TKM COLLEGE OF ENGINEERING

celebrating60yearsofexcellence

Institutional Policies and Procedures

TKM COLLEGE OF ENGINEERING
Kollam -5

Institutional Policies and Procedures

Contents

1. Quality Policy

We are committed to ensure

- Teaching learning process at par with institutions of national importance
- Benchmark for research and its sustainability in socio-technical aspects
- Efficient and transparent academic and financial administrative systems
- Use of credible, robust and relevant evaluation methods in all institutional systems
- Techno-commercial sensibilities and environmental outlook in graduates

2. Code of Conduct

TKM College of Engineering, Kollam is an institution that nurtures teaching learning process in utmost sanctity and harmony. Besides striving for the best facilities and faculties for a world class education, it also firmly believes in respect, moral values, discipline and integrity that is crucial for the development of the institution as well as its students. The students of today are the nation's engineers tomorrow. We believe in instilling this responsibility in the students of this campus.

Students form the pivotal element in the smooth functioning of an institution and hence TKM is committed to being student-friendly. While having a grievance redressal mechanism at every level to cater to the needs of the students, these efforts are expected to be reciprocatedin the form of good conduct and behavior by the students.

This Code of Conduct intends to guide the students to be aware of their social and moral responsibilities in the campus as individuals and as budding products of this institution.

Section 1: Title and Commencement

This code may be called T K M College of Engineering Kollam Student's Conduct and Disciplinary Code. The code shall be deemed to have come into effect from the date on which the Action Committee/Chairman, TKM College Trust resolved to implement this Conduct and Disciplinary Code.

Section 2: Preamble

T K M College of Engineering is a learning centre where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and maintaining a harmonious atmosphere. Rules and regulations are therefore meant to achieve the contours of these much needed order and discipline. The student community should see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision.

Section 3: Applicability of the Code

The code shall be applicable to all the students admitted to this Institution including any academic programme, activity or event conducted by the Institute. It is the responsibility and

duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the institute and this Code would be binding on and enforceable against them or any among them.

Section 4: Responsibilities of the Students.

The responsibilities of the students shall be to:

1. Familiarize and adhere to this Code and any amendment brought to this Code.
2. Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
3. Follow decent dressing manners, without any obscenity.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop scientific temper.
6. Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
7. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
8. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
9. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
10. Report any violation of this Code to the functionaries.

"By constant self discipline and self control, you can develop greatness of character"- Grenville Klieser

Section 5: Behaviour of the students

1. Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.

2. Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.

3. TKMCE Campus is a "Smoking Free Campus".

4. Silence shall be maintained in the designated premises of the institute.

5. Students should avoid usage of mobile phones in the class room, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously in permitted

6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.

7. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.

8. Students are expected to exhibit highest order of self esteem and self respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.

9. Politically based organizations or outfits are not allowed in the Campus as per order of the Hon'ble High Court of Kerala. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.

10. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.

11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.

12. Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.

13. Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls

14. Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.

15. The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna, gherao,* burning in effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and hostels and even outside.

16. Engaging in *gherao*, keeping under captivity or illegally confining any official of the institute is prohibited

17. Students can park their vehicle in the dedicated space exclusively reserved for them. No two-wheeler riding is permitted into/inside the campus.

18. Students shall leave the classroom only when the session is over with the permission of the teacher.

19. Students charged with criminal offence or under suspension can enter the institute Campus and college hostels only with the permission of the competent authority.

20. Any case of criminal activity or violation of law and order in the institute Campus and hostels will be reported to the police.

21. Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.

22. Students are to follow all the rules and regulations as directed by the University while appearing for any examination.

23. Students are expected not to involve in any conduct which leads to lowering of the esteem of the institution.

"Freedom without rules doesn't work. And communities do not work unless they are regulated by etiquette"- Judith Martin

Section: 6 Respect for Women

Verbal or non verbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares, physical contact, stalking sounds or displays of a derogatory nature which have the purpose and/or effect of interfering

with a woman's academic performance or living environment will be considered as misbehaviour to girls/ladies and is strictly prohibited in the campus and hostels.

Section: 7 Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions:

(a). Minor Sanctions

i) Warning or Reprimand

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

ii) Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act. An undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future will be sought.

(b) Major Sanctions

i) Debarring from Examinations

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.

ii) Suspension

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

iii) Restitution

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any

property kept in the premises of the institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

iv) Forfeiture

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

v) Expulsion

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this institute thereafter.

Section 8: Functionaries under the Code

i) Head of the Departments/ Senior Advisors/Deputy Chief Warden/ Wardens of Hostels. As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged in this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Head of the Departments or Deputy Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Deputy Chief Warden shall have the power to impose minor sanctions as envisaged under section 7(a) of this Code. They may also recommend imposition of major sanctions as envisaged under Section 7 of this Code to the Principal. The Head of the Departments/ Senior Advisors/ Deputy Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher /warden to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments/ Deputy Chief Warden. The wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 5 & 6 of this Code.

ii) Dean, Student Affairs

Any authority of the institute with delegated powers shall have the power to visit/inspect any premises, buildings, hostels or any property of the institute when there is a genuine doubt that any act of prohibited behaviour is taking place. The authority may take any lawful actions to curb such behaviour. The HoDs/ Senoir Advisors/ Deputy Chief Warden/ Wardens of Hostels shall report to the Dean (Student Affairs) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Principal. The Dean (Student Affairs) shall forward the recommendations from the HoDs/ Deputy Chief Warden to impose a major sanction under Section 7(b) of this Code to the Principal after noting his observations. The Dean (Student Affairs) may also *suo moto* recommend action against any student(s) indulging in prohibited behaviour which is brought to his/her notice to the Principal.

iii) Principal

The Principal shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(b) against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

Section 9: Right to Appeal

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Principal and the Dean, Student Affairs (with the concurrence of the Principal) shall have the power and duty to call the Police immediately when there is a threat of law and order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Deputy Chief Warden shall in such a case give a detailed report to the Principal/Dean, Student Affairs. The Principal/Dean, Student Affairs may also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Student affairs Committee

The Institute has a "**Student Affairs Committee**" where the students can air their grievances. The Committee consists of the Dean, Student Affairs, as Convener and faculty and student representatives as members.

Section 12: Undertaking by the Students

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Codein letter and spirit and in case it is violated, it will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Action Committee/Chairman, TKM College Trust, of the institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.

3. Academic Policy and Procedures

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

Time Table: General Time Table shall be published one week prior to the commencement of classes. General Timetable shall be prepared by the Time table coordinator nominated by the Principal. Department timetable shall be published Two weeks prior to the commencement of classes. Department timetable shall be prepared by the time table committee nominated by the Head of the Department.

