examination and on the basis of the rank obtained by them in the KEAM entrance examination.

The number and quantum of scholarships will be decided every year after considering the financial status of the institution and the development activities planned for the year.

2.Special scholarship will be offered to deserving candidates from economically weaker section, irrespective of community and caste at the discretion of the Management on case by case basis.

3.Students who are members of parishes in the Diocese of Palai are eligible for Diocesan scholarship of Rs. 5000/- per semester.

The structure and quantum of scholarship of all the above schemes will be reviewed every year by the competent authority to make suitable and periodical changes for the benefit of our student community.

11. ENVIRONMENTAL POLICY

St. Joseph's College of Engineering and Technology recognises the importance of environmental protection and we are committed to operating our environment responsibly in compliance with applicable standard requirements, environmental regulations and legislation specifically relating to the scope of the certification, but carrying out all services/ activities in environmentally responsible manner and by providing a safe working environment to all the staff and student community, and other interested parties.

It is our objective to operate with, and to maintain good relations with all regulatory bodies, and to carry out all measures reasonably practicable in order to continually improve our environmental performance.

We commit to:
• Assess and regularly re-assess the environmental effects of our equipment, processes and operations

• Adhere to all relevant regulations concerning waste and environmental well-being

• Ensure that all supplier and sub-contracted operations are in-line with this policy, and that they are aware of their respective responsibilities in the environment

• Train concerned staff in environmental issues and raise awareness and actively promote the establishment of a clean and healthy environment

• Minimise the production of waste and material wastage in all the processes.

• Minimise energy wastage by promoting the efficient use of energy, water sJnd other resources.

• Reduce and/or limit the production of

pollutants to water, land and air.

• All waste will be disposed of under controlled conditions when re-cycling and/or the re-use of the materials is not an available option.

• Minimise risk to the general public, staff, students and other interested parties.

Our commitment to the above environmental objectives is reinforced by our setting of measurable targets and objectives to reduce our environmental impact. We are regularly assessing our performance against these objectives:

This policy is communicated to members of management, staff, students, suppliers and sub-contractors and is made available to any interested parties.

All personnel understand their obligations under this policy statement, and abide with the principals and contents of our Environmental Management System (EMS).

We will constantly monitor and review our environmental performance and this Environmental Policy Statement in order to ensure its continuing suitability, and will implement improvements whenever appropriate.

Our EMS Objectives and Targets:-

Objective	Targets
Increase energy efficiency.	Replace all incandescent lightbulbs and florescent tubes with LED bulbs and tubes by the end of 2024.
To attain sustainability in water resources	Install provision for water conservation including rainwater harvesting on the campus by 2025.
To attain a 100 % plastic waste-free and eco-friendly, campus by 2024.	Provide half yearly training and awareness program to college community, proper maintenance, and monitoring of waste management mechanisms.
To reduce carbon footprint in transportation.	Replace all old vehicles owned by the institute with less polluting new generation vehicles by 2025.
To reduce the use for non-sustainable goods and services.	By promoting replacement at the end-of-life, purchase, and usage of resource-efficient products.
Envision a Zero Carbon emission campus.	By installing solar power plants. Promoting usage of green energy.

12. WASTE MANAGEMENT POLICY

Preamble

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent 53 years, technologies have been developed that not only help in generating substantial quantities of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

Instructions

• All materials should be received in neatly

packed condition without any spillage.

• No drainage should be left open and to be covered properly.

• Periodic cleaning of overhead tank and sump and maintaining records

• After floor cleaning and washing the wastewater should not be thrown on bare lands. It should be routed to drainage.

• Solid waste like paper, cotton, etc., which are generated in our campus should be disposed to dust bins provided.

• Segregate waste by putting the waste in appropriate bins provided.

• Ensure that no degradation of waste in scrap yard due to rain and other natural disaster.

• Care should be taken while handling waste and to ensure no waste spillage over the floor and open area.

• Confidential documents and records should not be burnt. It should be thrashed into pieces and should be disposed to the scrap yard.

• All wastewater generated by housekeeping activity, should be routed to effluent drainage leading to Sewage Treatment Plant.

• Hazardous waste should be stored as specified in the hazardous waste handling rules and should be sold to authorized vendors.

• PPE' s should be maintained in a proper place after usage to increase its life

• Waste oil from workshops and maintenance department should be collected properly and transported properly to the scrap yard without any spillage.

• The waste oil should be handed over to the competent vendor who possess required licenses in compliance with the legal requirements.

• Bio-degradable garbage shall be processed

through appropriate means of composting.

Management of Plastic and Paper Waste
• Plastic garbage shall be segregated and to be handed over to the vendors / agencies who recycle or re-use the same. Adopt adequate measures to avoid plastic burning in the campus.

• One side Papers should be re - used for Documentation and Printing.

• Rough Printouts should be taken on One side Paper

• Minimal Usage of Paper should be done.

• Awareness should be given to all the employees to reduce the wastage.

• Segregation of waste should be done and place it in the Separate dustbins.

• Office papers should not be used for personal printouts.

• External persons should not be allowed to carry any plastic covers inside the premises.

