MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

363, Arcot Road, Kodambakkam, Chennai – 24
Approved by AICTE & Affiliated to Anna University
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POLICY / PROCEDURES / MAINTENANCE DOCUMENT

INDEX

I. POLICY

1. ADMISSION

ADMISSION (REGULATION 2021)

The College admission policy is as per norms of Anna University Regulation as the college is affiliated to Anna University

Candidates seeking admission to the first semester of the eight semesters B.E./B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

<div align="center">(OR)</div>

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

LATERAL ENTRY ADMISSION

(i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech., as per the rules fixed by Government of Tamil Nadu.

<div align="center">(OR)</div>

(ii) The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

ADMISSION (REGULATION 2017)

The College admission policy is as per norms of Anna University Regulation as the college is affiliated to Anna University

Candidates seeking admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

LATERAL ENTRY ADMISSION:

The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

ADMISSION (REGULATION 2013)

The College admission policy is as per norms of Anna University Regulation as the college is affiliated to Anna University

Candidates seeking admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

LATERAL ENTRY ADMISSION

The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

2. SERVICE RULES AND REGULATIONS

CADRE STRUCTURE

LEVEL	CADRE
1	Principal
2	Dean/HOD
3	Professor
4	Associate Professor
5	Assistant Professor/Librarian/Director of Physical Education

RECRUITMENT OF FACULTY:
As the faculty/staff members play a major role in achieving the goals of the Institute, it is noteworthy to identify and recruit highly qualified faculties.

QUALIFICATION:
Recruitment of faculty members is done based on the norms prescribed by AICTE/Anna University for various cadres. The fixation of increment for past service in Institutions/Industries will be considered on the norms prescribed by AICTE/Anna University

RECRUITMENT PROCEDURE:
The recruitment of the faculty members is made by the selection committee by following an open and transparent selection procedure. The feedback from students during demo classes will be given weightage for recruitment and fixation of salary.

The prospective candidates are screened by their education, experience and research activities by the HOD.

The screened candidates are intimated about the interview date and time by the HOD.

Candidates are interviewed and demo class observed by the constituted selection committee and students.

Based on the recommendations made by the selection committee the candidates are informed of their selection.

After receiving the appointment orders the selected candidates have to give their acceptance.

COMPOSITION OF THE SELECTION COMMITTEE TO RECRUIT FACULTY MEMBERS:
The selection committee is constituted by the following members:

COMPOSITION OF THE SELECTION COMMITTEE

1.	Principal	Meenakshi Sundararajan Engineering College
2.	Head of the departments	Meenakshi Sundararajan Engineering College
3.	Field Expert Members	Experts from Anna University and Experts from outside

SERVICE CONDITIONS INCLUDING PROMOTION POLICY:

Every appointee shall be subject the conditions that he/she is certified as in sound mental health and physically fit for service by a medical authority as specified from time to time.

The pay of teaching staff shall be fixed by the selection committee in accordance with scale of pay prescribed by AICTE. The performance appraisal would be considered for promotion.

The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.

The appointment authority shall, at time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment irrespective of date of joining.

No application of the employee seeking employment elsewhere shall be forwarded and in the middle of the academic year to avoid the hindrance to teaching learning process.

INCREMENTS:
Increment will be sanctioned only on satisfactory report on performance of the employee.

An increment may be withheld to the faculty/staff if the conduct has not been good or his/her work has not been satisfactory.

PROMOTION POLICY:
The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.

The promotion of an employee is purely based on the merit and commitment to institutional development.

PROBATION:
Initially the appointment of the selected candidates will be temporary, for a period of one year or two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the institution issued from time to time.

Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period or probation can be extended by management in case of non-satisfactory performance.

The services of any candidate appointed on temporary/adhoc basis can be terminated without any notice and without assigning any reason.

RESIGNATION:
Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months' salary in

lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Generally the time of submission of resignation letter should not be during the middle of the semester so that the academic study of the students will not get affected. In few cases, it will be condoned considering the nature of their requests.

RETIREMENT:
An employee of the institution shall be retired on super annuation when he/she attain the age of 65 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58 years) for reasons of inefficiency, ill health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

TERMINATION OF SERVICE OF AN EMPLOYEE:
The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months' notice.

The Management may terminate any faculty/staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.

PROFESSIONAL CODE OF CONDUCT:
1. An employee of the Institution shall devote his/her whole time to the service of the Institution and shall not engage directly or indirectly in any trade of business or in another Institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.

2. Every Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the institution, particularly in his/her relationship with the Principal, Faculty, Students and Visitors to the Institution.

3. No Employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation connected with the institution.

4. No staff member of the institution shall, engage himself/herself in coaching privately, students for any remuneration.

5. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the institution.

6. No employee shall, except with the permission of the Principal, own wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.

7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the Parliament or take part in any other election as independent or on any party ticket.

8. No employee shall take part in any act or movement, such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter,

which tends to bring the institution to disrepute, nor shall he/she resort to media with his/her grievances.

9. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court, or to the press for vindication of this grievance.

10. The Governing Body in exercising the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

11. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstance, which were beyond his/her control before re-joining duty.

12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her supervisor.

13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to them.

THE FOLLOWING ACTS OF COMMISSION/OMISSION SHALL BE TREATED AS MISCONDUCT:
Failure to exercise efficient supervision on the subordinate staff.

Disobedience to any lawful order of his/her superior officer.

