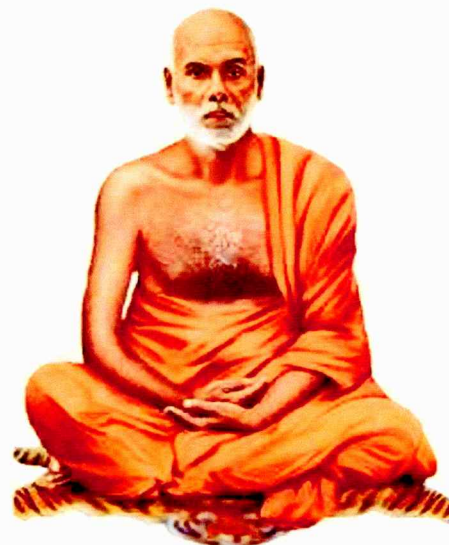


SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Kolenchery, Ernakulam - 682311



POLICY DOCUMENTS



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BECOME ENLIGHTENED, THROUGH EDUCATION

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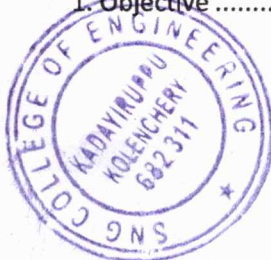
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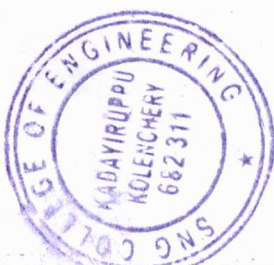
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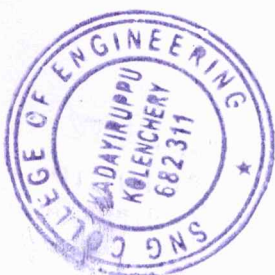
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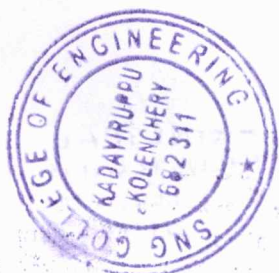


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ACADEMIC POLICY

1. Policy Statement

Sree Narayana Gurukulam College of Engineering (SNGCE) strives to achieve academic excellence, by providing quality education through excellent teaching learning methods and research activities with the continuous assessment of the academic activities, so as to empower students to achieve economic and social freedom to evolve as self-reliant citizens who are useful to the society.

2. Introduction

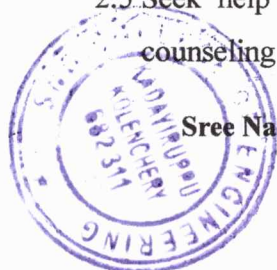
At SNGCE, we are committed to providing high-quality education to our students, preparing them to become knowledgeable, skilled, and ethical professionals in their chosen fields. Our academic policies are designed to support this mission, promote academic integrity, and ensure fairness and equity for all students.

SNGCE is affiliated to APJ Abdul Kalam Technological University (KTU) and is functioning under Directorate of Technical Education (DTE). Hence the policies are prepared based on the outlines given by the University and the DTE.

The academic policies of SNGCE cover a wide range of topics, including Admissions, Assessments, Attendance, Promotion to higher semesters, Student conduct and Graduation requirements. All students are expected to familiarize themselves with these policies and to abide by them throughout their academics at SNGCE.

In particular, the students are expected to:

- 2.1 Attend classes regularly and participate actively in the learning process.
- 2.2 Meet all course requirements and deadlines, including assignments, exams, and projects.
- 2.3 Maintain academic honesty and integrity in all aspects of their academic work, including citing sources properly and avoiding plagiarism.
- 2.4 Respect the rights and dignity of all members of the academic community and behave in a professional and ethical manner.
- 2.5 Seek help and support when needed, including academic advising, tutoring, and counseling services.



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At SNGCE, we are committed to providing a safe, supportive, and inclusive learning environment for all students. We recognize that academic success requires more than just academic skills and knowledge, and we encourage our students to engage in extracurricular activities, community service, and leadership opportunities to enhance their personal and professional development.

We believe that our academic policies reflect our commitment to excellence in education and provide a framework for our students to achieve their full potential.

3. Contents

3.1 Assessment Policy

3.1.a. Continuous Internal Evaluation (CIE) policy

3.1.b. End semester examination policy

3.2 Compensation of Lost Days Policy

3.3 Promotion policy

3.1. Assessment Policy

B. Tech

There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except the Lab / workshops courses for 1 & 2 semesters. The End Semester Examinations shall be conducted by the University.

Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below:

Sl. No	Course	Ratio of CIE: ESE
1	Theory courses	1:2
2	Laboratory courses	1:1
3	Project	CIE only
4	Seminar	CIE only



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3.1.a Continuous Internal Evaluation (CIE)

The Continuous Internal Evaluation is on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Class work/ Course project
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%

- There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks.
- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.
- Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. The students will have to submit a request letter to the Head of the Department duly signed by the Parent/Guardian and Faculty Advisor.
- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.
- If any student is unsatisfied with his/her scores, he/she can approach the subject teacher first. If the student is still unsatisfied he/she can approach Faculty advisor and then Head of the department.
- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar
- Assignments evaluated and feedback given to students within 15 days of submission.

Project work

- a. Work assessed by the project guide – 30%
- b. Three-member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee).



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- c. Final Evaluation by a three-member Committee comprising of the department project coordinator, guide and an external expert. The external expert shall be an academician or from industry.: 30%
- d. One third of the project credit shall be completed in VII semester and two third in VIII semester.

Seminar

The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report.

- a) Attendance: 10%
 - b) Guide: 20%
 - c) Technical content: 30%
 - d) Presentation: 40%
- The CIE marks for the attendance (20%) for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally.
 - The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.
 - The details of marks awarded for each students for the CIE have to be marked in attendance register.
 - All the marks will be informed to the parents immediately after each evaluation

3.1.b. End Semester Examination Policy (ESE)

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.
- Students can apply for revaluation and answer script copy, if they are unsatisfied with the score they got when the results are published.



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- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).
- The DAC conducts an enquiry and the report is submitted to the University for further Action within a week.

MCA Two Year

Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of CIE to ESE shall be as below:

1. Theory Courses: 1 : 1.5
2. Laboratory Courses: 1 : 1
3. Mini Projects: CIE only
4. Seminar: CIE only
5. Comprehensive Viva: ESE only
6. Main Project: CIE by Supervisors (30 marks) and a Committee (40 marks) separately and ESE by External Expert (30 marks).

Continuous Internal Evaluation

The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum 2 in a semester) and assignments (minimum 2). The faculty member (s) concerned shall carry out the CIE for the course allotted to him/her.

The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Class work/ Course project
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%
Mini Projects	10%	50%	40%
Main Project	Project evaluation by the supervisor(s) : 30 Marks Presentation & evaluation by the Committee : 40 Marks		



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Seminar	Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20%
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- There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks.
- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.
- Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. The students will have to submit a request letter to the Head of the Department duly signed by the Parent/Guardian and Faculty Advisor.
- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.
- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar
- Assignments evaluated and feedback given to students within 15 days of submission.
- The details of marks awarded for each students for the CIE have to be marked in attendance register.
- All the marks will be informed to the parents immediately after each evaluation

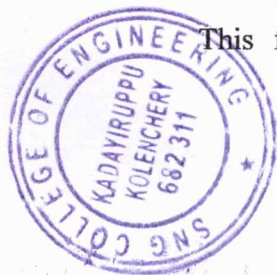
End Semester Examination Policy

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.
- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).
- The DAC conducts an enquiry and the report is submitted to the University for further Action within a week.
- Students who are in the 'failed' status on declaration of results can apply for review.

This facility will be available after obtaining the answer scripts' copy after the

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declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal.

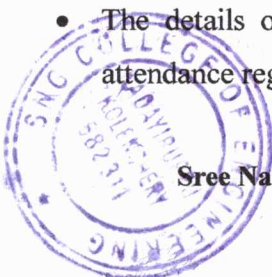
MBA

Continuous Internal Evaluation

The Continuous Internal Evaluation (CIE) shall be on the basis of the day-to-day work, seminar, periodic tests (minimum two in a semester) and assignments (minimum two). The course instructor (s) concerned shall carry out the CIE for the course allotted to him/her. The CIE marks for individual courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Class Participation and attendance	Test	Seminar and Discussion	Assignment / Class work
Theory	10	40	25	25

- There shall be minimum two internal evaluation tests, each of 2 hrs duration. Each test shall cover 50% of the syllabus and shall be for 40 marks.
- The dates for the internal evaluation will be given in the academic calendar and detailed time table will be given 10 days prior to the exam.
- Students who have missed either the first or second internal test can register with the consent of faculty and the Head of the Department for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The retest will cover entire syllabus.
- The valuation of internal tests has to be completed and feedback given to students within 5 days after the exam.
- Schedule of assignments is made known to students in the beginning of the semester with date of submission notified in the academic calendar
- Assignments evaluated and feedback given to students within 15 days of submission.
- The details of marks awarded for each students for the CIE have to be marked in attendance register.



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- All the marks will be informed to the parents immediately after each evaluation

End Semester Examination Policy

- The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course.
- If any malpractice is reported during the examination, the same is reported to the University immediately and also to the Disciplinary Action committee (DAC).
- The DAC conducts an enquiry and the report is submitted to the University for further action within a week.
- Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent / mapped faculty, endorsed by the head of the department / Director routed through the principal.

4. Policy for Compensation of Lost Days

- The minimum attendance required for writing End Semester Examination is 75%
- The students with less attendance can register for the courses during the normal semesters in which the courses are offered.
- On medical ground the Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This provision is applicable only to any two semesters during the entire program period.
- The Principals can grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances,


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the principal will not consider the certificate if the overall attendance of the candidate is less than 60%.

- In case of prolonged illness, break of study is permitted

5. Promotion Policy

B.Tech

The promotion to higher semesters for B.Tech is based on the cumulative credit earned by the student.

Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester Allotted	Credits	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry
First	17	17	Not Applicable	Not Applicable
Second	21	38	Not insisted	Not Applicable
Third	22	60	Not insisted	Not Applicable
Fourth	22	82	Not insisted	Not insisted
Fifth	23	105	21 credits from S1 to S4	Not insisted
Sixth	24	129	Not insisted	Not insisted
Seventh	15	144	47 credits from S1 to S4	09 credits from S3 to S4
Eighth	16	160	Not insisted	Not insisted

MBA

The students who have registered for all the subjects in the previous semester is eligible for registering in the higher semesters.

MCA Two Years

The students who have registered for all the subjects in the previous semester is eligible for registering in the higher semesters. The students have to complete two MOOC courses for getting the degree.



ADMISSION POLICY

1. Admission Policy

As per the norms implemented by the Govt., 50% of the total seats are allotted to the management quota and 50% is reserved to the Govt. quota. The Govt. quota students is selected from Kerala Entrance Rank list and allotted by the Commissioner for Entrance Examination.

2. Admission to First Year B.Tech

Management Quota

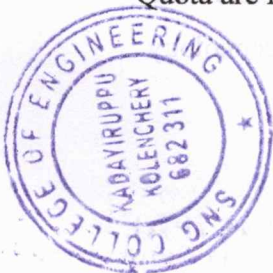
50% of the total seats are allotted to the management of the College. 15% of the total seats are reserved to the NRI seats and the remaining 35% are provided for Management Quota. The selection of the above 35% seats are by way of merit system. The application for these seats are invited by advertising in the leading newspapers and internet in advance. After the last date of receipt of applications all the applications are sorted, a Rank list on merit basis (Marks in plus two and Entrance) is prepared and admission are given on merit basis. The minimum qualification requires for selecting the candidates is aggregate 50% for Physics, Chemistry and Mathematics and 50% marks for Mathematics alone. The students who qualified in the entrance examination only are eligible for getting admission in the management quota.

Tuition Fee Waiver Scheme

5% in excess of the total seats are reserved for the Tuition fee Waiver Scheme. These students are selected from economically backward, Women, and Physically Handicapped meritorious students. These students are selected and allotted by the Commissioner for Entrance Examination.

3. Admission to the Second Year B. Tech Degree (Lateral Entry)

An additional 10% students are admitted under Lateral Entry Scheme (Diploma holders) to the second year, 5% Govt. Quota and 5% management Quota. Lapsed seats in the Govt. Quota are filled by Management seats.



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4. Admissions to the MBA

All admissions for the MBA programme are carried out by the College as per the eligibility criteria and rules and regulations of the Government of Kerala, APJ Abdul Kalam Technological University guide lines and AICTE norms.

Selection of students is based on the score obtained in CMAT/KMAT/CAT, Group discussion and personal interview in the ratio 60:20:20.

Candidates should have passed Bachelor's Degree in any subject with not less than 50% marks in aggregate in all parts of examination.

Applications are invited from CMAT/KMAT qualified students. After Inviting applications G.D. and interview is conducted at MBA department. Based on these merit list is published and admission is taken.

5. Admissions to MCA 2 Year

Master of Computer Applications is a programme of two years duration consisting of four semesters. Candidates should have passed BCA/B.Sc. (Computer Science) /B.Sc. (IT) / BE (CSE) / B.Tech (CSE) / BE (IT) / B.Tech (IT) or equivalent Degree or passed any graduation degree (B.E. / B.Tech / BSc / B.Com. / B.A. / B.Voc.) Preferably with Mathematics at 10 + 2 level or at Graduation level obtained at least 50% marks in the qualifying examination. It is 45 % in the case of candidates belonging to reserved category.

The seats available are mainly categorized as Government, Management and Lapsed seats.

- (a) Government seats are those seats against which allotment will be made by the Director, LBS Centre for Science and Technology under the supervision of Director of Technical Education based on the rank list published by Director, LBS Centre for Science and Technology.
- (b) Management seats are those seats set apart in Aided/Self-financing institutions to be filled up by the Management concerned on the basis of the Supreme Court direction and Government Orders on this behalf.
- (c) Lapsed seats are those seats that may be filled up by the institution itself before the closing of admissions and when the Director, LBS Centre for Science and Technology



intimates that he would not be allotting any more candidates after the scheduled allotment process against such seats.

The selection of the 50% seats under management quota is by way of merit system. The applications for these seats are invited by advertising in the leading newspapers and internet in advance. After the last date of receipt of applications all the applications are sorted, a Rank list on merit basis (Marks in qualifying Examination and Entrance) is prepared and admission are given on merit basis.

6. Admissions to M. Tech

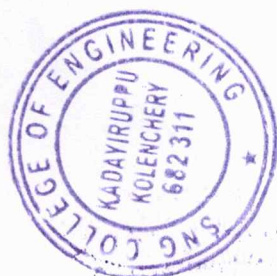
All admissions for the M.Tech courses are carried out by the College as per the eligibility criteria and rules and regulations of the Government of Kerala, APJ Abdul Kalam Technological University guide lines and AICTE norms.

The candidate should have studied under graduate course in institution approved by the AICTE/UGC approved Universities / Deemed Universities in India.

Candidate should have 60% aggregate marks in the qualifying examination. Candidate who have passed AMIE / AMIETE Examinations and satisfying the following conditions are eligible for admission.

1. Valid GATE Score and a minimum of 55% marks for Section B in AMIE / AMIETE Examination.
2. Graduates from Institution of Engineers (India) (AMIETE) or from Institution of Electronics and Telecommunication Engineers (India) (AMIETE) in appropriate area with a valid GATE score in appropriate subject.
3. A minimum of 55% marks for section B in AMIE/AMIETE) examination.

Admission shall be restricted to those included in the rank list prepared by DTE. For filling up of 50% seats, the college resort the rank list published by DTE. The college will conduct admission by themselves from rank list published by DTE, after inviting separate application and ascertaining the eligibility for admission as per the norms of the university and following the statutory reservation policy. In the absence of candidate in the rank list by DTE, other eligible candidate from the rank list prepared by the institution can be considered.



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EXAMINATION POLICY

The Examination Cell of Sree Narayana Gurukulam College of Engineering (SNGCE) is constituted to facilitate and monitor the conduct of end semester examination, and the conduct of internal series examination in a smooth manner.

1. Objectives

- To maintain SNGCE to be an examination centre recognized by APJ Abdul Kalam Technological University (KTU) for conducting examination
- To conduct the end semester and internal series examinations in accordance with the requirements of KTU.
- To facilitate valuation of internal examinations
- To maintain confidentiality in conducting the examination and valuation.
- To bring out awareness among the students against malpractices in examinations..

2. Procedure

- Publish/circulate the examination related orders/circulars, including the dates for registration of examinations by the students, received from KTU
- Follow up with departments in SNGCE to ensure that students apply for the relevant examinations and pay the fees within the date stipulated by KTU
- Publish examination time table received from KTU
- Ensure that sufficient number of answer booklets for examination are arranged in advance in SNGCE
- Assign invigilation duty and circulate the list of invigilators to the concerned faculty members
- Oversee the conducting of the end semester examinations and internal series examination in SNGCE
- Report the cases of malpractices in SNGCE, if any, to KTU
- Issue answer booklets of internal examinations to the respective faculty members
- Address the grievances on exam related issues from the students and faculty members.



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3. Roles and Responsibilities of Exam Cell

- Oversee and monitor the conduct of examination and valuation
- Advise the Controller of Examination on matters related to examination
- Monitor the duties of observers, invigilators and examiners
- Facilitate observers to perform their duties
- Conduct enquiry on malpractice cases and forward reports APJ Abdul Kalam Technological University
- Examine and recommend actions on complaints regarding conduct of examination and valuation by faculty or students.
- Convene meetings of the committee and meeting of Chairmen and Chief examiners with the permission of Principal, as and when required for the execution of duties.

4. Tenure of the Examination Cell

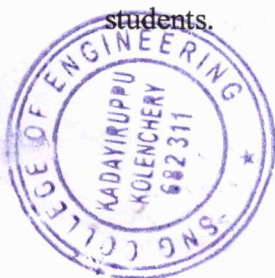
- Three year, but may be modified if necessary.


5. Periodicity of the Meeting

- As may be decided from time-to-time; however at least one meeting to be conducted in an academic year

6. Examination Grievance's Redressal Policy

The institute follows the regulations of the affiliated university APJ Abdul Kalam Technological University, Kerala for conducting the University examinations for B.Tech, M.Tech, MBA and MCA programs. Students can apply to the University through university portal to present their grievances. Students can have the freedom to apply for revaluation of answer papers after paying the prescribed fees. Grievances like complaints on appearance of out of syllabus questions, mass failures etc. can be represented to University through proper channels and the University will take corrective action. The norms and guidelines for conduct of examinations and announcement of results are available at the University website. Students can send email to University on any complaints related to examinations. The University takes necessary actions to resolve the issue. The University has published a clear examination handbook, which contains all examination procedures, and is available to students.




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FINANCIAL POLICY

1. Introduction

Sree Narayana Gurukulam College of Engineering (SNGCE) is a Government recognized higher educational institution, owned by the Kunnathunadu SNDP Union and run by Sree Narayana Gurukulam Charitable Trust. The college has regular B Tech, M Tech, MBA and MCA programs under the APJ Abdul Kalam Kerala Technological University (KTU). The college was established in Kadayirippu, in 2002.

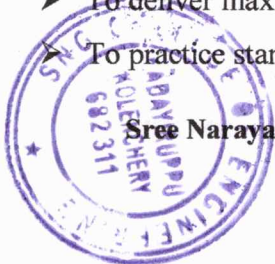
The vision, mission, goals and objectives of the SNGCE are already given elsewhere in this policy document. The financial policy of the SNGCE is broadly reflected in the financial manual. Wherever, there is any conflict or ambiguity, between the manual and the policy, the guidelines in the manual will prevail.

The financial policy is formulated for optimum use of the resources, in order to achieve the objectives of the institution in accordance with the vision and mission of the institution.


2. Objectives of Finance Manual

The financial policy of the institution 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 report to the management, donors, stake holders, beneficiaries and to the government.
- To execute project according to the terms of conditions of the donor 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.



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3. Income

The income of the institution consists of fees collected from our students.

Project Funds: Funds given to the institution for a definite cause, budget specific and for a specific period. The institution utilizes the funds for the given purpose adhering to the budget approved.

Income other than project funds: Any other income other than project funds is income of the institution which is administered by the institution for various activities of the institution.

Depositing of Income in local bank accounts is duly recorded in the documents maintained by the institution.

Receipts: A separate pre-printed receipt shall be issued to the students for every payment

Project based Accounting: The college shall maintain a separate set of cashbook and ledger, records and documents.

4. Expenditures

Financial System: The institution maintains a system in which daily financial transactions are appropriately authorized, recorded and documented. The system is computerized using standard software.

Vouchers: The processing of payment includes a vouchering system. Vouchers include the following: Name and address of the institution, Voucher number, Date, Payee name and address Cash / Cheque number of expenditure, 'Prepared by' signature, Authorization (approved by the concerned HOD / Administrative Officer / Principal / Manager) .Each transaction is entered into the financial system while bills and vouchers are filed separately. Each voucher should be supported by proof of payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to Management.

The Process/procedure for Co-curricular spending shall be as follows:

- a) Budget preparation with signature of the HoD, one Faculty member, the Principal/Manager. If activity is undertaken primarily with students' initiative then they need to sign as well. The budget should clearly mention the number of participants and tentative registration amount to be collected.



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- b) The signed budget is then approved by the Principal and forwarded to the Manager. The Management has to keep a copy of the approved budget.
- c) Post expenditure: All genuine bills have to be submitted along with the income and expenditure format to the internal auditor within three working days of completion of the event.
- d) The internal auditor verifies the bills and finally gives reports to the Management keeping a copy in the auditor's file.
- e) The above procedure is to be followed for expenditures incurred through 'students' contribution only', as well.
- f) No deviation from the above mentioned process is allowed, in order to maintain a proper record for future reference and audit.

5. Method of Payment

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 / online payment is recommended. Each Department Head may apply for cheque payments in the cheque requisition format to the Administrative Officer.

Cash payment should be avoided for payments above Rs. 10,000. As per the Income tax Act payments above Rs. 10,000/- should be made by A/C payee cheque.