• In case of usage of plastic, only virgin plastic should be used having and 20 microns thickness.

• No recycled plastic should be used for carrying food.

• Plastic waste should be segregated separately for safe disposal.

• Record of the usage of paper and other stationeries should be maintained for proper management.

• Wherever possible intranet and internet facilities should be used for communication between different departments

Bio-degradable waste
• Segregate waste (packaging and degradable organics) by putting the waste in appropriate bins provided.

• Ensure that no degradation of waste due to rain and other natural disaster.

• Care should be taken while handling waste and to ensure no waste spillage over the floor.

• Segregations of waste at source should be made as a daily routine habit.

• Degradable waste should be collected on a daily basis by the concerned cleaning staff and taken to the composting unit for further process.

Hazardous waste
• Identify hazardous wastes.

• The following are some of the identified hazardous wastes.
a. Chemicals
b. Used Oil
c. Empty chemical containers
d. Oil-soaked cotton waste/swabs
e. Batteries
f. Broken chemical containers.

• Separately identified bins are provided for collecting the hazardous waste.

• Only trained personnel are permitted to handle the hazardous wastes.

• Hazardous waste should be stored in the identified safe storage area as specified in the hazardous waste handling rules and should be sold to PCB authorized vendor.

• If any hazardous waste generated during any accidents/incidents shall be taken care of as per the emergency preparedness procedure

PPE
• Gloves, shoes, aprons, masks

Impact in case of deviation
• Resource depletion.

• Land pollution

• Water pollution

• Fire hazard

Corrective action in case of deviation
• Training should be given the all the personnel generating waste and handling waste

• Initiatives should be taken such that the above deviation does not occur in future.

13. E-WASTE MANAGEMENT POLICY

The Institution provides Electrical, Electronics, and Information Technology products to all staff and students. Almost all Electronics and Information Technology items become obsolete after prolonged usage. E-Waste policy is defined to ensure proper re-use and recycle of Electronics and Information Technology items. As per the Gazette Notification from Ministry of Environment, Forest and Climate Change New Delhi, dated 2nd November 2022, The Institution takes all necessary steps in following the procedure in evacuating the e-waste.

Purpose:
The purpose of e-waste management is to properly dispose of electronic waste in an environmentally friendly manner, while also minimizing the negative impact that e-waste can have on human health and the environment.

E-waste management involves practices such as reducing, reusing, and recycling electronic devices to extend their life span and prevent them from ending up in landfills. Overall, the purpose of e-waste management is to minimize the negative impact of electronic waste on the environment and human health, while also promoting the sustainable use of electronic devices.

IT E-Waste Minimization Process
It shall be the endeavour of every user to maximize utilization of all IT assets to their full productive life. Only such IT assets which are non-operational and cannot be reused for any other alternate purpose should be considered

as IT E-waste for disposal. The Principal will certify this position following desired procedures in this regard.

Procedure for Collection of e-waste from Departments

1. Each Department has to identify the electronic equipment which are not reparable or obsolete and prepare the list as e-waste.

2. Review the repairability of such items by the maintenance team and give the report to the Principal for write-off the listed Electronic Equipment / Machines from the Stock Register.

3. The list is finally verified by the Laboratory Manager and recommended to write-off.

4. Principal approve the given e-waste list and make an order to write-off the equipment from concerned Stock Register and consider this equipment as e-waste.

5. Collect the e-waste from each department and keep it in the e-waste repository center in the campus.

Procedure for E-waste Disposal

1. Categorize and make the list of the e-waste as parts and full equipment.

2. Invite quotations from Government approved e-waste collecting agencies.

3. Discuss the terms and conditions and finalize the Agency for e-waste collection and subsequent management.

14. SCRAP DECLARATION AND DISPOSAL POLICY

Objective

Being a developing world-class, pace-setting Institute of Engineering and Technology with distinct identity and character, maintaining a conducive infrastructure and learning environment for world class education, SJCET needs periodic review and up-gradations to adopt the latest technology. The up-gradation and adoption of new technology renders the old infrastructure out of use which have served their life and purpose. Further the old and out of use materials and equipment's are required to be disposed-off so as to make way and space for new state of the art equipment's and technology as per the need of the time.

The "Scrap Declaration and Disposal Policy" provides the framework for identification, and declaration of the scrap material and subsequent disposal as per laid down procedures. The criteria which form the basis of the identification and declaration as scrap are the following:

1. Expiry of useful life

2. Obsolete technology

3. Defects beyond repairs

4. Uneconomical repair cost

5. Unusable condition

The objective of policy also contains disposal of the scrap in an efficient and timely manner. The procedure for disposal of scrap is framed so as to ensure realization of reasonable salvage value by inviting quotations. The mode to be adopted for disposal is framed keeping in view the nature of scrap, cost of disposing-off and salvage value of the scrap.

1.Introduction

The movable assets and materials which require to be discarded may be broadly classified as under:

i) Machinery and equipment's which are unserviceable or beyond economic repairs;

ii) Machinery and equipment's which have become obsolete and whose retention has become uneconomical

iii) Machinery and equipment's which have served their useful life and required to be replaced due to requirement of technologically

advanced machinery and equipment.

iv) Scrap generated by continuous usage of students on machines and welding etc.

v) Scrap including Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares having meagre salvage value.

vi) E waste.

vii) it is essential to ensure no possibility of any alternate economic use for the items within.

