QUALITY POLICY MANUAL

Internal Quality Assurance Cell

Version	**3.0**
Date	27 May 2024
Created by	Dr. Abey P Philip, Dean (Innovation & Quality Assurance)
Approved by	Mrs. Mariamma George Mathew, Chairperson
Remarks Log	Various Policies & Standard Operating Procedures

PROVIDENCE COLLEGE OF ENGINEERING

CHENGANNUR, ALAPPUZHA 689122, KERALA, INDIA

TABLE OF CONTENTS

DISTRIBUTION LIST

#	Copy Holder	Copy #
1	Chairperson	Controlled Copy # 01
2	Executive Director	Controlled Copy # 02
3	Principal	Master Copy
4	Dean (Innovation & Quality Assurance)	Controlled Copy # 03

Prepared By
Name:
Designation:
Signature: *Abey P Philip*
Date:

Approved By
Name:
Designation:
Signature: *Mariamma George Mathew*
Date:

Issued By
Name:
Designation:
Signature: *Santhosh Simon*
Date:

PROGRAMS CONDUCTED

BACHELOR OF TECHNOLOGY

Civil Engineering

Computer Science & Engineering

Computer Science & Engineering (Artificial Intelligence)

Computer Science & Engineering (Cyber Security + IoT + Blockchain Technology)

Electrical & Electronics Engineering

Electronics & Communication Engineering

Mechanical Engineering

MASTER OF BUSINESS ADMINISTRATION

ABBREVIATIONS

PCE	**Providence College of Engineering**
PSB	Providence School of Business
CC	College Council
CE	Civil Engineering
CEE	Commissioner of Entrance Examinations
CN	Course Note
CS&E	Computer Science & Engineering
CSP	College System Procedure
DSGN	Designation
E&CE	Electronics & Communication Engineering
E&EE	Electrical & Electronics Engineering
FDP	Faculty Development Program
HOD	Head of Department
ILL	Internet Leased Line
LP	Lecture Plan
MBA	Master of Business Administration
ME	Mechanical Engineering
OPAC	Online Public Access Catalogue
PSB	Providence School of Business
R&D	Research and Development
REVN	Revision
SIGN	Signature

PART I

VARIOUS POLICIES OF THE INSTITUTE

SECTION 1

INTRODUCTION

About Providence College of Engineering

Providence College of Engineering is a private self-financing Engineering college established in 2015 by the MGM Charitable Educational Society under the leadership of Smt. Mariamma George, Hon'ble Chairperson. The college is approved by All India Council for Technical Education (AICTE) and affiliated to APJ Abdul Kalam Technological university (KTU). Designed to be a self-contained educational township, the campus is situated in a picturesque 10.19 acres of land surrounded by the abundance of nature in the rural area of Angadical South, 3 km from Chengannur town, in Alappuzha District of Kerala.

The primary objective of the college is to provide a top knowledge base of Scholarship and research and excellent teaching learning process to be a world leader in preparing technical professionals who could provide Engineering and Technology services to improve the living conditions of the society appropriate to the changing global scenario.

The facilities and infrastructure are continually developed and improved to be at par with the best in the country. The college has eminently qualified and well experienced faculty with commitment and high morale. The campus is a class apart with magnificent infrastructure and has an ambience that kindles creativity and encourages innovation. Well-equipped modern laboratories and computerised libraries are provided for students.

The college offers undergraduate programmes:

- Civil Engineering
- Computer Science and Engineering
- Electrical and Electronics Engineering
- Electronics and Communication Engineering
- Mechanical Engineering
- Master of Business Administration
- Skill Development Programmes:
  - PMs Kaushal Vikas Yojana: a project of MHRD
  - ASAP – Additional Skill Acquisition Programme
  - Industrial Design & Development Centre (IDDC)

Vision and Mission

Vision

To be a premier institution that prepares globally competent, socially committed and innovative engineering and management professionals.

Mission

Generating an outstanding knowledge base of scholarship and research through innovative practices.

Inspiring students to continually develop their knowledge, skills and abilities by making learning and teaching a lifelong process.

Quality Policy

Providence College of Engineering is committed to create professionally competent engineers to meet the social needs through

- Teaching-learning process and research in congenial and conducive environment.
- Integrated personality development by keeping faith in human values and sustainability.
- Professional and intellectual fulfilment of institutional fraternity.
- Continual improvement in all activities.

SECTION 2

GOVERNANCE

Principles of Governance and Leadership

Strategic Objectives

1. Link plans to the short-term goals which are in line with the overall Vision and Mission of the organisation as well as its immediate strategic objectives.
2. Focus on priority results related to strategic objectives.
3. Ensure regular feedback from colleagues and students.
4. Link annual incentive and/or increment to performance appraisal/results.

Various Management Bodies and Their Functions

Governing Body

The Governing Body is the apex body which takes care of the overall management of the institution. Constitution of the governing body is as shown in the following table:

#	Name	Designation
1	Mariamma George Mathew	Chairperson & Treasurer
2	Nitin Mathew	Secretary
3	Dr. Cyriac Thomas	Educationist
4	Prof. Radhakrishnan Nair	Industrialist
5	Dr. Santhosh Simon (Principal)	Member Secretary
6	Mr. Nitin Mathew	The MGM Society Director
7	Mr. Nevin George	The MGM Society Director
8	Ms. Ane Thomas	The MGM Society Director
9	Ms. Diany Daniel	The MGM Society Director

Functions of The Governing Body

1. Taking all policy decisions and overall management of the institution.
2. Form, supervise, guide, and approve proposals of various program committees.
3. Reviewing the progress of the institution and giving guidance for achieving goals and targets.
4. Developing strategies for creating the ambience for excellence.
5. Suggesting measures for enhancing reach and effectiveness of services to community and industry.
6. Approve budgets.
7. Perform all other functions related to the fulfilment of the objectives of the college.

College Advisory Board

The College Advisory Body which deals with all the important academic and non-academic matters Constitution of the College Council is as shown in the following table.

#	Name	Designation
1	Principal	Chairman
2	Director, Providence School of Business	Member
3	Head of Department of Civil Engineering	Member

4	Head of Department of Computer Science & Engineering	Member
5	Head of Department of Electrical & Electronics Engineering	Member
6	Head of Department of Electronics & Communication Engineering	Member
7	Head of Department of Mechanical Engineering	Member
9	Dean (Academics)	Member
10	Dean (Research & Development)	Member
11	Physical Education Director	Member
12	Student Senate Representative	Member
13	Hostel Wardens	Member
14	Librarian	Member
15	Chairperson, Providence College of Engineering	Member
16	Executive Director, Providence College of Engineering	Member

Functions of The College Advisory Board

1. To advise on academic and non-academic matters including discipline related matters of students
2. To discuss and adapt all important policy decisions.
3. To discuss complaints of students and take appropriate disciplinary actions.
4. To formulate the vision, mission, and strategic plan of the college
5. To conduct periodic analysis of university examination results.
6. To help the principal in maintaining discipline and for the smooth conduct of academic and non-academic activities in the college
7. To act as a liaising body among various bodies like PTA, Alumni Association etc.

Academic Council

The Academic Council deals with the academic related matters of students. The constitution of the Council is as shown below.

#	Name	Designation
1	Dean (Academics)	Chairman
2	Principal	Member
3	Heads of Departments	Members
4	Deputy Heads of Departments	Members
5	Dean (Research & Development)	Member
6	Executive Director, Providence College of Engineering	Member

Functions of The Academic Council

1. To consider matters of academic interest either as its own initiative or at the instruction of the Governing Body, or as those proposed by the departments/faculty members and to take proper action.
2. To exercise general supervision over the academic work of the institution and give directions regarding methods of instruction, evaluation, and improvements in academic standards.
3. To maintain proper standards of the examinations

4. To suggest measures for departmental coordination.
5. To make recommendations to the Governing Body on:
   a. Measures for improvement of standard of teaching, research, and training.
   b. Institution of fellowship, travel grants, scholarships, medals, prizes etc.
   c. To frame rules covering the academic functioning of the institution, admissions examinations, award of fellowships and studentships, concessions, attendance, discipline residence etc.
6. To appoint sub-committees to advice on such specific matters as may be referred to it by the Governing body.
7. To consider the recommendations of the sub-committees and to take required action.
8. To consider periodical review of the activities of the departments and to take appropriate action with a view of maintaining and improving standards of instruction.
9. To promote teaching, research, innovations, student accomplishments and outreach activities for the overall improvement in academic standards.
10. To suggest suitable recommendations to the Board of Studies of KTU for revision of syllabus.
11. To plan and regulate the academic activities of the institution as per the academic calendar published by the university.

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) was constituted in the year 2015 in order to nurture high quality standards in the teaching – learning process, consistent with the vision and mission of the Institution. Constitution of the IQAC is listed in the following table:

#	Name	Designation
1	Chairperson	Management Representative
2	Principal	Chairman
3	IQAC Coordinator	Director
4	One Senior Staff Member	Secretary
5	Two Faculty Per Department	Members
6	Librarian	Member
7	Training & Placement Officer	Member
8	Administrative Officer	Member
9	NSS Program Officer	Member
10	Industry Representative	Member
11	PTA Vice-President	Member

Functions of the IQAC

The IQAC shall evolve mechanisms and procedures for:

1. Facilitating the creation of a learner-centric environment conducive for quality education.
2. Enabling the faculty to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement of feedback from students, parents, and other stakeholders on quality-related institutional processes.
4. Dissemination of the various quality parameters of higher education.
5. Organization of inter and intra institutional workshops and seminars on quality related themes.
6. Documentation of the various programs/activities of the Institution leading to quality improvement.
7. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guideline and parameters of NAAC.

Anti-Ragging/Discipline Committee

The Anti-ragging Committee/Discipline Committee takes care of the ragging and discipline related issues of the students in the college. Constitution of the committee is as shown in the following table:

#	Name	Designation
1	Principal	Chairman
2	One Senior Faculty Member	Convenor
3	Hostel Warden	Member
4	KTU coordinator	Member
5	Four Senior Faculty Members	Member
6	Convenor – Student Senate	Member
7	Training & Placement Officer	Member

Functions of The Anti-Ragging/Discipline Committee

1. It is the responsibility of the anti-ragging committee to ensure a rigging free campus by preventing ragging activities inside the college premises, hostels, canteen, college buses and in other places where the students are likely to assemble.
2. In any case of intimation of ragging, the anti-ragging committee will meet immediately, and a first investigation (FIR) will be prepared.
3. The anti-ragging committee will report the incident to the Police.
4. According to the nature and gravity of the offence, the anti-ragging committee shall recommend the possible actions from the college against those found guilty, according to the notification No. 37-3/Legal/AICTE/2009 dated 25-03-2009 of the All-India Council for Technical Education.
5. The anti-ragging committee shall intimate the incident of ragging along with recommended actions to the Principal/College Council immediately after the occurrence of the incident and provide timely updates regarding the status of the case.
6. The actions taken by the anti-ragging committee shall convey the students that ragging is not only to be discouraged but also to be seriously dealt with.
7. The anti-ragging committee will supervise the discipline related activities in the college.

Grievance Redressal Committee

The Grievance Redressal Committee maintains a harmonious educational atmosphere in the institution by dealing with complaints of students. Constitution of the committee is shown in the following table:

#	Name	Designation
1	Principal	Chairman
2	Head of HR	Convenor
3	Workshop Superintendent	Member
4	HOD, Civil Engineering	Member
5	coordinator, Student Affairs Committee	Member
6	Convenor, Women's Cell	Member

7	Four Senior Lady Faculty Members	Member
8	Administrative Officer	Member

Functions of The Grievance Redressal Committee

1. This committee helps students to record their complaints and solve their problems related to academics, resources, and personal grievances.
2. The committee ensures that the complaints raised by students are dealt with courtesy on time.
3. The Redressal Committee conducts meetings whenever necessary to resolve complaints made by students.
4. The committee develops an organisational framework to promptly address and resolve student grievances fairly and equitably.
5. Provide enhanced level of stakeholder satisfaction and an access to immediate, hassle-free recourse to have their grievances redressed.
6. Ensure that the students are treated fairly at all times.
7. Grievance may be related to teaching and learning process, continuous assessment, examination, and evaluation. The committee shall ensure a healthy working atmosphere among staff, students, and parents.

Student Senate

The Student Senate monitors all student related extracurricular activities in the college campus. Constitution of the Student Senate is shown in the following chart:
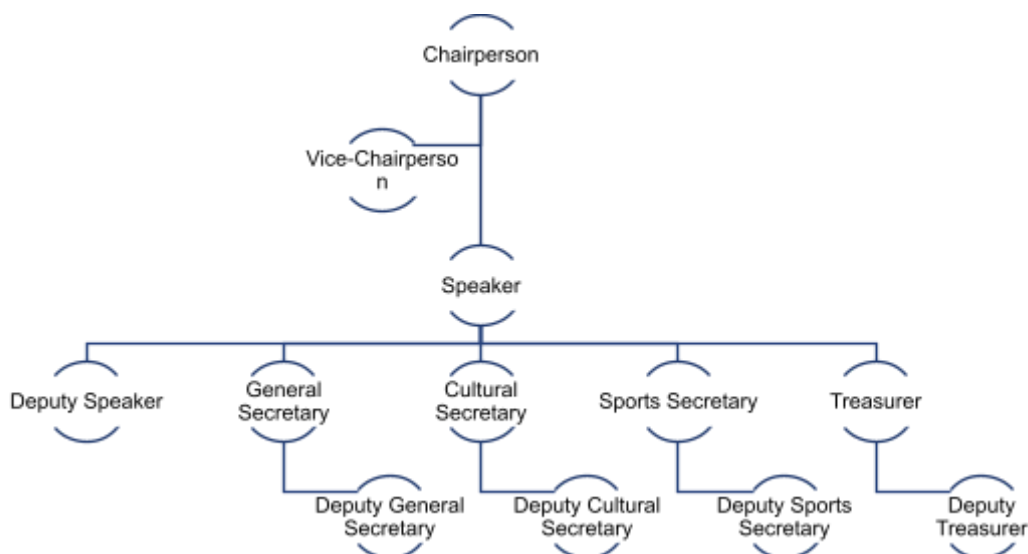
Functions of The Student Senate

Smooth conduct of student-centred extracurricular activities like:

- Technical festivals
- Arts
- Sports
- College Magazine
- Other activities related to various clubs in the campus.

Continuing Education Cell

The Continuing Education Cell (CEC) provides continuing education to the community outside Providence College of Engineering by utilising the faculty and facilities available at the institute, CEC identifies and organises suitable training programs to enhance competency and skill of unemployed youth, Constitution of the CEC is shown in the table below.

#	Name	Designation
1	Principal	Ex-Officio Chairman
2	Senior Faculty Member	Coordinator
3	Senior Faculty Member (1 per department)	Members

Functions of the CEC

Meet the continuing and informal education needs of the local community, industry, and business.

Library Advisory Committee

The library Advisory Committee consisting of Heads of all Departments as its members supports the functioning of the library. The Committee bridges the gap between the college library, academic, fraternity and the institute management, and acts as a channel of communication between the library and its users.

The committee meets twice in a year. The Constitution of the Committee is shown in the following table:

#	Name	Designation
1	Principal	Chairman
2	Dean (Academics)	Advisor
3	Dean (R&D)	Advisor
4	Chief Librarian	Convenor
5	Librarian	Member
6	Heads of Departments	Members

Functions of Library Advisory Committee

1. To provide general directions to the functioning of the library
2. To review the support of the library to the academic programs of the Institute.
3. To advise the management on policy matters relating to the development of the library.
4. To outline the library collection development policy as and when required, for facilitating implementation.

Research & Development Committee (R&DC)

Chairman: Dean, Research & Development

Members:

1. Senior Executive Director from Management
2. One senior member each department

Secretary: Selected for each academic year from among the members

Vision:

> To be an R&D Centre of Excellence and a prominent research university in India by 2030.

Missions

> To build an adequate pool of technology expertise and resource persons.

> To identify, formulate and develop innovative breakthrough technologies and solutions in response to the rapid changes and demands of the society, thus supporting Providence's Vision.

Functions of The Research & Development Committee

1. Providing a conducive environment for research, encouraging research publications, and supporting innovative product development. This includes organising workshops and awareness programs for the students and for the faculty members.
2. Training the final year students and faculty members in matters related to research such as writing research proposals, research reports, conducting research, publishing journal papers, presenting conference papers etc.

3. Preparing and updating final year project and seminar guidelines in accordance with the instructions from KTU and from AICTE
4. Preparing guidelines regarding the various databases that index the research publications. This will enable the faculty members and students to select the appropriate journals where they can submit their papers.
5. Preparing and updating a database for Providence College of Engineering, of all the indexed and other research publications such as in journals, in conference proceedings and in books/book chapters
6. Keeping track of all the prospects of research funding available from governmental/non-governmental/private organisations and facilitating the departments to submit research proposals after scrutiny and approval. Also, the progress of ongoing projects shall be monitored by this committee.

Examination Cell

Teaching and evaluation are the two prime functions of the college. The Examination cell plays a key role in the evaluation part. The Examination Cell (Exam Cell) in Providence College of Engineering is headed by the Chief Superintendent of Examinations (The Principal) with supporting staff. The prime responsibility of the Examination Cell is to conduct all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent of Examinations.

#	Name	Designation
1	Principal	Chief Superintendent
2	Senior Faculty	Convenor, Additional Chief Superintendent (University Examination)
3	Faculty Member	Assistant Chief Superintendent
4	Two Faculty Members	Assistant Members

Functions of Examination Cell

1. For Internal Examination (IE), Examination cell prepares and circulates notices to students and staff regarding Exam schedules as per the university academic calendar.
2. Examination cell prepares and circulates notices to students and staff regarding Exam schedules as per the university notification.
3. Preparing Hall Allotment and Seating Arrangement.
4. Examination Cell takes all precautions while preparing Examination Timetable, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.
5. Downloading the question papers, under the supervision of a university appointed external observer, and making adequate copies.
6. Receiving Question papers from Staff and making multiple copies of Question papers as per students' strength.
7. After the completion of each examination, the examination cell carefully packs the answer scripts in order to send it to the university assigned valuation camp(s).
8. The Examination Cell keeps all records pertaining to examinations.

Industry Institute Interaction Cell

The Industry Institute Interaction Cell (III-CELL) is set up to reduce the gap between industry expectations and academic offerings by direct involvement of industry with institution activities. From such partnerships, the institution stands to gain by way of update of curricula, source of revenue generation by consultancy and R&D, source of manpower for employment whereas the industry gain is by way of available employable manpower, increased productivity, exposure to latest industrial practices etc. be sides, the students gain by way of hands-on-training and the society gains by way of improved quality of goods and services.

Constitution of the III-Cell is shown in the following table:

#	Name	Designation
1	Head of Department - Electronics & Communication	Chairman
2	Teaching Faculty – Civil Engineering	Member
3	Teaching Faculty – Computer Science & Engineering	Member
4	Teaching Faculty – Mechanical Engineering	Member
5	Teaching Faculty – Electrical & Electronics Engineering	Member
6	Teaching Faculty – Science & Humanities	Member

Functions of The III Cell

1. Conduct of industrial training programmes.
2. Facilitating of exchange of resource personnel
3. Carry out industrial R&D.
4. Conduct of industrial visits, developing appropriate curricula.
5. Conduct of seminar, symposium, and consultancy work.
6. Management and Faculty Development Programmes

Career Guidance and Placement Cell

Career Guidance and Placement Cell plays a vital role in shaping the career of students by providing them with necessary training and by helping them to find placements. Constitution of the cell is shown in the following table.

#	Name	Designation
1	Principal	President
2	Placement Officer	Member
3	One Senior Staff Per Department	Member
4	Two Student Representatives	Member

Functions of Career Guidance and Placement Cell

1. Conduct placement and training activities for the students.
2. Interact with industries and explore the possibilities for employment to prospective students.
3. Conduct value added programs for the students.

Women's Forum

As per the norms of the APJ Abdul Kalam Technological university, a Women's Forum has been constituted in the College with the intention of grievance redressal and welfare of female students and all other women stakeholders. If any female staff or students have grievances including any kind of harassment faced, the same can be brought to the notice of the Women's Forum for necessary action and redressal. Constitution of the Forum is shown in the following table:

#	Name	Designation
1	Senior Lady Staff	Convenor

2	Three Lady Staff	Members

Functions of Women's Forum

- Grievance redressal and welfare of female students and all other women stakeholders

Ethics Committee

The Ethics Committee creates an environment within the college campus to implement the Code of Ethics among staff and students. Constitution of the Committee is shown in the following table:

#	Name	Designation
1	Assistant Professor (Electrical & Electronics Engineering)	Chairperson
2	Assistant Professor (Civil Engineering)	Member
3	Assistant Professor (Computer Science & Engineering)	Member
4	Assistant Professor (Electronics & Communication Engineering)	Member
5	Assistant Professor (Mechanical Engineering)	Member
6	Assistant Professor (Science & Humanities)	Member

Functions of Ethics Committee

- Advice on the ethical issues of the college and uphold the values of the Institution.

Parents Teachers Association Executive Committee

Parents Teachers Association (PTA) Executive Committee is actively involved in the smooth functioning of the College by giving constructive suggestions, promoting participation of parents in various activities of the College, and establishing better liaison with the teachers. Constitution of the Committee is shown in the following table:

#	Name	Designation
1	Principal	President
2	Parent	Vice-President
3	Faculty Member	Secretary
4	Parent	Joint Secretary
5	Finance Manager	Treasurer
6	Two Parents from Each Current Batch of Students	Members

Functions of PTA Executive Committee

- Poster and promote good relationships among the faculty members, students, and their guardians.

Innovation & Entrepreneurship Development Cell (IEDC)

Innovation and Entrepreneurship Development Cell (IEDC)/start-up Boot camp of the college was established under approval from Kerala Start-up mission. The college has a dedicated space under IEDC for the students to work after college hours to improve their skills. Potential entrepreneurs' ideas will be discovered and reviewed, and the required support will be given for product development. The objectives of IEDC are to:

1. Inculcate a culture of entrepreneurship through innovative student projects.
2. Apply institutional mechanisms to develop entrepreneurial culture among the students.
3. Promotes employment opportunities through innovation.

Constitution of the IEDC Executive Committee is shown in the following table:

#	Name	Designation
1	Faculty Member	Nodal Officer
2	Student	Chief Operating Officer
3	Student	Chief Marketing Officer
4	Student	Chief Financial Officer
5	Student	Chief Technical Officer
6	Student	Chief Creative Officer
7	Student	Chief Social Officer
8	Student	Student Point of Contact

Functions of IEDC

- Organise Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes
- Organise Faculty Development Programmes and Skill Development Programmes in the college.
- Arrange interaction with entrepreneurs and create a mentorship scheme for student entrepreneurship.
- Act as an information centre on business opportunities, process, and technologies, marketed.
- Provide opportunities for the students to present their innovative ideas in various ideas pitching contests.

Timetable Committee

The Timetable Committee prepares and monitors the allocation of class hours for academic programmes.

Members of the Timetable Committee is shown in the following table:

#	Name	Designation
1	Faculty Member	Convenor
2	Faculty Members from each department	Members

Functions of Timetable Committee

- Smooth and efficient management of the academic programmes throughout the semester.

Alumni Association

Alumni Association is a community which endeavours to impart, share and collaborate the collective experience among teachers, passed out students, and the future alumni of the Institute. Constitution of the Alumni association is shown in the following table:

#	Name	Designation
1	Principal	President
2	Assistant Professor (Electrical & Electronics Engineering)	Member
3	Assistant Professor (Mechanical Engineering)	Member
4	Assistant Professor (Civil Engineering)	Member
5	Assistant Professor (Electronics & Communication Engineering)	Member
6	Assistant Professor (Computer Science & Engineering)	Member

Functions of Alumni Association

- Provide a platform to strengthen the bond between members of the alumni association.
- Provide a platform to renew their friendship and experience the transformed campus environment with nostalgic memories and interact with the younger generation of Providence College of Engineering students.

Bus Conveyance Committee

Bus conveyance committee looks into the specific transport needs of the students and ensures that the bus route, timetable, and stops are meeting student transport requirements. Constitution of the Bus Conveyance Committee is shown in the following table:

#	Name	Designation
1	Administration Manager	Convenor
2	Staff Members (Three)	Members
3	Students Availing Bus Facility (Three)	

Functions of Bus Conveyance Committee

- Smooth operation of the college buses

National Service Scheme (NSS) Cell

The National service scheme cell aims at developing a sense of participation amongst the students in nation building through social work, this deepens the understanding of the social environment and enriches their personality through actual participation in day-to-day activities of the society. This process of learning is not only a desirable supplement to the classroom education but also develops in the students a sense of responsibility, tolerance, and cooperation. Constitution of the NSS cell is given in the following table:

#	Name	Designation
1	Principal	Principal
2	Faculty Member	Program Officer
	Faculty Member	Assistant Program Officer
3	One Faculty Member Per Department	Assistant Professor
4	Ala Panchayat President	Ex-Officio Member

5	Student Members from Each Department (Six)	Student Members

Institution Maintenance Cell (IMC)

The Institution Maintenance Cell (IMC) is responsible for maintenance of all the infrastructure of the institute with maximum utilisation of resources and minimum disturbances to the environment. The responsibility of the Cell will be to create an uninterrupted operational environment for the institution. Constitution of the IMC is given in the following table:

#	Name	Designation
1	Associate Professor & Head of Department (Civil Engineering)	Chairperson
2	Faculty Member (Mechanical Engineering)	Member
3	Faculty Member (Electrical & Electronics Engineering)	Member
4	Faculty Member (Electronics & Communication Engineering)	Member
5	Faculty Member (Computer Science & Engineering)	Member

Functions of the IMC

- To advise and implement mechanisms for maintenance of the entire infrastructure of the institute.
- To liaise with various agencies for proper authorization of maintenance in compliance with prevailing rules.
- To maintain up-to-date records of the maintenance activities.
- To implement a mechanism for routine maintenance of the infrastructure by scheduling the activities on weekly/quarterly/monthly basis
- To work out any activity related with maintenance for the smooth operation of the equipment.