Gross negligence in teaching or other duty assigned.
Failure on the part of an employee to give full and correct information regarding his/her provision history and violating any other specific directions or instructions given by his/her superior officer.

DISCIPLINARY PROCEEDINGS:
No order imposing any punishment on a Member shall be imposed except after: The member will be informed in writing by the Principal in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken in to consideration by the authority competent to impose penalty.

TEACHING FACULTY JOB RESPONSIBILITIES
The job responsibilities of Faculty consists of four components viz.

1. Academic
2. Research & Consultancy
3. Administration.
4. Extension Services.

Each of them are described below

ACADEMIC:
- Class Room Instruction
- Laboratory Instruction
- Curriculum Development

- Development of Learning Resource Material & Laboratory Development. Students Assessment & Evaluation including examination work of University. Participation in the Cocurricular & Extracurricular activities Student's guidance, counselling and helping their personal, ethical, moral and overall character development. Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books research paper publication, seminars, etc.
- Continuing education activities.
- Self-development through upgrading qualification, experience and professional activities.

RESEARCH & CONSULTANCY:
- Work on industrial problems and projects.
- Industry sponsored projects
- Organize and co-ordinate consultancy services.
- Prepare funded project proposals.
- Publish original research analysis in books and in reputed academic journals.
- Promote industry institute interaction and industry oriented R&D. Provoke students to do industrial projects and participate in international level competitions.

ADMINISTRATION:
- Academic and Administrative Management of the Department/ Institution.
- Design and development of new programme.
- Preparing project proposals for funding in areas of R & D work, Laboratory development, modernization, expansion etc.
- Monitoring and Evaluation of Academic and research activities.
- Plan and implement staff development activities.
- Maintain accountability.
- Conduct performance appraisal.

EXTENSION SERVICES:
- Interaction with Industry and society.
- Participation in community services.
- Providing R & D support and consultancy services to industry and other user agencies.
- Providing non-formal modes of education for the benefit of the community
- Dissemination of knowledge
- Providing technical support in areas of social relevance.
- Promotion of entrepreneurship and job creation.

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS):
Faculty Performance Appraisal and Development System (FPADS) is formulated by the institution to evaluate each faculty.

FACULTY PERFORMANCE APPRAISAL IS BASED ON THE FOLLOWING PROCESS:
In the beginning of the academic year a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters.

In the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guide lines.

Based on the Evaluation parameters the performance of the Faculty members is selfevaluated. The appraisal committee members (HOD and Principal) discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the growth of department and institution.

FACULTY PERFORMANCE APPRAISAL EVALUATION PARAMETERS:
1. Evaluation of **Teaching and Learning** includes the University results and students feedback on subjects handled, UG projects guided, Lab Development / Maintenance / Contribution.
2. Evaluation of **Research and Development** includes Academic Research, Sponsored Research and Consultancy.

Evaluation of **Academic Research** includes list of papers published (National/International Journal, National/International Conference), Books/Monogram/Laboratory manual authored, FDP/Workshop/Seminar Attended/Invited.

Evaluation of **Sponsored Research and Consultancy** includes ongoing & completed Sponsored/Consultancy Project and other activities related to R&D.

3. Evaluation of Co-Curricular, Extra Curricular and Professional activities includes Department level/Institute level Co-Curricular/Extra Curricular activities and Membership in professional bodies.

Department level Co-Curricular activities includes Class/Project work/Time Table/Industrial Visit/Guest Lecture Co-ordinator, FDP/Workshop Organised, etc.,

Institute level Extra Curricular activities includes NSS, YRC, Sports, College day, Convocation, etc.,

WORKING HOURS:
The Institution working time is from 8.30 AM to 4.30 PM and has 7 working periods per day. The institution works for six days and totally 42 hours per week. The office time is from 8.30 AM to 4.30 PM.

TEACHING DAYS: The institution shall have at least 180 full teaching days per year with 90 full teaching days per semester. Teaching Days here shall mean actual class room/laboratory conducting teaching days and do not include days of examination.

LEAVE RULES:
APPLICATION FOR LEAVE:
Any application for leave shall be made in prescribed leave form to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before one day.

CASUAL LEAVE:

All faculty and staff are eligible for 12 days CL, 10days ML, 3days EL (25 days eligible) during the calendar year.

Proper job allocation should be made prior to proceeding on leave.

In case of emergency leave, HOD should make alternate job arrangement and normal working hours should not be affected.

Principal will be the leave sanctioning authority for all the HODs, teaching Faculty and Nontechnical staff.

Leave / on duty can be considered only after prior approval. Otherwise, it will be treated as leave.

The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.

It is the responsibility of the faculty to make an alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.

MATERNITY LEAVE:

All women faculty/staff may avail leave twice during their service period, along with two months full pay and allowance.

Maternity leave is not debited to leave account.

VACATION:

Faculties who have completed one year of service (two semesters) are eligible for a vacation of 30 days. Those who have not completed one year of service are eligible for the institution's closed vacation only.

The vacation leave can be availed of at one stretch of 30 days or in part of a minimum of 15 days each.

Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.

Vacation leave cannot be combined with CL or OD.

Vacation leave mentioned above is inclusive of common vacation declared by the institution at the end of the academic year.
It is mandatory for all faculty members to be present on last working day before vacation and first working day after vacation to avail the vacation benefits.

ON DUTY:

On duty for Faculty may be granted for the following :

For attending as External Examiner for Practical and Theory

Attending Conferences and Seminars on behalf of the Institute.

Participating in National and International Technical Competitions along with students.

