MAR BASELIOS
COLLEGE OF ENGINEERING AND TECHNOLOGY
AUTONOMOUS

(Approved by the AICTE and affiliated to the University of Kerala and APJ Abdul Kalam Technological University)

Accredited by NAAC with 'A' Grade and all BTech Programmes by NBA since 2016

Decipherers of Techno-dreams
since 2002

Policy Documents

Policy Documents

- **A NAAC- IQAC Initiative**

MAR BASELIOS
COLLEGE OF ENGINEERING AND TECHNOLOGY
— A U T O N O M O U S —

(Approved by the AICTE and affiliated to the University of Kerala and APJ Abdul Kalam Technical University)

Accredited by NAAC with 'A' Grade (CGPA – 3.13) All programmes accredited by NBA (Tier II)

MAR IVANIOS VIDYANAGAR, NALANCHIRA P.O

THIRUVANANTHAPURAM-695015

KERALA, INDIA.

Tel.No. 0471-2545866, 2545868, 2545872, Fax.2545869

Email : mbcet@mbcet.org

Website : www.mbcet.ac.in

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II.   Policy Statement

Mar Baselios College of Engineering and Technology strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare and sustainability.

III.   Objectives

The academic policy discloses the principles used for quality teaching at Mar Baselios College of Engineering and Technology and defines the procedures for the multiple levels of accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus.

The institute/department stands responsible for ensuring quality of its educational environment. This includes

1. Academic accountability
2. Ensuring the quality of technical education including
    i.   Prescribing its own courses and syllabi in accordance with the need of the society and the professional requirements.
    ii.   Preparation of the course materials with adequate standard
    iii. Delivery of course contents adopting appropriate technologies
    iv.   Assessment to enable quality.
    v.   Continuous improvement through quality assurance.

IV.   Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal/Vice Principal	1. Developing and implementing quality assurance policies and procedures.
Internal Audit Cell	1. Carry out the academic auditing in each department of the college at the stipulated interval.
Dean (Academics)	1. Preparation of Academic Calendar and Semester Plan 2. Coordinating Internal Examinations and publishing marks. 3. Coordinating with Departments to update the data in AMS.
Dean (PG)	1. Preparation of Academic Calendar for PG.

	2. Coordinating Internal Examinations and publishing marks (PG).
	3. Coordinating with Departments to update the data in AMS.
Controller of Examination	1. Conducting all Examination
	2. Collecting of results from the Evaluations
	3. Verification and Valuation of results.
	4. Publication of Final Results.
	5. Issue of Grade Card and Certificates.
Head of the Department	1. Ensure that the courses promote the development of the department and the graduates.
	2. Ensure proper redress of the concerns raised by students in all matters.
	3. Take up initiatives to achieve the mission and vision of the department.
	4. Subject allocation for faculty for every semester keeping in view various extraneous duties.
	5. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery.
	6. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.
	7. Arranging student feedback of the faculty and initiating corrective measures.
	8. Review of the progress of teaching- learning process and institution of remedial measures.
	9. Verification of the computation of Continuous evaluation marks.
Course Instructor	1. Ensuring academic integrity of the course assigned.
	2. Facilitating information sharing on best practice in teaching and learning.
	3. Facilitating a learner centric environment.
	4. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same.
	5. Impartial and proper assessment of the assigned course and computation of the sessional marks.
	6. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs).
	7. Conduct of the remedial classes as and when required.
	8. Preparation/modification of the course materials.
	9. Responsible for completion of the syllabus.
	10. Providing opportunities for students to develop the Graduate attributes (GAs) relevant to the course of study.

	11. Seek feedback from student for improvement in course delivery.
Module Coordinator	1. Finalization of the lecture plans and Course Information Sheet (CIS) of various courses within the module before the commencement of the semester. 2. Ensure that the course materials and the assessments carried out are at an appropriate standard. 3. Review and approve the internal assessment Questions, Answer Key and its assessment. 4. Ensure that a good communication is maintained between the faculty handling the same course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters. 5. Validation and suggesting the gaps in the syllabus. 6. Identify the topics and person for invited talks related to the module. 7. Verification of CO-PO mapping and assessments. 8. Verification of Course Files, Subject Plan. 9. Preparation of Module coordinators report for Internal Audit.
Mini Project	1. Prepare an action plan for the Mini Project and ensure timely start of the work project ii. P. 2. Prepare a schedule of project internal assessments; through conduct of periodic reviews and presentations. 3. Prepare a format for project report viz. cover page, certificate, contents, letter fond size etc. and ensure that the reports are prepared accordingly. 4. Coordinate computation of sessional marks and attendance.
Seminar Coordinator	1. Prepare appropriate schedule for seminar presentation. 2. Ensure that the Seminar topic and content are relevant and meet standards. 3. Give proper guidelines for the preparation of PPT. 4. Prepare appropriate assessment procedure in consultation with the HoD and assign marks for presentations in consultation with the senior faculty. 5. Give guidelines for preparing the report.

