



INSTITUTION POLICY MANUAL

CHETTINAD

COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to Anna University, Chennai | Approved by AICTE, New Delhi
Karur, Tamil Nadu

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Prepared by CCET Internal Quality Assurance Cell (IQAC)

VISION

To Holistically Develop Competent and Responsible Engineers and Managers as Future Leaders by Providing an Enriching, Safe and Joyful Learning Environment Where Students Feel Empowered.

MISSION

The stated vision of the institution will be achieved by:

1. To Impart Knowledge and the Skills Through Active Learning, Industrial Exposure and Innovative Project Development.
2. To Develop Leaders Through Effective Mentoring, Smart Goal Setting and Providing a Joyful and Safe Learning Environment.
3. To Facilitate Research in Engineering and Technology and encourage independent learning Ind

AUTHORITY

The Rani Meyyammai Achi of Chettinad Charitable Trust exclusively oversees the administration of the college. The Management retains the authority to modify, amend, revoke, or nullify any or all of the established rules and regulations.

The employees employed at Chettinad College of Engineering and Technology are subject solely to the rules and regulations established by the Management.

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RECRUITMENT POLICY

The Principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The Principal will consider appointing a Professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department

JOB REQUIREMENTS & SCREENING PROCEDURE

Policy Objective: The policy aims to attract and retain talented faculty and staff members who can contribute to the institution's growth. The objective is to ensure that the institution's recruitment process is "transparent, fair, and based on merit."

Vacancy:

- **Head of Department (HoD) Role:** The process begins when the HoD identifies a vacancy.
- **HoD's Responsibilities:** The HoD must prepare and submit an internal request form that details:
 - The number of vacant positions.
 - The essential qualifications required for the role.
 - The minimum experience needed.
 - The proposed salary.
- **Principal's Approval:** This request must be submitted to the Principal for review and approval.

Recruitment Stages: The policy outlines a multi-stage recruitment process:

- **Advertisement:** Vacancies are advertised on the institution's website, job portals, and newspapers. The advertisements specify the number of positions, essential qualifications, and required experience.

- **Initial Scrutiny:** All applications received are reviewed and screened by a selection committee.
- **Shortlisting:** The committee shortlists candidates who meet the specified qualifications and experience requirements.
- **Written Test (if necessary):** If a large number of candidates are shortlisted, a written test may be conducted.
- **Interviews:** Shortlisted candidates are invited for an interview, which may include a subject-related demonstration or a presentation.
- **Final Selection:** A final selection committee, which includes the HoD, a subject expert, and the Principal, makes the final decision on candidate selection.
- **Offer Letter:** A provisional appointment letter is issued to the selected candidate. The appointment is subject to the verification of all original documents.
- **Joining:** The candidate is expected to join within 15 days of receiving the offer letter.

LEAVE POLICY**GENERAL**

- No leave (CL/CPL/RL/EL/Vacation) is to be combined with any other leave. If combined, the second leave will be treated as LWP (except official OD).
- For any remunerative duties assigned by Anna University on a holiday, the employee will not be entitled to claim CPL.
- If availing half-a-day leave, the employee must punch in before or at 1.00 p.m. (a minimum of 4 hours of work is required).
- The employee should check their leave status before the 25th of every month. Any delay in approval of leave by the alternate/superior will be considered as LOP.
- If any leave is availed between two holidays (including Sundays, Government holidays, or local holidays), either the prefix or suffix holiday will be added to the availed leave.
- If an employee avails any type of leave for more than 3 days, they must submit a hard copy of the requisition leave letter with their superior's signature before availing the leave.
- Staff are not eligible to avail CL during the notice period.

PERMISSION

- Permission can be availed for one hour only, a maximum of two times in a month. Either two continuous hours or two separate permissions on the same day is not allowed.
- Permission cannot be combined with any leave on the same day.
- Permission may be availed either in the morning (8:50 to 9:50) or in the evening (3:55 to 4:55). No permission will be allowed between 9:50 and 3:55.

CASUAL LEAVE (CL)

- One day of CL is credited per month and can be accumulated for the calendar year.
- A maximum of 3 days of CL can be availed continuously.

RELIGIOUS LEAVE (RL)

- Religious leave may be taken only by employees belonging to the respective religion.
- A maximum of 3 days of RL may be availed in a calendar year, subject to prior application and approval.

EARNED LEAVE (EL)

- EL cannot be encashed and cannot be adjusted against the notice period.
- EL may be accumulated during the service period.
- A minimum of 2 days of EL must be availed at a time.
- EL can be availed only after completing 2 years of service.

SICK LEAVE (SL)

- A medical certificate must be produced.
- Full pay will be provided for the first 7 days and half pay for the next 8 days.
- A maximum of 30 days can be accumulated during the service period.
- SL can be availed only after completing 2 years of service.

MATERNITY LEAVE (ML)

- 2 months of leave with full pay (for the first 2 children).
- Employees returning from maternity leave are not eligible to avail the next 2 vacation leaves (Summer & Winter).

- The 2-month maternity leave salary will be given on completion of 6 months of continuous service, provided the employee rejoins duty after maternity leave.
- ML can be availed only after completing 2 years of service.

COMPENSATORY LEAVE

- A maximum of 3 days of compensatory leave can be accumulated, and the leave must be availed within one month from the date of working.

LWP (LEAVE WITH PERMISSION)

- With Principal's approval, LOP may be granted for medical emergencies (personal or dependent), with supporting documents.

LOSS OF PAY (LOP)

- First instance: Oral warning by the Principal.
- If repeated: A show cause notice will be issued.

MARRIAGE LEAVE

- Up to 7 days of marriage leave can be availed.

VACATION

- While sanctioning vacation, HoDs must retain at least 30% of teaching staff and 50% of non-teaching staff in their respective departments.
- Vacation must be sanctioned by the Principal.
- No other leave can be combined with Vacation (except On-Duty, e.g., Invigilation, Anna University Central Valuation).
- Vacation can be availed only in the allotted slots. (Merging Summer and Winter vacations is not allowed). Multiple split-ups are not permitted (exceptions: HoDs, Admin Staff, and Exam Cell).

- The college reserves the right to cancel or recall sanctioned vacation if the services of staff are required. In such cases, compensation will not be provided.
- Vacation leave can be availed only after completing 1 year of service.

PROMOTION POLICY

Objectives of Promotion Policy

- The Promotion Policy encourages academic members to advance their careers through internal promotions based on performance and competence. The policy strives to:
 - Integrate faculty members' objectives for growth and development with the future requirements of the institution.
 - Assure equity, fairness, and transparency in matters concerning promotion.
 - Recognize and reward outstanding performance.

Eligibility for Promotion

Engineering and Technology

Assistant Professor

- Must have completed B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees.
- Experience is not mandatory.

Associate Professor

- Ph.D. degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.
- At least 6 research publications in SCI/SCIE/UGC/AICTE approved journals.
- Minimum of 8 years of experience in teaching/research/industry, of which at least 2 years shall be post-Ph.D. experience.

Professor

- At least 6 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved journals and at least 2 successful Ph.D.s guided as Supervisor/Co-supervisor by the date of eligibility for promotion.
- At least 10 research publications at the level of Associate Professor in SCI/SCIE/UGC/AICTE approved journals by the date of eligibility for promotion.
- Minimum of 10 years of experience in teaching/research/industry, of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

Principal of Engineering College

- Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology.
- At least 2 successful Ph.D.s guided as Supervisor/Co-supervisor and a minimum of 8 research publications in SCI/SCIE/UGC/AICTE approved journals.
- Minimum of 15 years of experience in teaching/research/industry, of which at least 3 years shall be at the post equivalent to that of Professor.

Humanities and Sciences**Assistant Professor**

- At least 55% of marks or an equivalent CGPA at the Master's degree level in the relevant subject.
- In addition, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar tests accredited by the UGC such as SLET/SET.
- Ph.D. holders are exempted from the requirement of NET/SLET/SET.
- Experience is not mandatory.

Associate Professor

- At least 55% of marks or an equivalent CGPA at the Master's degree level and a Ph.D. degree in the relevant subject.
- Minimum of 7 publications in peer-reviewed or UGC-listed journals.
- Minimum of 8 years' teaching and/or research experience in an academic/research position equivalent to that of Assistant Professor in a University, College, or Accredited Research Institution/Industry.

Professor

- Ph.D. degree in the concerned/allied/relevant discipline, with high-quality published work, actively engaged in research, with evidence of a minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- A minimum of 10 years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at an equivalent level at a University/National-level institution, with evidence of having successfully guided doctoral candidates.
- Alternatively, Ph.D. degree holders from academic institutions/industry with significant contributions to knowledge in the relevant discipline, supported by documentary evidence, with a minimum of 10 years of experience.

Management Programmes**Assistant Professor**

- Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA / M.Com. with First Class or equivalent.
- Minimum of 2 years of relevant professional experience after acquiring the Master's degree.

Associate Professor

- Ph.D. degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.
- At least 6 research publications in SCI/SCIE/UGC/AICTE approved journals.
- Minimum of 8 years of experience in teaching/research/industry, of which at least 2 years shall be post-Ph.D. experience.

Professor

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

Principal of Engineering College

- Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.
- At least 2 successful Ph.D.'s guided as Supervisor/Co-supervisor and a minimum of 8 research publications in SCI/SCIE/UGC/AICTE approved journals.
- Minimum of 15 years of experience in teaching/research/industry, of which at least 3 years shall be at the post equivalent to that of Professor.

SERVICE RULES

1. The date of appointment in our institution shall be the date of joining duty.
2. The employee will be under the administrative and functional control of the Principal of the institution and the academic control of the Head of the Department.
3. The employee will be posted at Chettinad College of Engineering and Technology, Karur, which will be the initial place of appointment and reporting. However, the Institution reserves the right to transfer/depute their services as and when required to any of the Group Institution's establishments / Associates / Subsidiaries / locations in India or abroad, or to any location that the institution may later acquire.
4. The employee's compensation package will be as specified in the appointment order.
5. The employee will not be entitled to any other benefits, allowances, or amenities unless expressly specified.
6. New joiners must submit all the original documents mentioned in the Offer Letter within 15 days from the date of joining for verification and submit a self-attested copy of the documents to the office. Failure to complete this process without proper justification will lead to withholding of the month's pay until submission. Prolonged delay may lead to termination.
7. Professional Development (PD) programs/workshops conducted by the college are mandatory for all staff. Continuous absence from training programs will lead to disciplinary action as per college policy, and the expenses will be recovered from the staff.
8. Discontinuation of service during the academic year will require payment of PD charges planned for that year. Discontinuation of service at the end of the academic year of training will require payment of 50% of the PD charges incurred by the college. Discontinuation of service at

the end of the second academic year of training will require payment of 25% of the PD charges incurred by the college.

9. Any feedback, documents, or certificates of training must be submitted to the college after completion for future records.
10. The employee shall automatically retire from the services of the Institution on the last working day of the academic calendar immediately after attaining the age of 58 years. The date of retirement will be reckoned based on the date of birth as given in their Bio-data / SSLC Book / Birth Certificate / Passport issued by a competent authority, which cannot be changed under any circumstances after joining duty.
11. The employee will be on probation for a period of one year from the date of joining, which may be extended or reduced at the sole discretion of the management in writing, upon satisfactory and successful completion of probation. After completion of one year, the employee's services will be confirmed.
12. During probation, the appointment may be terminated either by the Institution or by the employee. In either case, both parties are required to give three month's notice in writing or pay three month's Gross Salary in lieu of notice.
13. After confirmation, the employee will not be permitted to resign during the middle of any academic year. Any request for relief/resignation will only be permitted at the end of an academic year.
14. After confirmation, the appointment may be terminated either by the Institution or by the employee. In either case, both parties are required to give three months' notice in writing or pay three months' Gross Salary in lieu of notice.
15. In the event of resignation as mentioned in Clause 12 or Clause 14, once accepted by the Institution, the employee shall not be entitled to withdraw it except with the express written permission of the Institution.
16. Acceptance of notice pay for relieving from the services of the Institution is purely at the discretion of the Management. However, relieving from

services/termination of employment will be based on the “Transition Plan” defined by the management.

17. Absence from duty for more than 8 consecutive days without permission, leave sanction, or justifiable cause will be deemed as voluntary abandonment of service by the employee.
18. The employee shall report for duty at least 15 minutes before the commencement of classes in the morning and remain until the end of working hours of the institution, irrespective of whether they have classes in the forenoon or afternoon sessions.
19. The employee shall present themselves in a proper manner and follow the dress code suggested by the management. Wearing casual outfits is not permitted on any working day.
20. The employee shall cooperate with the management in conducting tests for students, evaluating papers, preparing mark sheets, attending Parent–Teacher meetings, and performing any other duties assigned by the management for the development of students and the institution.
21. The employee's presence will be required on national holidays such as Independence Day, Republic Day (for flag hoisting), Gandhi Jayanthi, and other holidays as notified by the management.
22. The employee's presence may be required during holidays for paper evaluation, admissions, or any other assignment as required by the management.
23. If, during service, the employee is found guilty of misconduct, gross insubordination, mental unfitness, causing loss to the Institution, breaching the terms and conditions of employment, refusing, or willfully neglecting duties assigned by the management, the Institution may terminate services immediately, without notice or payment in lieu of notice. Such termination will be considered as arising due to employee misconduct, and the employee will remain liable for all losses/damages caused to the Institution.