Class Timings: The institution follows a schedule for 5 day week with 29 hours/week (Monday to Thursday – 6hours and Friday – 5hours) . Classes commence by 9am and ends at 4.15 pm, with an interval of 5 minutes after every hour.

Attendance Timings: Faculty members shall take attendance within the first 5-10 minutes and handover the slip to IQAC representative

Subject groups: In every Department, the subject groups shall function to monitor the Outcome Based Education. At the start of every semester, subject group meetings shall convene to discuss and finalize the Course Plan containing CO –PO mapping, course delivery plan (Date wise) and content beyond syllabus

DMC with support from subject groups shall plan academic activities and ensure its conduct and active participation by the students.

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

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

signature.

Attendance Requirements Shortage of Attendance and Duty Leave: 80% of attendance is mandatory for internal exams including labs. Attendance shall be calculated three working days prior to the series test.

In case of medical emergencies/genuine reasons if a student fails to attain 75 % attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs.

Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian.

Assignments: Students shall do a minimum of three assignments per theory course per semester. The assignments questions shall include complex/open ended problems and the students are encouraged to use modern software/ hardware tools.

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

Role of Advisory system: There shall be a Senior Advisor and a team of advisors for a batch nominated by Head of the Department. Personal and academic data of the students shall be updated and maintained by the advisory team. Performance of the students shall be send to the parents after the first series test by the Senior advisor with the help of advisors. Advisors shall ensure the teachers' evaluation by the students twice in a semester.

Advisors shall support and mentor the students. At-risk students shall be identified at the beginning of the semester itself and proper care shall be given to address their grievances. Students and parents shall be informed about the relevant notifications from the Principal/Head of the Department by the Senior Advisor.

Library Usage: Faculty and students shall utilize the facilities of main library as well as Department libraries for their academic work. The faculty and students are also encouraged to use digital library facilities.

Remedial Class: Every semester, after the second series test, remedial classes shall be arranged

for academically weak students.

Seminar/ Project: Students are encouraged to present seminars from lower semester itself on selected topics. Direct them to select seminar topic, mini project and final year project based on different aspects of a unique/ state of the art problems. For curriculum seminar students are directed to select seminar topics from peer reviewed journals. Students are encouraged to take up quality projects leading to publication of paper(s) in conferences/journals. Poster presentation of final year UG projects and selection of Best UG project for all the branches shall be done. PG thesis final internal evaluation shall be conducted as open defense. All the publications are to follow the standards including avoiding plagiarism and adhering to ethical principles.

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

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

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

4. Academic Procedures and Responsibilities

Sl. No.	Action/initiatives	Responsibility
	GENERAL	
1	All staffs are to undertake all duties/responsibilities assigned by the Hon'ble Chairman/TKM Trust/Principal/HODs/Faculty-in-charges time to time for Institutional development	All Staff
2	All faculty/technical staff must be available in campus at least for 1 hour daily evening for contact/interaction with students	Faculty and Technical Staff
3	Each department/faculty will be given targets for research funding/research publication and upon research collaborations/MoUs with industries and research organizations as decided by the Research Council	Dean, Research Council
4	Evaluation of faculty by students/HODs by faculty/Head of the Institution by faculty (atleast once in every semester)	IQAC
5	Faculty members will be deputed for FDPs in IITs/IIMs/NITs or equivalent national level institutions only (except in most emergency situations by Principal). At least one week FDP programme from such institutions is compulsory in a year.	Principal/HoDs
6	Registration of students to higher semesters: arrangements and planning	UG Dean/PG Dean
7	First year admission, handbook for fresher's and ID cards of students: Norms and Procedures	First year Coordinator
8	General timetable shall be published 1 week prior to the commencement of classes	General Timetable Coordinator
9	Timetable and Roll number entry in ETLAB shall be completed 1 week prior to the commencement of classes	ETLAB Coordinator
	A. Academic Matters (Institute Level)	
10	Academic calendar needs to be published one week prior to the commencement of classes and needs to be strictly adhered to.	Principal/ UG & PG Deans
11	Department timetable shall be published 2 weeks prior to the commencement of classes	HOD/Academic Coordinator

12	Students' programmes should be accommodated in the evenings/weekends without affecting the normal working hours except in most emergency situations	Dean, Student affairs/HoDs
13	Every semester, after the second series test, remedial classes should be arranged	UG Dean/HoDs
14	75% of attendance is mandatory for internal exams including labs. Attendance will be calculated three working days prior to the series test. Shortage of attendance will be reported to examination cell by IQAC. Hall allotments will be done only for eligible students. In case of medical emergencies/genuine reasons if a student fails to attain 80% attendance, the case shall be considered by UG Dean upon reports/recommendations from HoDs.	IQAC/Exam Supdt/Sr adviser/ Adviser
15	Retest shall be permitted only on written request from students duly recommended by the Sr. Advisor. The requests are to be made within 1 week of completion of series test and the retest completed within the next week.	Sr. Advisor/ HoD/Faculty
16	Senior adviser/adviser shall inform the shortage of attendance (monthly) to respective student/parent/guardian	HoDs/ Sr Advisers
17	All laboratories must be opened upon student request at the interest and convenience of students	HoDs/Lab-in-Charges
18	Faculty members are to take attendance within the first 5-10minutes and handover the slip to IQAC rep. Late comers are to be permitted to attend the class anytime without any claim for attendance	All Faculty
19	Timetable of technical staff is also to be displayed in the HOD room along with that of faculty. They need to be assigned with more responsibilities during their free time slots.	Academic Coordinator
20	Students are to report to the examination hall at least 5 minutes prior to the commencement of the examination. No student will be permitted to enter the examination hall 15 minutes after the commencement of internal examination. The student is expected to remain in the examination hall atleast 50% of the duration of the examination. It is the responsibility of the invigilator to collect the answer book from the student before leaving	Faculty

	the examination hall.		
21	Poster presentation of final year UG projects are to be conducted before the last working day of the semester	UG Dean/HoDs
22	PG thesis final internal evaluation shall be conducted as open defense. Minimum one publication based on the thesis is to be made mandatory for submitting the thesis.	PG Dean/HoDs/PG Coordinator
23	Best UG project award-criteria and selection	Dean Research
B. Academic Matters (Department Level)		
24	First faculty evaluation by students shall be conducted within 3 weeks after the commencement of a semester. The report shall be studied along with the class committee reports and remedial actions should be taken.	HoD/Sr Adviser
25	Academically weak students should be discouraged from being absent in the class for arrangement of students programmes.	Advisors
26	Question banks for all subjects should be made available along with Lesson Plan/ Lecture Schedule at the beginning of the semester.	Faculty/DQAC
27	DMC with support from subject groups should plan academic activities for all semester students and ensure its conduct and active participation by the students.	HoD/DMC
28	Active participation of Advisors in mentoring and motivation is to be ensured by conducting weekly meetings. Advisors and faculty should also take extra efforts in moulding the students as responsible citizens.	Sr Advisor/ Advisors
29	Make the lecture and laboratory sessions more informative and minimize the usage of PPT for fundamental/core subjects	Faculty
30	Encourage the students to do quality projects leading to publication of paper(s) in conferences/journals	Faculty/Advisers
31	The quality of Series test question paper(s) should be improved. There should be at-least one challenging question.	Subject Group/ DQAC
32	Avoid home assignments. Better to give class assignment and tough problems which can be solved using modern software/ hardware tools	Faculty/academic coordinator