Duty leave can also be provided for attending meeting with AICTE, Anna University etc. where a faculty is invited to share expertise with academic bodies and government. Faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.

Faculties are provided on duty for higher studies whenever necessary.

PERMISSION:
Two permission of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between.

MARRIAGE LEAVE:
All faculty/Staff members may avail marriage leave during their service period for 10 days with full pay.

CAREER ADVANCEMENT:
An Associate Professor with Ph.D. and a minimum of 5 years' service will be eligible for consideration for appointment as professor.

For every upward movement, the selection process as per the rules and regulations of Anna University, to which the institution is affiliated, would be followed.

Period spent on higher studies is reckoned as experience for the purpose of awarding in higher scale.

The staff member who will be completing 5 years of service are eligible for fixation of new scale.

The staff member who will be completing Ph.D. are eligible for an increment of Rs.10000/-

FACULTY DEVELOPMENT PROGRAMME, SEMINARS, WORKSHOPS AND CONFERENCES:
The management encourage all the faculty members to attend seminars, workshops and conferences and for the selected programmes, the faculty members are on-duty on that day. The faculty are being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work.

The period of absence is treated as "ON DUTY" during the period of attending the courses.

The Institution aims at promoting Research & Development, Consultancy and such other profession – promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students

DEVELOPMENT PROGRAM FOR TECHNICAL SUPPORTING STAFF:
The training programme for Lab Practical shall be arranged for the Lab Instructor if required in new curriculum .The management also encourages to conduct and attend programmes in modern tools to upgrade the technical knowledge of Lab Instructors.

WELFARE MEASURES:
The following are the services benefits and welfare measures extended to the staff of the institution:

The management grants maternity leave to the women employees, for a period of 60 days with limited to the first two living children.

The staff are covered under ESIC benefits if the salary is equal and below Rs.21000/- while the EPF benefits are given to all employees. The employees and the management contribute 12% of the pay of such employee. Group Insurance Scheme is offered to our Staff members.

3. E-GOVERNANCE

POLICY STATEMENT:

In order to provide simpler and efficient system of governance within the institution, it is strived to adopt and implement e-Governance in the maximum possible activities of the college's functioning and with this aim, this policy has been adopted.

AREAS OF IMPLEMENTATION:

The scope of this policy extends to the following areas:

- Administration
- Finance and Support
- Student's Admission and Support
- Examination
- Website
- E-learning
- Library
- Social Media Outreach
- ICT Infrastructure
- Alumni
- Placement

ADMINISTRATION:

- To achieve the target of paperless, faculty members should use software applications to handle day activities like handling sessions, storing records, communication.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them well-informed with the new technology.
- The college campus is equipped with CCTV Cameras installed at various places of need.
- Usage of video conferencing for meetings/interviews with internal and external stakeholders to be continued.

FINANCE AND SUPPORT:

Financial matters are being dealt with State Bank Collect, NEFT for transaction purposes. But, with new accounting methods and compliances, it has become necessary to procure other software as well. Accordingly, requirements should be assessed by the Secretary by discussion with accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

STUDENT ADMISSION AND SUPPORT:

The college shall continue to process all admission process online through Anna University Portal.

EXAMINATION:

The faculty/students should use AU portal to enter/view the marks. Other applications like Google forms, Quiz applications(Kahoot) can be used to assess the students' knowledge.

WEBSITE:

Institutional website **www.msec.edu.in** is an effective tool to communicate. It will be upgraded regularly for the vital information about organization, vision and mission, Academic Staff, Admissions, Academic Calendars, Time table, Upcoming extracurricular events, Examination notifications, Results, Placements etc. The website will be maintained by website manager under the supervision of a team of Professors and this team will ensure reaching up of information to the needy any time anywhere.

E-LEARNING:

The college have to gradually migrate from the chalk and duster days of teaching to the new learning technology. Every department's seminar hall in the campus have to be equipped with projectors and most of the teachers have to start using PowerPoint presentation and audio/video content for teaching. Members of college has to well utilize the Video Conferencing System that helps students and faculty members to attend the video conference session, online programs and activities.

LIBRARY:

The College should continue to maintain its academic excellence through maintaining a well-stocked library. The Central Library is fully automated with Autolib Software Systems (Advanced Edition) used for Circulation, Procurement, Online Public Access Catalogue (OPAC) and Project Reports. The College should continue to subscribing to new journals and books regularly. Recommendations have to be taken from the teachers and students before subscribing to the e-resources. The College will add more and more e-learning resources for the benefit of the teachers and the students

SOCIAL MEDIA OUTREACH:

The institution should increase its visibility on various social media platforms by regularly sharing information regarding college activities and achievements on social media.

ICT INFRASTRUCTURE:

The college to ensure that it has adequate number of desktops, printers, projectors, multimedia devices and networking devices for students and staff.

The college to maintain adequate configuration servers, Office automation packages, Antivirus and other software packages required for smooth conduction of teaching learning process.

ALUMNI:

In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose, a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity.

PLACEMENT:

Placement cell to maintain student information & provide access to placement information as and when required using any online sharing services.

4.   RESOURCE MOBILIZATION

The Institution has a transparent and well planned financial management system in which Government and Management are the main sources of funds. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself

- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres

- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes.

- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities.

- Scholarships and free ships to the deserving students.

- Provident fund (PF) and Employee State Insurance (ESI) benefits are provided to the Management appointed staffs.