Flow diagram of the maintenance process is shown in the following figure.

Industry Institute Interaction Cell

The Industry Institute Interaction Cell (III - CELL) is set up to reduce the gap between industry expectations and academic offerings by direct involvement of industry with institution activities. From such partnerships, the institution stands to gain by way of update of curricula, source of revenue generation by consultancy and R&D, source of manpower for employment whereas the industry gain is by way of available employable manpower, increased productivity, exposure to latest industrial practices etc. be sides, the students gain by way of hands-on- training and the society gains by way of improved quality of goods and services.

Constitution of the III-CELL is shown in the following table:

#	Name	Designation
1	Head of Department (Electronics & Communication Engineering)	Chairman
2	Faculty Member (Mechanical Engineering)	Member
3	Faculty Member (Electrical & Electronics Engineering)	Member
4	Faculty Member (Civil Engineering)	Member
5	Faculty Member (Computer Science & Engineering)	Member

Function of III-Cell

- Conduct of industrial training programmes.
- Facilitating of exchange of resource personnel
- Carry out industrial R&D.
- Conduct of industrial visits, developing appropriate curricula.
- Conduct of seminar, symposium, and consultancy work.
- Management and faculty development programmes

Programme Advisory & Evaluation Committee

The Programme Advisory and Evaluation Committee (PAEC) of each department monitors the continuous improvement of the quality of education and advises the department in establishing, assessing, and evaluating the programme.

The recommendations of the PAEC have to be implemented by the members of the faculty with the consent of the Department Advisory Board (DAB). The principal has to be informed once in a semester about the academic progress and results. Ad hoc committees shall also be formed for conducting different activities.

The composition of PAEC is as follows:

#	Name	Designation
1	Professor (Civil Engineering)	Chairman
2	Director (Providence School of Business)	Member
3	Faculty Member (Mechanical Engineering)	Member
4	Faculty Member (Electrical & Electronics Engineering)	Member
5	Faculty Member (Electronics & Communication Engineering)	Member
6	Faculty Member (Computer Science & Engineering)	Member

Functions of PAEC

- To review the Programme Educational Objectives, Programme Outcomes, Programme specific outcomes and gaps in the programme curriculum.
- To advise on the current and future needs in the technical fields in which graduates are employed.
- To monitor the continuous improvement of the programme through direct and indirect assessments.
- To interact with the Department Advisory Board (DAB) on academic matters of the department.
- To invite qualified personnel to enrich the deficient areas of teaching learning process.

Organisational Chart

Budget

THE BUDGET PROCESS

STEP 1

Principal calls for budget proposals from HODs

STEP 2

HODs collect/modify requirements for the department

STEP 3

DAB convened for presentation of proposals

Finalised?

No

Yes

STEP 4

HODs forward proposals to principal

STEP 9

HODs submit expenditure statement & completion report to the principal

STEP 5

Principal modifies / consolidates & presents to CC

No

Finalised?

Yes

STEP 8

Principal forwards finalised budget to HODs for implementation

STEP 7

GB finalizes proposals and returns to the principal

STEP 6

Principal submits the finalised proposals to GB after CC review

Department Advisory Board

The Department Advisory Board (DAB) of each department is the highest body which is responsible for the smooth running of the academic research and administrative activities. The recommendations of DAB have to be carried out by the concerned members of the faculty of the department.

The composition of DAB is as follows:

#	Name	Designation
1	Head of Department	Chairman & Convenor
2	Department Accreditation Coordinator	Member
3	Academic coordinator (KTU)	Member
4	UG Program Coordinator	Member
5	PG Program Coordinator	Member
6	IQAC Department Representative	Member
7	Department Timetable Coordinator	Member
8	Stream Coordinators	Member
9	Department Association Coordinator	Member

Functions of DAB

To ensure smooth running of the academic, research and administrative activities.

Frequency of Meetings of Various Administrative and Academic Bodies

The frequency of meetings of various administrative and academic bodies are provided in the following table:

#	Name of Body	Frequency of Meetings
1	Academic Council	Minimum four times per year & as required
2	Alumni Association	Minimum one time per year
3	Anti-Ragging Committee/Discipline Committee	Minimum one time per semester & as required
4	Bus Conveyance Committee	Minimum one time per year
5	Career Guidance & Placement Cell	Minimum four times per year & as required
6	College Advisory Board	Minimum one time per semester & as required
7	Department Advisory Board	As required
8	Ethics Committee	Minimum one time per year
9	Examination Cell	Minimum three times per semester
10	Governing Body	As required
11	Grievance Redressal Committee	As required
12	Industry Institute Interaction Cell	As required

13	Industry Interaction Cell	
14	Innovation & Entrepreneurship Development Cell	Minimum two times per year
15	Institution Maintenance Cell	As required
16	Internal Quality Assurance Cell (IQAC)	Minimum four times per year & as required
17	Library Advisory Committee	As required
18	National Service Scheme (NSS) Cell	Minimum two times per month
19	Parent Teacher Association Executive Committee	Minimum three times per year
20	Program Advisory & Evaluation Committee	Minimum one time per semester
21	Research & Development Committee	As required
22	Staff Welfare Committee	Minimum one time a month
23	Student Senate	As required
24	Student Welfare Committee	Minimum one time a month
25	Timetable Committee	Minimum one time per year
26	Women's Forum	Minimum two times per semester

SECTION 3

ADMISSION POLICY

ADMISSION IN THE INSTITUTE

Providence College of Engineering, Chengannur is a centre of excellence in technical education approved by the All-India Council for Technical Education (AICTE) and affiliated to the APJ Abdul Kalam Technological university, Kerala. The institute is offering Bachelor of Technology (BTech) courses in five disciplines:

	Civil Engineering	**60 seats**
Bachelor of Technology	Computer Science & Engineering	60 seats
4 Years	Electrical & Electronics Engineering	30 seats
8 Semesters	Electronics & Communication Engineering	30 seats
	Mechanical Engineering	60 seats

BACHELOR OF TECHNOLOGY ADMISSION

Eligibility for Admission

In each discipline, 50% seats are earmarked as Government (merit) seats and 50% as management seats. Management seats include seats for the children of NRI's. In addition to the management seats, an additional 15% seats of the sanctioned intake are set apart for admitting Persons of Indian Origin (PTO)/foreign nationals.

Candidates seeking admission to the Government (merit) seats should have passed Higher Secondary Examination of Government of Kerala or examinations recognised as equivalent, with a minimum of 50% marks for Mathematics alone, and a minimum of 50% marks collectively for Mathematics, Physics and Chemistry. If the candidate has not studied Chemistry, the marks obtained in Computer Science shall be considered. In case the candidate has not studied Chemistry or Computer Science, the marks obtained in Biotechnology shall be considered. If the candidate has not studied Chemistry or Computer Science or Biotechnology, the marks obtained in Biology shall be considered.

Candidates belonging to the socially and educationally backward classes whose small annual family income is below Rs.6 Lakhs are eligible to have a relaxation of 5% marks in the minimum marks required in qualifying examination. Candidates belonging to the SC ST category need only pass the qualifying examination.

Candidates seeking admission to Management seats should have passed Higher Secondary Examination of Government of Kerala or examinations recognised as equivalent thereto with a minimum of 45% marks collectively for Mathematics, Physics and Chemistry. There will not be any further relaxation to SEBC candidates. SC/ST candidates need only a pass in the qualifying examination.

Admission Procedure

Government Seats

- Admission process for the ensuing academic year normally starts in the month of December with the issue of related notification by the Commissioner for Entrance Examinations (CEE), Kerala.
- Students desirous of seeking admission to Engineering Courses have to apply online and send a hard copy of application to the CEE. They have to appear for a Common Entrance Examination (KEAM) normally being conducted in the month of April. Once the CEE declares the scores obtained by the students in the KEAM, those who obtain sufficient scores will be directed to submit details of marks secured in the qualifying examination. On receipt of the details of marks, the CEE will publish the rank list prepared on the basis of the marks secured in the KEAM and in the qualifying examination.
- Students can give their option of college and courses for allotment through the CEE web portal. On the basis of agreement between the Government of Kerala and the Kerala Self Financing Engineering College

Managements Association in which this college is a member, allotment will be made by the CEE to 50% seats in each branch of study in the College.

- 35% of the Government seats will be filled on the basis of State merit, communal reservation, and other reservations. 15% of the Government seats will be allotted to the students whose names are suggested by the Society to which the college belongs to.
- On getting allotment, students shall report at the college on the date notified by CEE and secure admission by paying prescribed fee and submitting required certificates/documents.

Management Seats

Each year, the Kerala Self Financing Engineering College Managements Association (KSFECMA) in which this college is a member enters into an agreement with the Government of Kerala regarding seats sharing and fee structure.

- As stated in the previous paragraph, allotment is made by the CEE to the 50% seats categorised as Government seats.
- The remaining 50% seats are Management seats numbering 30 in each branch with an intake of 60. Out of these 30 seats, 21 seats are earmarked for candidates having passed and obtained a rank in the entrance examination (KEAM) conducted by the CEE or the entrance examination Conducted by the Kerala Self-financing engineering colleges management association (Known as Kerala Engineering Entrance Exam).
- The remaining 9 seats are set apart for children of Non-Resident Indians (NRIs). Students seeking admission to NRI seats need not qualify any of the entrance examinations. Instead, they have to produce the Sponsorship Declaration and copies of the valid Visa and Passport of the parent who sponsors the study.
- With the publication of the rank list of entrance examinations, the College Management will notify the last date of submission of application for admission to the management seats in the college. Prescribed application forms can be obtained from the college office or by downloading from the college website.

Candidates shall apply accompanied by the following documents:

1. Copy of SSLC or equivalent examination certificate.
2. Copy of Plus two certificate/mark list.
3. Copy of entrance examination rank card.
4. Application fee.

In the case of NRI seats, the following documents shall be submitted:

1. Copy of SSLC or equivalent examination certificate.
2. Copy of Plus two certificate/mark list.
3. Sponsorship declaration.
4. Copy of valid visa.
5. Copy of valid passport.
6. Application fee.

In the case of PIO seats, nativity certificates of the student and one of his parents and also the copies of their Passport and Visa attested by the Embassy are also required in addition to the above mentioned 6 items.

On receipt of the applications, a rank list for admission will be prepared by the college. A Selection Committee constituted as follows will supervise the admission process to management seats.

1	**Chairperson**
2	Secretary
3	Treasurer
4	Principal
5	Head of Department (Civil Engineering)
6	Head of Department (Computer Science & Engineering)

7	Head of Department (Electrical & Electronics Engineering)
8	Head of Department (Electronics & Communication Engineering)
9	Head of Department (Mechanical Engineering)

The Selection committee will direct to issue letters to the selected candidates to attend counselling in the college on specified dates, after which they will be admitted to the courses by receiving fee and the following certificate documents in original.

1. SSLC or equivalent examination certificate
2. Mark list of the qualifying exam (Higher Secondary or equivalent) and pass certificate in the case of CBSE/ICSE students.
3. Transfer certificate from the institution last attended.
4. Conduct certificate from the institution last attended.
5. Admit card of entrance exam.
6. Mark Data Sheet of entrance exam.
7. Equivalence or Eligibility Certificate(s) for candidates who have passed a qualifying examination other than HSE or VHSE conducted by the Government of Kerala, or the exam conducted by CBSE and ICSE.
8. Migration certificate, if applicable.
9. Physical fitness certificate in the relevant format given in the KEAM prospectus.
10. Prescribed tuition fee and other related fees.
11. Photograph (x 5)
12. In the case of Government quota seats, candidates also have to produce allotment memos issued by CEE.

The Selection Committee reserves the right to deny admission to any candidate without assigning any reason.

Fees Structure

The Government of Kerala in consultation with the Fee Regulatory Committee will enter into an agreement with KSFECMA and will fix the rate of fee that can be levied regarding Government seats and Management seats separately. Subject to such maximum limits fixed, the College Management will decide the fees to be levied from the candidates seeking admission to management seats. For Government seats, the rate prescribed by the Government will be the fee levied by the college. CEE will also identify some students as per Tuition Fee Waiver Scheme of AICTE and exempt them from payment of tuition fee.

Age

Students seeking admission to BTech courses should have completed 17 years of age as on 31st December of the year of admission. There is no upper age limit.

Discontinuation of Studies and Penalty for The Same

The Education Institute can retain the tuition fee remitted by the student. if a student admitted under Management quota or Government quota discontinued his/her study for any reason after the date of closing or admission to Engineering Courses in case any student admitted to the College decides to cancel the admission for any reason, the Educational Institute is also be entitled to collect the tuition fee of the entire course, subject to the scrutiny of the Fee Regulatory Committee, and the decision of Fee Regulatory Committee will be binding on the College. However, in the event of the seat falling vacant being filled up by a new candidate, the tuition fee collected as per this clause shall be refunded. The college has no right to retain the document of any student who discontinued the course after the closing date of admission. The college may take a bond from the student and one of his/her parents ' undertaking to obey the order that may be passed by the Admission Supervisory Committee/Fee Regulatory Committee/Court of Law. All documents will be released to the student applicant at the time of discontinuance with such undertaking. If a candidate is forced to leave the college on the grounds of ragging, or serious illness as certified by a medical board which prevents the student from continuing with his or her studies in the college, then that candidate will not have to make any payment stated above. Liquidated damages will not be collected from students who get admission through KEAM to other professional courses, but the fee remitted for the year will not be refunded. The students joining AFMC/NDA/Naval Academy/Defence Institutions also will not have to make such payment.

Measures Against Ragging or Misconduct

Students who are found guilty of ragging or any misconduct will be expelled from the College and will not be permitted to pursue studies in this institution thereafter.

Lateral Entry

In addition to the sanctioned intake, 10% of the seats are set apart for admitting candidates having passed the 3-year Diploma course to the second year of BTech Courses. Half of such seats are Government seats, and the other half are Management seats. Desirous students should apply for the Lateral Entry Test when announced by the Director of Technical Education (DTE). Students who qualify the Test will be ranked by the DTE. After seeking the student's options, DTE will allot candidates for admission against the Government seats. College Management will make admission to the management quota from the candidates who qualify the Test and do not get Government allotment. Upper age limit for such candidates is 28 years.

MBA Admission

Eligibility for Admission

Candidates who have been awarded or qualified for the award of the bachelor's degree in engineering/technology/business administration with 50% marks in aggregate or bachelor's degree in arts/science/commerce with 50% marks in aggregate for the main course papers are eligible to apply for admission to the MBA programme.

Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test, notified by the university or Government of Kerala.

Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

Procedure for Admission

The candidate must submit an online application which is available on the college website.

Group Discussion: the applicants who have filed an online application will be invited to the group discussion which will be monitored and recorded for screening purposes.

Interview: the applicant has to go through a one-on-one interview process.

Intimation for Admission: credits earned from interview, group discussion, qualifying entrance exams will shortlist the candidates.

Documentation: The candidates must have the following documents for admission: SSLC, HSC, degree certificate, provisional certificate, consolidated mark list and entrance score card.

Discontinuation of Studies and Penalty for The Same

- The last date for cancellation of seats of technical courses will be according to the academic calendar issued by the university.
- It is further stipulated that in the event of a student withdrawing before the last date set, the entire fee collected from the student, after the deduction of the processing fee of not more than Rs 1,000/- (Rupees One Thousand Only) shall be refunded by the institution. It would not be permissible for institutions to retain the school/institutions leaving certificate in original.
- In case a student leaves the course after the last date, and vacated seat is consequently filled by another student by the last date of admission, the institution must refund the fee collected after deduction of processing fee of not more than Rs 1,000/- (Rupees One Thousand Only) and proportionate deduction of the tuition fee and hostel rent where applicable.

- In case the vacated seat after the last date is not filled by the institute till the last date of admission, the institution should refund the security deposit and return original documents.
- The institution should not demand a fee for the subsequent semester/year from a student cancelling their admission at any point of time, fee refund along with the return of the certificate should be completed within 45 days of cancellation.

SECTION 4

NORMS RELATED TO FACULTY

Rules & Regulations on The Roles and Responsibilities of Faculty Members

The faculty shall adhere to the Rules/Regulations/Responsibilities at all times. The rules, regulations and responsibilities are only indicative and not exhaustive.

Non- adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.

General

- The faculty members must be punctual to their duty.
- Faculty shall be present within the campus during the working hours of the college.
- He/she shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in an honest and unbiased manner with total commitment.
- The faculty members are expected to conduct themselves in a professional and co-operative manner.
- Take precautions to protect equipment, materials, and facilities of the college.
- Attend and participate in the meetings and activities assigned by the HOD and Principal.
- To take up other duties and responsibilities prescribed by the Principal/Management not limited to the academic and evaluation duties.
- To undertake research/industrial consultancy activities constantly in addition to teaching, particularly at the level of Professor and Associate Professor.
- Faculty are required to conform to and to follow the rules and regulations in force and brought in force from time to time.
- He/she shall not engage/take private tuitions.
- He/she shall wear a decent and formal dress.
- He/she shall finish the education work of continuous internal evaluation and Semester End Examinations on priority without causing any· inconvenience to the evaluation process.
- He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned.
- Whenever a faculty is deputed/permitted to take up an assignment outside the college, the concerned person should get prior permission and submit proof of attendance, and the same should be recorded in the department/office.

Behavioural

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to conduct themselves in a professional and be fitting manner. The faculty members shall adhere to the ethical codes of conduct listed below:

- The faculty shall not indulge in rude or abusive behaviour, comment against superiors, make negative comments about other staff members, and shall avoid verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- The faculty shall desist from unauthorised distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- The faculty shall desist from getting involved in un-authorised activities leading to financial benefit.
- The faculty shall desist from exhibiting non-ethical behaviour that jeopardise the moral standards of the Institution.
- The faculty shall comply with rules, regulations, and policies of Management from time to time.

Academic

- To conduct the assigned classes as per schedule.
- To conduct all classes, sessions and activities using English as the language of instruction and communication with students.

- To maintain the record of lesson plans and other relevant documents of the courses handled and delivered by them.
- To implement a designated curriculum with the said objectives and outcomes.
- To participate in professional opportunities activities and apply the concepts in academic activities such as classroom delivery and also practical sections.
- The faculty shall share information and work on projects. Enable students to reflect on learning that takes place in internships, or outdoor activities thereby helping in improving the teaching and learning process.

Classroom Management

- To come well prepared for the class and stay focused on the topic/content.
- Be present in the classroom right in time [near the classroom five minutes prior to the scheduled commencement]
- To mark attendance within the first five minutes of the scheduled class/practical hour.
- To commence the class by recapitulating the main points of the previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- To share knowledge in a manner that encourages effective two-way communication between faculty and students.
- Be organised and in order to make efficient use of time and move in a planned and systematic direction.
- To be self-confident and facilitate quality delivery of the subject.
- Involve visual and activity-based learning wherever possible, make PowerPoint presentations (PPT) in addition to conventional use of black board depending on the subject and necessity.
- Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve the desired objective of learning.
- To pose questions to the students which inculcate out of box thinking among students.
- To summarise the concepts at the end of every class.
- After every test, the faculty shall discuss the common mistakes made by students and explain how to overcome it.
- To evaluate the test answer booklet within the stipulated time of the academic calendar and make the scheme of evaluation transparent.
- The faculty Member shall meet all the academic and evaluation deadlines prescribed from time to time.
- Shall not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
- Shall handle the assigned practical classes and be available in the designated place for the full time.
- A teacher shall handle the class, be it theory, practical or tutorial for the complete duration.
- Absence from duty without authorization is not permitted and will be viewed seriously.

Student Related

- To motivate students to show interest.
- To be available for the students even after class hours to clarify their doubts, if any.
- To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge and face the examinations confidently.
- To treat students with respect and teach them to treat others with respect.
- To motivate and help the students to do minor educational projects in related areas/topics (suggested by the faculty & chosen by the students themselves), so that their analytical and self-learning skills improve.
- Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
- To handle gently but firmly, any misbehaviour of students and weed out the cause.

Role as Advisor/Mentor

- An advisor shall advise/counsel the student on all the academic matters (like registration/re -registration for the courses, dropping of courses and/or withdrawing from courses).
- He/she must meet the assigned students at least once in a month. Shall report to the Chief advisor/HOD/Principal about those students who avoid meeting the class advisor.
- He/she shall understand difficulties if any and counsel as per individual as per individual situation, ensure that the academic progression of a student is continuously monitored and assessed.

- Keep the parents appraised about the academic progress and general behaviour of their wards.

Responsibilities and Functions of Various Officials in Charge of Academic Administration

Principal

- The principal shall provide leadership for the academic administration and create an effective environment conducive for learning. He shall ensure that quality education is imparted to the students and fosters the holistic development of the students. He shall ensure all round development of the Institute and achievement of strategic goals of the institution.
- The principal shall report to the Chairperson, on all matters.
- The principal is the Head of the Institution and shall act as a link between the staff, students, and management.
- In his capacity in the Academic Council, he shall put forth proposals in all administrative/academic/finance related matters and seek approval and ensure its apt implementation.
- The principal shall assess the requirement and make recruitments as per the procedures and norms.
- The principal shall advise and provide curriculum to match with market needs; ensure implementation of the decision/regulations approved by the Council.
- The principal shall act as a link between external agencies and the institutional faculties.
- The principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution.
- The principal shall ensure a proper administrative and evaluation process in addition to addressing the rightful grievances of the students, staff, and faculty members.
- The principal shall from time-to-time prepare the strategic plan for the institution which sets the milestones to be achieved.
- The principal shall be the Executive-in-Charge of all bodies in which he/she is a member and ensure adherence of all regulations framed by the institution.
- Conduct regular meetings among various bodies as necessary, for proper functioning of the Institution.
- Comply in a timely fashion all the records and reports required by various agencies like AICTE, DTE, university, AISHE, KSCSTE, DBT and such other regulating/funding agencies.
- Promote and facilitate accreditation activities with NBA, NAAC etc. by complying all records and reports required by the agencies in a timely manner.
- To take all necessary actions for smooth conducting of examinations.
- As Chief Warden of the hostels, the principal shall advise and monitor the functioning of the hostels and ensure congenial environment for the hostel inmates.
- As Member Secretary of the Governing Body, the principal shall put forth plans for various building projects proposed by the College and ensure proper completion of the approved projects in time.
- The principal shall be the President of the Executive Committee of Providence Alumni Association.
- The principal shall carry out any other duties and responsibilities assigned by the Chairperson, Providence Management from time to time.

Dean (Research & Development)

- Maintain an up-to-date record of all R&D information related to individuals/departments of the College.
- Help to write proposals for getting external R&D funding in the thrust areas of national and international significance identified by HOD/faculty.
- Help the faculty/scholars working for their PhD research as well as students to become innovators.
- To motivate and guide faculty/students to publish papers in National and International refereed Journals in their areas of research.
- To monitor the research activities of faculty on a bimonthly basis.
- To ensure the research activities on a quarterly basis.
- To Develop close link between research scholars, guides, and related industry for fostering research culture in the campus
- To conduct faculty lecture series based on the faculty publications, research/innovative works, especially by those who went abroad for conference presentations.

- Ex-officio Member for all the on-going externally funded Projects. He/she shall monitor the progress of on-going external and internal funded projects.
- Any other responsibilities assigned by the Principal/Management from time to time.

First-Year Coordinator (BTech) Students

The prime role of first year coordinator is to liaise between the administration and the first-year students.

The responsibilities are as follows:

- To guide the students regarding rules and regulations of the university.
- To coordinate with various trainers/counsellors towards providing needed additional training.
- To monitor the class list of students and administer required changes with the approval of the principal.
- To monitor the student class attendance. Authorised to condone the attendance as prescribed.
- To monitor the conduct of classes in coordination with the concerned HODs.
- To suggest the methods of improving the first-year curriculum.
- Interact with the HOD/advisors/faculty members handling first year courses to resolve the student related issues.
- Ensure that both the attendance and marks are recorded and maintained properly by the concerned faculty. to ensure proper conduct of tutorials/assignments and tests as per the university rules
- To identify slow learners and arrange for remedial coaching on need basis by taking approval from the concerned authorities.
- To ensure that the students are free from any acts of ragging or such other activities.
- To focus on learning aspects of foreign students and provide necessary academics in coordination with foreign student advisors.
- Any other responsibilities assigned by the principal from time to time related to the first-year students.