24. On termination of employment, the employee must return all property, documents, and papers of the Institution, both original and copies, including samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, or any other material in their possession or control relating to their employment or the Institution's business.
25. The employee shall devote their full time, attention, and ability to the best interests of the Institution and shall not take up any other employment or engage in any part-time occupation, profession, or job, including private tuitions, for gain or otherwise.
26. The employee shall not engage in private tuition outside the institution premises after working hours.
27. The employee shall not engage in online classes which are not under the purview of the Institution.
28. The employee shall not, during or after employment, disclose, divulge, or communicate to any person any confidential information relating to the Institution or its Associates. "Confidential Information" includes but is not limited to information about the Institution's business, development, students/parents, employment policies, personnel, courses, teaching methods, processes, research outcomes, ideas, concepts, projections, technology, manuals, drawings, designs, specifications, resumes, and records.
29. The employee shall not enter into any commitments or dealings on behalf of the Institution without express authority, nor alter or be a party to alterations of policies or principles of the Institution, or exceed their discretion without prior written sanction. Such acts may lead to termination of service.
30. The employee will be responsible for the safe custody and return in good condition of all properties of the Institution in their use, care, or charge.
31. Employment will be governed by the applicable Acts, Rules, Regulations, Code of Conduct, Guidelines, and Orders of the Institution as may be in force from time to time.

- 32.Appointment and continuance in employment will always be subject to the employee remaining medically fit (physically and mentally). The management has the right to require medical examination by a registered practitioner at any time.
- 33.Appointment and continuance in employment are based on the presumption that all information provided by the employee is true and correct. If any information is later found to be false or incorrect, the Institution reserves the right to terminate services immediately.
- 34.The management reserves the right to change, modify, or alter the compensation structure and other terms of service from time to time. Matters relating to remuneration and terms of employment are strictly personal and confidential between the employee and the Institution.
- 35.The employee will be entitled to vacation salary if they have served continuously for at least two full terms ending with the close of a term. Entitlement will be one month's basic salary. No vacation salary will be paid if the employee is not continuing in service.
- 36.Any dispute arising between the employee and the Institution relating to the terms and conditions of appointment, policies, or guidelines shall be adjudicated only by the competent courts in Chennai.

ELIGIBILITY:

1. The student applicant must be validly enrolled for Placements as per the institution procedures.
2. The College offers the academic flexibility for the internship and placement for the students undergoing UG/PG Program provided that the student has successfully completed their previous semester examinations. Character and conduct shall be satisfactory throughout the program.
3. Students those who are securing CGPA equivalent to 6 or higher with no backlogs are eligible for internship placements.
4. Students are expected to maintain 90% and above attendance in the

Value Added Courses and Placement Related Training will be provided as per the schedule. Students those who are having shortage of attendance may not be permitted to participate in the internship and placement process except genuine reasons.

5. Students must complete the required duration of internship as per the curriculum. The duration may vary from 6 weeks to 18 weeks.
6. The students must complete the required academic works, project works, presentations and related curricular and co-curricular activities.
7. Student is expected to maintain 50% of attendance during the 7th Semester and 25% of attendance during the 8th semester for their academic requirements. The student has to attend the all necessary part of academic works such as internal exams, lab exams, project reviews and other academic requirements.

EXPECTATIONS FROM STUDENT:

The students act as unofficial spokespersons and help in building the image of the College. The internships are unique opportunities for the students to receive pre-placement offers from reputed Organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the College. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

1. Students should aim at working with such organizations, institutions or start-ups that provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
2. The College expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the College. Any student found disregarding any of the norms would be liable for disciplinary action.
3. The students should abide by the dress code and other professional norms

of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.

4. Any act of non-cooperation or refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behavior that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.
5. Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.
6. The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behavior and/or non-cooperation with the internship process and/or continued non-performance in assignment.
7. The College has the right to cancel the internship at any time.
8. The College cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.
9. Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the College.

IT POLICY

1. Introduction

Chettinad College of Engineering and Technology recognizes the vital role of information technology (IT) plays in both teaching and research in engineering and technology and related administrative activities. To ensure a highly robust, continuously available, fair, and effective environment that serves the ChettinadTech's computing needs, institutional and external standards for acceptable use must be applied. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the institute, an increased effort must be made to protect the information and the technology resources that support it.

This document establishes specific requirements for the use of all IT resources at Chettinad College of Engineering and Technology. This policy applies to all users of computing resources owned or managed by Chettinad College of Engineering and Technology. Individuals covered by the policy include but are not limited to faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, affiliated colleges, and any other entity which fall under the management of Chettinad College of Engineering and Technology accessing network services via computing facilities.

For the purpose of this policy, the term 'IT Resources' includes all Institution owned, licensed, or managed hardware and software, and use of the Institution network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the Institution. It is, therefore, expected that these resources are used primarily for Institution related purposes and in a lawful and ethical way.

2. Scope

This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/users/entities, as who use the IT Resources.

3. Objective

The objective of this policy is to ensure proper access to and usage of Chettinad College of Engineering and Technology IT resources and prevent their misuse by the users. Use of resources provided by Institution implies the user's agreement to be governed by this policy. 1) Institution's IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the Institution on the campus. 2) This policy establishes Institution -wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the Institution. 3) Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

4. Roles and Responsibilities

The following roles and responsibilities are envisioned from each entity respectively.

1) Institution shall implement appropriate controls to ensure compliance with this policy by their users. System admin team shall be the primary implementing agency and shall provide necessary support in this regard.

2) System admin team shall ensure resolution of all incidents related to the security aspects of this policy by their users. Implementing Agency shall provide the requisite support in this regard.

3) Use Institution resources for those activities that are consistent with the academic, research and public service mission of the Institution and are not "Prohibited Activities".

- 4) All users shall comply with existing national, state and other applicable laws.
- 5) Abide by existing telecommunications and networking laws and regulations.
- 6) Follow copyright laws regarding protected commercial software or intellectual property.
- 7) As a member of the Institution, Chettinad College of Engineering and Technology provides use of scholarly and/or work related tools, including access to the Library, certain computer systems, and servers, software and databases and the Internet. It is expected from System admin team to have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources. Authorized users can expect their right to access information and to express their opinion to be protected as it is for paper and other forms of non- electronic communication.
- 8) Users of Institution shall not install any network/security device on the network without consultation with the System admin team.
- 9) It is responsibility of the Community to know the regulations and policies of the Institution that apply to appropriate use of the Institution's technologies and resources. Institution Community is responsible for exercising good judgment in the use of the Institution's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.
- 10) As a representative of the Institution community, each individual is expected to respect and uphold the institution's good name and reputation in any activities related to use of ICT communications within and outside the Institution.

5. Acceptable Use

- 1) An authorized user may use only the IT resources he/she has authorization. No user should use another individual's account or attempt to capture or guess other users' passwords.
- 2) A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware. Therefore, he/she is accountable to the Institution for all use of such resources. As an authorized Institution user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of Chettinad College of Engineering and Technology or a personal computer that is connected to the Institution campus wide Local Area Network(LAN).
- 3) Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access.
- 4) No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- 5) Users must comply with the policies and guidelines for any specific set of resources to which he/she have been granted access.
- 6) When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

6. Privacy and Personal Rights

- 1) All users of the Institution's IT resources are expected to respect the privacy and personal rights of others.
- 2) Do not access or copy another user's email, data, programs, or other files without authorization and approval of the Competent Authority (CA).
- 3) While the Institution does not generally monitor or limit content of information transmitted on the campus wide LAN, it reserves the right to

access and review such information under certain conditions after due approval of the competent authority.

7. Privacy in Email

While every effort is made to ensure the privacy of Chettinad College of Engineering and Technology email users, this may not always be possible. Since employees are granted use of electronic information systems and network services to conduct Institution business, there may be instances when the Institution, based on approval from competent authority, reserves and retains the right to access and inspect stored information with the consent of the user.

8. User Compliance

When an individual use in IT resources, and accepts any Institution issued computing accounts, it means that the individual agrees to comply with this and all other computing related policies. It is the responsibility of the individual to keep oneself up to date on changes in the IT policy of Institution and adapt to those changes as necessary from time to time.

9. Access to the Network

9.1 Access to Internet and Intranet

- 1) A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the Institution Campus wide LAN.
- 2) Institution shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
- 3) Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.

9.2 Access to Institution Wireless Networks

For connecting to an Institution wireless network, user shall ensure the following:

- 1) A user shall register the access device and obtain one-time approval from the competent authority before connecting the access device to the Institution wireless network.
- 2) Wireless client systems and wireless devices shall not be allowed to connect to the Institution's access points without due authentication.
- 3) To ensure information security, it is recommended that users should not connect their devices to unsecured wireless networks.

9.3 Filtering and blocking of sites:

- 1) System admin team may block content over the internet which is in contravention of the relevant and other applicable laws, or which may pose a security threat to the network.
- 2) System admin team may also block content which, in the opinion of the Institution, is inappropriate or may adversely affect the productivity of the users.

10. Monitoring and Privacy

- 1) System admin team has the right to audit networks and systems at regular intervals, from the point of compliance to this policy.
- 2) System admin team may access, review, copy or delete any kind of electronic communication or files stored on Institution provided devices under intimation to the user. This includes items such as files, emails, posts on any electronic media, Internet history etc.
- 3) System admin team may monitor user's online activities on Institution network,

4) IT devices issued by the Institution to a user shall be primarily used for academic, research and any other Institution related purposes. The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

11. Access to Social Media Sites from Institution Network

- 1) User shall comply with all the applicable provisions, while posting any information on social networking sites.
- 2) User shall report any suspicious incident as soon as possible to the competent authority.
- 3) User shall always use high security settings on social networking sites.
- 4) User shall not post any material that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.
- 5) User shall not disclose or use any confidential information obtained in their capacity as an employee of the Institution.
- 6) User shall not make any comment or post any material that might otherwise cause damage to Institution reputation.

12. Security Incident Management Process

- 1) A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality, and authority of Institution's data.
- 2) System admin team reserves the right to deactivate/remove any device from the network if it is deemed as a threat and can lead to a compromise of a system under intimation to the competent authority of the Institution.

13. Intellectual Property

Material accessible through the Institution's network and resources may be subject to protection under privacy, publicity, or other personal rights and

intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users shall not use Institution's network and resources in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

14. Enforcement

- 1) This policy is applicable to all the users of Institution. It is mandatory for all users to adhere to the provisions of this policy.
- 2) Each entity of Institution shall be responsible for ensuring compliance with the provisions of this policy. Institution would provide necessary technical assistance to the user entities in this regard.

14.1 Deactivation

1) In case of any threat to security of Institution systems or network from the resources being used by a user, the resources being used may be deactivated immediately by the System admin team.

2) After such deactivation, the concerned user and the competent authority of the Institution shall be informed.

15. Audit of Institution Network Infrastructure

The security audit of NIC network infrastructure shall be conducted periodically by an organization approved by the Institution. Future changes in this Policy, as deemed necessary, shall be made by the System admin team with the approval of the Competent Authority of the Institution.

16. IT Hardware Installation Policy

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

A. Who is Primary User

An individual in whose room the computer is installed and is primarily used by

him/her, is "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the 83 department Head should arrange and make a person responsible for compliance.

B. What are End User Computer Systems?

Apart from the client PCs used by the users, the Institution will consider servers not directly administered by System admin team, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the System admin team, are still considered under this policy as "end- users" computers.

C. Warranty & Annual Maintenance Contract

Computers purchased by any Section/ Department/ Project should preferably be with one year's onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include standard repair and maintenance procedures as may be defined by System admin team from time to time.

D. Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging, till such instances wherein the UPS is to be left unattended. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

E. Network Connection

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

F. 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 with read only access rule.

G. Maintenance of Computer Systems provided by the Institution

For all the computers that were purchased by the Institution centrally and distributed by System admin team who will attend to the complaints related to any maintenance related problems.

17. Software Installation and Licensing Policy

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Institution IT policy does not allow any pirated/unauthorized software installation on the Institution owned computers and the computers connected to the Institution campus network. In case of any such instances, Institution 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 respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so. Institution as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.

B. Use of software on Desktop systems

a. Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the

approval of the competent authority. b. Any software installed should be for activities of the Institution only.

C. Antivirus Software and its updating

System admin installed anti-virus software and it should be always active. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

D. Backups of Data

Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD etc.

18. Use of IT Devices on Institution Network

This section provides the best practices related to use of desktop devices, portable devices, external storage media and peripheral devices such as printers and scanners on Institution network.

18.1 Desktop Devices

1) Use and Ownership

Desktops shall normally be used only for transacting Institution's works. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.

2) Security and Proprietary Information

a. User shall take prior approval from the System admin team to connect any access device to the Institution's network.

b. User shall keep their passwords secure and not share their account details. Users shall keep strong and secure passwords as per the password policy of the application.

- c. All active desktop computers shall be secured with a password-protected screensaver which should be set with automatic activation at 10 minutes or less, or log-off when the system is unattended.
- d. Users shall ensure that updated virus-scanning software is running in all systems. Users shall exercise due caution when opening e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse code.
- e. User shall report any loss of data or accessories to the competent authority of Institution.
- f. User shall obtain authorization from the competent authority before taking any Institution issued desktop outside the premises of the Institution
- g. Users shall properly shut down the systems before leaving the office/ department.
- h. Users shall abide by instructions or procedures as directed by the ITMC from time to time.
- i. If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the System admin team for corrective action.