33	Grace mark system for sessional mark be limited to1 or 2. Even in any exceptional cases, maximum grace mark shall be limited to 3.	Faculty
34	Include active teaching methods/novel methods of content delivery Mini projects, Expert talk, NPTEL	Faculty
35	Initiate Seminar topics from lower semester itself without making the students select it during semester breaks. Direct them to select seminar topic, mini project and final year project based on different aspects of a unique problem.	Advisors/Faculty
36	Encourage students to register and get certificate for online courses	Advisors/Faculty
37	Teachers should not be allowed to use mobile phone/tab/laptop in laboratory classes	Faculty
38	Encourage and Monitor the peer group study mechanism	Advisors
39	Motivational strategies can be adopted to maintain better behavior. (Offering rewards etc.)	Advisors/faculty
40	Encourage the students to refer/follow standard text books.	Faculty/Subject Groups
41	Portions to be covered are to be fixed and informed. Question papersfor series test should be handed over to DQAC within 10 days of the commencement of the classes for that session. Ensure that COs are properly addressed in question paper setting	DQAC/Subject Group
42	Before the first internal exam, academic coordinator/HOD ensure that the topics/portions assigned for the examination are completed.	HoD/ DQAC/ IQAC
43	Advisors may conduct class meetings every two weeks. HODs should ensure monthly meeting of Senior Advisors and AcademicCoordinators	HoDs/Advisers
44	Library based tasks should be must	Faculty/Subject Group
45	Faculty members are to enter the series test marks in ETLAB within 7 days of the particular examination	Faculty
46	One class wise get-together of students and concerned staff may be	Advisers/HoDs

	arranged every semester	
47	AT RISK students are to be identified early. Proper mechanism to address their grievances.	Faculty/Advisors
48	**Remedial Workshops:** Majority of courses requires pre requisites. If the students have not acquired the pre requisites, it would be difficult for them to understand the courses even if it is well taught. Before the start of a semester (or during the initial days) workshops/tutorial sessions can be arranged to impart knowledge and skills required for better understanding of core subjects.	Subject Group/ DQAC
49	**Pre-requisite Evaluation Test:** For courses which require pre requisites, an evaluation of students' knowledge and understanding of the pre requisites can be done in the first class. (This can be implemented as a surprise test). This will help teachers identify weak students before course delivery and suitable measures can be taken to ensure that learning happens among the weak students also.	Subject Group/ DQAC/ Faculty
50	**Extracurricular activities:** The present practice of extracurricular activities occupying the whole academic space should be avoided. As far as possible, extracurricular activities be limited to the first half of a semester only. The second half of the semester preferably be fully devoted to academic activities.	Dean Student Affairs/ UG Dean
C. Administrative Matters (Institute/Department Level)		
51	Slots for all faculty meetings in the college/department level may be fixed so that faculty could plan their academic activities and student meetings in advance	Principal
52	Invigilators should keep a strict vigil of the class and senior professors and HODs may be asked to monitor the fair conduct of examination	HoDs/DMC
53	In hostels proper monitoring of regular studies should be done by providing strict study time	DCW
54	Advisers/senior professors should visit hostels/places of stay of their wards	DMC

5. Academic Initiatives
A. Curriculum Gap Identification
B: Content Beyond Syllabus

A: <u>CURRICULUM GAPS IDENTIFICATION</u>

As an affiliated institution the programmes are bound to follow the curriculum set by the university. It is necessary to identify the curricular gaps and take measures to bridge it by supplementing the curriculum with content beyond syllabus

The process to identify the curricular gaps shall be carried out in the following ways.

- Feedback from the **class committee/course committee and student exit surveys** shall be consolidated by the senior advisor and submitted to programme co-ordinator for identifyingthe curricular gaps.
- **Employer feedback** surveys shall be conducted by the programme co-ordinator and the suggestions are considered and conveyed to the appropriate boards responsible for framingthe syllabus.
- **Feedback from Alumni** Survey shall be taken by the programme co-ordinator to get theirrequirements in industries.
- **Feedback from the industry** experts who conduct placements through Career Guidance and Placement Unit (CGPU) shall be consolidated by the programme co-ordinator and theirsuggestions shall be incorporated for identifying curriculum gaps.
- **GATE syllabus** shall also be taken into consideration to identify the curriculum gaps.
- The shortcomings in the curriculum to attain the Programme Outcomes shall be identifiedas curricular gaps

Department Academic Committee shall discuss about the advantages and disadvantages of the current scheme with the help of course feedback surveys, passing out graduate surveys, alumni surveys, employer surveys etc,. and shall formulate recommendations for the next scheme. These recommendations shall be submitted to the **syllabus revision committee** constituted by the University

B: CONTENT BEYOND SYLLABUS

- **Department Association and Professional Bodies student chapter** and various informalstudent groups shall take initiative to organize Conferences, Industry institute interaction Programmes, Workshops, Seminars, and Invited Talks frequently for students by includingexperts from industries, reputed institutions and alumni.

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

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

- **QEEE** classes shall help the students to get a better understanding of the concepts beyondthe scope of the syllabus.

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

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

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

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

- **National Service Scheme** shall help students to take up socially relevant projects, therebyimparting social commitment and environmental awareness which is minimally addressedby the curriculum.

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

6. Feedback System Policy

TKM College of Engineering (TKMCE) understands that teaching-learning system followed by an educational institution needs continuous refinement. To capacitate this process of continuous refinement, the institution shall adopt a feedback system that takes suggestions from stakeholders of each programme. This eventually helps to fine-tune the teaching-learning process and the curriculum.

The institution shall follow a well-defined and formal feedback system implemented at different levels.

The feedback from students regarding the quality of teaching shall be collected, twice in every semester (mid semester and end semester), through the college campus management software *ETLAB*. Teaching index value is calculated by the system for each teacher. The results are made available to teachers, advisors of each class, the Heads of Departments and principal through *ETLAB*.