V. Action Plan

Step by step process of the academic activities is listed.

1. **Subject Allotment**- Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.

2. **Publishing of the MBCET Academic Calendar**- An academic calendar is published which includes all the academic, co-curricular and extra- curricular activities.

3. The **Lecture Plan and Course Information Sheet** is prepared by the faculty which is then verified by the Module Coordinator.

4. Review of the **attainment of COs** of the previous batches and devising techniques to improve the attainment.

5. Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric. The teaching Learning Centre (TLC) of MBCET organizes various workshops at regular intervals to improve the effectiveness of teaching for the faculty of MBCET and other institutions.

6. **Seminar** coordinator and the **project** coordinator ensures that all activities related to seminar and project take place in the stipulated time.

7. Conduct of **assignments/tutorials** and class work according to the plan. Publishing of the attendance at regular intervals.

8. Conduct of the **Internal Examination** and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.

9. Publishing of the assessment marks.

10. Conduct of **class committee and course committee** to address any issues related to the class/course.

11. Conduct of **Advisor and advisee meeting** every two weeks and the minutes are reported to the Head of the Department.

12. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.

13. Organizing various **skill development workshops** by the professional societies and the department associations.

The academic policy is linked with the B.Tech and M.Tech Regulations, Examination Manual and the rules for assigning the activity points of Mar Baselios College of Engineering and Technology.

VI. Academic Monitoring and Student Support

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students.

1. Class/Course Committee-The committee is responsible to monitor the conduct of all the courses, adherence to the course plan and the time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students and recommend for necessary remedial actions, if any.
2. Advisory System: For every class there is a <u>staff coordinator</u> and <u>staff advisor</u>. Staff Coordinator will be nominated for the entire class. There will be one Staff Advisor for every 20-25 students. One among the Faculty Advisor shall be nominated as Staff coordinator. The Advisor maintains all documents related to the academic and non-academic matters of the students under an advisory group. They are the primary contact of students and parents for all kinds of advices, clarifications and permissions on academic matters. They are responsible to mentor the students. The staff coordinator makes arrangements for the meetings with students and parents as and when required to discuss any matters for the progress of the students. They also carry out the result analysis and arrange for remedial activities, if required. They are also responsible to carry out the consolidation of the activity points, attendance, internal marks in their advisory group.
3. Various other committees like Student Welfare committee, Grievance Redress Committee, Disciplinary Action Committee are also formed for student support.

VII. Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations. A subcommittee of the same termed as the Internal Audit Cell (IAC) is responsible for carrying out the academic audit in stipulated intervals as suggested by the University. The IAC has a coordinator and representatives from all departments to carry out the audit. The audit also covers the co-curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC and NBA and also periodical reporting to UGC. IQAC will also keep the relevant data on website up to date as required by the UGC.

VIII. Teaching -Learning Center (TLC)

The TLC has been formed to inspire, support and strengthen new directions in pedagogy and learning at MBCET. The TLC facilitates the preparation of contents in the form of Video lectures and courses through structured workshops. It enables sharing of good teaching practices and Innovation in teaching methods among faculty. The TLC organizes various Faculty Development programs on a regular basis to enable continuous learning and improvement for faculty and Staff.

II.ADMISSION POLICY

1.0   PURPOSE

1.1   The purpose of this procedure is to establish clear guidelines regarding admission to various conducted by MBCET.

2.0   SCOPE

2.1   The entry requirements for each course of MBCET are defined in terms of stated qualifications or their equivalents, and are intended to facilitate assessment of the candidate's ability to meet the demands of the course. Where accreditation of prior learning is permitted as a route for entry, responsibility rests with the applicant for making the claim to relevant knowledge and skills and also for supporting the claim with appropriate evidence. The MBCET may require an applicant to submit to an entrance assessment. Admission to an appropriate point in a course may be permitted where evidence exists that an applicant has fulfilled particular progression requirements of the course.