18.2 Sharing of data

Users shall not share their account(s), passwords, Personal Identification Numbers (PIN), digital signatures certificate or similar information or devices which is used for identification and authorization purposes.

18.3 Use of Portable devices

Devices covered under this section include Institution issued laptops, mobiles, iPads, tablets, PDAs etc. Use of the devices shall be governed by the following:

- User shall be held responsible for any unauthorized usage of their Institution issued access device by a third party.

- Users shall keep the Institution issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations (e.g. classrooms, meeting rooms, restaurants etc.).
- User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device may support and should be as per the password policy of the application.
- System admin team shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User. Firewalls shall be enabled, if possible.
- Lost, stolen, or misplaced devices shall be immediately reported to the competent authority.
- When installing software, user shall review the application permissions to ensure that unwanted information regarding the user is not shared with the application provider.
- The staff member should not take the institution device outside the campus.

19 Network (Intranet & Internet) Use Policy

Network connectivity provided through the Institution, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the Institution IT Policy. The System admin team is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institution's network should be reported to System admin team.

A. IP Address Allocation

Any computer (PC/Server) that will be connected to the Institution network should have an IP address assigned by the System admin team. Following a systematic approach, the range of IP addresses that will be allocated will be based on Virtual LAN (VLAN) created against each entity or objective. Any

device connected to the network will be allocated IP address only from that address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, it will be allocated as per the DHCP pool policies.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

B. Running Network Services on the Servers

a. Individual departments/individuals connecting to the Institution network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of System admin team in writing and after meeting the requirements of the Institution IT policy for running such services. Non-compliance with this policy is a direct violation of the Institution IT policy and will result in termination of their connection to the Network.

b. System admin team takes no responsibility for the content of machines connected to the Network, regardless of those machines being Institution or personal property.

c. System admin team will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

d. Access to remote networks using an Institution's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the Institution Network connects. Institution network and computer resources are not to be used for personal commercial purposes. 87

- e. Network traffic will be monitored for security and for performance reasons.
- f. Impersonation of an authorized user while connecting to the Network is in direct violation of this policy and will result in the termination of the connection.

20 Email Account Usage Policy Purpose

1. An email account on the server chettinadtech.ac.in is provided to the authorized staff of the institution, hereinafter referred to as 'Respective Staff', to facilitate communications with the management and staff of the institution. All other communication with students, parents, other professionals associated with the institution, such as external facilitators, guest lecturers, tour operators, international program coordinators, etc. has to be sent only from info@chettinadtech.ac.in.
2. All communication pertaining to college should be sent through this email account only.
3. This email accounts shall not be used for personal communications under any circumstances whatsoever it maybe.
4. This email account can be used only so long as the Respective Staff is an employee of the institution. On termination of employment/resignation, the allotted email account may be suspended or deleted, retained or transferred to some other staff by the designated administrator or any person authorized by the management immediately.
5. Since the email is used purely for matters relating to college as stated above, the designated administrator or any person authorized by the college reserves every and all rights what so ever to retrieve emails from the Respective Staff's email account at any point of time without prior notice or intimation and does not require any previous consent from the Respective Staff.

Security

1. It is the responsibility of the Respective Staff to keep the password secure and confidential.

2. The Respective Staff should change their password periodically or as and when required in order to maintain the safety and security of the said emails account.
3. The Respective Staff may only use their own password protected accounts to send and receive emails.
4. The Respective Staff must not leave their mailbox open and unattended and will be held responsible for any misuse/unauthorized use that may arise out of any negligence on the part of the respective staff.
5. Register your email address only with reputable organizations while evaluating, downloading or using educational resources.
6. The Respective Staff shall adhere to and strictly follow all the safety measures/rules and regulations that are made available by the service providers including periodical update of anti-virus, etc.
7. The Respective Staff shall strictly adhere to and follow all the laws and rules that are in force relating to operation of emails including cyber law and the IT act.
8. Respective Staff who receive inappropriate email shall inform the Administrator/IT department immediately; the email must not be opened, forwarded or replied to.
9. Caution to be exercised when opening attachments. Save any attachment to the computer's hard drive to ensure they are scanned for malware (malicious software) before opening.
10. Respective Staff to report immediately any problems/difficulties with the email account to the Administrator/IT department for resolution.
11. Respective Staff shall never open attachments from an unreliable source; consult the IT department when in doubt regarding the same.
12. Respective Staff, upon learning of an inappropriate use or a compromise (a breach, unauthorized access, suspected unauthorized changes, deletions, additions or viewing) shall immediately notify the Administrator/IT department.

Usage

1. The Respective Staff shall check the mailbox periodically subject to at least a minimum of once a day.
2. All incoming emails should be acknowledged within 2 working days or replied to within 5 working days. Certain emails may need to be prioritized in light of their content.
3. In case of absence the Respective Staff should set up an auto-responder if possible. This should provide an alternative contact and length of absence if known.
4. A signature should be added to any email sent. This should include the Respective Staff's name, position and contact details in addition to the disclaimer as stated below: - "This email and any files transmitted with it are confidential and intended solely for the use of the named recipient. If you have received this email in error, please notify info@chettinadtech.ac.in and/or the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the college. Finally, the recipient should check this email and any attachments for the presence of viruses. The sender accepts no liability for any damage by any virus transmitted by this email."
5. It shall be the duty of the Respective Staff to bring the matter in issue in the email transaction to the knowledge of the college authorities on time, failure to do so the college shall not be liable for any legal consequences arising out of the said email transaction and only the Respective Staff will be liable for the same.
6. Please be aware that emails are easily forwarded and hence be professional and careful about what you write.
7. All emails should be written and checked carefully before sending, in the same way as a letter written on college letter head.
8. The downloading and sending of copyright material is prohibited.

9. Defamatory or illegal information is prohibited.
10. Deliberate misuse of email will result in disciplinary action taken against the Respective Staff.
11. Keep the number and relevance of email recipients, particularly those being copied, to the minimum necessary and appropriate.
12. Forwarding of chain emails is not permitted.
13. Adhere to good network etiquette/netiquette when sending emails – as bold, capitals and coloring (particularly red) could be deemed to be 'shouting' and overly assertive.

Template for Staff Declaration

I have read the list of Email Policy above and I accept them

Staff Name:

Staff Signature:

Official Email Address Issued:

Issued On:

Blocked On:

Personal Email Address:

System Admin

Head Admin

Principal

21 Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Help desk mail id. On receipt of notice (or where the Institution otherwise becomes aware) of any suspected breach of this Policy, the Institution reserves the right to suspend a user's access to Institution's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion

in the case of Students or contract termination in the case of third parties may be taken in accordance with the Institution's disciplinary procedures.

22 Revisions to Policy

The Institution reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the Institution website and by continuing to use the Institution's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

23 Contact Us

If you have any queries in relation to this policy, please contact:

- General Enquiry: +91 93450 02630, 93607 02630

INSTITUTE INNOVATION AND START UP POLICY

1. Chettinad Tech. promotes innovation and student's start-ups in the department and college level, by regularly hosting startup-related workshops, conferences and business plan preparation Competitions.
2. Chettinad Tech. conduct contests to evaluate student's innovative ideas and new project proposals in the name of "Project Expo/ startup day" where in students may present their new ideas. Evaluation will be done by external experts and the best proposal will be awarded with „INNOVATION & ENTREPRENEURSHIP AWARD" every year.
3. Chettinad Tech helps to create startup facilities within the institution for supporting pre incubation and Incubation/ acceleration by mobilizing resources from internal and external sources
4. Chettinad Tech. assists the students to get funding by business enterprises, angel fund groups and governmental institutions for start –ups.
5. Chettinad Tech. students are allowed to avail the college Infrastructure like, lab facilities, library resources and faculty resources for implementing their innovative form of a Prototype. The additional cost required for the purchase of new equipment, software etc., related to their projects, shall be borne by the students.
6. Chettinad Tech. assists the students to Convert their innovative ideas into products/services.
7. Chettinad Tech. facilitates and guides the students in registration of the Intellectual Property rights (IPR) formalities i.e. Patent, Copyright and Trademark.
8. Students are given industry and corporate exposure through case studies to help them understand the success stories or adversities with startups.
9. Our institution encourages faculty members to do courses on innovation, entrepreneurship management and venture development. Faculty members are encouraged to equip them by undergoing FDP"s by EDI, & DST sponsored programs, Workshops and technology fairs.

PLACEMENT POLICY

For the students of full-time course of Chettinad College of Engineering & Technology.

1. About Us
2. Training
3. Pre-Placement Process
4. Selection Process
5. Regular & Dream Offers
6. Post-Placement Process
7. Other Guidelines

About Us:

The Training and Placement Cell is an important part of our institution. The objective of the placement cell is to create awareness among the students about the professional requirements of the employers. Reputed companies from across the country visit our institute regularly for the campus recruitment programs. Apart from this, companies from the Chettinad Group also offer placement opportunities to our students on a regular basis.

To coordinate the placement activities, the college has a separate Placement Cell. The Placement Cell constitutes of the Placement Officer, Trainers & Placement Coordinators, who support all the T&P Cell activities.

Training:

At the beginning of the semester, The Training & Placement Cell will provide training for students in areas of aptitude, group discussion and mock interviews on a regular basis by both internal and external experts. There is an emphasis on technical training as well. Students are given a taste of what they can expect during the recruitment process.

Pre-Placement Process:

The campus placement process starts with pre-placement presentations. Organizations that come for a campus placement stage multimedia presentation that cover diverse areas, including their business environment, work culture, products, and market share. In these pre-placement presentations, aspiring professionals get an idea about the role they need to perform and the salary they can expect. Some organizations also organize interactive sessions in which candidates can ask questions to company representatives. Students failing to be on time for any such interactions shall be disallowed from further process with that company. Also, the non-interested students will be disallowed for that company's interview process.

Following that, few rounds of interview will be conducted and finally the selected candidates list is announced.

Selection Process:

After the interview process gets completed, the company will send the selection list to the college and students e-mail id. The selected students need to accept the offer immediately. The response shall not be altered at a future date. A student who does not accept the employment offer made by a company or who had initially accepted a job offer, later refuses the same, stands to be blacklisted for further campus placement processes.

Regular Offer & Dream Offer:

All the students are allowed only one regular offer. In case a student gets placed in an Empaneled Company, he/she will only be allowed to another Company Placement Process if the Package is double than what has been offered. However, the final decision of allowing students for such offer is at the Discretion of T&P Cell. In general, All the offers up to 5 LPA are considered as Regular Offers All the offers above 5 LPA are considered as Dream Offers. If students get placed in dream package offer. In certain special cases, the

Dream Offer definition is not just on the basis of pay Package, but will be based on profile, future prospect and other factors as decided by T&P Cell.

Post- Placement Process

Selected students shall go through all employment formalities, as outlined by the company. This could include medical tests, visits to the company and other prescribed formalities. Students shall coordinate with the Placement Department for their offer letters sent by the companies. It is common for companies to send the offer letters to the Institute. Students must be patient and be in touch with the Placement Team for the same.

Any discrepancy in the offer letter needs to be resolved directly between the student and the company, since several matters are discussed directly between the student and the company, during the interview process, which the Placement Team could be unaware of that. Only in severe cases of discrepancy, should the Placement Team be requested to intervene.

Other Guidelines

- **Code of conduct:**

Students are expected to behave in a dignified and professional manner, in all their interaction with the company. This refers to the overall conduct of students and spans across areas like attendance, dress code, body language (especially clean shaving and in formal Dress code) and verbal as well as non-verbal communication. Students shall not coordinate directly with the company, unless specifically asked to do so. All queries shall be routed through the Placement Cell. Students shall be barred from the campus placement process if found using unsolicited language during the Campus Placement process. Placement cell can take appropriate action including disqualifying students to appear for specified number of companies if students violate the guidelines or company process. Higher authorities may take final call on case-to-case basis

- **Dress code**

Students need to be dressed in business formals at all times, for any interaction with the company during the placement process whether it is online or offline. This includes: business suits for Boys or decent suits for Girls. Dress Code also includes College ID, Formal Shoes etc.

- **Withdrawal Notice from Campus Placement Process**

Students, who do not wish to be part of the campus placement process, shall inform the Placement Cell, at the beginning of the academic year. This enables the Placement Cell to work in a more focused manner, towards placements only for the interested students.

CONSULTANCY POLICY**Preamble**

Chettinad College of Engineering and Technology (CCET), established with a vision to foster academic excellence and innovation, is recognized by UGC and AICTE and accredited by NAAC and NBA. The institution offers a wide range of undergraduate and postgraduate programs and actively promotes a strong research culture across all academic levels. In this progressive academic environment, CCET is committed to setting new benchmarks in 'Teaching and Learning Resources,' 'Graduation Outcomes,' and 'Research Activities' through systematic and scientific approaches. CCET firmly believes that 'Consultancy Projects and Services' are integral to the institution's growth and success. These services highlight the expertise of the institution in various specialized fields, facilitate academia-industry collaboration, and contribute to addressing societal challenges. Consultancy engagements also offer numerous advantages, including enhanced research culture, innovation, knowledge transfer, problem-solving abilities, risk mitigation, skill development, and valuable market insights. In alignment with these objectives, the Research and Development Cell (RDC) of CCET has formulated this comprehensive 'Consultancy Policy.' The policy is subject to regular review and refinement by the Academic Council and Governing Bodies to ensure it remains scientifically sound and effective. The RDC will oversee the implementation of this policy and make necessary updates periodically through established procedures.

