

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator 6.2 Strategy Development and Deployment

Metric No 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures

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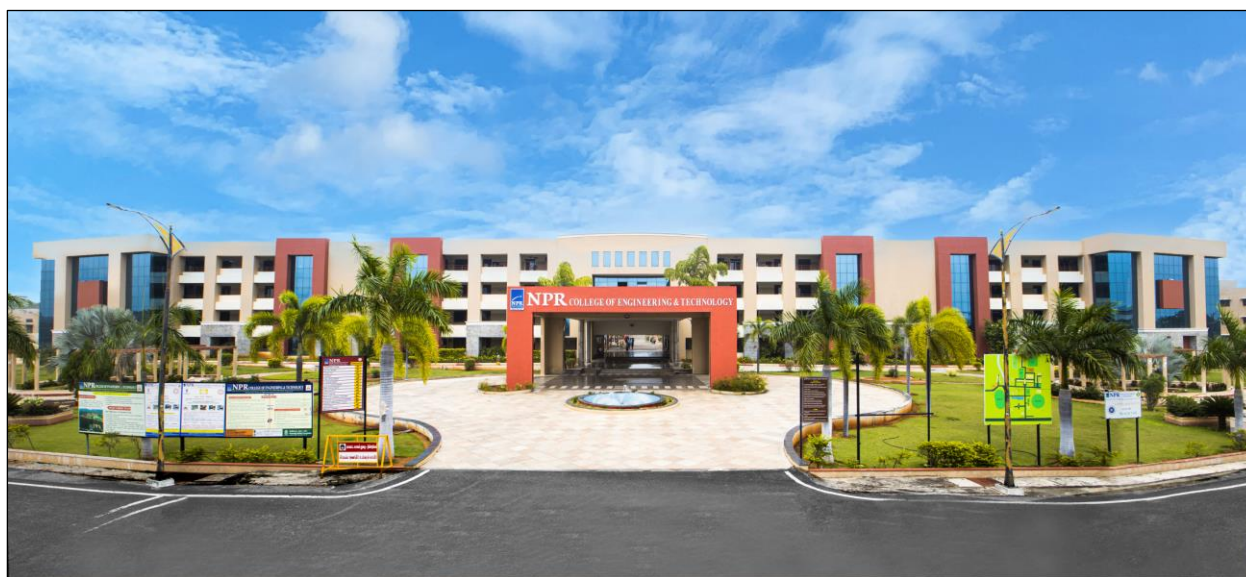

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HUMAN RESOURCES POLICY HANDBOOK



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Vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- To achieve academic excellence by offering quality technical education using best teaching techniques.
- To improve Industry – Institute interactions and expose industrial atmosphere.
- To develop interpersonal skills along with value-based education in a dynamic learning environment.
- To explore solutions for real time problems in the society.



Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

HUMAN RESOURCES POLICY HAND BOOK

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I. INTRODUCTION

1.1. Introduction about NPR College of Engineering & Technology

NPR College of Engineering & Technology, a renowned self-financing Engineering Institution in South Tamil Nadu is affiliated to Anna University Chennai and is situated at Natham which is 27 kilometers away from Dindigul and 35 kilometers from Madurai. The campus is spread over 100 acres of lush green environment with lots of green cover and pristine surroundings.



Our college was established in the year 2008 with the basic goal to impart quality education for the students from rural areas in the fields of Engineering and Business Administration at Under Graduate and Post Graduate levels equipped with state-of-the-art laboratories and well qualified faculties. Our students are tutored, mentored and counseled to promote 'out of box' thinking to compete in the Prevailing industrial environment.

To promote research culture, we encourage and guide our students to do innovative projects in all engineering disciplines which influence the betterment for mankind.

Career growth should be personalized according to the aspirations and strengths of the student. Through practical and innovative approach, we enhance the students' employability and career prospects to match with the expectations of industries. Career planning starts in the first year itself to flourish the professional growth earlier. Our regular happenings like guest lectures,



seminars, workshops, industrial visits, internships and career counseling strengthens interaction between the students and industries.

Our college has a vibrant Placement cell and signed MoUs with Electronics Corporation of India, UTL Tech, CISCO, Tech Mahindra, Tekbos India Private Limited, Sardar Motors and Earth Institute. It is our pleasure to highlight that our college is the Remote Centre of IIT Kharagpur and Centre of Excellence with HCL for placement training. Personal growth of the students is also encouraged and supported. Apart from education, we practice self-discipline to realize social responsibility as well as mutual respect which improves communication between individuals and intensify team work.

Our college entered into e-revolution by making the entire campus Wi-Fi with 600 Mbps internet facilities. We encourage our students to utilize the available resources at the most to grow.

Entertaining sports is committed to enhance the wellness and personal skills of students to concentrate better on studies. The campus holds the distinction by having a world class Cricketing Turf, the first of its kind in South Tamil Nadu.



Students' experience at our institution is brilliant and distinctive.



II. VISION & MISSION

2.1. VISION

- ✓ To develop the students with intellectual curiosity and technical expertise to meet the global needs.

2.2. MISSION

- ✓ To achieve academic excellence by offering quality technical education using best teaching techniques
- ✓ To improve industry-Institute interaction and expose industrial atmosphere
- ✓ To develop interpersonal skill along with value-based education in a dynamic learning environment
- ✓ To explore solution for real time problem in the society

III. QUALITY POLICY

NPR College of Technology, committed to achieving excellence in technical education and producing responsible citizens and progressive leaders, strives to achieve the institution goal by

- ✓ Focusing on the overall development of the students and strengthening their capacities and leadership abilities.
- ✓ Creating a conducive environment for effective teaching' active learning purposeful research.
- ✓ Incorporating value-added Programs to the curriculum and improving the job prospects of the students.
- ✓ Periodically evaluating the effectiveness of the programs offered at the institute and responding positively to the needs of the industry.
- ✓ Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship Skills to contribute effectively to the growth of the nation, and
- ✓ Continuously benchmarking the institution against Premier institutions to adopt the best practices for quality improvement.

IV. PLANNING

4.1. HUMAN RESOURCEE PLANNING

- ✓ The principal shall assess in the month of April every year, the staff requirement for the subsequent academic Year.
- ✓ He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind.
- ✓ He will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher student ratio prescribed herein.
- ✓ The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- ✓ He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/ Experts from the neighboring institutions

4.2. RECRUITMENT

- ✓ Theselectioncommitteeshallprepareajobdescriptionandjobspecificationforthecandidate to be recruited.
- ✓ The committee shall augment candidature in a ratio of 1:3 for every Position to be filled from any or all of the following sources: Advertisements in the Newspapers, Files maintained for storing the unsolicited applications and References.
- ✓ If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- ✓ The committee shall short list the candidates in the following processes: Written test in their discipline, Personal interviews and class room demonstrations.
- ✓ The committee shall finalize the short-listed candidates and submit their recommendations along with the personal data sheets of the candidates to the Chief Administrative Officer who in turn will approve the decisions of the committee on the appointment.
- ✓ An Offer of appointment shall be released by the Principal through HR.

4.3. ORIENTATION

- ✓ Every faculty appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining.
- ✓ The principal shall take him/her to the department of his/her work and introduced to the Head of the department.
- ✓ The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching a non-teaching member of his team.
- ✓ He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.
- ✓ The HOD will also ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card application etc., by obtaining the assistance of the HR team.
- ✓ The HOD will assign the subject for the new faculty member immediately.

V. SALARIES, INCENTIVES

5.1. POSITIONS AND PAY SCALES

- ✓ The college will have the following positions of Hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant Professors.
- ✓ HODs appointment decided by the Management in consultation with the principal.
- ✓ In addition, each department shall support staff like Lab assistants, Junior Assistant.
- ✓ The college office will have the following positions of hierarchy in the administrative department: Accountant, Clerk, Office supporting staff and Office Assistants.
- ✓ The Scales of pay for various teaching positions will be a follow:
 - Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
 - Professor- Rs. 37,400-67,000 Grade pay 10,000
 - Associate Professor- Rs. 37,400-67,000 Grade pay 9,000
 - AssistantProfessor-Rs.15,600-39,100Gradepay4,400/6,000/7,000/8,000



5.2. DEARNESS ALLOWANCE

- ✓ In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- ✓ Management can also decide other allowances for Principal, Professor and Special Posts.

5.3. BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

- ✓ Employee's Provident Fund, ESI as applicable
- ✓ Employee's Group Insurance from TATA AIG General Insurance Company Ltd.
- ✓ Management Provide Free Bus facilities to all the Staff members.
- ✓ Preference given to employees' children in admission, Scholarship and concession in Tuition fees
- ✓ Management offer Free Accommodation and Mess facilities to the staff members who stay in our Hostel
- ✓ Incentive for faculties Completed Ph.D. in Engineering by Rs.5000/-, Science & Humanities by 2,500/-
- ✓ Free Medical Check-up for Faculty
- ✓ Interest Free Loan in case of Marriage/ Emergency Situations
- ✓ Gifts are given to the Faculty Members for Diwali Celebrations

5.4. INCENTIVES FOR PUBLICATION:

- ✓ **Consultancy Projects:** Suitable incentive will be granted to the person who takes the consultancy project from an industry/research organization. Monetary sharing is 60% to Faculty and 40 % to the Institute.
- ✓ Sports activities and awards are also initiated and encouraged suitably.
- ✓ As institutional development is a product of developed faculty and student groups, the institution extends its effort in this direction and offers incentives of faculty, some of which are listed below

S/N	Conference/workshop	Category	Sponsor Amount
1	Publication of Papers in National level conference	Faculty	Registration fee only
2	Publication of Papers in International level conference	Faculty	Registration fee with one way TA&DA

- ✓ Teachers who publish research work in reputed journals will be eligible for financial assistance the quantum of which will depend upon the nature of the journal as shown below

Types of Research Journal	Quality	Type of article	Assistance
Referred journals	International below 1	Full paper	Rs.5,000
Indexed journals	Impact factor between 2.5 and 5	Full paper	Rs.2,000
Indexed journals	Impact factor between 1 and 2.5	Full paper	Rs.1,000
Indexed journals	Impact factor above 5	Full paper	Rs.5,000

5.5 YEARLY INCREMENTS

- ✓ Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their Performance Appraisal system evaluation by the College Principal.

5.6 INCENTIVE AND REWARDS

Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- ✓ For producing 100% results on a theory paper Rs. 1,000/- Cash award from Titan Educational Trust.
- ✓ Yearly BEST TEACHER AWARD from Titan Educational Trust.

VI. LEAVE

(a) Casual Leave (CL) & Medical Leave:

All staff members are entitled to take casual leave of 1day/ month. However, the casual leave of forth coming months (Jan-June & July-Dec) also be taken in ad-Vance for maximum of three days with prior permission from Head of the Institution. While considering the additional CL for prior months, the Individual Leave Record (Previous year) can be taken into consideration. The special cases on leave requisition will be discussed with the Chief Administrative Officer for approval.

Every individual entitled for 5 days Medical Leave per Year. If continuous 3 days or more leave taking situation occurs then ML is applicable. This can be accumulated up to 5 years and can be converted into EL of 33%

(b) Permission:

All staff members are entitled to take 2 permissions of 1 hour each either in the morning (9.20-10.20 am) or in the evening (3.30-4.30pm) per month. However, the permission cannot be availed in a day in which casual leave is taken either in AN/FN.

Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

(c) ON-DUTY |(OD):

OD for attending Programmers' / Semester:

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2 days	2 days
Workshop/ Seminar	-	1 day	2 days	3 days
FDP / STTP		As per recommendation from HOD & approval from Principal		

d) Compensatory Leave (CCL):

Faculty members are eligible to avail CCL in lieu of working for the Institution on a non-working day/ month. On special cases it can be extended to a maximum of 2 days. The CCL earned can be availed within a calendar year

(e) SPELL LEAVE

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7 days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

OD FOR EXAM DUTIES:

Nature of Work	Max. No. of days allowed/ semester	Details
Hall Superintend for theory exams	7 days	<ul style="list-style-type: none"> 7 full working days (both FN & AN) allowed. Additional duties beyond 7 days have to be transferred to other staff members
External Examiner for Labs	As per order from AU- Zonal office	-
Paper valuation	As per order from AU- Zonal office	-
AU representative	As per order from AU- Zonal office	Only one duty per semester
Squad	As per order from AU- Zonal office	-

(f) MATERNITY LEAVE

The leave can be granted to all women staff members subject to the following conditions:

- ✓ The maternity leave is limited to a maximum of 3 months only.
- ✓ Should give an undertaking that they will work for two years after rejoining the duty forego the vacation to the extent of 0 days (at 30 days per year) in succeeding summer vacation.
- ✓ Non-Teaching women staff members are eligible to avail of 30 days only subject to the above conditions.
- ✓ Paternity leave may be availed under the discretion of the Management.

(g) MEDICAL LEAVE

- ✓ Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
- ✓ For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.

VI. PROMOTION

(A) PROMOTION POLICY

- ✓ All promotions shall be considered on the basis of merit cum seniority.
- ✓ The Principal shall appoint a committee for promotion in which he shall be the Chairman, with two Professors and invited experts from Industries.
- ✓ The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per AICTE norms, subject to condition that there has not been any disciplinary action taken against such candidates.
- ✓ Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher-level position, provided he/she had completed the years of service in the present position and qualification as prescribed by AICTE.
- ✓ Professor: PhD with 5 years' experience as Associate professor.
- ✓ Associate Professor: PhD with 5 years' experience as Assistant professor.
- ✓ Assistant Professor: Post Graduate Degree in respective Discipline with 2 years of experience.
- ✓ Those who are promoted shall be fitted in the Scale of pay applicable to the respective category.

(B) PERFORMANCE APPRAISAL

The objectives of performance appraisal of our institution are as follows:

- ✓ Provide feedback of the employees on their performance.
- ✓ Assessment of Training needs.
- ✓ Compensation(Increment)decisions.

- ✓ Bench mark for Promotions.
- ✓ Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

VII. DISCIPLINE AND GRIEVANCE PROCEDURE

7.1. DISCIPLINARY PROCEDURE

- ✓ Any teacher who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director
- ✓ If Teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the principal.
- ✓ The principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- ✓ If the principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- ✓ The principal shall report the proceedings periodically to the Chairman / Managing Directors.

7.2. GRIEVANCE PROCEDURE

- ✓ The principal shall constitute a Grievance committee to redress the grievance of the teaching and non-teaching staffs.
- ✓ Any teaching or non-teaching staff having a grievance' he or she shall make are Presentation to the committee.
- ✓ The grievances shall be redressed immediately by the committee and by the Chairman/ Managing Director.
- ✓ A committee member shall record and maintain the minutes of the meetings.

7.3. CODE OF CONDUCT FOR FACULTIES

- ✓ Faculties shall be at the appointed class room at the appointed time without any exception.
- ✓ Every faculty shall take attendance at the beginning of the teaching session.
- ✓ Every faculty shall close the hour punctually at the end of the session.
- ✓ A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the principal.
- ✓ Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- ✓ Faculties and staff member shall not engage themselves in other activities/ Businesses, which affect their effective contribution in the Department and the college.
- ✓ Faculty's staff members shall not receive gifts on any kind from the student or their Parents for any favoritism.

Faculties shall maintain a respectable work conduct in terms of:

- ✓ Preparation for the particular day's classes, with latest information added to earlier course content.
- ✓ Keeping all teaching aid material required for conducting the class in an orderly manner.
- ✓ Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- ✓ Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
- ✓ Ensuring the orderly arrangement of class room and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- ✓ Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

Faculty shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.

- Not engaging any activity of business inside or outside the college premises including money lending, canvassing for the sale of any article or distribution of any commodity.
- strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

7.4. ETHICAL STANDARDS FOR FACULTIES

- ✓ A Faculty shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- ✓ Shall have a sense of belonging to the Institution.
- ✓ Shall assume total dedication to the teaching profession.
- ✓ Shall always have an urge to excel in professional acumen.
- ✓ Shall wear a respectable attire, benefiting the society's expectations
- ✓ Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- ✓ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ✓ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ✓ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ✓ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

7.5. DECENTRALIZATION IN WORKING

PRINCIPAL

- ✓ Providing direction for programs through institution's Vision and Mission
- ✓ Review of attainment of program outcomes by departments
- ✓ Provision of input to Governing Council Meeting and
- ✓ Implementation of improvement initiatives suggested by Governing Council
- ✓ Approval of Annual Academic Calendar at Institution Level
- ✓ Approval of program budget on an annual basis and approval of expenses Review of Department activities through HOD meetings

- ✓ Skip Level meetings with department faculty, where required
- ✓ Approval of annual performance appraisal outcome
- ✓ Collection of in Journal feedback from students for improvement of processes
- ✓ Review of complaints and suggestions and monitoring corrective action implementation
- ✓ Review and approval of co-curricular activities of the institution
- ✓ Identifying and implementation of staff welfare measures
- ✓ Single Point of Contact for Anna University and AICTE
- ✓ Review and approval of proposal of projects to various funding agencies
- ✓ Approval of human resources requirements for the institution
- ✓ Identifying, Planning and Monitoring of Academic Performance Improvement initiatives
- ✓ Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives

HEAD OF THE DEPARTMENT

- ✓ Responsible for smooth conduct of department academic and administrative activities
- ✓ Supervise the smooth conduction of classes and get the daily attendance.
- ✓ Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty.
- ✓ Sending formal progress report of students to Parents.
- ✓ Focusing on developmental works of department.
- ✓ Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
- ✓ Arrange special coaching for weak and students with arrears.
- ✓ Sending requisition letters for project works in plant training to the companies and industries.

FACULTY

- ✓ Prepare lesson plan and get it approved by HOD well before commencement of classes
- ✓ Prepare lecture notes, power point Presentations, video lectures etc. for subject allotted to them
- ✓ Maintain course file along with the current copy of the syllabus for theory subjects
- ✓ Identify and deliver minimum 1 topic as "beyond syllabus" coverage
- ✓ Ensure completion of portion as per the time table

- ✓ Prepare question papers for the internal tests and model examinations with in stipulated time
- ✓ Conduct of tests on planned days and evaluation of answer sheets on the same day
- ✓ Plan for extra classes if required to complete the portions before internal tests
- ✓ Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
- ✓ Ensure that all prescribed experiments are covered within the planned date
- ✓ Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage
- ✓ Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory
- ✓ Make alternate arrangements for taking classes against leave or Permission
- ✓ Discharge assigned duties as external examiner
- ✓ Ensure recording of attendance in the Bio-metric system on time
- ✓ Adhere to the dress code specified by the institution
- ✓ Maintain students' discipline in the class room/campus
- ✓ Enter lesson plan in the ERP Software - before commencement of classes
- ✓ Upload in the ERP, lecture notes, PPT, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance

DEPARTMENT TIME TABLE COORDINATOR

- ✓ Identification of faculty for handling different subjects in consultation with the HODs and Academic coordinator.
- ✓ Identification of faculty for handling interdepartmental subjects from the respective HODs
- ✓ Consolidation of the number of hours to be allotted to be allotted different considering the syllabus requirements as well as through department meeting
- ✓ Revising the crass time table and faculty time table against addition and deletion of faculty as well as changes in the work local of any faculty
- ✓ Deciding the time table to be followed for Saturdays with the
- ✓ HODs and release of the circular not later than the previous Friday.

LABORATORY I/C

- ✓ Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue.

- ✓ Maintaining identification of items in the laboratory.
- ✓ Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.
- ✓ Collection of quotations and preparation of comparative statements.
- ✓ Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- ✓ Preparation of purchase orders and forwarding the same through college office after approval.
- ✓ Verification of items received from the suppliers.
- ✓ Maintaining the equipment's in the laboratory and ensure that they are in working Condition for offering to conduct the experiments for students as per the cycle of experiments planned.

DEPARTMENT LIBRARY I/C

- ✓ Maintaining stock of books in the department library.
- ✓ Issue and receipt of books to and from the faculty/ department staff.

EXAMINATION CELL COORDINATOR

- ✓ Maintaining the current list of Examination cell members and EMS coordinator with the approval of principal
- ✓ Finalization of University practical examination time table through a meeting among department time table coordinators

LIBRARIAN

- ✓ Overall Library Administration
- ✓ Arrangement of books following Dewey Decimal Classification
- ✓ Maintenance of Library Management System in IMPRES ERP
- ✓ Planning for and procurement of books and Periodicals
- ✓ Collect the requirement of student text books from faculty members, procure and issue the same
- ✓ Coordinate Photography and Videography and maintain photos and videos of various events
- ✓ Maintenance of soft/hard copies of project reports of students
- ✓ Issue of College ID cards to students

- ✓ Maintenance of Books and Periodicals
- ✓ Library Circulation counter Activities (Issue and Receipt of books to students and members - Returning and Renewal - Overdue books fine collection)

VIII. IN HOUSE R&D SEMINARS/WORKSHOPS

Each Department shall organize at least two Conference / Seminar / Workshop/Faculty development programs during every academic year. Every Department shall conduct at least 2 Guest lecturers / Special lectures per Semester to impart know ledge beyond syllabus

8.1. FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

a) **Guest Lecture:** Honorarium for Resource person Rs.3000/- per lecture and this may be increased based on the value of the Resource person.

- ✓ Guest house Accommodation will be provided.
- ✓ Transport Facility:
 - Local transport facility will be provided.
 - Bus /Train fare will be provided for outstation Resource persons.

b) **Symposium:** Maximum Rs.200/- can be collected from the students but not with all the cases.

- ✓ Management contribution will be
 - Rs.15, 000/- ... for the Dept with intake of 120 students.
 - Rs.10,000/- ... for the Dept with intake of 60 students.

c) **Conference:** Management contribution will be Rs.10,000/- for each conference, in the case of international conference the shortage will be duly contributed / supported by the management.

d) **Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

- ✓ All financial transactions shall be made only through college account section.
- ✓ No money should be collected from the students for any specific purpose. (Prior permission to be obtained from the principal for the special cases)

8.2. FACULTIES HIGHER EDUCATION: (M.E./ M.Tech./ Ph.D.)

- ✓ Faculty members interested in pursuing Higher Studies (M.E. / M.Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the principal seeking permission for registration
- ✓ The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course

work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the principal on case-to-case basis

8.3. TEACHING ASSIGNMENTS

- ✓ The college permits its teachers to take up teaching assignment with other educational institutions / Industries subject to the approval of Chairman /Managing Director / Principal.
- ✓ A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the principal, who will go through the nature of the assignment and approve the same.
- ✓ Unless approved by the principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution whether for remuneration or on honorary basis.

IX. INCENTIVES - STUDENTS

The Management is pleased to announce the following incentives and awards for students studying in the campus.