2.Procedure

The indenting department will initiate for proposal for disposal of the proposed materials as scrap. The proposal shall indicate the following details of the material which are proposed to be declared scrap and disposed-off.

(a) Material Description with invoice no and date with main stock register details and quantity

(b) Reason for proposing the material for scrap declaration.

The reason for disposal of the scrap shall be categorised as below:

CATEGORY A: Machinery, equipment's and vehicles which are unserviceable or beyond economic repairs;

CATEGORY B: Machinery, equipment's and vehicles which have become obsolete and whose retention has become uneconomical

CATEGORY C: Machinery, equipment's and vehicles which have served their useful life and required to be replaced due to requirement of technologically advanced machinery and equipment. Metal chips from machines and metal waste generated by students during practice.

CATEGORY D: Scrap including E waste

CATEGORY E: Packing boxes, empty

containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares but having meagre salvage Value. Deteriorated wood, packing material and such other material having no worth /meagre salvage value and are recommended for disposal by using methods like destroying/disposing them as debris/garbage.

3.Scrap Declaration and Disposal (SDD) Committee

One committee of a minimum three members comprising of HOD and an expert from Indenting departments and Lab Manager shall be constituted by competent authority for scrutinizing the scrap declaration and disposal proposals. In case the proposal is a combined one, the SDD committee will be constituted from members of all relevant departments. If required, Competent Authority may include a member from any other department having domain knowledge.

4 . Methods of disposal

4.1 All materials approved for disposal should be done with the concurrence of finance at appropriate level, collecting offers from local scrap dealers, buy back, disposal as garbage etc. may be adopted.

4.2 Once the item(s) has/have been proposed for disposal and tenders for their disposal invited, these shall not be withdrawn from disposal list without prior approval of competent authority.

4.3 The scraps like newspapers / old magazines / broken furniture/Any other Miscellaneous items whose scrap value is less than Rs 5000/- to be regularly disposed off. This activity has to be done frequently so as to ensure neatness and cleanliness of the premises at all time.

4.4 The used lead acid batteries are to be disposed only through depositing with the dealer/ manufacturer/ importer/ assembler/ registered recycler/ re-conditioner of the lead acid batteries or at the designated collection centres of used batteries or buyback scheme.

4.5 Items identified with having heritage value

is to be transferred to SJCET Heritage Museum.

5. De-capitalisation of Scrapped Item from the Asset Register

After successful process of Scrap disposal as elaborated in above paras, Finance department will de-capitalise the items from the Stock Register and do the proper accounting in. In case it is felt that there is substantial item in the lot(s) which were not identifiable in the Asset Register and because of which proper decapitalization figure cannot be ascertained against items which were in the asset register then lots shall be suitably made segregating all such items.

K. F. C. FORM 21

ST. JOSEPH'S
COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

Report of the Survey of Stores which have become unserviceable

Sl. No	Description of articles	Value on the Books			Assessed value with reference to the condition of the articles and the existing market price	Date of receipt & Years Completed	Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable	Remarks or orders of the competent authority
		Rate	Number or Quantity	Amount				
	1	2	3	4	5	6	7	8
		Rs. P.		Rs. P.	Rs. P.			

Remarks / Recommendation:

Officer-in-charge :
Signature   :
Designation   :
Date   :

Page No……………...

15. ENERGY MANAGEMENT POLICY

Preamble

Energy is now a vital part of everyday life. With a population of 1.4 billion and one of the world's fastest-growing major economies, India will be a bulk consumer the global energy market. Based on current policies, India's energy demand could double by 2040, with electricity demand potentially tripling as a result of increased appliance ownership and cooling needs. (India 2020 – IEA Analysis-Energy Policy Review).

As per the Environment Policy 2020 of AICTE, that sets long term goals for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve programs and policies that turns the institute into a carbon-negative institute and promote in educating students and employees on environmental concerns and sustainability, be responsive to the emerging challenges in the Energy sector and Sustainable development of the State and Country. So, it is essential for the educational community to practice sustainable energy that will provide favourable effect on the eco-system.

The Energy Policy of the Institution will thus be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource efficient and low-carbon campuses that demonstrate practice for sustainability.

Energy Policy Statement

The SJCET energy policy articulates commitment of the Institution to the conservation of energy by defining energy management protocol for thermal and electrical energy systems of the institution, focusing on sustainable practices in reducing carbon footprint and other environmental impacts as per the norms of Energy Conservation and Management, for maintaining an eco-friendly green campus.

Instructions

• Always switch off the electrical devices and equipments when not in use to save electricity to reduce CO_2 emission.

• Monitor the performance of the Solar Power plants installed regularly.

• Schedule and carryout preventive checkups and cleaning of solar panels for improved efficiency.

• Introduce power-conserving lights and equipments are installed to increase power saving.

• Switch off lights, fans, A/C, and all power-related items when not required.

• Turn off the computer CPU after the use.