Student feedback regarding the teaching-learning process is also collected from students during class committee meetings.

At the end of each semester students are required to complete a semester exit survey. In this, students will be required to respond to questions that examine how effective the teaching-learning process was in aiding the student attain the respective Course Outcomes.

Being an institution that shapes individuals to build technologies for the future, TKM College of Engineering lays constant insistence on updating the curriculum to equip students with the knowledge and skill necessary for the same. To make this possible, the institution shall regularly gather opinions regarding industry skills that are of highest demands, directly from industry personnel. Industry experts shall be invited for stakeholder meetings conducted by each Department, and their viewpoints regarding emerging technologies be taken periodically. Department level committees along with subject group committees choose the content beyond syllabus that needs to be delivered to the students, based on the collected viewpoints from the stakeholder meetings with industry experts.

Employer surveys shall be conducted every year to gather information about the key strengths and weaknesses of students that they have recruited from this college. Employer survey is a key

component in deciding skills the students lack expertise in. The course delivery shall be modified to alleviate these shortcomings for the forthcoming batches of students. Furthermore, feedback from recruiters shall be collected by the Career Guidance and Placement Unit (CGPU). This information shall be used by CGPU to organize placement training programmes which shall make it comfortable for students to secure jobs.

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

Feedback shall be collected from graduating batches to evaluate if the institution has been able to instil the skills necessary to meet the objectives of the programme. This survey shall be used to identify the difficulties the students faced during their course at TKMCE.

The institution aims to produce technically competent socially responsible individuals. Suggestions from members of the local community and social workers shall be collected by the institution. To facilitate this, social workers and members from the local community shall be invited to all stakeholder meetings. Their views shall be used to shape the programme.

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

Stakeholder meeting shall be convened once in a year at the Department level to gather feedback from stakeholders on various aspects of the programme.

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

7. Internal Examinations

1. Examination Process

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

The following section portraits the Examination Process in detail

2. Definitions

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

Exam Officials

    a. Chief Superintendent

    b. Dy. Chief Superintendent

    c. Department Representative

    d. Office Assistant

3. Duties and Responsibilities of Key officials

4.1 Chief Superintendent (CS)

The principal of the institution shall be the Chief Superintendent

- CS shall be responsible for the preparation, scheduling, and conduct of all examinations of the College.

- CS should timely appoint the Dy. Chief superintendent, for the smooth functioning of examination process.

- CS is responsible for the timely transfer of the decisions (if any) related to examinations to Dy.CS and to ensure that same is appropriately implemented.

- CS shall have the responsibility to provide enough manpower for the timely completion of work related to the conduct of examinations.

4.2 Dy. Chief Superintendent (Dy. CS)

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

- Prepare and publish the Examination Calendar

- Direct superintending control over the examination process.

- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations, documents, etc.

- Convene meetings and issue circular related to examination.

- Maintain secrecy and confidentiality in connection with all examinations of the College

- Payment of remuneration related to examination

- Taking quick decisions as circumstances warrant.

- Exercising control over the space allotted for the examination. Further, they should ensure that the rooms, buildings, etc., are well in order / prepared to conduct the examinations.

- Timely monitoring and follow-up action of the activities planned in the examination process tostreamlining the activities as scheduled examination.

- Take necessary steps for display of hall arrangements.

- Printing, and distributing the question papers in time.

- Resolve situations/errors like a serious misprint, wrong code, mistranslation, omissions or ambiguity, etc; noticed or reported to him in the question papers by referring to the original scripts of the respective question paper. ACoE shall not, on his own accord or at the instance of any other person, give any clarification, unless it is a clear case of an apparent misprint. The severe disparity in the question paper shall be immediately reported to the CoE, and the issue is resolved according to their instructions.

- Depute the required number of Invigilators and Hall Assistants to each examination hall. One Invigilator shall be allotted for every 45 students or part thereof.

- Make sure that as far as possible,invigilators are allotted a hall at random and that no invigilator shall have prior information (prior to 20 minutes of commencement of examination)of the hall to which they shall be posted.

- Ensuresufficient answer book availability for examinations and arrangements of printing of answer books for various examinations. The unused answer booklets should be under the safe custody of Dy CS.

- Arrange to collect back the undistributed question papers and the students' attendance sheets from the examination halls after 60 minutes from the commencement of the examination.

- Should maintain a record of the answer book.

- Arrangement to be made for the ringing of bells to mark the examination timings.

- Suppose a student forgets to bring a hall ticket/ mismatch in the courses written in the hall ticket. In that case, the Dy CS shall give the temporary/provisional hall ticket after collecting an undertaking and fees from the candidate. Such interim permission is

subjected to the approval of the CS after the examination. In this process, the priority should be to allow the student to write the examination without losing their time. The student shall be made aware that in case the contention of the candidate is found to be not valid, their answer script may not be valued. All such instances of admissions are provisional till the Institution approves them.

- Shall initiate action against a candidate indulging in malpractice or attempting to use unfair means, in the examination hall or within the premises of the examination center, shall be reported to CS

- During the examination, all the Answer scripts confiscated in malpractice cases should be packed separately in one bundle and marked "Malpractice Case" on the label. Such answer scripts shall NOT be mixed with the regular answer scripts.

- Any incident or condition which could potentially cause disturbance or discomfort to students must be reported to CS.

- Ensure the availability of sufficient stationary materials required for all the three phases of the examination process.

- Supervising the office staff, casual labours posted for assisting the office works assigned

- Ensure the appropriate infrastructure for generating question papers and other relevant confidential materials.

4.3 Department Representatives

All departments (including maths, physics and chemistry) should provide representatives for coordinating the internal examinations. Each department should be represented with a minimum one representative, Two representatives may be provided by the engineering departments having two batch.

Responsibility of the department representative

- Assist the Dy. Superintendent in all his/her responsibility listed above for the smooth conduct of all the internal examinations.

- Ensure the DQAC approved question paper from the respective departments are ready well in advance of each session of the internal examination.

- Coordinate the sessions assigned by the Dy. Chief superintendent

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

5.0 Examination Management Committee (EMC)

EMC is constituted by Dy.CS to coordinate activities like question paper printing, invigilation arrangements, hall and seating arrangement for the smooth conduct of end semester examinations.

The following officials constitute the EMC
1. Dy. Chief Superintendent
2. Department representative (One or Two faculty from each department)
3. Clerical staff

5.1 Constitution of Examination management committee

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

5.2 Functions & Responsibilities of EMC

- Ensure the smooth conduct of the internal examination process.
- Ensuring /Assigning an adequate number of invigilators for each session of examination.
- Preparation of seating arrangements for all sessions/days of examination as pertheroll list.
- Distribution of answer books to the invigilators and collection of answer scripts after the examination.