- ✓ There will be a BEST-OUTGOING STUDENT AWARD.
- ✓ There will be a BEST STUDENT AWARD. (department wise)
- ✓ There will be a BEST PROJECT AWARD.
- ✓ There will be a BEST PERFORMANCE IN SPORTS.
- ✓ There will be a BEST PERFORMANCE IN CULTURAL.
- ✓ There will be free personality development. Entrepreneurship, Ethics, Communication skills, computing skills and Placement specific programs for students
- ✓ There will be free and subsidized add-on skill programs as per Industries

Requirements

- ✓ BEST R&D initiative awards will be given to Faculty and Students and
- ✓ There will be BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader awards for their outstanding contributions.
- ✓ Group Insurance for all students



NPR

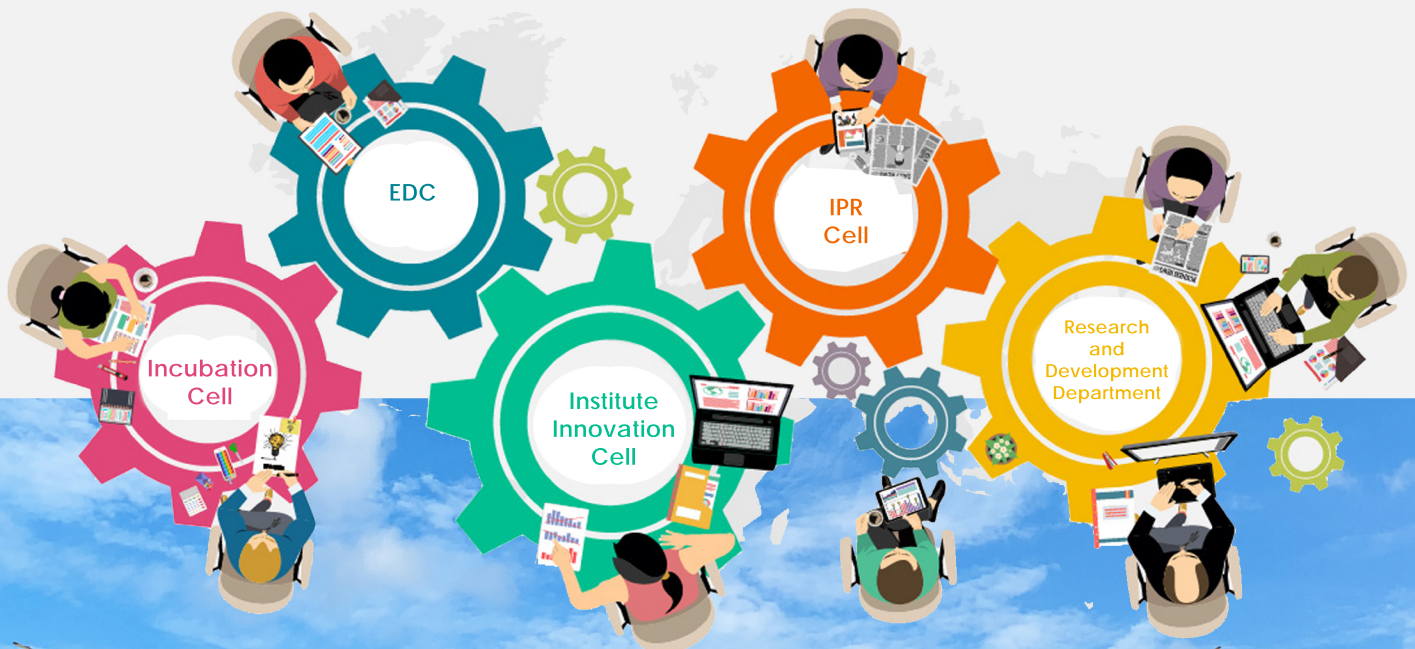
COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai | Accredited by NAAC with 'A' GRADE
Recognized by UGC under 2 (f) | ISO 9001:2015 Certified | Web: www.nprcolleges.org | E-Mail: nprcetprincipal@nprcolleges.org
NPR Nagar, Natham – 624 401, Dindigul Dist, Tamil Nadu. Ph: 04544 – 246500, 501, 502.



Research and Development Centre

Policy



NPRCET



NPR COLLEGE OF ENGINEERING AND TECHNOLOGY

RESEARCH & DEVELOPMENT CENTRE

Institute

Vision

- ❖ To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- ❖ To achieve academic excellence by offering quality technical education using best teaching techniques.
- ❖ To improve Industry – Institute interactions and expose industrial atmosphere.
- ❖ To develop interpersonal skills along with value based education in a dynamic learning environment.
- ❖ To explore solutions for real time problems in the society.

Research & Development Centre

Vision

- ❖ To be a leading hub of innovation and research, driving transformative advancements in engineering and technology for societal benefits.

Mission

- ❖ Inculcate a dynamic research environment to undertake projects in latest technologies.
- ❖ Facilitate interdisciplinary association and technology transfer to accelerate the translation of research.
- ❖ Foster Industry-academia collaboration to access expertise and innovation to meet the global needs.

About R & D Centre

NPRCET boasts outstanding facilities, encompassing top-notch infrastructure and academic resources. Our institution actively promotes a culture of research engagement among faculty members and students, emphasizing a dedication to societal service. Research and development activities span across diverse domains, including Computation, Energy, Environment, Image Processing, Manufacturing, Telecommunication, Artificial Intelligence, Data Science, Sensor Networks, and Simulation studies.

Research Objectives

To establish a Research & Development Centre is integral to fostering a conducive research environment within the Institute. This center is dedicated to formulating strategic plans for scientific and technological research, overseeing their effective implementation, and delivering specialized administrative and managerial support. It plays a pivotal role in facilitating academic research, sponsored projects, consultancy, and various other research and development activities within the Institute.

Research & Development (R&D) Activities

The proposed Research and Development activities include:

1. Managing and utilizing research funds approved by the management.
2. Providing financial support to faculty and students.
3. Engaging in conferences, seminars, workshops, symposiums, FDP, etc.
4. Monitoring research publications for citations in refereed journals.
5. Establishing a Center of Excellence within the institute.
6. Facilitating the registration of PhD programs for faculty in recognized institutes and universities.
7. Verifying the plagiarism of research papers prior to publication.
8. Crafting and submitting research proposals to funding agencies.
9. Conducting awareness programs on Intellectual Property Rights (IPR) and assisting in the preparation and registration of IPR.
10. Disseminating information on research proposals to funding agencies.
11. Formulating and submitting research proposals.
12. Authorizing initial funds for the filing of patents and copyrights.
13. Providing initial funding for prototype projects, fostering innovation, and supporting incubation initiatives.
14. Approving funds for participation in competitions.
15. Organizing and participating in Hackathons, expert lectures, and workshops.

R&D Activity Guidelines

The proposed guidelines for Research and Development activities are outlined below:

1. Faculty members are required to submit a minimum of one proposal to any funding agency annually.
2. The Head of the department is responsible for follow-up and record maintenance.
3. Departments are mandated to establish Memoranda of Understanding (MoU) with research organizations or industries.
4. All research proposals must be routed through the Principal to reach the management for approval.
5. Institute name should be included as the place of research in all research publications.
6. The institute's name must be listed as the address for all registered Intellectual Property Rights (IPR).
7. Authors are obligated to submit a plagiarism report to the R&D Cell prior to application.
8. Faculty members must submit a report and conduct presentations for both students and faculty.
9. Proof of attendance and certificates of participation must be submitted to the R&D Cell.
10. Advances may be granted up to 50% of expenses on a case-by-case basis.
11. Advances must be settled with the accounting section within 15 working days.
12. Copies of Conference Proceedings/Learning Materials must be provided to the library.
13. Faculty members are required to apply for Official Duty (OD) through the proper channel in advance.
14. Reimbursement of expenses will be granted to the first author only.
15. Prior permission is mandatory for attending Conferences, Workshops, FDP, etc.

Prior Permission Procedure

Faculty members seeking prior permission for participation in R&D activities should adhere to the following guidelines:

1. The application for participation must provide a proper justification.
2. The application should be forwarded through the respective Head of Department and Principal.
3. Attach the application with the relevant brochure/leaflet.
4. Include the invitation or acceptance letter/email.
5. Provide a detailed breakdown of probable expenses for management approval.
6. Attach a copy of the paper/patent/copyright in PDF format.
7. Include the generated plagiarism report with the proposal.
8. Expenses incurred without prior approval will not be accepted.

Reimbursement Claim Procedure

For reimbursement after an R&D event, please adhere to the following guidelines:

1. Include the prior approval letter/email from the president.
2. Provide a detailed list of expenses with an itemized breakdown and mention any advances taken, if applicable.
3. Attach a copy of the participation certificate.
4. Submit a comprehensive report on the entire program, including a summary and conclusion.
5. Include the acknowledgment from the library for the submission of papers/proceedings/study materials.

Financial Support and Incentive Scheme

Support and Incentive Initiatives for Faculty and Students to Enhance R&D Activities include:

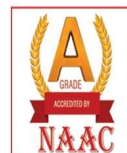
Sr. No.	Particulars	Incentive	Condition
1	Submission of Research Paper to referred journals	Registration Fees (Max up to Rs.3000/-)	Web of Science, Scopus, IEEE, Springer, ACM
2	Submission of Research Paper to indexed journals	Registration Fees (Max up to Rs.2000/-)	UGC Approved Journal
3	Submission of Research Paper to conferences at top institutes	Registration Fees (Max up to Rs.2000/-)	At IIT, NIT, IIIT, IISc
4	Submission of Research Paper to conferences at NBA/NAAC Accredited Institute	Registration Fees (Max up to Rs.2000/-)	Any other Institute, deemed to be University
5	Attending National/International Conference	Duty Leave to the First author	Minimum one year service of the faculty
6	Membership of Professional body/Organization	25% of Membership fees	Minimum two years' service of the faculty
7	Purchase of Book for the library	100% Reimbursement	Book must be for the library
8	After Copyright awarded	25% of Registration fees	Once in a Semester
9	Filing a Patent	25 % of Registration fees	Once in a Semester
10	Award of patent	Rs.5000/-	Institute name in the awarded patent
11	Indian Patent Filing	100% of Registration fees	Institute name in the awarded patent
12	Research Publication in referred journals	Rs.2000/-	After publication with DOI
13	Convener of conduction of International Conference	Rs.3000/-	After the successful conduction of conference
14	Convener of conduction of National Conference	Rs.2000/-	After the successful conduction of conference
15	Author of textbook with International Publisher	Rs.3000/-	After the successful publication
16	Faculty main coordinator of FDP/STTP/STP (Min 5 days)	Rs. 2000/-	After the successful completion

17	Award of NPTEL/SWAYAM Certification with Gold/Silver Certification	50% of Examination Fees	After the successful completion
19	Award of NPTEL/SWAYAM Certification with Elite Certification	25% of Examination Fees	After the successful completion
20	Award of Professional Certification of Technical Competency	100% of Examination Fees	After the successful completion
21	Post-doctoral Study	Study Leave with 50% Salary	Minimum two years' service of the faculty
22	PhD registration	Study Leave for Coursework and progress presentations	Minimum one year service of the faculty
24	Seed Money for research projects	As Approved by the Management	Proper justification & Recommendation of HoD and Principal
25	Financial Grant Received	5% to PI, 5% to Co-PI,	Prior approval of management for expenditure against Grant Received
27	Seed Money for innovation and incubation	As per the Proposal through proper Channel	Valid justification and approval of management is necessary

RESEARCH ADVISORY BOARD

The formation of the Research Advisory Board (RAB) at NPR College of Engineering and Technology is aimed at fortifying the research environment, elevating the level of scholarly pursuits, and fostering the expansion of research programs. The Research Advisory Board is composed of the following members:

S. No	Name	Address	Particulars
Internal Members			
1.	Dr. B. Maruthukannan	Principal / NPRCET	Chairman
2.	Dr. A. Gopi Saminathan	Professor / ECE / NPRCET	Member
3.	Dr. K. Ramanan	Professor / CSE / NPRCET	Member
4.	Dr. A. Hemalatha	Professor / CIVIL / NPRCET	Member
5.	Dr. N. Kavitha	Associate Professor / PHYSICS / NPRCET	Member
6.	Dr. B. Velmurugan	Professor / MBA / NPRCET	Member
External Members			
7.	Dr. K. Lingadurai	Dean, Anna University Regional Campus, Madurai.	Member
8.	Dr. S. Krishnan Batri	Professor and Deputy Director, Jain University, Bangalore.	Member
9.	Dr. U. Umanath	Manager – Geotechnical (R&D), L&T Construction, Chennai	Member
10.	Dr. S. Madhavapandian	Design Lead, Tessolve Semiconductor Pvt Ltd, Bangalore	Member



Roles & Responsibilities

- ❖ The Research Advisory Board (RAB) plays a key role in guiding the establishment of a research-friendly environment, ensuring the availability of cutting-edge infrastructure at the Institution's recognized research centers.
- ❖ The RAB is constituted by the Management, with the Principal serving as the Chairperson, five internal members, and four external members. External members are selected from scientific R&D labs, industries, and academic leadership, possessing research expertise in emerging fields relevant to the specializations of each research center. Members serve a three-year term.
- ❖ The RAB is scheduled to convene once per semester or as necessary.
- ❖ The RAB will annually assess R&D proposals and collaborative outreach projects, with additional half-yearly meetings for ongoing reviews.
- ❖ The RAB will offer recommendations for extending Institutional Seed Money support to R&D project ideas, evaluating their scientific merits, including objectives, study feasibility, the principal investigator's track record, and anticipated outcomes. These recommendations align with the Institution's short-term strategic plan.
- ❖ RAB members will offer critical and constructive feedback to research supervisors, focusing on the progress and achievements of research scholars.