• Ensure all the electrical devices and equipments in the office, classrooms, laboratories, etc. are switched off before closing and leaving the premises.

• Always source energy efficient and certified electrical equipments while purchasing or replacing electrical equipments.

• Provide appropriate training to the operators of machines and equipments to save electricity.

• Schedule and carryout preventive maintenance of all electrical equipments including; DG sets, water pumps, air conditioners, water coolers, lab machineries and equipments, etc.

• Ensure appropriate earthing for electrical circuits.

• Periodically check the electrical circuits and protective equipment's to ensure safety and to avoid power leakage.

• Generate energy from waste materials like biodegradable items.

• Reuse effluent water after proper treatment for conceiving natural resources.

• Conduct of awareness session by the NSS unit about energy management procedure among stake holders.

16. WATER MANAGEMENT POLICY

Statement

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of SJCET includes all the water related field activities. There are more than seven water conservation systems available in the campus which supplies drinking water to a large academic community of the Institutions. A water management policy is required to assure the quality of water distributed from the unique sources of water conservation system at SJCET.

Objectives

• To provide adequate water supplies to meet demands of the campus.

• To provide clean, safe, reliable drinking water at all times.

• To increase water availability through recycling.

• To enable water storage and propose conjunctive management of surface and groundwater

• To provide for groundwater recharge while protecting groundwater resources from overdraft

• To protect the groundwater resources from contamination

• To control excessive erosion and manage sedimentation/ situation

• To minimize point-source and non-point-source pollution including Chemical efficient.

• Increase water resources related recreational opportunities

Instructions:

• Usage of ground water from well, ponds and bore well shall be monitored effectively.

• Water meter to be fixed at the source of water for measuring the quantity of water used from KWA supplied water (if any).

• Separate meters shall be fixed for measuring the quantity of water used for each of the purposes:

a) Campus

b) Hostel

c) Canteen

d) Vehicle Washing, etc.

• The meter should be fixed at the entrance of the water supply, and such are easily accessible for inspection and maintenance.

• Ensure that at no point in time water is extracted from any of the new outlets.

• Effective usage of water should be done for housekeeping, canteen, cleaning and washing of vehicles, etc.

• Close the taps properly when not in use mainly in sanitary facilities.

• Effective usage of water should be done for gardening purposes.

• Frequency should be defined for watering the plants.

• If any leakage is found anywhere in water lines across the organization, it should be intimated to the responsible person for immediate action.

• Wastewater/ Swage water should be disposed to an effluent drain leading to ETP/STP.

• Working and performance of the STP shall be monitored regularly.

• Treated water should be utilized effectively for irrigation, washing, etc.

• The treated water is to be used for gardening purposes.

• Ensure hoses connected from the water pipe to the engine must be free from puncture.

• Ensure to close the water pipe when not in use to avoid water wastage.

• Quality monitoring of treated water periodically.

• Segregation of chemical pollutants from the water to comply with ISO 14001.

17. FINANCIAL POLICY

St. Joseph's College of Engineering and Technology, (SJCET) was established in 2002 under Diocesan Technical Education Trust Palai for imparting Higher Education in Engineering and related subjects.

For proper management of the financial resources and for complying with the statutory obligations, it has been found necessary to formulate a Financial Policy for SJCET.

Objectives of Finance Policy:
The financial policy of SJCET intends to achieve the following objectives:

• Prudent and effective management of financial resources.

• Honesty and transparency in all aspects of financial management and financial reporting.

• To comply with the legal requirements of various Acts.

• Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting etc.

• To present periodical reports to the Management, , stake holders, and to the government authorities.

• To execute Funded Projects according to the terms of conditions of the Agency and to achieve the goal of the project.

• To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.

• To deliver maximum benefits at minimal cost.

• To practice standard accounting practices in the management of financial resources.

Resources and Expenditure
1. Resources
The income of the institution mainly consists of Fees from students, project funds from various agencies and inters unit transfers of the Trust.

a. Fees
Fees from the students are collected semester-wise. Most of the fees collected directly to Bank accounts by different digital banking methods. Cash receipts are made in very exceptional cases.

b. Project Funds
Funds given to the institution for a definite cause, and for a specific period are project funds. The institution utilizes the funds for the given purpose adhering to the terms stipulated.

c. Income other than project funds:
Any other income other than project funds is income of the institution from units administered by the institution under the Trust (e.g. Hostels, Canteen etc.) for various activities of the institution.

2. Expenditure
All the expenditures of the Institution excluding project funds which are sanctioned by external agencies with specialized utilization guidelines are done by proper budgetary controls and through standard accounting software. Each voucher should be supported by proof of

payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to project staff. For any purchase exceeding 1 lakh, proper recommendation of purchase committee is required and competitive bids needs to be obtained.

3. *The Process/procedure for all College Expenditure*

The Process/procedure for all College Expenditure shall be as follows:

• Budget request of Departments is with signature of the HoD, and one Faculty member.

• A consolidated general budget is prepared annually by the Finance Officer. The past experience and actual expenditure are kept in mind while preparing the budget.