Cash in hand: The Chief Accountant keeps 'in hand cash' for day-to-day transactions.

6. Consolidated Salary Register

A consolidated Salary register is maintained for payments to staff by way of salary.

BALANCE SHEET

1. Assets

All immovable assets such as land, building etc, are purchased in the name of the institution by the Administrative Officer/principal/manager with the approval of the Governing Body. Other movable and physical assets such as furniture, equipment, computer related assets etc. are purchased as per the requirement from time to time, as recommended by the committee



consisting of the Manager, Principal and HOD and approved by the relevant Trust Committee following relevant procedures.

The fixed Asset register book is to be maintained and duly updated.

2. Use of Assets

Assets of the organization should be utilized to achieve the objectives of the institution.

A log book is maintained for the use of vehicles.

Depreciation shall be provided under Written Down Value method as per the rates stipulated under the Income Tax rules from time to time.

Liabilities: Whenever funds are available credit purchase shall be avoided.

BANKING

1. Operation of Bank Accounts

The signatories to the bank accounts are the Principal/Manager (or as amended by the competent Trust body) and they shall operate bank accounts of the institution jointly. Passing a resolution in the governing body meeting is necessary for opening any additional bank account other than the existing ones or for canceling.

A cheque issue register is maintained for recording the issue of cheques of all the bank accounts.

Bank Reconciliation: A bank reconciliation statement is prepared by the Chief Accountant and will be presented, as required.

2. Planning and Budgeting

A Project Proposal and its budget are prepared by the HOD. It will be passed by the HOD to the Principal and then to the Manager and finally to the appropriate Management Committee. Later it is approved by the Management. The approved budget is to be adhered to during the course of the project as per agreement. A copy of the budget is given to the respective coordinators, the signatories of the account and the Chief Accountant for follow up and reporting. The Coordinator of the concerned project takes leadership in implementing the project according to the approved budget. Any change in the approved budget and activities



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will have to be brought to the notice of the Governing Body that approved the project and if needed get it revised.

Institution-wise budget: A consolidated general budget is prepared annually. It is sent to the governing body for approval. The past experience and actual expenditure is to be kept in mind when preparing the budget.

3. Internal Controls

Authorization of financial transactions: The Principal/Manager Administrative Officer/Heads of Departments shall authorize all the payments by signing the voucher as a sign of approval.

4. A Consolidated Rough Cash Book

Chief Accountant maintains a consolidated rough cash book where the receipt and payments of cash is recorded.

5. Maintenance of Computerized Accounts

The Chief Accountant enters the transactions in the computer software on daily basis.

Receipt and Payment Account is submitted to the management on daily basis.

Printed Cashbook(s)/ Receipt and payment Accounts are printed on a monthly basis showing the balance in cash in hand and in bank.

Monthly Reporting: Account wise monthly Receipts and Payments account is printed.

Vehicle and stock control: Vehicle Log book shall be maintained for all the vehicles of the institution and shall be verified by the Administrative Officer on a weekly basis.

Stock book is to be maintained for the purchase of office related materials. It is to be verified by the Administrative Officer.

Linking Activity and Financial Report: Programme Linked Financial Report shall be prepared on a quarterly basis and the same shall be monitored for the activity variance and budget variance.



6. Procurement and Distribution System

Policy and Procedure All the purchases of assets for the institution and the projects shall be made in consultation with the purchase committee. The purchase committee shall consist of the Principal, the particular project coordinator, Administrative Officer and the Manager in accordance with the decision of the purchase committee. Purchases up to Rs. 20,000 shall be justified through documentation. Purchases above Rs. 20,000 shall be made by the decision of the purchase committee who will study the 3 quotations submitted to it by the procurement committee. The advice of the relevant external expert depending on the nature of procurement shall be obtained if necessary.

7. Books and Registers and Documents

A file shall be maintained to preserve the quotations along with the ranking analysis.

8. Stock Status Report

The Administrative Officer will present the stock requisition request to the Principal/Manager to procure the necessary materials for office purpose. It is also his duty to keep the stock register.

9. Investment of Surplus Funds and Funds Not Immediately Required

Funds not immediately required and in surplus will be invested in Fixed Deposits. Once the Fixed Deposits made, they are verified and up dated on the maturity date.

AUDIT OF ACCOUNTS

1. Internal Audit

The internal audit is done every month by the management audit committee.

2. Statutory Audit

The Annual audit of accounts of the institution is normally done after 31st March of every year.

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3. Duration

Sree Narayana Gurukulam Charitable Trust is a Registered Trust. The Governing body and General body meeting shall be held regularly and the minutes book should be maintained for the Governing Body and General Body separately.

4. Human Resource Policy

Detailed Job Descriptions, Role Clarity pay and increments etc. shall be provided to the staff. Human Resource Policy, Staff Welfare Policy, Training policy etc. are available separately and these are duly linked to the budget and finance policy.

5. The Staff Benefit

The staff benefit should be provided in the budget itself.

6. Provident Fund

The Provident Fund is given to eligible staff, as per relevant rules and decision by the Governing body of the Trust.

7. ESI / Healthcare Benefits

The ESI/Healthcare benefit is given to eligible staff, as per relevant rules and decision by the Governing body of the Trust.

8. Gratuity

The Gratuity, benefit is given to eligible staff, as per relevant rules and decision by the Governing body of the Trust.

9. Additional Benefits


SNGCE may evolve its own additional benefits scheme subject to the approval of the SNGCT

10. Conflict of Interest

Conflict of interest shall be avoided as much as possible. In the event of such conflict, it shall be disclosed to the Management. The Management may take suitable decision in the interest of the SNGCT and the SNGCE.



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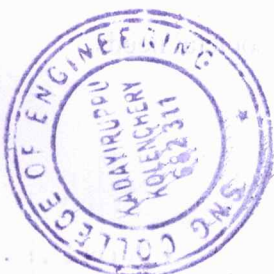
11. Faculty Development Registration Policy


In addition to the above, the Management may decide periodically to provide special financial support to the staff for training/ conferences/seminars/improving their expertise and skills, on receipt of specific requests. The quantum of benefit will be decided considering relevant factors.

For e.g.: On receipt of submission seeking permission for the Faculty Development Registration outside / inside campus, an amount not exceeding Rs. 10,000/- (Rupees TenThousand Only)is sanctioned on the recommendation by concerned HOD. If the registration fee is above Rs.10,000/- the amount will be sanctioned as special case, subject to the availability budget and importance of the program.

12. Preservation of Books and Records

The records shall be preserved permanently or for specific period of time as per the rules and decision by the authorities.




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INNOVATION ENTREPRENEURSHIP AND START UP POLICY

1. Purpose

To define the POLICY regarding the Innovation, Entrepreneurship development and startup. The policy is titled “Gurukulam Innovation and Start up Policy – GISP” at par with National Innovation and Start Up policy – NISP.

2. Scope

Applicable to all Departments of SNGCE, faculty students and alumni and other stake holders.

3. Responsibility

Principal, HODs, Administrative officer, Coordinator Gurukulam Innovation Centre- GIC, Nodal officer IEDC Boot Camp, Coordinator Entrepreneurship Development Cell.

4. Policy

VISION

To develop innovation and entrepreneurial ecosystem in the campus to promote and nurture entrepreneurship and innovation culture among students and staff; to enhance employment generation by extending support to students staff and alumni and the interested public.

MISSION

- To provide a platform to engage in innovation, entrepreneurship and start up activities through trainings, conferences, workshops, interaction with experts, seminars, competitions, industrial visits, exhibitions and brainstorming .
- To provide technical support and infrastructural facility for the aspirants to nurture their ideas to develop products.
- To promote and extend support to students, staff and alumni and interested public to establish startups.

OBJECTIVES

- Inspire staff and students to think innovatively to solve problems related to societal needs.

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- Coordinate awareness programme regularly.
- Impart training to students and staff.
- Provide technical support and infrastructure for startups.

STRATEGIES AND GOVERNANCE

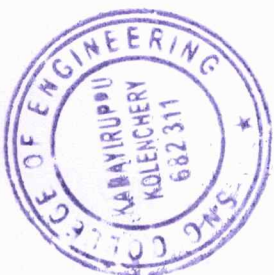
- SNGCE will allocate funds for the projects in the order of priority for the promotion of activities.
- The institutions innovation cell (IIC) / IEDC BOOT CAMP will fosters innovation culture through training, workshops, industrial visits and experience sharing.
- SNGCE will provide the lab facilities of various departments; exclusive lab- MINI FAB lab will extend facility for the innovation and entrepreneurial aspirants.
- SNGCE will extend support for public with innovative ideas to nurture their ideas in to product on demand. However the students, staff and alumni will be given priority.
- Incubation/start up facility will be extended on demand after receiving the application in the prescribed format, which will be duly scrutinized and approved by the IIC.

NURTURING INNOVATION AND STARTUPS

- Students, faculty and entrepreneurs can use institutional infrastructure facilities based on mutually acceptable terms and conditions.
- The institute will provide licensing of IPR from the institute based on mutually agreed conditions.

PRODUCT OWNERSHIPS FOR TECHNOLOGIES DEVELOPMED

- When institute funds and facilities are used for IPR development, the IPR is jointly owned by institute and inventors.
- If there is a dispute in ownership, the committee formed by the institute including representatives of the concerned parties will examine the same to reach a solution, after hearing all concerned objectively.



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STRUCTURE OF IIC



REVIEW

The policy will be revised and updated periodically based on the lessons learnt and the stakeholders' views.

5. Records

Sl. No	Particulars	Format Number	Retention period	Custodian
1		SNGCE/AD/IEDC BOOT CAMP/FL001	1 Year	Head (IEDC)
2		SNGCE/GIC//FL001	1 Semester	Head (GIC)
3		SNGCE/AD/COE/FL0 01	1 Semester	Administrative Officer
3		SNGCE/AD/COE/FL0 01	1 Semester	Administrative Officer
4		SNGCE/AD/COE/F002	1 Year	Administrative Officer



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POLICY ON TRAINING AND PLACEMENT

1. Placement Cell

The illustrious placement record of Sree Narayana Gurukulam College of Engineering is greatly influenced by the Training and Placement Cell. It makes sure that the campus's placement activities go smoothly. In order to prepare potential students for the campus selection programs, training and placement activities are planned throughout the year. For efficient recruitment, the placement cell maintains solid relationships with all businesses. The Training & Placement cell provides students with essential training to boost their performance and competency in order to satisfy corporate needs and secure jobs in reputable companies. These training courses teach students how to do well on aptitude tests, in interviews, and in group discussions.

Training and Placement cell headed by Placement Officer is supported by Eight Departmental Faculty Placement Coordinators from Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science and Engineering, Naval Architecture and Ship Building, MCA, and MBA.


A student wing of the placement cell is formed every year with student coordinators (final year) from each department. The team is responsible for coordinating placement drives and activities of the cell.

Placements are offered through campus recruitment by reputed companies of which the major ones are TCS, INFOSYS, IBS, SIXDEE, ASPIRE SYSTEMS, UST GLOBAL, SUTHERLAND, QUEST GLOBAL, CYBER MARINE, GARUDA AEROSPACE, TESSOLVE etc.

2. Objectives of Training & Placement Cell

- To adequately prepare and train prospective students for campus recruitment by offering them training in communication skills, aptitude tests, and general development for the kind of personal & professional grooming that is needed in the workplace.




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- To schedule guest lectures from industry professionals and industrial visits whenever possible in order to provide students with hands-on training in the wake of continuously evolving professional dimensions.
- To arrange guest lectures of Alumni who are placed in reputed industries or are entrepreneurs to inspire and motivate aspiring learners.
- To arrange guest lectures on diverse career paths such as Public Sector and Private Sector etc.
- To arrange Sessions for students with regard to opportunities in Higher education and the importance of GATE, NET, JRF etc.
- To raise awareness of the numerous career options in industries including information technology (IT), information technology enabled services (ITeS), manufacturing, marketing, automation, etc.
- To increase employment through campus placements with concerted and persistent efforts.

3. Eligibility & Registration

- Students should register their names by submitting the Students' Data Sheet (Excel sheet) as per the prescribed format given by the Department of Training and Placement Cell. Only registered students are eligible to participate in the placement activities.
- Campus placement is a facility provided for students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.
- Students will be allowed to have multiple job offers. Once a student bags a job offer from a dream company, he/she will not be allowed to participate in any campus recruitment process at all. Moreover, already-placed students but not placed in "Dream Company" may also be allowed for job offers.
- **Backlogs:** Students having backlogs are also permitted to register for placement.
- The eligibility criteria imposed by the visiting company will be the final.
- The eligible/registered students must attend all the training programs/workshops arranged by the department.
- The department faculty placement coordinator is the single point of contact for the concerned department Students. All kinds of clarifications & communications (such as



registration for placement assistance, updating the database, etc.) should be made through the concerned department faculty placement coordinator and HOD.

- During induction, most of the companies insist on Passport and PAN card. So, the students are expected to apply for the same at the earliest.
- Students may have to manage their own transport arrangements to return homeland and inform their parents well in advance if the proceedings on the date of the interview continue till late evening.
- Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance. Students may have to manage their own transport arrangements for the pooled drives in Ernakulam District.
- Students attending campus interviews should adhere to the following instructions,
 - (a) Report at the venue of the pre-placement talk, test and interview as per the instructions.
 - (b) Students should carry a minimum of 3 copies of their resume, photocopies of all Original certificates, and passport size photographs.
 - (c) A student in casual dress will not be allowed for the Recruitment Process.
- TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

4. Placement Process

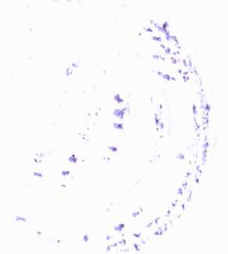
- It is the responsibility of the student to check announcements/notices / updated information / shortlisted names etc. in their registered email /in the class WhatsApp group/ notice boards of Placement /Department Notice Board.

5. Attendance & Punctuality

- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.



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- LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.

6. Discipline

- Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.
- Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.
- Students giving wrong data/information to Training and Placement Coordinators, He / She will be debarred / blacklisted from the placement activities for the rest of the academic year.

7. Job Offers

- The copy of the offer letter is required to be submitted in the placement office.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the TPO immediately.

8. Post Placement

- If for any reason the Company stop the joining of candidates, the College is not responsible for that.

For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students / scholars.



9. Training and Placement Cell Organization Chart

The Training and Placement Cell (TPC) is a key department in Sree Narayana Gurukulam College of Engineering, Kadayiruppu, Kolenchery. It is responsible for the overall training and placement activities of the college. The TPC is headed by the Principal and is supported by a team of coordinators and staff. The TPC is also responsible for the development and implementation of the college's training and placement policies and procedures. The TPC is also responsible for the coordination of the college's training and placement activities with the various stakeholders, including the government, industry, and academia.

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10. Tenure of the Placement Team

Tenure of the placement team will be one academic year but modification is allowed if necessary.

11. Periodicity of Meeting

The coordinators will meet once in an academic year in August/September.



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GRIEVANCE REDRESSAL POLICY

1. Introduction

The society of today adjusts itself to injustices without a whimper assuming it is the norm. Its silent cry for equity goes unheeded. This should not be the case in an organization where men and women spend most part of their productive lives. Satisfaction of heart and joy are keys to bringing out the best contribution in work. The rush of daily work results in causing injury to others unknowingly or in some cases with the intention of causing distress to others. The injured person has a grievance that calls for a redressal.

2. Definition

Grievances or complaint include any communication: (i) that expresses dissatisfaction or harassment experienced, or any act of omission or commission or deficiency of service and (ii) that contains an appeal for a remedial action.

The type of grievance can be: academic, non-academic, relating to assessment of student performance, victimization, attendance, pertaining to fees, conduct of examination, harassment related to personal rights, gender, or community, (SC/ST).

3. Objectives

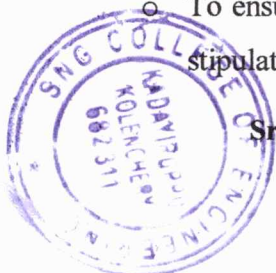
The purpose of the policy is to set forth mandated (AICTE, Government) regulations and procedures pertaining to receiving, handling, responding and resolving any grievance against individuals, Departments or Institution. Committees constituted will observe law of natural justice and respect the complainant with its grievance.


As students and members of staff are predominant stake-holders it is in the interest of this Institution to make all efforts to ensure transparency in all respects of resolving an injury. The Institution has the obligation to provide mechanisms to the students and staff for redress of their grievances.

The broad objectives of acknowledgment and resolution of grievances are:

- To provide fair and equal treatment to all stakeholders without bias at all times
- To ensure that all issues raised by stakeholders are dealt with courtesy and resolved in stipulated timelines

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- To develop an adequate and timely organization framework to address promptly and resolve stakeholders' grievances fairly and equitably.
- To provide enhanced level of satisfaction of stakeholders.
- To provide easy access to stakeholders for an immediate grievance redress.
- To put in place a monitoring mechanism to oversee the functioning of the Grievance handling policy.

This Policy details three Committees to offer redress to grievances: (i) Grievance Redressal Committee (AICTE) (ii) Anti-ragging Committee (AICTE) (iii) Internal Complaints Committee (Ministry of Human Resource Development: UGC). Additionally APJ AKT University offers ways to redress grievances related to University-conducted examinations.

4. AICTE Regulation on Grievance Redressal

In this regard AICTE has directed Engineering institutions to establish a system for grievance redressal to ensure transparency by the Institution in admissions and other cases with the objective of preventing unfair practices, and to provide a mechanism to innocent students for redressal of their grievances. The grievance redressal policy needs to be in consonance with AICTE Regulation 2012, (F No 37-3/Legal/2012 dated 25-05-2012).

The Regulations provide for establishment of Grievance Redressal Committee in this College. APJ Abdul Kalam Technological University has to appoint an Ombudsman in the University for redressal of grievances.

5. Constitution of Grievance Redressal Committee

In case of Technical Institution, the Vice Chancellor of the affiliating University, (APJKTU), shall constitute a grievance redressal committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution concerned.

6. Powers and Functions of Ombudsman

The Ombudsman shall exercise its powers to hear any grievance of any student against the University or College affiliated to the University after the student has availed of remedies



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available in the College for redressal of grievance. The Ombudsman shall also hear any grievance of an applicant for admission as student to the College.

7. Procedure of Redressal of Grievance

The College shall establish a registry headed by an employee of the College of appropriate rank as the Ombudsman may decide, where an aggrieved student or person may make an application seeking redressal of grievance.

The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the web-site of the College.

On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman and shall immediately provide a copy to the College for furnishing its reply within seven days.

The Ombudsman shall fix a date for hearing the complaint which shall be communicated to the College and the aggrieved person either in writing or electronically, as may be feasible.

An aggrieved person may appear either in person or represented by such person as may be authorized to present his case.

The Ombudsman shall be guided by principles of natural justice while hearing the grievance.

The Ombudsman shall ensure disposal of every application within one month of receipt for speedy redress of grievance.

The College shall cooperate with the Ombudsman in redress of grievance.

On the conclusion of proceedings, the Ombudsman shall pass such order with reasons, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.

Every order under the signature of the Ombudsman shall be provided to the aggrieved person and the College.

In case of false/frivolous complaint, the Ombudsman may order appropriate action against the complainant.



The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the College except (a) in case of lack of unanimity, the Grievance Committee shall take decisions by majority (b) the Grievance Committee shall communicate its decisions within ten days of receipt of complaint.

The University and the College shall provide detailed information regarding provisions of grievance redressal mechanism, Ombudsman, and the duties and rights of students in their prospectus.

Aggrieved students can also email their representation at grievance@sngce.ac.in or enter it online for which the link is: <https://forms.gle/sdlv4AxeEnixasPYB9>

This College complies with AICTE mandate concerning Grievance Redressal Committee.

8. Grievance Pertaining to University Examinations

APJKTU has made ample provisions for a student to seek resolution to his/her grievances about end semester University examination. Students can seek

(i) Revaluation of answer script. (ii) If the result of revaluation is failure, students can apply for a copy of the answer-scripts within seven days of publication of revaluation result. (iii) Students can then apply for review within fifteen days of the publication of revaluation result.

All applications on grievances about University examination can be made online by visiting the University web-site.

(As concerns grievances on internal evaluation students can approach College *Grievance Redressal Committee*)

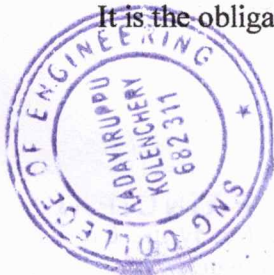
The College also has other Committees to offer redress to complainants.

9. Measures against Ragging

This College follows AICTE Regulation on Prevention and Prohibition of ragging in Technical Institutions. (F.No.37-3/Legal/AICTE/2009).

Ragging has been defined very broadly by AICTE. In brief it is harassment, injury, distress of any kind caused to a freshly admitted student or any other student.

It is the obligation of this Institution to prevent ragging.




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10. Measures Taken By the Institution to Prevent Ragging

Advertisement in Prospectus and other admission related document about banning of ragging,

Notice of ban on College campus and hostels.

Student affidavit in admission application form against committing the crime of ragging.

Staff supervision against events of ragging.

Provision to first-year students of a printed booklet of information to seek help in case of distress from ragging. Counselling of fresh students to prepare for life on campus and hostel.

Launch of publicity campaign during vacation against ragging.

Constitution of anti-ragging Committee and anti-ragging squad.

Mentoring Cell where student mentors relate to groups of fresh students.

Adequate measures of Principal and administrative staff to prevent ragging.

Cooperation with Principal by the range of staff to ensure prevention of ragging.

Monitoring Cell on ragging (at the University) liaises with Institution monitoring cell to prevent ragging.

11. Anti-Ragging Committee

This Institution, by the regulation of AICTE, has constituted Anti-ragging Committee nominated and headed by the Head of the Institution; the members of the Committee are representatives of

- Faculty members
- Parents
- Students, both fresh students and senior students
- Non-teaching staff
- Civil and police administration
- Local media
- NGO involved in youth activities

The Committee has a diverse mix of membership in terms of level as well as gender.