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STUDENT MENTORING POLICY



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- To explore solutions for real time problems in the society.

Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

STUDENT MENTORING POLICY

Preamble: During their four years of journey through the under graduate engineering programme students often need mentoring, guidance and counselling from a loving elderly figure. Direct academic issues e.g. Selection of electives can be easily communicated to the student. But finer nuances e.g. Career options or fear of subject/course need greater involvement of the mentor. Obviously, a student should have the same mentor all through the four years of his journey.

A similar system as discussed above, namely -Faculty Advisor" exists in this college since 2008. To improve the institute, present endeavour towards academic quality up gradation in line with NAAC guidelines, it has become necessary to redefine/reform the existing system. The new system, when practiced diligently will immensely contribute in improvement of the overall academic quality. The students will be greatly benefited by continuous expert guidance.

Mentoring System: The new process has been established as -Mentoring System Each faculty will be the mentor of a group of 10 to 15 students. First year students will have mentors from the department of Basic Engineering & Science and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation.

Responsibilities:

The mentor will perform the following functions. The list of course cannot be exclusive. A mentor can always do more for the benefit of the students.

1. Meet the group of students at least twice a month.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advise students regarding choice of electives, project, summer training etc.
4. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
5. Advise students in their career development/professional guidance.
6. Keep contact with the students even after their graduation.
7. Intricate HOD and suggest if any administrative action is called for.



8. Maintain a detail progressive record of the student (format attached).

9. Maintain a brief but clear record of all discussions with students.

HoD:

The HoD will,

1. Meet all mentor of his/her department at least once a month to review proper Implementation of the system
2. Advice mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the head of the institute informed

Principal:

Principal will discuss mentoring related issues at least twice in a semester during his meetings with Hod's and revise/upgrade the system if necessary

The Institute is emphasising towards enhancement of enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. All department assign faculties (acts as faculty advisors) for providing guidance for each year during admission till the graduation for same batch. The faculty advisors perform the following functions:

To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the FA in monitoring the academic growth of the students. It will also help the college in tracer studies of the alumni.

- To advise the students regarding choice of electives, projects, summer training, etc'
- To counsel and motivate the students in all academic matters-direct or indirect.
- To guide the students in taking up extra academic and professional activities for value addition as a member of the society'
- To contact the parents / guardians of the students in case of their academic irregularities, behavioural changes, etc, through the Head of the Department or College.
- To advise Principal / Director of the College in matters of leave or absence, official recommendation etc.



- To advise the students in matters of their career.

In NPR College of Engineering & Technology, 93 faculties are working as Faculty Advisors for the students. The faculty monitors their progress and reports to Class-in-charge. This mentoring is for over all development of the student. Faculty advisor meets the students frequently and discusses various issues including class room lectures, laboratory performance, participation of seminar / conferences and technical event, any academic difficulty faced and career development.

Types of Mentoring done are:

- Professional Guidance - regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Course work specific - regarding attendance and performance in present semester and overall performance in the previous semester.
- Lab specific - regarding Do's and Don'ts in the lab.

For the NPR College of Engineering & Technology

- Number of faculty mentors: 93
- Number of students per mentor: ~15
- Frequency of meeting: Weekly (preferable) or Need based



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PERFORMANCE APPRAISAL POLICY



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PERFORMANCE APPRAISAL POLICY

Policy for Appraisal of Teaching Faculty (The Faculty appraisal is to be carried out on twelve parameters)

S/N.	Parameter	Weightage
1	Result Percentage	100
2	Students Feedback	25
3	Systematic work	25
4	Additional responsibilities	10
5	Contribution to institutional growth	20
6	Contribution to Student development	20
7	Contribution to Research & Development	25
8	Publications	20
9	Project work	10
10	Consultancy	10
11	Self -development	10
12	Discipline and Team work	25
Over all points secured		300

The self- assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement. The Academy rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

The Academy and its constituent colleges have Self-Appraisal Mechanism for Non-Teaching Staff.

The works of the non-teaching staff are assessed periodically through a structured mechanism;

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity



POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Background

The policy document is designed by HoDs of all departments in consultation with Principal and Management. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HoDs, Principal and Management on 01.03.2019. This appraisal system will be effective from the academic year 2019-20.

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. NPR College of Engineering & Technology continuously makes efforts to improve the academic training and research environment..

This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the Constituent Colleges as well as the Academy, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

The Academy and its constituent colleges have Self-Appraisal Mechanism for Teaching staff:

In this direction, the Academy has structured an objective assessment mechanism with scope for improvement. The Three tier assessment involves:

- ✓ Self-appraisal by the faculty & Result Percentage - 100 Mark
- ✓ Student Feedback, Systematic work, Additional Responds, contribution to Development of institution& Students - 100 Mark
- ✓ Contribution to Research & Development, Publication in National & international Conference, Journal Publication, Project, Consultancy, Self- development, Team work - 100Mark

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- ✓ Teaching style and abilities with the feedback from the peers and the students

- ✓ Scope for improvement in teaching resources and methodologies
- ✓ The research outcomes and relevance of the work being done with the current developments in the respective fields.

Policy for Appraisal of Non -Teaching Faculty (The Faculty appraisal is to be carried out on ten parameters)

S. No	Parameter
1	Technical Knowledge
2	Job Performance
3	Staff/Student Relationship
4	Practical Lab Knowledge
5	Related Accomplishment
6	Regular Attendance
7	Communication
8	Lab Maintenance
9	Involvement in Higher Studies
10	Attitude

The non-teaching staff are periodically trained and also encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

- ✓ Conduct of language and soft skill programme for non-teaching and administrative staff.
- ✓ Leadership training programme for senior faculty to identify the succession lines'
- ✓ Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.
- ✓ Sensitize teachers and international students with regard to cultural issues and sensitivities.

Conclusion of appraisal

Student's feedback, appraisal by HOD and Principal will be taken into consideration for final conclusion as per following table.

S/N.	Observations, Conclusion	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the performance with Increment/Incentive.
2	Appreciable	Not required. Staff will be encouraged for further improvement if required.
3	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4	Poor	Need overall improvement. Motivation and support will be given for improvement.



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ERP POLICY

ECAP- ENGINEERING COLLEGE AUTOMATION PACKAGE

Introduction to ECAP:

ECAP stands for Engineering college Automation package. It is designed and developed by Unique's software solution pvt. Ltd. Bangalore, Karnataka. ECAP aims at immediate availability of data in required formats to ease the work of staff and management and increase in transparency and accountability in administration.

Benefits of ECAP:

Campus automation software enables institutions of higher learning including colleges to manage admission and learning processes. They are designed and developed to provide real help in managing enrollment of students; attendance; monitoring faculty; providing fee details; scheduling assignments; grading students according to their performance and maintaining library.

The world is fast moving towards e-learning and all the institutions higher learning are fast adopting the process of learning through the web. We help other institutions in adopting the latest technology our objective is to help remove the obstacles that other institutions could come across during the technology adoption process.

Ours is a comprehensive web-based software with a multitude of user- friendly features all included in a very responsive design. The software would help in managing the entire system from academics to administration in a hassle-free manner. The automated system allows teachers, students, parents and administrators to remain in touch with each other. It is for better communication and services. ECAP version UC-School has got implemented in NPRGI.

About UC-School management

- Attendance Management
- Course management
- Examination
- Fee Management
- Syllabus and Lesson planner management
- Assignment and Homework Management
- Timetable Management

Attendance Management

There is no need to maintain the conventional method of registering the arrival of students and employees on a registration booklet since the teachers as well as an administrator can do the same on the digital devices like smartphones and computers with the assistance of our UC-School software system. This attendance management facility in the UC-School system helps teachers focus more on teaching activities than doing such paper-based administrative work.

- Tracks student's attendance status.
- Generates attendance percentage report.
- Generates cumulative attendance report.
- Day-wise/ subject-wise attendance report.
- Manage and track employees' attendance status.
- Alerts parents on their children's attendance status.

Course Management

The UC-School software system helps the administrator to configure the different courses and the batches as per his wish. The students and the teachers in an institution can be classified into a list and their respective details/data will be safely maintained in a sophisticated cloud-based system. This module takes care of all the tasks related to academic management and accomplishes it precisely.

- Assign subjects to the batches.
- Add and view a section and a subject.
- Update and delete a section and a subject.
- Activate and deactivate a class and a section.
- Can effectively manage classes, sections and subjects
- Add, update and delete a student as well as a staff detail
- 5- Assign subjects to the batches

Examination

The UC-school's Examination-management module supports a management in handling the front and back-end examination processes perfectly and it lets the users fetch examination related details at any time. This module generates the exam-wise report, subject-

wise report, consolidated report, combined report and reports based on a student ranking and his attendance status.

- Marks and grade entry.
- Configure different set of examination.
- Print grade cards, merit list and transcripts.
- Automatic percentage and average calculation system
- Automatic generation of exam-wise and subject-wise reports

Fee Management

The UC-School fee-management system makes the fee payment as well as the fee management process extremely transparent and secure. This module provides a fast and efficient way to perform financial transactions and which generates financial reports that will help a school management in gaining the financial insights on managing the costs and the expenditures.

- Manage different fine types.
- Manage different fee category.
- Can easily find the fee defaulters.
- Supports different fee-payment mode
- Transparent payment-transaction system
- Has a separate channel for collecting tuition fee

Syllabus and Lesson planner Management

The UC-School software system offers a platform for the teachers where they can interact the school management directly in order to strategize a better syllabus and lesson plan. This method of making the teachers interact with the school management while constructing a lesson plan supports the teacher to cover all the portions in a subject in a best possible manner.

- Design lesson-plan online.
- Prepare an ultimate and a comprehensive syllabus.
- Strategize different syllabus for different grades.
- Store data such as topic, lesson objective and other details digitally.

Assignment and Homework Management

The 'Assignment and Homework' module of the Uc-School software system lets a teacher assign homework effortlessly to students. A teacher can assign a task to all the students in a specific class as well as can assign it to a specific student in a specific class along with certain rules. If a student submits an assignment on time successfully will get 'submitted' status while he does not submit the assignment on time will get 'Not submitted' status and his/her parents will be informed the same through the SMS.

- Maintains students' homework and assignment status.
- Attach external documents along with the assignment.
- Informs parents and students regarding the assignment.
- Finds out the students who are not submitted the assignment on time.

Timetable Management

Create clear and error-free timetable within few minutes to ensure the best utilization and optimization of the teaching staffs as well as the non-teaching staffs of your institution. The updated or changed time chart of a class can easily be published on the dashboard of the corresponding users for their attention.

