# STELLA MARY'S COLLEGE OF ENGINEERING

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629 202

## POLICY DOCUMENT

## GENERAL

1. These rules shall be called "Stella Mary's College of Engineering, Aruthenganvilai, Service and Conduct Rules" and comes into force from the month of August 2013.
2. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).
3. In case of ratification of the existing rules, it will be carried out at the end of every academic year.

## DEFINITION:

1. 'College' means Stella Mary's College of Engineering, Aruthenganvilai.
2. 'Trust' means Nova Educational Trust.
3. 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.
4. Supporting Staff Members' means a person appointed in a Non-Teaching post.

## 1.0 ADMISSION POLICY:

## ELIGIBILITY AS PER AICTE NORMS FIRST YEAR

- Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject.
- Obtained at least 40% marks in the above subjects taken together.

OR

- Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% in case of candidates belonging to reserved category)

## LATERAL ENTRY

- Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering and Technology.

- Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.
- Provided that the students belonging to B.Sc. Stream, shall clear the subjects Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects.
- Provided that the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.
- Students who have passed Vocational Stream in the same or allied sector.
- In the above cases, a suitable bridge courses, if required such as in Mathematics may be conducted.

## 2.0 SCHOLARSHIP POLICY:

### 2.1 INSTITUTION

- Nova Educational Trust is focused to provide engineering education to the rural community. With this notion to promote the meritorious students for the rural background, merit scholarship would be given for the students who have secured more than 1000 marks in their higher secondary examination with Physics, Chemistry and Mathematics as their main subjects/ students who have secured above 180 cut off marks for engineering.
- To uplift the student who belongs to economically weak background category and also to provide an opportunity for them to pursue engineering studies, it is decided to give fee concession based on their economic positions.
- To encourage the admission of students who outshine in sports, it has been decided to offer freeship for students under sports category

### 2.2 GOVERNMENT

- The students belonging to BC/MBC category are eligible to avail scholarship provided by the Government (BC/MBC scholarship) provided, their parent's annual income is less than 2 Lakhs.
- The students belonging to SC/ST category are eligible to avail scholarship provided by the Government (SC/ST scholarship) provided, their parent's annual income is less than 2.5 Lakhs for Hindus and 2 Lakhs for other category.
- The students belonging to Minority category are eligible to avail scholarship provided by the Government (Minority scholarship) provided, their parents are non-Hindus.

- The students belonging to all categories are eligible to avail scholarship provided by the Government (First Graduate scholarship) provided, their parent's or any of their siblings are non-degree holders.

**Note:**

To avail the scholarship facility, it is mandatory that students complete their admission process through counselling.

## 3.0 RECRUITMENT POLICY:

1. The Head of the department assesses the need for additional faculty based on workload calculation and specialization requirement.
2. Whenever there is a vacancy in the departments, the approval is sent to the management after discussions with the Principal.
3. Once the approval is obtained, advertisement is released in leading newspapers/Websites requesting the eligible candidates as per AICTE norms to apply within a given time limit to the Principal.
4. The applications are shortlisted based on the number of vacancies and the minimum qualifications, a written test is conducted if required and the candidates are called for interview.
5. A merit list will be prepared as per the requirements of the individual departments.
6. Principal, HoDs and Subject expert will be the major bodies of recruitment panel.
7. The deserving candidates will be intimated about their joining dates via email / Phone.
8. All appointments of the faculty and Staff Members of the College shall be made by the Head of the Institution, subject to the approval of the Governing council.

### 3.1 AICTE norms

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| Assistant Professor | BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech |
| Associate Professor | Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. |
| Professor | Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor.<br><br>Or<br><br>Minimum of 13 years experience in teaching and / or Research and /or Industry.In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee. |

4.0 SERVICE RULES AND PROCEDURES

1. The service at this institution shall take effect from the date of joining date

2. The staff shall be on probation for a period of 1 year  from the date of his / her joining date and services will be regularized subject to the successful completion of probation

3. The staff shall have to work under the supervision and guidance of the Principal besides the head of the Department and discharge official duties connected with setting up of Academic, Research & Extension activities of the Institution and render such other assistance as may be assigned by the authorities of the Institution   time to time.

4. The staff  of the Institution shall be a full time salaried employee of the Institution and shall devote his/ her whole time to the Institution. No full time salaried staff of the Institution shall without the permission of the

Board of Management engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emoluments or honorarium is paid.