6.0 Examination Procedures

6.1. Examination Time Table

Internal examination time table should be prepared in line with the academic calendar of the university.

Internal examination time table should be finalized by the Dy Chief Superintendent, in consultation with Dean (Academics)

Finalised time table should be handed over to the Head of the departments for publishing at department level.

The time table should publish in the college website also.

6.2. Question paper setting

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

6.3. Invigilator Posting

- Based on the no. of students and the faculty availability of the department,session wise invigilation requirements are calculated by Dy. CS and the same should handover to respective department representatives.

- Department representatives in consultation with the respective head of the department, invigilation roster is to be prepared based on the requirement demanded by Dy. CS and the same shall published at department level.

- Invigilation roster prepared and approved by the HoD's are to be handed over to the Dy.CS prior to the start of the scheduled internal examinations.

- Regular/Adhoc, faculty members and instructors are to be appointed as invigilators.

- Department representatives to ensure that the duty should be distributed equally among the faculty members of the same seniority. Workload should be decided based on the designation/seniority and the respective department policy (if any)

- Non-reporting of the invigilator should be reported immediately to CS and respective HoD's. In such cases, the reserve invigilator should be deputed for the duty. Dy.CS should ensure that no delay in the conduct of examination has happened due to this.
- Reserve invigilators should be available in the college for reporting to the duty at any time of their assigned session.

6.4 Hall Arrangements

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

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

6.5 Seating Arrangements and Display

- The number of Candidates, day-wise, session-wise, shall be ascertained on the basis of the Roll list of students obtained from Academic section.
- Seating arrangements should be double-checkedto ensure that no eligible candidates are left out from the list/chart.
- The maximum number of candidates permitted in an examination hall should not exceed45 in a regular coursework classroom. Candidates can be allotted to the studio/drawing hall depending on the existing seating capacity of the hall.

- Candidates' allotment lists to various halls are to be displayed for all the sessions of examination in a common location of the institution one hour prior to the examination start time.

- Seating Charts prepared for each hall are to be displayed in each examination hall.

- The same seating arrangement should not be followed for the different examination sessions. Exceptions are allowed in case of the seating arrangements of differently-abled candidates/candidates with illness.

- The examination management committee should oversee all the activities related to the seating arrangements.

- Seating arrangements and candidate hall allotment display are to be prepared the day before the commencement of the examination of each session.

6.6 Examination Materials Arrangements

- Attendance sheets in each of the examination halls are to be prepared based on the Program of study and Semester/ Year of study. The same shall be given to the invigilator at the time of receiving the answer booklet.

- Invigilators are allowed to take charge of the Question paper, answer booklets, attendance sheet, and the hall seating arrangements 20 minutes prior to each session's start time of examination.

- A specific number of Answer-booklets/drawing sheets shall be prepared hall-wise.

6.7 Question paper printing

- Department representative should collect the DQAC approved question papers from the respective departments

- EMC members to print the required number of QP using the printing facility of the examination office.

- It should be verified that a sufficient number of printouts of the Question Papers of each course have been taken.

6.8 Attendance collection

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

a) Attendance sheets of candidates. Candidates, as well as the Invigilator, should sign these.

b) Unused Answer Books and Questions Papers.

- A consolidated list of exams of attended students, hall-wise, course-wise, and program-wise, is to be prepared and given to the answer script collection team to verify the number of answer scripts returned by the invigilator.

6.9 Return of answer script by the invigilator

- Immediately after the exam finish time, the invigilator themself should collect the written answer script of all students allotted to his hall.

- The invigilator should personally bring the written answer script to the examination office or the designated place by Dy CS.

- It is the responsibility of the invigilator to ensure that the answer scripts are returned to designated officials.

- Upon submission and verification of the number of answer scripts returned, an acknowledgment of the same should be obtained by the invigilator from the official who received the answer script.

6.10 Handing over of answer script to Course faculty

- Upon receiving the answer booklets from invigilators, department representatives should prepare the course wise answer script bundle.

- Details like course name, no. of answer books, absentees roll list are to affix with each answer script bundle.

- Department representatives should receive the concerned courses answer script bundle and handover to the respective course faculty of the department.

- Department representative should provide an acknowledgement to the Dy. CS about the receipt of the answer scripts.

- Department representative may ensure proper acknowledgement from the course faculty regarding the receipt of the answer booklet.

7. Examination session timings and bell alerts

- The examination's general timing will be as follows: The forenoon session starts at 10.00 am, and the afternoon session examination starts at 2.00 pm .The duration of the examination will be 2:00 hours unless otherwise specified in question paper.
- The above timing can be changed depending on the situation, and the same will be notified well before the examination by Dy CS.
- The ringing of bells will be according to the time indicated by the watch/clock in the examination office. Different watches may show different times but, for the purpose of the examination, the watch/clock of the examination office will be treated as authentic.

8. Duties and responsibilities of the invigilator

- Report to the Examination office 30 minutes before the scheduled start of the Examination
- Collect the packet containing question papers, attendance sheet & answer book pertaining to the hall allotted
- Before proceeding to the examination hall, Invigilator should verify that an adequate number of answer booklets and other formats are supplied.
- Invigilator to ensure that the question paper provided is to his/her hall as per the list of students.
- Reach the examination hall 15 minutes before the scheduled start of the examination and ensure that no incriminating or any other materials are found in the hall.
- The invigilator shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues in the seating arrangement. They shall ensure that all candidates are treated equally without any discrimination.
- All the Invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised to keep a constant vigil on the examinees in the hall.

- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination. The invigilator shall announce to the candidates to leave the books, papers, and other reference materials, etc., outside the examination hall.

- The invigilator shall ensure that any undesired materials brought by the candidates are left outside the examination hall at his own risk.

- The invigilator should warn the candidates about the possession of Mobile phones, digital equipment, and other electronic gadgets except for a simple wristwatch and non-programmable scientific calculator. The candidates should be advised to keep such things outside the examination hall at their own risk. Candidatescan take the duly attested documents permitted as per the course syllabus/instructions in the question.

- The invigilator shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.

- The invigilator shall distribute the Answer Booklets ten minutes before the commencement of examination (or upon ringing the bell), only to candidates seated in the examination hall and are not to be placed on the vacant seat.

- The invigilator should read out the instruction note: "You should follow the instructions printed on the facing sheet of the answer-booklet. You should search your pockets, desks, and tables and hand over to the Invigilator any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which you may find there and close surroundings, before receiving the question paper".