Head of Department

- The prime role of the head of an academic department (HOD) is to provide strong academic leadership.
- The HOD is required to lead, develop, and manage the department to ensure that it achieves the highest possible standards of excellence in all its activities.
- Responsible for ensuring the educational progress and welfare of students registered with the Department.
- To plan and prepare proposals for development of the department in line with the vision of the college.
- Involve by self and with other faculty in the process of curriculum development, revision and updating on a continued basis to meet the requirement of industry.
- To organise the academic workload of the Department (theory classes, drawing classes, laboratory classes, project supervision etc.) as per norms and policies laid by Principal/Management.
- To supervise the attendance of students in classes and laboratories and to scrutinise the academic progress of students.
- Ensure smooth conduct of examinations in coordination with the office of the Convener of Examinations. to assist in smooth conduct of the examination/in-house tests/practical/seminars/admission in a disciplined manner.
- To continuously encourage research, collaborations and consultancy amongst faculty and students.
- To ensure proper maintenance of the Department. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum, research, and consultancy requirements.
- Prepare departmental budget. Responsible for effective financial management of the department in accordance with the financial procedures and as delegated by the principal.
- Responsible for faculty staff development including:
    - o Training, development, and career management and
    - o Day-to-day management matters such as leave of absence of staff, etc.
- Provide in a timely manner all records and reports required by the College office to comply with the norms of regulating and external funding agencies like the university, AICTE, DTE, KSCSTE, DBT and others.
- Promote and facilitate accreditation activities with the agencies like NBA, NAAC etc.
- To have regular meetings (minimum once per month) with faculty/staff to assess the academic progress. to ensure that the department staff is aware of all the policies of the college.
- Ensure that the safety objectives are met, and the security measures are in place.

- To undertake any other tasks as and when assigned by the Principal/Management.

Duties and Responsibilities of Professor

A Professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the Department and College shall be 40 hours per week. The Direct Teaching and Laboratory hours shall not be less than 10 hours/week out of which 08 hours shall be theory.

The duties and responsibilities of a professor shall include the following:

- Design/revision and up-gradation of courses.
- Deliver lectures, practical skills, methods, and techniques to students using innovative methods and technology.
- Prepare course material and lesson plans for the courses assigned.
- Take-up on priority, the mandatory works of the college like question paper setting, invigilation, evaluation etc.
- Conduct internal tests, semester end examinations and university examinations with utmost integrity.
- Monitor and advise students.
- Identify and supervise innovative student projects.
- Involve in the departmental activities such as strengthening of laboratories, organising, and developing new methods of practice in academics/administrative processes etc.
- Involved in the process of preparing course materials textbooks, monographs, students manuals etc.
- Participate in All departmental and college level activities as prescribed.
- Publish at least one paper in a national/international journal in a year.
- Carry out research work in association with various universities/and research organisations.
- To prepare and submit proposals for external funding to agencies like KSCSTE, AICTE, DBT, DST etc.
- To guide the PhD Research Scholars.
- To make presentations in national and international conferences and similar events.
- Publish at least three papers in refereed & non-paid national/international journals every three years. [In the case of joint authors, only fractional weightage will be considered].
- Developing products and applying for patents.
- Undertake consultancy works.
- Keep abreast of the current developments in the respective field of specialisation.
- Conduct/organise Faculty Development Programme (FDP) at least once in a year.
- Deliver invited lectures at other Institutions to bring fame to this college.
- In student evaluation, a minimum of 75% feedback is necessary and is mandatory for further increments.

Duties and Responsibilities of Associate Professor

- The minimum hours of work in the Department and College shall be 40 hours per week.
- The Direct Teaching and Laboratory hours shall not be less than 14 hours/week out of which 10 hours shall be theory.

The duties and responsibilities of an associate professor shall include the following:

- Involve in Design/revision and up-gradation of courses.
- Deliver lectures using innovative methods and technology and transfer knowledge through practical skills, methods, and techniques.
- Prepare course material and lesson plans for the courses assigned.
- Take-up on priority the mandatory works of the college like question paper setting invigilation Evaluation etc.
- Conduct internal tests, semester end examinations and university examinations with utmost integrity.
- Submit annual performance commitment before the commencement of the academic year and deliver the same.
- Monitoring/proctoring of students.
- Supervise the student projects.
- To make presentations in national and international conferences and similar events.
- Publish at least one paper in a national/international conference proceeding in a year. [In case of joint authors, only fractional weightage will be considered].

- Publish at least one paper in a refereed journal [national/international] in a year. [In case of joint authors only fractional weightage will be considered].
- Participate in all departmental and College activities as prescribed.
- Any other responsibilities assigned by the HOD/Principal/Management from time to time.
- Pursue research and consultancy works.
- To prepare and submit proposals for external funding to agencies like KSCST, DBT, AICTE, DST etc. Keep abreast of current developments in the respective field of specialisation.
- In student evaluation, a minimum of 75% feedback is mandatory for further increments. Writing Textbooks/Manuals/Monographs, etc.
- Developing products and applying for patents.
- Conduct/organise FDPs [workshop/conference/STTP] at least once in a year.
- Deliver Guest I Invited lectures at other Institutions.

Duties and Responsibilities of Assistant Professor

- The minimum hours of work in the Department and College shall be 40 hours per week.
- The direct teaching and laboratory hours shall not be less than 16 hours/week out of which 10 hours shall be theory.

The duties and responsibilities of an assistant professor shall include the following:

- Prepare course material and lesson plans for the courses assigned.
- Deliver lectures using innovative methods and technology.
- Submit annual performance commitment before the commencement of the academic year and deliver the same.
- Assist students in improving their academic learning.
- Supervise the student projects.
- Monitoring/Proctoring of students.
- Accompany the students during trips and industrial visits.
- Take-up on priority, the mandatory works of the college like question paper setting, invigilation, evaluation etc.
- Conduct internal tests, semester end examinations and university examinations with utmost integrity.
- Attend at least one FOP of minimum seven days duration during the lean period.
- Involve in the departmental activities such as strengthening of laboratories, organising, and developing new methods in academic/administrative activities etc.
- Involve in the process of procuring course materials/textbooks, laboratory equipment etc.
- Participate in all departmental and College activities as prescribed.
- The faculty with three years and more of experience in the college shall compulsorily register for PhD subject to the college norms.
- Keep abreast of current developments in the respective field of specialisation.
- Publish at least one good quality technical paper in a year in a refereed Journal of their respective field.
- Present papers in the conferences.
- Developing products and applying for patents.
- In student evaluation, 75% feedback is necessary for further increments.
- Any other responsibilities assigned by the HOD Principal Management from time to time.

Issue of No Objection Certificate Part Time PhD Programmes:

In order to motivate the faculty members to pursue higher education, they are permitted to register for PhD programmes as external candidates if the incumbent has a minimum of 2 years of regular service in this Institution. However, the candidate has to execute a Bond (on a Stamp Paper) with a surety to serve this college for a minimum period of 3 years after successful completion of the PhD programme. The faculty shall be bound by the rules of Management from time to time.

Conditions for Sanction of Financial Benefit for Attending Conferences

- Faculty should be full-time employees.
- Faculty members should present a paper in the conference.

- If there are more than one author for a paper, only one author will be eligible for financial assistance. In the case of an international conference held abroad, a staff member can avail such assistance if he/she has not received assistance in the previous three years.
- In the case of conferences held in India, financial assistance can be availed two times in a year.
- The assistance is released on a reimbursement basis.
- The support provided shall be such that the total assistance received from all sources, including the financial assistance from the college shall not exceed the total expenditure.
- The reimbursement is subject to the submission of vouchers for registration fee and travel tickets. Self-certification regarding the assistance, if any, received from other sources for the purpose shall also be produced.
- The financial assistance for the faculty to participate in an International Conference will be subject to the review of papers and screening by experts and checking of the credibility of the Conference before deputing the faculty.

Policy for Assessment of The Faculty Performance Regarding Poor Performance Rated Through Student Feedback

The management has introduced a policy and monitoring guidelines for assessment of faculty performance based on the ratings of student feedback and implemented the following policy regarding the faculty rated below the threshold rating (75%)

- To issue a warning regarding the faculty who has been rated below the threshold in two consecutive feedback processes.
- To withhold one increment (without cumulative effect) regarding the faculty who has been rated low in six feedbacks.
- To withhold one increment (with cumulative effect) in respect of the faculty who has been rated low in nine feedbacks.
- The faculty rated with twelve below threshold feedback shall be provided an opportunity to opt for YRS failing which the Management shall initiate a process to compulsorily retire such faculty in the academic interest of the students.
- The faculty with below threshold feedback shall not be eligible for any special benefits like; deputation for seminars, workshops, and conferences, and deputation for higher studies etc. However, they shall be deputed to appropriate Development Programmes to improve their skills and teaching abilities with due recommendation of the concerned HOD and approval of the principal.

Roles and Responsibilities of Non-Teaching Staff

The staff shall adhere to the rules, regulations, and responsibilities at all times. The rules & regulations and responsibilities are only indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties** and suitable disciplinary action will be initiated against such employees.

- The staff members must be punctual to duty.
- The staff shall be present in the workplace during the working hours of the college.
- The staff shall discharge the responsibilities diligently, in an honest and unbiased manner with total commitment.
- The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorised to do so.
- The staff shall desist from falsifying/tampering any records or documents.
- The staff shall take precautions to protect the equipment, materials, and facilities.
- The staff shall take up other responsibilities prescribed by the Superiors from time to time.
- The staff shall wear uniforms provided (if any) while on duty.
- The staff shall desist from borrowing/lending money from/to other employees.
- The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- The staff shall assist/carry out their works with a view to meet the deadline notified by the competent authority.
- The staff shall not indulge in rude or abusive behaviour, comments against superiors and negative comments about other staff members.

- The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant nature or go beyond fair and professional conduct.
- The employee shall not consume alcoholic beverages in the premises.
- He/she shall not arrive at work under the influence of alcohol or any substance having a narcotic effect. He shall also not arrive at work with the smell of alcohol on the breath.
- The employee shall desist from unauthorised distribution of printed material or sell items on campus.
- The staff shall desist from getting involved in un-authorised activities with personal financial benefit I interest.
- The staff shall desist from participating in professional or personal behaviours that jeopardise the moral standards of the institution.
- The staff members are expected to conduct themselves in a professional, cooperative, and ethical manner.
- The staff shall comply with the rules, regulations, and policies of Management from time to time.

SECTION 5

LEAVE POLICIES

General Norms Regarding Leave

The Providence provides different kinds of leave to its employees to meet with various eventualities. Availability of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion so that the effect of leave is minimum on the normal functioning of the College.

General Leave Rules

- All staff must record their attendance in the biometric attendance machine on arrival at the college and at the time of departure on all working days. All are required to reach the college well before 9.00am
- Attendance recorded after 9.10am and departure recorded earlier than 5.00pm (as recorded in the biometric system) will be considered as late arrival and early departure, respectively.
- Every Sunday and second and third Saturdays shall ordinarily be holidays for the college. Management shall have the right to declare any day as working day.
- The days which are declared as holidays by the government for professional education institutions shall be holidays for the college. The management shall have the right to declare any day as a holiday. In the event that
- Calendar year is referred to as the period from 1 January to 31 December.
- Leave is not a matter of right. It is the absence from regular duty with the approval of sanctioning authority. Hence prior intimation and approval is mandatory.
- In case of emergencies like sickness or personal emergency, the leave request must be intimated to the Principal/Reporting Authority and inform the HR department by message/email or phone and must be ratified or approved on the day of resuming duty.
- Leave processing for the last week of the month will be completed one day prior to the last working day of the month. Any leave intimation submitted in the prescribed format later than this date will be treated as Leave Without Pay. Prior leave intimation helps in speedy leave processing and avoiding loss of pay.
- Unauthorised absence, missed recording of attendance, and non-submission of leave application form will result in loss of pay and loss of pay once deducted will not be credited back.
- Before proceeding on leave, all academic staff are required to arrange their work schedule for the period of leave with the prior approval of the principal.
- The Chairperson shall, with the sanction of the principal (for academic staff) and the sanction of the Administrative Officer (for non-academic staff), grant leave to all staff.
- All staff who report directly to the Chairperson shall request and obtain their leave directly from the Chairperson.
- Staff who plan to travel outside the state of Kerala and/or India should inform and obtain prior sanction from the appropriate Head of Department, Principal, Administrative Officer and Chairperson.
- All leave requests must be submitted in the prescribed format with relevant approvals from the respective heads of departments.
- In cases where a staff member records their attendance more than 1 hour late or departure more than 1 hour early, this will be considered as half day leave, unless previously authorised. Such instances should not exceed more than 3 times in a month. Excess occurrences of such instances may invite disciplinary action.
- Any leave without prior approval from the authority will be considered as unauthorised absence and is liable for disciplinary action.

Leave Categories

This policy covers the following types of leave:

- Casual Leave (CL)
- Vacation Leave (VL)
- Maternity (ML)

- Leave Without Pay (LWP)
- Compensatory Off (C-Off)

Casual Leave

- All staff are eligible for 12 days CL and are accrued at the rate 1 day for every full month worked.
- To avail a CL, a staff member must request it at least two working days in advance and must get his/her leave approved, except in the case of some emergencies like sickness or personal emergency.
- Unused CL cannot be carried forward to the next calendar year.
- CL cannot be encashed as part of the relieving process.
- CL may be available at a minimum of up to half a day. The maximum CL that may be availed at a time is two days.
- A medical certificate from a qualified doctor needs to be produced for availing 3 days or more of leave for medical reasons.
- Care must be taken for those classes and other duties, are to be assigned to other staff and must be informed to the HOD/Reporting Authority and or Principal.
- Any leave without prior approval from the authority will be considered as unauthorised absence and is liable for disciplinary action.

Vacation Leave

- A staff member is only eligible to apply for VL on being regularised.
- Eligible Academic staff and Admin staff have a maximum of 30 days VL in a calendar year or pro rata for parts thereof.
- Academic staff are to avail VL only during the semester breaks in slots and will be based on Management decisions.
- For Admin staff, VL is accrued at the rate of 30 days for every full year worked and is granted on a pro rata basis.
- VL cannot be carried forward and admin staff are to avail and exhaust their VL by the last day of the third month of the following calendar year.
- VL requests must be submitted, and sanctions obtained at least 1 month in advance. VL cannot be encashed.

Maternity Leave

- ML is granted to regularised lady staff members with 30 days salary and a maximum leave period of 90 days (of which 30 days is paid).
- A certificate from the medical officer showing the expected date of delivery along with a medical certificate of health should be produced before availing ML.
- ML and salary benefits may be granted on proper submission of leave requests, medical certificate, and approval of head of the department/Reporting Authoring, Principal, Director and Chairperson.
- Extension of ML is solely at the discretion of management.

Compensatory Off

- C-Off can be claimed by staff against approved duty performed on a holiday.
- C-Off will not be granted for any external duty or exam related duty or for any duty for which extra remuneration is paid.
- C-Off must be availed within 90 days.

Absence from Duty Due to Strikes, Bandhs, Hartals, Agitations, Etc.

As such Providence does not subscribe to *bandhs/hartals* as legitimate means of protest, no special leave will be sanctioned to the staff on days of bandh or hartal. If the staff is prevented from attending duty due to obstruction or non-availability of transport facility, the same must be explained in writing to the head of the department/Principal. The Management has the option of declaring holiday on such days and compensating for the same with work on a holiday.

Furnishing Contact Address on Leave

A staff member who has been sanctioned leave and leaves his place of duty, should furnish to the office of Providence the address at which he can normally be contacted while out of station.

Declared Holidays

The office of Providence including all its offices will remain closed on government declared holidays. Such days should be identified and informed at least two days in advance. The day of election to the Parliament, State Legislative Assembly, and Local Bodies will be holidays for the concerned staff.

Reporting Authority

The reporting authorities shall be defined as follows:

Reporting Authority	Reportees
Heads of Engineering Academic Departments	Professors, Associate Professors, Assistant Professors, Technicians, Laboratory Staff, Trainees
Director, Providence School of Business	Providence School of Business Faculty
Finance Manager	Finance & Accounts Personnel, Cafeteria Personnel, Administration Officer
Administration Manager	Security, Transportation, Housekeeping, Reception, Pantry
Executive Director(s)	Director (PSB), Marketing Officer, Admissions Officers, HR Officers
Principal	Heads of Academic Departments, Dean (Academics), Dean (R&D), Dean (Innovation & Quality), Head of Library Personnel, Hostel Wardens
Chairperson	Principal, Finance Manager, Executive Director(s)

SECTION 6

RECRUITMENT POLICY & PROCESS

OBJECTIVE

To have in place a competent staff selection process and practices of equal opportunities with due representation to all sections of people represented by the organisation, and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific position and competency.

Scope of The Policy

The policy covers all appointments of this college including appointments for the project related positions. The consultant hired for training and evaluations also are covered by terms and conditions of the Memorandum of understanding (MoU) duly entered into in accordance with the policy manual for ensuring the basic values of the college.

JOB ANALYSIS, JOB DESCRIPTION AND TERMS OF REFERENCE

Staff Requirement

All positions in the organisation shall be based on a need assessment and workload analysis. The management together with the concerned authority will determine the need to open a few positions or to close an existing position. Each job and position needs to be analysed in terms of its job content and broken down to knowledge and skill requirements. The job/position analysis carried out will form the basis for the management to document the skill and knowledge profile of each position. The number of persons required for each position will be assessed as per AICTE or other regulating body requirements. Each position will require position (Job) description and position (job) profile in order to be able to recruit persons with the right skill and qualification for carrying out the job expected.

"Terms of Reference" (ToR) should be defined for all the posts in the organisation as per approved standards. The ToR contains job description, required educational qualification and experience, defined operational structure and other matters relating to the employment for each post in the organisation. All positions in Providence job description are prepared and shared with the concerned authority at the time of recruitment and at the time of employee orientation. A copy of the job description shall be kept in the personnel files of the employees when any position is created, it is the responsibility of the management in consultation with appropriate authority to prepare a job description unless the position is similar to an existing post description would have to be reviewed periodically to meet standard content.

GENERAL CRITERIA GOVERNING RECRUITMENT

For any post other than the Assistant professors, Associate professors and professors, the person recruited should not be above 60 years. The age may be waived in case of contract employees but as a rule, the maximum age for recruitment of contract employee should be one year less than the superannuation age fixed by the organisation.

The minimum age for recruitment is 18 years, Providence does not permit child labour in any of its establishments, nor does it encourage child labour in any of its partner institutions.

Service of retired hands may be leveraged by the college by giving appropriate contracts with maximum duration of 3 (Three) years at a time. Age limit of up to 65 years of teaching and non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.

PCE reserves the right to do a background check on any person selected for employment.

Person selected for appointment should possess sound mental and physical health.

INTERNAL APPOINTMENTS

In order to avoid stagnation of the competent employees and to encourage career growth management should develop mechanisms of creating avenues for growth/promotion. When a vacancy arises, internal appointments may be promoted as far as possible. But this is purely at the discretion of the management who may assess the situation objectively on the basis of the merits of fresh requirements and actual staff position. In the event of management opting for internal appointment, the vacant position or new position is advertised or posted within the organisation specifying clear eligibility criteria. Every eligible employee from among staff can apply for the position. The shortlisting for interviews would be made as per the profile and requirements of the job. Any interested candidate should forward his/her application for the same in the prescribed format to the appointing authority with a copy to the department in charge who has to advise if the applicant can be spared for the new assignment.

The department in charge will give an assessment of the candidate with special reference to the requirements of the job applied for and keeping in mind the performance of the candidate over the previous two years. Procedures of performance assessment should be completed for the instance of internal appointments.

ADVERTISEMENT

The Management will be responsible for initiating actions such as advertising for the vacancy, enlisting recruitment consultants, and use of a panel of past shortlisted candidates as may be appropriate after acquiring requisite approvals. It is mandatory to advertise the vacancies of regular and contract posts in the newspaper or providence website (www.providence.edu.in) for temporary posts and project related staff. It is mandatory to follow the advertisement procedures.

There should be a minimum of 10 days between the date of publication of the advertisement and interview.

Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions. The administration shall determine this with intimation to and approval from the management.

SHORTLISTING

All applications are scrutinised to ensure that they conform to the minimum requirements of the positions.

Persons given as reference in the application may be contacted to further refine the shortlist.

For a single post, an appropriate number of suitable shortlisted applicants will be called for the interview process.

Intimation for the interview is sent thereafter.

ASSESSMENT PROCESS

The assessment process for academic staff and administrative staff recruitment shall include all or any of the following assessments.

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills and references.

THE ASSESSMENT AND INTERVIEW PANEL

For the test and interview, an appropriate panel must be constituted which should have subject specialists also. The final interview panel will comprise of the appointing authority and subject experts. The interview panel must meet in advance in order to prepare and agree on questions, tests etc. to the candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.

The Interview Rating Form

The interviewer's rating form is aimed to achieve two things:

1)   To map the process through which candidates passes, and

2)   To create a comprehensive document, which includes all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Chairperson of the interview boards and will be attested by the Board Members.

Checking of References

The Principal and Management shall perform reference checks with the referees obtained from the candidate. As a policy Providence will contact the current employer as a part of reference check.

THE OFFER LETTER

Upon finding the references to be satisfactory, the offer letter is sent to the selected candidates. Candidates should confirm their acceptance in writings. A regret letter might be sent to the candidates not found suitable during the interview.

MEDICAL FITNESS

Before the issuance of the offer letter, selected candidates have to undergo a pre-employment medical examination at their own cost. According to medical standards prescribed by the organisation. The authorised medical examination centre will be the government medical college.

LETTER OF APPOINTMENT

The selected candidate must produce the relieving order from the previous organisation for joining duty. An appointment letter duly signed by the Appointing Authority is issued to candidates subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

● The designation/title or the job and responsibilities specific to the job.
● The level of commands/reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

JOINING REPORT

On joining, the candidate should give the joining report duly filled and signed before the principal. If the candidate joins at the respective Department or College Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Main Office for further proceedings.

REDEPLOYMENT/TRANSFER

PCE enjoys the option of redeploying any member of the staff to a fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the organisation. Transfers may be put into effect in any of the following manner:

● From one department to another department within an office.
● From one post/office to another post/office.

CONSULTANTS

Consultants are hired in a competitive and need-based manner as and when required in accordance with standard process of procurement of services. Providence will maintain a resource list of consultants in various fields; the list will be updated periodically as a Consultant Bank. The following shall be followed in managing Consultants:

- A scope of work (SOW) is provided to the consultants selected.
- The requisition for hiring consultants. SoW, and Consultant's CV should all be available on records. The requisition for hiring consultants should contain the rate, dates of consultancy and expenses to be incurred by Providence.
- A memorandum of understanding should be entered into between the management of Providence and the hired consultant specifying terms of work and payment details.
- If consultants are asked to undertake any tours as part of the consultancy arrangement, then they will follow the same rules for travel and lodging as applicable to Providence employees unless otherwise specified in the MoU.
- Consultants are only entitled to dues that are stated in their respective contracts with Providence.
- Consultants may neither supervise Providence employees, nor their day-to-day work supervised by employees of Providence.
- Consultants should not do the work that is normally done by the Providence employees. The activities in the consultant's scope of work must be distinct from the activities in employee job descriptions.

PROBATION AND CONFIRMATION

- All new staff will initially be on probation period set at the time of being offered the position.
- On the basis of a report by the head of the department at the end of the probation period, the principal and management will decide on either confirmation or termination of the service of the probationer.
- In exceptional circumstances, probation may be extended for a further period by mutual agreement. A notice given to the staff member shall outline reason for non-confirmation and or extension of probation period.
- The principal and the management enjoy the right to waive probation period in the case of experienced staff chartered by the organisation. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.
- Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period, at its sole discretion.

IDENTITY CARD

All Providence employees are required to possess photo ID cards which they should carry with them to their respective workplace and in the course of travel. The college will issue these cards to new staff within 5 days of their joining the organisation. At the time of termination of service, employees are required to return their Identity Card to the organisation, which should be destroyed by college authority immediately. A register also shall be kept for issuing ID cards.

SECTION 7

RESEARCH POLICY

RESEARCH & DEVELOPMENT COMMITTEE (R&DC)

The Research & Development Committee (R&DC) is an inter-departmental body that functions to reinforce excellence, dynamism, and creativity in the research activities within the institution. The Dean (R&D) is the chairman of the committee that includes one senior faculty member from every department. The senior executive director of the management committee is a permanent invitee for the R&DC meetings.

#	Name	Designation/Department	Responsibility
1	Dean	Research & Development	Chairman
2	Executive Director	Management Team	Member
3	Assistant Professor	Department of Civil Engineering	Member
4	Assistant Professor	Department of Mechanical Engineering	Member
5	Assistant Professor	Department of Electrical & Electronics Engineering	Member
6	Assistant Professor	Department of Electronics & Communication Engineering	Member
7	Assistant Professor	Department of Computer Science & Engineering	Member
8	Assistant Professor	Department of Science & Humanities	Member

RESEARCH VISION & MISSION

Vision:

> To be an R&D Centre of Excellence and a Prominent Research university in India by 2030

Missions:

> To build an adequate pool of technology expertise and resource persons

> To identify, formulate and develop innovative breakthrough technologies and solutions in response to the rapid changes and demands of the society, thus supporting Providence's Vision

Functions of R&D Committee

- Providing a conducive environment for research, encouraging research publications, and supporting innovative product development. This includes organising workshops and awareness programs for the students and for the faculty members.
- Training the final year students and faculty members in matters related to research such as writing research proposals, research reports, conducting research, publishing journal papers, presenting conference papers etc.
- Preparing and updating final year project and seminar guidelines in accordance with the instructions from KTU and from AICTE

- Preparing guidelines regarding the various databases that index the research publications. This will enable the faculty members and students to select the appropriate journals where they can submit their papers.
- Preparing and updating a database for Providence College of Engineering, of all the indexed and other research publications such as in journals, in conference proceedings and in books/book chapters
- Keeping track of all the prospects of research funding available from governmental/non-governmental/private organisations and facilitating the departments to submit research proposals after scrutiny and approval. Also, the progress of ongoing projects shall be monitored by this committee.