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It is 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.

The Head of the Anti-ragging Committee which is the Principal of this Institution takes all statutory measures to prevent ragging. In case incidence of ragging occurs a '*first information report*', (FIR) will be filed with the local police authorities. Fitting punishment at the Institution level will be meted out to offenders.

12. Regulations Concerning Distress Caused to Woman Employees and Students

University Grants Commission has made a regulation to protect woman employees and students, ie the University Grants Commission Regulation 2015. [No. F.91-1/2013 (TFGS dated 2 May 2016)]

The Regulation applies to all Higher Education Institutions and concerns prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions.

13. Responsibility of This College Arising From the Regulation

This College has subsumed the intent of this Regulation in its policy and regulations on prevention and prohibition of sexual harassment against woman employees and students in its rules in consonance with the requirements of the Regulations.

Staff and students have been impressed with the need to show concern, respect and sympathy and consideration. At meetings this need has often been emphasized. All employees have been urged to comply with professional ethical values. *Women's Development Cell* will be set up and funded to be able to carry out the range of activities required for gender sensitization and other appropriate activities.

Notification about the Regulation has been publicized widely. Publications, notice-boards, web-site carry this notice.



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14. Grievance Redressal Mechanism

The College has constituted an *Internal Complaints Committee* (ICC) for gender sensitization against sexual harassment.

The Composition of ICC is as follows:

- a) Presiding Officer (a senior Professor or Associate Professor nominated by Principal)
- b) Two faculty members and two non-teaching employees
- c) Three elected students
- d) One woman member NGOs or an Association committed to the cause of women. (fee is payable for holding the proceedings of ICC)

The term of office of the members of ICC is for a period of three years. A system is also under consideration whereby the one-third of the members of ICC may change every year.

15. Responsibilities of ICC

It shall provide assistance if an employee or a student chooses to file a complaint with the police.

Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation

Protect the safety of the complainant (not divulging identity), sanctioned leave, relaxation in attendance.

Refraining from victimization of the complainant or witnesses or dealing with discrimination.

Ensure prohibition of retaliation or adverse action against a covered individual.


16. Process of Making Complaint and Conducting Inquiry

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

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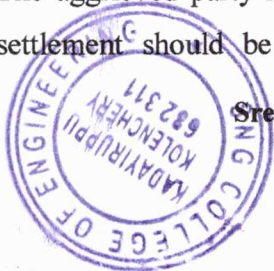

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Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

17. Process of Conducting Enquiry

- (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Principal.. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- (4) The Executive Authority (Principal) of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- (5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- (6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.
- (7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a



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conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

- (8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

INTERIM REDRESSAL- The Principal may

Transfer the complainant or the respondent to another section or department

Grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

18. Punishment and Compensation

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- (2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-
 - (a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) Suspend or restrict entry into the campus for a specific period;
 - (c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) Award reformatory punishments like mandatory counselling and, or, performance of community services.



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- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of
- (a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) The loss of career opportunity due to the incident of sexual harassment;
 - (c) The medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) The income and status of the alleged perpetrator and victim;
 - (e) The feasibility of such payment in lump sum or in instalments.

19. Three Committees and The Matching Complaints

In this Grievance Policy of the College there are chiefly three Committees which have been set forth. The appropriate complaints to be dealt by each Committee are given below:

Anti-ragging Committee: It deals with ragging of freshly admitted students and also other students.

Internal Complaints Committee: It receives complaints from woman employees and woman students who have been subjected to sexual harassment.

Grievance Redressal Committee: Complaints of varied nature which are non-academic; discrimination or harassment of SC/ST students, employees; academic complaints relating to internal evaluation of student performance, student attendance

Redress of grievances or complaints pertaining to marks obtained at the University examination are to be sought from the University (APJAKTU) online for which provision has been made by the University.

20. Anticipation

This policy of the College anticipates potential grievances and complaints. Emphasis is placed on prevention and in the extreme case methods of redress have been addressed. It is hoped that action plan in place will forestall undesirable incidents and that there will be a conducive atmosphere for the smooth functioning of College activities.



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HR AND STAFF WELFARE POLICY

1. Objective

HR policies are meant to provide frameworks for an organization to facilitate consistent decisions and their implementation such that all employees are treated equitably.

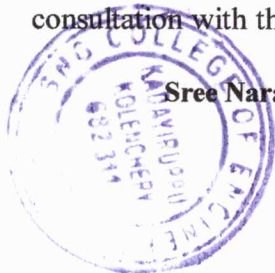
2. Introduction

The HR policy and Staff Welfare Policy of SNGCE are formulated such that they are consistent with the Vision and Mission of the institution. The policy is in line with the commitment to make every stakeholder/employee a partner in providing quality education to students both theoretically and practically, inculcating human values and grooming them to achieve greater heights in their lives, through continual improvement. The policy believes that the success of any organisation will depend on the level of satisfaction and commitment of its employees. The policy is reflected in all activities and strategies of the SNGCE, beginning with the recruitment process.


Many of the policies listed here are duly reflected in the service rules. In case of any discrepancy or contradiction, the provisions in the service rule will prevail.

3. Recruitment Process

The recruitment and selection of staff ensures transparency in terms of procedures and maintenance of records. The process is as follows: Need-based assessment of manpower is made by respective HODs which is scrutinized and finalized by the Principal. The consolidated manpower requirement is then sent to Management for approval. The management issues advertisement through internal circulars, news media and through various other contacts. The applications received are scrutinized by an Ad hoc Selection Committee constituted by the Secretary of the Management Trust. The Committee normally comprises of respective Head of the Department, one senior faculty member and the Principal as the Chairman of the committee. Candidates are shortlisted preferably in the ratio 1:4. The interview Board is constituted by the Secretary of the Trust and will essentially include, one or two representatives of the management, the CEO (if in position) the Principal, HOD and other experts as decided at the time. The Principal fixes the date of the interview in consultation with the interview board members. The interview date is informed through call



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letter (electronic or regular post or both) to candidates giving sufficient time (minimum 7Days). This panel selects candidates on the basis of merit- through evaluation of biodata, followed by personal interviews and discussions. This Committee finalizes a panel of suitable candidates (maximum thrice the number of vacancies) and recommends to the Trust Secretary. The Trust will take the final decision on the appointment of the individual. After this, the President / Secretary / CEO / or any authorized person will release an offer of appointment indicating pay package and brief service rules. Occasionally, senior positions as Dean, Advisor/Mentor etc. are filled by interviewing retired persons from academic institutions/industry/government. They are appointed on contract basis for a specific period.

4. Orientation

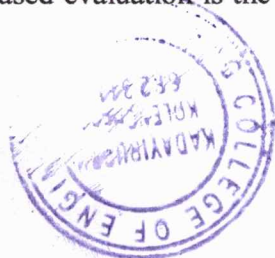
The new recruits are inducted in the concerned departments where they get familiarized with the people, process and practices in order to orient them towards the work culture of SNGCE. Through a standardised process, they will be guided to every other dept and sections of the College to have first-hand knowledge about the working of the institution. After that, they will be assigned regular duties by the concerned HOD.

5. Training

Continuous updating of knowledge and technology is the secret of the success of any employee, in particular, teachers. SNGCE encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends necessary assistance, including financial support when the faculty wants to attend FDP in other reputed institutions. Teachers and researchers are also encouraged to publish research papers. To the extent possible, financial support is given for publishing the paper. The College will be organizing periodic training to nonteaching staff on work-related matters, HR related issues and skill upgradation among other things. Due weightage is given to the training programs attended in career progression, by including such components in the performance evaluation.

6. Promotion Policy

Promotion will be based on the basis of performance evaluation combined with the length of experience (Faculty Up gradation Policy) at SNGCE, with suitable weightage. Performance based evaluation is the underlying principle of Promotion Policy of SNGCE. The evaluation



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process is designed in such a way that it is measured against objective parameters such as academics, continuous learning and standards, number of papers presented in conferences and published in Journals, extracurricular contribution in the overall rating of the college with appropriate weightages as depicted in the evaluation format. The performance evaluation takes place once in a year, usually at the end of each academic year. A faculty is eligible for retention in the same cadre or promotion to the higher cadre only when he/ she fulfils the norms specified against that cadre in performance evaluation. Just fulfilling the norms laid down in performance evaluation alone will not lead to automatic promotion and the same would be subject to situations such as availability of vacancies.

7. Fast - Track Promotion

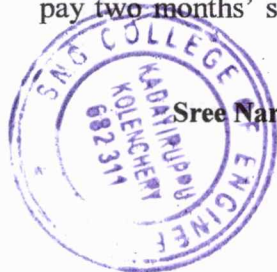
With a view to recognize the meritorious and exceptional contribution to the college and unique talents / potential of the faculty, SNGCE has a policy of fast-track promotion. Those who achieve the norm / targets ahead of specified time will become eligible to move to the next cadre overtaking the experience criteria. Such cases will have to be submitted to the Principal by the HOD and a committee constituted for the specific purpose will evaluate the case rigorously before arriving at a suitable decision. However, fast-track promotion cannot be claimed as a matter of right by the employee.

8. Resignation/Termination

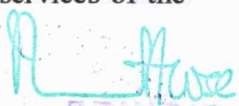
Resignation: A staff member will be at liberty to tender his/her resignation from the services of SNGCE in compliance with the conditions as laid down in the order of appointment. Normally resignation will be effective only at the end of the semester, or when the faculty member has completed the responsibilities assigned to him/her, as certified by the HOD. Exceptions apply in specific cases.

If a staff intends to resign from the services of the college, the following conditions would apply:

The employee has to inform in writing well in advance (or at least as per the terms of appointment) of his/her intention to resign from the services at college to the Competent Authority through proper channel. The employee has to give either two months' notice or pay two months' salary in lieu thereof and he/she will be relieved from the services of the



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college, subject to the acceptance of the resignation by the Competent Authority. The employee shall not be granted any leave except casual leave during the notice period, unless under specific circumstances as approved by the competent authority. On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over of all official documents, records, library books, project details including funded project, keys of room, table and shelves before collecting the 'No Dues certificate' from all concerned departments in a prescribed format prior to release. The employee has to fill up various other forms as required, for expeditious settlement of dues. All properties of the College should be returned in proper condition to the HOD/ Principal for the issuance of relieving order. The Principal will arrange an 'Exit' interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback. All staff leaving the services of the College will be issued a Service Certificate on the date of relief, if so requested by the staff member.

The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto. Except in the case of disciplinary reasons, the employee will be eligible for the benefits, as per the terms of the appointment order.

9. Welfare Measures/Awards

The Management offers rewards, in cash or otherwise, to recognize the services of staff members. In the case of cash award, the amount will vary depending on the specific criteria prevalent at the time and the financial position of the college. Such awards will be normally given based on service, university exam results in the subject taught by the faculty, enforcement of discipline, prizes won at university/state/national level, specific contribution to enhance the prestige of the college etc. Correspondingly rewards/awards will be given to non-teaching staff too.

Normally awards may be given on 10 Years of 'very good or above' service completion (Common for TS & NTS), Faculty producing 90%+ results in academics, Staff with 100% attendance in one academic year etc. In addition, awards will be given for specific contribution/achievements in various instances.



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10. Increments, Incentives and Allowances

PhD holders will be given Rs 5000/- more at the entry level, compared to those without PhD. Yearly increments will be given to all the staff, the amount being fixed by the management from time to time. Share in consultancy fees, priority for admission to the wards of faculty members, subject to a maximum of 10% of the seats in the course and discipline, fee concession for wards studying in the college, subsidized / free transportation in college buses, to the extent possible etc also will be considered, depending on the policy at the time.

11. Medical Facilities

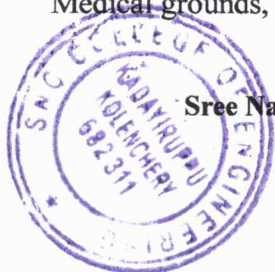
The College is running a Health Clinic, where a qualified Doctor will be available daily to take care of minor ailments of the students and staff. All those who are eligible are given ESI medical service. The College provides 7x24 hours transportation facility for taking the patients when needed to the nearby hospital for treatment. The college also provides medical insurance to the staff. 50% of the cost of insurance is borne by the college.

12. Leave Rules


12.1 General Conditions

Every employee will be eligible for 15 days' of casual leave (CL) per calendar year from 1st January to 31st December. Only the CL due can be availed at any particular time. Carryover of unavailed CL is not permissible. The staff on Maternity Leave /Study Leave will be eligible for CL only after completing 30 days of service from the date of rejoining. This leave is in addition to the vacation (for eligible staff) that will be declared by the University and/or management. However, the staff is encouraged to be present in the college, even during the vacation, for undertaking research and consultancy projects and conducting extra classes, especially for the weaker students.

Leave shall not be claimed as a matter of right and the granting or leave shall be the prerogative of the Management, especially at times of specific requirement of the staff in the college. A staff shall not normally on any pretence absent himself / herself from his / her duties without prior permission of his/her HOD/Principal. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave. In case of absence on Medical grounds, intimation should be sent to the HoD / Principal within 12 hours of start of



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medical attention and a Medical Certificate shall be produced at the time of joining after leave.

12.2 Late coming

All employees are eligible (not as a matter of right) for permission to report for duty or leave early by max 1 hr, once a month. The one hr permission may be split into two half hr period, if so needed. However, availing of this facility should not affect the duties of the staff or cause inconvenience to the students or other staff or to the preplanned activities of the college. If the number of 'late coming' or 'early leaving' exceeds more than one hr in a month, every such 'hr' or fraction thereof shall be considered as half a day casual leave or 'Leave without Pay'. In addition, every employee is allowed grace time of not exceeding 10 minutes, twice a month for reporting or leaving.

12.3 Leave without Allowance (LWA)

Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave without Allowance (LWA). If such absence extends to more than 5 days at a stretch, Management has the right to either call for explanation and/or to terminate the services. Before availing LWA, suitable alternative arrangement must be made. Any loss incurred on account of such unauthorised absence including the cost of making alternative arrangements has to be borne by the staff member. If the employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are LWA, then all intervening declared holidays and Sundays will also be treated as LWA. If the 2nd half of preceding day and 1st half of succeeding day are LWA, then all intervening leave will be treated as Leave on Loss of Pay.

12.4 Earned Leave (EL)

Only Non-teaching staff (NTS), who are not allowed to avail vacation, are eligible for Earned leave. The following staff members are considered as NTS: All lab Instructors, Admin staff, Maintenance, House Keeping and Sanitation, Ministerial staff, Dy. Wardens/Hostel Matrons, JRF/SRF/RAs etc. and any other category not treated as 'faculty'. The number of days of EL for Non-Teaching Staff is restricted to 15 days per year which should be availed with due approval, without affecting the college work schedule.

Earned Leave cannot be accumulated for more than 3 years. The maximum earned leave that can be availed at a time is 30 days. For prolonged hospital treatment, this period can be



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extended upto 60 days, provided Medical Certificate from competent Medical Officer is submitted.

Earned Leave is not permissible for employees who are eligible for vacation. Those eligible for vacation will be as per relevant rules of the University and the College.

12.5 Maternity Leave Rules

A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after the completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, without service break, subject to prior approval of the Designated Authority. ML can be combined with any leave other than CL. However, she will not be entitled to any salary during the maternity leave.

12.6 Casual Leave

The vacation staff is eligible for 15 days and non-vacation staff is eligible for 20 days Casual leave. The Casual leave will be reckoned for one year period. Application for casual leave shall be submitted to the Sanctioning authority, in advance. In the case of one day emergency casual leave, the requirement of 'advance' application can be waived. HODs can recommend the casual leave of all their subordinate staff and the Principal is the sanctioning authority. Secretary of the Trust or the designated authority will sanction casual leave of Principal.

Casual leave is proportional to the service completed. Advanced casual leave will not be granted. Casual leave cannot be combined with any other kind of leave. Casual leave can be split into half days, even though permission for such split is subject to the exigencies of work or other emergencies.

12.7 On Duty (OD) Leave

On Duty (OD) will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, etc. as approved by the Principal/Designated Authority. When the members of staff go for examination related work, OD will be regulated as per the norms of APJKTU/other University as applicable. Granting OD to a faculty should not affect the regular classes in any way. The Designated Authority of the Dept. should ensure that the classes of the faculty who is on OD are properly substituted.



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12.8 Compensatory Off (Comp L)

Those employees who are asked to work on holidays are entitled for compensatory leave equal to the number of days worked. Under any circumstances, the Comp L should not exceed 12 days in a year. Application for the Comp L should be submitted to the Principal for prior sanction, before availing the same. The Comp L is subject to the verification of attendance register or the punching report. The Comp Leave must be availed within 90 days of its falling due.

12.9 Vacation Leave for Teaching Staff

All teaching staff of SNGCE who have rendered one year of continuous service from 1st June of a calendar year to 31st May of the following calendar year are entitled to avail 30 days of vacation during an academic year (may vary as per KTU guidelines). Staff who has rendered a continuous service of six months are eligible for 15 days' vacation leave during that academic year. Those with continuous service of 12 months are eligible for 30 days vacation leave during that academic year. The Vacation Leave has to be availed during the relevant academic year itself. Any unavailed part of vacation leave cannot be carried over to the next academic year. The leave is distributed in such a way that 10 days can be availed at the end of odd semester (winter Vacation- December to January) and the remaining 20 days can be availed at the end of even semester (summer vacation – May to June, July) Those who are unable to avail the eligible leave as above, owing to academic work can carry over the unavailed portion during the same academic year, with necessary approval.

The HOD has to ensure that the leave is granted without affecting the smooth conduct of academic, administrative and research programs of the department.

When all or majority of the staff are opting for leave in such a way that the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail leave without affecting normal work. In such cases, the decision of the Principal shall be final. The staff, after giving option for the leave slot(s), will not be allowed to change the slots under any circumstances. He/ she should not break the vacation leave unless he/she is permitted to do so by the Management. While on vacation, if the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority. However, the staff who attends the duty for the whole day (marking his attendance) during the vacation or any staff member who is not permitted to avail

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vacation leave in the interest of the College by the orders of the Principal/ Designated Authority, is eligible for compensation leave within the vacation period or as approved by the competent authority. Such a consideration would rest solely at the discretion of The Principal / Designated Authority. For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

Casual Leave cannot be clubbed with Vacation Leave. That means a staff will not be eligible for CL, a day before or after the Vacation Leave. However, clubbing of OD with Vacation Leave will be allowed in case of any work related to the University and FDPs of the University subject to a maximum of 2 days. It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of Model Exam papers, and conduct of ICP classes are not disrupted while they are proceeding on vacation leave. While availing vacation, any kind of University work within the vacation period will be treated as vacation leave only. In this regard, staff are advised to plan their University related work in advance and not to make it an issue after opting their vacation slots.

Vacation period and slots are subject to change based on the closing and reopening dates announced by the University or interim orders from Management.

12.10 Study Leave (St L)

Teaching faculty members who completed minimum of 2 years continuous service, will be eligible for study leave to pursue higher qualification or research in their field of specialization without salary for a maximum period of two years, extendable for one more year subject to recommendation from the Head of the institution where the study is pursued. They have to give an undertaking, as prescribed by the management, to rejoin for duty, if vacancy exists and serve for at least the same number of years of study leave failing which they have to refund the salary that should have been due to them, had they been serving as the faculty on duty during the leave period. The granting of St L is at the discretion of the management and subject to the recommendation by the HOD and Principal that the leave will not affect the smooth functioning of the department.

12.11 Sabbatical Leave (SL)

Faculty who want to pursue higher studies and willing to execute undertaking as per College policy, will be eligible for sabbatical leave for 6 months once during their service. However,



SL cannot be claimed as a matter of right and the Management will take suitable decision, in the interest of the objectives of the college.

12.12 General Conditions of Leave

The sanctioning of any of the leave as above and any other kind of leave not mentioned here, will be subject to the terms and conditions elaborated in the service rules. In case of any ambiguity on any of the terms and conditions listed here, the service rules will prevail.

13. Code of conduct

Faculties shall be in the assigned classroom at the designated time without fail. Every faculty must take attendance at the beginning of the teaching hour. Every faculty must close the attendance punctually at the end of the hour/month. A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action (reporting to the Principal / taking corrective action).

Every staff member, teaching and non-teaching, shall attend to all departmental and institutional functions and carry out responsibilities assigned by deploying best of their skills and attention. Every employee is expected to maintain high moral and ethical standards and discharge their duties in the best interest of the College and its Vision and Mission. Faculty members or other staff shall not receive gifts from students or their parents. Teachers shall maintain a respectable work conduct in terms of preparing course material, preparing teaching aids /tools. meticulous planning and maintenance of course files, following course plan without any backlog, proper maintenance of log books, getting course files and log books signed periodically by HOD and Principal, evaluation of students' assignments promptly, evaluating Test/ Examination Papers, ensuring cleanliness of class rooms and labs etc. They must be innovative in terms of generation, acquisition and dissemination of knowledge and well-versed with the latest developments in the field of their specialization and the education policies. They must strive to be the role models for students and fellow faculty.

14. Attendance and Identity Card

Every employee shall be provided with an Identity Card indicating his/her name, personal number and also a photograph. The employee shall show the Identity Card to the Security



guard on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for. Identity Card is not transferable and any breach of this shall be treated as misconduct and the employee is liable to be punished in accordance with the rules. If the employee loses his/her Identity Card, he/she shall obtain duplicate Identity Card, as the case may be, by paying the prescribed fee along with the necessary documents, asked for by the authorities. Every employee, to whom Identity Card has been issued, must surrender his/her Identity Card to the College office, on the termination of his/her service or before proceeding on leave preparatory to retirement or on his/her suspension from work,

15. Disciplinary Proceedings

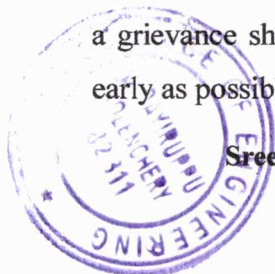
No punishments shall be imposed on an employee without giving him/her a reasonable opportunity to be heard. In the event of an alleged misconduct, poor performance or other unacceptable situations, a show cause notice or a charge sheet will be issued to the concerned employee and he/she will be given an opportunity to explain the alleged charges/irregularities. If the explanation is unsatisfactory, then the Management may decide to proceed with an enquiry, as per standard procedures in such cases. The charge sheeted employee will be allowed to participate fully in the disciplinary proceedings. Based on the proceedings of the enquiry, depending on the proven irregularities / acts of misconduct, the Competent Authority shall decide on the quantum of punishment.