- The invigilator shall ensure that no candidate is allowed to leave the examination h**all within 30 minutes** of the commencement of the examination.

- The invigilator should get the signature of the student on the attendance sheet.

- When candidates seek clarification on question paper that the invigilator cannot deal with in the Examination Hall, the invigilator shall immediately notify to the Dy.CS, who will endeavour to obtain and convey the necessary information to the student(s).

- The invigilator should not allow extra time at the end of the examination to account for the late arrival of those candidates permitted within the first 30 minutes.

- The invigilator shall NOT accept the answer script of any examinee without ensuring that it bears the candidate's name and roll number, other information asked on the title page

of the answer script and that the candidate with a pen crosses out the blank pages in the answer scripts.

- The invigilator shall remain alert in the examination hall and shall attend to the candidates' requests for the supply of the graph sheets & other relevant material throughout the exam.

- The candidate visiting the toilet should be properly escorted; however, frequent visits to the toilet should be discouraged. No student will be allowed to go to the toilet in the first half an hour.

- The invigilator shall alert the examinees about the time remaining for the examination session whenever the warning bell sounds.

- The invigilator shall ensure that there is no communication among the candidates in the examination hall. The invigilator shall not allow the candidate to use unfair means in the examination hall. Smoking, chewing tobacco/ paan, etc., is strictly prohibited in the examination hall while the examination is in progress.

- The invigilator should report to the Dy CS about the insolent, indecent, undisciplined, and undignified behaviour of candidates.

- The invigilator shall arrange the answer scripts returned by the candidates at the end of the examination in proper order for each course and program and tally the same with the attendance of the candidates. They shall be responsible for the safe possession of all Answer script until it is handed over to the Answer-booklets receiving staff in the exam office. The receiving staff shall receive the Answer-scripts after due verification and tally with the attendance.

- While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box/scale, he/ she shall immediately take in his/ her possession the candidate's Answer script, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Dy CS. They should not allow the candidate to leave the examination hall till the authorized person by Dy CS comes to the examination hall and takes overcharge.

- When any candidate feels extremely sick/ distressed, the invigilator may request the Dy CS office to make arrangements to escort the ill candidate to the Campus Medical Centre

with necessary transport arrangements with the help of the supporting staff in the examination office.

- Any dereliction of duty on the part of the invigilator is recorded, and the Dy CS shall report the same to the CS, and CS may initiate the action based on the report of Dy CS.

8. Placement Policy

- Companies, with which MoU exists with the institution, are offered dream slots or Day 1slot in the placement calendar.

- New and upcoming reputed companies with global presence and promising career prospects are invited for campus recruitment.

- Annual hiring of armed forces of India from the region is facilitated in the campus andstudents are encouraged to participate.

- The companies are classified according to their pay packages as below:

Tier 1   CTC upto 4.5 lakh per annum

Tier 2   CTC 4.5 to 6 lakh per annum

Tier3   CTC 6 to 7.5 lakh per annum

Tier4   CTC 7.5 to 9 lakh per annum

Tier5   CTC 9 and above

Once a student gets an offer from a company, he/she will not be permitted to appear for a drive conducted by a company falling in the lower tier. Each student can appear for one IT company and one CORE company drive in the same tier.

Student has an option to avail a dream slot irrespective of the outcome.

8.1 Rules and Regulations - 2021-2022

1. Registration in CGPU needs to be done ONLY by those students who are interested in getting placements in companies through campus drives.

2. This is a onetime registration for campus placements with CGPU and it is to   be done in the 6th Semester.

3. The eligibility criteria for CGPU registration is minimum 6.5 CGPA with no backlogs. If any student having backlogs and is willing to participate in placement drives, they can also register. However, such students are generally not eligible to sit for placements unless a particular company demands for.

4. A non-refundable registration fee of Rs. 600 should be remitted at the time of registration.

5. CGPU   Registration   process   will   be   purely   online. (https://genskill.app/tkmce/accounts/signup/).

6. Students should submit the hardcopy of the online registration form to CGPU after it being

certified and signed by the Sr. Advisor.

7. Student who is willing to participate in placement drives have to comply with all the formalities prescribed by CGPU and the company. Attendance is mandatory for all programmes organised by CGPU.

8. Students need to specifically apply for each placement drive for sitting in the placement organised by CGPU.

9. Any student who abstains from the drive after applying for it or who withdraws in the middle of any selection process will be disallowed from any of the placement related activities of CGPU thereafter.

10. Students who have been offered jobs by companies have to pay 1% of their highest CTC (Cost To Company) as CGPU donation, subject to a maximum of Rs.7000/-. Students who have received a job with CTC less than 3 lakhs need not pay. It may be noted that students who have secured job through off campus or Internship leading to placements with the help of CGPU or through CGPU also need to pay 1% of their CTC as CGPU donation.

11. CGPU follows "Single Job Offer" policy. However, a student can avail ONE "Dream Job" option of his/her choice of company.

12. Students are not expected to discuss or disclose details of companies visiting the campus or any other CGPU related matters with third parties.

13. Students failing to adhere to these rules and regulations will be considered seriously and will be deregistered from CGPU and any further placement activities. The matter will be immediately reported to the respective HOD and the Principal for further actions in the college level.

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

9. Research Policy

Preamble

Research based scholarship is central to the mission of the college. The institute identifies the uniqueness of research in the roles of academic fraternity in its commitments to the society. The college is bound to spearhead its researchers in the long ways of academic freedom which includes freedom of inquiry and responsibility to disseminate the results of their investigations among their peers. At the same time, it is inevitable to ensure that all research and scholarship is informed by the doctrines of integrity, honesty, trust and accountability. It should also meet high scientific and ethical standards for maintaining the existence of never ending human efforts for increasing the quality of life of people by research.

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

General Framework

This policy applies to all stakeholders like students, faculty and staff of the college and researches carried out by them. It is the responsibility of the researchers to select the research problem and suitable research design to the selected problem. Formulation and submission of Research proposals for grants from funding agencies are to be promoted for institutional growth and career growth of faculty. Such growth is intended to be by publication of the results of the research in SCI indexed journals of high impact factor or submission of application for patents. While doing so, the researchers should maintain highest standards of ethical behavior. Researches leading to PhD are to be conducted with strict adherence to the norms of the regulatory agencies and parent university. In the case of collaborative or team research, the principal investigator shall ensure the compliance of all the regulatory requirements of the research.

Institutional Framework

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

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

Research Council

The research policy of the college shall be implemented by the discussions and decisions of the Research Council of the college and orders of the Principal. Research council is the body which co-ordinates the research activities of the college in accordance with the research policy. Principal is the convenor and Dean Research is the coordinator of the council. The representatives of researchers from the departments of the college are the members of the council.