5. Apart from giving lectures to the students of the department and other departments of the institution where courses are conducted on interdisciplinary basis, the staff shall have to engage in personal research work of funded research projects, guiding research students and publishing research papers in high impact factor journals. He/ She has to publish atleast one Research articles in an academic year.

6. The staff shall be governed by the Statutes and Policies of the institution.

7. The staff will not be permitted to leave the institution during the Academic year. In case the faculty wants to leave the institution in the middle of the academic year, 2 months prior notice is expected by either ends.

## 5.0 INSTITUTIONAL PROMOTION AND APPRAISAL POLICY:

### 5.1 TEACHING FACULTY

- Promotions are given as Associate Professor to the eligible Staff Members after the successful completion of their Ph.D./completion of ten years of service.
- Faculty with additional responsibility as Heads are designated as Associate Professors.
- Associate professors with Ph.D and ten years of service in teaching will be promoted as Professor.
- The faculty appraisal is based on the following criteria.

### 5.1.1 APPRAISAL POLICY

Participation in Conferences, Workshops, Faculty Development Programs and others that enhance their skill and potential.

1. Adopting innovative teaching methodologies.
2. Pursuing doctorate and other higher learning programmes.
3. Involvement in Research activities and Sponsored Projects.
4. Achievements in University Examination Results.
5. Publication works in the Scopus indexed/impact factor/e - journals & conference proceedings.

6. Publication of chapters in books and publication of books

7. Mentoring and counselling methods adopted for student welfare.

8. Feedback from Head and Feedback from students

9. Good rapport with colleagues.

10. Lively involvement in team work

11. Rewards for outstanding achievements in their higher education, while working with Stella Mary's

12. Involvement in Extension Activities

## 5.2 NON- TEACHING STAFF

1. Active participation in skill up gradation through Orientation Programmes, Refresher Course, Short Term Courses and Faculty Development Programmes.

2. Feedback from the concerned Department Head, faculty and the Principal.

3. Involvement in team work.

4. Work Ethics.

5. Participation in Extension Activities.

## 6.0 RESIGNATION POLICY:

- Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, one months' notice in writing or payment of one month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority

  may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

- The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment

## 7.0 LEAVE POLICY:

- Staff Members are eligible to avail one day Casual Leave for every completed month of service. If the casual leave is not availed in a month, will be accumulated for coming months for a semester ( January to June and June to December).

- In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over phone after altering the workload, about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as **"Absent".**

- Staff members are permitted to avail study leave for higher education with permission from the Head of the Institution and prior approval from the management.
- Female staff members can avail maternity leave for three to six months with permission from the Head of the Institution and prior approval from the management.
- Compensation leave is given to Staff Members for carrying out the assigned works during Holidays, subject to condition.

## 7.1 VACATION LEAVE POLICY:

Employees, including Teaching, Non-teaching, Administrative and Ministerial staff who work at a regular work schedule are eligible for paid vacation leave.

a. **Number of Vacation Days**

Employees accrue 5 days of vacation for the first year of employment and 15 days of vacation at the end of odd semester and 10 days of vacation at the end of even semester, each year after the first year.

b. **Scheduling of Vacations**

Prior to requesting vacation leave, an employee should check to determine his or her current balance. Heads have responsibility for coordinating and forwarding the vacation schedules of their staff to the Principal. The number of days to be taken in any one period of time should be discussed well in advance with the head, to allow adequate time to plan for work coverage.

c. For Ministerial Staff, 5 working days are given as vacation leave.

## 7.2 ON DUTY LEAVE

- Teaching Staff Members shall be permitted to avail ON DUTY for University Examination purpose and for attending FDP/Workshop/Conference/Symposiums/Seminars etc. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).
- Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.
- The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".
- The Management shall encourage faculty members to upgrade their knowledge by providing leave.
- Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

## 8.0 AWARDS / WELFARE SCHEMES FOR STAFF MEMBERS       POLICY:
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### 8.1 FACULTY

- Provident Fund
- Free transport facilities
- Medical leave
- Maternity leave for 3 months
- Waiver of fees for children of the institution's staff
- Supporting for the education of the children of the teachers in the institution's group
- Marriage gifts with the sanction of one week leave
- Gifts and mementoes during Teachers' Day celebrations
- Sponsorship for attending conferences, workshops and FDPs
- Incentives for publication of papers / research articles
- Cash awards for achieving academic excellence / 100% pass
- Special Study Leave (SSL) to pursue higher education.