RESEARCH STATUS

Providence College of Engineering Chengannur has already published a total of 44 SCOPUS indexed papers and 15 other papers.

Also, four projects were funded by Kerala State Council for Engineering, Technology and Environment (KSCSTE). They are: 'Automated Censorable Content Identification Using Deep Learning' by Principal Investigator Ms. Arul Treesa Mathew, 'An Intelligent Faculty Tracking and Attendance Monitoring System using Machine Learning' by Principal Investigator Er. Hariharan R.L./Ms. Jisha Mariyam John, 'An Intelligent System for Monitoring and Managing Agricultural Fields' by Principal Investigator Er. Pramod Mathew Jacob and 'Driver Drowsiness Detection System Using Machine Learning' by Principal Investigator Ms. Renju Rachel Varghese.

Securing externally funded research projects is a major step in the R&D growth of an Institution. Also, funding from Government is of a higher weightage compared to funding from private bodies. This means that Providence has climbed another step in its journey towards excellence.

Seven faculty members are on study leave for doing PhD. Nine faculty members are doing part-time PhD with KTU as well as other reputed Universities. This ensures ongoing research discussions and hence the research atmosphere in the departments.

RESEARCH INCENTIVES

- All faculty members can avail a maximum of 4 days of DL per year for presenting Providence affiliated papers at Conferences or for representing Providence at Science & technology workshops/seminars/symposia. The conference papers shall be related to their PhD work and the conference proceedings shall be Scopus and/or Web of Science (WoS) indexed. The workshops/seminars/symposia shall be of a high standard approved by Providence.
- The faculty members doing part-time PhD, can avail a maximum of 6 days of leave for study purpose (LSP) per year for attending DC Meetings, Internal/External Tests related to Course Work, Thesis Defence etc. for which official notifications are to be submitted along with the Leave application form.
- Those who publish papers in Scopus and/or Web of Science (WoS) indexed journals as a first or second author are eligible for an allowance of Rs 3,000. This is limited to a total amount of Rs 3,000 for any paper.

SECTION 8

TRAVEL POLICY

GENERAL

Employees of Providence College of Engineering are required to undertake travel as part of their duty. However, a balance is to be maintained between office work and field work. Employees while on travel, shall uphold the values of college and shall be guided by the objective of travel and conduct themselves in a decent manner. While on travel, the employees are envoys of the organisation and hence should be conversant with its vision, mission, objectives, strategies and above all, the particulars of the respective programme to which travel is linked. They should adhere to the principles of time management and minimum comfort.

Official travel plans of employees must be submitted to the management for approval through the Principal and HOD. Travel advances should be requested at least two working days in advance of the travel date and can be received from the office on the previous day of journey.

All travel expenses shall be submitted and reconciled with the travel advances, and further claims if any shall be made within three days of completion of the assignment.

TRAVEL CLAIMS BY PROVIDENCE STAFF

Employees of Providence travelling for approved official programs are eligible for reimbursement of travelling expenses as per the following guidelines:

- The maximum amount of travel reimbursement that a staff can claim is limited to the sleeper class train fare or the bus fare or economy class air travel fare to the place of visit through the shortest way. Actual tickets/bills are to be submitted along with documents for settling the advance.
- Tickets may only be purchased from the official travel agents and normally through the administrative functionary of the office concerned.
- In the event the tour is cancelled/postponed for whatever reason, the travelling staff should immediately make arrangements for ticket cancellation.
- Actual expenses incurred for travel by auto rickshaw to reach a place of visit or training centres may be claimed.
- Claims for travel by taxi are accepted subject to the approval of the Principal only.
- Taxi/auto fare cannot be claimed if the travel is from house to Providence and vice-versa.
- Staff members are entitled to reimbursement of actual conveyance and food expenses for the travel for office purposes on production of the bills in original.
- If the staff chooses to make private visits along with official visits, no claim will be honoured for such part of the visit.
- All other claims related to travel will have to be sanctioned by the management/Principal.
- Travel Expense Vouchers (TEV) shall be approved by the Cashier/Accountant and the account shall be settled within five days from date of return or before commencing the next tour, whichever is earlier.
- No new advance will be issued if a previous travel advance is outstanding. Outstanding advances will be recovered from the employee's salary, after issue of due notice.
- Lodging, transport, communication, and other miscellaneous expenses in connection with official work are reimbursable, subject to the production of valid actual bills of expenditure, indicating the cause of expenditure.

SECTION 9

SALARY & WELFARE MEASURES, ALLOWANCES, RECOGNITION AND TERMINAL BENEFITS POLICY

Salary

Basic Pay

- PCE shall pay adequate wages to its employees. All things being equal, the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- Total monthly salary shall be directly transferred into the employee's bank account on the 5th working day of the following month.
- Payments of monthly salary shall be made after deduction under statutory provisions such as Tax Deduction at Source, Provident Fund, Employees State Insurance, Professional Tax, and other deductions as required by law from time to time and deductions of other dues, if any.
- Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The pay day of temporary employees shall be either the same day as that of permanent employees or the date of completion of period of temporary employment, whichever is earlier.
- Part-time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case. Their pay day and leave will be governed by the terms of their contract.

Wage Fixation

- Faculty: The management shall respect the practice of grades and varying scales for regular staff on service except for those who are employed after retirement elsewhere or those who are appointed on consolidated salary for specific reasons. As a matter of principle, the faculty with prescribed qualification is governed by the AICTE Scales and Academic Grade Pay Allowance is fixed periodically by the Management as per the policy adopted and followed from time to time.
- Non-Teaching Staff: Different scales of pay are sanctioned for the non-teaching staff considering their qualification and grade. Allowances are also granted to them more or less on the same principle adopted in the case of teaching staff.
- Re-employment of Retired Persons: Retired persons are adopted on consolidated salary based on their qualification, experience, and grade on which they are appointed. The grades, scales and periodic revision of allowance must be approved by the Executive Committee of the Society and communicated to the Governing Body. The management shall issue an order indicating the Salary Structure and the same will be published for the intimation of the staff concerned.
- Management Personnel: The salary of the management personnel appointed for the administration of the college shall be fixed by the Executive Committee.

Increment Policy

In an effort to recognise and reward the performance of employees, it is the organisation's philosophy that the principal component to enhance compensation shall be through periodic increment based on performance evaluations.

- All regular employees are eligible for periodic increments based on the results of their Performance Appraisal conducted from time to time.
- All employees will be informed in writing about their increments after the Performance Appraisal.

Salary Advance

PCE discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by the management.

Loan

An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed subject to the condition that, after all deductions, the employee takes home at least fifty percent of the gross salary. Normally an employee is eligible to get only one loan at a time. However, under no circumstances, the organisation will be party to any loan taken by the employees from financial institutions/individuals.

Provident Fund and ESI

PCE is committed to comply with statutory provisions of Employees Provident Fund and Employees state Insurance. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts and ESI accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

Extension of Accident Insurance Coverage to All Staff Members

All Providence staff, who have put in more than one year of service in Providence are extended the benefit of Accident Insurance. The coverage is to a maximum extent of rupees ten Lakh per staff.

Gratuity to The Employees

The Management has extended the payment of Gratuity to the employees as per the rules of the Government.

SECTION 10

PURCHASE POLICY

Guidelines for Purchasing Lab Equipment/Consumables

- The Lab-in-charge shall submit a request to the principal through the head of the department for sanctioning the purchase of Lab equipment/consumables. The request shall contain the following details.
  - The name of equipment/consumable/spares.
  - Specification of the item.
  - Number of units/pieces to be purchased.
  - Estimated cost of each unit/piece.
  - Total estimated cost.
  - List of minimum 3 suppliers for the item.
  - Essentiality certificate.
- On getting the request, the principal will verify the genuineness of the request and if satisfied with the necessity, the request will be submitted to the Chairperson for sanction.
- Once the proposal is sanctioned by the Chairperson, the fact will be reported to the head of the department.
- The purchase department will arrange to send letters to the firms inviting closed quotations specifying the last date. The letter will contain the condition that the envelopes in which quotations are submitted are to be super scribed as "Quotation as per letter No……………. dated……………"
- Quotations will be opened in the office of principal on the date specified in the call for quotations. All quotations will be numbered and initialled by the principal and will be forwarded to the concerned head of the department.
- Head of the department shall arrange to prepare comparative statements of quotations in a specified format and recommend the name of the firm from which the items are to be procured. Comparative statements, quotations and recommendations based on quality, price, delivery, proximity of the supplier and other services provided by the supplier shall be sent back to the purchase department for further processing.
- The purchase department will arrange for negotiation, if any, with the firm to get approval from the Chairperson and to place Purchase orders with the firm. A copy of the Purchase Order will be made available to the Department.
- Arrangement for taking delivery of the items will be the responsibility of the intending department with intimation to the purchase department, and the items will be received by the department for testing of items to ensure its conformity to the specifications as per the supply order.
- Bills of purchase after entering in the stock register maintained in the College stores/department store shall be forwarded to the principal for sanction the payment. Along with the principal's approval the bills along with the purchase order served to the Accounts department for processing payment. The bills should contain a stock entry number in the main stores/department register and should be certified by the Hod for payment. One copy of the invoice should be kept in the intending department for future reference.
- If the item is rejected by the intended department, the purchase department shall arrange for the return of the item to the supplier for replacement.
- As the above arrangement is time consuming, the requirement may be assessed, and the procedures have to be started sufficiently in advance.
- This arrangement will come into force on the date of issue of circular.

PART II

STANDARD OPERATING PROCEDURES

PCE/QPP/01: Procedure for Academic Administration

Purpose of this procedure is to establish norms for general academic administration and facilities for the college which covers all academic administrative matters. The responsibility is of the principal/head of the departments. This covers personal and professional matters for the success of the Institution. Good behaviour on campus will help to improve interpersonal relations. High level of discipline should be maintained for becoming a Centre of Excellence. The following guidelines will ensure to maintain discipline in the campus.

- Students should wear the prescribed uniform whenever in the campus.
- Students should wear ID cards whenever in the campus.
- Courteous behaviour is expected from all. Dishonesty, obscenity in word or act or any other misconduct will invite disciplinary procedure.
- Students should not loiter in the corridor or in the campus during working hours. They shall spend their free time by utilising the library, computer centre or in extracurricular activities.
- Negligence of College work, absence from internal examinations, non-submission of assignments in time, absenteeism etc. may be reported to their parents and should be corrected. If not corrected, the above may lead to discontinuation of the programme.
- The students shall bring their grievances, if any, to their staff advisor or the College authorities, but collective complaints or petitions should be avoided.
- Students are forbidden from organising any type of meetings in the College or Collecting money for any purpose without permission from the authorities/Principal.
- Political activity in any forms under any banner is not permitted inside the campus.
- Wilful damage to property or equipment will have to be compensated. Pasting of posters and notices on walls, or disfiguring the buildings are forbidden.
- Students are not permitted to organise tours on their own. Any act against this will invite disciplinary action.
- Parking of vehicles of students is permitted in the specified parking area. Students are not permitted to take out their vehicle during working hours. In case of emergency, permission shall be obtained from the authorities/Principal.
- Use of four wheelers will be permitted only after obtaining permission from the authorities.
- Use of mobile phones is strictly forbidden in the classrooms. If any student is found using mobile phones, it will be confiscated by the authorities.

Ethics Committee

Government has given specific instructions to restrict the use of mobile phones and prohibit vulgar shows and dances in the campus. Accordingly, an institutional level committee has been constituted with the principal as the chairman. in compliance with the order of the Hon. High court of Kerala, and instruction issued by the Government, surprise inspection squads are also constituted in the Institution to ensure compliance. The squad will carry out surprise inspections and submit reports to the Principal and the Ethics committee to proceed further action.

Library

The library provides e-journals and sufficient copies of textbooks for the use of students. A Separate periodical section is available with national and international journals. The library is computerised and will be kept open from 9.00 am to 5.00 p.m.

The important services are:

- Library orientation classes
- Elective dissemination information
- Reprographic Centre
- Online public access catalogue
- Library portal
- Online access to e-resource

Members of staff and students at the College are entitled to use the library. All personal belongings should be kept at the property counter. However, calculators and plain papers for taking down notes can be brought inside the library. Books in the reference section are not open for borrowing.

Silence should be observed within the library rooms and halls. Students should have their ID cards while inside the library and should enter their details at the issue counter in case they need to use computers.

Writing or underlining in books, periodicals, maps etc. is not allowed. If required, a copy may be taken with the permission of the librarian. The person in whose name books/periodicals are issued will be held responsible for care of the same. He shall bear the compensation for any damage or loss. If books borrowed from the library are lost, the member must replace the same within a week. If replacement is not possible, the following will be the procedure to recover the cost/damage.

- For a foreign edition, the cost recovered will be 300% of the price of the book converted as per current conversion rate.
- For an Indian edition, the cost recovered will be 300% of the printed price of the book.
- Periodicals: as above

A student can borrow two books at a time from the library. The period of loan will be fourteen days including the day of issue. If the student fails to return the book on the 15th day, a fine of Rs. 3/- per day per book will be levied. Students are not permitted to sub-lend books borrowed from the library.

Periodicals are considered as reference books. In case the borrower's library card is lost, the matter should be reported to the Librarian. A duplicate card may be issued on request against a payment of Rs. 50/-. If a member fails to return the card at the time of leaving the college, a fine of Rs. 50/- will be levied per card. All the borrowed books should be returned at the end of each semester's examinations.

A student leaving the College before or after completing the course has to produce a non liability certificate from the Librarian for getting any certificate, or reimbursement of caution deposit from the College.

CLASS HOURS

The College works under a full day system from 9.00 am to 5.00 p.m. from Monday to Friday.

DRESS CODE

Students should wear the prescribed uniform within the campus.

ATTENDANCE

Teachers will mark the attendance at the beginning of the period. At the end of the semester, students who have secured 75% attendance will be permitted to write the semester examination and those who are eligible to apply for condonation of attendance shall apply for the same in the prescribed form after remitting necessary fee fixed by the university. The VC shall grant condonation of shortage of attendance on the recommendation of the Head of the Institution. A student who is not eligible for condonation of attendance may repeat the year/semester on the recommendation of the Head of the Institution as per the university regulations.

LEAVE

For any kind of absence, leave application in the prescribed form sanctioned by HOD should be submitted to the Staff Advisor/Course coordinator. Prior permission from the HOD should be obtained for availing duty leave. For longer absence, a letter from parent or guardian with a medical certificate whenever necessary should support the application for leave of absence, and such application should be submitted on the day on which the student is reporting at the college after availing leave.

Duty leave shall be granted for approved curricular or extracurricular activities of the college as per university regulations. Duty leave sanctioned shall be counted for attendance up to a maximum of six days. Duty leave is not a matter of right. Duty leave already approved by HOD shall be submitted within a week after the end of leave period, supported by documentary evidence (Attendance certificate, participation certificate etc.) to show that the leave has been utilised for the applied purpose.

INDUSTRIAL TRAINING

Students who are going for industrial training outside Alappuzha district should obtain written permission from their parents and a consent letter should be submitted to the HOD concerned.

EDUCATIONAL TOUR

The College authorities officially arrange educational tours during VI semester. In addition, a one-day Industrial visit with overnight stay shall also be arranged at the Departmental level. Both tours should be accompanied by faculty members. Students should get permission letters in prescribed form from the parent in order to go for Tour/IV. Parents are advised to contact the head of the department/Advisor before giving permission for the tour.

SESSIONAL EXAMINATIONS

There will be at least 2 sessional Examinations in a semester. A progress report will be sent to the parent after each examination, giving details of marks scored, attendance gained and positions in the class. Guardians of students whose performance is poor will be contacted by the Advisor to inform them regarding the performance of the student.

ACADEMIC ADVISING

All members of the teaching faculty are involved in an academic counselling system to take care of each and every student. The same Advisor continues for a batch of students throughout the course, as far as possible. The Advisor should ensure enrolment of students during registration, ensure that academic regulations are observed by the student, take special care of the weaker students, advise them to overcome their deficiencies, and maintain contact with parents keeping them posted with the performance of the student. The Advisor will keep all records of their students up to date.

EXTERNAL TECHNICAL/CULTURAL FESTS

A student is permitted to attend a maximum of 3 events for a maximum of 6 days in a semester. A student who is interested in taking part in an event should make a request to the Staff Advisor and forward the same to the head of the department, with a request for duty leave in the prescribed form. The request will be forwarded to the principal. A screening is also made, if necessary, before recommending the request to higher ups.

The principal will grant permission and will intimate the student through the Advisor. The student participating in the event should submit copies of the participation certificate within a week after the end of duty leave period, to show that the leave has been utilised for the applied purpose.

Relevant information will be conveyed to all the members of the staff concerned. The details of those records will be maintained by the staff advisor.

A selection will be made if the number of students/teams interested in participating in any event exceeds the number that is permitted by the coordinator. External judges will be engaged if needed, in order to do an unbiased selection procedure.

Financial assistance may be provided as per the discretion of the Management.

The servicing/rehearsals shall be conducted only after regular working hours or on holidays.

STUDENT CHAPTER OF PROFESSIONAL BODIES

INSTITUTION OF ENGINEERS (INDIA)

The objectives of Institution of Engineers (India) are to promote the general advancement of engineering service and their applications and facilitate the exchange of information and ideas of subjects among the members attached to the institution.

PCE is an Institutional Membership holder of the Institution of Engineers.

INDIAN GREEN BUILDING COUNCIL (IGBC)

The Indian Green Building Council (IGBC) was formed by the Confederation of Indian Industry (CII) in 2001. The council is based out of the CII-Sohrabji Green Business Centre, Hyderabad which is India's 1st Platinum rated green building. The vision of the council is to enable a 'Sustainable built environment for all. Providence is an Institutional Membership holder of the IGBC.

COMPUTER SOCIETY OF INDIA

Computer Society of India (CSI) is the first and largest body of computer professionals in India. It was started on 6 March 1965 by a few computer professionals and has now grown to be the national body representing computer professionals. It has 71 chapters across India, 418 student branches, and more than 90,000 members. The CSI student branch started functioning in Providence in November2020.

HARDWARE MAINTENANCE CENTRE

- Installation, operation, and management of computer network in the College
- Connection of College network to the Internet
- Email services for all staff

Student's management system and course management system, Biometric attendance system and other campus management software.

INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL

The main objective of the entrepreneur development cell is to educate and train students for developing entrepreneurial capabilities through training programs which will boost up innovative ideas and creativity.

CONSULTANCY CELL

The cell functions to organise extension service programmes for the benefits of the society. The cell acts as a consultant to various government and private organisations for carrying out programmes, project design, testing, survey, and other related activities like Anti Narcotics cell.

INDUSTRY INSTITUTE INTERACTION CELL

The college has a technical alliance with the Habitat Technology Group (Trivandrum) and companies like Larsen and Toubro LLC, Tomar Constructions Group.

TRAINING AND PLACEMENT CELL

This cell of Providence has played a vital role since its inception. The cell is arranging training programmes, workshops, and seminars; planning for various aptitude test guidance and counselling classes; and also securing placement for students in reputed firms. The campus has functioned as a host venue for combined campus recruitment for reputed companies.

EXTRACURRICULAR ACTIVITIES

Special emphasis is given to extracurricular activities with a strong physical education department which provides necessary support in this regard. There are indoor playing facilities for shuttle badminton, basketball, and table tennis etc. There are also facilities like photographic club, nature club, NSS unit, and placement cell, all under the direction of senior professors.

COLLEGE BUS

Students who wish to avail college bus facilities regularly will have to register their names and yearly pass in advance. There are 8 college buses plying to different places regularly.

HOSTEL FACILITY

Separate hostel facilities for men and women are provided in a homely atmosphere. Application for admission to the hostel should be submitted in the prescribed form. A common room with various recreation facilities is available in both the hostels. The hostel mess runs on the dividing system. Adequate medical facilities are also available. Spacious rooms with separate areas for living and study are provided.

Separate rooms are provided for staff in case needed.

COLLEGE CANTEEN

A canteen is functioning on all working days. Food and other refreshments are provided on all working days.

COLLEGE STORE

Notebooks, record books and other stationeries are supplied to students at a fair price through the store.

COUNSELLING CENTRE

The students avail guidance and support of the counsellor for academic planning and to address their emotional and psychological issues. In order to ensure effective counselling, the counsellor works in coordination with the departments, the parents, and the students once a week.

INFORMATION RECEPTION

An Information Centre/Reception will be functioning from 9.00 Am to 5.00 PM on all working days. Necessary information can be gathered from the reception.

TELEPHONE FACILITY

Common telephone facilities can be operated, and telephone is available at the reception desk.

RECORDS

- Attendance registers of staff.
- Leave the application form for the staff.
- Daily register.
- Format of ID card for staff and students.
- Attendance record of students.

PCE/QPP/02: PROCEDURE FOR OFFICE ADMINISTRATION

Purpose of this procedure is to identify the norms for general administration and facilities for the college.

- The responsibility for academic administration is with the principal.
  - o The principal is aided by the Academic Administrative Officer who is in charge of the general administration of matters relating to the university, AICTE and other governmental and regulatory bodies.
- The campus infrastructure administration falls under the responsibilities of the Finance Manager.
  - o The AFM is supported by the Campus Administration Manager who is responsible for the maintenance and deployment of all campus infrastructural facilities and services, including but not limited to, transportation, security, cafeteria, housekeeping, and maintenance.
  - o The accounting team is in charge of the financial administration of the institution, with responsibilities including collection of fees, payment of wages, payment of suppliers and keeping and maintaining all records.

A diagram of the general flow of the administration process is shown below:

ADMINISTRATION PROCESS

```
                         ┌─────────────────────┐
                         │ Requirement is raised│
                         └─────────────────────┘
                                    │
                                    ▼
                              ◇ Academic,
                Academic ─── Financial or Campus Service
                                related? ◇──── Financial
                                    │
                               Campus Service
                                    │
   ┌─────────────────┐      ┌─────────────────┐
   │ Send to Academic │      │ Send to Finance │◄──
   │ Administration   │      │ Manager         │
   │ Officer          │      └─────────────────┘
   └─────────────────┘              │
                                    ▼
                              ◇ Academic,
                         Financial or Campus Service
                             related? ◇──── Finance Related
                                    │
                               Campus Service
                                    │
                    ┌──────────────────────┐    ┌──────────────────┐
                    │ Send to Campus        │    │ Send to Finance  │
                    │ Administration Manager│    │ Team             │
                    └──────────────────────┘    └──────────────────┘
                                    │
                                    ▼
                            ┌──────────────┐
                            │ Housekeeping │
                            │ Cafeteria    │
                            │ Security     │
                            │ Transportation│
                            │ Maintenance  │
                            └──────────────┘
```

| Housekeeping | Transportation | Maintenance | Cafeteria | Security |

PCE/QPP/03: Procedure for Evaluation of Staff Members of Providence

The purpose of this procedure is to provide guidelines for evaluation of staff members of Providence. Career advancement offered to the existing staff members is based on the set of norms of Providence.

Responsibility

Faculty Appraisal Committee/Management

Procedure

The objective of staff appraisal policy and its implementation at Providence is to enable and motivate staff members to become more productive and proactive. This appraisal will be the primary basis for determining the merits that govern continued employment, annual increment, placement in higher grade, etc.

Every staff member will undergo a detailed evaluation each year to assess the strength and weakness in their performance. The appraisal will be carried out by the Committee of Management and the Principal based on the following:

● Evaluation based on self-appraisal of the individual.
● Evaluation by head of the department.
● Evaluation by students- students feedback.
● Evaluation of the committee.

The self-assessment form used for the above assessment is available in annexure I.

PCE/QPP/04: PROCEDURE FOR WORKLOAD ALLOTMENT

If a clear-cut workload allocation system is implemented, it will be beneficial to the individual staff and also for the institution. The responsibility to develop a formal workload allocation system is of the Head of the Department and procedures are employed to establish fairness in the distribution of the workload to produce best results in the teaching delivery process.

The advantages of workload allocation system are:

● Inform the academic staff about their workload for the proposed academic and other developments to be done within the Institution.
● To implement strategic priorities.
● To ensure fair and reasonable treatment of all academic staff in the department.

PRINCIPLES OF WORKLOAD ALLOCATION SYSTEM

The workload allocation system should be as follows:

● To distribute workload in an equitable manner among all the academic staff within a department as per AICTE guidelines.
● To credit a broad range of academic activities so as to establish a strategic commitment.
● To distribute workload to each staff member enabling each individual to make an academic contribution depending on his/her experience, abilities, and interests.

An effective workload allocation system is developed through discussions and

● To be tuned with the needs and aspirations of the staff.
● To receive support from other staff members.
● To build a healthy relation between system development and strategic planning.