• The signed budget is then scrutinized by the Principal and forwarded to the Chairman and ultimately approved by the College Governing Body.

• Expenditure of all genuine bills has to be submitted along with the income and expenditure format signed by Faculty Member concerned and HoD within three working days of completion of the event.

• The approval of any out of the ordinary/budgeted expenditure has to be attached and submitted along with the bills.

• The Finance Officer verifies the bills and finally submits it to the Principal/Chairman.

• The above method is to be followed for expenditures incurred through students specific projects as well.

• No deviation of the above-mentioned process is allowed in order to maintain a proper record for future reference and audit.

• For each semester registration, students shall clear all dues including hostel/tuition fees.

3.1 Method of Payment

3.1.1. Payment by Cheque
All expenditure above Rs. 10,000/- shall be paid by cheque except in the case of extra- ordinary situations where banking is difficult. Maximum utilization of cheques is recommended.

3.1.2. Payment by Cash
Use of cash for payments is discouraged. Cash payment should be avoided for payments above Rs. 10,000. As per the Income tax Act payments above Rs. 20,000/- should be made by A/C payee cheque.

3.1.3. Cash in hand
The accountant keeps cash in hand for day-to-day transactions. Cash in hand should not exceed the limit of Rs. 50,000/-

3.2 Consolidated Salary Register

A consolidated Salary register is maintained where payments to staff by way of salary is recorded Department wise. All Salary Payments except daily wages of workers shall be paid by credit to respective Bank accounts.

4. *Operation of Bank Accounts*

The signatories to the bank accounts are the Chairman/Principal/Bursar/Principal Investigator and they shall operate bank accounts of the institution jointly in their respective capacities. The bank accounts include regular College accounts, funds received for projects, government grants and other general funds.

Passing a resolution in the meeting of Executive Committee of the Trust is necessary for opening any additional bank account other than the existing ones. A cheque issue register is maintained for recording the issue of cheques of all the bank accounts.

5. *Finance Committee*

The finance committee consists of the Secretary of the Governing body i.e. the Principal as Chairperson, the Bursar, the Finance Officer, the Lab Manager and any other person nominated by the Chairman.

6. Internal Control
6.1. Authorization of financial transactions
The Chairman/Principal/Bursar/Finance Officer/Heads of Departments shall authorize all the payments in their respective capacity by signing the voucher as a sign of approval. A file shall be maintained to preserve the quotations along with the ranking analysis for all major purchases.

6.2. Maintenance of Computerized Accounts
The Accounts Dept. enters the transactions in the computer software on daily basis.

7. Audit of Accounts
7.1. Statutory audit
The Annual audit of accounts of the institution is normally done before the month of September every year.

7.2. Project fund audit
The project accounts will be done separately within 2 months from the close of the project period and audited as stipulated by the Agency concerned.

8. Publication of Audited Statements
The Audited statement of accounts is uploaded in the College Website for perusal by the stakeholders of the College.

9. PFMS
The Government finances shall be monitored and maintained as per the Government's Public Finance Management System, in which the College has been registered for availing of grants from various agencies of the Government.

18. ANTI RAGGING POLICY

Objectives
In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student and thereby, to provide for the healthy development, physically and psychologically, of all students.

Measures for prevention of ragging
• A printed affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

• The affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

• A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

• Each batch of freshers are divided into small groups and each such group shall be assigned to a member of staff (Mentor). Such staff member should interact individually with each member of the group on daily basis to ascertain the

problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.

• Freshers are lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.

• The professional counsellors of the college will counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels.

• To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (saying the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.

Monitoring mechanism

a) Anti-ragging Committee:

A Committee known as the Anti-ragging Committee is constituted headed by the Head of the Institution, and consisting of representations as directed by AICTE/ University. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

b) Anti-Ragging Squad:

A smaller body known as the Anti-Ragging Squad is constituted by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

The Anti-Ragging Squad shall have representation of various members of the campus community. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

Actions/Punishments

The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

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

(i) Cancellation of admission

(ii) Suspension from attending classes

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

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

(v) Withholding results

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

(vii) Suspension/expulsion from the hostel

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

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

18. ALUMNI POLICY

The alumni Association of St. Joseph's College of Engineering and Technology Palai is formed.

• To provide a forum for the interaction of the alumni and the institute.

• To raise intellectual and financial contributions for the advancement of the college to fulfil the Vision and Mission.

• To promote cultural and social contacts between the alumni, the present students and the members of staff of the college

• Former students of the college and the present staff of the college are members of the association.

• The association is managed by an executive committee consisting of 17 office bearers

• The president of the association is the principal of the college (Ex-officio)

• Vice president is elected from the alumni

• General secretary is a staff member of the college

• Joint secretaries – one each elected from the alumni of each of the courses in the college

• Treasurer is a staff member of the college

• Members- Five staff members nominated by president and one representative each elected from each chapter of the association. The president at his discretion can revise the number of staff members.

Duties and responsibilities of the committee

1. The committee is responsible for the management of the association and follows the procedure set up by committee.

2. The committee holds at least two meetings in a year. Five members constitute the quorum for the meeting.

3. The Committee has the power to incur from the funds of the association any expenditure necessary to carry out the objects of the association.