The following punishments may be imposed upon existence of sufficient proof. Fine (quantum to be decided by competent authority), withholding increments/promotions, recovering the whole or a part of financial loss caused to the College from the pay, suspension, termination or any other form of punishment as permitted by law and as decided by competent authority

16. Grievances Redressal Cell

The college has a general Grievances Redressal cell to redress the grievances of Staff and Students in addition to specific cells to address specific issues. The Principal shall constitute the Cell, at the beginning of every academic year. Any teaching and nonteaching staff having a grievance shall make a representation to the Cell. The grievances shall be looked into as early as possible, in any case not later than 5 working days, by the Cell. A member of the Cell

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(authorised by the Chairperson) shall record and maintain the minutes of the meeting. The Cell may decide on the appropriate course of action on the grievance, in accordance with the standard procedures of the SNGCE.



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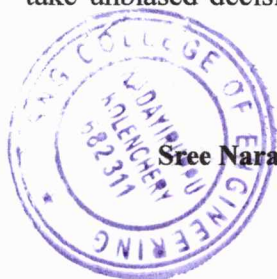


SCHOLARSHIP POLICY – RULES & GUIDELINES

Sree Narayana Gurukulam College of Engineering (SNGCE) has evolved a scholarship policy for the students detailing the rules and guidelines to be followed. SNGCE considers award of scholarship based on merit and reservation policy of the government applicable to the enrolled students. The policy considers award of scholarship and/or concession toward tuition fee to a meritorious student in each discipline per academic year. However, other financial support is also considered depending on the availability of sponsored funds and the governmental guidelines. The selection procedure involves application by the meritorious students for the scholarships as well as consideration of partial tuition waiver to deserving students with special skill sets (Example - Sports, Art, dependent of defense personnel, differently abled category, culturally oriented any other special skills etc.). The scholarship committee instituted by the college as per university guidelines shall be authorized to scrutinize the application and recommend eligible candidate for the award of scholarship and or any other financial support as applicable. The Trust Secretary shall be the final authority to approve the award of the scholarship.

1. Scholarship Committee and Selection Procedure

All scholarship applications received shall be scrutinized based on defined criteria by the scholarship selection committee which consists of members from Administration and academic departments headed by the Manager. An equitable distribution of scholarship is ensured by the committee based on merit/s and promotion of a program, not compromising on the competitive merit and qualifications of the eligible candidate. The scholarship committee shall develop a repository of open scholarships and institutions who offer award of scholarship to meritorious students formulate procedures to attract students having scholarship grants from other agencies /NGOs encourage students to apply for competitive/need based/merit based /governmental scholarships and assists students to secure scholarships from corporate donors, foundations, philanthropists and willing non-governmental bodies. Applications are thoroughly scrutinized and shortlisted under various grounds. The finalization of names is at the sole discretion of the committeemembers who take unbiased decisions. Students who are found ineligible for the award onvarious factors



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are not considered for the same. Award of scholarship also depends on availability of funds during that particular academic year.

2. Eligibility Criteria

The eligibility to qualify for scholarship varies on the nature of scholarship which could be merit, merit cum means, reservation, government eligibility criteria and many more. The guidelines for eligibility as decided by the committee and approved by the Manager will be indicated clearly on the application form. While awarding the scholarship, several other indicators are also considered that may include previous academic scholarship award, excellence in extracurricular activities, and financial hardship of meritorious candidates as identified in the application form. All eligible students are required to submit the university scholarship application form well within the stipulated time. The selection committee may request for additional information and documents as deemed appropriate. This may include scholarly activities of the applicant like participation in various activities which are pointers towards academic excellence. However recommendations by competent authorities may also be considered in a few deserving cases. It is the responsibility of the student to submit all documents along with application for consideration. Incomplete or inadequate information will render the application 'liable to berejected'.

2.1 Scholarship based on Merit:


If the candidate has scored 90% and above in the qualifying examination for the course he has applied, he or she is eligible to apply for the scholarship in this category. A fee concession of 20% in the tuition fees prescribed for the specific course will be given to the candidate.

2.2 Scholarship based on low income:

If the annual income of the parents of the candidate is less than **INR 2, 00,000** per annum, the candidate is eligible to apply for the scholarship in this category. He or she has to submit the details of the income from the respective government authority. After verification of the documents, if the candidate is found eligible, the college would give a concession of 10% in the tuition fees prescribed for the specific course.



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2.3 Scholarship based on single parent:

SNGCE gives a scholarship of 10% concession in the tuition fees of the candidate who is brought up by a single parent. The candidate has to apply for the same with all relevant documents such as the certificate to prove that single parent is taking care of the candidate.

2.4 Scholarship for differently abled:

The scheme aims at enabling differently-abled students to pursue a technical or professional course and get employed/self-employed. Candidates having **more than 30% disability** and are currently in their first year pursuing any **course** at SNGCE is eligible to apply for this scholarship for the physically disabled. The candidate's family income should be less than **INR 4, 00,000**. Selected students are given **INR 5,000** as tuition fee reimbursement and **INR 2,500** as incidentals each year as scholarship.

2.5 Scholarship for the wards of military or paramilitary died in harness:

The Education Scholarship Scheme for Wards of Soldiers who die in Harness is an education grant initiative taken by SNGCE to financially support the children of soldiers who died in Harness.

The following documents are required to be attached for verification

- Photocopy of the official document proving the death in harness.
- Photocopy of discharge book and family particulars

After the verification of the documents, the candidate will be given a concession of INR 10,000 in the tuition fees prescribed for the specific course.

2.6 Scholarship based on community privilege:

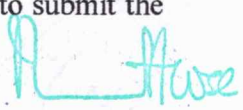
As this institution is run by Sree Narayana Gurukulam Charitable Trust, it has a mission to empower the students of the Ezhava community which has built the Trust. The Ezhava community students are eligible to apply for a fee concession of INR 5000 in every semester. They have to produce the mark list of the previous semester in which they have passed all the subjects. For semester 1, they will be getting it based on the grades in the qualifying examinations.

2.7 Scholarship based on low income for using college bus:

If the annual income of the parents of the student is less than **INR 2,00,000** per annum, the candidate is eligible to apply for the scholarship in this category. He or she has to submit the

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details of the income from the respective government authority. After verification of the documents, if the candidate is found eligible, the college would give a concession of 50% in the college bus fees prescribed for the boarding point.

3. Award Notification

The committee meets once the application formality is completed and scrutinizes the applications received in that particular academic year. The consideration may be based on merit, merit cum means, and eligibility as per government rules, special talents, sports and the like. The scholarship award clearly mentions the amount, type of scholarship (partial/full/tuition fee waiver for specific period/special categories), duration and terms of reference for renewal and termination of scholarship. Students have to sign the scholarship acceptance letter before the last date. As a matter of policy the College awards only one scholarship in a year to a particular student. The awardees are communicated the same and is advised to go through the terms and conditions to avail the scholarship and sign the acceptance letter. The clause makes it clear that the facility may be withdrawn by the college at any time if the candidate is found ineligible for the same.

The college also provides assistance to eligible students to apply for Government scholarships as mandated by the competent authorities from time to time. The scholarship will be given on the following terms and conditions:

- The student needs to pay the provisional admission fee on or before the last date so notified.
- Semester wise scholarships are given subject to fulfillment of eligibility criteria
- The scholarship for remaining semesters will be given if student clears the subsequent exams with no backlog and satisfies all the other conditions as set out in the policy.

All the scholarships awarded by the college are subjected to the approval of the committee and the competent authority. The decision of the scholarship selection committee is final.

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IT POLICY

1. Purpose / Objectives

The purpose of this policy is to:

- a. Provide a framework for the acquisition and support of all desktop and laptop computers, mobile devices, operating systems, email system and software suites
- b. Promote the use of standard software and hardware to ensure the institute's leverages assets effectively. Assets include data, information systems, computers, network devices, intellectual property, as well as documents.
- c. Inform staff and students of software usage and licensing obligations.
- d. Ensure the correct disposal and data cleansing of campus desktop computers, laptops and other IT equipment.

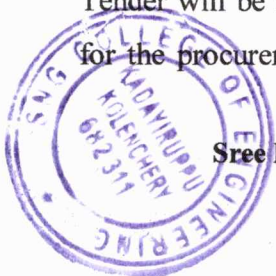
2. Scope / Application

- (1) This policy applies to all SNGCE staff and students.
- (2) The copyright licensing for software covers the use of software by all staff and students of the campus and any person that has a legitimate business relationship with the institute. All users must abide by the terms of license.
- (3) This policy applies to all SNGCE procured and supplied Information and Communications Technology (ICT) hardware, software and electronic devices such as smart phones and laptops.


3. Purchase of IT Resources

Both software and hardware resources are purchased through the department of Computer Science & Engineering. When there is an IT requirement in any department of the college, a submission has to be given through the HOD and Principal to the manager of the institution. The IT coordinator with maintenance team analyses the requirement and prepares the list of items to be purchased along with the specification.

Tender will be float and once the quotations reach, it will be forwarded to the management for the procurement. Once the items arrive at the campus, stock entry is made in the CSE



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department, and issued to the respective departments. The stock entry will be made in the respective departments also.

4. Labeling and Movement of IT Resources

All computers and accessories should be labeled properly before entering to the stock. The labeling format should be SNGCE / DEPARTMENT / ROOM NO / RESOURCE NO. Shifting of computers is allowed only on special circumstances with special permission from the manager and the IT coordinator.

5. IT Hardware Installation Policy

Certain precautions must be observed while connecting computers or peripherals to the campus network so that minimum inconvenience due to interruption of services due to hardware failures is faced.

a) Primary User

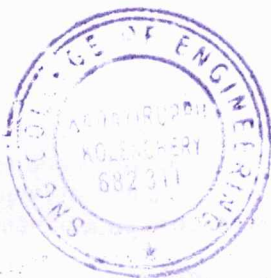
An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

b) Warranty & Annual Maintenance Contract

Computers and peripherals purchased in any Department/Cells should preferably be with 3-year onsite comprehensive warranty. After the expiry of warranty, computers would be maintained by the maintenance team of SNGCE by external Service Engineers on call basis. Such maintenance should include OS re-installation, checking virus related problems, printers and UPS service etc.

c) Power Connection to Computers and Peripherals

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.



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d) File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

e) Maintenance of Computer Systems provided by the Institute

For all the computers that were purchased by the institute centrally and distributed by the maintenance will attend the complaints related to any maintenance related problems.

f) Noncompliance

SNGCE faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

6. Software Installation and Licensing Policy

Any computer purchases made by the individual departments / cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated / unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department / individuals' rooms.

a) Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them.



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b) Antivirus Software and its updating

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The technical staff is responsible for keeping all the computer systems in the campus compliant with this virus protection policy.

c) Backups of Data

Individual users should perform regular backups of their vital data. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E).

7. Maintenance of IT Resources

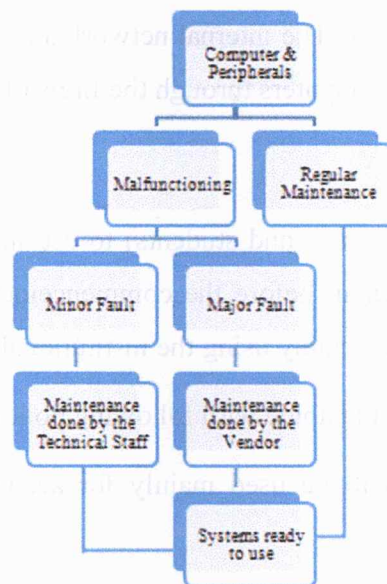


Fig.1: Diagrammatic Representation of the maintenance work in the Department

To ensure the proper working of the systems, each lab is monitored by a faculty in charge and a technical staff. The following are the steps taken for the good working condition of the labs.

- ❖ All the computers and peripherals will undergo yearly maintenance by the technical staff.
- ❖ Details regarding the maintenance work will be recorded in the maintenance register kept in the labs.



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- ❖ UPS services like distilled water maintenance is done periodically by the hardware engineer and vendors.
- ❖ Batteries of the UPS are cleaned by the technical staff periodically.

8. Internet Usage Policy

The institute provides 24 hours internet services in campus and hostels through Wi-Fi and LAN. The entire campus is Wi-Fi enabled, users can connect their laptop/smart phones at any time to access internet. Internet usage is controlled using Firewall. To ensure the proper usage of the internet, restrictions on sites and bandwidth is imposed under different categories like student, faculty etc. Internet usage is limited to 4GB per day to students. But for study purposes and research work, unlimited data is provided on request. All the buildings are connected to the DATA Centre through Fiber network. Internet is distributed from datacenter to all buildings through fiber cables. The internal network and external leased line are routed and shared to all the servers and computers through the firewall.

9. Institutional Email

SNGCE encourages its users (teachers and students) to use institutional email. All students are provided with institutional email before the commencement of the academic activities. Official communications are done mainly using the institutional email.

The use of institutional email should abide with following policies:

- a) The institutional email will be used mainly for academic purposes and incidental personal purposes
- b) Institutional email id should not be used for any illegal activities.

10. College Website

College website is handled by Website Coordinator and IT administrator. Updating of news, exam announcements and seminar brochures should be sent to Website coordinator after getting permission from Principal. Use of departmental WebPages is encouraged. Such web pages can be linked to Official website through hyperlink of the URL after getting permission from Principal. If the contents of such WebPages contain any content that violate government



laws or is against the goodwill of the college, Principal has the authority to remove the hyperlink.

11. Video Surveillance

Video surveillance cameras will be installed at strategic points which include entrance and exit to buildings and Exam halls. No cameras will be hidden and also will not be focusing on areas of privacy. Signs will be placed at locations where cameras are installed to intimate the presence of CCTV. Only the Principal will have the access to the recorded footages.

12. E-Waste

The scrap items are collected from various departments. Items are separated and grouped. After filling the asset disposal form, quotations are invited and items are disposed to the highest quotation.

13. Responsibilities of IT Coordinator

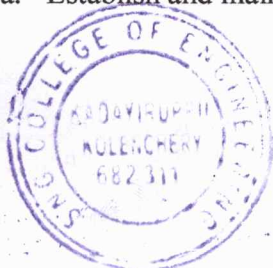
- a. Scrutinize the requests of purchases, maintenance and give necessary instructions to the technical staff to investigate on the needs and take necessary steps to purchase, distribute, repair and store the items.
- b. Assist the management staff in inviting tenders, and conducts purchases from vendors
- c. Assist Principal in appointing necessary technical staff.
- d. Updating the requirements and systems as per the current trends in market and industry

14. Responsibilities of Hardware Engineer

- a. Maintenance of computer systems and peripherals.
- b. Coordinate with Departments to properly maintain the computer labs.
- c. Solve problems related to hardware, OS (Operating systems), any other software purchased by Christ College.
- d. Regularly update Computers (Hardware & OS) and peripherals.
- e. Collect E-waste from various departments and take necessary steps to dispose the same.
- f. Labeling the IT assets and updating stock register.

15. Responsibilities of Network Administrator

- a. Establish and maintain Campus Network



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- b. Timely expansion of campus network
- c. Monitor the network and ensure cyber security through firewall
- d. Establish Wireless local area networks as per the requirements
- e. Maintenance of servers and associated accessories
- f. Domain name and IP addressing.
- g. Generate and Distribute E mail accounts to students and staffs.
- h. Coordination with the technical team to resolve related problems.
- i. Implement security camera surveillance and transfer the database to authorities.

16. Approval and Review Details

Approval Authority	Management
Administrator	Principal
Approved on	
Next Review Date	



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CULTURAL POLICY

Cultural policy is an integral part of college and is intended to provide a framework for promoting creativity, diversity and inclusivity within the campus community. We believe that cultural activities and events are essential for nurturing a vibrant and dynamic environment that fosters learning, personal growth and social engagement.

Our cultural policy is designed to ensure that every member of the college community has access to a wide range of cultural activities that reflect our diverse student body. These activities include music, dance, theater, art and literature, among others.

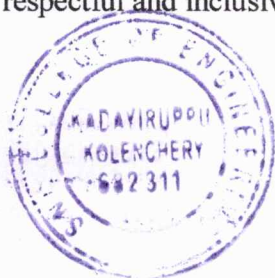
To achieve this goal, a Cultural Committee that is responsible for organizing and coordinating cultural events throughout the year is established. This committee comprises students, faculty and staff who are passionate about arts and culture and are committed to promoting them on campus.

The committee will work closely with various student organizations, student clubs, academic departments, and community partners to create a diverse range of cultural events that celebrate different cultures and perspectives. These events will include music and dance performances, art exhibitions, workshops and talks.

Festivals are an important part of human culture and have been celebrated for centuries in different parts of the world. Festivals play a vital role in fostering a sense of community, building relationships, and creating memories that last a lifetime. We will celebrate all festivals which is an opportunity for the faculty, staff and students to learn about other cultures and traditions, and gain a better understanding of the world around them.

Sports activities play an integral role in any campus life. College sports activities include a wide range of team and individual sports, from volleyball, foot ball and cricket to shuttle badminton and chess. The Physical Education faculty will be responsible for planning and organizing the sports activities in the campus and form various teams to compete at university, state and national level.

We also recognize the importance of creating a safe and inclusive environment for everyone to participate in sports and cultural activities. Therefore, we ensure that all events are respectful and inclusive of all individuals, regardless of their background or beliefs.




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In short our cultural policy aims to foster a culture of creativity, collaboration and mutual respect in our college campus. We believe that by engaging in cultural and sports activities and events, our students and staff can develop deeper understanding and appreciation of different cultures, which is essential in today's globalized world.



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ENERGY MANAGEMENT POLICY

An energy management policy is a set of guidelines and strategies implemented by organizations to efficiently and effectively manage energy consumption and promote sustainability. The primary goal of an energy management policy is to reduce energy usage, lower the costs, minimize environmental impact, and improve overall energy efficiency. The Energy System generally conforms to the ISO 50001:2018 standard.

Under this policy, SNGCE commits to accomplish the following objectives:

- Continual improvement of energy performance
- Regular monitoring of the energy data
- Ensure compliance with legal and other requirements
- Ensure the energy performance in design and procurement activities
- Creating awareness among the employees at all levels
- Maximizing the recovery of otherwise wasted energy

The objectives will be met by implementing the following procedures, with timely changes as needed:

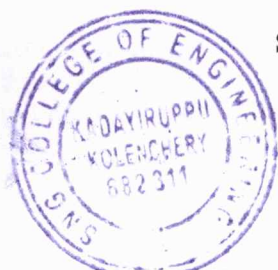
1. An energy management system (EnMS) will be implemented in the Organization for the following functions.
 - a) For managing the use of Energy in the College for various academic, non-academic activities and facilities of the campus.
 - b) For optimizing the use of energy and reducing the expenses towards energy consumption.

EnMS team consists of an EnMS team leader, members from each department and student coordinators.

2. Based on the functional areas/process/activity, the campus is divided as follows for monitoring and operational control of the EnMS:

Decennial (PG) Block, Main Block, Transportation, Lab /workshop block, Sewage Treatment Plants, Water Pumps. Ladies Hostel and Gents Hostel.

Each of the above Facility/Process is assigned to a staff in charge.



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3. Objectives & targets setting, criteria for monitoring etc. are done by EnM Team in consultation with CEO/Principal.
4. The various outputs of these objectives are measured, monitored and reported in the Objective -Achievement Report on bi-monthly basis.
5. In case the output does not meet the planned levels as per the set objectives, necessary corrective action is taken to achieve planned results and continual improvement of the processes.
6. Select 3 student coordinators from each class. Objective and target awareness must be provided to student coordinators. Necessary work instruction will be issued. Review report of student coordinators are discussed in the bi-monthly meeting.
7. Half yearly annual audit plan is prepared by Energy Management Team. All the functional areas are audited at least once in 6 months

Roles And Responsibilities of the Energy Management Team are:


- To understand the requirements of the standards ISO 50001:2018
- To design, implement monitor and continually improve the energy management system and energy performance of the college.
- To disseminate the relevant information to staff and students of the SNGCE and get cooperation for successful implementation of energy management system.
- To conduct and coordinate internal audit, management review, certification audit as determined and also to report the results to top management.
- To devise appropriate procedures to involve students and staff and develop energy conscious culture in the college.

Tenure of the committee will be three consecutive academic year/six consecutive semesters, but modification is allowed if necessary.

The committee will meet once in every two months in the normal course. However meetings shall be organized whenever the situation demands.



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ENVIRONMENT MANAGEMENT POLICY

The SNGCE is deeply committed to environmental sustainability and to reduce the environmental impact through responsible resource use, waste reduction, and green practices. We engage our community in fostering environmental awareness and actively work to protect biodiversity. Transparency, compliance, and continuous improvement guide our journey towards a greener future.

1. Objectives

SNGCE commits to:

- Environmental sustainability and recognize the importance of human role in the same
- Integrate sustainable practices into all academic and non-academic activities
- Promote environmental awareness among all stakeholders and the society at large
- Inspire and assist students to become environmentally responsible professionals

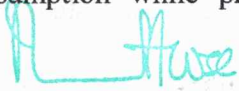

2. Scope

This procedure applies to all departments, staff, faculty, students, and contractors associated with the college.

3. Procedure

Steps: An Environmental Management System (EMS) has been implemented in our organization to address the various functions as follows:

1. **Managing Environmental Impact:** Our EMS is designed to oversee and manage environmental aspects associated with the organization's academic and non-academic activities, as well as the maintenance of campus facilities, ensuring that our environmental footprint is minimized.
2. **Cost-Efficient Resource Use:** EMS team aims to optimize the use of resources, including energy, to reduce expenses related to consumption while promoting sustainable practices.