Objectives, Ethics, and Regulations of the Consultancy Policy

1. This policy provides clear guidelines for all employees, contractors, and affiliates of CCET engaging in consultancy services. It covers both internal consultancy within CCET and external services offered to third party clients.
2. All consultancy projects and services must be conducted with professionalism, integrity, and in strict compliance with CCET regulations and applicable legal standards.

3. Faculty members interested in offering consultancy services must obtain prior approval by submitting a duly completed 'Consultant Recognition' application with the necessary documents to the RDC. Approved faculty must also register in the 'Consultant Register' maintained by the RDC.
4. Consultancy services at CCET include professional advice, specialized technical designs, and services such as strategic planning, project management, design and execution, technical consultation, hands-on training, and data analysis.
5. The RDC will periodically define and update the scope of consultancy services based on scientific relevance and institutional requirements.
6. Consultants must strictly comply with the 'Quality Assurance' (QA) standards prescribed by the RDC. QA measures encompass agreements, project reports, periodic reviews, evaluations, feedback collection, working models, financial transactions, and proper documentation. Annual internal audits will be conducted by the RDC to ensure adherence to QA standards.
7. Potential conflicts of interest must be promptly disclosed to the RDC. Each case will be assessed individually, considering various scientific and ethical parameters.
8. Consultancy fees will be determined based on the expertise required, project complexity, and mutual agreement between the RDC, the beneficiary, and CCET consultants.
9. Consultants and beneficiaries must adhere to CCET's 'Financial and Accounting Policies.' Invoices and financial transactions related to consultancy services must be promptly reported to CCET's Finance Section through the RDC.
10. Intellectual Property (IP) generated during consultancy projects will be managed in accordance with the contractual agreement. The ownership and rights of the IP will be mutually agreed upon by CCET Management, the consultant, and the client.

RESEARCH AND DEVELOPMENT CELL POLICY

To foster a robust research ecosystem and create a supportive infrastructure, the institution has implemented the following initiatives:

- **Research Incentives:** Faculty members are rewarded for publishing in reputed journals to encourage scholarly contributions.
- **Flexible Research Environment:** Provisions such as flexible working hours and access to laboratories are offered based on research needs.
- **Consultancy Policy:** A structured policy is in place for sharing consultancy and testing charges to motivate faculty engagement in industry-related consultancy work.
- **Research Mentorship:** Faculty members with a strong research inclination are identified and supported to pursue advanced research.
- **Library Support:** The library actively assists researchers by providing updates on citation metrics, including h-index and citation indexes, to track academic impact.
- **Internal Project Development:** Faculty and students are encouraged to initiate and develop in-house research and innovation projects.
- **Student Chapter Support:** The institute promotes the establishment of student chapters of recognized professional bodies and bears the associated membership fees to nurture a research and innovation mindset among students.

Financial assistance to students for research

- i. Students will get reimbursement towards paying registration fees for presenting the paper in the conference. Also, students participating in various events such as technical quiz competition, technical fest, and technical poster presentation competitions at state level as well as at national level will be reimbursed by the institute.
- ii. Institute motivates the students for undertaking the interdisciplinary projects and provides required financial support.

- iii. Final year students will be given reimbursement for performing tests on the samples in the outside laboratory if required for their project work. Students must seek prior approval from concerned project guide and HOD.

Financial assistance to faculty for Research Process:

- i. To promote a strong research culture, incentives are offered to faculty members for publishing their research in reputed journals and recognized conferences. The Incentive for Research Publications (IRP) will be applicable to authors whose publications include CCET affiliation.
- ii. All requests for grant have to be made prior to the conference. Faculty members will submit the application for grant when they receive the letter of acceptance from the conference committee.
- iii. The recommendation of Head of Department, R&D coordinator & subject expert is required for availing the conference sponsorship.
- iv. On approval, the faculty registers for the conference and Faculty attends the conference/FDP/STTP/workshop etc.
- v. For reimbursement purpose, faculty must enclose receipt of registration fees, first page of paper and conference/workshop certificate along with application and submit it to R&D coordinator.
- vi. Faculty submits the above approved documents to the Principal for approval within 15 days of attending the conference.
- vii. Principal finally approves the application for reimbursement.
- viii. Faculty submits the above approved documents to the accounts and gets reimbursement.

MENTOR-MENTEE POLICY

Objective: To foster holistic student development by guiding, supporting, and mentoring students in their academic, personal, and professional growth through structured mentoring programs.

Mentor Allocation:

- Each faculty member will mentor 10 to 20 students.
- Student allocation will be done at the beginning of the academic year.

Responsibilities of Mentors:

- Provide academic guidance and monitor students' academic performance.
- Encourage the development of empathy, growth mindset, and conflict management skills.
- Offer career counseling and personal development support.
- Facilitate discussions and activities during Quality Circle Time every fortnight.
- Maintain records of mentee progress and meetings.

Responsibilities of Mentees:

- Actively participate in mentoring sessions and Quality Circle Time discussions.
- Share academic and personal challenges openly with mentors.
- Engage in activities designed to develop empathy, resilience, and conflict resolution skills.

Quality Circle Time:

- Conducted every fortnight to promote peer interaction, emotional well-being, and personal growth.

- Sessions will include open discussions, group reflections, and collaborative problem-solving.
- Focus topics will include stress management, empathy-building, leadership skills, and effective communication.
- Activities will include storytelling, empathy cards, role-playing scenarios, and team-building exercises.
- Guest speakers and experts may be invited to conduct interactive sessions on personal and professional development.
- Quality Circle Time will provide a safe space for students to express their feelings, share experiences, and build a supportive community.

Mentoring Activities:

- Empathy Development: Activities like Empathy Maps, storytelling, scenario discussions, and role-reversal exercises to foster understanding and compassion.
- Growth Mindset: Reflection exercises, goal-setting workshops, resilience-building discussions, and analyzing inspiring stories of perseverance.
- Conflict Management: Role-plays, case studies, guided discussions on handling conflicts constructively, and developing active listening and negotiation skills.
- Career Development: Workshops on resume building, interview skills, goal-setting, and networking strategies.
- Academic Support: Time management strategies, study skill workshops, and personalized academic planning.
- Personal Development: Sessions on emotional intelligence, stress management, leadership skills, and mindfulness practices.

Monitoring and Evaluation:

- Mentors will submit periodic reports on mentee progress.
- Feedback from mentees will be collected to improve mentoring practices.
- Regular reviews of mentoring effectiveness by the institution.

Confidentiality: All discussions between mentors and mentees will remain confidential, fostering a safe and supportive environment.

Review and Amendments: This policy will be reviewed annually and updated based on feedback and evolving student needs.

ACADEMIC AUDIT POLICY

1. Statement: To ensure the smooth functioning of academic activities and to systematically evaluate the efforts of faculty and students, specific assessment components have been implemented. These components cover course delivery in alignment with the curriculum and syllabus, co-curricular and extra-curricular student activities, institutional discipline, faculty responsibilities, class monitoring, course progress, internal assessments, and student welfare and grievance handling. The Academic Audit process aims to continuously improve the quality of technical education through well-defined guidelines for both faculty and students, ensuring the graduation of competent engineers and researchers from Chettinad College of Engineering and Technology, Karur.

2. Objectives:

- To uphold academic accountability across departments.
- To monitor and enhance the quality of technical education by providing clear guidelines for faculty and students.
- To safeguard the integrity of technical education processes.
- To evaluate the effectiveness of the teaching-learning process and implement strategies for maximizing faculty and student outcomes.
- To ensure the institution adheres to Outcome-Based Education (OBE) practices.

3. Scope: The academic audit will be conducted by the Internal Quality Assurance Cell (IQAC) within the college and an external academic auditor appointed by the institution. The IQAC will oversee and manage all academic activities, including internal evaluations and examinations. Periodic academic audit reports will be prepared in university-prescribed formats and submitted to external auditors for independent verification. The final report will be sent to the institution's leadership.

4. Coverage of Academic Audit:

- **Course Delivery:** Verification of course plans, syllabus coverage, quality of internal exam question papers, internal evaluations, lab maintenance, practical assignments, mini-projects, and practical classes.
- **Co-curricular and Extra-Curricular Activities:** Review of student engagement and the monitoring mechanism for activity point accumulation.
- **Institutional Functioning:** Evaluation of student and faculty punctuality, attendance, discipline, academic environment, learning ecosystem, achievements, and benchmarking.
- **Quality Standards:** Adherence to NBA/NAAC criteria for academic quality.

5. Audit Structure:

- **Internal Quality Assurance Cell (IQAC):** Responsible for internal audits and assisting the external auditor. Internal audits (inter-departmental) will be conducted twice a semester by IQAC members.
- **External Auditor:** A senior academician will visit the institution twice a year to verify documentation and interact with faculty, staff, and students. The auditor will submit an online report to the Principal for feedback and onward submission.

6. College-Specific Documents:

- Academic calendar with marked working days, holidays, and activities.
- Minutes and action reports from Discipline and Welfare Committees.
- Reports on co-curricular and extracurricular activities.
- Faculty and technical staff details with attendance records.

- Central library register detailing books, journals, and volumes.
- IQAC meeting minutes and internal audit reports.

7. Department-Specific Documents:

- Minutes and action reports from course/class committees (UG/PG).
- Advisory committee meeting records.
- Departmental academic calendar.
- Course diaries for all subjects.
- Tutorial logbooks.
- Internal test question papers and sample answer scripts.
- Laboratory equipment log registers.
- Laboratory manuals, records, and course files for practical's.
- Practical test question papers and answer scripts.
- Project progress review reports (Mini, Design, and Final projects).
- UG/PG result analysis.
- Records of remedial, minor, and honors classes.
- Department library register detailing books and journals.
- Activity points register.
- Computing facility records in computer labs (UG/PG).
- PG thesis work documentation.
- Licensed software inventory in the department.

8. Monitoring and Evaluation:

- Periodic submission of mentee progress reports by mentors.
- Collection of feedback from mentees for continuous improvement.

- Regular institutional reviews to ensure audit effectiveness.

9. Confidentiality: All audit-related discussions and reports will remain confidential to maintain a safe and supportive academic environment.

10. Review and Amendments: This policy will be reviewed annually for updates based on feedback and evolving academic needs.

ADMISSION POLICY

Under Graduate Courses

S.NO	COURSE NAME	SEATS
01.	B.Tech. – Artificial Intelligence and Data Science	60
02.	B.Tech – Information Technology	60
03.	BE – Computer Science and Engineering	60
04.	BE – Electronics and Communication Engineering	60
05.	BE – Electrical and Electronics Engineering	60
06.	BE – Mechanical Engineering	60

Tamil Nadu Engineering Admissions (TNEA) Eligibility Criteria

In order to be considered for admission to any of the participating institutes of TNEA, candidates need to meet the eligibility criteria prescribed by the Anna University. The list of requirements are mentioned below:

Nativity / Domicile:

1. Candidates from Tamil Nadu (TN) who have passed VIII–XII in the state can apply and need not enclose certificate of nativity.
2. Candidates native to Tamil Nadu but have passed VIII–XII in other states must enclose nativity certificate.
3. Children of Central Government employees are also eligible to apply provided their parents have been working in Tamil Nadu for the past five years.

Qualifying Exam

Candidates need to have passed HSC or any equivalent exam with Physics, Chemistry and Mathematics. The category-wise minimum aggregate percentage of marks required in the three subjects are given below:

Category	Minimum % of marks in aggregate in pcm
General	45
Backward Class Including Backward Class Muslims	40
MBC and DNC	40
SC/SCA/ST	40

Post Graduate Courses

S.NO	COURSE NAME	SEATS
01.	MBA	90

Eligibility for MBA:

- i) The student should have a recognized 3-year bachelor's degree with a minimum of 50 % in the qualifying degree examination (45 % for those applying through the reserved category).
- ii) The qualified course should be:
 1. Based on 10+2+3 years' pattern or
 2. Based on 10+3 years' diploma+3 years' pattern or
 3. B.E./B.Tech./B.Arch./B.Pharm program or

4. 10+2+AMIE qualification or
 5. 10+3 years' diploma (awarded by the State Board of Technical Education) + AMIE.
- iii) The student should have a valid TANCET score.

LIBRARY POLICY

The rules and regulations to be followed by the user in the library are given below:

1. Library is "The Temple of Learning". Hence complete silence, dignity, and decorum should be maintained inside the CCET central library.
2. CCET-central library functions on weekdays from 09:00 am to 06:00 pm. The central library remains closed on all public holidays. Book Issue and book return hours will take place on all days from 09:30 am to 06:00 pm.
3. Entry into CCET-central library is restricted to the teaching staff, non-teaching staff and the students of CCET only. Outsiders shall get permission from the principal for using the facilities at CCET-central library.
4. Teaching and non-teaching staff may enroll themselves as library member by filling up the library membership form.
5. Access to CCET-central library is provided to the students by using the ID card, without which no student will be allowed to enter the central library. In case of loss of card, the student must get a permission letter from the Principal/HOD.
6. All the users should wear their college **ID card with the rope** inside the central library all the time.
7. Users have to produce their ID card to the library staff when asked for.
8. Access to CCET- central library is provided to the visitors only after making an entry in the entry register kept at the entrance of the CCET-central library.
9. Users must keep their belongings at the "Property Counter" before entering the central library. Library staff will not be responsible for reader's personal books kept in the property counter. Only small pads or loose sheets are allowed inside the central library for taking notes.
10. Users are required to stand in a queue while returning or getting the book/document. Making noise or doing anything which may disturb

other students or which may be against the rules of the library is strictly prohibited.