An interactive planning process is developed for workload allocation system in the following steps:

● Staff familiarity with academic issues.
● Determining the factors for inclusion.
● Determining the qualification of the workload elements.
● Determining the procedure employed to compute the total load.
● Finalising the system acceptable by staff.
● Identifying a review process.

A workload allocation system should meet the following:

● It should be clearly documented and described in detail to permit full understanding and support.
● The document should be readily accessible to all staff members and brought to the knowledge of new staff members.
● A copy of the system should be made available to the principal.
● A summary of actual workload distribution to be made available to all the staff members of each department.

Allocation of subjects for both theory and practical is decided by the head of the department considering the choice of the faculty and requirement of the Department/Institution. The head of the department has to consider the feedback information and observations towards the faculty which are strictly kept confidential. The head of the department may also take into consideration the co-curricular and extracurricular activities in which the faculty is involved while workload is allocated.

● As far as possible, faculties are allocated the same subject for more than 2 or 3 times consecutively.
● As far as possible subjects are allocated to the faculty as per their specialisation in the area.
● Due weightage shall be given for tutorial classes in workload computation.

PCE permits the system of adjunct faculty by which certain special subjects shall be allocated outside the Institution for teaching. head of the department shall ensure the practices of engaging adjunct faculty as per the clearly guided policy.

If such arrangements are to be made, head of the department must ensure that

- The workload allocation system operates in a manner that obtains a reasonable level of teaching and research positions in order to assure continued access of the expertise of the adjunct faculty to the students.
- Reallocation of any teaching duty to the staff member concerned in order to preserve appropriate control of teaching quality.
- The outcome of these practices will be closely monitored through quality audit procedures.

RECORDS

Subject/workload allocation file is to be maintained by the head of the department.

PCE/QPP/05: PROCEDURE FOR STUDENT TIMETABLE

PROCEDURE

- The academic delivery system depends on a systematically structured timetable showing the detailed work allocation according to the syllabus of the programme. A balanced timetable for all classes is provided by Providence.
- The head of the departments and Timetable committee will be responsible for preparing a detailed timetable. The committee will discuss with representatives of each department before preparing the timetable.
- A senior staff member will be the coordinator of the Timetable Committee. The staff members to the Committee from each department will be nominated by the respective head of the departments.
- The head of the departments will collect options from staff members regarding their subject choice. The head of the departments will allot subjects to the staff members for the coming semester in consultation with senior staff members of the department.
- In every department, a draft timetable will be prepared by the staff-in-charge for preparing timetables based on the subject allocation in consultation with the head of the department.
- The Convener of Timetable committee will convene a meeting of the committee for the preparation of the timetable. The syllabus, tutorials tests, and other co-curricular activities will be considered for preparation of the timetable. The slots for inter-departmental subjects and laboratories will be finalised in the meeting.
- The coordinator will ensure allocation of common slots for the senior staff members as far as possible to attend the routine meetings by them.
- The copy of the timetable will be presented to the Principal on Council and finalised. The final timetable will be displayed in the noticeboards.
- The coordinator will prepare timetables for individual staff and laboratories based on the departmental timetable, which will be distributed among the staff by the respective head of the department.
- No staff member is authorised to make alternatives in the timetable. If a change is required, it should be taken up with the head of the department and only with concurrence; the change shall be incorporated and communicated to other departments.
- The format for preparing the timetable will be finalised by the Timetable Committee.

REFERENCES

- University Syllabus
- Allocation of workload

PCE/QPP/06: PROCEDURE FOR PREPARATION OF COURSE FILE

PROCEDURE

This procedure is to help the teachers to convey clearly to the students what they are expected to learn in the course or specific instruction as follows:

- To prepare an effective course outline.
- To make connection between course objectives, departmental aims, and the mission of the college
- To establish a clear relationship between course objectives, assessment of students and evaluation of effectiveness in teaching.

Completion of this procedure will enable.

- The definition of specific aims and objectives for a course in the relevant field.
- The identification of the relationship between course objectives, course content and sequencing of course material.
- The demonstration of how teaching effectiveness is related to student assessment.
- The statement and expression of mutual expectations.

COURSE FILE

The responsibility for preparation of the course file lies with the head of the department and the faculty members.

Each course file will show a revision level which will be referred to on the content page of the file.

The content of each course file should have a timetable and course members.

Each section within the course file should be reflected in the content page. It should contain:

- Title of the section
- Reference
- Level which will change as amendments to the sections are carried out.

FORMAT FOR PREPARATION OF COURSE FILE:

The syllabus and class notes are the essential components of the course file. The course plan and course notes are to be prepared. Faculty can modify the contents of course files as and when required to update the data.

Plan minimum 45 lecture hours for 3 credit courses and minimum 60 lecture hours for 4 credit courses.

Detailed explanation for each topic is not expected. Assessments (for sessional marks):

Tests: There will be a minimum of 2 tests of 1½ hours duration, each counting for 50% of the sessional marks.

Assignments: There will be a minimum of 2 assignments of closed book type or open book type.

Mark Scheme:

- Assignment (Minimum 2):   15 marks
- Test: 25 marks
- Attendance: 10 marks
- **Total   50 marks**

The faculty shall prepare a question bank for the course with answer keys and circulate among the students.

RECORDS

Course File

PCE/QPP/07: PROCEDURE FOR PREPARATION OF COURSE DELIVERY OF LABORATORY/WORKSHOP PROGRAMMES

This procedure covers all the planning related to preparing academic timetable, allotment of faculty, and delivery and evaluation of practical training in laboratories and workshops of all departments.

Responsibility rests with the head of the department, Faculty members and all technical staff in the laboratories and workshops.

- As per the lesson plan, each laboratory and workshop shall have their own timetable and a laboratory/workshop manual as per the curriculum.
- The total number of experiments for the semester shall be divided into cycles depending on the number of students, availability of equipment and timetable for completing the lab work.
- List of experiments may be displayed on the notice board at the beginning of the semester.
- The head of the department will identify the faculty and technical staff responsible to conduct the laboratory sessions.
- The staff in charge shall divide the students into the required number of batches depending upon the number of cycles and experiments.
- The students will report for the lab/workshop to conduct the experiments. They will be tested orally for their theoretical knowledge related to the experiment.
- The lab/workshop in charge shall ensure that all the equipment/machines, measuring instruments, gauges, and metres are in working condition.
- The staff in charge and head of the department shall ensure that all the measuring instruments gauges and metres are calibrated before commencement of the semester.
- List of consumables required for the lab/workshop programmes for the semester shall be submitted to the head of the department in advance. The head of the department shall arrange to procure the items as per the purchase procedure.

DISCIPLINE

- The students shall conduct the experiments/workshop programme strictly in accordance with the manual. The observations are either entered in the manual (if space is provided) or in a notebook which will be verified by the faculty in charge. Students shall complete calculations and submit a fair record in the very next class.
- The staff in charge shall ensure that the students attending the lab/workshop programme follow the necessary safety precautions and dress code.
- If a student misses an experiment for any reason, he/she shall be allowed to do that experiment during the repeat class.

EXAMINATIONS

2015 SCHEME

The faculty in charge shall conduct lab examinations at the end of each semester. The faculty in charge in consultation with the head of the department shall appoint an external examiner from among the faculty in the department for the conduct of lab examination. The faculty shall evaluate the paper of the student. Viva-Voce shall also be conducted along with every lab examination.

Distribution of marks shall be as follows:

- Practical Examination: 30 marks
- Performance in regular lab/Workshop work: 70 marks
- **Total:**   **100 marks**

The course file of practical courses may be submitted to the head of the department on completion of the semester.

2019 SCHEME

The faculty in charge shall conduct internal lab examinations before the second series test. This test will be conducted in the same pattern as that of university examination. The faculty in charge in consultation with the

head of the department shall appoint a second examiner from among the faculty in the department for the conduct of internal lab examination. The faculty shall evaluate the paper of the student. Viva-Voce shall also be conducted along with every lab examination.

End semester practical examination is to be conducted immediately after the second series test. Evaluation is a serious process that is to be conducted under the equal responsibility of both the internal and external examiner. External examiner shall be selected by the university. The number of candidates evaluated per day should not exceed Students shall be allowed for the university examination only on submitting the duly certified record. The external examiner shall endorse the record.

Distribution of marks shall be as follows:

- Continuous Internal Evaluation (CIE):   75 marks
- End Semester Examination (ESE):   75 marks
- **Total:**   **150 marks**

Continuous Internal Evaluation (CIE) Pattern:

- Attendance: 15 marks
- Continuous Assessment: 30 marks
- Internal Test (Immediately before the second series test):   30 marks

The course file of practical courses may be submitted to the head of the department on completion of the semester.

RELATED RECORDS

- Lab/Workshop Manual
- University Syllabus
- All related documents

PCE/QPP/08: Procedure for preparation of manuals for laboratory quality

Scope and Purpose

A procedural laboratory quality manual is prepared to ensure consistency in the management of each laboratory.

Procedures

- The manual shall consist of:
    o Procedure of how tests are performed.
    o Training of new personnel.
    o Trouble-shoot testing procedures.
    o Measures of acceptable test performance.
- The procedure should be easily understood by all the staff. The testing personnel should be aware of the entire procedure. An annual review would benefit all the personnel for further suggestions to be made in the procedure.
- All the laboratories should have a manual containing procedure for assessing the performance of all tests done in the laboratory. The manual should be made available and be followed by the faculty, students, and laboratory personnel. The following information should be included in the manual:
    o Step by step procedure including test calculations.
    o Calibration verification procedure.
    o Control procedures.
    o Remedial actions to be taken when calibration results fail.
    o Any limitations in the tests.
    o References.
- Additional necessary information shall be incorporated in the manual. All the procedures should be approved by the head of the department. A copy of the manual should be maintained in the laboratory.

Related Documents

- University Syllabus
- Laboratory test plan
- List of laboratory equipment
- List of experiments

PCE/QPP/09: Procedure for identification system for students and staff

Scope

The identification system should cover all the staff and students of Providence.

Responsibility

The responsibility for providing identification is of the Administration/Advisors.

Procedure

This procedure is to facilitate an identification system for all the students and staff of the Institution.

- Each student will be given an identification number/admission number/roll number. This number should be clearly marked in the identity card.
- Identity Card should be given to the students after admission and the ID shall contain:
    - o Name and Address, Emblem, Phone number, and Email address of the College.
    - o Name of the student.
    - o Admission number and year of admission.
    - o Branch in which admission.
    - o Photograph of the student.
    - o Address, Phone number, Email ID, Date of birth of the student.
    - o Blood group of the student
    - o Holder's Signature.
    - o Principal's Signature.
- Staff members after joining on duty in Providence are provided with an identity card which shall contain:
    - o Name and Emblem of the College
    - o Address, Phone number, Email address of the College
    - o Name and designation of the staff member
    - o Photograph of the staff member
    - o Address, Phone number, Date of birth, Email address of the staff member
    - o Blood group of the staff member
    - o Holder's Signature
    - o Principal's Signature

Loss of ID Cards

- Loss of ID cards should be reported in writing to the principal through proper channels. Requests shall be made for duplicate ID Cards.
- Duplicate ID cards will be issued after proper verification and the cost of the ID card shall be collected.

PCE/QPP/10: PROCEDURE FOR ACADEMIC DISCIPLINE

Purpose

The purpose of this procedure is to define the responsibilities of students to specified standards of conduct which are expected, and stipulate student's entitlement to meet the objectives and standards within the environment. The procedure shall apply to all students.

Responsibility

The responsibility of maintaining academic discipline will be with the management, Principal, and faculty.

Student's obligations are:

- To meet the attendance requirements set by the university.
- To inform the Teacher or head of the department about any special circumstances which may adversely affect academic performance.
- To attend assessment tests and submit assignments in accordance with submission guidelines within the notified time limit, or to inform Teacher or head of the department of any special circumstances which may prevent him/her from doing so.
- To pay all university and College fees, loans, fines, rent or such other sums and return any property due to the College. in the event of failure to do so, the college is entitled to take appropriate action which may include:
  - o   Suspension or discontinuation of enrolment
  - o   Withholding Transfer/Conduct certificate

Procedures

Student Conduct

- Students are expected to behave courteously and not to engage in actions which will affect the reputation of the College.
- Handle the College property and equipment with care.
- To abide by all requirements for professional conduct as defined by the university.
- Students shall display ID and be in college uniform when they are inside the College campus.
- Students are expected not to attempt to gain unfair advantage in assessments and university examinations.
- Uses of mobile phones are banned in the class.
- Breaches of above will be deemed to constitute misconduct and will be dealt with accordingly.

Any act of indiscipline shall be subjected to a preliminary investigation. This is to determine whether such an act may be disposed of by the person conducting the preliminary investigation, without referring the same to higher authorities. The persons who shall carry out preliminary enquiry is listed below:

Breach of university examination rules	Chief Superintendent
Breach of university rules relating to academic matters	Head of Department
Breach of library rules	Head of Library
Breach of rules relating to computing service	Head of IT Department
Breach of Hostel rules	Hotel Warden(s)
Breach of university rules about extracurricular activities	Senior Staff advisor
Breach of rules relating to harassment behaviours	Convenor, Anti-Ragging Committee Convenor, Discipline Committee
Breach of rules of sports and games	Director of Physical Education
Gender discrimination	Women's Cell

Following the preliminary enquiry, the investigating person shall have the discretion to:

- Dismiss the complaint.
- Impose any penalty permitted by the university rules.
- Refer the complaint to higher authority.
- Issue a warning which will not be recorded in the student's record.
- Refer the matter to the police or other authorities.

Breaches of university rules shall be subjected to preliminary investigation by the Management or its representative. The purpose of preliminary investigation shall be to determine whether such a breach may be disposed of, without referring to higher authority and use of formal disciplinary proceedings. If conciliation fails, the Management shall have the discretion to:

- Dismiss the complaint.
- Refer the complaint to the College council.
- Issue a warning, which shall be recorded in the student record.
- Refer the complaint to police or other competent authority.

Ragging in any form is a crime prohibited by the law. The Government of Kerala has banned ragging in Educational Institutions/Hostels by the Kerala Prohibition of Ragging Act 1998 (Section 3) which makes ragging punishable with:

- Imprisonment up to 2 years
- A fine up to Rs. 10,000//-
- Dismissal from the Institution. The student thus dismissed shall not be admitted to any other educational institution for up to 3 years.

Anti-Ragging Committee/Squad

In compliance with the AICTE regulations, an Anti-ragging committee/squad should be constituted to prevent ragging. The squad conducts frequent patrolling in the campus and keeps vigil to prevent occurrence of ragging in the campus. The squad will have responsibility to investigate incidence of ragging, if any.

Students shall not indulge in the following activities which are treated as ragging:

- Any act that prevents or disturbs the regular academic activity of a student.
- Exploiting the services of junior students by senior students or a group of senior students.
- Any act of physical abuse including all variants of annoying, playing practical jokes, sexual abuse, stripping, forcing obscene act, or gestures.
- Any act of financial extortion or forceful expenditure burden put on a junior student.
- Any act of abuse by spoken words, emails, SMS etc. or any other means.
- Any word or act that hurts the dignity of an individual.
- Entering without permission in any class, other than the one assigned to the student.
- Forcing a student to boycott class without his/her consent to participate in strikes, demonstrations, dharna etc.

Reporting of Ragging Case

The information regarding ragging can be reported by the student or by third parties, either in oral or in written form. Complaint shall be logged to the Principal, Advisor, head of the department or any other member of the anti-ragging committee. The complaints received are kept strictly confidential. The responsibility of proving his/her innocence rests with the accused. Any student booked in criminal offences like ragging shall be suspended from the college and shall be allowed to reinitiate the studies only after getting clearance certificate from the Police.

Disciplinary Committee

When a reported complaint of academic misconduct has not been resolved by the preliminary investigation, the matter will be investigated further by the Disciplinary Committee.

The committee will comprise:

- head of the department from any department (Chairman)
- Staff member from each department

Investigation by the disciplinary committee is for establishing whether a breach of discipline has taken place or not, and to determine the penalty to be imposed when a misconduct is established. The meeting of the committee will be convened within five working days of receipt of the report of the preliminary investigation.

The date, time and place of hearing will be notified in writing to the members of the committee and to the student concerned at least 3 working days prior to the hearing. Both the committee members and students will be provided with the full details of the alleged academic misconduct.

The student shall attend the hearing together with one friend, if he/she desires. The definition of friend does not include members of the legal profession.

The student may submit a written statement concerning the alleged academic misconduct.

The committee will hear the student, staff and witness and also consider the student's statement. The committee will also determine the penalty to be imposed if misconduct is established. The students may be informed about the committee's decision. The principal will report the outcome of the hearing in writing to the student within two working days of the committee's decision. Although it is not essential that the student attend the hearing, students should be aware that the decision taken in their absence may not be to their advantage. The report of the disciplinary committee must be submitted to the board responsible for the programme for which the student is admitted. Any instances of academic misconduct are recorded in the student record.

Penalties for Academic Misconduct

As a principle, the penalty should be appropriate to seal off the offence and to the stage reached in the student's academic record.

A student who is deemed to have performed academic misconduct is liable to one or more of the following penalties:

- An informal warning.
- A written warning specifying the time period, the warning will remain in record.
- A reduction in the mark awarded for the assessed coursework project or examination.
- Mark zero for one or more examination papers.

Penalties as per above guidelines are not mandatory. However, in handling serious or moderate misconduct, the decision of penalty rests with the disciplinary committee.

Student's Right of Appeal

The student has a right to appeal against the decision of the Disciplinary Committee.

The student may appeal in writing to the Chairman of Disciplinary Committee/Principal against the decision. The appeal should be submitted within 10 working days of receipt of decision and shall be on any of the following grounds:

- The penalty was outside the scope of the academic disciplinary policy.
- There was a procedural irregularity in the process undertaken by the disciplinary committee.
- The penalty imposed was unreasonable or in excess.
- New evidence which was unavailable at the time of hearing is now available and this evidence might have caused the hearing to reach a different conclusion.

The Chairman/Principal will consider the written appeal together with the documented reasons for the finding and will make a final decision. The decision of the Chairman/Principal will be final.

The proceedings and report of the Disciplinary Committee shall be confidential to the parties involved. A report of the outcome and decision shall be communicated to the next formal meeting of the College Council, together with any specific recommendations or observations of the Committee.

Related Records

- Preliminary Investigation Report
- Proceedings of Disciplinary Committee.

PCE/QPP/11: Procedure for management of library services

The purpose of this procedure is to provide guidelines for management of the library services.

Library resources and information services, appropriate to the academic level and scope of an institution's programs are essential to the teaching and learning process. The quality, relevance, accessibility, availability, and provision of support services will ultimately determine the adequacy of library resources in an institution's efforts.

The Central library shall:

- Develop a base of the library resources.
- Ensure all means to access these resources.
- Develop a continuous assessment strategy for the library resources.
- Provide adequate staff to support library development and accessibility.
- Ensure that the library services are provided to all faculty and students.
- Provide training and encouragement for students and faculty to utilise library resources.

The Librarian holds the responsibility for library management.

The objective of the Providence library is to provide the educational resources needed to meet the academic and research demands of the institution. The library is the centre for learning materials and serves as an important teaching support. Formal and informal instructions are given to the students on the use of the library resources through orientation classes.

The programs and services of the Providence library are for:

- Implementing the mission of the college with the specific objectives of meeting educational needs of the institution
- To develop collections of materials that support, enrich, and satisfy the curriculum research needs of Providence.
- To encourage the use of the library and its facilities by the academic community
- To aid and instruct students, Teaching faculty and staff on the use of the library.
- To investigate the changing educational needs of the community and to provide access to information, programs, and services.
- To provide reference and research services by a variety of means, including electronic resources.
- To provide a wide variety of mediated programs.

A portion of the library's budget is allocated to each academic area in order to provide a selective input into the library's holdings. The final authority for selection rests with the top-level Management.

Acquisition of Books

Purpose

Acquisition of documents includes acquiring information about existing titles, selecting titles and other related library services suitable to meet the needs of users.

PCE library has adopted the following criteria for materials (books) selection.

- The library must provide the resources needed to meet the curricular demands of the college.
- It must be equipped with a rich up-to-date collection of books, periodicals, and educational materials necessary for inspiring teaching and research.
- The library should have a basic general collection of classics so as to instil enthusiasm in the students for greatest books.
- The library may collect some fiction and non-fiction books for recreational needs of the students at the college.
- The library may also collect newspapers and journals for the development of knowledge and thinking process of the students.
- Reputation of author and/publisher shall be an important factor.

The library advisory committee has the primary responsibility for development of book collection. Teaching faculty in each department also shall select materials to build the collection.

This involves the following procedure:

- All teaching faculty members may decide the selection of books.
- Each staff prepares a list of books required for a whole semester and gets their HODs recommended.
- The list received by the Librarian, after verification and checking for duplication of copies is sent to the principal for approval of the items. and subsequently the purchase was initiated.
- A final approval is received from the top-level management to place a supply order.
- Selection is an ongoing process which should include the removal of materials that are no longer suitable or accurate, and replacement of the lost and worn materials.

Monitoring and Measurement

- A book vendor is selected on the basis of their prompt, reliable and satisfactory service. Quotations are invited from various book vendors and are chosen based on the highest discount rates offered for each publisher and the period of supply.
- The received books are confirmed as per the order list and the invoice of vendor and
- collated. Reminders are sent if any of the ordered books are not supplied by the vendor in expected time. The received books are handed over to the staff members responsible for accessioning.
- Once a book has been accessed and the bill passed for payment, the book is classified and catalogued. This is followed by stamping and "Barcode fixing". Entries are made in the library management software.

The Providence library accepts gifts with the understanding that they will not necessarily be added to the library's collections. If the materials are not suitable because of its condition, out-of-date knowledge or other factors, the items will be discarded. An acknowledgment of the acceptance of the donation will be forwarded to the donor.

Although duplication of titles is not generally encouraged, a maximum of 10 copies of a title will be classified with the approval of the library committee.

Criteria for Removal of Materials

Materials that fall into the following categories should be considered for withdrawal:

- Superseded editions.
- Materials having inaccurate or outdated information.
- Materials depicting negative role stereotypes.
- Materials no longer useful for curricular support or recreational reading.
- Materials not circulated for a number of years.
- Materials in poor physical condition.

After the weeding process, all withdrawn materials will be considered valueless, and will be removed from the collection.

The library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decision to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better materials on the subject.

Providence library will abide by all regulations of relevant sections in the Copyright Revision Act of 2007.

Audio-visual materials, such as recordings, mounted pictures, slides, microfiche, filmstrips, microfilms, films, CDs, video cassettes and DVDs are considered as primary materials. When acquired for the permanent collection, selection criteria are consistent with the criteria used for books.

The purpose of the library collection is to supplement and expand the curriculum. Textbooks that are selected and adopted for the classes used will not be generally purchased for the library collection. It is the responsibility of the students to purchase their textbooks. The library will, however, accept these books as gifts if they meet the criteria. The library will also place textbooks on reserve at the request of the instructor.

Cataloguing

All the bibliographic information of books and other library materials are stored in electronic format in a database on the library server computer, and this database is shared with other computers of the library. Using this database, library users can search and retrieve bibliographic information of those collections through OPAC. All the component parts of the library bibliographic database are connected with each other via Local Area Network and can be used only inside the library premises.

Bibliographic databases possess the following advantages:

- Vast processing capability
- Greater speed
- Accuracy and efficiency
- Orderly sorting
- Accelerated search facility
- Saves time, staff, and money
- Serves the purpose of union catalogue
- More up-to-date and higher productivity
- Batter standardisation and cooperation facilities

Statistics are kept for the purpose of reporting all departmental activities. As a rule, the library does not catalogue donated books whose publication dates are beyond ten years, unless there is specific reason to retain it.

Classification

Purpose

The Providence library is classified and arranged as per the Dewey Decimal Classification (DDC), so that the users can locate books easily. In addition to the central library, there are departmental collections for all departments. The library is partially automated, and the circulation system is barcode labelled.

Some of the basic Functions of the library classification are:

- Helpful sequence
- Correct replacement
- Addition of new document
- Withdraw the document from stock
- Book display

Procedures for Locating Materials Through OPAC

Circulation

Purpose

To provide rules and regulations governing the circulation of library items in order to make the optimum and efficient use of the library.

Method of Operation and Control

This involves the following procedure:

- The required book can be found from the library catalogue which helps to locate the holdings of the library. The operation of the library is partially computerised, and a web enabled online public access catalogue (OPAC) is provided.
- If the book is available on the rack, the user can approach the particular bookshelf to identify it. The books are arranged in a systematic subject-wise order. Thus, the user identifies the book from the shelf, or gets help from the library staff to locate the same.
- A book card with the details of the book (title, accession number, and author) is kept in a pocket inside the book cover. The book card is taken from the pocket.
- The user presents the book to be issued along with his/her library card. A date-label is pasted inside the book on the flyleaf. The library staff puts a due date stamp on the date label of the book and the book is handed

over to the user. Admin user inputs the library user's identity number and accession number of the issued book.

- If the student fails to return the borrowed books on the due date, the fine is calculated by the system (Rs.3/- per day). Without returning the book and clearing fine, the student is not allowed for further library transactions. Moreover, next semester registration is also kept on hold. In such a case, a student must clear his fine and obtain clearance from the library system.
- Terms of the borrowed books can be renewed for two more times, if they are neither recent publications nor in great demand. Books may be renewed only twice.
- Reservation of books can be done in advance. When a reserved book is returned, it is not reissued. Instead, it is kept separately and the user who reserved it is informed.
- If a borrowed library book is lost, the user would be requested to replace it with a new copy.