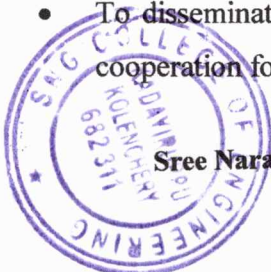


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3. **EMS Team Structure:** The EMS team is composed of a dedicated EMS team leader, representatives from each department, and student coordinators.
4. **Functional Area Division:** The campus is divided into distinct functional areas or processes, each responsible for monitoring and controlling environmental aspects. These include the Main Block, Transportation, Lab/Workshop Block, Sewage Treatment Plants, Water Purification Unit, Ladies Hostel, and Mens Hostel. Each of these areas is assigned a staff member in charge.
5. **Objective and Target Setting:** The EMS team, in consultation with the CEO/Principal, establishes objectives, targets, and criteria for monitoring these goals.
6. **Objective Achievement Reporting:** The EMS tracks and reports on the progress of these objectives and targets through a bimonthly Objective Achievement Report.
7. **Continuous Improvement:** If the achieved results do not align with the planned objectives, the EMS team takes necessary corrective actions to meet the desired outcomes and continually improve processes.
8. **Student Involvement:** Three student coordinators are selected from each class to enhance awareness of objectives and targets. Work instructions are provided, and their reports are discussed in bimonthly meetings.
9. **Auditing:** The EMS team prepares a half-yearly and annual audit plan, ensuring that all functional areas are audited at least once every six months, to evaluate and enhance environmental management practices.

Our EMS reflects our commitment to responsible environmental management, striving for sustainability and continual improvement throughout our organization.

4. Roles and Responsibilities

- To understand the requirements of the standards ISO14001:2015
- To design, implement, monitor, and continually improve the environmental management system and environmental performance of the college
- To disseminate the relevant information to staff and students of the SNGCE and get cooperation for successful implementation of environment management system.



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- To conduct and coordinate internal audit, management review, certification audit as determined and also to report the results to top management.
- To establish suitable procedures for engaging students and staff and cultivating an environmentally conscious culture within the college under the environmental management system.

5. Tenure of the Team

Tenure of the Team will be three consecutive academic year/six consecutive semesters, but modification is allowed if necessary.

6. Periodicity of the Meeting

The Team will meet once in every two months on a general basis. However, meetings shall be organized whenever situation demands.



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WASTE MANAGEMENT POLICY

1. Introduction

Sree Narayana Gurukulam College of Engineering (SNGCE) has adopted a sustainable and holistic waste management system which is essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

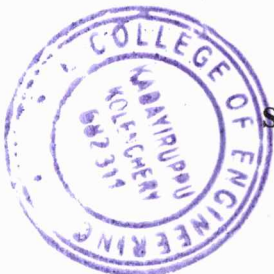
The College has a duty to ensure that all the campus wastes are disposed off responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. Furthermore, the Solid & Chemical hazardous waste should be disposed or managed by government approved registered waste contractors. The purpose of the policy is to facilitate implementation of the action plan brought out in “National Environment Policy 2006” and its periodic updates on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

2. Policy Statement


The College has adopted the principles of the ‘best practicable environmental option’ in the delivery of its waste management services. The College will apply a ‘waste hierarchical approach’, to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill. The College recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible. The College requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy and associated “College Environmental Guidance” to ensure compliance with all waste legislations.

3. Policy Objectives

The objectives of this policy are:



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- To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to adapt to their effects.
- To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.
- To invest into the expansion of recycling opportunities in the College campus and transform waste into value added products.
- To ensure the safe handling and storage of wastes on College campus.
- To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- To promote holistic approach of waste management in the campus.

4. Action Plan

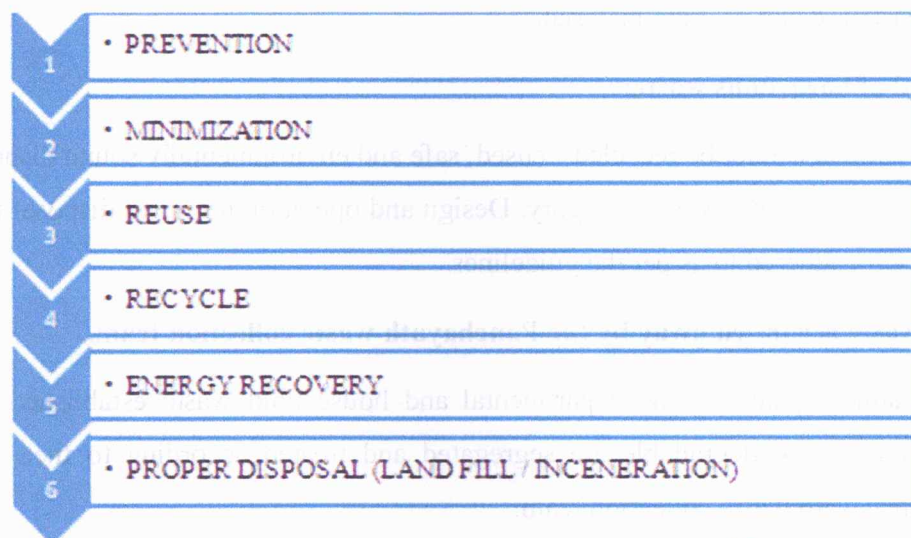
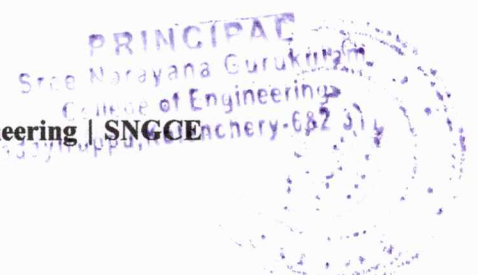


Fig.1. Waste Hierarchy list in order of preference from the most favourable (top) to the least (bottom)



It will be mandatory on the part of the Head of the department to report changes/additions in hazardous waste generation and steps taken to reduce generation of waste per unit of production. As per the Hazardous Waste regulations, College can store hazardous waste for a period not exceeding 90 days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes. The waste could either be recycled/reused or disposed of in captive or common treatment, storage and disposed or incinerated, as proposed in the waste hierarchy list (Fig.1). Inventories of 'end of life' consumer products such as e- waste are also required to be made.

5. Waste avoidance and waste minimization at source

In the hierarchy of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be a continuing exercise. Promote implementation of recovery of resources such as solvents, other reagents and by-products as well as re-generation of spent catalysts in a time frame manner.

Reuse, recovery and recycling of non-hazardous waste:

College will explore options/ opportunities of reusing, recovery and recycling of non-hazardous waste in an environmentally sustainable manner. Paper waste is sold for recycling to make paper board and packing material.

Safe disposal of hazardous waste:

For the waste which cannot be recycled/ reused, safe and environmentally sound disposal will be adopted depending upon waste category. Design and operation norms of disposal facilities should be strictly adhered to as per the guidelines.

Every day waste is carried away by the Panchayath waste collection team.

Common treatment plant for the departmental and house hold waste established and the degradable and non-biodegradable are segregated and treated according to their physical nature by Panchayath waste collection team.



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MAINTENANCE POLICY & PROCEDURES

1. Purpose

A systematic procedure is to be followed for the maintenance of college campus and infrastructure. The Maintenance policy of the institution aims to ensure effective maintenance and management of various amenities including buildings, classrooms and equipments, which are essential for the proper maintenance of the system and to ensure the quality of service and satisfaction of all stakeholders.

2. Scope

All services and facilities of Sree Narayana Gurukulam College of Engineering.

3. Responsibility

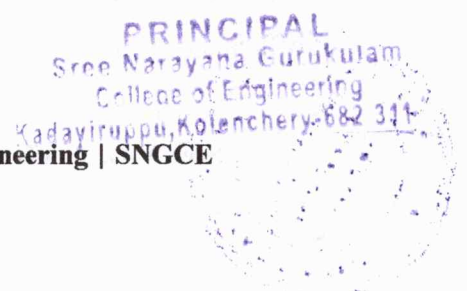
Manager, Principal, HoDs, Administrative officer, Maintenance Coordinator, coordinators of various facilities, lab in charges, hostel warden.

4. Duties And Responsibilities

Maintenance Activities are categorized in to Departmental maintenance activities and General Maintenance activities. A general maintenance coordinator or a faculty will be assigned duty to verify, initiate and supervise general maintenance activities which includes plumbing works, maintenance of building and infrastructure, electrical maintenance etc. in administrative block, academic block, PG block and hostels. In addition to the above, each department has responsibility to initiate and supervise the general maintenance activities as well as the maintenance activities for laboratory equipments and other facilities within the laboratories which needs continuous attention and outsource maintenance support including warranty repair or in-house repair works without undue delay.

The faculty in charge / section in charge is to initiate a submission / proposal for the work / purchase to be forewaded to the principal / Manager for the final approval. He / She shall document properly further procedures. The work will be proceeded with the consent of the HOD / In charge who is responsible in the concerned field of maintenance.

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- Department of Civil Engineering: responsible to upkeep the civil work related documents and to monitor and certify whenever a requirement is raised. The satisfactory completion of the work also is to be verified and confirmed by this department. The head of the department is responsible to assign duty to a member of faculty / staff as in charge for the related activities.
- Department of Mechanical Engineering responsible for those works, including the upkeep documents, related to the service of air conditioner, water cooler, fire extinguishers, generator etc. The head of the department shall assign one member of faculty / staff as in charge.
- Department of Electrical and Electronics engineering is responsible for the upkeep of documents and monitor the maintenance activities of electrical work, transformer room, sound/ music system etc. also to liaise with statutory bodies to fulfill the requirements for the operation and maintenance of facilities.
- Department of Electronics and communication is responsible to upkeep the maintenance of sound system, general visual aids i.e., television screen and surveillance camera and ensure proper documentation.
- Department of CSE is responsible to monitor and upkeep the maintenance of computer, Printer, UPS etc in the campus and hostel.
- Department of CA is responsible to monitor the performance and maintenance of website of the college
- A plumber cum electrician shall be assigned duty to carry out the related work under the guidance of administrative officer in the campus and hostel as per the requirement / request raised from various sections and approved by the head of the institution / Manager to ensure no interruption in the continuous supply of essential services.
- Transportation facilities: A faculty appointed by the Principal from the department of Mechanical Engineering is responsible to monitor all maintenance activities and the timely completion of all activities related to transportation facility i.e. college buses for the daily conveyance of students, emergency purpose vehicle and special vehicles for the conveyance of officials by suitable means either by outsourcing or by means of in-house facilities.



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5. Review / Monitoring

A periodic review of the policies will be carried out and suitably updated to ensure timely quality service.



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POLICIES ON MEDIA AND PUBLIC RELATIONS

Sree Narayana Gurukulam College of Engineering (SNGCE) has media policy to ensure that media and promotion activities are conducted in an ethical and responsible manner. These policies are designed to protect the rights and welfare of students, faculty, staff and the stakeholders as a whole.

The following is the general media policy for the college:

- **Purpose:** This policy aims to establish guidelines for the use of media by the college and its employees. This policy applies to all forms of media, including but not limited to print, electronic and audio/visual.
- **Policy:**
 - **Focused:** All media use must be consistent with the college's mission and values.
 - **Accuracy:** All information released to the media must be accurate and truthful.
 - **Timeliness:** SNGCE strives to respond to media inquiries in a timely manner.
 - **Transparency:** SNGCE is committed to transparency in its media relations activities.
 - **Respect to others rights** SNGCE respects the rights of all individuals involved in media relations activities.
 - **Confidentiality:** SNGCE will protect the confidentiality of all information shared with it by the media.
 - **Compliance:** SNGCE is committed to complying with all applicable laws and regulations.
- **Responsibilities:**
 - The college administration is responsible for ensuring that this policy is implemented and enforced.
 - All employees are responsible for complying with this policy.



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- **Enforcement:**

- Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

1. Media Relations

SNGCE has a designated media relations officer/ a staff-in-charge who is responsible for coordinating all media inquiries, press meets and interviews. The media relations officer will work with the individual or department involved to ensure that any information released is accurate and in line with the college's policies. No other persons is to interact with the media on any matters related to the college in any manner unless to authorized by the management

Social Media

SNGCE has a number of social media accounts that are used to communicate with students, faculty, staff, and the public. The college has policies in place to ensure that all social media activity is conducted in an ethical and responsible manner.

These policies include:

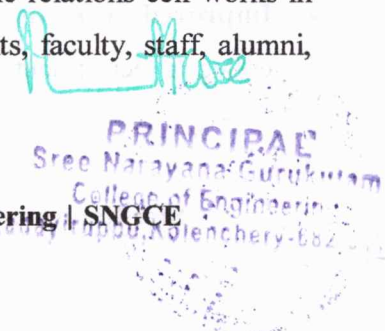
- **No personal attacks:** SNGCE does not condone personal attacks on any individual or group.
- **No self-promotion:** SNGCE social media accounts should not be used for self-promotion.
- **No promotion of illegal or harmful activities:** SNGCE social media accounts should not be used to promote illegal or harmful activities.
- **No hate speech:** SNGCE does not condone hate speech.
- **No discrimination:** SNGCE does not condone discrimination of any kind.

Public Relations

SNGCE has a public relations cell responsible for developing and executing communications plans promoting the college's mission, vision and values. The public relations cell works in coordination with stakeholders, including the managements, students, faculty, staff, alumni, parents and the community.



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Advertising

SNGCE has a policy on advertising that requires all advertising to be accurate, truthful, and in line with the college's values. The policy also prohibits advertising that is discriminatory or that could harm the college's reputation.

2. Promotion

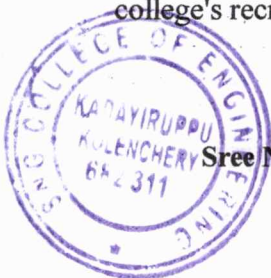
SNGCE prohibits any form of promotion that is based on race, gender, religion, sexual orientation, or any other prohibited characteristic. The policy also prohibits any form of promotion that could harm the college's reputation.

The policy is based on the following cardinal principles

- **Be aware of the audience for any message.** What are the needs and interests? What tone and level of detail will they be most receptive to?
- **Be respectful of all individuals.** Avoid making personal attacks or using discriminatory language.
- **Be accurate and truthful.** Do the research and ensure that the information being shared is accurate and up-to-date.
- **Cite your sources.** When you are using information from another source, be sure to cite it properly. This will help to ensure that your work is accurate and credible.
- **Use media responsibly.** Be mindful of the potential impact of your words and images. Consider the potential for harm before you post or publish anything.

3. Expected Benefits

- **Increased visibility:** Effective media and public relations can help to increase the college's visibility in the community.
- **Enhanced reputation:** Effective media and public relations can help to enhance the college's reputation.
- **Improved recruitment:** Effective media and public relations can help to improve the college's recruitment efforts.



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- **Increased fundraising:** Effective media and public relations can help to increase the college's fundraising efforts.

4. Reporting Concerns

Any concerns about media or promotion activities at SNGCE, can be reported to the college's Principal/ Ethics officer. The ethics officer will investigate any concerns and appropriate action will be taken.

The administration will ensure that all are aware of and comply with this policy.



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GENDER EQUITY POLICY

Sree Narayana Gurukulam College of Engineering (SNGCE) has a gender equity policy. We believe in the motto “Different genders but equal rights!”. SNGCE does not let gender to be the measure of anyone’s potential. We remove the gender mask as each and every human is equal and must always be treated accordingly.

SNGCE implements gender equity by ensuring that people of all genders have equal rights, responsibilities and opportunities. Everyone is affected by gender inequity - women, men, Trans and gender diverse people, children, aged and families. Gender equity is the goal of our institution as this will help us to create equally responsible and happier individuals. Men and boys must recognize the part they have to play in gender equity and join with the voices and actions of the women and girls who are trying to re-shape society in a gender neutral way. SNGCE will give equal roles, charges and voices in all the committees, meetings and activities irrespective of the gender, staff, students and stake holders.

When girls are valued less than boys and women less than men, they face multiple risks throughout their lives – at home, at work, at school, from family members, colleagues, and strangers. Gender-based violence is a major consequence of gender inequity. SNGCE has formulated a firm policy to ensure gender equity and it has being implemented whenever needed through WDC and EDC. College and Students council give equal footing to all the genders. SNGCE considers its gender equity policy as a smart investment for a safer, secure and prosperous tomorrow for the country and the world.



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QUALITY POLICY

SNGCE is committed to provide high quality education to mould confident professionals, competent to work in challenging environments through 'state of the art' infrastructural facilities, global benchmarking, HR synergy, consistent value enhancement and nurturing creativity and innovation to improve the quality in every sphere of activity with high ethical and professional standards. Accordingly, the college has formulated a robust quality policy.

1. Objectives of the quality policy

- Improve continuously, the quality of teaching-learning activities
- Ensure maximum participation of students in curricular, co-curricular and extracurricular activities
- Excel in research and innovation
- Enhance the employability and entrepreneurial skills of the students
- Inculcate moral, ethical and spiritual values in students to transform them to responsible world-class professionals
- Comply with all relevant state, national and international regulatory requirements and continuously improve the effectiveness of the quality management system
- Facilitate all-round development of teachers and staff members through regular training and skill upgradation
- Ensure that various service providers and other associating agencies have their own internal/external quality assurance systems and procedures
- Review the quality policy and objectives of SNGCE periodically and update the same as needed.

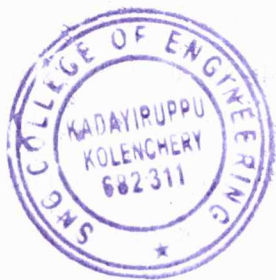
2. Implementation

In addition to the assigned routine quality assurance-related duties to be performed by the faculty, staff and students on the roll from time to time, the college also will engage the students and non-teaching staff in representative roles as partners in the quality assurance and enhancement. The college is also committed to engaging external perspectives on the enhancement of the quality of our education and research and invites the views of alumni, their employers, collaborating institutions, industry/sector representatives, academics and



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researchers in the role of external examiners/reviewers. The outcomes and recommendations from such engagements will be suitably incorporated in internal quality procedures and implemented. The internal quality assurance bodies, Principal, HODs and quality coordinators will regularly monitor, review and oversee the implementation of quality assurance.



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HUMAN VALUES & PROFESSIONAL ETHICS POLICY

Human values are virtues that guide us to take into account the human element when we interact with other human beings. Ethics refer to moral principles that govern a person's behaviour or the performance of an activity.

SNGCE, a leading Engineering College in the state, recognized for its academic excellence, extracurricular activities, placement record and for undertaking societal projects for the benefit of the local community is committed to quality and excellence in education and research, teaching and learning facilities and in collaborative ventures that are expected to advance our academic mission. We strive to cultivate and inculcate human values and professional ethics among the students and staff through teaching, co-curricular and extracurricular activities.

1. Objectives of the Policy

To mould professionals guided by the spirit of love, compassion, co-operation, honesty, integrity and respect for others.

To help the members to perform their duties following sound and consistent ethical principles

To inspire moral, ethical and loyal professionals with character, responsive to the society.

To create awareness on the need to understand human values and appreciate the 'rights and wrongs' of others.


2. Human Values

The most important human values expected in all human beings, irrespective of the position or profession are:

- ❖ Right conduct
- ❖ Love and compassion
- ❖ Honesty
- ❖ Discipline
- ❖ Integrity
- ❖ Peaceful co-existence



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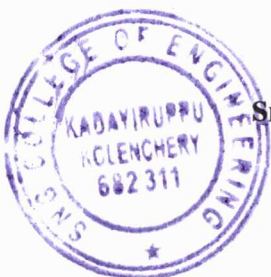
- ❖ Nonviolence.
- ❖ Righteousness
- ❖ Service

Human values are integral part of one's personality, which have serious influence on one's personal and professional conduct. SNGCE will strive to keep these parameters in focus for all the stakeholders, especially staff, students and the management. Keeping up this spirit, SNGCE has defined its core values based on the following:


- ❖ Student focus
- ❖ Strong professional ethics
- ❖ Quality education and research
- ❖ Striving for excellence
- ❖ Societal wellbeing and development
- ❖ Respect for all.

3. Professional Ethics Policy

Every profession needs to have its own professional ethics. SNGCE, being primarily an Engineering and Management institution, has its own ethical standards, with special focus on the characteristics of engineering and management profession. Engineers and Managers, like other professionals, or even more, have ethical and social responsibility towards themselves, their colleagues, their clients, the institution they work for and above all to the society. SNGCE will strive towards inculcating such professional ethics and human values among the teachers, students, non-teaching staff and all the stakeholders who are directly associated with it.



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POLICY ON ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee of Sree Narayana Gurukulam College of Engineering (SNGCE) inculcates a culture of Ragging Free Environment on Campus and it takes initiatives for curbing the menace of ragging in the college.

1. Objectives

- To make SNGCE a ragging free campus
- To bring out an awareness among the students about the consequences of ragging.
- To formulate strategies and action plan for curbing the menace of ragging in SNGCE
- To keep a constant eye and vigilance over ragging so as to prevent its occurrence.
- To address any ragging issues immediately and take action.

2. Procedure

- Conduct anti-ragging campaigns using posters and boards in college premises and surrounding areas where there is a chance of ragging.
- Discuss on the action plan for each year prior to the commencement of the classes of new batch
- Monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution. Anti Ragging squads to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence
- Address the grievances on ragging from the students and take appropriate measures within a stipulated time.

3. Roles and Responsibilities of Anti Ragging Committee

- Ensure compliance of SNGCE with the provisions of the regulations concerning ragging
- Conducting meeting whenever required in order to discuss relevant issues on ragging in the campus and to take necessary action.



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- Conduct awareness programs on Anti - Ragging in the form of posters, boards, meetings and PPTs to the senior students, faculty and persons outside the college, as necessary.
- Monitoring and overseeing of the performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.
- Grievance redressal on issues related to ragging
- Investigation on the reports of the Anti-Ragging Squads or of any other person who witnesses the incident of ragging, or on the complaint of any fresher or other students, and determine the punishment, namely, Institute level disciplinary action or filing FIR with police or both..