- Financial Resources of the institution are
  - Tuition fee
  - Corporate grant
  - Hostel Fee
  - Grants From individuals, philanthropist

- Tuition fee and Corporate grant is used for the infrastructure and academic activities

- Government funds are optimally used for which it is sanctioned.

- Transparency and accountability is ensured by conducting an annual audit of the statements.

GRANTS AND FUNDS SANCTIONED BY MANAGEMENT

1. The institution has a strong financial advisory board for Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all transactions are verified by the treasurer of the college.

2. The internal audit of Management accounts is done by the Treasurer. They verify all financial transactions and submit a detailed report of observations based on the observations given by internal auditor.

3. The Management has appointed "S. Chellapa & Co., Chartered Accountants" as the external auditor of the Management accounts. At the end of every financial year they prepare annual financial statements and audit reports.

5. PURCHASE (LABORATORY EQUIPMENTS & LIBRARY)

LABORATORY

At the end of year requirements for next academic year is invited from all Heads of Departments**.**

The Lab-in-charge and the Senior Faculty of the particular laboratory request the requirements to the Head of the Department prior to the commencement of the semester.

The requirements are consolidated and approximate budget is prepared.

Consolidated budget requirement is submitted to Secretary through the Principal

Allocation and approval of budget is done by Management and approval copy is sent to HOD.

The Head of the Department organizes the purchase meeting with the faculty members of the concerned department who are aware of the requirements of the equipment or consumables in the laboratory

The consumables and spare parts are bought with the help of the Department lab Coordinators.

On supply of equipment and after Installation based on certificate from the HOD the bills will be forwarded to Management for payment to suppliers

Requirements for up gradation and the maintenance of the lab is prepared by the respective Department and the same is approved by the Management.

LIBRARY

At the end of year requirements for next academic year is invited from all Heads of Departments by the Librarian

The requirements are consolidated and approximate budget is prepared.

Consolidated budget requirement is submitted to Secretary through the Principal

Allocation and approval of budget is done by Management and approval copy is sent to the Librarian

The Librarian places the order and on supply based on certificate from the librarian the bills will be forwarded to Management for payment to suppliers

6.   STAFF WELFARE MEASURES

S.NO	CONTENTS
1.	FACULTY DEVELOPMENT
2.	NON TEACHING STAFF DEVELOPMENT
3.	PROMOTION
4.	WELFARE
5.	HEALTH CARE
6.	LEAVE

FACULTY DEVELOPMENT:

- Fostering research and development, as well as consulting, by involving faculty at all levels.
- Encouraging non-doctoral faculty to enrol in PhD programmes and providing On-duty for the   same
- Providing Ph.D increments for teaching staff.
- Providing Professional body membership fees
- Encouraging faculty to participate in in-house R&D with students and to obtain patents.
- Appreciation for achieving University Ranks
- Appreciation for academic excellence/100% pass
- Encouraging faculty to participate in MOOCs, NPTEL, Coursera, Udemy, and other online courses.
- Providing financial support to attend FDP,seminars and workshops.
- Sponsoring faculty to deliver guest lectures at other higher learning institutes.
- Providing separate faculty reading room in library to improve their technical knowledge.
- Allowing staff to attend industrial tours in order to improve technical expertise, share/create modern tool facilities, and encourage research activities.
- Encouraging faculty to participate in sports events conducted every year
- There are recreation activities and various events are conducted every semester.

NON TEACHING STAFF DEVELOPMENT

- Conducting and encouraging to attend programmes in modern tools to upgrade
- Providing support to attend skill development Programme,Seminars, workshops
- Encouraging to attend training programs to hone their computer and e skills
- Conducting Communication Skills lecture to improve their communication skills.
- Encouraging for higher studies and providing on duty for the same.
- Appreciation for technical research work.

PROMOTION:

- The objective of the promotion is to recognize and reward, merit and competence. It improves the organisational and functional effectiveness.
- All promotions shall be subject to completion of minimum qualifying period

- Other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- The promotion of an employee is purely based on the merit and commitment to institutional development.

WELFARE:

- The management grants maternity leave to the women employees, for a period of 60 days.
- The staff are covered under ESIC benefits if the salary is equal and below Rs.21000/- while the EPF benefits are given to all employees.
- The employees and the management contribute 12% of the pay of such employee.
- Group Insurance Scheme is offered to our Staff members
- Providing financial assistance in terms of medical expenses if required

HEALTH CARE:

- Group insurance scheme for all staff
- Public Utility Insurance scheme for staff
- Organizing health camps and check ups
- Faculty with major health problems are paid in full.

LEAVE:

- Paid maternity and paternity leave.
- Paid maternity leave for women employees, limited to the first two children, for a duration of 60 days.
- Special leave for religious festivals and two permissions of one hour duration each can be availed by the faculty and staff in a month either during first hour or last hour of the working day and not in between the working hours.
- Summer and winter vacations are provided.
- All faculty and staff are eligible for 12 days CL, 10days ML, 3days EL (25 days eligible) during the calendar year in addition to vacation.

7. CODE OF CONDUCT FOR STUDENT

To provide a system which promotes growth through individual and collective responsibility to maintain discipline and conductive atmosphere, the institution prescribes the following code of conduct:

1. Students are expected to maintain the highest standards of discipline and professional manner of behavior in campus and off-campus. Unless prior permission is taken students are not allowed to take leave.

2. All the students are expected to present in time. Late comers must pay fine at the College office and produce the receipt to the faculty concerned.

3. Disciplinary action will be taken and fine may be imposed for disciplinary misconduct like abstaining from classes individually or in groups.