### 8.2 NON-TEACHING STAFF

- Support for their children in education
- Marriage gifts for wedding along with one week leave
- Relaxation-medical leave / maternity leave
- Free transport facilities
- SSL for higher studies
- Incentive for attending orientation programmes, workshops and conferences
- Incentive for dress materials for non-teaching staff

## 9.0 RESEARCH POLICY:

The institution has a stated code of ethics to check malpractices and plagiarism in Research     which states:

- **Integrity:** The researcher is responsible for the trustworthiness of his or her own research. Fabrication, falsification, plagiarism and similar serious violations of good academic practice are incommensurate with such trustworthiness.

    a)**Respect**: People who participate in research, as informants or otherwise, shall be treated
    with respect.

    b) **Fairness**: All research projects shall be designed and implemented fairly.

- **Quest for Truth:** Research activity is a quest for new knowledge, with critical and systematic verification and peer review.

- **Academic freedom:** institution shall assist in ensuring the researchers' freedom in their choice of topic and methodology, implementation of research and publication of results.

- **Quality:** Research should be of high academic quality. The researcher and institution are required to possess the necessary competence, design relevant research questions, undertake suitable choices of methodology and ensure sound and appropriate project implementation in terms of data collection, data processing and safekeeping/storage of the material.

- **Voluntary informed Consent:** Consent is the main rule in research on individuals or on information and material that can be linked to individuals. This consent should be informed, explicit, voluntary and documentable.

- **Confidentiality:** As a general principle, those who are made the subjects of research are entitled to have their personal information treated confidentially. The researcher must prevent any use and communication of information that might inflict damage on individuals who are the subjects of research.

- **Collegiality:** Researchers must show each other respect. They must agree on and comply with good practices for data ownership and sharing, authorship, publication, peer review and cooperation in general.

- **Institutional responsibility:** The responsibility for ethical conduct rests not only with the individual researcher, but also with the research institution.

- **Availability of Results:** As a main rule, research results should be made available. Openness regarding research findings is essential for ensuring verifiability, for returning some benefit to the research participants and society in general, and for ensuring a dialogue with the public.

- **Social Responsibility:** Researchers have an independent responsibility to ensure that their research will be of benefit to research participants, relevant groups or society in general, and for preventing it from causing harm.

- **Laws and Regulations:**In the field of research, there are national laws and regulations as well as applicable international conventions and agreements, and researchers and research institutions must abide by these.

## 10.0 CONTINUOUS INTERNAL EVALUATION POLICY:

A Department Academic Audit Committee (DAAC) is formed to analyze the academic performance of the students through the conduct of REWRAP tests, Internal Assessment Tests followed by retests depending on the performance. It is required to

1. Monitor the pattern of Question paper preparation, key preparation, random scrutiny of answer booklets for all tests conducted.

2. Monitor discipline during the time of Internal Evaluation Tests such as 1. Dress code, 2. Check the possession of any material relevant/ irrelevant to the test, 3. Check whether students are copying inside the hall.

3. Monitor whether the booklets are evaluated properly and distributed to the students in time.

4. Monitor Marks are displayed in the Department Notice board to ensure transparency

5. Monitor Identification of Slow and Advanced learners

6. Monitor the preparation & Despatch of progress reports as a part of intimating the parents

7. Monitor the conduct of Parents teachers meeting in their departments to take remedial action in-order to get good marks in the subjects.

8. Also they also have to look into the redressal of the student's grievances relating to tests if any.

9. In case of any discrepancies with regard to DAAC, the students can appeal to the Principal for redressal.

**11.0 FINANCE POLICY:**

- The management trust office (NOVA Educational Trust) deputes officials for performing the internal audit and the reports which are usually obtained before the closure of accounts will be obtained before external audit. The statutory auditors will conduct the audit on the 30th of June of every year.

- The necessary action will be taken to regularize the accounts and the documentary evidences will be collected for the credit balance, compliances of T.D.S. and Statutory Formalities and Reconciliation of Unit wise balances with the Control Accounts and Bank Reconciliations.

- The copy of internal audit report covering all matters relating to the managing of accounts is preserved. The final audit report prepared by the auditors after the external statutory audit is submitted to the college financial management.