4. Duties and powers of the Office bearers are listed here under:

a. President
i. Supervise the activities of the association

ii. Nominate the office bearers of the association as stipulated herein

iii. Advise the general secretary to convene the meetings of the committee and the association

iv. Preside over the meetings of the association and committee

b. Vice President
i. Assist the president to carry out his duties

ii. In the absence of president, carry out the duties of the president, except those in respect of nomination and tenure of the office bearers of the association

c. General Secretary
i. Execute the business of the association as directed by committee

ii. Convene all meetings of the association as advised by the president

iii. Present the report of the association at the annual general body meeting

iv. In the absence of treasurer perform the duties of treasurer

d. Joint- Secretaries
i. Assist the general secretary in convening the meetings of the association and in correspondence work

ii. Carry out field work in furthering the objects of the association and mobilizing ideas and

support for activities of the association

e. Treasurer

i. Keep all accounts of the association

ii. Issue receipts for funds received and submit the accounts to the committee in its meetings

iii. Present in annual financial reports

iv. In the absence of general secretary, carry out the duties of the general secretary.

General Body Meeting

• Annual general body meeting is held every year as decided by the general body.

• The office bearers from the alumni are elected by Annual general body meeting

• The quorum for the general body meeting is 50 members.

• In addition to the general body meeting, the general secretary can convene extra ordinary general body meetings on the advice of the committee.

Funds

• The funds of the association shall be vested in such banks or authorized securities as the committee may decide

• The general secretary and/or treasurer are empowered to accept donations, endowments etc on behalf of association. Separate rules are formed for the operation of the endowment funds with approval of the respective sponsors

• All bank accounts and investments of the association are operated jointly by the president and the treasurer.

• The treasurer is provided with an imp rest of Rs. 1000/- (Rupees One thousand only) to meet the day to day expenses of the association. The Committee can revise this amount of imp rest as and when required.

Chapters

• Branches of the association may be formed in various centres in India and abroad, provided there is not less than ten members of the association at each such centre. Such branches are known as the chapters of the association.

• The chapters shall have the same bylaws of the Alumni association of the college

• A member of a chapter, preferably its chairperson, is a member of the committee of the association

• The president and general secretary of the association are ex- officio members of the chapters.

• The chapters must send a copy of their annual reports with the list of office bearers and the list of members to the General Secretary, falling which, the recognition of the chapters are cancelled.

General Norms

• Every year the alumni day is celebrated synchronizing with the Annual General Body Meeting of the Association.

• The Alumni Year is the calendar year

• The Committee is authorized to make amendments to these articles. Such amendments are required to be passed in the next Annual General Body Meeting

• The power of interpreting these articles is vested in the Executive Committee and its decision final and binding

• The association sues and issued in the name of the General Secretary.

Dissolution

In the case of dissolution of the association all the assets of the association will be transferred to any other society with same objective or to the Government of Kerala

20. HOSTEL POLICY

Admission

1. Those who seek admission should submit the application in the prescribed form with one recent passport – size photograph.

2. The parent or guardian should accompany the applicant while seeking admission.

3. Admission to the hostel is given for a period of one academic year only.

4. The hostel wardens reserve the right to admit or reject any application without giving any reason.

5. When the university examinations are over students are expected to vacate the hostel. Those who want to continue admission to the next academic year should express their willingness in writing to the warden and clear dues, if any, before leaving for vacation.

6. They may renew the admission at the beginning of the next academic year.

7. Those who want to discontinue from hostel should submit a written request with the recommendation of the HoD to the warden through the Principal in the presence of their parents/guardian. At the time of admission to the hostel an anti-ragging affidavit jointly signed by the student and the guardian should be submitted.

General Rules

1. Each student will be responsible for safeguarding his/her own personal belongings. Hostel authorities are not responsible for any loss in such cases.

2. Rules of modesty and good conduct have to be strictly adhered to. Decent dressing is expected both inside and outside the hostel campus.

3. Those who want to go out from the hostel campus should get permission from the Warden.

8. On Sundays and holidays, after lunch, students are free to go for outing. However, they should be back by 6.30 p.m.

9. Ragging and such unlawful activities are banned from the Campus. Ragging is a criminal offence and is strictly prohibited.

10. Hostellers are not permitted to go for movies, festivals and other cultural activities at night.

11. Those who go out should get back the hostel by 06.30 P.M. In case of genuine reasons, permission should be obtained from the wardens.

12. No private vehicles are permitted for local use.

Hostel mess

1. Our hostel follows the dividing system in conducting the hostel mess.

2. The inmates of the hostel should report on time for meals; neither early nor late.

3. If there is any complaint, it must be brought to the attention of the warden.

4. Mess bill will be published before 10th of every month.

Rooms and furniture

1. Students have to take good care of the rooms and furniture at their disposal and keep them always clean. Any complaint regarding the furniture should be reported to the hostel office for appropriate action.

2. No one is allowed to change the room assigned to him/her.

3. In case of any suspected misbehaviour or violation of hostel rules, the wardens are empowered to inspect the rooms at any time without prior notice.