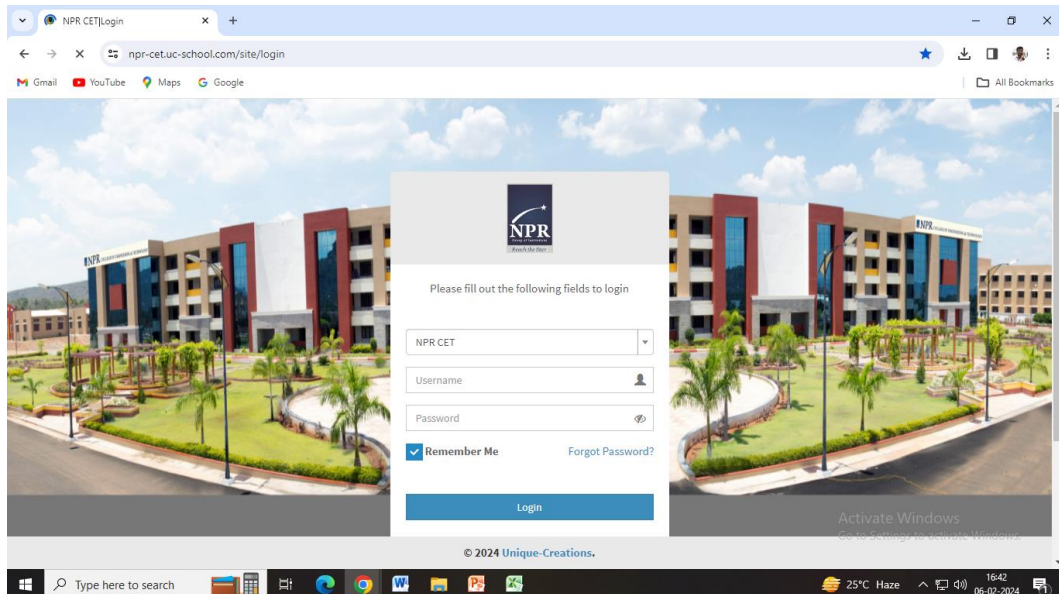
- Manages subjects and its allocation.
- Day-wise, week-wise and month-wise timetable.
- Alerts on subject limit while creating the timetable.
- Can set a timetable for weekdays and can set class timings.
- Informs an employee's availability while creating a timetable.
- Alerts when a teacher assigned to more than one class at a time.

Modules are as follows:

- ADMINISTRATION
- FINANCE AND ACCOUNTS
- STUDENT ADMISSION AND SUPPORT
- EXAMINATION



NPR COLLEGE OF ENGINEERING AND TECHNOLOGY LOGIN

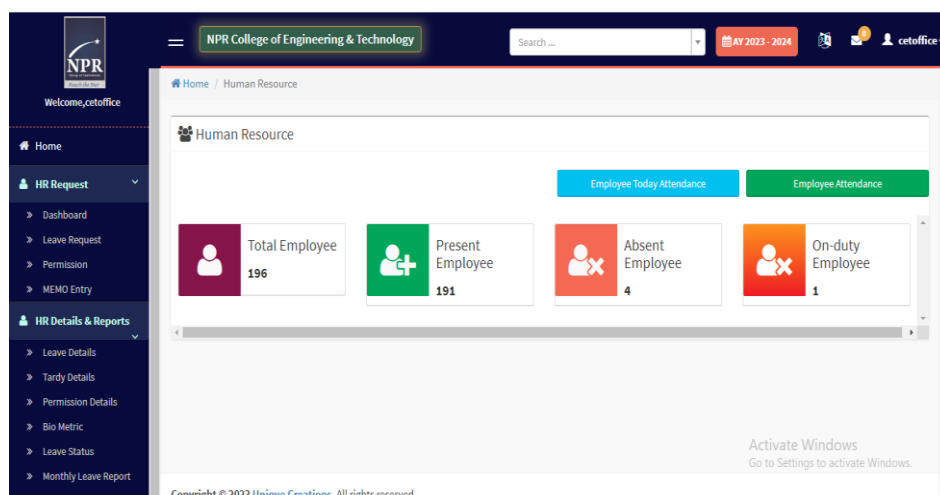


ADMIN MODULE

Admin module consists of information regarding Scheduled Appointments, Circulars, and Leaves Details, Permission Request etc. The sub modules under Admin module are as follows

- Employee Leave History
- Human Resource
- Circulars

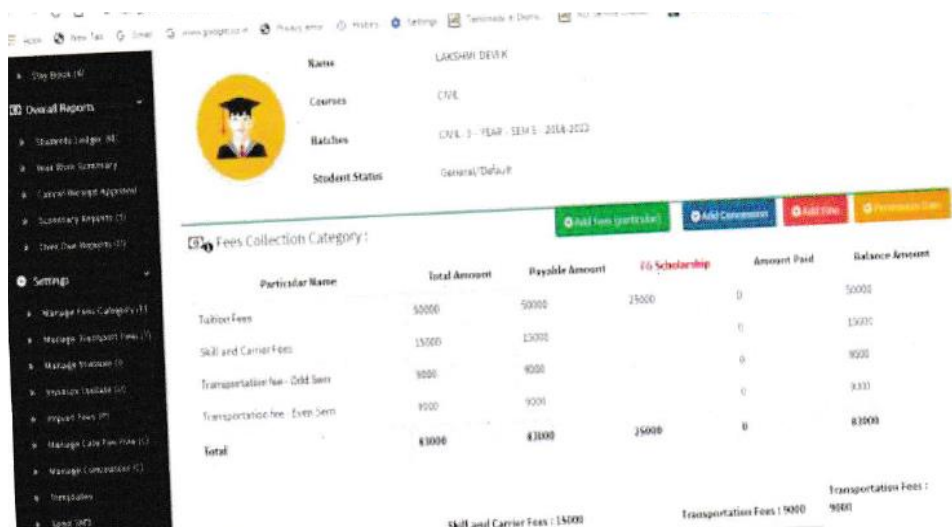
ADMIN MODULE SCREENSHOT



FINANCE AND ACCOUNTS MODULE

This finance Software has been used for pay slip generation, college tuition fee, payment details, transport fee details especially for the students etc.

FINANCE AND ACCOUNTS MODULE SCREENSHOT



The screenshot displays the 'Fees Collection Category' screen for a student named LAKSHMI DEVI K. The interface includes a sidebar with navigation options like 'Dashboard', 'Students Ledger', 'Fee Collection Summary', and 'Settings'. The main area shows a table of fee categories with columns for Particular Name, Total Amount, Payable Amount, Fee Scholarship, Amount Paid, and Balance Amount.

Particular Name	Total Amount	Payable Amount	Fee Scholarship	Amount Paid	Balance Amount
Tuition Fees	50000	50000	25000	0	50000
Skill and Carrier Fees	15000	15000	0	0	15000
Transportation Fee - Odd Sem	9000	9000	0	0	9000
Transportation Fee - Even Sem	9000	9000	0	0	9000
Total	83000	83000	25000	0	83000

Summary Totals:
 Skill and Carrier Fees : 15000
 Transportation Fees : 18000
 Total Transportation Fees : 9000

STUDENT ADMISSION AND SUPPORT

ADMISSION MODULE

Admission module helps in the admission process. The process involves interacting with students and providing authentic information to the students. Our objective is to develop the software that can take the hassle out of the process and make it more user-friendly. While online submission of documents can solve the problem to a greater extent, our software goes a step ahead in helping the administrative staff in processing the applications, Admission module consists of the following sub modules.

- ADMISSION
- ADMISSION REGISTER
- STUDENTS ENROLLMENT DETAILS



ADMISSION MODULE SCREENSHOT

EXAMINATIONS

Examinations module consists of information regarding internal and external examinations to the faculty and students, progress reports of all students mentored/monitored by the faculty, circulars etc.

- EXTERNAL
- INTERNAL
- PROGRESS REPORT

EXAMINATIONS MODULE SCREENSHOT

Admission No	Name	Numerical Methods	Soil Mechanics	Construction Techniques and Practices	Strength of Materials II	Concrete Technology	Applied Hydraulic Engineering
8 II CIVIL 07	RAMAKRISHNAN	99	86	84	96	96	82
9 II CIVIL 08	BEVATHY A	99	92	98	98	92	78
10 II CIVIL 09	SURYAPRAKASH	87	68	68	76	36	53



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

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GREEN & ENVIRONMENTAL POLICY



NPR Nagar, Natham – 624 401, Dindigul Dist., Tamil Nadu.

Web: www.nprcolleges.org | Email: nprcetprincipal@nprcolleges.org

Vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- To achieve academic excellence by offering quality technical education using best teaching techniques.
- To improve Industry – Institute interactions and expose industrial atmosphere.
- To develop interpersonal skills along with value-based education in a dynamic learning environment.
- To explore solutions for real time problems in the society.

Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

GREEN & ENVIRONMENTAL POLICY

Statement of Policy

The policy of NPR College of Engineering & Technology is to conserve natural green resources, to develop sustainable environmental solutions, innovations and startups to promote rural technologies and control energy consumption:

- To create awareness among students and staff about conservation of natural resources
- To develop sustainable environments for natural prosperity
- To implement, ethical, green & environment-friendly approach
- To help creating a society that has conservation-based attitude and exists in harmony with nature.

Policy Objectives

- To educate and engage students and faculties on green & environmental concerns and sustainability.
- To recognize and appreciate the efforts of students, staff and institution towards green & environment conservation and sustainable development.
- To promote innovation and startup for sustainable development.
- To encourage projects and initiatives on landscape and ecosystem restoration, soil and water conservation, water quality maintenance, water management, clean energy resources and climate change mitigation.
- To encourage rural development programs and provide rural India with professional resource support from institute of higher education.

Committee Members

S/N.	Name of the Member	Key Role / Position
1	Dr. B. Maruthu Kannan, Principal	President
2	Mr. G. Sundararajan, Assistant Professor - Mech. Engg.	Member
3	Mr. S. Sudhakar, Assistant Professor - ECE	Member
4	Mr. M.S. Balamurugan, IV year - MECH	Student Member
5	Mr. R.B. Saran, IV Year -EEE	Student Member
6	Mr. S.M. Suryaprakash, III Year - ECE	Student Member
7	Ms. D. Abitha, III Year - Civil	Student Member
8	Ms. P. Sangeerani, II Year -CSE	Student Member



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IT POLICY GUIDELINES



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- To explore solutions for real time problems in the society.

Program Outcomes

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4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
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IT POLICIES GUIDELINES

1. NEED FOR IT POLICY

- The institute IT policy exists to maintain secure and ensure legal and appropriate use of Information technology infrastructure established by the institute on the campus.
- This policy establishes institute strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the University.
- IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, faculty, Staff, Management and visiting Guests and Research Fellowship Members.

Now, NPRCET has network connections to every computer system covering more than twenty buildings across the campus and hostel.

Computer center is the department that has been given the responsibility of running the institute's intranet and Internet services.

Computer Center is running the Firewall security, DHCP, DNS, email, web and application servers and managing the network of the institute.

Institute is getting its Internet bandwidth from BSNL. Total bandwidth availability from BSNL source is 100 Mbps (leased line 1:1) and From Airtel is 500 Mbps.

With the extensive use of the Internet, network performance outreach in three ways:

- When compared to the speed of local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
- When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.
- When computer systems are networked, viruses that get into the LAN, through
- Intranet/internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

Too many concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available.

Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service and Quality of Experience. Reducing internet traffic is the answer.

Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate' Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to a halt.

Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial.

Hence, in order to securing the network, computer center has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions.

Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires.

Further, due to the dynamic nature of the Information technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures.

IT policies may be classified into following groups:

- IT Hardware Installation policy
- Software Installation and Licensing policy
- Network policy
- E-mail Account policy

Further, the policies will be applicable at two levels:

- End Users Groups (Faculty, students, Senior administrators, officers and other staff)
- Network Administrators

It may be noted that institute IT Policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network.

This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the institute, or hostels and guest houses, or residences wherever the network facility was provided by the institute.