- The consolidation of the findings of the institution and the annual return will be submitted to the relevant authorities like Income tax authorities, Registrar of Societies, Tamil Nadu and to the other related authorities concerned etc.
- The Procurement policy is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.
  1. The Procurement processes as per the Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Receipt and Certification of goods/services.
  2. Goods can be procured in the following three ways in the college;
     i. Direct Contract –All Proprietary items.
     ii. Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
  3. Important Aspects of Shopping are:
     i.    Minimum three Quotations to be received.
     ii.   Comparative statement to be prepared for the finalised three quotations received.
     iii.  The Procurement Authorities entrusted with evaluation of the comparative statement will take the final call to purchase.
     iv.   Payment terms should be 50% payment after delivery to the consignee and the balance 50% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

## 12.0 CONSULTANCY POLICY

**Objective:**

To establish a framework to support consultancy activities at Stella Mary's College of Engineering

**Eligibility:**

- This policy applies to all faculty and staff of Stella Mary's College of Engineering
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.

- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

**Circumstances under which consulting activity may be permitted**

- The organization requiring consultancy services from faculty or the department shall write to the Principal indicating the expertise required.
- The Principal on receiving the request from the organization shall inform to the department concerned.
- The Head of the Department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- In considering whether or not permission will be given for consulting activity, the Principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the Principa
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

**Publications:**

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

**Intellectual property Rights (IPR):**

- College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

**Other Commercial Rules:**

- College facilities and resources may be used and must be charged in line with the guidelines from the Principal, from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises.
- Tax is applicable for the revenue generated through consultancy work.

**Policy for Revenue Sharing in Consultancy**:
- Stella Mary's College of Engineering encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link institute and its faculty members more closely to the industry.

- Consultancy work can bring financial benefits both to the institution and its employees.

**Price:**

- This is the price the client/organization will pay for the consultancy work. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

**Costs:**

- This is the calculation made for internal use only to determine the costs towards faculty expertise and resources including the use of college space and equipment.

## 13.0 E-WASTE MANAGEMENT POLICY

1. E- waste management was brought into force to enable recover or reuse useful material from e-waste, thereby reducing the hazardous wastes destined for disposal, to ensure the environmentally sound management of all types of e-waste and to address the safe and environment friendly handling, transporting, storing, and recycling of e-waste.
2. The electrical and electronic components like monitor, mother board, switches etc. discarded as e-waste is utilized for   student learning purpose.
3. The contaminated e-waste is stored and properly disposed through private agencies.

**Precautions to take before Donating or Recycling Electronic items**

1. Upgrade the computer instead of simply replacing it.
2. Format all your personal information from the products before discarding.
3. Remove the batteries from the gadgets before getting rid of them.

## 14.0 POLICIES FOR MAINTAINING ACADEMIC AND SUPPORTING FACILITIES

Various committees like Academic Committee, Hostel Committee, Internal Quality assurance committee(IQAC) , Sports , library,  maintenance, Exam Cell, Research Committee, Institutional Social responsible Cell, NSS,YRC etc. where functioning in the campus  for maintaining and utilizing the physical, academic  &  support  facilities.  The  committee  coordinators,  Laboratory  in-charge,  Laboratory Instructors/Assistants, Library In-charge, Physical Director, System Administrator, and Campus supervisor are to ensure and monitor adequate usage and maintenance of the facilities. The committee meetings are held regularly to discuss the infrastructure requirements and maintenance for teaching- learning processes.

Additional facilities like uninterrupted Power supply by Generator backup and 24X7 water supply, planned preventive maintenance schedules undertaken by Electrician for all facilities. The maintenance cost for the facilities are included in the annual budget of the college in every financial year.

Infrastructural improvements to all properties owned by the college is to be effectively and efficiently maintained in order to support operational efficiency. An integrated maintenance approach is followed, incorporating breakdown maintenance, preventative maintenance, condition-based maintenance ensuring that facilities and services infrastructure are maintained to an optimum level, preventing asset deterioration.

**General**

1. The campus finance Committee is headed by Co-coordinator (Accounts Manager), Principal, Director as official members. 5 members from Office Administration is included exclusively for monitoring and carrying out the maintenance of infrastructure, class rooms and laboratory of the college.

2. Campus finance committee Meeting will be conducted on every last Friday of the week.

3.Budgetary provisions shall be made for electricity, water, general maintenance and ground maintenance.