Procedures for Locating Materials Through OPAC

OPAC is a computer-based library catalogue to be accessed via library management software so that library users may directly and effectively search and retrieve bibliographic records without the assistance of a human intermediary.

The library system provides Keywords (basic) and Guided (advanced) online search facilities for all users. Users can view the availability of resources, its location in the library, and the date of return if the book is issued.

Digital library

Apart from the conventional library, Providence has a digital library section which contains sufficient digital documents such as E-Books, Journal articles, technical reports, project reports etc. The Providence library procured access to E-journals packages viz. J-Gate Plus, e-Shodh Sindhu, National Digital library (NDL), DELNET Professional body membership. All the above E-resources can be accessed from all computers in the institute through the campus wide fibre-optic network.

Reference Department

The Reference Section is located on the first floor of the library building. There are two areas, the General Reference Area, and the Restricted Reference Area.

Reference materials including books, periodicals, pamphlets, newspapers, and any other material labelled as Reference are non-circulating.

Reference books in the Restricted Reference Room cannot be removed from that area, except for photocopying with the permission of the Librarian.

Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time (one semester), but if needed by other patrons, they may be used.

Reference materials may be used by the local community inside the library.

Procedure

- Serials Reserved (Retrieval of periodicals)- Older periodicals are stored in the storage area and may be Used by making a request at the Circulation Desk.
- Periodicals and newspapers are to be checked in daily with stamp and date.
- Periodicals and newspapers are to be placed in their proper places on the shelves; newer ones replacing the older ones.
- Older periodicals and newspapers are shelved in the storage areas in their proper order.
- Storage areas are to be checked once a week to maintain order.
- Newspaper racks are to be checked daily to see that the papers are in the proper place.
- Periodicals shelves are to be checked twice daily to see that the periodicals are in their proper place.
- Reference shelves (Restricted and General) are to be rearranged daily.
- Replace all books, newspapers, periodicals etc. to the proper place when found on tables, chairs, etc.
- Accumulative reports are filed weekly.
- At all times, assist those students in need of help or direct them to others who can do so.

The Reference Department interprets the collection and gives assistance to students and all patrons by answering questions, suggesting research procedures, recommending sources and indexes to be used when looking for material on specific subjects. Bibliographic instruction is also given to freshmen and one-on-one to those who desire it.

Procedure on How to Return Periodicals to Storage

Divide magazines on the truck according to storage.

Only the most current periodicals go to the storeroom. Other magazines shall go to the serial work area.

Arrange periodical to its chronological order. DO NOT put on the very top.

Check stacks from time to time to ensure that they are in order.

Binding Procedure

Periodicals to be bound have to be arranged chronologically. e.g., from January, February, March etc.

Write the name of the periodicals, volume, and year on the yellow tables.

Policies and Procedures for Transferring Software Materials

Software materials issued from the library are the sole responsibility of the instructor receiving materials.

Transferring of these items for any reason is not encouraged. However, it is acceptable to share these materials departmentally with the knowledge that they must be returned to the library at the end of each semester.

Failure to abide by these policies will result in a letter being forwarded to the Authorities for disciplinary action.

These policies are designed to minimise loss and thus avoid replacement cost.

Manpower Policies

The library is managed by a team of professionally qualified personnel. During scheduled library hours, there shall be trained staff on duty to supervise and to assist students with library functions. These staff shall be competent both to use and to aid in the use of the library technologies and resources.

PCE library Services

- Reference
- Document lending services
- E-document lending service
- News clippings
- Reprography
- Wi-Fi
- Printout
- Digital library
- OPAC
- User education

Related Records

Accession Register and other Records.

PCE/QPP/12: Procedure for monitoring departmental activities by the Head of the Department

This procedure defines the monitoring and evaluation of various departmental activities by the head of the department.

Responsibilities of The Head of The Department

- Setting departmental objectives.
- Standards to be set for overall development of the institution. To attract good students, the following objectives are set.
  - o To achieve 100% results
  - o To achieve university ranks
- To monitor and improve the performance of students to achieve the institutional objectives.
- To improve effectiveness of the conduct of the programme by analysing the performance of students in the university examinations, and also from the feedback of the students. The required corrective actions are to be initiated.
- To maintain discipline in all areas by clearly laying down rules and procedures, and by the involvement of the members of the faculty.
- To improve the personality of students by persuading them to participate in seminars, quiz, and other competitions.
- Monitoring by the head of the departments shall include the teaching-learning process through planning and evaluation.
- More internal assignments and periodical tests are planned for frequent assessments. The results of tests are to be analysed and identified corrective actions by the concerned Faculty are to be reviewed by the head of the department. The root causes of poor performance identified and corrective measures to be taken for needy students.
- Frequent meetings of the departmental faculty convened, and reviewed syllabus covered in theory and practical, co-curricular activities etc. Suggestions and improvements discussed to overcome difficulties.
- the head of the departments shall take oral feedback at regular intervals in all academic aspects.
- Records of course delivery systems of faculty are to be constantly monitored by the head of the department.
- Proper utilisation of the library shall be ensured.
- To appoint a member of faculty as staff secretary to maintain minutes of departmental meetings.
- Minutes of departmental meetings to be reviewed and proper follow-up action to be taken by the head of the department.
- Teaching capacity of newly recruited faculty to be assessed and follow-up action taken, wherever improvements are required.
- Review of results of all the university examinations.
- Maintain documents of all departmental activities such as conferences, seminars, guest lectures etc.

PCE/QPP/13: Procedure for conduct of Internal examinations

This procedure includes the system by which internal examinations are conducted by any department and/or the college. The responsibility is vested in the head of the department/Examiner appointed by the principal.

- The examination will be supported by Invigilators appointed by the Principal/Chief Superintendent.
- A candidate will be permitted to enter the examination hall with a proof of identity which includes ID card, Hall ticket etc.
- All the candidates are directed to report 10 minutes prior to the commencement of examination.
- Normally, late candidates will not be allowed to enter the examination hall. However, at the discretion of the Invigilator, the candidates will be allowed to enter the hall up to 30 minutes after commencement of the examination.
- No candidate will be permitted to leave the examination hall until the examination has been completed.
- No candidate is allowed to temporarily leave the hall once the examination commences. Any candidate who wishes to go to the toilet will be accompanied by a staff member.
- The candidates will be alerted when only 10 minutes is left for completion of the examination.
- Candidates should bring their own pen, pencil, calculators etc. and other materials permitted inside the examination hall. It is a serious offence to take any books, notes, blank papers, other materials, or aids that have not been specifically authorised for use in the examination hall. Any candidate, if caught in possession of any such items will be subjected to disciplinary action.
- Entering the examination hall with mobile phone or programmable electronic equipment is strictly forbidden. Also, the candidates are not allowed to bring any type of valuable items in the examination hall. Anyone found with an unauthorised device will be reported to the higher authorities by the Invigilator.
- No candidates are permitted to share/pass on their own permitted items to any other candidates in the examination hall.
- Standard announcements will be read out by the authorised person to the candidates, and the students are advised to obey such instructions.
- Students will observe all special instructions printed on the front of the question paper.
- The invigilator will verify the ID, hall ticket etc. of the candidate before issuing the answer books.
- Candidates who do not have valid proof of ID/hall ticket should get sanction of the Chief Superintendent to appear for the examination.
- The candidates will fill up all entries in the space provided in the answer book before commencing writing of answers.
- Answer scripts written in pencil will not be normally accepted.
- All rough work must be done on an additional sheet, and later strike-through it, if it is not intended for the Examiner's attention.
- Candidates should not speak or communicate with any other candidate during the examination. If a candidate wishes to convey anything, he should raise hand and attract the attention of the Invigilator.
- No candidate is permitted to write anything other than his number and signature in the question paper.
- If any candidate infringes the examination regulations, the Invigilator has the authority to remove the script and issue a new answer sheet and the same should be informed to the Chief Superintendent who will deal with the situation accordingly in line with the university academic regulations.
- Unruly behaviour will result in the related candidate(s) receiving a verbal warning from the Invigilator. The ID number of the candidate(s) receiving a verbal warning from the invigilator will be noted and reported to the Chief Superintendent. Any further inappropriate behaviour will result in the issue of a final warning, and repeated inappropriate behaviour will result in removing the examination paper and the student will be instructed to leave the examination hall. All such cases should be reported to the Principal/Chief Superintendent.
- Candidates must stop writing once the end of the examination is announced. Writing after the end of the examination is regarded as a serious disciplinary matter and will be reported to the Chief Superintendent.
- Candidates may remain in their seats till the papers are collected by the Invigilator and permitted them to leave the examination hall.
- In extreme circumstances the College Council shall cancel the examination.

Related Records

University Academic Regulations

PCE/QPP/14: PROCEDURE FOR APPEARING IN UNIVERSITY EXAMINATIONS

This procedure deals with the eligibility for appearing in university Examinations. Staff Advisors/head of the department/Principal bears the responsibility. There will be university Examinations at the end of every semester as prescribed in the scheme of examinations.

The eligibility for appearing a university examination is subject to the following:

- The students should have successfully completed all courses of the semester.
- The students should have not less than 75% attendance for the particular semester.
- They will be eligible for condonation of shortage of attendance subject to the following conditions:
    o The attendance for each subject is not less than 65%.
    o His/her conduct must be satisfactory.
    o Condonation is sanctioned only on medical grounds.
    o Condonation shall be granted subject to the rules and regulations of the university.

The Vice chancellor shall grant a condonation of shortage of attendance based on the recommendation of the principal.

Sessional Marks

Sessional marks for theory, drawing, workshop, laboratories and practical will be awarded by the teaching faculty based on the performance of students. The allocation of sessional marks for individual subjects shall be as follows:

Theory Subjects

Assignments:	15 marks
Tests:	25 marks
Attendance:	10 marks
TOTAL:	50 MARKS

Practical

Continuous Evaluation/Classwork:	30 marks
Internal Test:	30 marks
Attendance:	15 marks
Sub Total:	75 Marks
End Semester Exams:	75 Marks
TOTAL:	150 MARKS

Repetition of The Course Work

A student who is not eligible for the shortage of attendance shall attend the course in full in the next immediate chance. The sessional marks earned during the repetition course will only be considered.

A student can repeat the course only once in each semester.

The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.

For repeating the course, the character and conduct of the student must be certified as satisfactory by the Head of the Institution.

Minimum for A Pass

A candidate shall be declared to have passed in any individual subject of a semester examination if he/she secures not less than 40% marks for the end of semester examination, and 50% of CEI and ESA combined. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40% or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50%. A student is eligible to be promoted to the higher semester subject to the following conditions:

- The student has successfully completed the lower semester.
- He should have obtained 75% attendance in the lower semester or obtained condonation of shortage of attendance as per university rules.
- A student shall be permitted to register for any semester examinations, only if he had registered for the previous semester examination.
- A student shall be permitted to register for the fifth semester if he/she has gained not less than 21 credits up to the second semester.
- A student is permitted to register for the seventh semester, only if he/she has gained not less than 47 credits up to the fourth semester.

Related Records

University Guidelines

PCE/QPP/15: Procedure for Preparation of Internal Marks

The purpose of this procedure is to provide guidelines for assessments and evaluation of the students. The scheme envisages a continuous evaluation of students which requires an evaluation process. This procedure is applicable to all the Providence students. The responsibility is vested with the head of the department and faculty of the Providence.

Internal Assessment Methods

- Attendance
- Class assignments
- Class tests (Series test and model examinations)
- Paper presentation (optional)

Attendance

- Student's attendance shall be recorded by the teachers handling the classes. Usually, late comers are not permitted in the class. Those students reporting 5 minutes late during the 1st hour or 5th hour may be permitted to attend the session. Those who are late by more than 5 minutes are not eligible for attendance.
- For any kind of leave, application in the prescribed form duly sanctioned by the HoD must be submitted to the Senior Advisor of the class. for absence exceeding 3 days, a medical certificate shall support the leave application and such application shall be submitted on the day on which the student is reporting to the College after the leave.
- The principals are authorised to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the university Sports coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the university for representing the university.
- The principals are authorised to grant attendance relaxation (duty leave) to the students for organising extra/ co-curricular activities, up to a maximum of 0.5%. Such students should produce the required documents countersigned by the university Sports coordinator/ the
- Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
- The student shall apply for the duty leave in time duly recommended by the Advisor or the staff member in charge of the event for which duty is required and through the HoD, and get it sanctioned by the principal. The duty leave sanction should be shown to all the teachers who have engaged classes during the leave period. Then, the duty leave sanction may be handed over to the Advisor for safe custody.
- On receipt of the duty sanction of a student, the teachers handling classes should mark the same in their attendance register. When the absentee statement is called for at the end of the semester, the teacher shall record the total absent hours deducting the duty leave hours from the total hours for which the student was absent during the semester.
- On receipt of the duty leave sanction of a student, the Class Advisor may file the same in systematic order. A record of the duty leave sanctioned for each student will be kept by the Advisor. The Advisor will check whether the duty leave sanctioned for each student is within the eligible limit. If the duty leave obtained by any student is more than the eligible number of days, it must be brought to the notice of the HoD.
- Statement of the shortage of attendance shall be prepared for the mid-semester and at the end of each semester and will be displayed in the department notice board. It is the responsibility of the Advisor to inform the parents of students with poor attendance and take corrective action regularly.

- Students are expected to attain 100% attendance for all courses. However, under circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. On medical grounds the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ university officials. This provision is applicable only to any two semesters during the entire program period.
- In case of prolonged illness, a student is permitted to avail break of study under the following circumstances:
    - o Accident or serious illness needing prolonged hospitalisation and rest.
    - o Student has a bright idea and would like to initiate a start-up venture or develop a product.
    - o Any personal reasons that need a break in study.
    - o For an internship leading to employment.

For break of study due to illness, students shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the startup shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters. Students who require a break in study due to personal reasons shall convince the principal of the genuine need for it by giving authentic evidence for the same.

Students who require a break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the university sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility.

In the semester system followed by the university, break of study for an academic year is the preferred option than break of study for a semester. The student can avail the break of study only with the prior approval of the university. The principal shall upload the request of the student with all relevant documents to the university portal for the approval with his/her recommendations. Students shall have to re-join on the first working day of the same semester on which he/she had started availing the break of study.

Assignments/Tutorials

- Regular assignments shall be given to the students on module basis. The assignments shall also be conducted in the working time either in open-book or in closed-book form. The assignments shall be based on the topics covered in the respective modules.
- The student shall submit the assignment on the specified day. Delayed submission can only be accepted on genuine grounds.
- The valuation of the assignment shall be completed by the faculty. Each assignment shall be valued on a base of 10 marks and a minimum of 2 assignments shall be conducted during each semester. The marks scored by the students shall be recorded by the faculty and should be submitted to the head of the department for scrutiny. The assignments shall later be returned to the students.
- The head of the department shall monitor whether the assignments are given as per schedule or not and shall take required corrective actions.

Class Test

All series tests are of 1 ½ hours duration. The faculty shall prepare two sets of question papers and its solutions and submit them to the question paper scrutiny committee. The committee will select one question and hand over the same to the Examination Cell for conduct of the series examination. Proper discipline and seating order shall be followed for the series examination.

- Students shall be informed about the date and topics covered for the series test. This information will also be available in the academic calendar.
- During the conduct of the series test, no late comers will be allowed to enter the examination hall, unless authorised by the Chief Superintendent/Principal. Any malpractice noticed during the test shall be reported to the HoD/ Principal. Such students will be awarded zero marks for that particular test.
- The faculty shall value the answer scripts immediately after conduct of the examination. The maximum marks for the examination shall be 50. The results are to be analysed by the concerned faculty and the HoD. After consolidating the marks, the Advisor will identify the weaker students and arrange for remedial classes.
- A student who fails to write a test will lose the proportionate sessional credit. Those who are absent for the test on genuine ground duly supported by medical certificate, may be permitted to appear for a retest.
- The internal assessment marks shall be commuted as per the directives of the university as follows:

Assignments: 15 marks

Series Examinations: 25 marks

Attendance: 10 marks

TOTAL: 50 MARKS

Related Records

- KTU regulations
- Leave application forms and leave records
- University syllabus
- Class test and Assignments records

PCE/QPP/16: Procedure to Conduct the Mini Project, Seminar & Main Projects of Students

The responsibility is vested with the head of the departments and the staff members in charge of the project/seminar of the Departments.

Mini Project

The mini project is part of the academic work of the students. The aim of the mini project is to prepare the students for the main project.

- A mini project coordinator will be nominated by the head of the department and a project guide will coordinate the project work. The coordinator will prepare a detailed plan for the projects.
- The coordinator will submit the detailed plan to the head of the department. After verification, the students will be explained the various phases of the project work.
- The coordinator shall divide students into groups of 4 or 5 members. In case there are any complaints regarding the team, the head of the department shall take the final decision. The coordinator/project guide will obtain the abstract of projects before a specified date in a prescribed format prepared by the head of the department/coordinator.
- The selected projects will be informed to the students by the coordinator. The projects of low standard, and those which are not feasible will be rejected. Leave will be allotted to the students as per the university norms and additional time, if required, can be allotted in consultation with the head of the department. Faculty members also shall give proposals for the mini projects offered under their guidance.
- On finalisation of the projects, the coordinator will arrange Guides for each project in consultation with the head of the department, and the students will be informed of the details of their Guides.
- All teams will explain their projects and its requirements and expected completion date to their project Guides. Once finalised, the students will report only to their Guides for any requirements of their project.
- Progress of the project should be monitored periodically by the Guide of each project and a register shall be maintained for the same. The coordinator will act in consultation with the head of the department and a division of marks for the evaluation viva voce, documentation, output of the project etc. should be circulated among the Guides for properly monitoring the performance of the students. The department shall decide the division of sessional marks for periodical evaluation.
- It is not recommended to take the project components prepared in the College to outside of the campus without proper authentication. The help of external agencies can be granted in consultation with the head of the department. Special Guest Teachers can be arranged to help the students in getting more ideas about project quality.
- The draft project report following the regulations of documentation should be submitted to the Guide. The report should be in the prescribed format which contain the following:
    - o Facing sheet containing details of the team members etc.
    - o Certificate given by the Guide.
    - o Acknowledgement
    - o Index page containing list of items, list of tables, list of figures etc.
    - o Abstract of the project.
    - o System study, literature survey etc.
    - o Design, experimental setup etc.
    - o Technological importance, results etc.
    - o Advantages, results etc.
    - o Conclusions, bibliography, and appendix
- After verifying the draft report, the Guide will suggest corrections and required modifications. Once the final report is approved by the Guide and coordinator, three copies of the report should be submitted to the department. The reports should be of A4 size and hardcover bound.
- On completion, the mini project should be verified by a panel containing coordinator, Guide and faculty member nominated by the head of the department. Finally, the project report should be certified by the head of the department. One copy of the report shall be kept in the department library.

Seminar

Seminar presentation is part of the curriculum. The topic should preferably be related to the latest technology. the head of the department will nominate one staff member as the coordinator for conduct of the seminar.

- A detailed plan should be prepared to conduct individual seminar presentations of all the students. to avoid conflicts related to topics, submitted seminar topics may be accepted on a first-come, first-served basis. The topics which do not meet the required standard shall be rejected.
- Specific time slots shall be allotted in the timetable for seminar presentations. Each student shall be allotted a maximum of 30 minutes for presentation. After the presentation, there shall be an interactive session about the presented topic. The attendance of students should be ensured by the coordinator.
- The schedule of presentation shall be fixed by the coordinator and published for information of students. Based on the draft presentation report submitted, the coordinator will give permission for the presentation. The documentation shall follow the same prescribed format of the project report. A4 size paper shall be used for the document and binding with lamination is preferred. One copy of the report should be handed over to the coordinator for the department library.
- Sessional marks of the seminar shall be added to the sessional marks of the main project and shall be published at the end of the semester.

Main Project

- The same procedure followed for deciding the coordinator and Guides of Mini Project will also be followed for the Main Project. The students shall be given freedom for forming project teams which constitute a maximum of 5 students. Students can start the main project work immediately after completion of the sixth semester examinations.
- The Guide for a particular project will be nominated by the head of the department in consultation with the coordinator, based on the draft proposal received for the main project.
- If a particular team opts for doing the project outside the campus, there will be an external Guide also for the project. The organisation where the project is planned will decide the external Guide for the project.
- The team planning to do the project in an external organisation should intimate the following details to the coordinator and internal Guide.
- Name of the institution/organisation
- Name of the Guide with qualifications
- Details of the project
- Contact details of the Guide including email address and phone number.
- After commencement of the work, the team will periodically intimate the progress to the coordinator and internal Guide. An initial evaluation will be done on the project before commencement of the project and 25 marks shall be awarded for the same. The project components, source and other documents should be produced during initial evaluation.
- After the first evaluation, documentation work can be started after getting permission from the coordinator/Guide. Three additional copies of the documents should be submitted to the department, for the library, Department library, and internal Guide. The final report shall be of the same format as the Mini Project.
- The final evaluation will be conducted before the end of final semester class work. The sessional marks of Main Project will be added to the sessional marks of seminar presentation and will be published at the end of eighth semester.
- All the documents in connection will be the Mini Project, Seminar and Main Project should be verified and approved by the head of the department.

PCE/QPP/17: Procedure for Verification of Stock

Verification of Stock

The purpose is to define procedures to verify the existing stock in the College as per stock register and report any discrepancy in the stock to the Principal/Management. This is to maintain the inventory correctly and to take steps to procure/repair the items for the smooth functioning of the College. The responsibility is vested with the principal, head of the departments, Workshop Superintendent, Storekeeper, Librarian, and Officer in charge of stationery and furniture.

Procedure

- A main stock register is maintained in which all the items supplied to the College are entered.
- Maintain a register for all departments, laboratories and workshops and it is updated periodically.
- May maintain separate registers for each department, if required.
- The principal will issue an office order to the heads of the departments, Workshop Superintendent, Librarian, and all concerned showing the details of stock verification, the date on which verification is to be completed, the coordinating officer etc.
- The concerned staff should make all arrangements for the smooth conduct of stock verification.
- Stock verification should be done with the help of the stock registers maintained in the departments, workshops, and laboratories.
- If the stock is correct, a certificate to this effect is written in the stock register by the stock verification officer.
- If any discrepancy is found, a certificate to that effect is entered in the register.
- As soon as the stock verification is completed, a report shall be sent to the principal with a copy communicated to the head of the department.
- Based on the report, the principal will initiate appropriate action on the same and the details will be informed to the Management.
- For verification of stock in the library, the staff and students have to be instructed to return all the books to the library before the stock verification starts. During the stock verification period, nobody is permitted to use the library facility.
- One or two staff members from each department shall be deputed for stock verification which shall be coordinated by a senior staff member.
- After physical verification of stock, a report shall be prepared by the staff, and the coordinator will forward the same to the principal with a copy to the Librarian.
- Appropriate corrective action will be initiated by the principal under intimation to the Management. A proforma shall be used for verifying the stock of the capital equipment.

Furniture

- A separate register containing all the furniture details is maintained and all the furniture shall be serially numbered.
- Separate stock register shall be maintained for furniture in all the departments.
- One staff member shall be entrusted with the stock verification, and he will report the details to the principal after taking stock of the items.
- Based on the report, the Principal will initiate corrective actions under intimation to the management.
- In the case of consumables, the rate of consumption is verified with the consumable stock register and reported to the principal.
- After verification, all the stock registers maintained in the departments should tally with the main stock register maintained in the stores.

PCE/QPP/18: Procedure for Industrial Visit

This procedure is to establish the guidelines for industrial visits that are mandatory for the engineering students. Among the various academic activities for engineering students, industrial visits, which offer insight to students about the practical applications of their theoretical knowledge are particularly important. Also, travelling in the company of peers will be a very enjoyable experience to the students.

An industrial visit serves the following purposes:

- Gives an opportunity to the students to experience industrial activities.
- Illustrates the connection between theory classes and its practical applications.
- Helps the students to see how industrial units really work.

The responsibility to arrange the industrial visits is vested with the head of the department/Principal. As per the course curriculum, BTech students may undertake an educational tour/Industrial Visit preferably during the seventh semester and should submit a detailed report on the programme. The tour may be conducted during holidays taking not more than 5 days. The tour period shall be considered as part of working days of a semester. The college may also allow students to visit the neighbouring industrial units for educational purposes, provided such visits can be completed in a single day.

The students are to be accompanied by both male and female staff members to look after the wellbeing of students during the tour/industrial visit. The tour expenses of the accompanying faculty members will be borne by the college. Towards the end of fifth semester, a committee of students will be formed for each class to organise the tour. The tour committee will prepare a tour itinerary including preferred dates of tour, in consultation with the Staff Advisor.

Head of the department will nominate the staff members (both male and female), preferably student advisors to accompany the students. Students may be exempted from attending the tour in exceptional cases, only on medical grounds. The tour committee will prepare the list of students participating in the tour and the list of industries to be visited. The tour committee, in consultation with the Staff Advisors/head of the department will identify the tour operators and get their quotations. The tour operator is finalised in consultation with the College authorities after negotiations for the service provided. The tour Secretary will collect the tour expenses from the students and deposit the same in the college office.