4. Tenure of the Anti-Ragging Committee

- One year, but may be modified if necessary

5. Periodicity of the Meeting

- As may be decided from time-to-time; however at least one meeting to be conducted prior to the commencement of the classes of new batch and formulate the action plan.



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POLICY FOR BEST OUTGOING STUDENT

1. Reason for Policy

The recipients of these academic awards are expected to promote a community of intellectual inquisitiveness, serve as mentors and role models for students, and develop and promote activities that help students understand professions suited for them. This policy emphasizes the importance of leadership qualities, high-quality education and academic accomplishment that benefits students, society and the Country.

2. Purpose and Objectives

The SNGCE is committed to recognizing and rewarding outstanding academic performance among undergraduate and postgraduate students. The objectives of our outstanding student policy are to:

- Encourage students to strive for academic excellence and to reach their full potential.
- Foster a culture of achievement and recognition that motivates students to pursue their academic and career goals.
- Provide opportunities for outstanding students to receive recognition, scholarships, and other forms of support that enable them to succeed academically and professionally.

3. Qualities of a Good Student

A good student may not always be a topper with a high IQ level. A good student is one who is endowed with abundant positive personality traits and essential skills. He/ She is someone who respects everyone, has leadership qualities, follows the rules and is an asset to the college, society and the country at large.

Some of the qualities expected in a good student in addition to academic and professional excellence are:

Self-Discipline

Discipline is a must in a student's life. This quality helps them in handling their work efficiently, maintaining regularity in work and managing their time well.



Diligent

A student should be committed towards studies or any work allotted to him. He should be ready to work hard in order to achieve his laid objectives. This is one quality that keeps the student consistent and eliminates procrastination.

Punctual

Time is money. So, every student must value time. Those who get hold of this trait are successful in their lives. Being in the class on time and doing homework and other activities on time helps the students to save their time and invest it other productive activities.

Courteous

Respecting and being courteous teachers, elders, staff members, seniors and fellow students and being of help to them when needed is a sign of a good student. They are respected and loved by all.

Team Player

A good student will be a good team player, will motivate others and yield productive output. Being positive, helpful, cooperative and friendly are all the traits of a good student. Such students have the potential to become great achievers and leaders in life.

Confident

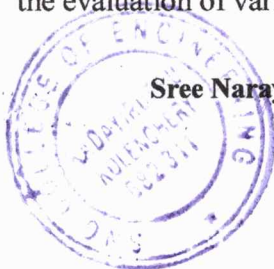
This quality portrays the self-confidence of the student which is important for the success in life. Having a distinct voice among the crowd without being hesitant is a sign of self-confidence and being a good student and a future leader.

Responsible


Being responsible and the readiness to accept responsibilities are important qualities that a good student must possess. This shows that the student can be entrusted with any work and he/ she will do it without failure.

4. Criteria for Selection

The following criteria will be broadly followed to identify outstanding students in addition to the evaluation of various traits as above:



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- **Academic performance:** Outstanding students are those who have achieved high academic performance in their courses, programs, or research activities. The specific criteria for academic performance may vary depending on the level of study and the field of study but typically include factors such as grades, GPA, research output, and publications.
- **Leadership and service:** Outstanding students are those who have demonstrated leadership skills and a commitment to provide service in their profession and extracurricular activities. Examples of leadership and service activities include volunteering, community service, involvement in student bodies, organisation of professional and socially relevant events and involvement in professional organizations.
- **Innovation and creativity:** Outstanding students are those who have demonstrated innovative and creative thinking in their academic and research activities. Examples of innovative and creative activities include the formulation and execution of research projects, design competitions, and entrepreneurial ventures.

5. Selection Process

The selection process will be transparent and objective. The selection process typically includes the following steps:

- **Nomination:** Students may be nominated for outstanding student recognition by faculty, staff, or peers, with due justification
- **Application:** Students can submit their own application that includes their academic record, leadership and service activities, and a statement of their achievements and goals.
- **Evaluation:** Applications are evaluated by a selection committee that includes faculty, staff, and external experts in the relevant field of study. The committee may consider factors such as academic performance, leadership and service, innovation and creativity, and the impact of the student's activities on their community or field of study. The evaluation committee will be constituted by the principal for a specific category as needed.
- **Notification:** Selected students are notified of their outstanding student status and may be eligible to receive recognition, scholarships, or other forms of support.



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6. Recognition and Support

Our institution provides recognition and support to outstanding students through a variety of means, including:

- Awards and certificates of recognition.
- Scholarships and financial support.
- Mentoring and professional development opportunities.
- Access to resources and facilities that enable them to pursue their academic and research goals.

7. Evaluation and Improvement

The institution is committed to continuous evaluation and improvement of our outstanding student policy and practices. The effectiveness of the selection process and support mechanisms will be periodically assessed, and seek feedback from students, faculty, and other stakeholders to ensure that the policy remains relevant, effective, and responsive to the changing needs of the students and society.



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POLICY ON FINANCIAL SUPPORT FOR ATTENDING FDP/CONFERENCE/WORKSHOP

Continuous updating of knowledge and technology is the secret of the success of any employee, in particular, teachers. SNGCE encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends necessary assistance, including financial support when the faculty wants to attend FDP in other reputed institutions. Teachers and researchers are also encouraged to attend conferences / training / workshop / other knowledge- enhancing events. The College will be organizing periodic training to nonteaching staff (NTS) on various work-related matters, HR related issues and skill upgradation among other things. Due weightage is given to the training programs attended in career progression, by including such components in the performance evaluation.

In addition to the above, the Management may decide periodically to provide special financial support to the staff (Teaching as well as non-teaching) for attending training / conferences / seminars / improving their expertise and skills. This may be on receipt of specific requests from the staff or at the initiative of the management. The quantum of benefit will be decided considering relevant factors. For e.g.: On receipt of submission seeking permission and avail support for the FDP Registration outside / inside campus, an amount not exceeding Rs. 10,000/- (Rupees Ten Thousand Only) is sanctioned on the recommendation by concerned HOD. The employee will be given duty leave with full salary and other benefits for attending such programs. If the registration fee is less than Rs. 10,000/- the actual amount or part thereof will be sanctioned as special case, subject to the availability budget and importance of the program. If a faculty member desires to attend a training program / FDP / workshop of his own, in addition to those for which he / she is sponsored by the institution, financial support and duty leave will be granted on case-to-case basis. However, in order to provide financial support to maximum number of faculty member, the individual support per year will be limited to Rs. 10,000/- (Rupees Ten Thousand Only).



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POLICY FOR ACADEMIC AUDIT

IQAC, SNGCE has set its own standards and state of the art policies and procedures for continuous quality improvement. It is made available to all stake holders for offering suggestions and to have awareness on the criteria based on which they are going to be assessed.

The Academic Auditing system involves two primary entities: the Institution's Internal Quality Assurance Cell (IQAC) and External Auditors appointed by the University. IQAC conducts an internal academic audit and provides the necessary documentation and records to the External Auditors. At least 2 internal audits and one external audit will be conducted in every semester.

For internal audit, a panel of internal auditors is constituted and the members of the panel are from different disciplines of the Institute. The audit will be scheduled in advance with the auditors from different department. Once the audit is completed, the auditors will prepare an audit report pertaining to respective departments and these reports will be compiled and analysed for further action based on the result of analysis. Once the semester is completed, the external audit will be scheduled with KTU assigned external auditors.

Academic audit shall cover

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



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The audit's scope encompasses a wide range of academic aspects, including:

Institutional Level

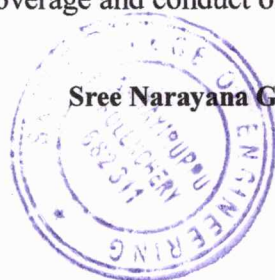
- Academic Calendar: An overview of the institution's yearly academic schedule.
- Functioning of student's grievances and appeal committee
- Functioning of Academic Discipline & Welfare committee
- Facility for co- curricular and extracurricular activities
- Teaching and technical staff details with acquittance roll
- Average student to faculty ratio, Number of qualified technical staff, Faculty Qualification Index
- Facility of central library with respect to volume and title of books, online & print journals
- Functioning of IQAC and Progress of IQAC report uploading
- Institution Budget
- Details of Central Computing facility

Department Level

- Time Table: Detailed schedules of classes and activities.
- Students Roll List: A comprehensive list of enrolled students.
- Students Batch List: Particularly relevant for practical courses, projects, and elective courses.
- Minutes of Course/Class Committees: Records of meetings discussing course-related matters.
- Advisory meetings and action taken report
- Syllabus coverage of theory course as per course plan
- Conduct of series tests and evaluation of answer scripts
- Syllabus coverage and conduct of practical course

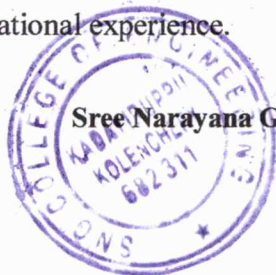


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- Evaluation of student's performance in practical classes
- Conduct of remedial / minor / honours classes
- Course Diary: Documentation for all courses, encompassing practical, seminars, projects, and more.
- Course Files: Detailed materials related to each academic course.
- Tutorial Log Book: Records of tutorial sessions and their content.
- Equipment Log Register: Maintenance and usage records of laboratory equipment.
- Consolidated Statement of Marks: Comprehensive records of internal test scores.
- Assessment of Outcomes
- Seminar Presentation Details: Information about seminar presentations by students.
- Project Progress Review: Updates on the progress of various projects (Mini projects, Design projects, Final semester projects).
- Reports: Reports generated throughout the academic year.
- Register of Remedial/Bridge/Language Lab Classes: Records of classes aimed at providing additional support to students.
- Students attending MOOC or other online courses
- Result Analysis: Analysis of academic results and performance.
- Faculty evaluation & remarks by HoD
- Placement / Higher education of Students
- Academic and Student Welfare Committees: Information about committees responsible for academic and student well-being.

This comprehensive audit process ensures that all academic aspects, from scheduling and course materials to student performance and support mechanisms, are rigorously assessed. The IQAC and External Auditors collaborate to maintain and enhance the quality of academic processes within the institution, fostering continuous improvement in the educational experience.



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POLICY ON ADD-ON COURSES

1. Introduction

The world is becoming more and more competitive necessitating creativity and initiatives to solve new and challenging problems. Due to rapid changes and advancement in technology, it is often felt that the curriculum offered by higher education institutions and universities become obsolete at a fast rate. Therefore universities and higher education institutions across the world should enhance, enrich and add to their curriculum new courses which are relevant to industry and to the society.

Students of Sree Narayana Gurukulam College of Engineering should have opportunities to acquire knowledge and skills through a variety of add on courses to bridge the gap between the academia and industry. These courses definitely should be to enhance the chances of employment as soon as they complete their UG or PG programs. These courses also should intend to improve the student's social consciousness and make them socially committed, competent professionals.

2. Objectives

- To improve employability skills of students
- To provide opportunities to develop their multi-disciplinary skills and social consciousness.
- To create positive societal commitments in students who will be able to address the challenges and changes in an inclusive society.
- To provide sufficient choice and options to students for capacity building and enhancing creativity.
- To enable and empower students to become outstanding professionals who are willing to work in challenging environments

3. Policy on add-on courses

- The objective of SNGCE is to offer an array of skill development programs in the form of add- on courses.

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- List of such courses along with syllabus will be prepared and updated regularly based on the needs of the stakeholders and job market demand.
- All the departments in SNGCE will conduct need assessment through consultations with stakeholders and observation of the job market trends and then based on the needs various add- on courses will be designed or identified.
- Each department may decide to continue with a specific set of add- on courses or introduce new add- on courses depending on the need assessment every academic year.
- Each department will constitute a committee with HOD as chairman to prepare and finalize the syllabus of add- on courses offered by the department.
- The proposals for add- on courses should be formally placed by each department for approval along with relevant documents before the academic council of the college and IQAC, and finally for the approval of the Principal.
- Add-on courses of the college are aimed at developing values, ethics, employability and/ or life skills of students.
- The add-on courses are different from the formal courses offered under regular curriculum of the affiliating university.
- The add-on courses are offered in the form of short- term training programs, certificates, or diploma courses.
- Each course is of not less than 30 hours duration comprising of class room teaching, practical, field work etc...
- The class schedule of add-on courses shall be approved by the IQAC and the classes may be organized without any disturbance to the regular university classes and examinations preferably during weekends, holidays, evening or online.
- Students for add- on courses can be from the college or from outside the campus.
- The department committee may decide on the methodology for evaluation and award of the course completion certificate.
- The add-on courses offered by each department may be developed within the department utilizing the expertise available or outsourced from suitable competent agencies, higher education institutions or universities within or outside India.
- The fees for each add-on course may be finalized based on the cost involved and affordability of the students without any motive of profit.



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- Each department will have a coordinator for add-on courses preferably one of the faculty members from the department.
- Add-on courses can also be offered jointly by two or more departments in the college with or without participation of external agencies.
- Each department/cell or centre in the college may conduct a maximum of six add-on courses during any academic year.
- Grievances if any from any stakeholder related to add-on courses may be placed before the department coordinator first and if the same is not resolved, it may be taken up to the college level grievance cell.



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POLICY ON STAKEHOLDERS' FEEDBACK

1. Introduction

The pulsating events of the world have clearly and unambiguously written a vital lesson for all. The dismal trend of the present world cries for a change. And a vehicle for this desperate change is *education*.

The lessons of the past have not prepared us for the challenges that we face today. That is why we need education that is transformative. Education should transform young people who can transform society and build a better future.

Education systems needs to be reoriented so that learners might be equipped with knowledge, values and abilities to act for the betterment of all people.

Education involves teaching and learning geared to motivate and empower happy and healthy learners to take informed decisions and actions at the individual, community and global levels.

Learners need to learn collaboration, empathy, complex problem-solving, connection to other human beings and nature. Students should feel valued, acknowledged and included in the learning community as full and active members.

Teachers can transform their teaching, for example, by ensuring that curriculum, pedagogy, learning materials and learning environments are meaningful in the natural, political, economic and cultural contexts.

For education to be of high quality it must be transformative.

The Institution aims to help learners gain knowledge, values, abilities, attitude and various other traits so as to help themselves in transformation.

2. Feedback Mechanism

A feedback mechanism draws responses from various stakeholders. The Institution with this structured feedback mechanism ensures quality teaching-learning process. An outcome of the action taken from feedback is the establishment of "*Sree Narayana Gurukulam Centre for Advanced Studies and Training*", SNGCAST, under the same Trust that leads the Institution.



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Impartation of skills, employment-readiness, research, consultancy and Industry-Institute-Interaction are envisioned in the formation of SNGCAST.

The stakeholders play a significant role in the evaluation, development and enhancement of the quality of the learning experience. Feedback from stakeholders permits the Institution to evaluate its educational service.

Stakeholders of *Sree Narayana Gurukulam College of Engineering* can be viewed as two groups: internal and external stakeholders.

Management or Trust Officers, Faculty and Students are internal stakeholders.

Parents, alumni, employers, industry experts, University are external stakeholders.

3. Role of Stakeholders

Internal Stakeholders:

Management: Coordination of activities of a program to achieve defined objectives.

Faculty: Action implementers to accomplish mission.

Students: Evidence of vision, mission, POs, PSOs, PEOs realized.

External Stakeholders:

Parents: Channels of constructive suggestions for smooth functioning of the Institution.

Alumni: Ambassadors of the fruits of the endeavors of the Institution.

Professional Bodies: IEEE, Tinker Hub, G Tech mulearn and others offer support for excellence in education by bridging curricular gaps, awards and other forms of recognition.

Employers: Chief end-users of SNGCE graduates and providers of inputs to bridge the gap between curriculum and Industry.

Accrediting Agencies: Evaluators of quality assurance in our services and activities.

The process of feedback assessment has placed a growing emphasis on the need for student involvement in the quality assurance of this Institution. Stakeholders' insistence on students is to take responsibility for their learning, to demonstrate concrete evidence of being active



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recipients of the teaching process. Every semester, feedback is collected, analyzed, evaluated and corrective action is brought forth.

Stakeholders' feedback is in the following areas:

Process of formulation of vision, mission (of Institution and Academic Programs) and PEOs of programs.

Study of COs, POs and PSOs of programs.

Assessment of curricular gaps, bridging of curricular gaps with remedial action to complete attainment of POs, PSOs, and maintaining continuous improvement process.

Participation in various academic and administrative committees like Governing Council, Academic Council, IQAC, Alumni Association meetings, Program Advisory Committees.

Stakeholders are also involved in admission process, student induction program, and other on-campus events.

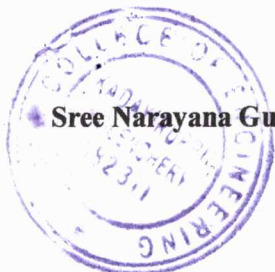
4. Objective of Feedback

The feedback aims at continuous improvement of academic and administrative activities. It is achieved by the following:


Feedback in learning process: To maximize student-potential at different stages of learning', raise awareness of student-strength and areas for improvement; to plan action to improve student-performance.

Feedback in assessment process: To help students attain course outcomes, to offer them guidance on improving learning. Sharing feedback with students should motivate them to improve performance. The goal is to make them realize that they need to take responsibility for their learning, and be self-directed.

Feedback in maintaining academic quality by accreditation standards: IQAC conducts internal academic audit of programs. The feedback provides each Program/Department with feedback for improvement of its quality. University external audit follows internal audit with identical effect on improvement.



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5. Feedback Committee

Committees with their composition are given below:

Committee/ Activities	Management	Faculty	Students	Parents	Employer /Industry	Alumni
Governing Council Meeting	√	√			√	
Academic Council		√				
IQAC	√	√	√	√	√	√
Program Advisory Committee		√	√	√	√	√
FDP, workshops, Seminars, conferences		√	√		√	
Career day, Industry Connect Programs, Placement Drive	√	√	√	√	√	√
Class Committee Meetings		√	√			
Alumni	√	√	√			√

6. Feedback Mechanism

Periodic feedback obtained from stakeholders help alleviate academic concerns and motivate students and faculty to improve their performance. Feedback enable the making of corrective action plan for improvement. Action plan is made by faculty members, Heads of Departments and Principal; and IQAC in some cases. The action plan sometimes is forwarded to the Management. Feedback from different sources has significantly improved academic activities, effective usage of teaching-learning resources and students' professional career advancement.

7. Feedback Collection and Analysis Process

Feedback on the course delivery, collected by students, is illustrated in the chart below:



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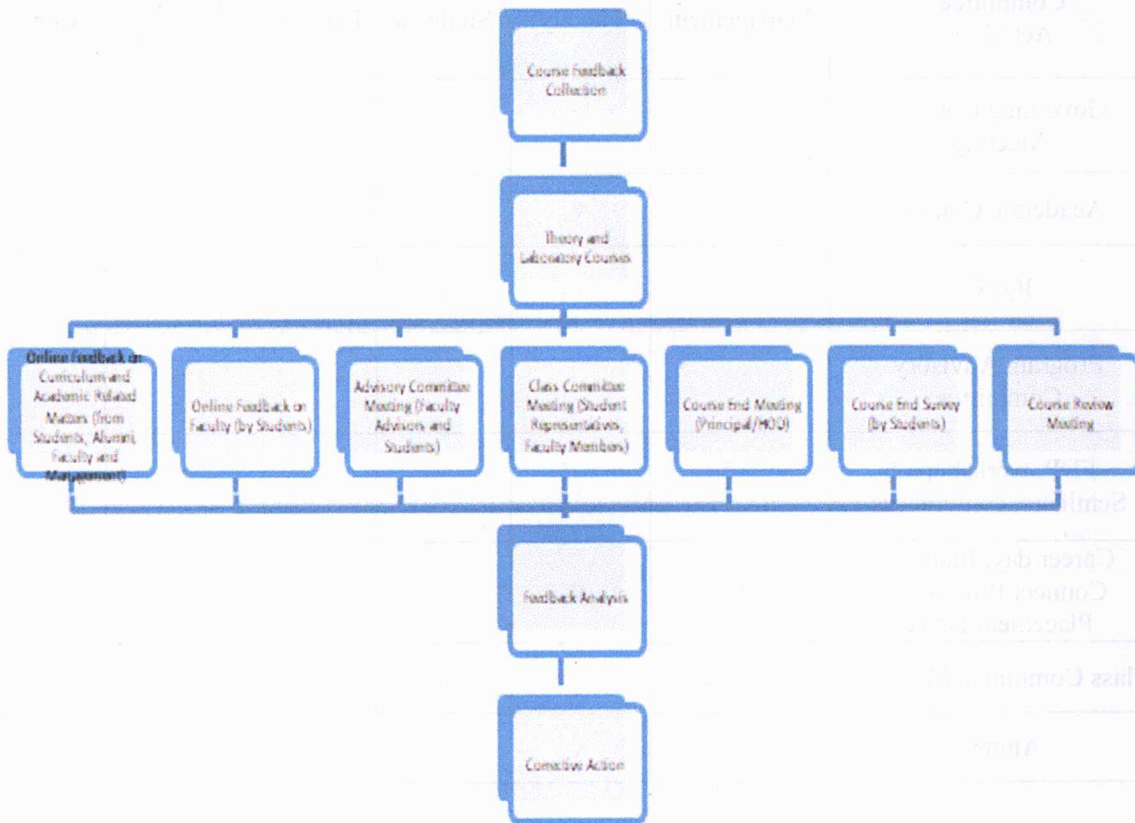
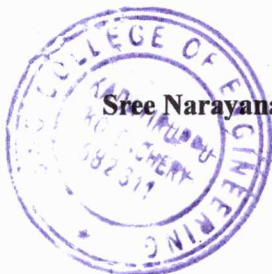


Fig. 1: Feedback System

7.a. Feedback on Teaching-Learning Process

Feedback from students are obtained periodically by the Head of Departments at course review meetings, Class Advisory meetings, Class Committee meetings and end semester meetings. Additionally online surveys, Graduate surveys and alumni surveys are also obtained. Students also provide pointers on criteria-based feedback which are collected, analyzed and presented to HoDs.

The feedback is studied and suggestions for improvement are issued forthwith.