3.0   RESPONSIBILITY

3.1   Management, Principal and Chief Coordinator Admission.

4.0   PROCEDURE FOR B TECH ADMISSION

4.1   General

From the academic year 2012-13 onwards 50% of the total seats in Mar Baselios College of Engineering and Technology will be filled by the office of Commissioner for Entrance Examination (CEE) from the list prepared based on Kerala Engineering Architecture Medical (KEAM) entrance examination Rank. The CEE admission is on the basis of merit and in accordance with reservation principles followed by Government. The college code for CEE allotment is MBT. The remaining 50% seats will be filled up by the Management according to the merit. Of this 50%, 15% of the total seats are filled from the Non Resident Indian (NRI) category.

4.2   Introduction

4.2.1   This college is affiliated to A P J Abdul Kalam Technological University and approved by AICTE.

4.2.2   The college is a member of the Kerala Catholic Engineering College Management's Association. The colleges under the above association follow a common procedure for admission to B.Tech courses. **(Annexure Attached)**

4.2.3   Number of seats

Branch	CE	CSE	EEE	ECE	ME
Seats	120	120	120	120	120

4.2.4   Government Quota Seats

- 50% of the total seats in Mar Baselios College of Engineering and Technology will be filled by the Commissioner for Entrance Examination (CEE) from the list prepared by the CEE on the basis of merit and in accordance with reservation principles followed by Government. The college code for CEE Allotment is MBT.
- In addition, 5% of students are admitted in each discipline under AICTE Tuition Fee Waiver Scheme (TFW) with tuition fee concession

4.2.5   Management Merit Quota Seats

The remaining 50% seats will be filled up by the Management according to the merit.

No of seats proposed to be reserved under various heads in a branch with 120 seats shall be as follows.

Open Merit	Christian community	Malankara Community Merit	Dalit Catholic	Latin Catholic	Arts/ Sports	NRI
14	14	8	2	2	2	18

4.3   Fee Structure: The fee structure shall be decided based on the Govt. approved norms.

5.0 PROCEDURE FOR M TECH ADMISSION

5.1 ELIGIBILITY FOR ADMISSION: As per the norms of Govt. of Kerala and AICTE

5.1.1   The Degree shall be in the appropriate branch of Engineering as listed below.

Sl #	Department	M Tech Stream	Eligible Graduate degree
1	Civil Engineering	Structural Engineering (SE)	Degree in Civil Engineering
2	Computer Science &Engineering	Computer Science & Engineering (CSE)	Degree in Computer Science/ Computer Engineering/ Information Technology
3		Power Control & Drives (PCD)	Degree in Electrical & Electronics Engineering

4	Electrical & Electronics Engineering	Control Systems (CS)	
5	Electronics & Communication Engineering	Telecommunication Engineering (TCE)	Degree in Electronics & Communication Engineering
6		Signal Processing (SP)	Degree in Applied Electronics & Instrumentation / Electronics & Communication Engineering
7	Mechanical Engineering	Machine Design (MD)	Degree in Mechanical/ Industrial/ Mechanical stream Automobile/ Mechanical stream Production Engineering

5.1.2 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are eligible for admission.

5.1.3 They must have valid GATE score.

5.1.4 A minimum of 55% marks for section B in AMIE/AMIETE examination.

5.1.5 Minimum three years of Professional experience in the field of Specialization after acquiring the qualifying degree.

5.1.6 Candidates who have appeared for the final semester examination can also apply, provided he/she has passed all the subjects up to and including the 6th semester exam. Confirmation of admission of such candidates shall be subject to the production of qualifying degree -satisfying clauses 2 (a) to (e) as applicable on or before November 30, 2016.

5.1.7 Admission shall normally be restricted to those with valid GATE score.

5.1.8 In case seats remain vacant due to lack of candidates with valid GATE score, candidates from Kerala State without valid GATE score will be considered against such vacancies. If seats are still remaining vacant, candidates from other states will be considered for admission

5.2 HOW TO APPLY

5.2.1 a) Application forms can be submitted online on the website of the college. After on line submission, a printout of the application along with the self-attested copies of the following documents shall be submitted directly or by post so as to reach the College Admission Office before 4 pm on or before the last date.