11. The users are requested not to misplace the books from one shelf to another; they shall leave the books on the reference tables after using; the library staff will replace the books in their respective positions.
12. "A book misplaced is a book Lost ". Hence users are requested not to disturb the sequence of arrangement of books in the rack.
13. Underlining, scribbling, tearing of pages or any other type of mutilation of books, magazines, journals etc., mishandling or misuse of computers will lead to severe action and Penalty.
14. If any reading material is taken out of the central library without proper entry, serious action will be taken.
15. Books, Periodical Back volumes, Journals, magazines and projects meant for reference will be issued only for overnight during working days.
16. Students can borrow books for a period of 14 days. The loan period can be extended by another 14 days, provided there is no reservation pending for the book. Second renewal of book is not possible even if the book is not in the reservation list.
 1. I Year and II Year - 06 Books
 2. III Year and IV Year - 08 Books
 3. PG students - 10 Books
17. Teaching staff can borrow 14 books at a time for a period of eight months. Non-teaching staff and administrative staff can borrow 6 books at a time for a period of four months.
 1. Teaching staff - 14 Books
 2. Non-teaching staff - 06 Books
18. CCET-central library is one of the members of the Institutional memberships of organization of National Digital Library of India and DELNET. Students are facilitated to access the books and other reference materials through this membership.

19. Only one copy of the same title will be issued to each user.
20. Books once issued from the Library should not be carried back into the library before discharging the same at the Circulation Counter.
21. Late fine imposed on the defaulter may be reduced in exceptional condition. The defaulter shall be asked to submit certificate of sickness or other genuine ground due to which he/she could not attend classes and hence, could not return the book on due date.
22. Users are responsible for all the books borrowed on their account.
23. Users should satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is found, the same must be immediately intimated. Otherwise he/she will be held responsible for any damage. A minimum fine of Rs.100/- will be charged for any book damaged due to rains, stains, being torn, loose binding or plastic cover of the books being removed or torn.
24. In case the book is lost by a borrower, the users should replace the latest edition of the resource at his/her own cost within a week. If failed to do so he/she will be fined three-times the cost of the foreign authored books and two-times the cost of the Indian authored books as replacement fee.
25. Users shall vacate their seats 5 minutes before the closing time of the central library.
26. The Librarian reserves the right to call back any book issued to any user before the due date, if it is required for any important purpose in the central library or if the demand for the book is high.
27. The Librarian reserves the right to suspend the membership of any user found misbehaving, abusing the library staff or behaving in an indecent manner.
28. Books, non-books and other reference materials required for study purpose but not available in the CCET-central library stack may be brought to the notice of the librarian.

29. Copyright Restrictions

- Whole books and periodicals cannot be copied.
- More than one article cannot be copied from any issue of a periodical
- Only single copy can be requested, of a few selected pages, for personal, scholarly use

30. Group discussions or any other activities will not be permitted inside the central library.

31. Special privileges may be extended to a user if they are considered necessary by the Principal/Librarian.

32. The user should avail the services of the central library in person and not through a proxy.

33. The system kept in the central library is only for browsing of E- journals, digital resources of CCET and for searching of books in central library.

34. No refreshments or foodstuff of any kind shall be consumed anywhere inside the central library.

35. Transfer certificate will be issued only on the submission of a no due certificate from the central library. 'No dues certificate' shall be issued to the users only after submission of books/documents/fine out standing against their names.

36. The competent authority will take necessary action against the users who violate the library rules and regulations.

37. The library rules may be altered or amended or new rules may be added to the existing ones by the authorities from time to time without notice to the users and these rules or any alterations or amendments to them shall be effective and binding on all concerned. A copy of the rules will be made available when asked for.

EXAM CELL**ROLES, RESPONSIBILITIES & EXAM CELL POLICY****Introduction**

The Examination Cell (EC) is an important part of the College. There is sufficient number of supporting staff from each department to look after the routine works of the EC. The EC has been provided with, up to date computer systems, communications networks, high speed printers and copiers to enable the smooth functioning of the same. The EC is under the direct supervision of the Principal who is also the Chief Superintendent (CS). The CS is assisted by the Examination Cell Coordinator(s) (ECC) and clerical staff. The EC coordinates the conduct of Internal as well as University Examinations for all the UG and PG programmes.

The Role of Exam Cell:

The EC coordinates with Anna University regarding all matters related to the University Examinations. The ECC coordinates along with the Principal regarding all the proceedings of the EC. Any information either received or required to be sent to the University is being dealt within the EC. Any circular, guidelines, office order, notifications received by the college is processed in the EC; reply thereof prepared and after Principal's signature dispatched to the University.

Conduct of Internal Test / Model Examination (UG)

1. In general, 3 Internal Test and 1 Model Exam for UG classes are conducted. The ECC maintains a department wise list of Examination Coordinators.
2. The College Academic Calendar indicates the tentative examination schedule for Internal Test and Model examinations. Exact schedules are fixed by the EC in consultation with the HODs and Principal. These are informed to staffs and students through circulars.

3. After the timetable's publication, IQAC will issue guidelines and a question paper template within three working days (Once a Semester).
4. Faculty members should prepare question papers according to the IQAC template, ensuring each question is mapped to the corresponding Course Outcome (CO) and Bloom's Taxonomy Levels(BTL). They should then upload question papers to the College Intranet.
5. Question papers obtained from external faculty members for some model questions.
6. The HoD approves the uploaded question papers, after Verification and then sent to the Scrutiny Committee.
7. The Committee verifies all aspects of corrections before approving the question papers. These approved questions are then sent to the EC to conduct Internal Examinations.
8. The EC arranges sufficient copies of Question Paper before the Examination.
9. The retest, if required will be conducted by the EC for the students who were absent for the Examination with genuine reason which was communicated to Department. The absent students are permitted to write the Retest after getting Permission from HoD and Principal.
10. A New Question Paper is prepared by the subject in charge and given to the above students after getting approval from HoD and Principal.
11. A schedule for invigilation, CS and Department Exam Cell Coordinator (DECC) is prepared by the EC The faculty will attend the duty as per the schedule.
12. After exams, papers are collected by the invigilators and handed over to the EC along with attendance report.
13. The EC hands over the answer sheets to the faculty handling the subjects.
14. The Hall arrangements and seating arrangements are prepared by the EC.

15. Evaluated answer papers are distributed to the students for verification and collected back.
16. Evaluated answer papers are verified by HoD, before upload the Mark in the Intranet
17. The class advisor who consolidates the results of the respective class and submitted to HoD.
18. The HoD will conduct result analysis meeting and submit the Result analysis Report to the Principal Signature.
19. The EC Receive the requirements of answer books, drawing sheets, graph papers and other material from various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
20. The EC will give the directions to all (DECC) for smooth conduct of examination.
21. The EC forward the Malpractices cases to Principal for further necessary action. The Principal forward this case to HoD to take action on the student. The HoD will take action on the student after the approval from the Principal and final report to be submitted to EC.
22. The EC will appoint Internal CS for continuous monitoring by taking rounds in different examination Halls to confirm that invigilators are performing their duties properly and discipline is being maintained during examination

Web Portal Activities

Internal Assessment:

The EC will send circular to all staffs to upload the assessment details in the COE portal as per the schedule released by the COE. The Department Academic Co ordinator prepares the consolidated Assessment details and get verified by subject in charge and HoD. The Report is uploaded in the portal by subject incharge after duly approved by the Principal.

The procedure for allotment of internal marks for theory paper, practical paper and project viva voce according to the Anna University Regulations will be issued from time to time by the COE.

The EC keeps a copy of Assessment record for future reference.

The EC will send the Final Internal Mark List to all Staff.

Profile Entry:

The EC will send circular to all faculties to upload the details of students who were admitted in the current academic year. The Mentors of the respective students will upload the details in the Web portal and get verified by the students. The EC will keep a copy of verified student details for future verification.

The EC send circular to the Newly Joined faculty members to upload their details in webportal.

Registration:

The EC will send circular to DECC to upload the elective subjects or any other courses in the web portal after getting approval from HoD and Principal.

The EC registers the students for the End semester Examination of a particular semester after getting approval from HoD and Principal.

Responsibility

Dates of commencement of University examination along with applications and fee for various courses are received separately from University. The examination fee circular is displayed in the Notice boards. Students remit examination fees in the college office. The filled up applications are verified and forwarded to the University along with fee statement with Principal's endorsement on application forms.

All Assessment Records shall be preserved in the Record Room.

The Consolidated Result analysis shall be prepared with help of DECC and reported to Principal.

The EC maintains a Record of faculty wise result analysis.

After the results of various examinations received, distribution of mark sheets and Degree Certificates to students.

Requirements for Appearing for Semester Examination

Candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of that semester according to the Anna University regulations issued from time to time.

Candidates who do not complete the semester (as per Anna University Regulations), will not be permitted to write the end-semester examinations and are not permitted to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

Procedure for Conducting Final Practical's / Viva Voce Examinations

On receipt of the schedule for conducting practical examination from University / Zonal office for each semester, a circular is sent to all HODs asking for the details of internal examiners and practical examinations. These are forwarded to University/Zonal office through Principal. The details of approved internal and external examiners with date of each practical subject are received from Zonal office and a copy of same is forwarded to all HODs for effective conduct of the exams.

The Zonal office appoints the external examiner for each practical lab / viva voce from neighbouring colleges under their control. External examiners are contacted by HODs over phone to find out their convenience / acceptance. If it is not convenient for the external examiner to come on the decided date, then an alternate examiner is arranged by Zonal office with intimation to

Principal. Based on this, detailed Time Table is informed to the examiners as per University format. Time Table is also displayed in the department and College Notice board in advance.

If there is any clash of schedule with arrears practical, it is rescheduled with the approval of Zonal office. These are updated and maintained by the EC.

For each laboratory examinations, DECC/ HOD decides and appoints skilled assistants and technical supporting staff and communicate. The internal examiner along with skilled assistants and technical supporting staff take care of the conduct of practical examination for which they are appointed. The EC issues necessary forms / stationery items to the internal examiners for conducting laboratory exams.

The practical examinations are conducted batch wise. The External examiner/Internal examiner set the question papers; value the answer scripts and award marks. The marks are allocated for carrying out the experiment, records, observation, calculation and viva voce. After the completion of practical exam, the mark statements are prepared as per University format and signed by both the examiners. The mark statements are sealed in separate covers along with question paper and handed over to the EC. The same is forwarded to the University by the Principal. The answer paper packets are handed over to the Zonal office.

The External examiner and internal examiners conduct the viva voce for the project with the help of technical supporting staff of their departments. Before the final viva voce, a model viva voce is conducted for the students by the project co-ordinator along with the project guide. The performance in the model exam is also used for awarding the marks. The Viva voce is conducted in batches (4 to 5 students / batch for UG). After the completion of viva voce, the marks statements are prepared and signed by the examiners. The marks statement are sealed in separate covers and handed over to the EC. These are forwarded to the University by the Principal.

Conduct of Final Theory Examinations

The examinations shall ordinarily be conducted between November and December during the odd semesters and between April and May in the even semesters.

For the semester examination, a CS is appointed by the Principal. The CS, ECC and hall superintendents for different sessions are responsible for the smooth conduct of examinations. Principal CS appoints reserve hall superintendents. A University Representative from neighbouring colleges is appointed by the Zonal office. The EC shall send request letters to neighbouring colleges for appointing external hall superintendent. Internal and external hall superintendents are appointed for invigilation work. From the above list, the hall superintendents are selected and appointed by Principal / CS and orders issued. An invigilation schedule is prepared as per University format for follow up. Due to any reason if the hall superintendent cannot report for duty they are advised to make an alternate arrangement and inform to ECC/CS in advance. Due to any reason if external / internal hall superintendent's don't turn up for the duties, either reserve superintendents to do the duty or alternate hall superintendent are appointed. Question papers are issued by the University as per their schedule in sealed covers. It shall be opened at least 10 minutes before the scheduled time by the CS in front of the University Representative. They shall endorse the signature on the opened question paper cover.

The EC prepares the hall arrangements and seating arrangements as per University prescribed format. The candidates are supposed to locate their hall and seat with their register numbers displayed at the entrance of the examination hall and occupy their respective seats. The candidates are allowed to enter the examination hall only 15 minutes before the commencement of examination.

Candidates are not allowed to leave their seats under any pretext during examination hours. They are required to bring their hall tickets issued to them attested by the Principal at the time of the examination. The timings will be

followed for conducting the University examinations as per the Anna University schedule. If a candidate loses his / her Hall ticket, a requisition letter from them to allow him / her to write the examination with the recommendation of HOD and authorization from COE / CS is used as temporary hall ticket.