Functions and Responsibilities of Research Council

The functions and responsibilities of the Research Council of the college includes the following.

- Advise the research team of the college on the formulation of R & D programmes and to orient the research priorities of the college keeping in view of the anticipated requirements and opportunities.

- Promote interdisciplinary research by interdepartmental collaboration happening in the

college for research

- Facilitate the review of R & D activities and research programmes of the college to address the probable issues if any and to suggest general guidelines for the timely completion of the research programmes.

- Suggest networking and collaborations with other academic and research institutions of National and international importance on programmes of mutual interest.

- Formulate policies on fostering research linkages between the Institution, industry and society

- Constitute Selection Committees and Assessment Committees for selection of PhD candidates under AICTE Quality Improvement Programme.

- Advise the faculty and students of the college on the necessity of checking the plagiarism of the research reports which they generate as part of their research.

- Facilitate the use of plagiarism checking software for ensuring the quality of the research reports produced by the faculty and students.

- Facilitate the submission of research proposals by faculty to various funding agencies.

- Suggest norms to facilitate the administrative support to the PhD research of the college for timely completion of PhD projects.

- Facilitate the submission of applications for funding to UG and PG student projects

- Timely revision of general guidelines for ensuring the quality of UG and PG student projects

- Timely revision of the provisions of the Research policy of the college.

- Any other function as may be assigned by the Chairman Governing body/ Principal of the Institution.

Progress Auditing of the Research Credentials of the college

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

Summary of Research Policy

- Promote quality research in Engineering and Science to improve the Quality of Life of people and the progress of nations by offering sustainable solutions to key developmental challenges.

- Insist and ensure ethical standards of accountability and social responsibility while pursuing research

- Inculcate and embed research culture in teaching-learning process to upgrade the efficiency of teaching and learning

- Provide an environment conductive to research and allocate infrastructural facilities for research

- Encourage collaborative research involving researchers from different disciplines and various institutions

- Ensure quality of research proposals formulated by the faculty for applying for research grants.

- Promote research that leads into product development, commercialization, entrepreneurial activities and solutions to societal demands.

- Extend support to the faculty to obtain intellectual property rights (IPR) for their research and the product they develop.

- Ensure the visibility of research in terms of the sponsors/funding agencies supporting the research work, details of fund utilization, collaborators and investigators.

- Ensure the compliance of rules and regulations of the funding agencies with regard to management of research funds and physical and laboratory infrastructure generated from the research grants

10. Policy for International Research Collaboration

The upgradation of our knowledge, skills, research and learning are essential for the creation of practical and adaptable solutions in the field of engineering and technology which in turn will improve the quality of our lives

(1) Purpose

The purpose of the International Research cell is to assist researchers in identifying the current research thrust areas around the globe and generate new or theoretical or/and experimental knowledge by collaborating with other academic disciplines, Indian and Foreign universities, research centres and Industry. The policy shall serve as an overall framework within which international research activities may be carries out

(2) Scope

The policy is applicable to all departments of TKM College of Engineering

(3) Objectives

- Joint educational, training and /or research /project activities
- Exchange of invitations to scholars (faculty, research professional and graduate students) for lectures, visits and sharing of experience
- Exchange of invitations to scholars for participation in conferences, symposia and seminars
- Exchange of information in the fields of interest to both parties
- Exchange of faculty, research personnel and graduate and undergraduate students for study and research
- Practical training in pre-identified or otherwise selected field site
- Develop and international consortium of research centre

(4) Guidelines

- Faculty members are expected to undertake collaborative research, leading to quality publications and presentations in international conference of repute and generation of intellectual property with a strong potential of commercialization
- The quality of research output shall be assessed on the established yardsticks such as Impact factor and other parameters

- The implementation and upgrading of Research Policy shall be carried out by the coordinator of International Research Collaboration Cell, in consultation with the council members under the direct supervision of the Principal

11. Policies for undertaking consultancy work

- Any design/testing consultancy requests shall be addressed to "The Principal, TKM College of Engineering, Kollam" stating the scope and nature of the consultancy work clearly.

- The letter shall be forwarded to "The Head of the concerned Department" for the necessary action and the Head of the Department will be forwarding it to the concerned Lab-in-charge.

- The Lab-in-charge/ faculty-in-charge of consultancy shall be entrusting a faculty or a group of faculties to carry out the consultancy and to prepare the report.

- The assigned faculty/faculties should monitor the testing, perform the analysis and prepare a report of the same by checking the conformity of the work with the relevant Indian Standards.

- The rates for the requested consultancy assignment should be charged from the client as per GO (Ms) No.06/2012/HEdn dt. 09/01/2012.

- The bill payments made by the client on receipt of the report shall be distributed as per GO (Ms) No.06/2012/HEdn dt. 09/01/2012.

12. Budget finalization

- The Principal will issue a circular to all Department Heads requesting them to submit the budget proposal of their individual departments by January every year

- The Department heads will in turn inform the lab-in charge of the Department, Faculty in charge of various associations clubs to submit the requirement in consultation with Head of Department (HoD). HoD will consolidate the proposal, along with the proposal for new lab and will be submitted to Principal

- The planning board will consolidate the request of budget from all departments including the office. This will be presented in a meeting of College Planning Board (CPB) where a decision will be taken regarding the fund allotment from Government, various government agencies TEQIP and college trust

- The convenor of the CPB will consolidate all this and will be submitted to the Principal. The Principal in consultation with college Accounts Officer and Administrative Assistant will in turn submit the proposal to college management for approval

- Based on the approval of the college budget by the trust, the Principal will approve budget requirement of all departments

- Entire procedure regarding the budget will be completed before March 31st every year

13. Purchase Policy

1. Introduction

This document describes the uniform and systematic procedure to be adopted for the purchase of various kinds of equipment, consumable materials and software by the Department/ Clubs/Others. The rules have been framed for the effective functioning of the institute.

2. Central Purchase Committee

The Central Purchase Committee consists of the following members

1. Principal
2. Dean (Administration)
3. Dean (Students Affairs)
4. IQAC coordinator
5. Administrative Assistant
6. Accounts officer
7. Sr. Superintendent
8. Dean (Research)

3. Purchase Power

The following personal are submitted to purchase items for the amount shown against their names.