4. Absence from Internal Assessment tests, Mid Semester examinations and Model examination will result in the student losing part of continuous internal assessment marks. Fines may also be levied.

5. Parents are duty-bound to advise and ensure that their wards observe all the rules of discipline, especially those relating to attendance, punctuality and writing all the examinations and tests conducted by the college.

6. **Parents are requested to visit the college atleast once in a month to know the progress of their wards.**

7. Parents should co-operate with the college authorities for the smooth running of the college.

8. Representation of any request or grievance of the students should be made by him / her in person to the Principal for redressal.

9. Group canvassing for grievance will not be permitted and will be dealt with severity.

10. **Students involved in indiscipline and violence will be given transfer certificates without any prior intimation.**

11. During the working hours, no student will be permitted to entertain visitors. In case of emergency, they have to contact and get permission from the office.

12. Admission is subject to verification of marks certificate issued by the Director of Government Examinations and Community certificate issued by the Government authority. If the marks certificate or community certificate is found to be BOGUS, admission is liable for cancellation besides criminal action will be taken.

13. Applicant should have completed 17years of age as on 15th July of the year of admission. If the student is found to be of under age, her / his admission will stand cancelled and the fees paid will not be refunded.

14. During the working hours, students must be inside the class and should not be seen in the corridors under any circumstances.
15. **Mobile phones are strictly prohibited inside the campus for students.** If found possessing cell phone within the campus, the phone will be seized immediately and will not be returned. In addition, disciplinary action will be taken against the student. In case of emergency, the student can deposit the mobile phone before 8:30 AM with the class teacher or office and can take back after the college time 4:30 PM so that the student can use the mobile phone outside the campus. Moreover, they are permitted to use college phone in emergency.
16. **Students' identity card is mandatory for the students when they are inside the campus.**
17. **No student should indulge in any activities relating to "Ragging" inside or outside college campus.** If found to be involved in any such activities, stringent disciplinary action will be taken against such student as per the Rules and Regulations to the extent of expelling the student.
18. **Stringent action will be taken if the image of the institution is tarnished on any social** network **sites. This will be considered as a criminal offence.**

8.   RESEARCH

To build a strong Research and Innovation Eco system to improve the quality of Research and Innovation in the institution in line with the Vision and Mission of the institution.

OBJECTIVES:
- To establish Centre of Excellence in emerging areas and to sustain Research through innovation.
- To encourage the students and members of the faculty to involve in inter-disciplinary and multi-disciplinary research..
- To find Innovative solutions for Societal Problems
- To Ensure the quality, integrity and ethics in the research
- To Integrate the research and teaching activities

RESEARCH COMMITTEE
The College shall constitute a Research Committee to implement the research policy.

RESPONSIBILITIES OF RESEARCH COMMITTEE
- Identify and approve thrust areas of research in each discipline.
- Encourage and support research, creativity and scholarly activities.
- Develop guidelines for collaborative research work between faculty members from the college and other institutes/universities from India and abroad.
- Review research projects before submission for financial assistance to various sponsoring agencies.
- Review progress of research work of various on-going To Ensure the quality, integrity and ethics in the research research projects at regular intervals.
- Recommend for providing financial assistance to faculty members for conducting in-house research.
- Monitor progress of PhD research conducted in various departments, and suggest modifications, whenever required.
- Review and recommend changes in the research policy and procedures.
- Any other matter related to research activities of the College.

    The Research Policy may be revised after a period of three years.

PROCESS:
- National/International travel grant to faculty and students to enable them to participate and present research papers in Conferences.
- Sponsorship to attend conferences, workshops and all Professional Development Programmes.
- Seed money will be provided to carry out research projects for members of the faculty.
- Incentives will be offered for paper publications based on the quality of publications at the end of each year.
- Incentives for successful completion of Funded Projects will be given to Principal Investigators as per guidelines and the same paid at the end of every year.

9. DISABLED-FRIENDLY, BARRIER FREE ENVIRONMENT

Government of India passed "Rights of Persons with Disabilities (PwD) Act, 2016" for the welfare of differently abled persons in 2016. This act states that "**Person with disability**" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his /her full and effective participation in society equally with others.

As per the act, All India Council for Technical Education (AICTE) framed several guidelines for the higher educational institutions that supports Physical, Educational & Economic Rehabilitation, barrier free environment, social security, research, etc., for persons with disabilities, especially for women and children. Earlier, with respect to "The Persons with Disabilities Act 1995", the University Grants Commission (UGC) too mandates all universities in the country that PwD should have access to all levels of education .

MSEC has a policy of treating its people with dignity and equal rights, irrespective of their race, caste, region, etc. and also a special care is given for women.

MSEC is implemented the policies as instructed by AICTE that provides social justice and empowering learning capabilities of disabled persons. The facilities adopted by the institution as per the policies are listed below:

Building has ramps and lifts that helps the persons with m*obility impairment* or wheel chair users for the easy access. MSEC provides a barrier free environment for disabled persons.

1. College facilitates wheel chairs for Students (persons) with disabilities.
2. Easily accessible washroom facility is provided for the disabled persons(for both men and women).
3. The sign boards are provided legibly so that people can easily identify library, lecture halls, staff rooms, class rooms, and other administrator rooms, common room and directions to specific locations, etc.
4. Classrooms are allotted for the disabled students in the ground floor for their convenience.
5. Each department provides a computer with screen reader software (NVDA) for visually impaired persons. Human assistance like Scribe is arranged for the student those who have restricted ability to write.
6. Periodic counselling is provided to all students (including differently abled students) to discuss their problems regarding academics and social life.
7. MSEC formed **Societal Beneficial Innovation** program in which the students create innovative projects for the poor and needy people (especially differently abled persons). Successful projects are made into products and donated to suitable beneficiaries.