Computers / laptops

1. Students are permitted to use laptops for

study purpose only.

Mobile phones

1. Students are strictly prohibited from using mobile phones during the study time and in the corridors.

Registers

Every hostel maintains the following registers for the smooth functioning.

Movement register

a. Students who wish to go out of the Campus should enter their names in the Movement Register.

b. The purpose, destination, time, and dates on which the student leaves the hostel and return to the Campus should be clearly entered with signature before leaving.

c. The Movement Register shall be filled individually when they return to the hostel.

Mess deduction register

a. Deduction in mess fees is permitted only for university exam study holidays, semester break and for the absence on medical grounds subject to the production of medical certificate and absentee certificate from the college.

b. The students who wish to avail themselves of the Mess Deduction should inform the Warden and should write it down in the Mess Deduction Register.

c. The minimum days required to get Mess Deduction is 10 consecutive full days (excluding arriving and departing dates).

d. The students should inform the Warden when they come back and write it down in the Register.

Complaint register

Students can register their complaints regarding rooms and furniture in the Complaint Register.
Visitors
1. Guests, visitors and day scholars are to be received in the parlour of the hostel with the permission of the Warden.

2. Parents /local guardians are always welcome to the hostel.

3. Parents/ local guardians must visit the hostel at least twice a year to enquire about the general conduct and progress and the study of their wards.

4. No outside student is entertained in the hostel.

21.INDUSTRIAL VISIT POLICY

The institution has adopted the following policy to guide faculty and students in organizing industrial visit programs to enhance the experiential learning of students. The Industrial visit program is conducted as per the directions issued by the affiliating university and the Government of Kerala from time to time.

1. The class representatives or any two members (One boy & One girl) nominated by the students with the approval of Faculty Advisor and HoD shall act as Industrial Visit student coordinators of their class. These two students shall meet the FA and HoD for the discussion of the Industrial Visit.

2. The tour coordinators are responsible regarding (1) Preparation of detailed Industrial Visit plan (2) Getting FA's and HoD's permission and (3) Hand over all the relevant documents to FA's and HoD.

3. The Faculty Advisor or accompanying faculty members will be responsible for the conduct of Industrial Visit as per the approved travel plan by the Principal.

4. The Industrial Visit Coordinator/HoD approving the Industrial Visit shall ensure and endorse that the faculty members attached to the tour submit an undertaking stating that the tour is arranged only for Industrial Visit connected to academics, and students will not be taken or allowed to mountain areas, rivers,

canals, beaches, water parks, reservoirs, forest areas etc.; and, they are personally liable and answerable for any such untoward incident taking place during the tour.

5. Places with potential hazards, such as political unrest, negligent security, disease outbreaks, threats of earthquake or frequent occurrence of Cyclone and flood, should be avoided.

6. The accompanying faculty member must cut short the Industrial Visit in consultation with HoD, at any point of time of the tour in case of occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehavior, disobedience, accident, etc) during the tour. Faculty should authorize the complete schedule.

7. The Principal is the final authority for the approval and modification of the Industrial Visit.

8. In order to meet the Government of Kerala circular, no bus journey is allowed at nights (9 p.m. to 6 a.m.). Refer Govt. of Kerala, Higher Education (J) Department order No. 11170/J2/13/H.Edn dated 27.05.2013.

9. If the mode of transport is by bus, overnight travel is strictly not permitted. Any travel requiring more than 12 hours should not be by road (Preferable mode of Transport is Train).

10. If Travel by outside bus, FC copy of the bus, copy of License of driver, Insurance, etc should be produced with request form.

11. Exit and Entry should be at St. Josephs College of Engineering and Technology (Students joining the group from their hometowns and leaving to their home towns after the tour is not permitted under any circumstances)

12. In case of any delay or changes in travel plan (due to unexpected holidays like harthal etc.) it should be informed to HOD and Principal.

13. Students under suspension, long leave and students suffering from health problems are not

eligible for Industrial Visit.

14. All students and their parents/guardians of the students (those who participate in the Industrial Visit) should submit an undertaking stating that the parent is permitting their ward to participate in the tour with their knowledge and at their own risk. Students if they are hostellers, they should get approval from their respective Hostel authorities

15. Students must submit a detailed report of the Industrial visit, routed through FA's to HoD. The date of submission of report should not exceed two weeks from the date of return.

16. The college management will not be responsible for any consequences resulting from disobedience or misbehaviour of the student during their entire duration of visit including the journey.

17. Disobedience of students towards accompanying faculty member must be reported and will be viewed seriously and dealt with accordingly as per college rules, the maximum punishment shall be termination from the Institution.

18. Smoking, liquor consumption, dancing in buses while moving and the likewise activities are strictly prohibited during the Industrial Visit.

19. Students undergoing Industrial visit/training should compulsorily carry college ID card.

20. A banner of Industrial visit which displays college name and address should be placed in front of the bus.

21. The Faculty Advisor should accompany the students (At least one FA compulsorily accompany the students). No faculty member attached to the Industrial visit shall alternate or replace other faculty member on his/her behalf without prior proper approval of the HoD.

22. Lady faculty member should accompany girl students (It is applicable even if only one girl student is going for a trip).