Authority	Purchasing Power
Principal	5,00,000/-
Chairman	Full Power

4. Procedures for Purchase

1. Purchase intent with details
2. Processing of request, final approval and placing orders
3. Receiving items/installation
4. Payment

5. AMC

4.1. Purchase intent with details

The purchase requirements from each section are collected. It is then reviewed and consolidated by the respective HODs

4.2. Processing of request, final approval and placing orders by the purchase committee

After receiving the intent from the respective section, HOD scrutinises it and discuss it in the Department Purchase Committee.

Department Purchase Committee comprises of

a) HOD
b) Academic Coordinator-PG
c) Academic Coordinator-UG
d) DQAC Coordinator
e) Two faculty members nominated by HOD

The intent is then forwarded to Central Purchase Committee. The Central Purchase Committee collects all such intents from various departments and if:

a) Purchase up to Rs 15,000/- (without quotation)

The respective section is advised to purchase it locally from the nearest available vendor.

b) Purchase above Rs 15,000/- and below Rs 1,00,000/-

For all cases of purchases between Rs 15,000/- and Rs 1,00,000/- quotations will be invited. On receiving quotations (minimum three required), the respective HoD opens them in the presence of department purchase committee and entrusts one member for tabulation. The tabulated data is placed in the Department Purchase Committee. It is then analysed and the vendor will be selected based on the quality and price. Then purchase order will be issued by the Administrative Office.

c) For purchases above Rs 1,00,000

For purchases above Rs.100,000, the Principal entrusts Administrative Office to invite tenders after obtaining permission from the Chairman and Governing body. On receiving the tenders (minimum three) Principal opens them in the presence of respective HoD or Administrative

Assistant and are passed to the respective departments for tabulation. The tabulated data is placed in the department Purchase Committee for scrutiny and recommendation. It is then forwarded to Central Purchase Committee for further discussion and the vendor will be selected based on the quality and price. The file is then transferred for the approval of the Principal. Principal directs the Administrative Assistant to issue the purchase order.

4.3. Receiving items/installation

The items received under local purchase and/or under the purview of an HOD are received by the respective departments. The details regarding the items are entered in the central stock of the department. It is then transformed to concerned sections. There the entries are made in respective registers.

For purchases above Rs. 15,000, items are received by the college office and its entries are made in central stock register of the college. It is then transferred to respective departments where the HOD enters the details in their department stock register. The items are given to concerned sections where the entries are made in respective registers.

4.4. Payment

The respective in charges should verify that the equipment purchased are properly installed and tested. This is to be certified by the lab in charge and passed to the HoD for payment. For all purchases, the Principal is the payment authority.

4.5. Annual Maintenance Contract

Depending on cost and nature of the items to be purchased, it may be necessary to enter into maintenance contracts for a suitable period either with the supplier or with any other competent firm, not necessarily the supplier. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for:

In case of renewal of the Annual Maintenance Contract, the following points should be considered:

- Annual Maintenance Contract should be from a prospective date. In order to ensure this, the HoD shall be required to initiate action for renewal of Annual Maintenance Contract at least 30 days before the expiry of previous Annual Maintenance Contract.

- In case of any increase in the Annual Maintenance Contract when compared to Annual Maintenance Contract, necessary justification may be obtained from the firm.

14. Maintenance Policy

Facility Management Cell (FMC) shall coordinate the maintenance activities of the college.

Personnel assigned for maintenance shall follow the following instructions:

1. Prepare and maintain routine checklist and preventive maintenance schedule

2. Perform routine checks and preventive maintenance as scheduled

3. Emergency maintenance shall be coordinated and the report be sent to FMC.

4. AMC shall be maintained, if required. The details of the equipment under AMC has to be reported to FMC.

5. The yearly consolidated report of the maintenance undertaken shall be forwarded to the FMC.

Responsibilities for maintaining equipment/facility shall be according to the following table:

Sl. No.	Equipment	Responsibility			Monitoring Authority
		Routine check	Preventive maintenance	Emergency maintenance	
1	Laboratory equipment	Lab-in-charge	Lab In-charge	Lab In-charge	HOD
2	Air conditioner and cooler	FMC In-charge	FMC In-charge	FMC In-charge	FMC Co-ordinator
3	General electrical appliances	FMC In-charge	FMC In-charge	FMC In-charge	FMC Co-ordinator
4	Generator and Power supply	Engineer-in-charge, Power supply	Engineer-in-charge, Power supply	Engineer In-charge, Power supply	Prof.-in-charge,Power supply
5	Wi-fi, LAN, Internet	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
6	CC TV and IP Camera	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator

7	Biometric	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
8	Sms Service and website	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinator
9	Computer , server and software	IT Cell in-charge	IT Cell in-charge	IT Cell in-charge	IT Cell coordinato r
10	Civil works	In-charge infrastructure	In-charge infrastructure	In-charge infrastructure	Coordinator infrastructure
11	Plumbing	FMC in-charge	FMC in-charge	FMC in-charge	FMC coordinator

51. Hostel Rules

1. The overall administration of the Hostel shall be on the Chief Warden. The Chief Warden is the Principal.

2. Students seeking the admission to the Hostel shall submit application to the Warden in the prescribed form and duly recommended by the concerned Head of the Department.

3. Admission shall be confirmed subject to the discretion of the Warden and Warden has the right to deny the admission of any student.

4. Admission to the hostel shall be valid for a period of one academic year only.

5. Room will be allotted at the discretion of the Warden. Each person shall be responsible for the safety of the furniture. If any damage to the furniture or fittings is noticed, at any time, repair charges in addition to the fine for the misuse of the same will be recovered from the inmates.

6. The inmates are responsible to keep their rooms and furniture in good condition. They should not on any account tamper the electrical installation, sanitary fittings and other hostel properties. The inmates shall not fix or write anything on the door or wall. Shifting of the furniture from one room to another is not permitted.

7. Inmates shall change their rooms only with the prior permission of the warden.

8. The inmates shall behave themselves so as to avoid difficulties to fellow inmates in any manner. All the inmates shall dress properly inside the hostel premises.

9. Inmates shall see that the lights and fans are switched off when they go out of the rooms.

10. The usage of heavy electrical equipments (like iron box, electric heater, cooler, air conditioner etc) are prohibited.

11. When the inmates go out from their rooms, they should lock their rooms to safeguard their belongings.

12. The dues of the Hostel of each month shall be paid on or before the 10th day of the following month.

13. No one shall enter the Hostel premises for carrying business of any type without be consent and permission of the warden.

14. No guest shall be permitted to stay in the Hostels.

15. Inmates are not permitted to convene meetings of any sort anywhere in the Hostel premises without the prior permission of the Warden.

16. No notices shall be displayed or circulated in the hostel without the permission of the Warden.

17. The Mess will be conducted and managed by the inmates themselves on the basis of dividing system as per the rules sanctioned by the Warden.