The request letters to the industries are prepared and forwarded by the College Office. After getting permission from the industries, a final tour itinerary is prepared which includes details of places of stay, dates of visits to the industries etc.

The students who are participating in the tour should get the consent letter signed by their parents.

Special advice is given to the lady students by the lady staff regarding their tour preparations.

Related Records

- Tour itinerary
- Report of industrial visit

PCE/QPP/19: Procedure for Academic Counselling

The following guidelines are to assist the faculty to identify distressed students and to address their issues in an open manner.

Some students might experience mental distress at some time or other during the professional course. The impact of mental distress can be lessened with proper support.

PCE has the responsibility to be aware of the mental health concerns of students inside the campus. Mental ill health includes anxiety and depression.

To identify the students who are in a state of mental distress, the following parameters need to be considered.

- Denial or more withdrawn than usual.
- Less communicative or difficult to engage in conversation.
- Displaying disruptive behaviour.
- Confused or difficulty in concentrating/ distorted thinking.

The responsibility is vested with the Staff Advisor and Student Counselor.

The college will be able to offer assistance to the students through an effective advisory system by maintaining close contact and communication with each and every student.

If something seems to disorient the student other than the normal mode, the circumstances and the prevailing mood which might trigger the particular student to react in such a way must be identified.

Steps

- Ask those students to whom else the student who needs counselling might have told their current situation.
- Direct the students to their faculty members or health professionals.
- Refer the students to the Student Counselor, if problems are beyond the role of the faculty, for this purpose.

If the situation seems to be urgent, the student should be made to refer to the emergency services. In a state of crisis, it is always needed to take care of the student and make a provision of his contact details to his immediate family members as per the need.

Initially, it may seem that the situation will rectify by itself. But in case it does not happen, there is more likelihood of the situation becoming more complex which can adversely impact more people.

Guidelines for Faculty

- Whenever the Staff Advisor/faculty notices that something is not quite right with a student, these guidelines will provide a framework for taking an active role.
- Gently advise the student in a manner so that the student may be able to find a solution from the given piece of advice given to him. The student may be unaware of what you have noticed, or they have not realised that their behaviour is having an impact on those around him. In such cases, your involvement may be the first step towards helping the student to point out the innumerable problems which he wants to ventilate out towards solving his problem.
- The faculty can point the student to professional aid and encourage them to be active by learning to overcome those experiences that might frighten them. The faculty plays a major role in assisting them to get the appropriate help.
- In some cases, the student may approach the Staff Advisor/faculty and disclose their present condition that could adversely affect their wellbeing as well as their behaviour towards their environment. Moreover, it is not alone the role to manage the condition but also one gets a better understanding about the student and his environment as well.

This guideline provides a means of bringing your concern to the attention of the student in a straightforward manner and making your expectations clear.

Dealing with Distressed Students

- Listen well and clarify the student's situation.
- Enquire whether the student gets support from his family, friends or professionals who know about the situation.
- Provide referral points such as counselling.
- Brief the student with a plan of action (e.g.to make an appointment with Counselor etc.)
- Brief the details to the Principal and Psychologist.

When a student discloses a mental distress to you,

- Your primary role is to ensure that the student is safe and has appropriate support and can continue with their study.
- If you are not sure of what to do, contact other services such as professionals, counsellors etc.

If a student is threatening to commit suicide,

- Talk openly to the student.
- Consider the person seriously.
- Refer the student to a health professional.
- Provide care and assistance by counselling with others.
- Brief afterwards to appropriate staff or Principal.

There are rare instances when you have to deal with aggressive students,

- Do not put yourself in a situation which is unsafe.
- Take assistance from security.
- Remind the student that his behaviour is inappropriate.
- If a student threatens to complain, refer the student to the appropriate authority.
- Remove the student from the area, if appropriate.
- Counsellors can assist if you have concerns about a student.
- The available support services shall be utilised in dealing with the student.

Referral Process

- Inform the student that the service is free and will remain confidential.
- Provide the students with contact details allowing them to make their own appointment.
- If the student does not wish to attend as he is distressed, explain your concerns for their health and their current ability to manage studies.
- You are able to assist academic problems and can provide other services.
- Except in emergencies, options must be left to the student, or they are unlikely to attend the appointment.
- If you desire to bring the student personally to get the help of a counselling service, check whether the psychologist is available.

When responding to students who are reluctant to seek help,

- Offer to assist in setting up an appointment.
- Follow up with the student at a later date to show your continued interest in your recommendation.
- Students contemplating dropping out, transferring to, or worried about possible academic failure.
- Any reference to suicide is to the considered seriously. The judgment about the suicidal intent should not be made without consultation with a professional mental health worker.
- Most common psychological disturbances which affect an individual's normal functioning are anxiety and depression.
- The death of a faculty member or close friend, break up of intimate relations, change in family responsibilities can henceforth result in increased stress and psychological difficulties.
- Self-starvation or abnormal eating habits can be signs of underlying stress.

Related Records

Counselling records

PCE/QPP/20: Procedure for Grievance Redressal

The purpose of grievance redressal procedure is to provide accessibility for settlement of grievances of staff and students of Providence leading to increased satisfaction in the campus and resulting in improved productivity and efficiency of the institute.

The responsibility is vested with the Management and Grievance Redressal Cell. The scheme will cover all the staff and students of Providence except casual and contract employees. The grievances related to any staff member or student of Providence arising out of the implementation of rules/policies or decisions of the institution have to be sorted out. It can include matters relating to leave, examinations, internal assessments, increments, non-extension of benefits, career advancement, interpretation of service rules etc. of an individual.

Individual grievances of staff members and students shall be dealt with in the following manner:

An aggrieved staff member or student shall take up the grievances orally with the immediate superior and try to resolve the grievance.

The superior officer for this purpose will be:

- Head of Department: in the case of staff members
- Staff Advisor: in the case of students
- Chief Superintendent: in the case of Examinations
- Librarian: in the case of library staff

If the grievance is not satisfactorily resolved, the aggrieved staff member/student may submit his grievance in writing to the principal. The principal will refer the same to the Grievance Redressal Committee with his comments in case the grievance is not amicably settled. The Committee will thoroughly study the case and make a decision, which will be final. The decision of the Grievance Redressal Committee will be communicated to the concerned.

In extraordinary cases, the staff or student who is not satisfied with the decision of the Grievance Redressal Committee will have an option to appeal with the concurrence of the Grievance Redressal committee to the Chairman of the Governing Body. The decision of the Chairman will be final and binding on the aggrieved staff member or student and the management.

Constitution of the Grievance Redressal Cell

-
-
-
-

The Grievance Redressal cell will meet as and when required.

Overall Guidance

- The staff member or student shall bring up his grievance within a period of one week of its occurrence.
- If the grievance is with regard to the office proceedings of the management, the said order shall be complied with before the staff member or student invokes the procedure for redressal of the grievance.
- Confidential report of a staff member shall not come under the preview of the grievance procedure.
- Grievance pertaining to a disciplinary action or appeal against such action shall be forwarded through proper channels as per the service rules of the organisation, and in other cases, the grievance redressal procedure will not apply.
- All the grievances referred to the committee shall be entered in a register to be maintained by the Grievance Redressal Committee.
- The number of grievances settled or pending will be reported to the Management periodically.

Related Records

- Minutes of the Grievance Redressal Committee
- Register

PCE/QPP/21: Procedure for Convening Staff Meetings and Departmental Association

Staff Meetings

The purpose of this procedure is to provide guidelines to conduct staff meetings to review the performance of academic delivery.

A structural staff meeting must take place to discuss the issues in the department. All the faculty members should compulsorily attend the meeting.

It is the responsibility of the head of the department to ensure that the staff meeting is convened periodically. The objectives of the meeting are:

- To review the progress of corrective actions decided in the previous meetings.
- To discuss any complaint received, identify the cause, and recommend corrective actions including feedback. Also, review suitability of the quality assurance system for the current and future operations.
- To review the findings of internal/external audit and identify any areas of recurring problems.
- To review and evaluate reports of audit and internal assessments.
- To discuss the training requirements, and plan for training, whenever necessary.

Staff meeting agenda:

- Schedule of internal assessment programmes.
- Review the requirements of staff training.
- Review the infrastructure needs.
- Discuss regarding the industrial visits of students.
- Date and time for the next meeting.
- The content of the meeting is formally documented.
- A staff meeting will be convened at the commencement of each semester. Staff meetings will be convened as per the requirement of each semester.
- It is a requirement that all the faculty members should attend the meetings and should record their attendance in the minutes register.

The meeting agenda should be finalised prior to the meeting.

Meeting agenda should include:

- Academic council decisions
- Current activities
- Continuous improvement
- Moderation and validation

Departmental Associations

Technical associations are to be established in various departments to meet the following objectives:

- To emphasise soft skills.
- To develop employability skills, professional skills, and communication skills.
- To interact more with employers to understand the real demand of the market.
- Improve teaching and curriculum.
- Customise courses to meet the different demands.

The department associations can do a great deal in meeting the above objectives, and it is with this idea, the activities of the departmental associations are planned.

The responsibility is vested with the head of the department and the faculty member in charge of the association activities.

Each department shall have a technical association which shall conduct technical programmes under the guidance of the head of the department. There shall also be the student chapters of IEEE, ASME, Institute of Engineers (India), etc.

The functions of student associations shall include:

- Arrangement of seminars, guest lectures, and technical quiz.
- Intercollegiate meets.
- Education tours/Industrial visits.
- Industrial training etc.

The programmes to be conducted by the student associations within the academic year like seminars, industrial visits, guest lectures and other activities shall be decided at the beginning of the semesters in consultation with the class representatives, head of the department and the coordinator.

The coordinator shall guide the students for planning and to conduct the programmes under their charge on the scheduled date and time.

A comprehensive report of all the activities shall be recorded with photographs.

Related Records

Register of the minutes of Staff Meeting.

PCE/QPP/22: Procedure for Safety, Health and Hygiene

The policy of Providence is to create and maintain a safe and healthy workplace which is free of hazards that may cause harm to the students, faculty, employees, and visitors.

This policy describes the safety plan for all students and employees of Providence.

The responsibility rests with the Principal, Deans, head of the departments, Supervisory staff, Physical Education Director, and the staff who are assisted by the Safety Committee of Providence. Everyone with supervisory capacity is expected to participate directly to assure safety in all working places of the institution. Training programmes will also be arranged for prevention of hazards in the campus.

Everyone inside the campus is required to comply with the safety regulations, and report the accidents, injuries and unsafe conditions prevailing in the campus to their superiors.

A Safety Committee shall be constituted in the campus, which will be responsible for:

- Auditing compliance with the safety plan.
- Keeping safety plans up to date.
- Scheduling safety training as required.
- Working with supervisors and employees to resolve safety complaints.
- Keeping a safety bulletin board.

Steps to Assure Safety

Holding Safety Meetings Periodically

The participants discuss the safety issues and provide new information. It also gives opportunities to the staff and students to express their concerns about safety. Safety issues discussed during staff meetings are recorded.

Providing Safety Bulletin Board

Safety bulletin boards are used for posting notices, posters, newsletters and other safety education materials, and minutes of the safety committee meetings. These boards are to be located at crucial spaces seen by all the students and employees.

Emergency Operation Plans

The departments will develop operation plans for responding to fire, chemical spills etc. The building floor plans are to be exhibited with location of safety equipment, exit pathways, and identified areas of refuge for occupants.

Employees will make sure that all doors, exit pathways and stairs are kept clear of obstructions.

The Safety Committee is an advisory group which includes representatives of all the staff who help to identify unsafe conditions and methods of work and suggest corrective measures with participation of the employees.

Committee Members

- Principal
- One Professor
- Physical Education Director
- Workshop Superintendent
- Housekeeping in-charge

Safety Measures

Hazard Assessment

In order to assure a healthy work environment, Providence has established safety policies for the campus. These policies are developed in a group of faculty, staff, and students to avoid worksite hazards. The identified hazards are documented, and their occurrence prevented by making changes to or by introducing safe work practices. To

maintain a safe workplace, the responsible staff have to periodically inspect the work area under their supervision. The Housekeeping Supervisor also shall conduct visits to ascertain safety in all the workplaces. In addition, staff and employees shall continually check work areas for unsafe conditions and take required corrective actions. The employees working in the chemical laboratories should be trained on how to work safely with the chemicals.

Access to First Aid

In the event of any injury, the injured staff/student should get effective first aid. This is accomplished by providing first aid kits at strategic locations, especially in the workshops and laboratories.

Protective/Safety Equipment

PCE provides safety equipment to its students and employees whenever required by the regulations. The students and employees are informed of the personal protective/safety equipment required in many situations.

- During safety orientations conducted by the Supervisors.
- When a job procedure change requires a change in safety equipment.
- During safety meetings.
- As a regular part of any standard operating procedure.

Each staff member is required to conduct a hazard assessment of the work area and identify all possible hazards. According to the hazards, protective equipment shall be selected, and the employees trained on the safe use, care, and maintenance of each equipment.

Reporting Safety Problems

Students and employees are encouraged to report the safety concerns to their superiors. The employees shall also discuss the situation with the safety committee representatives.

Medical Emergencies

All medical emergencies should be reported to the nearest emergency medical service. The service can be reached by the institutional vehicle or in an ambulance.

All accidents/near miss events are to be investigated by the safety in charge and the investigation details and remedial measures will be summarised. Safety in charge shall get the assistance of the safety committee for the investigation, if needed, and recommend corrective actions to prevent recurrence of the accident.

Safety Training

The employees and students should be trained on safe work practices. Supervisors will follow- up safe practices and assess whether additional training is needed. The Safety Committee will assist departments in conducting safety training and education programmes.

All new employees shall receive the following instructions:

- Reporting procedure of accidents.
- Evacuation procedure during an emergency.
- Locations of fire alarm and fire extinguishers. The employees should not use a fire extinguisher unless trained to operate the same.
- Procedure to report unsafe conditions or acts to the superiors, and if possible, to take corrective actions.
- Location of first aid kits.
- Locations where hazardous materials are stored.

They will have to attend a safety training programme on:

- Identification of areas where hazardous materials are stored.
- Location of material safety data sheets.
- Hazard communication labelling system used in the department.
- Additional training programmes, if needed, covering health effects of hazardous chemicals and how to work safely with these chemicals.

- Identification and explanations of all signs and labels used in the work area.
- Use and care of personal protective equipment.

Emergency Phone Number

The following phone numbers will be displayed for reference:

- Fire force
- Nearest hospital
- Police control room
- Ambulance

Safety Programs

The safety programmes should include the following:

- Health check of drivers of college vehicles.
- Eye test of drivers.
- Preventive maintenance of college vehicles.
- Ensuring operational condition of all College vehicles.
- Control of movement of vehicles in the College campus – restrict speed, display boards for parking areas for students' vehicles, staff vehicles and visitors' vehicles etc.

Laboratory operations

- Ensure safety of gas connection in the laboratory.
- Ensure electrical safety.
- Ensure good operational conditions in the working environment.
- Provide rubber mat while working on electrically operated equipment.
- Provide a first aid box.
- Display dos and don'ts in the lab.
- Display first aid procedure in the lab.

Staircase Movements

- Exit of students through staircases shall be controlled.
- Proper caution boards shall be displayed.

Electrical Safety

- The electrical system shall be certified by competent authority and checked periodically.
- Restricted access to electrical installations shall be ensured for safety.

Structural Safety

- Temporary structures are to be eliminated.
- Safety certificates for the buildings shall be obtained from the competent authority.

Fire Safety Management

- Firefighting equipment is to be located in the College premises.
- Proper training on usage of such equipment is to be ensured and proper labels are to be fixed to identify the same.
- Periodical refilling of the firefighting equipment is to be ensured.
- Emergency exit shall be provided in multi-storeyed buildings.

Playground Safety

- The playgrounds shall be free from any dangerous objects which can cause harm to the students.
- Control trespassing of outsiders, animals, etc. into the playground.
- Avoid overhead electrical or telephone lines above or near the playground.

Water Safety

Pure and safe drinking water shall be made available in the campus. Periodical quality tests shall be done to ensure water purity.

Calibration of Equipment

Measuring devices, pressure vessels, air compressors, boilers, universal testing equipment etc. are to be calibrated periodically.

Food Safety

Cleaning and sterilising of vessels, good food preparation environment, personal hygiene avoiding services of deceased employees, damp free floor and walls, use of hairnet by employees, using stainless steel vessels as far as possible, housekeeping etc. are to be ensured in the cafeteria and food serving halls.

Security

- Proper security stalls shall be provided in the campus.
- Security personnel should be given proper training to act in emergency situations.
- List of emergency contact phone numbers shall be made available with the security.
- Security shall be capable of guiding visitors and parking of vehicles.

Procedure for Health and Hygiene

The safety committee shall look into the health aspects and related precautions to be followed in the college.

This may include:

- Good housekeeping system in the College premises, laboratories and workshops, canteen, playground etc.
- Schedule shall be prepared for the cleaning work of all cleaning staff for different places. Adherence to the schedule shall be ensured.
- In addition to the regular cleaning of floors of offices and classrooms, cleaning of toilets, washing area, sewages, tables, chairs, almirahs, bookshelves, windows, window glasses, ventilators, doors, grills, room ceiling, etc. Should also be done at predetermined intervals.
- Waste shall be removed and disposed of hygienically.
- Students, staff, or visitors found to have contagious diseases are properly regarded to avoid spreading to others.
- Toilets, bathrooms, wash basins and other common facilities shall be disinfected periodically.

Related Records

- Identification of likely hazards.
- Safety aspects and impact analysis.
- Health/Safety Committee meeting registers/minutes.

PCE/QPP/23: PROCEDURE FOR ESTABLISHING NORMS FOR CONDUCTING SPORTS AND CULTURAL ACTIVITIES

PCE gives due importance to the extracurricular activities along with academic subjects for the overall development of students. Aim is to provide adequate physical education facilities that are needed to ensure a healthy mind in the healthy body. Providence emphasises the importance of sports as an integral part of the curriculum to produce national players by providing hi-tech sports facilities to the students.

Cultural activities are also given due importance for the all-round development of the students. The responsibility rests with the Physical Education Director, head of the departments and Staff advisors.

Sports

The Sports Secretary shall be elected by the students. Student Senate (SS) along with sports representatives from each branch shall organise and conduct the programmes under the guidance of head of the departments and Staff coordinators.

The sports activities shall include inter-class/inter-branch sports tournaments such as cricket, basketball, volleyball, shuttle badminton, table tennis etc.

Annual athletic meet (track and field) also shall be conducted.

The coordinators shall guide the students to make all arrangements for the programmes and shall conduct the programmes as per the schedule.

Cultural Activities

Arts Club Secretary shall be elected from the students. Student Senate shall organise and conduct programmes under the guidance of the head of the department and the Staff advisor of SS.

The cultural activities shall include Onam celebration, Christmas celebration and College Arts Festival (RASAM), annual intercollegiate cultural festival and various other intercollegiate festivals.

 The coordinators shall guide the students to make all arrangements for the programmes and shall conduct the programmes as per the schedule.

Guidelines for Participation of Students in The Internal & External Sports/Cultural Events

- A student who is interested to participate in any event should make a request to the staff in charge through the Advisor and head of the department. The request should include an application for duty leave.
- The request will be forwarded to the principal.
- The Staff Advisor will recommend to the College Council for preliminary selections/scrutiny.
- The College Council will grant permission and intimate to the student.
- Immediately after returning to the College after participation, the student will submit the certificate of participation to the Advisor/head of the department.
- Relevant information on duty leave will be conveyed to all the concerned staff.
- The record of every student regarding duty leave taken by the student, events participated, and other details will be maintained by the respective Advisor.

Rewards

Grace marks will be awarded to the student for their achievements at university, Zonal and Inter- university level competitions.

- Winner: 5%
- 1st Runner-up: 3%
- 2nd Runner-up: 2%

Related Records

- Sports File
- Cultural File

PCE/QPP/24: PROCEDURE FOR PROTECTION OF GREENERY AND ENVIRONMENT

The natural environment has to be protected for the survival of human beings. Every effort shall be made by the individuals, institutions, and organisations for protection and management of the environment.

The approaches to identify and prevent the environmental impacts due to the activities of the College are:

- Control of emissions to air.
- Control of emissions to water.
- Control of releases to the land.
- Control on use of natural resources like wood, water etc.
- Control on use of conventional energy sources.
- Control of energy use related emissions, e.g., heat, sound, vibration, radiation etc.
- Control of wastes and by products.

The institution shall conduct an assessment and ensure control measures when any activity of the college is likely to produce an impact on the environment above the accepted level. The College shall also formulate an environmental policy.

Policy

PCE is committed to the protection of environment and greenery of the College campus through the active joint effort of all the stakeholders.

Protection and Development OF Greenery

Providence College of Engineering is spread over 10.19 acres of land by establishing and maintaining a cheerful and green environment of scenic value for a disciplined educational atmosphere. Rainwater harvesting is implemented in the institution.

Development of greenery by planting more trees and landscaping boost up environmental management of the College campus.

PCE/QPP/25: Procedure for Information Technology Management Systems

The purpose of this procedure is to establish guidelines for usage of the Information Technology (IT) related services of Providence. A wide array of computing, networking and telecommunications resources and services are provided by Providence to the members of the college community to facilitate teaching and learning, research, and administrative activities, and to further the mission of the institute. Users of these services should agree to abide by the terms and conditions contained in this procedure and all other applicable College policies. These policies are designed to enable high quality services and to maximise productivity while protecting the rights of all members of the Providence community.

Information technology resources (computer hardware, software, telephone systems, networks, services, data, and other information) are made available at the Providence primarily to support and facilitate the teaching, research, and administrative Functions of the College. Access to these resources is provided to the faculty, administration, staff, and enrolled students consistent with their responsibilities. Under no circumstances, anyone shall use IT resources of the college in ways that are; illegal (e.g., copyright violations), threatening the status of the institute, or interfering with reasonable use by other members of the College community. The terms of access will be stated at the time when access is granted.

The responsibility of IT Management rests with the System Admin.

E-mail access at Providence is controlled through individual accounts and passwords. Each user of the Providence e-mail system is required to abide by the rules and procedures of the institute. It is the responsibility of the employee to protect the confidentiality of their account and password information.

The campus computer network, including its connection to the Internet, is a critical shared resource for supporting the academic programs. Uses of Providence Internet connection that are central to the academic/administrative Functions of the college will receive higher priority during the times when classes are in session, offices are working, and in the evenings when preparation takes place. Low priority uses including recreational uses will receive lower priority during critical times. Peer-to-Peer Internet applications for distributing videos, music, software, etc. will receive the lowest priority. The quality and volume of the Internet traffic is regularly monitored to assure that critical applications are available to members of the campus community. It is the responsibility of each person using college resources including the computer network to do so in an ethical and legal manner. Particular attention should be given to observing copyright laws of digital materials.

All offices, laboratories and staff rooms on campus are wired for access to the computer network. If any departments request additional network jacks, or if network connections need to be moved to different locations, such service shall be requested through System Analyst. Network connections, wiring, equipment, or jacks may not be altered or extended beyond the locations of their intended use.

For all campus users, the primary access to the Providence computing services is through the campus network. Dial-up access via modem is not provided.

Removal of Obsolescence of Computer Equipment

All computer equipment of the college is on a regular replacement cycle of 10 years. The Goals of the replacement plan are to:

- Assure that the appropriate computing resources are available in the Central and departmental computing facilities, classrooms, and college offices to support the mission of the institution.
- Assure that each faculty and staff member who uses computing resources has a computer of sufficient capability to fulfil their responsibilities.
- Encourage planning of cost-effective installation of new equipment and disposal of old equipment.

College computers divided into lab computers, staff computers and research computers shall be replaced whenever required by the concerned.

Printers and Other Peripheral Equipment

The college provides printer locations in every department. Individual desktop printers are normally provided to Heads of departments and Deans. Other peripheral equipment such as scanners are also generally provided in

clustered locations instead of individual offices. Since these types of equipment are usually used intermittently, clustering allows sharing of the specialised resources.

Responsibility for Equipment

Each employee is responsible for taking reasonable safety precautions regarding the Providence-owned computer equipment. Employees will be held responsible for damage to such equipment arising out of their negligence or intentional misconduct.

Upgrades and Renewal

For computer equipment on the replacement plan, staff members shall consult with the System Analyst prior to ordering new equipment to determine the current and anticipated needs of equipment. Machines that are replaced with new ones are returned to System Analyst who reassigns the machine or sells them through the campus salvage process.

Repair of Computer Equipment

All computer equipment of the college is maintained in-house. If a hardware problem is suspected, the user should call the System Analyst during normal business hours for assistance and if hardware service is indicated, required arrangements will be made by the Technician.

Hardware Standards

The primary considerations for finalising configuration of desktop, printers and portable computers are:

- Ease of connectivity to the college network.
- Consistent performance of all integrated components in a network environment.
- Successful in-house experience with the chosen product and configuration.
- Serviceability by the computer maintenance department.
- Maximum campus lifetime of the computer and equipment.

The detailed listing of the standard configurations for new replacement computers for every year are updated and maintained by the IT Department.

Printers

Printing represents one of the high equipment expenditures at Providence. to facilitate the appropriate and responsible business use of printer assets as well as to control printing cost by preventing the waste of paper, toner, ink etc. An effort has been made to standardise specific printer models in order to optimise contractual agreements and to minimise support costs.

Printers are to be used for documents that are relevant to the conduct of day-to-day business at Providence. College printers should not be used to print personal documents.