10. ADVANCED AND SLOW LEARNERS

METHODOLOGIES TO SUPPORT SLOW LEARNERS AND TO ENCOURAGE ADVANCED LERNERS:

a). METHODS TO IDENTIFY SLOW LEARNERS

Slow learners are identified based on their performance in internal assessment test and university exams.

METHODOLOGY TO IMPROVE SLOW LEARNER PERFORMANE AND ATTENDANCE:

- Special classes are arranged for them. Weekly tests are conducted and assignments are given on regular basis.
- Slow learners are splitted into groups and allotted under advanced learners. This facilitates the peer learning which would help them to understand the subjects more clearly and increase the level of understanding the concepts.
- Students absenteeism and performance are continuously monitored by the subject handling faculty and class advisors.

b). METHODS TO IDENTIFY ADVANCED LEARNERS

The advanced learners are identified from their participation in classrooms discussions, quizzes, and participation in classrooms seminars. Innovative skills, questioning and answering abilities and performance in the Internal Assessment tests and End Semester examinations.

METHODOLOGY TO ENCOURAGE ADVANCED LEARNER:

- The advanced learners are encouraged to participate in workshops, conferences and seminar to gain knowledge on the latest developments.
- The students are encouraged to take up industry based projects in the advanced topics under the guidance of the faculty members.
- They are provided with the guidance about project management and prototype building.
- AEP (Achieve Excellence Program) is conducted for the advanced learners to enrich their technical knowledge.
- Special assignments and guidance aiming for university ranks will be given to advanced learners. Guidelines for career growth of advanced learners will be provided by the mentors.

II. PROCEDURE AND MAINTENANCE

1. IT INFRASTRUCTURE

IT INFRASTRUCTURE POLICY:

- The Server and computers are provided with 24 hours UPS backup
- Annual maintenance contract for all systems, UPS and Firewall is implemented annually.
- Students and Staff are provided with a common login department wise.
- Students are not allowed to change their password, access c drive, change desktop and install software.
- Unauthorized sites are not accessible to the students in the computing laboratories.
- Emails and others website access are restricted for students during laboratory examinations.
- SRX345 firewall provides protection against intrusion prevention, application visibility and control, and content security features that include anti-virus, anti-spam, and enhanced Web filtering.
- Regularly updating anti-virus and ensuring anti-virus protection is working

IT MAINTENANCE:

The institution follows a standard maintenance procedure to ensure proper functioning of the systems. The maintenance, servicing and repair of all the IT facilities viz., computers, printers, networks, LAN, server, UPS, Internet of the entire college is entrusted to the IT department. IT infrastructure maintenance can be divided into three broad areas: server, desktop and security. The maintenance operation frequencies are real-time, daily, weekly, monthly or quarterly, as needed.

1. Server maintenance involves:
- Investigating known and unknown server errors
- Regularly checking disk space and all relevant partitions as well as keeping track of all free disk space thresholds
- Ensuring that server performance is optimal by regularly examining disk I/O, RAM, CPU and fragmentation

2. Desktop maintenance involves:
- A log is maintained where issues relating to:
  - ➢ System failure
  - ➢ Hardware problem
  - ➢ Software problem
  - ➢ Networking issues
  - ➢ Internet issues
  - ➢ UPS issues are registered
- System admins allocated by organization providing AMC service resolves the issues mentioned in the log.

3. Security maintenance involves:
- Regularly checking firewall logs to identify any suspicious activity

2. CAMPUS ELECTRICAL

➢ Inspection of electrical fixtures fans, tube lights, air conditioners, earthing, lifts, DG etc is done periodically.

➢ Maintenance activities are carried through a suggestion register placed in the administrative office.

➢ The students and the staff register their complaints regarding the lighting loads (Loads connected through LDB), class room facilities and the internet connectivity in the suggestion register.

➢ The complaints are duly attended by the inspection team on a daily basis.

➢ In case of contingencies, the students and the staff members are advised to call the maintenance team's phone number displayed in the notice board available in the class rooms and the laboratories in each floors.

➢ The health of the fire extinguishers available in the classrooms and the laboratories in all the floors are ensured by periodical inspection carried out every three months.

➢ The annual maintenance of the earth pits available in the main block, mechanical block, civil block, first year block and the electrical substation is carried out to prevent electric shock.

➢ The campus has a 250 KVA Diesel generator set to ensure uninterrupted supply of power during routine maintenance.

3. CENTRAL LIBRARY

The central library is maintained by adequate staff members headed by the librarian.