The Hall superintendent distributes the answer books and question papers. The hall superintendent after verifying the hall ticket, signs in the answer book at the appropriate place. The hall superintendent records attendance in the format given by the University and hands it over to the COE/CS along with undistributed question papers / answer books after 30 minutes of commencement of examination. On completion of the examination, the students hand over the answer books to the hall superintendent. The hall superintendent collects and arranges it in sequential order (branch wise / register number wise) of all the answer books and hands them over to the COE/CS. The answer books handed over by the Hall Superintendent are kept in sealed covers with endorsement by CS and University Representative. The sealed covers are handed over to the Zonal office by the CS through University Representative. Any malpractice of the candidate during the examination is reported by the hall superintendent to the COE/CS. The hall superintendent collects the answer paper / supporting materials along with written statement from the concerned. The CS forwards the same to University along with a covering letter, student's seating location chart and hall superintendent's report. A decision on the disciplinary action if any to be taken is decided by the University and intimated to the Principal and the concerned student. The concerned HOD is then informed by the Principal.

Supplementary Examination for students who have completed the Course

The students who have arrears and left the institution after completing the course are intimated about the details of payment of examination fee and commencement of University examinations by the COE through DECC on receipt of intimation from the University. Based on this, students are expected to pay the required fee and get the detailed Time-Table or practical exam

schedule and collect the hall tickets in co-ordination with respective HOD/DECC.

Issue of Hall Ticket for Examination

Hall tickets received from Anna University are distributed to eligible students by the respective departments.

Central valuation organised by Anna University / Zonal office

List of faculty with qualification, experience and positions held are sent to University / Zonal office on request. The University releases a circular to inform the commencement of central valuation. Eligible faculties are selected for central valuations and appointment orders are given by the Zonal office.

S.No	Nature of Malpractice	Punishment
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs. 1000/- per course.
2	The candidate writing his / her name in the answer script.	
3	The candidate writing his / her registration number in places other than specified in the answer script.	
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with neighbouring candidate orally or non-verbally; the candidate causing	

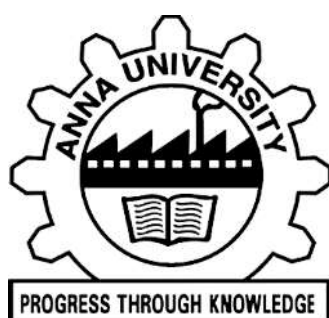
S.No	Nature of Malpractice	Punishment
	suspicious movement of his / her body.	
6	Irrelevant writing by the candidate in the answer script	
7	The candidate either possessing the question paper of another candidate or passing his question paper to another candidate with the question paper containing no additional writing on it	
8	The candidate facilitating the other candidate(s) to copy from his / her answer script.	Invalidating the examination of the particular course written by the candidate.
9	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket etc.	Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrears-courses.
10	The candidate possessing cell phone(s) / programmable calculator(s)/any other electronic storage device(s) (whether used or not).	If the candidate has registered for arrears-courses only, invalidating the examinations of all the arrears-courses registered by the candidate.

S.No	Nature of Malpractice	Punishment
11	The candidate possessing the question paper of another candidate with additional writing on it.	
12	The candidate passing his / her question paper to another candidate with additional writing on it	
13	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
14	The candidate copying from neighbouring candidate.	
15	Vulgar / offensive writings by the candidate in the answer script.	Invalidating the examinations of all the theory and practical courses of the current semester and all the arrears-courses registered by the candidate.
16	The candidate possessing the answer script of another candidate.	
17	The candidate passing his / her answer script to another candidate.	
18	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	
19	The candidate misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical courses of the current semester and all the

S.No	Nature of Malpractice	Punishment
		arrear-courses registered by the candidate;
20	Involved in anyone or more of the malpractices of serial no.9 to 18 for the second or subsequent times.	Additional punishment If the candidate has not completed the programme, he / she is debarred from continuing his / her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears-courses up to the last semester during the debarred period. If the candidate has completed the programme, he / she is prevented from writing the examinations of the arrears-courses for two subsequent semesters.
21	Cases of Impersonation	• Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Supt. • If a student of this College is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his / her studies and writing the

S.No	Nature of Malpractice	Punishment
		examinations permanently. He / she is not eligible for any further admission to any programme of the College • Debarring the 'bonafide student' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. • He / she is not eligible for any further admission to any programme of the College.

CONDUCT OF EXAMINATIONS AN INSTRUCTION MANUAL



**OFFICE OF THE CONTROLLER
OF EXAMINATIONS**

**ANNA UNIVERSITY
CHENNAI – 25**

CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

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

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

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

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

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

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

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

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

I. THEORY EXAMINATION

1. Chief Superintendent (CS):

- 1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.
- 1.3. If there is no suitable person available, COE will appoint a CS from other neighbouring Engineering colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.
- 1.4. CS appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.5. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.6. CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.

2. Examination Details Provided:

- 2.1. The following details in connection with the conduct of examinations are

sent by the University to the respective centres before the commencement of every semester examinations.

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

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

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

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

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

3. Hall Tickets:

3.1. Three days before the commencement of the examination, the

Principal/CS shall specify when and where the hall tickets will be issued.

- 3.2.** Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) shall be downloaded from the Office of COE Web- Portal. After verification of all the particulars in the Hall Ticket, the Principal have to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.
- 3.3.** At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.4.** In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the University end, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and

void. In such case the candidate is liable for punishment.

- 3.5.** Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the University.
- 3.6.** Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.7.** Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the University*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**. The Principal shall make suitable corrections in hall-ticket provided by the University through web-portal and issue the same to candidates. These corrections should be entered in the 'nominal-roll' and in other relevant records also.

4. Hall Arrangements:

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

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

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

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

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

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

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

- 4.7. It is the responsibility of CS to ensure before the commencement of the

examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.

- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.
- 4.11. Strict silence should be maintained in the examination halls.

5. Question Paper (QP):

- 5.1. In the conventional method, packets containing copies of the printed question papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from the University web-portal. Total question papers received can be compared with the question papers required (The data can be obtained from the 'consolidated registration details' provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (**Proforma 2**). Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.
- 5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened

fifteen minutes before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.

- 5.3. The question paper packet should be cut open on the **left hand** side of the packet.
- 5.4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the ZC every week.
- 5.5. All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the ZC at the close of the examinations.

6. Electronic Question Paper (eQP):

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

maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.

- 6.3.** The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE. Standby arrangements have to be made for all the equipment to ensure trouble-free printing of question papers before the commencement of the examination.
- 6.4.** The Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

7. Answer-books:

- 7.1.** Answer-books containing forty-four pages with graph sheets (one normal and one semi-log) are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.
- 7.2.** Space for rough work is provided at the last but one page of the answer-book.
- 7.3.** Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.
- 7.4. Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.
- 7.5.** No 'additional answer-sheet/book' is provided.

8. Hall Superintendent (HS):

- 8.1.** CS shall appoint (**Proforma 4**) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorised to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.
- 8.2.** Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the University web-portal, the invigilation scheme/ hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.
- 8.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 8.4.** HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section **7**).
- 8.5.** An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book,

particularly on the

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

- 8.6. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.7. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.8. Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.
- 8.9. Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.10. HS **must** sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall

Ticket.

- 8.11. The **attendance** of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places (For further details on 'attendance of the candidates', please refer section **12**).
- 8.12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list (**Proforma 6**).
- 8.13. **Candidates** presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section **11**).
- 8.14. **The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same". Materials brought by the students should not be permitted by the Hall Superintendents during examination** (for further details on 'Approved Books and Instruments', please refer section **15**).
- 8.15. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 8.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The

candidate should be allowed to continue to write the examination in another answer-book (for further details on 'Malpractice', please refer section: 16)

- 8.17. No 'additional books/**sheets**' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.
- 8.18. ***All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.***
- 8.19. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.
- 8.20. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
- 8.21. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.
- 8.22. Candidates who are suffering from infectious diseases of any kind should

not be permitted to write the examination.

- 8.23.** CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.
- 8.24.** HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.
- 8.25** HS should not attest for any correction made by a student inside the answer script.

9. Anna University Representative (AUR):

- 9.1.** One University representative (AUR) will be appointed by COE/ZC as an observer for the conduct of Examinations for each examination centre. More than one AUR may also be appointed by COE/ZC if it is warranted.
- 9.2.** The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 9.3.** The Principal/CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.
- 9.4.** The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE/ZC/ZO if any violation is observed in this regard. He/she has to check whether
 - (a) question paper boxes issued to the centres are kept in safe custody.
 - (b) seating arrangements are satisfactory.

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

10. Vigilance Squad (VS):

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

11. Examination Timing:

- 11.1.** Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.
- 11.2.** Normally **candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes**. Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.

- 11.3.** Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.
- 11.4.** Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

12. Attendance of the candidates:

- 12.1.** Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places generated from the University web- portal and complete the process immediately after **thirty minutes**. All the 'attendance-sheet's shall be forwarded to COE in batches as per the instructions received from COE.
- 12.2.** Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (**Proforma 6**) to collect the register number of absentees in each hall. The entry made by HSs in the statement (**Proforma 6**) should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

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

13. Candidates:

- 13.1.** Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- 13.2.** A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 13.3.** The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- 13.4.** Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- 13.5.** Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- 13.6.** A candidate should neither possess/refer any forbidden material in any

form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

- 13.7.** Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- 13.8.** Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- 13.9.** Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 13.10. The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity.** If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 13.11.** When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.
- 13.12.** Violation of the examination rule in any form during the examinations will

attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.

- 13.13. The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- 13.14. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.
- 13.15. Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

14. Important Timings during the Examination Days:

- 14.1. The **CS** has to make himself/herself available **one hour** before the commencement of every examination.
- 14.2. The **AUR** has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.
- 14.3. **HSs** have to report to **CS** for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
- 14.4. Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external **HS**, **AUR** and **CS**.
- 14.5. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.
- 14.6. Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the

Principal/CS.

- 14.7. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 14.8. Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
- 14.9. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 14.10. No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
- 14.11. No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

15. Approved Books and Instruments:

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

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

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

16. Malpractice:

- 16.1.** Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.
- 16.2.** HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.
- 16.3.** If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be uploaded in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by AUR and CS. A detailed report (**Proforma 7**) on the matter together with the candidate's answer- scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any

malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

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

16.5. Documents to be enclosed along with malpractice case:

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

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

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

17. Packing of Answer-scripts:

- 17.1. After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.
- 17.2. The packing slips generated from the University web-portal should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.
- 17.3. Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.
- 17.4. In the case of malpractice, a detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.
- 17.5. The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted portion of the packet. The AUR must also sign in the face of the packet.
- 17.6. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.

- 17.7.** No sheet should be torn off from the answer-scripts. The number of answer- scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
- 17.8.** The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.
- 17.9.** Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

18. Claims:

- 18.1.** All applications for contingent advance towards conduct of examinations should be made to COE at least 30 days before the commencement of the examination. Stamped acknowledgments should be furnished for all advances exceeding Rs. 5000/-. Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.
- 18.2.** All expenditure relating to Clerical staff, Office Assistant/peon Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.
- 18.3.** On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements

connected therewith (**Proforma 8 & 9**) within 5 days.

- 18.4.** After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 18.5.** CSs are required to make a return in the form (**Proforma 10**) for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.
- 18.6.** CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 9.
- 18.7.** Claims such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

II. PRACTICAL EXAMINATION

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

19. Additional Points for Practical Examinations:

- 19.1.** The Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 19.2.** The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.

- 19.3.** The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the respective ZC within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by respective ZC on behalf of COE. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of ZC.**
- 19.4.** If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.
- 19.5.** The number of candidates examined by the examiners should not exceed the approved limits.
- 19.6.** Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- 19.7.** The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of ZC/ZO and remedial action should be taken immediately.
- 19.8.** Any violation of the instructions given by COE will lead to the cancellation of the practical examination.

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

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

PROFORMA 1
ANNA UNIVERSITY EXAMINATIONS
Seating Arrangement

Centre code and name:

Date:

Session:

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

Name & Signature
Chief Superintendent

Of Hall Superintendent
with college seal

Signature of _____

Note: To be retained at the college.

PROFORMA 2**ANNA UNIVERSITY, CHENNAI-25****Details of Question Papers received**

Centre code and name:

Oct / Nov /Dec.20

Apr/May/June 20

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

Date & Session	Degree	Title of the subjects	Subject/ Q.P. code	No. Candi - dates Regd.	No. Copi es of Q.P. Rec d.	Remar ks

Date :

Station:

Signature of

Chief Superintendent

Note: To be retained at the college.

PROFORMA 3

ANNA UNIVERSITY, CHENNAI-25

Details of session wise use of answer-books

Centre code and name:

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

Date:

Signature of Chief

Station:
College seal

Superintendent with

Note : To be kept at the college itself

PROFORMA 4

ANNA UNIVERSITY, CHENNAI - 25

From	To
The Chief Superintendent	
University Examinations	
	

Rel . No.

Dated :

APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi_____is hereby appointed as

Hall Superintendent for the Anna University Examinations scheduled during_____in this College.

The date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief Superintendent of the University Examination at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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

Particulars of invigilation work:

Days	Session

Date :

Chief Superintendent

Station :

University Examinations

PROFORMA 5

ANNA UNIVERSITY, CHENNAI-25.

Examination Invigilation scheme / hall allocation to candidates

Centre code and name:

Date:

Session: FN/AN

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

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

Date :

Signature of Chief Superintendent

Station :

Note : To be retained at the college.

PROFORMA 6

Hall No.:

ANNA UNIVERSITY, CHENNAI – 25.

UNIVERSITY EXAMINATIONS _____ (Month / Year)

ABSENTEE STATEMENT

Centre code and name :

Date :
FN / AN

Session :

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

Date :

Signature of

Station :

Chief Superintendent

Note: 1). To be circulated to all halls 30 minutes after commencement.