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure must comply with the guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations.

Applies to

- Stake holders on campus or off campus
- Students
- Employees
- Faculty



- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

Resources

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
- Mobile/ Desktop
- Documentation facility (Printers/Scanners)
- Multimedia Contents

HARDWARE INSTALLATION POLICY

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

a) Primary User

An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

b) End User Computer Systems

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

c) Warranty & Annual Maintenance Contract

Computers purchased by any Department/Cells should preferably be with 3 -year on-site comprehensive warranty. After the expiry of warranty, computers would be maintained by computer center or by external service Engineers on call basis. such maintenance should include OS re-installation and checking virus related problems also.

d) Power Connection to Computers and peripherals

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

e) Network Cable Connection

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

f) File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

g) Maintenance of Computer Systems provided by the Institute

For all the computers that were purchased by the institute centrally and distributed by the Computer Center will attend the complaints related to any maintenance related problems.

h) Non compliance

NPRCET faculty, staff and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non- compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

i) Computer Center Interface

Computer Center upon finding a non-compliant computer affecting the network will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that his/ her computer gains necessary compliance. The Computer Center will provide guidance as needed for the individual to gain compliance.

3. SOFTWARE INSTALLATION AND LICENSING POLICY

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

Respecting the anti-piracy laws of the country, institute IT policy does not allow any pirated/ unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, institute will hold the department / individual personally responsible for any pirated software installed on the computers located in their department / individuals' rooms.

a) Operating System and its Updating

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through internet. This is particularly important for all MS Windows based computers. Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/ service packs to fix them.

b) Antivirus Software and its updating

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

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

He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the

end user's technical skills, the end-user is responsible for seeking assistance from Computer Center.

c) Backups of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on c drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data on CD / DVD or other storage devices such as pen drives, external hard drives.

d) Non compliance

NPRCET faculty, staff, and students not complying with this computer leave security policy themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring a, computers into compliance as soon as they are recognized not to be.

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Computer Center upon finding a non-compliant computer will notify, the individual responsible for the system and ask that it be brought into compliance. such notification will be done via email/phone. The individual users will follow-up the notification to be certain that his/her computer gains necessary compliance. The computer center will provide guidance as needed for the individual to gain compliance.

4. Network policy

Network connectivity provided through an authenticated network access connection or wi-Fi is governed under the Institute IT policy. The computer center is responsible for the

ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to Computer Center.

Any computer (PC/server) that will be connected to the institute network should have an IP address assigned by the computer center. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building LAN as decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool.

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

As and when a new computer is installed in any location, the concerned user has to take IP address allocation from Computer Center / respective department.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports.

a) Running Network Services on the Servers

Computer Center takes no responsibility for the content of machines connected to the network, regardless of those machines being Institute or personal property. Computer center will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the network's performance. Institute network and computer resources are not to be used for personal/ commercial purposes. Network traffic will be monitored for security and for performance reasons at computer center. Impersonation of an authorized user while connecting to the network is in direct violation of this agreement and will result in the termination of the connection.

b) Dial-up/Broadband Connections

Computer systems that are part of the Institute's campus-wide network, whether institute's property or personal property, should not be used for dial-up/ broadband connections, as it violates the institute's security by way of bypassing the firewalls and other

network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

c) Wireless Local Area Networks

This policy applies, in its entirety, department, or hostel wireless local area networks. In addition to the requirements of this policy, departments, or hostels must register each wireless access point with computer center including point of contact information.

5. Email Account Policy

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the Institute's administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic & other official purposes.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://gmail.com> with their User ID and password. For obtaining the institute's email account, user may contact computer center for email account and default password by submitting an application in a prescribed proforma.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the institute's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of

unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images

- User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender, about its authenticity before opening it. This is very much essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.
- User should not share his/ her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- while using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- Impersonating email account of others will be taken as a serious offence under the institute IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of institute's email usage policy.

The above laid down policies are broadly applicable even to the email services that are provided by other sources such as Hotmail.com, Yahoo.com etc., as long as they are being used from the institute's campus network, or by using the resources provided by the institute to the individual for official use even from outside.

6. Wi-Fi Policy

- Usage of Wireless infrastructure in the institute is to enhance the accessibility of internet for academic purposes and to browse exclusive online resource (licensed online journals) for student's/faculty members and staffs.
- Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.
- Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services

solely depends on the discretion of the institute and it has rights to stop/ interrupt the services at any given point of time, if required for any technical purpose.

- The access points provided in hostels are the property of institution and any damage or loss of the equipment will be considered as a serious breach of NPRCET's code of conduct and disciplinary action will be initiated on the students who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment in the institute buildings. In the incident of any loss or damage to the wireless Infrastructure will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

d) Scope of Service

Computer Center will be responsible for solving the hardware related problems or OS or any other application software that were legally purchased by the institute and was loaded by the company as well as network related problems or services related to the network.

e) Installation of Un-authorized Software

Computer Center or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

f) Physical Demarcation of Campus Buildings' Network

- Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of Computer Center
- Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of Computer Center. It essentially means exactly at which location the fiber optic-based backbone terminates in the buildings will be decided by the Computer Center. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of Computer Center.
- Computer Center will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.

- It is not the policy of the Institute to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the Institute's Internet links.

g) Network Expansion

Major network expansion is also the responsibility of Computer Center. Every 3 to 5 years, Computer Center reviews the existing networking facilities, and need for possible expansion.

h) Wireless Local Area Networks

Where access through Fiber Optic/UTP cables is not feasible, in such locations Computer Center considers providing network connection through wireless connectivity.

7. RESPONSIBILITIES OF COMPUTER CENTER

a) Campus Network Backbone Operations

- The campus network backbone and its active components are administered, maintained and controlled by Computer Center.
- Computer Center operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and hostels served by the campus network backbone within the constraints of operational best practices.

b) Maintenance of Computer Hardware & Peripherals

Computer Center is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

c) Receiving Complaints

Computer Center may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.

The designated person in Computer Center receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems (which are in warranty) to resolve the problem within a reasonable time limit. For out of warranty computer systems, problems resolved at computer center.



Computer Center may receive complaints from department/users; if any of the networks's related problems are noticed by them such complaints should be made by email/phone.

Computer Center may receive complaints from the users if any of the users is notable to access network due to a network related problem at the user end. Such complaints may be generally through phone call.

The designated person in Computer Center receives complaints from the users and coordinates with the user/service engineers of the network hardware or with internal technical team to resolve the problem within a reasonable time limit.

Computer Center is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from Computer Center prior to implementation of wireless local area networks.

Computer Center is authorized to restrict network access to the Cells, departments, or hostels through wireless local area networks either via authentication or MAC/IP address restrictions.

i) Electronic Logs

Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

j) Global Naming & IP Addressing

Computer Center is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. Computer Center monitors the network to ensure that such services are used properly.

k) Providing Net Access IDs and email Accounts

Computer Center provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals.

l) Disconnect Authorization

Computer center will be constrained to disconnect any Department, or cell, hostel from the campus network backbone whose traffic violates practices set forth in this policy or any

network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a department, or cell, hostel machine or network, Computer center endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a department or division is disconnected, Computer Center provides the conditions that must be met to be reconnected.

8. RESPONSIBILITIES OF DEPARTMENT

a) User Account

Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account (Net Access / Captive Portal ID) for the purposes of verification of affiliation with the institute. The user account will be provided by Computer Center, upon filling up the prescribed application form and submitting it to Computer Center. Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account.

Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access ID and for email account ID to prevent un-authorized use of their user account by others. It is the duty of the user to know the IT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources.

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b) Supply of Information by Department, or cell for publishing on /updating the NPRCET's Web Site

All Departments or Cells should provide updated information concerning them periodically (at least once in a month or earlier).



Hardcopy or softcopy to be sent to the Computer Center, This policy is applicable even for advertisements / Tender notifications published in newspapers, and the events organized by Department, or Cells.

Links to any web pages that have to be created for any specific purpose or event for any individual department or faculty can be provided by the computer center upon receiving the written requests. If such web pages have to be directly added into the official web site of the institute, necessary content pages (and images, if any) have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/ format. Further, such requests along with the soft copy of the contents should be forwarded to the In Charge, Computer Center well in advance.

c) Security

In connecting to the network backbone, department agrees to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a point of contact (POC) in the originating department. If a POC is available to contact, the security incident is resolved by disconnecting the offending from the network till the compliance is met by the user/POC.

d) Preservation of Network Equipment and Accessories

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the institute are property of the institute and are maintained by Computer Center and respective departments. Tampering of these items by the department or individual user comes under violation of IT policy.

e) Additions to the Existing Network

Any addition to the existing network done by department or individual user strictly adheres to the institute network policy and with prior permission from the authority and information to Computer Center.

f) Campus Network Services Use Agreement

The "Campus Network Services Use Agreement" should be read by all members of the institute who seek network access through the institute campus network backbone. This can be found on the institute web site. All provisions of this policy are considered to be a part



of agreement. Any Department or individual, who is using the campus network facility, is considered to be accepting the institute IT policy. It is user's responsibility to be aware of the Institute IT policy. Ignorance of existence of institute IT policy is not an excuse for any user's infractions.

g) Enforcement

Computer center periodically scans the Institute network for provisos set forth in the Network Use Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of IT policy and guidelines.

9. RESPONSIBILITIES OF THE ADMINISTRATIVE DEPARTMENT

Computer Center needs latest information from the different Administrative Department for providing network and other IT facilities to the new members of the institute and for withdrawal of these facilities from those who are leaving the institute, and also for keeping the NPRCET web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- Information about New Appointments.
- Information about termination of services.
- Information of new enrolments.
- Information on expiry of studentship/ removal of names from the rolls.
- Information on Important events/ achievements.
- Information on different rules, procedures, and facilities.

10. VIDEO SURVEILLANCE POLICY

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV camera installation is in use.



Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by institute with the primary purpose of reducing the threat of crime generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
- It is recognized that members of institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Computer Center. CCTV footage provided by the institute (Computer Center) upon receiving the requests from the individuals on prescribed proforma.

11. CAMPUS NETWORK SERVICES USE AGREEMENT

Read the following important policies before applying for the user account/email account. By signing the application form for Net Access ID (user account)/email account, you agree to act in accordance with the IT policies and guidelines of NPRCET. Failure to comply with these policies may result in the termination of your account/Ip address. It is only a summary of the important IT policies of the institute. User can have a copy of the detailed document from the website & various intranet servers. A Net Access ID is the combination of a username and a password whereby you gain access to Institute computer systems, services, campus networks, and the internet.

a) Accounts and Passwords

The user of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes. The User guarantees that the Net Access ID will always have a password. The User will not share the password or Net Access ID with anyone. Network ID's will only be established for students, staff and faculty who are currently affiliated with the Institute. Students, staff and faculty who leave the Institute will have their Net Access ID, email id and associated files deleted. No User will be allowed more than one Net Access ID at a time, with the exception that faculty or heads that hold more than one portfolio are entitled to have Net Access ID related to the functions of that portfolio.

b) Limitations on the use of resources

On behalf of the Institute, Computer Center reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or who sections otherwise limit the use of computing resources for other users.

c) Data Backup, Security, and Disclaimer

Computer center will not be liable for the loss or corruption of data on the individual user's computer as a result of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of computer Center staff member in the process of helping the user in resolving their network/computer related problems. Although Computer Center make a reasonable attempt to provide data integrity, security, and privacy, the User accepts full responsibility for backing up files in the assigned Net Access ID, storage space or email Account. In addition, Computer Center, makes no guarantee concerning the security or privacy of a User's electronic messages.

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify, and hold Computer Center, as part of institution, harmless for any such liability or expenses. NPRCET retains the rights to change and update these policies as required without notification to the User.



d) Account Termination and Appeal process

Accounts on NPRCET network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may approach the In Charge, Computer Center, justifying why this action is not warranted.