Do not print multiple copies of the same document – the printer is not a copier and typically costs more per page to use. If multiple copies are needed, print one copy, and use the photocopier to make additional copies.

If an unclaimed print job is found, please stack it neatly and turn in to the main office. All unclaimed print jobs will be discarded after two days.

Make efforts to limit paper usage by taking advantage of duplex (i.e., double-sided) printing features offered by some printers and other optimization features (e.g., printing 6 powerpoint slides per page)

Make efforts to limit toner use by selecting light toner and lower dpi default print settings.

Avoid printing large files, as it drains network resources and interferes the ability of others to use the printer. Report any planned print jobs in excess of 50 pages to the IT Department, so that the most appropriate printer can be selected, and other users can be notified.

If printing a job in excess of 25 pages, be near the printer to ensure adequate paper supply for the job and to collect it when printing is completed.

Avoid printing email messages. Use the folders and archiving functionality in e-mail applications to organise and view your messages.

Avoiding printing a document just to see what it looks like.

Avoid reusing paper in laser printers, as this can lead to paper jams and other problems with the machine.

Many printers do not support certain paper types including transparencies, adhesive labels, tracing paper, card stock, or thicker paper. If it is required to use any of the above paper types, consult with the IT department to find out which machines can handle these special print jobs.

Avoid colour printing as far as possible. It is strongly recommended to avoid colour printing when monochrome (black) will do the purpose.

Printer paper and toner cartridges are available at all departments.

If a physical problem is encountered with the printer (paper jam, out of toner etc.), those who are not trained to solve the problem shall report the problem to the IT department or ask a trained coworker for help.

Report any malfunction of any printing device to the IT department as soon as possible.

Wi-Fi

The purpose of this policy is to define standards, procedures, and restrictions for connecting to Providence's internal network(s) or related technology resources via any means involving wireless technology. This can include, but is not limited to, access from the following:

- External hosts via remote access technology (e.g., using a wireless router at home to connect to the Providence Virtual Private Network).
- Wireless gateways on Providence premises.
- Third party wireless internet service providers (also known as "hotspots").

The policy applies to any equipment used to access Providence resources even if said equipment is not Providence-owned or supplied. For example, use of a public library's wireless network to access the Providence network would fall under the scope of this policy. The overriding goal of this policy is to protect Providence's technology-based resources (such as College data, computer systems, networks, databases, etc.) from unauthorised use and/or malicious software attack that could result in loss of information, damage to critical applications, loss of revenue, and damage to public image of the institute. Therefore, all users employing wireless methods of accessing Providence technology resources must adhere to defined processes of the college for doing so.

- It is the responsibility of any employee of Providence who is connecting to the organisational network to ensure that all components of his/her Internet connection remain as secure as his/her network access within the office. It is imperative that any internet connection used to conduct Providence business be utilised appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be observed.
- Employees using Internet access methods will, without exception, use secure remote access procedures. This will be enforced through public/private key encrypted strong passwords in accordance with Providence's password policy. Employees agree to never disclose their passwords to anyone.
- All remote computer equipment and devices used for business interests, must display reasonable physical security measures. Users are expected to secure their Providence- connected machines when they are physically at their machines, as well as when they step away. Computers will have installed whatever antivirus software deemed necessary by Providence's IT Department. Antivirus signature files must be updated in accordance with existing policy.
- Employees and temporary staff will make no modifications of any kind to Providence-owned and installed wireless hardware or software without the approval of Providence's ITMS Department.
- Employees and temporary staff with Internet access privileges must ensure that their computers are not connected to any other network while connected to Providence's network via remote access.
- The internet access user also agrees to and accepts that his/her access and/or connection of Providence's networks may be monitored to record dates, times, duration of access, data types and volumes, etc., in order

- to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by external parties.
- The IT department reserves the right to turn off without notice any access port to the network that puts the Providence's systems, data, users, and clients at risk.
- Failure to comply with the Internet Security Access Policy and Agreement may result in the suspension of remote access privileges, disciplinary action, and possibly termination of employment.
- Follow these steps for any employee departure, whether voluntary or involuntary. This checklist assumes that appropriate written notification of pending departure has either been supplied by the employee in the event of resignation or will be supplied to the employee in the event of termination. Notify the appropriate personnel in the IT department in advance that an employee will be departing so that they can take appropriate security measures. If the employee is being terminated, notify the IT department that all of the employee's accounts (network, e-mail, and voice) will need to be deactivated at a particular date and time. Ideally, deactivation should take place while the employee is being notified of his or her termination.
- List in advance any equipment and files that should be in the employee's possession and must be returned.
- Have all work-related computer files transferred for secure review by the departing employee's successor or supervisor. These files will be deleted, stored, or forwarded to the appropriate Providence staff member.
- Arrange for return of personal print and computer files to the employee.
- Arrange for the departing employee's email and phone calls to be temporarily forwarded to the employee's supervisor.

This policy applies to the proper disposal of all non-leased Providence IT hardware, including PCs, printers, handheld devices, servers, databases, hubs, switches, bridges, routers and so on. College-owned surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse are covered by this policy. Wherever applicable, it is desirable to achieve some residual value of the IT asset in question through reselling, auctioning, donation, or reassignment to a less-critical function.

Definitions

"Non-leased" refers to any and all IT assets that are the sole property of Providence; that is, equipment that is not rented, leased, or borrowed from a third-party supplier or partner company.

"Disposal" refers to the reselling, reassignment, recycling, donating, or throwing out of IT equipment through responsible, ethical, and environmentally sound means.

"Obsolete" refers to any and all equipment over 10 years old and/or that which no longer meets requisite functionality.

"Surplus" refers to hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.

"Beyond reasonable repair" refers to any and all equipment whose condition requires fixing or refurbishing that is likely to cost equal to or more than total replacement.

Disposal procedure of all IT assets and equipment will be centrally managed and coordinated by Providence's IT Department. Providence's IT Department is also responsible for backing up and then wiping clean of college data from all IT assets slated for disposal, as well as the removal of college tags and/or identifying labels.

Acceptable methods for the disposal of IT assets are as follows:

- Sold to existing staff.
- Donated to students.
- Sold as scrap to a licensed dealer.
- Used as a trade-in against the cost of replacement items.
- Reassigned to a less-critical business operation function.
- Donated to schools, charities, and other non-profit organisations.
- Recycled and/or refurbished to leverage for further use (within limits of reasonable repair).

It is the responsibility of any employee of Providence's IT Department with the appropriate authority to ensure that IT assets, equipment and hardware are disposed of according to one or more of the methods prescribed above. It

is imperative that any disposals performed by Providence are done appropriately, responsibly, and ethically, as well as with college resource planning in mind. The following rules must therefore be observed:

Obsolete IT assets: As prescribed above, "obsolete" refers to any and all computer or computer-related equipment over 10 years old and/or equipment that no longer meets requisite functionality. Identifying and classifying IT assets as obsolete is the sole province of Providence's IT Department. Decisions on this matter will be made according to Providence's purchasing/procurement strategies.

Reassignment of computer hardware to a less-critical role is made at the sole discretion of Providence's IT Department with the concurrence of the receiving department.

Income derived from disposal: It is desirable to achieve some residual value from retired or surplus IT assets. All receipts from the sale of IT assets must be kept and submitted to the Finance Department.

The IT department Head is responsible for verifying and classifying any IT assets beyond reasonable repair. The IT Department will inventory and stockpile these parts. Remaining parts and/or whole machines unfit for use, or any other disposal means will be sold to an approved scrap dealer or salvaging company.

All hardware slated for disposal by any means must be fully wiped clean of all college data. The IT Department will assume responsibility for decommissioning this equipment by deleting all files, college-licensed programs, and applications using a pre-approved disk- sanitiser.

Hazardous materials such as lead, mercury, bromine, cadmium, etc. must be thoroughly removed from computer hardware before shipment to a landfill as rubbish. The IT Department may perform this action itself using government-approved disposal methods or hire an accredited disposal company specialising in this service. No matter what the route taken, the removal and discarding of toxins from Providence equipment must be in full compliance with the laws.

IT assets with a net residual value that are not assigned for reuse, discarding, or sale to employees or external buyers, may be donated to a college-approved school, charity, or other non-profit organisation. All donation receipts must be submitted to the Finance department for taxation purposes.

The primary goals of developing and implementing Information Technology policy are:

- To reduce training and support costs and create economies by narrowing the number of technologies and products used.
- To ease purchasing decisions by pre-evaluating and pre-approving technology solutions.
- To set parameters for future technology innovation and development.
- To ensure integration and interoperability between technologies.

On an assessment of relative quality and performance as dictated by business needs, the following standard technologies were selected based on prevalence in the organisation or in the case where two or more competing technologies previously existed. When making a purchasing decision, Providence purchasing policy is to be considered.

Portable computers offer staff the ability to be more productive while on the move. They offer greater flexibility in where and when staff can work and access information, including information on the Providence network. Any device that can access the Providence network must be considered part of that network and therefore subject to policies intended to protect the network from harm.

In order to qualify for access to the Providence network, the laptop must meet the following conditions. Network settings must be reviewed and approved by the IT department. Anti- virus must be installed on the computer and must always be active. Software must have active scanning and be kept up to date.

The user of the laptop is responsible for network security of the laptop whether they are onsite, at home, or on the road. The user of the laptop is responsible for keeping their antivirus scanning software up to date at all times. It is strongly recommended that they update their antivirus software before going on the road. Use of public Internet services is discouraged, as they do not offer adequate protection for the user.

The IT Department reserves the right to audit any laptop used for the college business to ensure that it continues to conform to this certification policy. The IT Department will also deny network access to any laptop, which has not been properly configured and certified.

Currently, Providence has antivirus software in use. All computers attached to the Providence network must have standard, supported antivirus software installed. This software must be active, be scheduled to perform virus checks at regular intervals, and have its virus definition files kept up to date. If an employee receives what he/she believes to be a virus or suspects that a computer is infected with a virus, it must be reported to the IT Department immediately. No employee should attempt to destroy or remove a virus, or any evidence of that virus, without direction from the IT Department. Any virus-infected computer will be removed from the network until it is verified as virus-free.

General Guidelines for Safe Computing:

- Never open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source.
- Never open any files or macros attached to an email from a known source (even a co-worker) if you were not expecting a specific attachment from that source.
- Do not click on a link sent to you if you were not expecting a specific link.
- Never copy, download, or install files from unknown, suspicious, or untrustworthy sources or removable media.
- Avoid direct sharing of external storage media (CDs, DVDs, USB drives, pen drives, etc) with read/write access.
- Always scan external storage media devices for viruses before using it.
- If instructed to delete email messages believed to contain a virus, be sure to also delete the message from your Deleted Items or Trash folder.
- Back up critical data and systems configurations on a regular basis and store backups in a safe place.
- Regularly update virus protection on personally owned home computers that are used for business purposes. This includes installing recommended security patches for the operating system and other applications that are in use.

IT Department Responsibilities

The following activities are the responsibility of the Providence IT Department.

- The IT Department is responsible for maintaining and updating the Antivirus Policy.
- The IT Department will keep the antivirus products it provides up to date in terms of both virus definitions and software version in use.
- The IT Department will apply any updates to the services it provides that are required to defend against threats from viruses.
- The IT Department will install antivirus software on all Providence owned and installed desktop, workstations, laptops, and servers.
- The IT Department will assist employees in installing antivirus software according to standards on personally owned computers that will be used for business purposes.
- The IT Department will not provide antivirus software in these cases.
- The IT Department will take appropriate action to contain, remove and assist in recovery from virus infections. In order to do so, the ITMS Department may be required to disconnect a suspect computer from the network or disconnect an entire segment of the network.
- The IT Department will perform regular antivirus sweeps.
- The IT department will attempt to notify users of Providence systems of any credible virus threats via e-mail or telephone messages. Virus reports will not be acted upon until validated. Employees should not forward these or any virus warning messages in order to keep network traffic to a minimum.
- Any employee or student who is found to have violated this policy are subject to the Employee/Student Conduct Code and may be subjected to disciplinary action.

Related Records

IT Related Policies.

PCE/QPP/26: Procedure for Operation of College Canteen

The purpose of this procedure is to establish guidelines for a well-defined operation of canteen services in the campus.

- The canteen used by staff, students and visitors is generally the most visited place in the campus. Also, the students and staff can take their visitors for a brief break for tea or lunch. The break hour shall be utilised for exchange among the students, staff and faculty who may be visiting the canteen. The college canteen needs to serve nutritious food at subsidised rates.
- TheresponsibilityofthecanteenisvestedwiththeManagementandCanteenCommittee.
- The educational campus should be conducive to make the students and staff feel comfortable in carrying out academic activities. The students and staff spend about 7 to 8 hours in the campus and the requirements of food and snacks for the entire campus is to be supported by the canteen services.
- The users of canteen services should be provided with a wide variety of food by which they are assured that their dietary needs are taken care of. The College prevents the students/staff from leaving the College during lunch hour and other breaks and the canteen should offer food items at prices lower than the surrounding outlets.
- For students, the canteen facility will not be available during the regular class hours.

Canteen Policy

The canteen policy aims to:

- Offer a variety of healthy and nutritious food approved by the Canteen Committee and the Management.
- Make sure that the canteen maintains a neat and hygienic environment.
- Ensure that the employees of the canteen wear tidy uniforms.
- Ensure that the safety standards are maintained.
- Ensure that a hygienic waste disposal system is maintained.
- Ensures that the food is offered at a reasonable price.
- The canteen menu will be reviewed regularly.
- Provide quality food as per the menu demanded by the Management or special occasions.
- Maintain a friendly environment for the canteen staff and all persons using the canteen facility.
- Canteen shall provide essential safety equipment and ensure that it is well maintained and used correctly.
- Canteen will comply with the health and safety regulations of the College.

Measures to Be Taken to Ensure Provisions of Safe Food

- Provide meshes in windows and ventilators for insect control.
- Cover food items with proper lids/mesh fittings.
- Ensure that there is no presence of rats, lizards, spiders, or other pets in the area.
- Conduct water testing periodically.
- Provide proper drainage.
- Provide stainless steel utensils.
- Ensure that the employees are using hairnets.
- Ensure that the employees use face masks when suffering from cold.
- Ensure that the employees are provided with facilities for washing.
- Water taps used in the working area shall be elbow operated.
- Employees with wounds and diseases are not allowed to work.
- Ensure that cleaning of utensils is done with proper cleaning materials and with hot water as far as possible.
- Provide waste bins with foot operating covers at all required areas.
- Maintain a hygienic environment inside the canteen.

Kitchen

- Kitchen doors should always be kept closed.
- Entry to the kitchen shall be restricted.
- Do not keep food items on the kitchen floor.
- Cross contamination should be totally controlled.

- Provide separate stands and hooks for kitchen tools.
- Avoid wearing shabby clothes inside the kitchen.
- Always keep the kitchen hygiene.

Canteen Committee

- Representative of Management
- Two faculty members
- Representative of non-teaching staff
- Two student representatives

The Canteen Committee shall be responsible for the following:

- Plan the menu to meet the nutritional requirements of students and staff.
- To coordinate maintaining neatness in the canteen.
- To organise appropriate training for food service personnel and implement measures to improve quality and efficiency of the canteen.
- To receive complaints and organise corrective measures.
- Maintain minutes of the Canteen Committee meetings.

Responsibilities of Canteen Managers

- Operate canteen under the direction of Canteen Committee or its designee.
- To strictly follow the rules and regulations of Providence for operation of the canteen.
- Organise and manage employees for preparation and serving of food and proper care of equipment.
- To refer any problem pertaining to Canteen operation to the Convener of the canteen committee
- To maintain discipline in the dining rooms with the assistance of Security personnel.
- Refer the problems regarding canteen operations to the Management.
- Direct to maintain cleanliness of the dining area and enforce standards for the same.

General Kitchen Control

- No person other than canteen staff shall be permitted in the kitchen.
- No food items of any nature shall be drawn from the kitchen without prior knowledge of the Canteen Manager.

PCE/QPP/27: Procedure for Electrical PowerManagement

The purpose of this procedure is to establish guidelines for management of power consumption in the Providence campus. The responsibility rests with the Electrical and Electronics Engineering Department.

Procedure

- The use of all the electrical machinery and equipment is to be restricted by the permission of the concerned.
- All the equipment, including lights and fans should be switched off after use.
- All purchases of Electrical equipment should be on par with purchase rules of the institution and with due importance on energy saving. A list of suppliers should be maintained and updated periodically.
- As far as possible, the electrical equipment should be used sparingly.
- Whenever unnecessary working of lights and fans are noticed, they should be switched off.
- Water should be used judiciously, thereby preventing frequent usage of the water pumps.
- Use of computers, Xerox machines etc. should be controlled as far as possible.
- Use of air conditioners should be controlled.
- Monthly power consumption bills should be verified and compared with the previous months.

PCE/QPP/28: Procedure for Purchase of Lab Equipment/ Consumables

The purpose of this procedure is to establish guidelines for purchase of Lab Equipment/Consumables in Providence campus. The responsibility rests with the head of the department and Administrative Officer.

Procedure

- The Lab-in-charge shall submit a request to the principal through the head of the department for sanctioning the purchase of Lab equipment/consumables. The request shall contain the following details:
    - The name of equipment/consumable/spares.
    - Specifications of the item.
    - Number of units/pieces to be purchased.
    - Estimated cost of each unit/piece.
    - Total estimated cost.
- On getting the request, the Principal will verify the genuineness of request and if satisfied about necessity, a report will be submitted to the Chairperson for sanction.
- Once the proposal is sanctioned by the Chairperson, the fact will be reported to the head of the department.
- The Finance Manager will arrange to send letters to the firms inviting closed quotations specifying the last date. The letter will also contain the condition that the envelopes in which quotations are submitted are to be superscribed with the following information:
    - Quotation #: the supplier's document number.
    - Reference #: the college's letter reference number.
- Quotations will be opened in the office of the Finance Manager on the date specified in the quotations and all quotations will be numbered and initialled by the principal.
- Then the quotations will be forwarded to head of the department concerned
- On receipt of the same, the head of the department shall arrange to prepare a comparative statement in a specified form and recommend the name of the firm from which the items are to be procured. Comparative statements, quotations and recommendations based on quality, price, delivery, proximity of the supplier and other services provided by the supplier shall be sent back to the Finance office for further processing.
- The Finance office will arrange for negotiation, if any, with the firm and to get approval from the Chairperson and to place supply orders with the firm. A copy of the order will be made available to the Department.
- Arrangement for taking delivery of the items with intimation to the Finance office will be the responsibility of the intending department, and the items will be received by the department for testing of the items to ensure its conformity to the specifications as per the supply order.
- Bills of purchase after entering in the stock register maintained in the Finance Office/Department shall be forwarded to the Principal/Finance office for processing payment. The bills should contain stock entry, number in the department register and the invoice should be certified by the head of the department for payment. One copy of the invoice should be kept in the intending department for future reference.
- If the item is rejected by the intended department, the Office shall arrange for the return of the item to the supplier for replacement.
- As the above arrangement will consume more time, the requirement may be assessed sufficiently earlier, and the procedure has to be started well in advance.

PCE/QPP/29: Procedure for Maintenance of the Lab/ Workshop/ General Equipment

Purpose

The purpose of this procedure is to establish a clear and comprehensive maintenance policy for the equipment of Providence. This procedure applies to all equipment in the laboratories, workshops, and offices of the institution.

Scope

This procedure is to ensure proper general maintenance of laboratory and workshop equipment. Maintaining equipment in good working order is essential for the production of high-quality data in a laboratory and also for ensuring safety. Instrument-specific maintenance and troubleshooting schedules shall be found in the individual equipment manuals.

Responsibility

The responsibility rests with the Principal and HODs.

Procedure

Equipment documents and records are an essential part of the quality system. The policies and procedures for maintenance should be defined in appropriate documents and keeping good equipment records will allow for thorough evaluation of any problem that arises. Each major equipment will have its own equipment maintenance document. Commonly used smaller equipment, such as centrifuges and pipettes may be managed with a manual or maintenance document that deals with all such equipment in the laboratory. An equipment maintenance document should include:

- Step-by-step instructions for routine maintenance including frequency of performance check and how to keep records of performance.
- Instructions for carrying out function checks, performance checks and how to record the results.
- Directions for calibrating the instrument. Troubleshooting guide.
- The required manufacturers contact details for service and repair.
- List of any specific items needed for use and maintenance such as spare parts.
- For major equipment, identification of specific instruments may include information on its performance. A name board may be displayed showing the details and specifications of the machine/equipment.

Recording Maintenance Information

Each piece of equipment should have a dedicated logbook documenting all characteristics and maintenance elements.

- Preventive maintenance activities and schedule.
- Recording of function checks and calibration.
- Any maintenance performed by the manufacturer.
- Full information on any problem that the instrument develops, subsequent troubleshooting activity, and follow-up information regarding resolution of the problem. When recording problems, make sure to include:
    o   Date when problem occurred and when equipment was removed from service.
    o   Reason for breakdown or failure.
    o   Corrective action taken, including a note about any service provided by the manufacturer.
    o   Date when returned to use.
    o   Any changes to procedure for maintenance or function checks as a result of the problem.

Some of the helpful tools for keeping records of equipment management are:

- Charts
- Logs
- Checklists
- Graphs
- Service report

Activities

The Laboratory in charge shall be responsible for ensuring that all laboratory equipment is maintained in good condition. The laboratory in charge shall periodically issue updated maintenance schedule assignments as per the maintenance logbook document which states what actions are to be taken at what time, and by whom the equipment is to be maintained.

Laboratory personnel shall be responsible for adhering to the routine maintenance schedule and carrying out other special maintenance tasks as required by the laboratory in charge.

No unauthorised maintenance or repair shall be performed on any instrument. Permission of the Laboratory in charge shall be obtained prior to performing any non-routine equipment maintenance.

Safe use of tools, electricity and chemicals shall be observed at all times in the maintenance of laboratory equipment.

Actions on equipment which needs external maintenance are initiated, followed, and executed by the Laboratory in charge in consultation with the HOD/Principal.

On condemnation of any equipment/machine, the same is physically removed from the place or kept in specific earmarked place with the board bearing title as "not in use" or "under maintenance" and corresponding records have to be updated with deletions.

General Equipment (Office Equipment)

Maintenance of Air Conditioners

This may be done internally or through outsourced services.

Maintenance of Telephones

Approved maintenance mechanics may be entrusted with the work.

Maintenance of Lights, Fans, Etc

This may be done internally with competent staff.

Maintenance of Diesel Generators

This may be arranged with the supplier organisations.

Maintenance of Buildings

Periodic maintenance of the building and painting of structures are also done through competent agencies.

Related Records

- Preventive maintenance records.
- Breakdown records.

PCE/QPP/30: PROCEDURE FOR PLACEMENT AND TRAINING

Purpose

This procedure defines the principle of Providence open process for providing placement to the students in various reputed organisations in India. A merit-based selection process is adopted for providing placement to various institutions conducting campus selection processes. Students are also taken to other educational institutions, where campus selection is conducted by various industries. This procedure provides a common placement framework for the whole college. However, the placement activity is the responsibility of the placement cell of the college.

Scope

The procedure applies to all placement processes of eligible students through various campus selections.

Responsibility

Management, Principal, and Placement Cell of the Providence.

Placement Methodology

1. Collecting inputs regarding professional outlook, communication ability and awareness from the trainers of induction programmes.
2. Collecting information regarding skills in solving mathematical problems and technical questions.
3. PCE conducts induction programmes to provide awareness to the students about prospective employers in the field of hardware, software and manufacturing and service industries.
4. Interactive sections are conducted to know the choice for higher studies or government/private jobs.
5. Handover the inputs to the external agency and select appropriate resource persons for imparting training.
6. Design the training consisting of logical reasoning, numerical aptitude, quantitative aptitude, technical aptitude, soft skill training etc.
7. Training based on the companies visiting for campus drive and learning materials given to students including exposure to modern technologies.
8. Provide practice of online tests.
9. Provide online refresher training to students.

Procedure for Recruitment

1. Gathering information regarding the job profile and skill and competency expected by the industry.
2. A formal invitation letter for campus recruitment is sent.
3. Company replies with the confirmation and details of the campus drive process.
4. Fix up a convenient date for campus recruitment.
5. Sharing information regarding the job profile, eligibility criteria and recruitment process to the students through the Staff Advisors.
6. Collect a database of eligible students through Staff Advisors and forward the same to the company.
7. Host the recruitment drive at Providence including the pre-placement talk, Aptitude Test/GD/Final interview/HR interview.
8. Announcement of the result from the company. Offer letters are sent by the company either to the Placement Officer or directly to the students.

Related Records

- Databank of students
- List of prospective companies
- List of training agencies

PCE/QPP/31: DISCIPLINE MONITORING COMMITTEE

Discipline Monitoring Committee (DMC) includes all the Heads of Departments and includes all the Heads of department and Ethics Committee Team.

DMC meetings will be held in the beginning, during the course of and at the end of every academic year. Year plan will be prepared at the beginning of the year by DMC.

PCE/QPP/32: CITIZENSHIP AND STUDENT SENATE

Citizenship training is aimed to evoke a sense of social responsibility in upholding and adhering to the law and order of the society and to create a healthy environment. to inculcate the above virtue the citizenship and student senate (SS) and office bearers are selected by the students.