- The procurement of books is done based on the suggestions and recommendations of the faculty members and the students.
- The list of books is forwarded to the Principal for approval.
- After approval the books are purchased from the Suppliers.
- While receiving the books from the suppliers, the title of the book, name of author, quantity etc., is checked as per invoice by the Librarian.
- The books purchased are then entered in Accession Register as well as Autolib software by the Librarian.
- The accession number, due date slip, and inner card is pasted on internal title page of books.
- Stock verification of library books is carried out by team of faculty members every year.
- In addition, rare collection of books is identified, organized and maintained in a separate space for reference.
- If there is any damage/loss of books, the cost of the books is recovered from the staff/student.
- Dusting of books and racks are done on a daily basis by the library staffs.
- The maintenance/repair/servicing of the computers in the **Digital Library** and LAN/internet connectivity etc is entrusted to the IT department

4. FIRE SAFETY

- All the laboratories and the corridors in all the floors of the Main block, the Civil Engineering block and the Mechanical Engineering block are equipped with fire extinguishers.
- The health of the fire extinguishers available in the laboratories in all the floors are ensured by periodical inspection carried out every three months.
- The refilling and replacement of the fire extinguishers in the laboratories in all the floors are taken care every six months.
- A program on fire safety and awareness are conducted every semester to the staff members and the students.
- All the blocks are equipped with Downcomer unit in all the floors.
- The maintenance of the Downcomer unit's overhead tank and the water hose is carried out every 2 weeks.
- A program on fire safety and awareness using the Downcomer unit is conducted every semester to the staff members and the students.
- In case of contingencies, the students and the staff members are advised to call the maintenance team's phone number displayed in the notice board available in the class rooms and the laboratories in each floors.

5. GENERAL AND CIVIL WORKS

The college ensures that the functionality and aesthetics of the buildings are properly maintained at all times to ensure maximum efficiency.

The following civil works are carried out periodically
- Repair works in classrooms, faculty rooms, restrooms etc.
- Replacement/repair of wood works (doors, benches, boards), window glasses and flooring tiles etc.
- External and Internal painting of buildings.
- Repair and maintenance of plumbing and sanitary fixtures.
- Cleaning and maintenance of overhead water tanks and sumps.
- Repair and maintenance of internal; roads.
- Continuous water supply is monitored.

A complaint register is maintained for recording complaints on civil works by the staffs and student's complaints can also be made directly over phone to Dr. L. Ramajeyam, Dean & HOD (civil) and Dr. R. Arivazhagan, Associate Professor (Civil)

On receiving complaints, inspection of the faults is carried out by the in-house teams. Minor repair works are addressed immediately. Major repair works are outsourced and their work orders are submitted for approval. After approval by the Secretary/Principal, repair works and rectification of faults are carried out within stipulated time. Bills raised from external agency are then processed through the Accounts department for payment.

Separate maintenance teams are available for housekeeping and landscaping etc. The sanitation and cleanliness of the college campus is ensured at all times.

6. CIVIL LABORATORY

PREVENTIVE MAINTENANCE:
- Cleaning and oiling of the equipment are done periodically immediately after completion of the experiments.
- UPS backup is provided for all system based laboratories
- Updating of Antivirus software is done for proper functioning of the systems

ROUTINE OR PERIODIC MAINTENANCE:
- All the lab equipment is checked for its working condition before the commencement of each semester by the lab in charge and lab assistant.
- The equipment is calibrated and serviced periodically through the suppliers and service personnel.
- Cleaning of equipment/computers and work tables in the laboratories is done periodically.
- All rotating parts of the machines are provided with protective guards.
- Floor cleaning and mopping of labs are done regularly.
- Details of DO's and DONT's, safety measures are displayed in the laboratory and workshops.
- Stock and consumables registers are updated regularly.

BREAKDOWN MAINTENANCE:
- When there are minor repairs in machinery/equipment, the lab assistant or technical staff of the respective laboratory tries to fix the repair.
- When major repairs are noticed, the supplier will be contacted immediately. Based on their inspection reports, a proposal is submitted by the lab in-charges and respective heads of departments to the Principal. After approval, based on the extent of defect, the machinery/equipment will be got repaired or serviced by the supplier either in-house or at the supplier's premises. The Bills raised by the Supplier will then be processed through the Accounts Department.
- Service Register is maintained and updated in each Laboratory.

OVERALL AMBIENCE:
The infrastructure and additional facilities in the laboratories create the right ambience for the students to conduct experiments in the laboratories.
- All laboratories are spacious and well furnished with good ventilation and lightning facilities.
- Sufficient number of fans and illumination sources are available for air circulation and brightness.
- Cleaning of equipment and computing systems is carried out on a weekly basis.
- Uninterrupted power supply is provided which helps unhindered working atmosphere.
- Earthing is maintained to prevent shocking.
- The fire extinguishers are provided for each lab.
- List of experiments are displayed in the laboratory

7. COMPUTER LABORATORY

PREVENTIVE MAINTENANCE:

- Provided suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning.
- Provided UPS back up is provided for all system based laboratories.
- Updating of Antivirus software for proper working of the systems.

ROUTINE OR PERIODIC MAINTENANCE

- Lab Coordinator checks the working condition of the systems regularly.
- Students' Entry Register is maintained in each lab to track the fault of systems.
- Cleaning of computers and computer tables are done periodically.
- Floor cleaning and mopping of labs are done periodically.
- The batteries of the UPS are cleaned to remove dust and prevent corrosion.
- Stock register is maintained in the corresponding laboratories.
- Maintenance report for the identified fault is prepared and sent for action.

BREAKDOWN MAINTENANCE

- AMC is provided for the systems. If there is a major repair, the system will be sent for service outside the campus with the approval of the management
- Service register is maintained in laboratory.

OVERALL AMBIENCE:

The infrastructure and added facilities in the laboratories create the right ambience for the students to conduct experiments in the laboratories.