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MAINTENANCE POLICY



NPR Nagar, Natham – 624 401, Dindigul Dist., Tamil Nadu.

Web: www.nprcolleges.org | Email: nprcetprincipal@nprcolleges.org

Vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- To achieve academic excellence by offering quality technical education using best teaching techniques.
- To improve Industry – Institute interactions and expose industrial atmosphere.
- To develop interpersonal skills along with value-based education in a dynamic learning environment.
- To explore solutions for real time problems in the society.

Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

MAINTENANCE POLICY

NPR College of Engineering & Technology owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has a structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities.

The physical facilities are maintained by the Maintenance Team, which comprises skilled faculty for supervision and Lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc.

The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers.

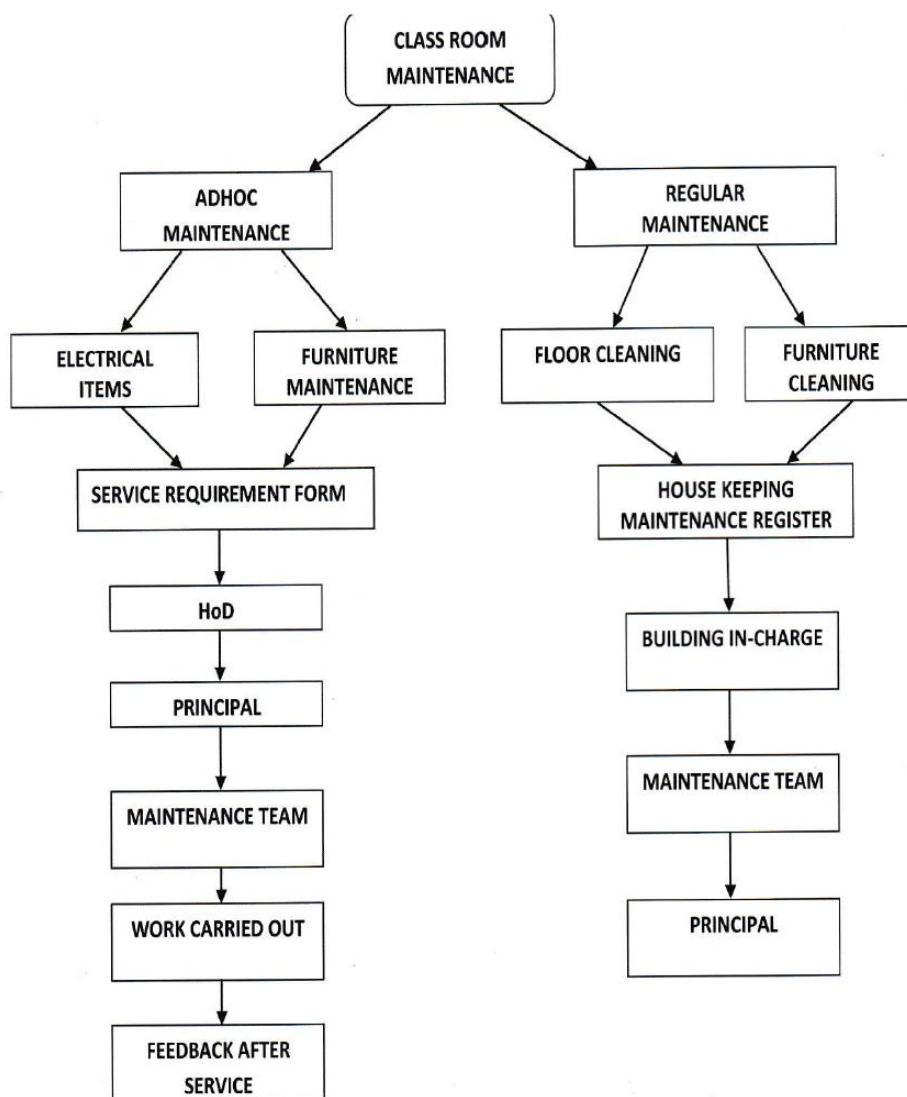
If the service does not come under guarantee / warranty / free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The Maintenance Team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the in-house team and available during day time in all working days.

Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filing and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages.

All the Maintenance works are done through proper requisition (As per the Annexure format) given by the various In-charges.

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES:

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in - charges and lab assistants take care of their respective laboratories. The requirements for class room maintenance works are initiated through the service requirement form (Annexure-1 format).



CLASS ROOM MAINTENANCE PROCEDURE



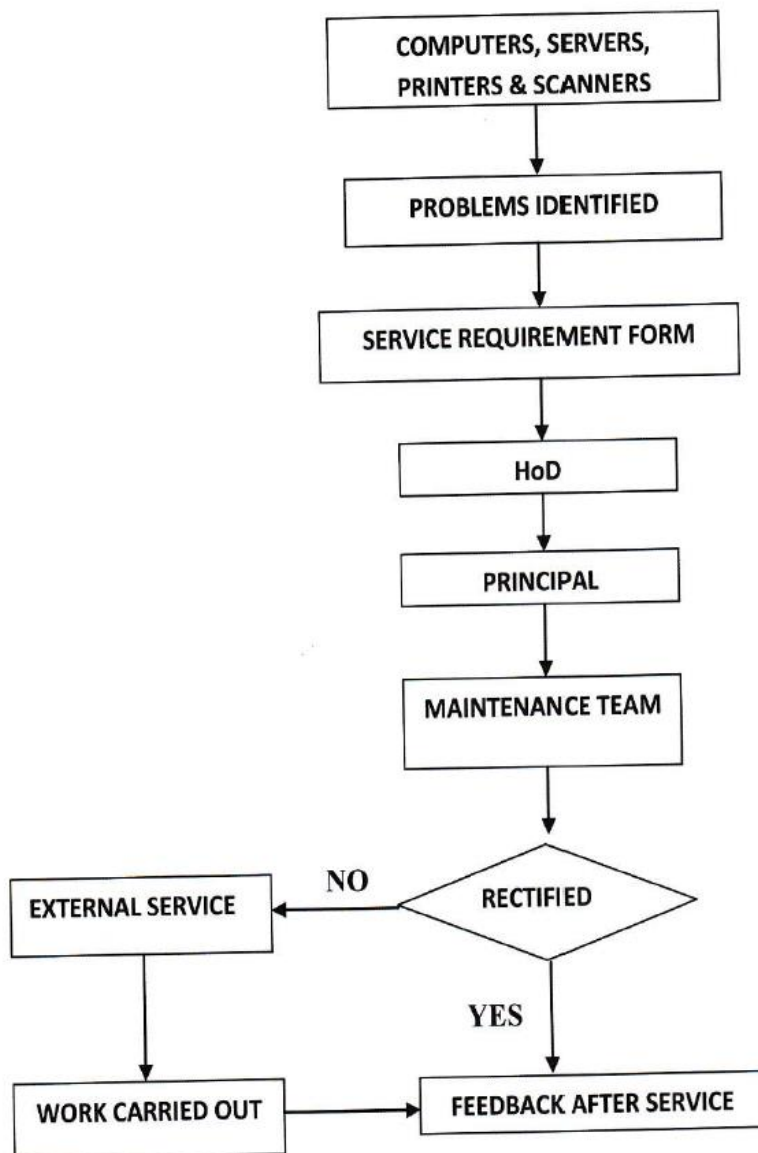
MAINTENANCE AND UTILIZATION OF LIBRARY:

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken,

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any Magnetic or electric equipment, i.e. tape recorders, air conditioners, etc. such materials should be kept in a dust-free, temperature and humidity-controlled room.
- Proper pest management is done to minimize the problems caused by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library repellants are used to save materials from Rats.
- The requirements for maintenance of the library works are initiated through the service requirement form (Annexure-I format).

MAINTENANCE OF COMPUTER FACILTIES:

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, anti-virus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department. The requirements of IT facilities maintenance are initiated through the service requirement form (Annexure- 1 format) and the updating report in maintained in the computer maintenance register (Annexure-5 format).

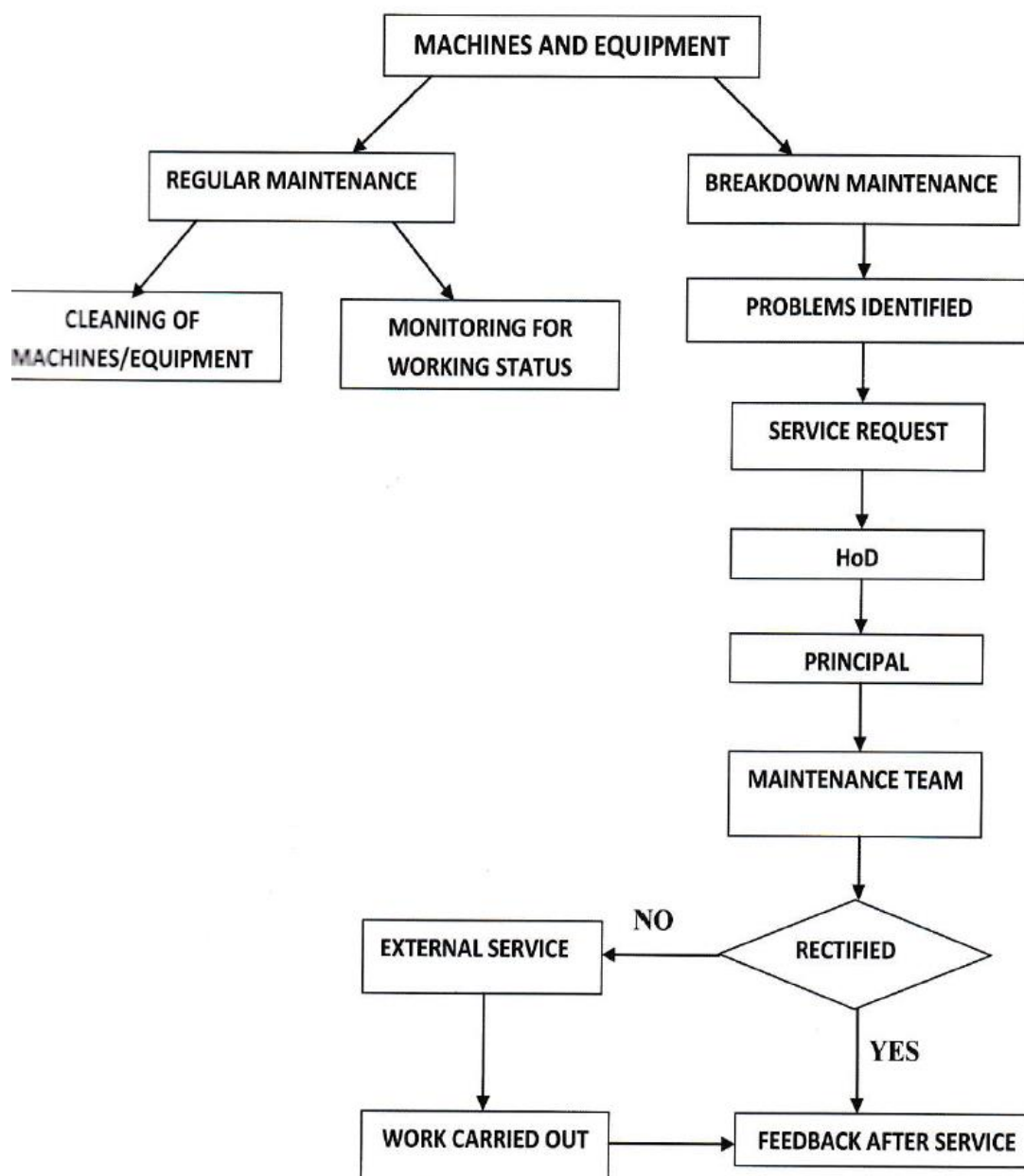


FLOW CHART FOR COMPUTER MAINTENANCE

MAINTENANCE OF LABORATORIES EQUIPMENT:

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HoDs time to time enhancing their technical skills. The Equipment Routine maintenance works are followed as per the Laboratory Routine maintenance schedule

(Annexure-4 format). The requirements of Laboratory facilities maintenance are initiated through the service requirement form (Annexure-1 format) and the Lab service yearly report is maintained in the Laboratory Maintenance Report (Annexure-2 format).