2). To be retained at the college.

PROFORMA 7
ANNA UNIVERSITY, CHENNAI - 25.
REPORT ON MALPRACTICE

UNIVERSITY PRACTICAL/THEORY EXAMINATIONS_____ (MONTH/YEAR)

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

7. Statement of the Candidate*:

*Use separate sheet, if necessary

Contd...

9. Report of Squad member/AUR/External Examiner of practical exam*: 8. Report of Hall Supdt./Internal Examiner of practical exam*:

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

*Use separate sheet, if necessary

PROFORMA 8

ANNA UNIVERSITY, CHENNAI – 25

Remuneration for Hall Superintendent

Centre code and Name :

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

held at _____

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

Note : To be sent along with the Accounts.

Signature of
PRINCIPAL / CHIEF SUPERINTENDENT
with College Seal

ANNA UNIVERSITY, CHENNAI-25

Centre code and name:

No. of staff drafted for Oct / Nov /Dec.20

Apr/May/June20

examinations

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

Signature of Chief

Superintendent with
College seal

Note: To be sent along with the Accounts.

PROFORMA 10

ANNA UNIVERSITY, CHENNAI-25

STATIONERY REQUIREMENTS FOR _____ EXAMINATION

Centre code and name :

No. of Regular Candidates :

Details of stationery used in _____ Examinations and required for next
_____ Examinations.

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

Date:

Signature of Chief

Superintendent with
College seal

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

CHETTINADTECH ALUMNI ASSOCIATION POLICY**Memorandum and By-Laws of the Association****1. Name of the Association**

The name of the Association shall be **ChettinadTech Alumni Association Karur District**. The Association shall be registered under the provision of Tamilnadu Societies Registration Act.

2. Office

The Registered office of the Association shall be situated at Chettinad College of Engineering & Technology, NH-67 Karur-Trichy Highway, Puliur CF, Karur Dt, Tamilnadu – 639114.

3. Aims and objectives

- 3.1.** To bring the old students of Chettinad College of Engineering & Technology, Karur under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of Science and Technology to the members of the Association and country.
- 3.2.** To conduct seminars, conferences, workshops, endowment lectures and other academic supports to the Institute through various networks such as visiting faculty network, curriculum development network and academic endowment network etc.
- 3.3.** To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and provide assistance in academics, placement or any other area as appropriate.
- 3.4.** To honor the Alumni who have made prominent contributions in the field of Academics & Research, Corporate career, Entrepreneurship and Social development and also the successful young alumni (age below 30 years) who had made significant strides in his/her field of expertise are honored.

- 3.5.** To collect funds by subscriptions, contributions, donations and gifts from members, non- members, Governments, Universities & other institutions and philanthropists for furtherance of the above objectives.
- 3.6.** To render financial aid to deserving poor students studying at the Institute.
- 3.7.** To render financial aid to deserving alumni & his/her family in cases of extreme compassionate circumstances.
- 3.8.** To bring out magazines, souvenirs and newsletters highlighting the activities of the Alumni Association either in printed or in digital format.
- 3.9.** To conduct Alumni day periodically as proposed by the executive committee to create a platform to keep alive love, spirit, affection and gratitude for our alma matter
- 3.10.** To encourage and facilitate the alumni taking up activities that are aimed to improve society at large and contribute to national development
- 3.11.** To carry out such other activities as may be necessary for furthering the above aims and objectives.
- 3.12.** The Association shall have the following categories of members.
- 4.** The Name, Address and Occupation of the members subscribed to the Memorandum of Association on the date of formation 01st July 2022.

S.No	Name & Address	Occupation
1.	Vishvanath. M 9B,DFO Road, Roja Nagar, Erode-638004	Overall purchase & Maintenance Manager, SONA Group of Institutions, Salem. (Mobile: 9488153154) (President)

2.	Vijay Muthu Pandian. C 4/209/5/1 Muthammal Colony 4th Street, Manikandan Illam Tuticorin - 2	Technical Engineer (SAAS), ZOHO (Mobile: 9600979653) (Vice President)
3.	Hari M Rajkumar Site 19A Sri Sai Avenue Keeranatham, Coimbatore 641035	Product Specialist, Cognizant Technology solutions pvt ltd (Mobile: 7094172079) (Secretary)
4.	Dinesh .N S/o K. Nagarajan 72, Chinnakulathupalayam, Vengamedu (Post) Karur 639 006	Business Analyst, Mallow Technologies, Karur, Joint Secretary (Mobile: 9976736270) (Joint Secretary)
5.	Priyadharshane .K D/o K. Kasinathan 65/2, Rajah muthiya colony, Industrial estate, S.vellalapatti post, Karur - 639004	System Engineer, Infosys (Mobile: 8973390000) (Treasurer)
6.	Ramesh. C 2/2, kAyyapatti,Kombaipatti, Vembarpatti (Via) K Ayyapatti (Po) Dindigul-624308	Deputy Manager, ICICI Bank, Chennai, (Mobile: 9659727432) (Executive Members)
7.	Geetha. P 270/2, Ganapathipalayam, kuppichipalayam (PO), Vangal(via), Karur - 639116.	Senior Quality Assurance Engineer, Cyber security works, Chennai. (Mobile: 8870256782) (Executive Members)

By-Laws

The Association shall have the following categories

5. Members

5.1. Life Members:

All individuals who have been conferred a Degree in Chettinad College of Engineering & Technology, Karur are eligible to become Life Members.

Note: The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as Founder Life Members of the Association. These Founder Life Members nominated by the Patron shall be the

members of the First Executive Committee and they shall hold office for a period of Five academic years.

5.2. Associate Members:

Faculty of Chettinad College of Engineering & Technology, Karur, who have served at least one year are eligible to become Associate Members, as long as they are in Chettinad College of Engineering & Technology or Faculty who are superannuated from Chettinad College of Engineering & Technology, Karur.

5.3. Honorary Members:

ChettinadTech Alumni Association may decide to confer Honorary membership to eminent person. All Board of Governors of Chettinad College of Engineering & Technology, Karur who have been Patrons of ChettinadTech Alumni Association Karur District will be Honorary member.

5.4. Patrons:**5.4.1. Founder Patron:**

Mr.M.A.M.R.Muthiah, Chairman shall be the Founder Patron of ChettinadTech Alumni Association Karur District.

5.4.2. Chief Patron:

Mrs.Geetha Muthiah, Member shall be the Chief Patron of ChettinadTech Alumni Association Karur District..

5.4.3. Honorary Patron:

Ms. Trayee Sinha, Member shall be the Honorary Patron ChettinadTech Alumni Association Karur District.

5.4.4. Present Patron:

Dr. A. Punitha, Current Principal shall be the Present Patron of ChettinadTech Alumni Association Karur District.

Enrollment:

The rules for enrollment of members to the Association are as follows

5.5. All individuals who have been conferred a Degree by

Chettinad College of Engineering & Technology, Karur till the date of formation of Association, July 2022, are automatically deemed to be Life Member of the Alumni Association.

- 5.6.** All individuals who have been conferred a Degree by Chettinad College of Engineering & Technology, Karur and whose membership fee have been received by the Chettinad Tech Alumni Association Karur District., upon graduation will be automatically to be member of the Alumni Association
- 5.7.** All faculties of Chettinad College of Engineering & Technology, Karur including visiting academic staffs, who are not alumni shall be entitled to be Associate Member.
- 5.8.** Eminent persons may be admitted to be Honorary Members, as may be considered by the Executive Committee of the Association in consultation with the Patrons. Ex-Patrons of ChettinadTech Alumni Association automatically become Honorary Members after they cease to be the Director of Chettinad College of Engineering & Technology, Karur.

Subscription and Fees:

5.9. Life Membership Fee:

The Life Membership fee of the Association shall be Rs.500/ (Rupees Five hundred only) for alumni members (Except for the alumni passed out before July 2022) as defined above.

5.10. Associate /Honorary Membership Fee:

Associate Members and Honorary Members are not obliged to pay membership fee.

5.11. Donor Members:

Donors to the Association will be recognized as Silver, Gold and Platinum Donor Members based on their contribution, further rule to be framed in this regard.

- 5.12.** The Membership and subscription fees are subject to revision from time to time with the approval of the General

Body

6. Administration:

- 6.1.** The administration of the Association shall rest in an Executive Committee, consisting of
 - (1) a President (2) a Vice-President (3) a General Secretary (4) a Joint Secretary (5) a Treasurer and (6) Two Members. All Founder-Life members shall be the Ex-officio members of the Association.
- 6.2.** The Members of the Executive Committee shall be elected by the Members of the Association including Life members and Founder-Life members at the Annual General Body Meeting (AGM) and they shall hold office for a period of three years.
- 6.3.** A committee once elected shall continue to hold office till a new committee assumes charge.
- 6.4.** If any vacancy arises in any post on account of resignation, death etc. the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next selection of the Executive Committee. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he/she shall cease to be a member of the Executive Committee.
- 6.5.** The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct, on provided the member concerned gives an acceptable explanation for his/her misconduct.

7. Selection of Office Bearers and Executive Committee

- 7.1.** The mode of election shall be by secret ballot / electronic voting/internet based voting.
- 7.2.** The procedure for selection shall be laid down by the Executive Committee including the appointment of Electoral

Officer.

- 7.3.** All terms of office of the elected members shall commence from the close of the AGM at which selections were held and shall continue for a period of three years.
- 7.4.** Members cannot hold the same office for more than two terms
- 7.5.** In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to elect a member to fill the vacancy.
- 7.6.** However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of two consecutive terms for building the Alumni Association on sound footing.

8. General Body Meetings

- 8.1.** The Annual General Body Meeting shall be held every year in the first week of March by Physical or Virtual.
 - a. to elect the Executive Committee
 - b. to approve the audited statement of accounts
 - c. to deliberate the annual report of the Association and
 - d. to consider any amendments to the By-laws
- 8.2.** The Executive Committee may convene General Body meetings as and when necessary.
- 8.3.** Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.
- 8.4.** The quorum of a General Body meeting shall be one-third of total members or 50 members whichever is less.
- 8.5.** The physical meeting shall be conducted in the College premises or at any other venue as decided by the Executive committee.

9. Executive Committee Meetings

- 9.1.** Meetings of the Executive Committee shall ordinarily be convened at least once in a year by Physical or Virtual.

9.2. Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.

9.3. Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive.

10. General Provisions regarding Meetings

10.1. As meetings call for Global participation, meetings may be virtual meetings using internet facilities like Zoom, Google Meet, Teams, Jio meet etc., or Audio / Video conferences as agreed to by Executive committee.

10.2. Seven days' notice shall ordinarily be given for all meetings the General Body Executive Committee. The notice of the General meeting be published in Alumni website page /Email / any other social media.

10.3. In the absence of the President, the Vice-President shall preside over the meetings of the General Body/ Executive Committee. In the absence President Vice-President, senior member shall preside over the meeting.

10.4. All decisions shall be on the basis of majority of votes. In case of equality votes, the President of the meeting shall have to cast a vote.

11. Powers and Duties of the Executive Committee

11.1. The affairs of the Association shall be managed by the Executive

11.2. The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.

11.3. The Executive Committee shall have the power to amend By-laws with the aims and objectives of the Association. The amendments in Bylaws shall be placed before the next General Body Meeting for ratification

11.4. The Executive Committee shall have power to consider all communications addressed to the Association.

11.5. The Executive Committee shall be in charge of and protect the properties of the Association.

11.6. The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.

11.7. The Executive Committee shall organize to collect dues / fees from members and Donations from the Donors

11.8. The Executive Committee shall undertake such tasks as will protect the objectives of the association.

11.9. The Executive Committee shall form various sub committees and nominate the members of the committees.

12. Duties of Office Bearers of the Association

12.1. Patron

To protect, foster, countenance and support Alumni Association & its activities.

12.2. President

1. He shall preside over all the Meetings. He may allocate suitable responsibilities to other executive members.
2. He may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and nominate representatives of Association on vacancies, to Government/ Institute and/or other bodies when invited to do so.
3. He shall act on behalf of Association.

12.3. Vice-President

1. Shall act as a president in the absence of the President
2. In addition to his duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

12.4. Secretary

1. The Secretary shall attend to the day to day activity.
2. Maintain official records of the Association

3. Be an ex-officio member of all the Committees of Association
4. Maintain general supervision over the office staff.
5. He shall be responsible for calling Meetings of Executive Committee in consultation with the President.
6. He shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer & such other statutory requirements and also maintain the minutes of meeting

12.5. Joint Secretary

1. The Joint Secretary shall assist the Secretary in discharging his duties.
2. He shall carry out such other duties as may be assigned to him from time to time by the Executive Committee.
3. He shall assume charge as General Secretary in the absence of the Secretary.

12.6. Treasurer

1. The Treasurer shall maintain the accounts of the Association.
2. He will be an ex-officio member of all Committees involving financial implications and shall be the Chairman / Convener of the Finance Committee.
3. He shall maintain all the financial transactions of the Association.
4. He shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meeting and file the same with the Income Tax authorities when duly passed by the General Body.

13. Finance

13.1. The financial year of the Association shall commence from the April 1st of a year and close on the 31st March of the succeeding year.

13.2. Money received as membership fees, donations,

subscriptions and other sources shall constitute the income of the Association.