4. A Maintenance Register shall be kept in all department laboratory for maintenance and laboratory equipments. for other maintenance activities the proforma is made available with all the Heads of the Department. The responsible person in each department should furnish the information regarding maintenance, recommended by the Head of the Department, Principal, he /she has to report the required maintenance activity in the maintenance register available in the college office.

5. Also Regular rounds shall be conducted by the person assigned to look after the maintenance in each department at separate time schedule as prescribed by the Campus Finance & maintenance committee.

**Classroom**

6. The classrooms shall be properly maintained by the house keepers and Electrician. In case of damage or replacement carpenters, technicians shall be called by the campus supervisor to carry out the maintenance.

**Seminar halls**

7. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member should get prior permission from respective Head of the Department/ Librarian. Through the proforma available & submit to the respective hall in-charges.

**Computers and networking**

8. Computers and networking shall be under the care of System administrator. The ICT smart classrooms and computer facilities shall be maintained by System administrator and Laboratory assistants only under the supervision of concerned head of the departments.

**Laboratory**

9. All Laboratory equipment shall be purchased from standard companies as per the quality standards (precision and accuracy). Standard operating procedures for all high end equipment's are made available to all the users.

10. The respective Laboratory in-charge, laboratory assistants and other service personnel called if any shall be given responsibility to maintain the equipment under the purview of the respective Head of the Departments. Stock registers, log books, tools and report registers shall be maintained by the respective departments.

## Infrastructure

11. All major infrastructure facilities shall be covered under insurance policy

12. Any equipment/furniture/utility found in need of repair in the campus shall be reported to Campus finance and maintenance committee for carrying out the maintenance.

13. One person shall be dedicated for electrical repairs and maintenance. Maintenance of the Diesel Generator shall be regularly done. Electrical and plumbing maintenance shall be done by the maintenance staff.

14. Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks shall be taken care of by the campus supervisor.

15. White washing and painting shall be done on a regular basis. Leak proofing and clearance of roof water storage channels and drains shall be done during the summer.

16. All assets like equipment's, furniture, and instruments are coded. Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all other assets and shall be done by administrator as a year ending activity and the consolidated report shall be submitted back to the administrator to take up necessary actions if required.

17. The Hospitality Committee with their House keeping members shall monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings

18. Toilets are cleaned twice every day. The whole campus area is maintained by the housekeeping members who will be reporting the completion of work to coordinator hospitality committee.

19. Cleaning of the campus area shall be performed twice daily with the help of the housekeeping team. Gardening and watering of lawns and plants present in the campus shall be performed by gardeners.

20. All the campus waste is collected on daily basis by the house keeping members and handed over to panchayat

21. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contract. Fire extinguishers are installed in all the blocks and are maintained by the respective departments with the support of the campus supervisor.

22. Parking facility is well organized and maintained by campus supervisor.

23. The rain water harvesting systems shall be maintained by the campus supervisor.

24. Regular feedback is taken from students and faculties regarding the infrastructure and its utilization and periodic assessment are made to consider upgradation of infrastructure and procurement of newer facilities in accordance with concerned committees.

## Transport

25. Vehicles shall be periodically maintained by Transport Department of the college. Transport in-charge is assigned the responsibility to carry out the maintenance.

## Hostel

26. Warden has the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels. Deputy warden to assist the warden.

27. Hostel facilities namely electricity, water supply, etc., are repaired and maintained time to time by maintenance department.

28. The hostel monitoring committee shall be appointed to inspect and maintain the quality of food, cleaning and feedback on weekly basis.

## Amenities

29. Amenities like canteen, departmental store and reprography accessible for all students and faculties shall be maintained by administrator.

## College website

30. The college website shall be maintained and updated regularly by AMC and technologies are updated regularly by the System administrator.

## Library

Stella Mary's has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assists students in fulfilling their information requirements and helps its faculty in supplementing class-room lectures. A Library Management Committee is constituted with the Principal as its Chairperson and 7 members from different academic departments. The Committee extends advice and suggests new ideas from time to time regarding the developmental activities of the Library.

The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

**Role and Responsibilities of Library Management Committee**

• Purchase of Library Material-e material and reading devices

• Provision and upkeep of Reading Room

• Reference Section

• Access

• Working Hours, Extended Hours & Holidays

• Current students, Alumni, visitor/community

- Book Issue, Issue Period

- Facility- Reprography & Internet connectivity

- Book Bank

- Linkages to other Libraries

- Automation

- Stock Checking

1. Library membership card has shall be issued to all students on the first day of their induction after admission. The Library card can be used for issuing three books at a time  and shall be returned within 15 days.