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A few modes of feedback

SN	Feedback mode	Frequency of feedback Collected / Focus of meeting	Composition
1	Advisory Committee Meetings (Faculty advisors act as mentors)	Three times in a semester (beginning, middle and end). Focus: To uncover students' problems, to help and motivate them to progress in their studies. (Minutes of meetings cover feedback)	Students of a class, faculty advisors
2	Class/Course Committee Meetings	Three times in a semester (beginning, middle and end) Focus: Course Delivery, assessment mode, syllabus coverage, pace of delivery, problems faced in course delivery and solutions to problems thereof (Minutes of meetings include add feedback)	Few chosen student representatives, course teachers.
3	Course review meeting	Three times in a semester: Focus: Reminder of course delivery, and introduction of new student-centric and other methods, and evaluation at the end. (Minutes of meetings include feedback)	Program Head (Dept Head) and course teachers.
4	Top-level terminal meeting	Once in a semester (one week before the end of a semester) Focus: Review of course delivery (Minutes of meetings embody feedback)	Principal and Program Heads (Dept Heads)
5	Course end survey	Once in a semester, (Few days before the close of semester) Focus: Attainment of course outcomes of a course. (survey forms are used)	Each class

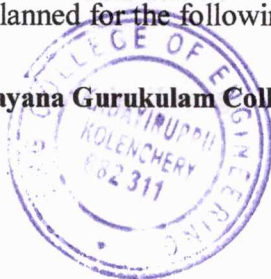
9. Additional Feedback

Course outcome attainment ascertained at the end of each semester and Program outcomes obtained every year along with Graduate Survey are also valuable feedback. They raise questions as to why attainment level is low, in case, and what can be done to move on to higher levels of attainment. Action plan to improve student performance and attainment of outcomes will be worked out.

10. Student Mentoring System

Mentoring and Counselling are planned for the following aspects:

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- Improvement of academic performance
- Develop a research orientation
- Guidance for a professional career, higher studies, and skill development
- Resolve personal issues: Behavioural, psychological
- Encourage spirit of innovation by motivating and training students to participate in contests, conferences, projects and internship.
- Motivation to pursue extra-curricular and social activities
- Develop personality and character
- Foster good values, healthy living and discipline

11. Academic Monitoring and Student Support

One senior faculty advisor (SFA) and a faculty advisor (FA) are assigned to a group of twenty-five to thirty students in a class. The SFA and FA offer guidance and help to solve student issues on academic and non-academic matters including personal issues. The SFA also arranges separate or combined meetings with advisors, course faculty, parents and students as and when required and discuss academic progress of students under their advisory group.

Advisors keep records of their counselling sessions with students. Other pertinent data are also maintained. The goal of academic monitoring and student support is to help student make unhindered progress in their studies.


After each test, the performance of students is assessed. Good performance is encouraged. Average or poor performance is discussed with parents either in person or through other means. Counselling remedial classes and performance mentoring are carried out till a satisfactory level is reached and motivation lessons will continue to sustain performance.

12. Students' Feedback on Faculty

Experience has shown that student feedback on faculty is more often than not misplaced and does not reflect fair judgment. It is often an *emotional* expression. Therefore to ensure objective verity of student feedback it should be correlated with evidence of students' learning in response to teachers' efforts. Student-attendance, regular class notes kept by students, timely submission of student work and student performance can be considered as



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evidence of student learning. Teachers will also maintain a course diary of their efforts at teaching.

Proper evaluation of a faculty member has to be based on evidence of teachers' efforts, student-evidence of learning and student feedback. Evaluation based solely on student feedback is looking at only one side of the matter given the emotional response of students. Hence, student evaluation of faculty should be judged in the light of student-evidence of sincere efforts at learning and the efforts of faculty at teaching.

13. Mode of Student Evaluation of Faculty

College ERP software, *ETlab*, has the feature of faculty evaluation. The Institution makes use of this tool for faculty evaluation. The feature of evaluation has all the aspects of teaching-learning process. The survey is subjected to an analysis and the result goes to HoDs. If necessary, corrective action is planned in consultation with the Principal.

14. Outcomes of Corrective Measures

Type	Feedback			Corrective measures	Beneficiaries	Outcome
	Collected by	Given by	Mode			
Direct Indirect Interactive	Faculty Advisor HoD Principal	Student Program Advisory Board Industry Placement Trainers Parents Alumni	Faculty advisor- student meeting. Class/course committee meeting. Course end survey. Student faculty evaluation. Alumni Meeting. Placement Training. Job Interviews.	Advanced learner programs Remedial class for slow learners Training programs Counseling Scholarship	Students	Uni exam results Learning Enrichment facilities Higher education opportunities Employability skill acquisition Entrepreneurship development Psycho-social development Socio-economic development

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				Faculty Development Program	Faculty	Faculty empowerment
				Academic Audit	Programs/ Dept	Program development
				Management review	Institution	Vision attainment Infrastructure Ranking Quality Improvement
				Extension activities	Society	Social responsibility Community Development

15. Academic Audit

The University-mandated internal and external academic audits are seen as effective feedback.

The process of academic audit aids the Institution, faculty and students for success in engineering education. For the proper functioning of the educational system in the Institution and to quantify the efforts made by the faculty and students proper assessment systems are in place. These include the assessment of course delivery vis-à-vis the curriculum and syllabi of the University, the co-curricular and extra-curricular activities of students, overall discipline, and the academic functioning of the Institution, efficient discharge of the duties and responsibilities of faculty members, monitoring of the progress of courses, internal assessments, student welfare redressal of grievances etc. The process of academic auditing intends to monitor and enhance quality of technical education through proper guidance for both teaching faculty and students so as to ensure that qualified engineers and researchers are groomed by the Institution.

The objectives of academic audit are:

- To ensure academic accountability
- To present properly groomed technical graduates
- To safeguard functionalities of technical education



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- To define effectiveness of teaching-learning process and to devise methodologies for ensuring maximum output from faculty and students.
- To ensure that 'Outcome Based Education' is followed.

16. Feedback on Facilities

The Institution has provided good facilities. Assessment of facilities is done based on the feedback from students, faculty, Program Advisory Board, alumni, parents, employer and industry experts. Suggestion-Box and Grievance Redressal Committee collect information and forward to higher authorities. Alumni also offer suggestions on facilities. Feedback is also collected during the exit survey and parent-teacher meetings about the facilities of the Institution to guarantee a highly effective learning environment.

As regards outcomes and corrective action, selective strengthening of the infrastructure for various facilities are taken from time to time based on the feedback and survey reports to improve the facilities of the Institution.

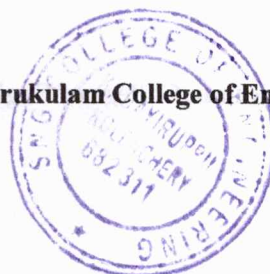
17. Administrative Audit

Academic functioning rests on administrative service. Therefore, the quality of administrative service should also be enhanced, and hence administrative audit is in order. Such an audit will show up areas which need betterment in service. Some of the administrative areas are finance, library, computer centre, recruitment, store, purchase, establishment, examination, security, house-keeping, health centre, transport, admission, engineering, sports alumni interface, archive, (records of past students), academic units like Industry-Institute-Interaction cell, research and consultancy cell, placement cell etc.

The purpose of Administrative audit is to yield relevant feedback for improvement.

18. Value of Feedback

Feedback in both academic and administrative areas is expected to provide information that are essential for growth in quality of service which is a continuous process. With time there is bound to be dip in standards for most institutions. This is where feedback comes in handy, as it can be a stimulus for raising quality standards. Therefore feedback is imperative.



POLICY ON SKILL DEVELOPMENT

1. Introduction

The objectives of the national policy on skill development are (i) to create opportunities to the people to acquire skills throughout their life especially for youth, women and disadvantaged sections of the society. And (ii) to promote commitment by all stakeholders to own skill development initiatives. If we have to promote the development of our country, our mission has to be skill development and “Skilled India”. 62% of the India’s population is in the working age group (15- 59 years) and more than 54% of the total population is below 25 years of age. This demographic dividend of India is a great opportunity to transform India as the ‘skill capital’ of the world. Based on the national skill development policy, government of India has initiated several schemes for skill development. The following are some of the initiatives taken by the Government.

1. Pradhan Mantri Kaushal Vikas Yojana for technical institutions (PMKVY – TI)
2. Employability Enhancing Training Program (EETP)
3. National Employability Enhancement Mission (NEEM)
4. AICTE-Start up policy
5. Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY).
6. Leadership Development Programs.


Skills and knowledge are the driving forces of economic growth and social development of a country. Realizing the significance of skill development and the importance given to skill development by government of India, AICTE and other statutory bodies, Sree Narayana Gurukulam Charitable Trust (SNGCT) has established a Skill Development Centre (SDC) to offer several skill development programs to the students of SNGCE and the youth and disadvantaged sections of the society within the proximity of the college. This centre has been entrusted the responsibility to train the students from within and outside by providing training in industry ready, future ready skills.

2. Objectives of SDC

- Provide opportunities to enhance employment/ self-employment.



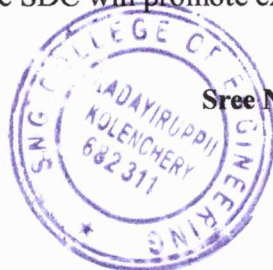
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- Offer skill development programs by every department in the college as per the guidelines given by SDC.
- Train students and others to adjust dynamically to the changing demands of employment and technologies.
- To provide training programs to effectively use the creativity and innovativeness of the students and youth to solve the problems of the society and enable them to adapt to changing technologies and job market demands.
- To strengthen competitiveness of trainees and create opportunities for all students within and outside to acquire relevant and innovative skills to have a quality life in the world of Artificial Intelligence

3. Policies of SDC

- The target group of skill development is all the students of UG and PG programs of SNGCE and interested students from outside.
- SDC will identify skill development needs based on consultations with industries and observation of job market trends.
- SDC will develop curriculum for different skill development programs, leaflets, brochure and catalogue etc...
- SDC will decide the type of skills, range and depth of skills to facilitate students to choose from them.
- SDC will determine skills competency standards and qualification frame work.
- SDC will ensure affiliation and accreditation of various skill development programs of each department.
- SDC will promote partnership and collaborate consciously with government and non-government organizations, skill providers, training providers, professional societies, self-help groups, cooperatives, industries, etc.
- SDC will create a mechanism for regular consultation with stakeholders.
- SDC will provide opportunities to students for skill development through e-learning, web based learning and distance learning.
- The SDC initiatives are based on national policy on inclusivity.
- The SDC will promote excellence and meet the requirement of a knowledge economy.



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- SDC will have provision for the students to accumulate knowledge and skills and convert them through testing and certification into higher diplomas and degrees.
- SDC will promote lifelong learning, continuous up gradation of skills and knowledge.
- SDC will focus on shorter, relevant and effective skill development courses that will be meeting the demands of fast changing and challenging job market trends.
- SDC will collaborate with industries for formal apprenticeship to provide on- the Job Training (OJT) to the trainees.
- SDC will have quality assured learning practices, credible assessment and certification process.
- SDC will provide students nationally and internationally recognized skill development programs to gain access to decent employment.
- SDC will promote commitment by all stake holders to own and contribute towards the skill development initiatives of the Centre.
- SDC will enable establishment of flexible delivery mechanism that respond to the characteristics of a wide range of needs of stakeholders.
- SDC will ensure effective coordination among different departments of the college.
- SDC will provide access to formal and informal apprenticeship and other type of training by enterprises.
- SDC will provide training for self-employment, entrepreneurial development.
- SDC will identify competency to be developed and setup competency standard.
- SDC will ensure proper delivery of skills and will conduct, monitoring and evaluation of the skill development initiatives.
- SDC will design skill development programmes for selected students and women from the neighbourhood of the college.
- SDC will provide skill development programs for the unorganized sector as well as rural and remote areas where the training infrastructure is in sufficient.



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POLICY ON COLLABORATIONS

Whenever appropriate Collaboration will be agreed upon by the Institution and the other parties upon mutual agreement, and both parties will enter into negotiations on the following general form of cooperation and sign an MOU.

1. Joint research activities leading to journal publications
2. Exchange of academic information and data subject to copyright issues.
3. Joint hosting of conferences, seminars and special thematic lectures
4. Mobility of staff for special training and research collaboration
5. Exchange of students for semester abroad programmes
6. Co-operation and participation in lectures, seminars and conferences

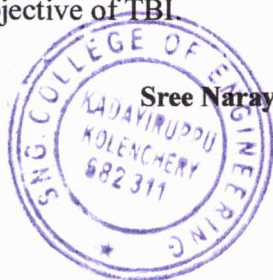
The themes of joint activities, the terms and conditions for utilising the outcome / results achieved, the arrangement of specific visits and other forms of cooperation will be expressed in the agreements for each specific case by the concerned parties.

The implementation of any agreement will commence upon its signing by both parties, and it will be valid for the period mentioned in the agreement. The contents and terms are subject to revision and modifications by mutual consent. The possibility and terms of renewal of the agreement will be discussed by both parties within six months before its termination.

1. Policy on Incubation/ Innovation

Policy in Incubation follows the objectives and policies of Gurukulam Technology Business Incubator (G-TBI) which narrates under Sec. 4 to 16., and however the policies and procedures are viz (sec-4).

- 1) Host institute (HI) make substantial investments of resources in the incubation activity and will be conscientious in the due diligence process before admitting an entrepreneur into the programme. In addition whenever resources are limited only a limited number of spaces are available in the incubator programme.
- 2) The incubator policy is to identify those entrepreneurs who are most likely to assist the broad objective of TBI.



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- 3) TBI analyses the entrepreneur's ideas, available resources entrepreneurial experience, and need for incubation services, to determine its probability of success. The expert committee appointed then forwards its recommendations to HI which makes the final admission decision, which may involve a personal interview with the entrepreneur:
- 4) Possible admission decisions include:
 - i) Acceptance for immediate admission to the programme or
 - ii) Conditional acceptance
 - iii) Rejection of the application
 - iv) Companies accepted conditionally are placed on a waiting list for the next available space in the programme. When space opens up, all waiting list companies still interested in the programme are re-evaluated to properly consider changes in their situation since the initial acceptance. The committee then selects the best-qualified company for admission to the membership.



QUALITY POLICY FOR RESEARCH

The quality policy for research under ORI typically outlines the commitment of the organization or institution to conducting research that is reliable, rigorous, and ethical. The policy communicates the organization's overall goal for research quality and provides specific guidelines for achieving that goal.

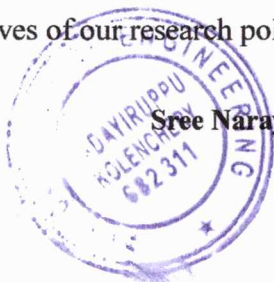
The constituents of some key elements that are included in the quality policy for research are:

1. **Commitment to excellence:** The policy should emphasize the organization's commitment to conducting high-quality research that meets or exceeds accepted standards in the field.
2. **Rigorous methodology:** The policy should require the use of accepted standard research methods that are appropriate to the research question, including appropriate sample sizes, statistical analyses, data collection procedures and methods of implementation.
3. **Ethical conduct:** The policy should require adherence to ethical standards in research, including obtaining informed consent from participants, protecting participant privacy, and avoiding conflicts of interest.
4. **Transparency and reproducibility:** The policy should encourage transparency and reproducibility of research findings, including making data and methods available to other researchers for review and replication.
5. **Continuous improvement:** The policy should emphasize the organization's commitment to ongoing evaluation and improvement of research practices, including monitoring of research quality and implementation of corrective actions when necessary.

Overall, a quality policy for research is clear, comprehensive, and aligned with the organization's overall mission and values. It will be regularly reviewed and updated to reflect changes in the field and best research practices.

1. Research Policy

1. **Purpose and Objectives:** Our college is committed to fostering a research culture that promotes scientific discovery, technological innovation, and societal impact. The objectives of our research policy are to:



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- 1.1. Enhance the quality and quantity of research conducted by faculty, students, and staff.
 - 1.2. Promote interdisciplinary and collaborative research that addresses societal challenges and opportunities.
 - 1.3. Create a supportive environment for researchers that provides access to resources, funding, and professional development opportunities.
 - 1.4. Foster partnerships with industry, government, and other institutions that facilitate the translation of research into practical applications.
2. **Research Ethics and Integrity:** Our college is committed to the highest standards of research ethics and integrity. We expect all researchers to:
- 2.1. Conduct research in a manner that respects the rights and dignity of research participants, and ensures the confidentiality and privacy of their data.
 - 2.2. Disclose and manage conflicts of interest that could compromise the objectivity or credibility of their research.
 - 2.3. Adhere to ethical guidelines and regulations relevant to their research area.
 - 2.4. Ensure the reproducibility and transparency of their research findings.
 - 2.5. Report research misconduct or unethical practices to the appropriate authorities.
3. **Research Support and Resources:** Our college provides support and resources to facilitate research activities, including:
- 3.1. Access to state-of-the-art facilities, equipment, and software.
 - 3.2. Seed funding, grants, and fellowships to support research projects and collaborations.
 - 3.3. Professional development opportunities, including training in research methods, grant writing, and communication.
 - 3.4. Administrative support for research-related tasks, such as grant applications, ethics approvals, and patent filings.



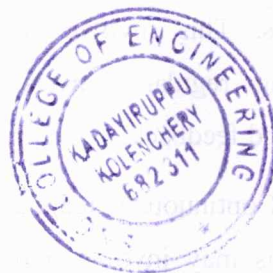
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3.5. Research promotion and dissemination activities, such as conferences, seminars, and publications.

4. **Intellectual Property:** Our College recognizes the importance of intellectual property rights and encourages researchers to protect and promote their inventions and discoveries. We provide support and resources to facilitate the process of patenting, licensing, and spin-off company formation.
5. **Evaluation and Improvement:** Our college is committed to continuous improvement of our research policy and practices. We regularly evaluate our research activities and outcomes to identify strengths, weaknesses, and opportunities for improvement. We welcome feedback from our researchers, stakeholders, and external partners to ensure that our research policy remains relevant, effective, and responsive to the changing needs of society.



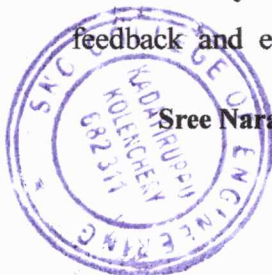
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IMPLEMENTATION OF RESEARCH POLICY

The implementation of research policies involves a multi-step process that requires careful planning, coordination, and communication. Here are the recommended implementation methods for research policies:

- 1. Establish Clear Goals and Objectives:** The first step in implementing research policies is to clearly define the goals and objectives of the policy. This involves identifying the key issues and challenges that the policy is designed to address, as well as the specific outcomes that are expected.
- 2. Develop an Action Plan:** Once the goals and objectives have been established, develop an action plan that outlines the specific steps and activities that are needed to implement the policy. This may involve identifying the resources, personnel, and funding needed to carry out the plan.
- 3. Identify Stakeholders:** Identify the stakeholders who will be affected by the policy and involve them in the planning and implementation process. This may include researchers, funding agencies, policymakers, industry partners, and other stakeholders who have an interest in the research.
- 4. Establish Monitoring and Evaluation Mechanisms:** Set up mechanisms for monitoring and evaluating the implementation of the policy. This may involve developing metrics to measure progress, establishing reporting requirements, and conducting regular evaluations to assess the effectiveness of the policy.
- 5. Provide Training and Support:** Provide training and support to researchers and other stakeholders to help them understand and implement the policy. This may include workshops, training programs, and other capacity-building activities.
- 6. Communicate Effectively:** Effective communication is critical for the successful implementation of research policies. This involves communicating the goals and objectives of the policy, providing regular updates on progress, and engaging stakeholders in ongoing discussions and feedback.
- 7. Continuously Adapt and Improve:** Continuously adapt and improve the policy based on feedback and evaluation results. This may involve making changes to the policy or



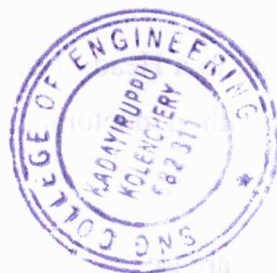
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modifying implementation strategies to ensure that the policy is effective and achieves its intended outcomes.

Overall, the implementation of research policies requires a comprehensive and systematic approach that involves careful planning, stakeholder engagement, effective communication, and ongoing monitoring and evaluation. By following these implementation methods, the ORI and college can ensure that our research policies are effectively implemented and achieve their intended outcomes.



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OFFICE OF RESEARCH INTEGRITY (ORI) STRUCTURE

To cultivate and sustain a culture of research integrity, an Office of Research Integrity (ORI) is to be established. The objectives of ORI are:

- 1) Keep abreast of current good practices for promoting proper management and conduct of research
- 2) Deploy a research management and monitoring system to keep track of grant proposals, research projects, publications, and other research products
- 3) Develop a checklist and training programmes for researchers to familiarize themselves with research integrity and potential pitfalls
- 4) Provide a code of conduct (processes and procedures for dealing with allegations of research misconduct)
- 5) Build checks to minimize conflicts of interest among members/ reviewers.

The ORI will provide guidelines regarding processes and procedures for dealing with allegations of research misconduct. The guidelines will

- a) Provide clarity regarding procedures for addressing allegations of misconduct, Plagiarism, etc.
- b) Keeping facilitate records and documenting (i) the source of the allegation, (ii) how the allegation was addressed, (iii) the outcome of the investigation, and (iv) the penalties meted out, if any.

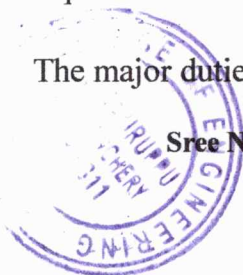
1. Head - ORI: major duties and responsibilities

The ORI comprises the Chairman (the CEO), Vice-Chairman (the principal), Member Secretary and Members which include Heads of Departments, Deans of Research, DIRC Member, Ethics committee, the legal advisor and subject experts as external members.

The role of Head of ORI is assigned to a Head of the Department or staff, not below the rank of Associate Professor with a doctorate and not less than 10 years of experience.