- 13.3.** The funds of the Association shall be deposited in nationalized / Scheduled bank(s) in the name of Association and shall be operated jointly by any two of the following (i) President,
(ii) Treasurer and (iii) Secretary.

14. Accounts

14.1. Keeping of Accounts

1. Treasury Account Keeping: The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
2. Auditing of Accounts: The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the Executive Committee.

14.2. Audit of Accounts

1. Enabling the Audit process: The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to persons appointed as auditors.
2. Providing Access to Auditors: The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

15. Inspection of Books

- 15.1.** The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the

same are kept, and it shall be the duty of the Secretary to produce the same on request by the member.

- 15.2.** It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

16. Amendments

Any of the provisions of the By-laws may be amended, altered or rescinded by two-third majority of the members present and voting at the General Body meeting of the Association specially called to discuss such changes as included in the Agenda.

STUDENT'S CODE OF CONDUCT

The code of conduct for engineering students typically includes guidelines and principles that outline the expected behavior and ethical standards for students pursuing a degree in engineering. Our institution code of conduct for students typically outlines the expected behavior and responsibilities for students to ensure a safe, respectful, and supportive learning environment. Some common elements of an engineering student code of conduct include

Code of Conduct

1. All the students should wear uniform properly and be in good condition inside the college campus.
2. Every student must wear the unique Identity Card and shoes issued by the Institution.
3. Before 8:50 a.m., all the student should enter the college. The college main gate will close at 8.55 a.m. Students who arrive late will be recorded late entry register.
4. Every student should attend classes punctually, both morning and afternoon, on all working days.
5. Boys and girls should form separate queues and hand over or pick up their phones at the allocated mobile counter.
6. No student is permitted to leave the campus before the designated college time without the concerned HoD or class advisor's prior consent.
7. Inside the college campus, students should maintain silence and behave respectfully.
8. All the Students must present inside the college campus with neat hairstyles and clean shave.
9. As per Anna University guidelines, 75% of attendance is mandatory to appear for the end semester examinations.
10. Every student is expected to maintain cleanliness and neatness in the college campus, classrooms, and desks/chairs.

11. The institutional premises are monitored through CCTV. Everyone is required to act appropriately and have a positive attitude.
12. Ragging is a punishable offence under law. Hence, ragging is strictly prohibited in the Institution. Any student/group of students involving in such activities will be immediately and summarily expelled from the Institution, and handed over to the nearby police station.
13. Any student / students is /are affected by ragging, should inform to the Discipline & Ragging committee Coordinators Mr.P.Pandi, Assistant Professor/EEE and Mr.B.Sathish Kumar, Administrative officer. The victims can also inform to any member of faculty nearby.
14. Usage of mobile phones is strictly prohibited during the class hours and anywhere inside the Campus. Students can use mobiles inside the academic buildings on necessity basis with proper permission from HoD/Class advisor & Admin/principal.
15. Friends/any outsiders shall not be allowed along with the students unnecessarily in the Institutional premises as well as in the classroom.
16. Any student who damages the reputation of the Institution in anyway is liable to be expelled and face punitive measures taken by the Institution as per the rules and regulations framed.
17. As per our Institution policy, use of alcohol and all tobacco products inside the college campus is prohibited. Any deviation leads to the students expelled and face punitive measures taken by the Institution.
18. Any kind of misbehavior with faculties / administrative staff or creating disturbances in the Institutional Premises/ in classrooms by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
19. Students should use electricity and water sparingly. Lights and fans should be switched off when leaving the reading room of the classroom, library and laboratories.
20. Students must take care of all the college properties. Any damage done to the property of the Institution by disfiguring and tainting walls, doors,

windows, fittings, furniture, pillars, bath rooms, White /glass boards and such other things is considered as breach of discipline of the Institution and will be considered as punishable offence.

- 21.If any malpractice is found in the internal examination and Anna University end semester examinations and other screening evaluations, disciplinary action will be taken against him/her.
- 22.Students are not allowed to celebrate any kind of personal function such as friendship day, Valentine Day or community programmes or birth days in the Institutional Premises / class rooms.
- 23.Arranging ceremonies, events, and money collection within the institution will not be entertained.
- 24.Indulging in any form of Harassment activities including a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, physical or mental disability is punishable.
- 25.Students are encouraged to use official institutional social media page to propagate the salient features of the Institution. They should not post derogatory comments, postings, status so as to bring disgrace to the Institution and spoiling its reputation. Defaulters will face severe consequences and lose their academic opportunities.
- 26.In case of any kind of problem or need of medical emergency inside the Institution, the student should report to the HoD/faculty concerned, they will help them to solve their problems.
- 27.No two wheelers and cars are permitted inside the Campus. However, they are advised to wear helmet, seat belt with a valid Driving License while driving outside the campus.
- 28.A student should not knowingly or unknowingly provide false information or make misrepresentation to college office. In addition, the forgery, alteration, or unauthorized possession or use of Institution documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and will face

severe actions binding with rules and regulations of the Institution.

29. The students should not wear college uniform for their personal use outside the college. This will be considered as disgrace to the institution and will be considered as an offence.
30. The student's identity card should not have misused in public. (in theatres, clubs, private offices)
31. The student should note that the Principal's decision shall be the final in matters of punishment of the student for the violation of the rules of the Institution.

CODE OF CONDUCT FOR FACULTY**Roles & Responsibilities of Faculty**

1. Faculty members of the Institution are expected to uphold absolute integrity, honesty, discipline, impartiality, and propriety in the discharge of their duties.
2. Faculty members must maintain conduct that reflect positivity of their role and does not undermine the institution's reputation.
3. Faculty members should avoid actions that embarrass their official position within the institution.
4. Faculty members are required to interact courteously with students, parents, and colleagues.
5. Faculty members should not engage in deliberate delays or obstructive behaviour in their official interactions with the public and students.
6. Faculty members are prohibited from participating in strikes, unauthorized absences, or any form of protest against the institution.
7. Faculty members must not be under the influence of alcohol or drugs while on duty.
8. Faculty members are expected to obey all instructions and duties assigned by academic authorities.
9. Faculty members are required to adhere to institution timings from 8:50AM to 04:55 PM.
10. Faculty members should refrain from prolonged stays in the canteen and unnecessary gossips.
11. Salary calculations will be based on biometric reports from HRIS2.CHETTINAD.
12. Faculty members must adhere to a formal dress code during working days, with specific guidelines for male and female attire.
13. Faculty members must wear their ID cards at all times and ensure students to do the same.
14. Faculty members must apply for leave in advance and make proper

arrangements for their responsibilities.

15. Faculty members are expected to follow the timetable strictly for theory and lab classes.
16. Faculty members should avoid simply reading from textbooks or presentations during classes, and instead focus on explaining topics with examples and utilizing digital tools for effective teaching.
17. English is the medium of instruction and communication within the institution, all faculty members are expected to adhere to this policy.
18. Faculty members must ensure students occupy front benches uniformly and maintain proper classroom discipline.
19. Attendance must be taken promptly at the beginning of each classes and record in the class log book, faculty log book and institution intranet.
20. Attendance registers must be maintained neatly without overwriting, and should be available for inspection.
21. Attendance registers must be verified and signed by the respective Head of the Department every fortnight.
22. Faculty members should issue warnings to students with attendance issues and escalate as necessary to parents, academic authorities, and the Principal.
23. Discipline issues should be handled without marking absent or sending students out arbitrarily; serious issues should be reported to the Head of the concerned Department.
24. Faculty members must ensure students complete records weekly and assess their performances accordingly.
25. Viva-voce questions for laboratory work should be prepared and administered weekly.
26. Faculty members must check their official email daily and act promptly on circulars.
27. Faculty members are responsible for maintaining course files for the subjects they handle.
28. Lecture schedules, tutorial sheets, and assignments must be prepared in

advance and submitted to the Head of the Department.

29. Faculty members must periodically review syllabus coverage and complete all units before scheduled examinations.
30. Attendance at departmental association meetings is mandatory, and the faculty members should encourage the student participation.
31. Faculty members are expected to actively contribute to the development of the department and institution by attending meetings promptly.
32. Faculty members must observe student behaviour on campus and report any disciplinary issues to the respective Head of the Department.
33. Department news report and lecture notes must be regularly updated on institution platforms for staff and student access.
34. All correspondence from staff and students must be routed through appropriate channels.
35. Faculty members should guide and encourage students regarding higher studies and competitive exams.
36. Use of mobile phones is strictly prohibited during class and lab hours for both faculty and students.
37. Faculty members are encouraged to join professional bodies related to their field.
38. Publishing at least one research article annually in national or international conferences/journals is expected from faculty members.
39. Approval for on-duty activities will be at the discretion of the Head of the Department or Principal, not exceeding one week per semester for workshops, seminars, conferences, etc.
40. Faculty members must submit a soft copy of a question bank to the Head of the Department, consisting of questions from each unit of their subject.
41. Invigilation duties must be conducted with diligence and without any casual approach; mobile phones are strictly prohibited during these duties.

42. Evaluation processes must be fair, impartial, and unbiased.
43. Project guides are responsible for overseeing projects and publishing at least one paper at a national conference for undergraduate projects.
44. Faculty members should discourage unethical practices and help to maintain a conducive learning environment.
45. Course outcomes assessment for both theory and lab courses must be completed and submitted to the Head of the Department at the end of each semester.
46. Participation in AICTE Approval Process, NBA, and NAAC Accreditation Process teams is mandatory to aid departmental preparation for inspections.
47. Faculty members must prepare a question bank and map questions to course outcomes, submitting a copy to the Head of the Department and Exam Section.
48. Faculty members should conduct quality circle time and academic mentoring for their respective mentees as per schedule and reports need to be submitted to HOD.

INTERNAL QUALITY ASSURANCE CELL POLICY
IQAC

The internal quality assurance cell was established in 2021 to initiate, monitor, evaluate and report on relevant measures to upgrade the quality of teaching, learning, evaluation and research initiatives in the campus. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Objectives**The primary aim of IQAC is**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Vision

To enhance quality in all academic and administrative activities, and to empower students and faculty to become innovative and responsible leaders through continuous improvement.

Mission

1. To optimize teaching-learning processes by integrating active learning, providing industrial exposure, and facilitating innovative student projects.
2. To build a robust quality framework for leadership development through mentoring, strategic goal setting, and a safe, joyful learning environment.

3. To cultivate research and innovation that encourages independent learning and collaboration.
4. To establish a transparent, data-driven system for audits and accountability.

Strategies

The Internal Quality Assurance Cell shall evolve mechanisms and procedures for:

- **Developing and applying** quality benchmarks/parameters for various academic and administrative activities of the institution.
- **Fostering** a learner-centric environment conducive to quality education and faculty maturation for participatory teaching and learning processes.
- **Collecting and analyzing** feedback from students, parents, and other stakeholders on quality-related institutional processes to drive improvements.
- **Disseminating** information on various quality parameters of higher education to create awareness among stakeholders, while Acting as a nodal agency to coordinate quality-related activities and best practices across the institution.
- **Organizing** workshops, seminars, and quality circles on quality-related themes to promote learning and best practices.
- **Documenting** all programs and activities aimed at quality improvement.
- **Developing and maintaining** an institutional database through MIS to track and enhance institutional quality.
- **Promoting** a culture of quality within the institution through sustained initiatives.
- **Preparing** the Annual Quality Assurance Report for submission to the accreditation council.

Functions of IQAC

Some of the functions expected of the IQAC are:

- A. Establishing and implementing quality benchmarks
- B. Setting parameters for various academic and administrative activities of the institution
- C. Securing NBA accreditation/reaccreditation for all eligible programs, NAAC accreditation for the Institution, and ensuring active participation in NIRF and other national and international ranking forums
- D. Facilitating the creation of a learner-centric environment conducive to quality education and fostering faculty evolution for participatory teaching and learning
- E. Collecting and analysing feedback from all stakeholders on quality-related institutional processes
- F. Disseminating information on various quality parameters to all stakeholders
- G. Organizing workshops, seminars on quality-related themes, and promoting quality circles
- H. Organizing capacity-building programs in teaching pedagogy and Outcome-Based Education, along with promoting awareness of initiatives under NEP 2020 in Higher Education
- I. Promoting research, innovation, consultancy, and institutionalization of best and innovative practices to ensure continuous improvement in all aspects of institutional functioning.
- J. Documenting programs/activities contributing to quality enhancement
- K. Serving as the nodal agency for coordinating quality-related activities, including adopting and disseminating best practices
- L. Developing and maintaining an institutional database through MIS for enhancing institutional quality
- M. Conducting annual reviews on the achievements aligned with the Strategic Plan and recommending necessary revisions
- N. Periodically conducting Academic and Administrative Audits and

follow-ups

- O. Prepare the Annual Quality Assurance Report for submission to the accreditation council.

Benefits

IQAC facilitate / contribute to:

- Ensure clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication

Outcomes of IQAC Activities

Major Outcomes of IQAC are

- Quality Culture in Technical Education
- Outcome-Based Education (OBE) Implementation
- Curriculum Development & Industry Relevance
- Promotion of Research & Innovation
- Accreditation & Ranking Readiness (NAAC, NBA, NIRF, etc.,)
- Faculty Development
- Student Support & Employability
- Enhanced Infrastructure & Resource Utilization
- Academic and Administrative Audit
- Feedback and Continuous Improvement
- Community Engagement & Social Responsibility

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

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

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The Role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is

fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the Governing Council of the Institution for the follow up action for necessary quality enhancement measures.