2. Every Student shall access online journal and e-books through e-library available in the library.

3. Suggestion boxes shall be kept in the library, which helps the students & staff to register their complaints and suggestions and can be evaluated regularly by the library management  committee, and meetings shall be conducted with the students for improvement and maintenance of the library.

4. Library is automated by   INFO LIBRARY Management system   since 2013. The software maintenance shall be the responsibility of system administration.

 5. Sufficient computers with internet connection shall be allocated for use of students and library staffs.

6. Sufficient Newspapers in Tamil & English language, Dictionaries & Encyclopedia, and General magazines also shall make available for the student.

7. Annual requirement of library materials and Annual budget shall be prepared by the Librarian after getting approval from higher authority and submit the report to campus finance & maintanance committee

**Sports and Cultural facilities**:

The college administration aims overall development of the Students in extracurricular activities such as sports & Cultural. policies regarding utilization of sports facilities are laid and implemented by the college Administration. Sports committee of the college where formed to execute the sports policies and supervise procurement of all sports equipment's. The college administration has employed a Physical Director to train and organize sports events in a professional manner. The institution promotes students to participate in intra & inter collegiate and inter university sports and cultural festivals fund will be given for students for their basic requirement for procuring materials related to the events.  As per the budget  allocated for Sports & Cultural events.

 1. All the Sports facilities present in the campus shall mainly be used for sports education training and competitions for students and faculties.

 2. The rules regarding utilization of sports facilities are laid by the college authorities and are monitored by Physical Director.

 3. Sports committee comprising of Director, Principal, Vice Principal, Joint Director, Physical Director.

4. Physical Director shall take care of maintenance of all grounds,

5. Equipment for sports and games shall be under the custody of Physical Director.

 6. Expensive equipment's in the fitness lab are to be  maintained time to time.

7. Sports complex shall be maintained by Physical Director and competent technical personnel's.

**Security:**

      Security personnel are appointed by the college administration to provide round the clock Safety and Security cover to men, materials and infrastructure of the college. Procedures for entry and exit timing for student, materials in & out and visitors has been implemented and maintained. Regular feedbacks from security personnel are taken.

1. A printed format (in local language) Do's and Don'ts shall be given to each security staff

2. When new security staffs are appointed, he/she shall be given an orientation program about the infrastructure, facilities, rules and regulations, hostel rules and parking rules of the college.

3. Security staffs shall wear their uniform as prescribed.

 4. Security staff shall upkeep the records like daily activity like gate in and out register, material in and out register, visitors register, maintenance of staff and students gate pass applications

**Research Laboratory and General Laboratory:**

      Laboratory protocols are framed & is implemented ,maintained in each laboratory. Advanced laboratory instruments and equipment's available in the laboratory is readily accessible to students and staff. Maintenance of the laboratory equipments are done by the laboratory assistants as per the direction of the manufacturers. Service agreements if any should be part of the budget allocations upon purchase of equipment. Renewals of service agreements should be maintained for the valid and productive lifetime of all laboratory equipment.

1. Laboratories are designed with Safety features imbedded in the infrastructure and create an excellent ambience and atmosphere for learning.

2. Cleaning, Calibration and Repair are the three major portions of Laboratory care. Cleaning shall be the responsibility of Lab assistants and housekeeping staff posted in the department. Exterior and deep cleaning of instruments such as microscopes shall be performed by Laboratory technicians. Whenever there is a need the company technicians will be call for maintenance.

3. Regular calibration of all required laboratory equipment shall be conducted and the follow-up of this process shall be the responsibility of Lab –in charge.

4. In case of any maintenance it will be informed to the administration by the laboratory in-charge through the Head of the Department and the Principal from time to time.

5. Inventory and stock shall be maintained for proper utilization, handling of chemicals, equipment's and monitored & inspected regularly by concerned Laboratory assistants and Laboratory in charge.

6. Facilities in laboratory such as water taps, gas pipe lines and electrical fixtures are regularly checked by respective laboratory assistant and maintenance personnel's.

7. Firefighting equipment's and Fire extinguishers are maintained by authorized agencies.

9. Obsolete equipment's and chemicals should be discarded as per standing order procedures.

PRINCIPAL