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE



MAINTENANCE OF OTHER AMENITIES:

RO consumables, membranes, filter and chemical which are to be replaced / recharged is covered within the annual maintenance contract made with the company. Cleaning is done once in three months to prevent fouling smell and deterioration / impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians.

Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month.

Fire-extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers. The requirement of Laboratory facilities maintenance works initiated through the service requirement form (Annexure-I format)

ANNUAL STOCK CHECKING:

Annual stock checking of furniture, lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

DAY TO DAY EMERGENCY MAINTENANCE:

Day to day maintenance includes daily running repairs' like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members which is initiated through the service requirement form (Annexure- I format) given by various Departments.



ANNEXURE-1

(Format for Service Requirement form)

SERVICE REQUIREMENT FORM

Ref. No.:

Date:

Name of the Staff :

Designation / Department :

Work place :

Name of the Equipment / work :

Problem Identified / Nature of work :

Whom to attend :

Requested time of completion :

Suggestions / Recommendations (if any) :

Signature of the Staff :

Signature of the HOD :

Recommended by

FEEDBACK AFTER SERVICE

Attended by :

Working status :

Remarks :

Verified by :

Signature of the Principal



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COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

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ANNEXURE - 2

(Format for Laboratory Maintenance Report)

LABORATORY MAINTENANCE REPORT

DEPARTMENT:

ACADEMIC YEAR:

S/N	Date	Name of the Laboratory	Equipment details	Internal/ External	Bill No.	Amount	Lab In-charge sign	HOD sign	Principal sign	Remarks



ANNEXURE - 3

(Format for House Keeping Maintenance Register)

House Keeping Maintenance Register

S/N	Date	Main Block				Rear Block				
		Ground Floor	I Floor	II Floor	In charge Sign	Ground Floor	I Floor	II Floor	III Floor	In charge Sign
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										



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ANNEXURE - 4

(Format for Laboratory Routine Maintenance Schedule)

Laboratory Routine Maintenance Schedule

DEPARTMENT OF _____

LABORATORY NAME _____

S/N	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half-yearly	Yearly
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Lab In-Charge

HoD / Civil

Principal



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ANNEXURE-5

(Format for Computer Maintenance Register)

Computer Maintenance Register

DEPARTMENT:

ACADEMIC YEAR:

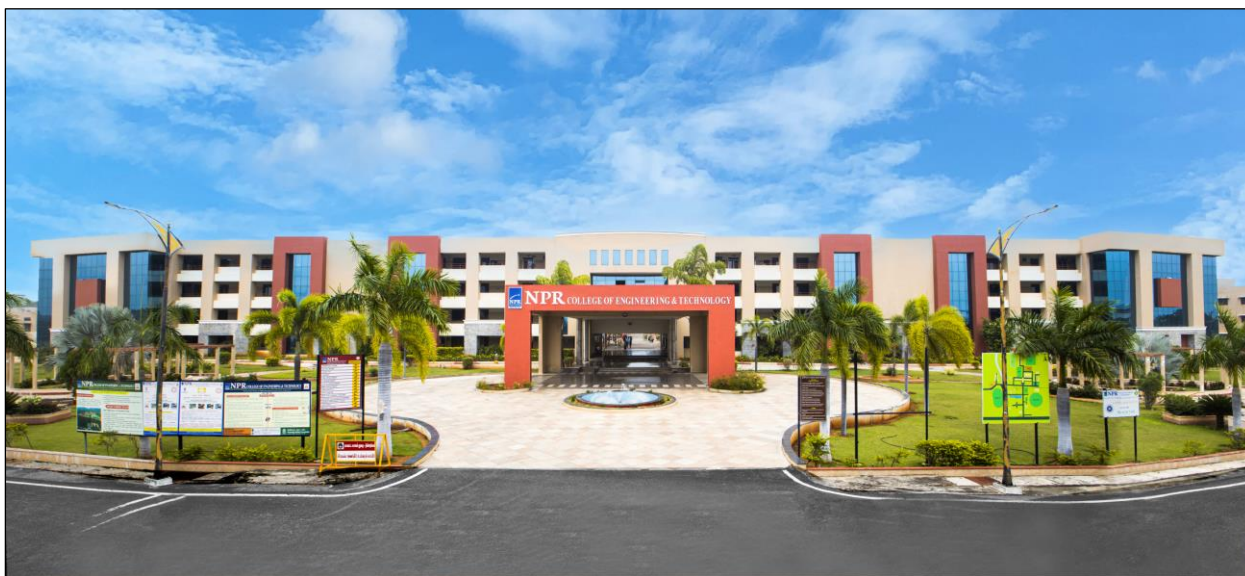
S/N.	Date	System Number	Description	Internal / External	Bill Details	Stock Page Number	Lab In-charge sign	HOD sign	Principal sign	Remarks



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POLICY ON SLOW LEARNERS AND ADVANCED LEARNERS



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Vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- To achieve academic excellence by offering quality technical education using best teaching techniques.
- To improve Industry – Institute interactions and expose industrial atmosphere.
- To develop interpersonal skills along with value-based education in a dynamic learning environment.
- To explore solutions for real time problems in the society.

Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

POLICY ON SLOW LEARNERS AND ADVANCED LEARNERS

This policy paper is conceded as the “Policy on Slow Learners and Advanced Learners”, of NPR College of Engineering & Technology, Natham, Dindigul. By virtue of this Policy the college pronounces its assurance to the proper counsel for the enhancement of the slow learners to be better on their way of academic and personal life and –advanced learners to be extraordinary in the academic and other extra -curricular activities.

CATEGORIZATION OF NEW BUDDING ENGINEERS

We organized bridge course to familiarize the basic fundamentals and we also conducted one day Motivational Program for all the new budding engineers to expose the opportunities available in the field of Engineering.

The students belonging to first years are taxonomies as Tamil Medium Students / Poor Cut off marks in XII Standard / Poor Knowledge in computing skills.

The purpose of assessment of the learning levels of the students and conduction of activities for them is to help them out for improvement in their academics.

METHODS TO IDENTIFY ADVANCED LEARNERS AND SLOW LEARNERS

Each and Every faculty must deal with different categories of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore, it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention.

A good teaching methodology helps a lot to make either an advanced learner to get more connected with the class or a slow learner he/she may not get away from the concentration.

A student may have his/her own way of getting knowledge and standing with what they had learnt. It varies from one to the other.

1. To validate a student's capacity he/she will be assessed by daily class tests, internal exam and practical sessions as a whole right from first to the final year, which will be taken for grading their internal marks as well.
2. Slow learner and advanced learners would be identified for each subject separately by respective faculty members for at the semesters.
3. The student as an individual is identified as Advanced learners if he/she scores equal to or greater than 60% [$\geq 60\%$] of marks in his/her internal exams and the students scored less than 60% [$< 60\%$] are identified as Slow learners.

SLOW LEARNERS

The slow learners are always lagging in academic performance. They may fail in exams or score poor marks. They need more attention towards their studies to enhance and endure their level of grade.

METHODOLOGIES TO SUPPORT SLOW LEARNERS

Remedial are conducted with appropriate focus on the subject/ topic codes in which the students are found to be slow learners Individual academic counseling is done by concerned subject faculty.

POLICY GUIDELINES FOR SLOW LEARNERS

- Remedial course for slow learners, absentees and students involved in sports activities which help slow learners to improve subject knowledge with the result of catching up with their peers.
- Bridge Course for first year students.
- Orientation and Induction Programme at College and departmental level for freshers.
- Conduct additional classes for the difficult subjects based on the previous semester university results in the curriculum.
- Special attention is given to the students in the remedial classes, who are identified as the slow learners.

- Slow learners are specially advised and counseled by a staff mentor and the subject expert.
- The students are given with training on communication skills, personality development, time management and motivational sessions.
- Academic and personal counseling are given to the slow learners by the mentor.
- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.
- Provision of simple and standard lecture notes/course materials and special preparation for the exams will be good.
- Getting the support of the advanced learners to the slow learners in making their learning process more participatory and interesting.
- Encouraging the group learning activities and practical will be useful to the slow learners.

ADVANCED LEARNERS

The Advanced learners are those who can grab concepts faster than others and can make best outputs on various tests they go through. They take into themselves greater responsibilities, by showing interests on both Academic and extra -curricular activities.

METHODOLOGY TO ENCOURAGE ADVANCED LEARNERS

1. Advanced learners are motivated to strive for higher goals. They are encouraged to organize as well as to participate in Symposium, Workshop, various technical competitions and Seminar to gain Knowledge.
2. Helping them to participate in group discussions, technical quizzes to develop analytical and problem -solving abilities in them and thereby, to improve their presentation skills.
3. Regular Motivation is given to the students to prepare for the Placement, Competitive Exams and Entrepreneurship

METHODOLOGIES TO SUPPORT SLOW LEARNERS

- Advanced learners are motivated to strive for higher goals. They are provided with additional inputs for better career planning and growth through offering special coaching for higher level competitive examinations



- Encouragement to identify and utilize the web learning resources
- Motivation to participate in interactive activities like debates, group discussion on and out of the syllabi contents and participation in various cultural, extra-curricular and research competitions in and out of the college.
- To provide need -based facility in departments and library to advanced learners.
- Personal Counseling as and when the students turn up for the guidance
- Arrangement of Guest lectures.
- Students enrolled into SWAYAM Courses
- Students are engaged in ICT enabled teaching learning and LMS with considerable responses.
- They are made the supporters to the average and the slow learners.



NPR

COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

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FEEDBACK POLICY

Efficient functioning of an educational institution demands continuous refinement. Refinement needs feedback mechanism. NPRCET has adopted the feedback system that collects the suggestions from stakeholders on Teaching – Learning system of each programme. This helps to fine-tune Teaching – Learning system along with the curriculum. NPRCET follows the mechanism for collection of feedback from Students, Faculty, Alumni and Employers on Curriculum is explained in detail below.

Feedback Collection Process:

Feedback forms with questions those completely aligned along with Curriculum are designed in individual website. Generated links are shared with corresponding stakeholders for collecting the feedback. Feedback collection has done in specific time period. Responses for each question is recorded in website

Feedback Analysis Process:

- Stakeholder wise analysis report as has reviewed in department meeting along with Placement co-coordinator and IQAC co-coordinator.
- For each question target has been set before the collection of feedback. In the analysis report, questions with response below the set target, for Students feedback **75%** and **2.25** in 3 index scale, for Alumni, Faculty and Employer feedbacks **80%** and **2.4** in 3 index scale have been highlighted
- In the department meeting, actions are proposed and assigned to person/committees/department/units. If the response is much below the target level, special committee has been formed to take corrective actions.

Execution of action proposed:

- The assigned person's committee/department/units special committees plan the road map executes the action proposed by IQAC
- Based on feedback received from stakeholders, add on courses are designed and offered. The curriculum of the existing add on courses are also updated as per employer recommendation to meet the industry expectation
- Swayam NPTEL and spoken tutorial courses are suggested for students
- Other initiatives such as Internship, Project based learning workshop, self-learning practices etc.,




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Date: 02.05.2014

SCHOLARSHIP POLICY

NPR College of Engineering & Technology was established in the year 2008 with an exactly of proving quality technical education for students from rural background. Taking into consideration of the economic status of the students and to assist them in studying, our institution has decided to provide scholarship for the students coming from economically backward family admitted for buying books & material fee for their studies. This has been implemented from the next academic year onwards.

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