23. The faculty should monitor the speed of the vehicle (bus) in which they are traveling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary.

24. The Accompanying faculty members should submit an undertaking letter as per the format specified. The faculty members should manage tour affairs confidently and successfully.

25. Each Industrial Visit should maintain student faculty ratio of 30 : 1.

26. Faculty accompanying should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.

27. After returning from the tour, the concerned faculty members & Industrial Visit student coordinators shall submit a brief arrival report to HoD/Principal

28. The accompanying faculty members are eligible for duty leave and TA/DA as applicable.

29. A maximum of two students' parent are encouraged to accompany the Industrial Visit along with students, provided they shall bear their expenses.

30. Faculty/staff arranged students' un-official tours shall be treated as violation of St. Joseph's College of Engineering and Technology Rules and the individuals organizing or arranging to organize such tours shall be subjected to appropriate disciplinary action.

31. List of students permitted for Industrial visit shall be submitted in the specified format.

32. No student shall be compelled to participate or to contribute money for any kind of tour just for the sake of fund management during the tour. In case of any such compulsion, the student(s) can report to the Faculty members.

33. Before leaving for Industrial Visit, concerned faculty organizer shall arrange to procure adequate and proper first aid kit if necessary. The faculty members shall accompany the students throughout the trip and shall stay along with the students.

34. The Industrial Visit student coordinators should submit request to the Principal in the format prescribed at least four weeks before the actual journey is planned. Those who need more time to book tickets, bus, accommodation, etc. can submit accordingly.

35. The permission letter (hard or soft copy) obtained from the company they plan to visit should compulsorily be produced along with the request to the principal.

36. Advance payment (ticket booking for train journey, bus, accommodation or any other payment) should not be done before getting permission from the Principal.

37. Regular attendance is admissible for all students for all Industrial visits which are accompanied with faculty members.

38. No pleasure trip is permitted during the entire course of study. This is in concurrence with the decision taken by the management in concurrence with college council.

22. MAINTENANCE POLICY

Policy Statement: The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc

Objectives
1. To utilize Buildings and their components that function safely and at top efficiency.

2. To minimize the possibility of fires, accidents, safety hazards and failures of Facilities and equipment

3. Continuous use of facilities without disruptions to the educational program.

4. Protection of college property through proper planning, scheduling, and preventive maintenance.

5. Conservation of energy through utilization of the latest technology and energy conservation measures.

General Infrastructure

A Construction and Maintenance office is functioning in the college. The maintenance activities are overseen by a Faculty in-charge and assisted by a Supervisor and 3 support staffs. Heads of Departments also can report the maintenance works in their departments. The HODs are required to seek the advice and consent of the Principal for maintenance works. Principal forwards such requests to the Construction and maintenance office and the complaints regarding infrastructure are recorded in a register maintained in the Construction and Maintenance office by the Supervisor. Maintenance and repair works are executed with the help of workers. The carpentry unit functioning in the college will execute carpentry maintenance works.

Water Sources are tested periodically, continuously chlorinated and the PH of the water is monitored regularly. Water tanks are also cleaned once in two months. Periodical activities such as painting, road tarring and maintenance and roofing & ceiling work are outsourced. Hygienic water supply is ensured in the campus and the hostels The Heads of Departments upkeep the systems, instruments, computers and equipment available in the various departments with the assistance of the supporting staff.

A stock register is maintained in the department for the equipment and computers in the department. Stock verification is conducted periodically and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.

Laboratories

The maintenance and repair of equipment is done by the respective departments with the help of technical staffs as well as external agencies, if required. Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.

All other equipment in the laboratories is maintained regularly.

The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.

Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

Computer and ICT Facilities

The Central Computer Centre is maintained by system administrator and technicians who shall be responsible for maintaining the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.

Maintenance of computer systems is carried out by technical staffs of the respective department. If the department is not able to resolve the issue, the problem is referred to technicians appointed in Central Computer Centre. In case the problem persists, the same is referred to the outside vendor.

The functioning of college intranet and internet facility is monitored and maintained by the technicians in the Central Computer Centre. Fiber Optic cable is maintained with the support from vendor.

Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies following the central purchase procedure.

Electrical Systems Maintenance

Periodical monitoring of electrical systems such as solar PV system and generator is done and the suppliers/service providers are approached in

case of any major fault.

Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.

Adequate number of UPS are installed in each department to ensure uninterrupted power supply for all computers.

Class Rooms

Faculty advisor of each class periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.

The problem is resolved through the Head of the Department following the internal operating procedure.

Library

The maintenance of library is taken care by Librarian and supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.

Library committee with a Professor – in charge of Library and faculty members from each department is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

Sports and Games Facilities

The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

Other Facilities

Water filters and coolers which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory.

One faculty member is appointed as transport in-charge to supervise and maintain all

transport facilities of the institution with the help of supporting staff.

Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.

The Green Cover of the campus is well maintained by full time gardeners as well as contractual labourers.

The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.

The college has Canteen facility where food is provided to staff and students.

The maintenance of the canteen is the responsibility of canteen manager under the supervision of a staff in-charge.