The major duties and responsibilities are to:

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1. Ensure a suitable ecosystem for research and development in the institution
2. Formulate and amend suitable research policies and practices that are to be followed in the Institution
3. Ensure integrity and ethical practices in research activities by facilitating approvals in formal committees
4. Equip faculty, research scholars and students through capacity-building initiatives like **Skill-up Programmes and Training Group [SPATG]**.
5. Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure
6. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
7. Facilitate access to grants and funding for research projects through governmental and non-governmental organisations at national and international levels.

2. Principal Members - ORI

The principal member together with the Head ORI will:

1. Ensure a suitable ecosystem for research and development in the institution
2. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
3. Ensure each department is regularly involved in any Innovation, Research and Extension activities.
4. Ensure operational and execution integrity of research and innovation and promote proactive research and innovation culture in the corresponding stream of study.
5. Ensure the coordination between staff and students to encourage effective innovations and instil a research culture within the campus.
6. Encourage learning through research and innovation




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3. ORI Structure

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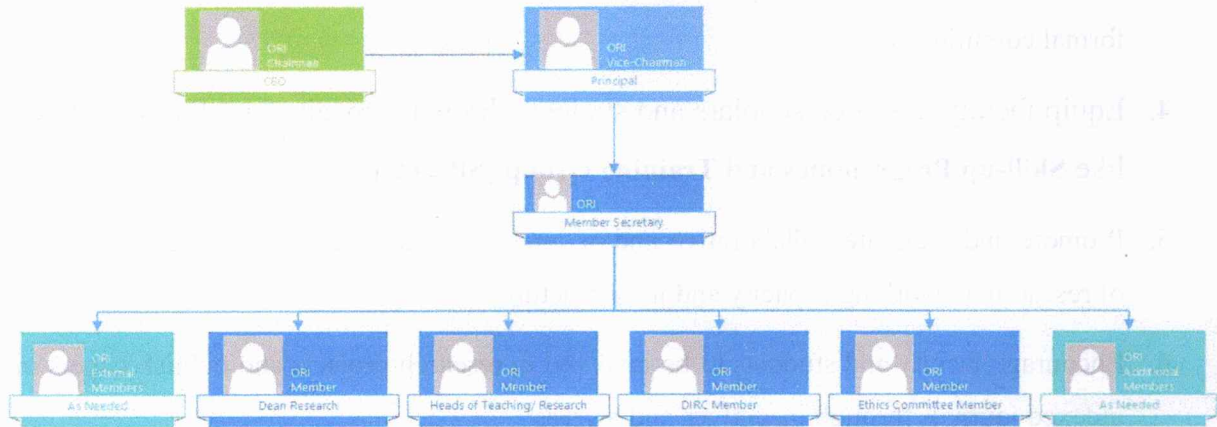


Fig. 1: ORI Structure

4. Associate Members – ORI

1. Associate members are elected based on the urgency and requirement of the project and as and when the additional resource is needed.



POLICY OF FUNDING FOR RESEARCH AND INNOVATION

The funding policy for research and innovation in the colleges can vary depending on the institution and the funding agency. A few general guidelines for strengthening the research funding are

1. **Government/ Non-Government funding:** The Indian government provides funding for research and innovation through various agencies such as the Department of Science and Technology (DST), Department of Biotechnology (DBT), Department of Atomic Energy (DAE), the Council of Scientific and Industrial Research (CSIR), various initiatives of the Ministry of Education (MoE), and the various other funding agencies and NGOs. These agencies provide grants for research projects, fellowships, and infrastructure development.
2. **Industry collaborations:** Many engineering colleges in India collaborate with industries for funding research and innovation projects. The utilisation of these collaborations can provide funding for specific projects and also provide opportunities for students to work on real-world problems and gain practical experience.
3. **International collaborations:** The college can also seek funding for research and innovation through international collaborations. Many international agencies provide funding for research projects, fellowships, and exchange programs.
4. **Private funding:** Private organizations and individuals can also provide funding for research and innovation projects in engineering colleges. These can include philanthropic organizations, venture capitalists, and angel investors.

The implementation of these clear research and innovation policy will help to develop partnerships with funding agencies and industry partners. Additionally, a well-established research infrastructure, including laboratories, equipment, and qualified faculty, will help to attract funding and support high-quality research.

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THE POLICY OF RESEARCH ETHICS

Sree Narayana Gurukulam College of Engineering (SNGCE) is committed to conducting research in an ethical and responsible manner. The college has established a set of policies on research ethics to ensure that all research conducted at SNGCE are in accordance with the highest ethical standards.

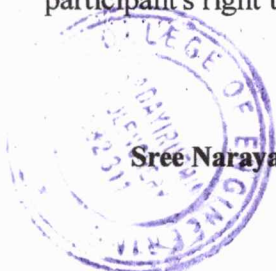
The SNGCE Policies on Research Ethics are based on the following principles:

- **Respect for persons:** All research participants must be treated with respect and dignity.
- **Beneficence:** Research should be conducted in a way that minimizes harm and maximizes potential benefits.
- **Justice:** The benefits and burdens of research should be distributed fairly.
- **Transparency:** All research should be conducted in a transparent manner, and all research data should be made available to the public.
- **Accountability:** All researchers should be accountable for their actions, and should be held responsible for any ethical violations.

The SNGCE Policies on Research Ethics are designed to protect the rights and welfare of research participants, and to ensure that research conducted at SNGCE is conducted in an ethical and responsible manner. These policies are intended to be interpreted in a flexible manner, and should be applied in a way that is consistent with the principles of ethical research.

The following are some of the specific requirements of the SNGCE Policies on Research Ethics:

- **Informed consent:** All research participants must provide informed consent before participating in research. Informed consent means that participants must be given all of the information they need to make an informed decision about whether or not to participate in research. This information should include the purpose of the research, the methods that will be used, the potential risks and benefits of participating, and the participant's right to withdraw from the research at any time.



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- **Confidentiality:** The confidentiality of all research participants must be protected. This means that researchers must not share any personal information about their participants without their consent.
- **Data management:** All research data must be managed in a way that protects the confidentiality of the participants and the integrity of the data.
- **Disclosure of conflicts of interest:** All researchers must disclose any financial or personal ties to the research.
- **Reporting of research misconduct:** Any research misconduct, such as plagiarism or data falsification, must be reported to the SNGCE.

The SNGCE takes research ethics very seriously, and is committed to ensuring that research conducted at SNGCE is conducted in an ethical and responsible manner. For any questions about the SNGCE Policies on Research Ethics, the SNGCE Ethics Committee is to be contacted.

Here are some additional tips for conducting ethical research at SNGCE:

- Be transparent about your research. Participants should be aware of the purpose of their research, the methods that will be used, and the potential risks and benefits of participating.
- Obtain informed consent from all participants. This means that participants must understand the research and agree to participate voluntarily.
- Protect the confidentiality of the participants. This means that they should not share any personal information about the participants without their consent.
- Disclose any conflicts of interest. Details of financial or personal ties to the research, if any you should be disclosed to the participants.
- Report any research misconduct. If you become aware of any research misconduct, such as plagiarism or data falsification is noticed, the same should be reported to the appropriate authorities.


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THE POLICY OF PUBLICATION ETHICS

Sree Narayana Gurukulam College of Engineering (SNGCE) is committed to the highest standards of publication ethics. The college has adopted the following policies to ensure that all publications by SNGCE faculty, students, and staff are made in an ethical and responsible manner.

1. Plagiarism

Plagiarism is the use of another person's work without proper attribution. It is a serious offense that can have serious consequences, including academic dishonesty charges, expulsion from the college, and the loss of professional opportunities.

SNGCE has a zero-tolerance policy for plagiarism. All publications by SNGCE faculty, students, and staff must be free of plagiarism. All authors are responsible for ensuring that their work is original and that all sources are properly cited.

2. Data falsification and fabrication

Data falsification is the intentional manipulation of data to make it appear to support a particular conclusion. Data fabrication is the creation of false data. Both are serious offenses that can have serious consequences, including academic dishonesty charges, expulsion from the college, and the loss of professional opportunities.

SNGCE has a zero-tolerance policy for data falsification and fabrication. All publications by SNGCE faculty, students, and staff must be based on accurate and reliable data. All authors are responsible for ensuring that their data is accurate and that all methods are properly described.

3. Multiple publication

Multiple publication is the publication of the same or substantially similar work in more than one venue. It is considered unethical because it can mislead readers and waste research resources.



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SNGCE has a policy on multiple publication that requires all authors to obtain permission from the college before submitting a manuscript for publication that has been previously published or is under consideration for publication elsewhere.

4. Authorship

Authorship is a measure of responsibility for a piece of work. All authors of a publication must have made a significant contribution to the work.

SNGCE has a policy on authorship that requires all authors to meet the following criteria:

- They must have made a significant intellectual contribution to the work.
- They must have approved the final version of the manuscript.
- They must be willing to take public responsibility for the work.

5. Confidentiality

Confidential information is information that is not publicly known and that is not intended to be shared with others. It is important to protect confidential information, especially when it is related to research.

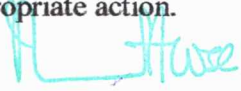
SNGCE has a policy on confidentiality that requires all authors to protect confidential information. This includes information that is shared with them by their research participants, their colleagues, or their employers.

6. Reporting of research misconduct

Research misconduct is any intentional act that seriously compromises the integrity of the research process. It includes plagiarism, data falsification and fabrication, multiple publication, and authorship misconduct.

SNGCE has a policy on research misconduct that requires all faculty, students, and staff to report any suspected research misconduct to the college's ethics committee. The ethics committee will investigate reports of research misconduct and take appropriate action.




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THE POLICY OF RESEARCH PROMOTIONS

The research promotion policy of a college is a set of guidelines and strategies of ORI designed to encourage and support research activities among faculty and students. The following are some key elements of the research promotion policy for our college:

1. **Encouraging a research culture:** The policy should emphasize the importance of research as an integral part of the academic mission of the college. It should encourage a culture of curiosity, innovation, and creativity among faculty and students.
2. **Providing funding and resources:** The college should allocate resources for research activities, including funding for research projects, travel grants, and access to research facilities and equipment.
3. **Supporting interdisciplinary research:** The policy should encourage collaboration across disciplines and departments to promote interdisciplinary research, which can lead to more innovative and impactful research outcomes.
4. **Recognizing and rewarding research excellence:** The college should establish a system to recognize and reward research excellence among faculty and students. This can include awards, fellowships, and other forms of recognition.
5. **Promoting the dissemination of research outcomes:** The policy should emphasize the importance of disseminating research outcomes through publications, presentations, and other channels. The college should provide support for faculty and students to present their research at conferences and publish their work in high-quality journals.
6. **Establishing partnerships with industry and other institutions:** The policy should encourage the establishment of partnerships with industry and other institutions to promote research collaborations and knowledge transfer.
7. **Providing training and mentorship:** The college should provide training and mentorship opportunities to help faculty and students develop their research skills and knowledge.



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The effective research promotion policy will provide a supportive and enabling environment for research activities and encourage a culture of excellence and innovation among faculty and students.



A handwritten signature in blue ink, appearing to read "R. Huse".

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POLICY ON CONSULTANCY

The SNGCE has the following general policy on consultancy services:

1. Consultancy is a practice of sharing intellectual knowledge, and expertise, as an individual staff or a group of staff members using the resources / facilities / infrastructure of the institution for offering solutions to the problems (received from collaborating industries / corporate / institutions).
2. All faculty members are encouraged to take up a consultancy with relevant institutions and corporates of high repute.
3. The consultancy provided may be of two types:
 - An individual staff offering consultancy on behalf of the institution
 - A group / a team of staff members offering consultancy on behalf of the institution.
4. The consultancy services might include - providing subject-specific input / offering technical assistance, data analysis, policy drafting, theoretical framework, advisory in HR / healthcare / business / finance, making of prototype / model / product designing / software designs and technical analysis.
5. Appropriate Memorandum of Understanding (MoU) and Memorandum of Agreement (MoA) need to be executed between the college and industries / corporate / institutions, seeking consultancy services.
6. The ORI and R&D will receive the problem statement(s) from collaborating industries / corporate / institutions. The principal consultant will be identified by the ORI or the team authorized by the ORI.
7. A detailed work plan, including consultancy fee needs to be approved by both the partnering institutions before the commencement of consultancy.
8. The consultancy services should not interfere in the discharge of primary duties of faculty members of the college.
9. The college management will provide the necessary amenities for the consultancy services.

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10. All consultants need to abide by the revenue sharing criteria determined by the college, which would be decided for the individual projects.
11. Any difficulty or challenge faced during the course of consultancy should be brought to the immediate knowledge of the ORI and the partnering institutions / organization.
12. The consultancy fee payment schedule must be mutually agreed upon before beginning the work.
13. Any deviation from the objectives and terms of reference of consultancy services should be approved by both institutions.
14. On the consultancy completion, a report must be submitted to the college and the partnering industries / corporate / institutions.



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POLICY ON INNOVATION AND DEVELOPMENT

The Office of Research Integrity functions as per the following general policy and guidelines to achieve high-quality and world-class research standards

1. To organise workshops, conferences and seminars to provide a conducive climate for research and development.
2. To provide information and news bulletins on research projects and research funding of national and international agencies.
3. To sensitise Departments and faculty on potential research and development spheres areas.
4. To establish an integrated and inter-departmental research environment to nurture research culture.
5. To facilitate collaborative research projects and activities with national and international institutions, industries and other professional bodies.
6. To encourage research at BTech, MBA, MCA, Science, M.Phil., PhD and Post - Doctoral levels through provisions of research awards and rewards.
7. To motivate faculty and students to publish and present research papers/articles at various national and international conferences and seminars by providing appropriate financial grants.
8. To provide infrastructural facilities to Departments and faculty members to facilitate and promote research.
9. To identify financial and infrastructural resources to improve and strengthen research competencies.
10. To offer financial assistance (full/partial) to encourage the staff and research scholars to present research papers in conferences/seminars.
11. To encourage the publication of books, monographs, research papers, book chapters etc., by providing financial assistance and infrastructural research ambience.



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12. To bring out exclusive research journals in the Management, Sciences and Technology disciplines.
13. To encourage the staff by way of leave with a lien on substantive poststo register for and acquire Doctoral Degree.
14. To encourage Departments for the publication of conference proceedings with ISSN.
15. To encourage IPRs and start-ups as an outcome of research and development endeavours.
16. To offer research facilities to students, especially the underprivileged from other institutions of the state and country to nurture their research skills.

1. Anti-plagiarism policy

An anti-plagiarism policy for the college typically outlines the guidelines and procedures for identifying and addressing instances of plagiarism among students. Some key elements are included in the anti-plagiarism policy for college as follows:

- i. **Definition of plagiarism:** The policy should provide a clear definition of plagiarism, which may include using someone else's work or ideas without proper attribution, submitting work that has been previously submitted for academic credit, or purchasing and submitting work from a third party.
- ii. **Guidelines for proper citation:** The policy should outline the proper citation guidelines for different types of sources, such as books, journals, websites, and other resources. This may include specifying the citation style to be used.
- iii. **Consequences of plagiarism:** The policy should clearly outline the consequences of plagiarism, which may include receiving a failing grade for the assignment, failing in the course, suspension or expulsion from the college, or other disciplinary action.
- iv. **Detection of plagiarism:** The policy should outline the procedures for detecting plagiarism, which may include using plagiarism detection software or conducting manual checks of the work.

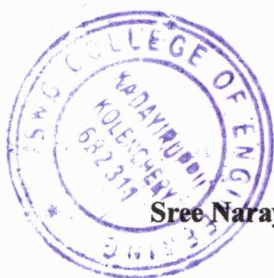



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- v. **Procedure for reporting plagiarism:** The policy should outline the procedure for reporting suspected cases of plagiarism, which may include notifying the instructor or academic department, submitting evidence of plagiarism, and initiating an investigation.
- vi. **Appeal process:** The policy should outline the appeal process for students or researchers who have been accused of plagiarism and wish to dispute the findings.
- vii. **Educational resources:** The policy should provide information about educational resources available to help students avoid plagiarism, such as workshops, tutorials, and online resources.

The effective anti-plagiarism policy will be communicated clearly to all students and faculty members, and are regularly reviewed and updated as needed. By implementing a clear and consistent policy, colleges can help promote academic integrity and ensure that all students have a fair and equal opportunity to succeed.




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POLICY ON INSTITUTIONAL REVIEW BOARD

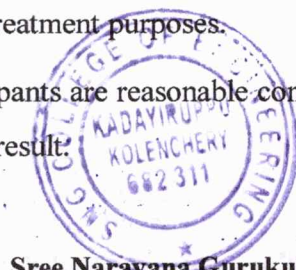
The purpose of the Institutional Review Board (IRB) is to protect the rights and well-being of human subjects involved in research at the SNG College of Engineering (SNGCE). A Human Subject means: "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information" (Code of Ethics of Research and Innovation). All research originating from SNGCE faculty members, staff or students should be reviewed for the protection of human subjects by the IRB. Research originating from outside of SNGCE but involving the study of SNGCE students or employees must also be reviewed by the IRB. All research must be approved by the IRB before starting the research project.

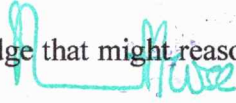
1. IRB

SNGCE's IRB will be, made up of four full-time Principal Members including the Head of ORI, three HoDs or Department Nominees. There will be One external member who will be a leading scientist/ academician. More members may be co-opted for specific projects as and when needed for the role of associate IRB members. The Departments of various streams will provide staff support to the IRB.

The following policies guide all IRB activities and procedures outlined in this document.

1. IRB acknowledges and accepts its responsibility for protecting the rights and welfare of human subjects participating in our research.
2. IRB assures that it and its investigators have satisfied the following requirements before involving human subjects:
 - a. Risks to participants are minimized by using procedures that are consistent with sound research design and do not unnecessarily expose participants to risks or duplicate procedures that are already being performed on participants for prevention, diagnostic, or treatment purposes.
 - b. Risks to participants are reasonable compared to the knowledge that might reasonably be expected to result.





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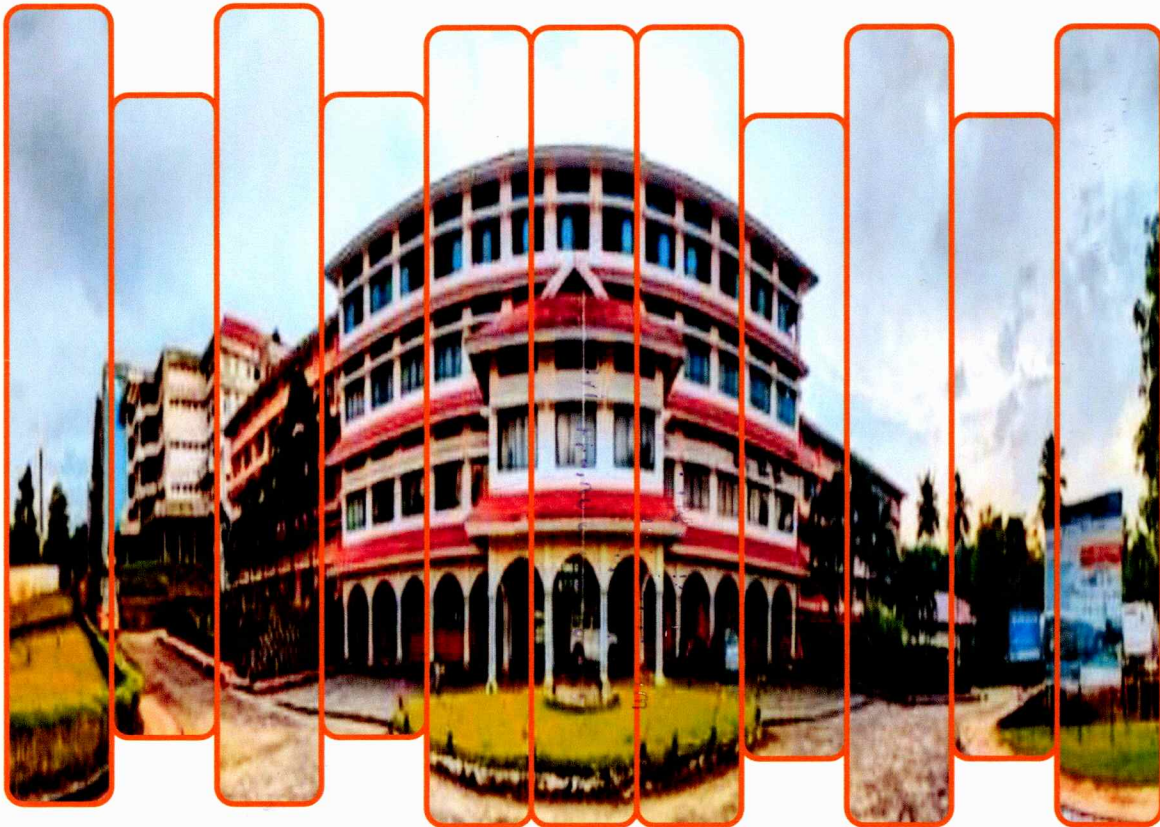
3. The principal investigator (PI) will acquire informed consent appropriate to the project from each prospective participant or the participant's legally authorized representative unless otherwise exempted by the law of research ethics.
4. When required, the principal investigator will appropriately document informed consent and will retain it in a secure manner such as a locked file cabinet or protected computer server.
5. Each research project will have adequate provisions to protect individual participants' privacy and maintain data confidentiality.

In addition to these, the IRB of the institution has to

- a) engage with staff and students in preparing a research project
- b) make staff and students aware of ethical research practices and help them comply with the formal aspects of ethical and intellectual property regulations
- c) guide staff and students through an institution's rules and regulations that govern the proper conduct of research
- d) provide academic advice, including specific guidance on how to conform to the norms and expectations of the academic field
- e) support staff and students in developing their careers both during candidature and beyond
- f) give constructive and critical assessments of the candidates' work
- g) ensure timely feedback, preferably in writing, regarding the progress
- h) assist staff and students with non-academic issues whenever necessary
- i) engage external expert help, where needed, to supplement the internal expertise within an institution for comprehensive guidance.




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