- Spacious and well-furnished laboratories with good ventilation and lighting facilities are available.
- All laboratories are equipped with essential systems to meet the requirements of the curriculum.
- Weekly cleaning of systems is carried out.
- Number is marked on all the devices, systems, chairs and tables in all the laboratories.
- Do's and Don'ts are displayed in the laboratory.
- List of experiments are displayed in the laboratory.
- The laboratory manuals prepared are available in both soft and hard copies.
- Laboratories are utilized beyond the college hours for the convenience of the students.

SAFETY MEASURES IN LABORATORY

Common Safety measures in the laboratories:

1. First Aid kit is available for emergency.
2. Fire alarms and Fire Extinguishers are available in case of fire emergency.
3. Well qualified technical supporting staff.
4. Students are advised not to switch ON the systems without the permission from the faculty members.
5. Students must ensure that the systems are turned OFF and the chairs are arranged in proper manner before leaving the Lab.
6. Students are advised not to touch any exposed wires or sockets.
7. Students are advised not to open the computer's power supply or monitor.
8. Electrical safety measures are provided.
9. Proper Earthing is provided.

8. ELECTRONICS AND COMMUNICATION LABORATORY

Students are given instruction in handling the equipment/system/component before the conduct of experiment during their lab sessions so as to maintain equipment/system/component in good condition and the maintenance of labs is depicted as follows

1. Regular checking of Meters, Cathode Ray Oscilloscope (CRO) and Function Generator (FG) are being carried out and calibration is also done for every year.

2. Components are tested using Digital Multi Meter (DMM) and faulty components are replaced.

3. Regular checking of Dual Power Supply, Digital Storage Oscilloscope (DSO) and FG are done for every month.

4. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.

5. Regular checking of Digital Trainer Kit, Linear and Digital Power Supply will be done frequently.

6. Regular checking of ICs in trainer kits 8085, 8086 and 8051 are done frequently. Then faulty ICs are replaced.

7. All the PCs are backed by UPS in DSP lab.

8. Maintenance of computers, AC and DSP kits are done for frequently.

9. Turning off all computers by selecting the shutdown option on the desktop.

10. Maintenance of computers, AC, Printer and FPGA trainer kits are done frequently.

9. ELECTRICAL AND ELECTRONICS LABORATORY

LABORATORY MAINTENANCE:

➢ The stock register is continuously updated while purchasing new equipment for each lab.

➢ Service register is continuously updated after servicing the equipment.

CIVIL MAINTENANCE:

➢ Laboratories are cleaned by housekeeping staff regularly.

➢ Sufficient number of fans and illumination sources are available for air circulation and brightness which improves the overall ambience of laboratories.

➢ Uninterrupted power supply is provided which helps unhindered working atmosphere.

PREVENTIVE MAINTENANCE:

➢ The list of experiments, Do's and Dont's, Safety measures, PEOs, PSOs, Vision and Mission are displayed in all laboratories.

➢ Earthing is maintained to prevent shocking.

PERIODIC MAINTENANCE:

➢ Measuring meters are calibrated periodically.

➢ Dry run tests are conducted at the beginning of each semester. If any equipment found to malfunction during dry run test, the same is immediately serviced or replaced before commencement of the semester.

BREAKDOWN MAINTENANCE:

➢ While conducting the lab the faulty equipment is replaced by another one. The minor faults are carried out by either lab assistant or the faculty.

➢ Any major fault will be recorded in the service register. The service will be carried out whenever required.

OVERALL AMBIENCE:

➢ The laboratory arrangements create the right ambience for the students to conduct experiments in the laboratories.

➢ All laboratories are spacious and well-furnished with good ventilation, natural light and lighting facilities.

➢ The laboratory manuals are prepared to meet the curriculum. The soft and hard copies of the manual are distributed to the students before the commencement of the lab.

➢ White board/board facility is available for each lab.

➢ The fire extinguishers are provided for each lab and an awareness program on fire safety is conducted to all staff members and the students.

➢ First aid kit is available in all the labs.

10.   MECHANICAL LABORATORY

PREVENTIVE MAINTENANCE:

- Checking the condition of all drive belts and replace if necessary
- Cleaning and oiling of the equipment are done after completing the experiments.
- Provided suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning.
- UPS back up is provided for all system based laboratories.
- Updating of Antivirus software for proper working of the systems.

ROUTINE OR PERIODIC MAINTENANCE

- Lab Coordinator checks the working condition of the machine and equipment regularly.
- Cleaning of machine and equipment are done regularly
- Cleaning of computers and computer tables are done regularly
- Floor cleaning and mopping of labs are done regularly.
- The batteries of the UPS are cleaned to remove dust and prevent corrosion.
- Stock and consumable registers are maintained in the corresponding laboratories.
- The fault is identified with the help of the Lab Coordinators whenever it occurs; Maintenance report is prepared and sent for action.

BREAKDOWN MAINTENANCE

- Minor repairs are carried out by the lab technicians. When there is a major repair, approval for service of equipment is obtained from Management through HOD. The equipment are sent for service and service report is obtained from industry
- Service register is maintained in each laboratory.

OVERALL AMBIENCE:

The infrastructure and added facilities in the laboratories create the right ambience for the students to conduct experiments in the laboratories.

- Spacious and well-furnished laboratories with good ventilation and lighting facilities are available.
- All laboratories are equipped with essential systems to meet the requirements of the curriculum.
- For maintaining the overall good ambience, weekly cleaning of systems is carried out.
- Number is marked on all the systems in CAD and Mechatronics laboratories.
- Do's and Don'ts are displayed in the laboratory.
- List of experiments are displayed in the laboratory.
- The laboratory manuals prepared are available in both soft and hard copies.