5.2.2   Qualifying degree certificate

5.2.3   Mark lists of each semester of the degree course

5.2.4   Certificate of Standard X/ XII in proof of age

5.2.5   Documents to prove claim for any sort of reservation or special consideration

5.2.6   Certificate from Parish Priest for consideration in the community merit

5.2.7   GATE score card, if applicable

5.2.8   Certificate of good conduct from the Institution last attended

5.2.9   Online payment /Demand Draft of Rs.500/ - in favour of Mar Baselios College of Engineering & Technology, payable at Thiruvananthapuram

5.2.10   Applications not accompanied by a proof for that claim will not be considered under that category.

5.2.11   Late applications/ Incomplete applications/ Applications not accompanied by relevant certificates are liable to be rejected, without further intimation to the candidate.

5.3 ALLOTMENT OF SEATS

5.3.1   Government seats: (50%of the seats for each stream)

   These seats will be filled, from among the candidates who have applied in this institution on the basis of their rank in the rank list published by DTE, by following the reservation policies as mentioned in the prospectus published by DTE.

5.3.2   Rank list will be published in the College website and College notice board.

5.3.3   Management seats: (50% of the seats for each stream) One third of the management seats NRI seats. Two seats are reserved for Malankara Catholic Community

   There will not be any separate communication to the candidates by post or email.

5.3.4   Management has the discretion to change any date connected with the admission process. Such changes will be published in the College website. Decision of the management in this matter shall be final.

5.4 ADMISSION

5.4.1   For genuine reasons, Management will have the right to deny admission to any candidate even if otherwise eligible. The reason for the same will be recorded and informed to the candidate on request.

5.4.2   Candidates are advised to visit the College website for all further notifications and informations on admission to M Tech courses in 2016. No separate communication will be sent to the applicant.

5.4.3   Selected candidates shall report to the College at the appointed time and date.   Offer of admission shall stand cancelled in the event of failure to take admission at the appointed time.

6.0 PROCEDURE FOR PhD ADMISSION

6.1 MBCET is an approved research centre under APJ Abdul Kalam Technological Universiy (KTU), Kerala. MBCET follows Phd Admission procedure in APJ Abdul Kalam Technological Universiy, Kerala.

6.2 Types of Ph.D admission in KTU

6.2.1   Ph.D full time (disciplines of Engineering, Technology)

6.2.2   Ph.D part time (disciplines of Engineering, Technology, Basic Sciences and Mathematics) only for faculty presently working in affiliated colleges

6.3 Eligibility for PhD in KTU

6.3.1   Master's degree in Engineering/Technology, Architecture or a Master's degree by research in Engineering/Technology with a minimum CGPA of 6.5 are eligible for admission to the PhD program with the stipulation that admission to the Masters program should have been based on a valid GATE score.

6.3.2   Masters degree in Basic Sciences or Mathematics with a minimum CGPA of 6.5.Such candidates should have qualified through national level examinations such as UGC-CSIR NET to be eligible for admission to Ph.D.

6.3.3   SC/ST candidates and differently abled persons are eligible for admission with a minimum CGPA of 5.5 at Master's level in all the cases (i) to (iii) above. Other conditions remain same as those for the general category candidates.

6.3.4   The following are exempted from the requirement of GATE or UGC-CSIR NET or CAT/JMET/ XAT/ MAT/ATMA/GATE/UGC for the purpose of registering for Ph.D:

6.3.4.1 Candidates with Master's degree in Engineering/Technology /Architecture or Masters degree in Basic Sciences/Mathematics or Masters degree/equivalent PG Diploma in Management together with a Bachelors degree and having THREE years of teaching experience in AICTE approved colleges or NBA accredited departments.

6.3.4.2 Those with educational qualifications as in 6.3.4.2 above and having minimum THREE years' experience in a reputed industry as assessed by the University

6.3.4.3 Candidates who have fellowship/scholarship support from Government Agency AICTE, UGC

6.4 How to apply for Ph.D in KTU

6.4.1 Mode Application must be submitted online as specified in web site ktu.edu.in. The notification will be displayed in official website around November and April

6.5 Application fee

All applicants except SC/ST – Rs 1000/- SC/ST applicants Rs 500/-

6.6 Selection process

6.6.1 Selection is made through research aptitude test /interview.

6.6.2 Objective type test 1.5 hrs duration will be conducted in two parts
Research methodology (30 marks)
Basic mathematics (30 marks)

6.6.3 Separate cutoff marks for each part of examination.

6.6.4 For full time registration, subject knowledge interview will be conducted after the eligibility test.

6.6.5 Sponsored candidates secured government fellowship for PhD studies including QIP of AICTE need not attend the eligibility test.

6.6.6 Uploading selection document is mandatory.

6.6.7 Qualifying aptitude test alone will not ensure PhD registration to KTU.

6.6.8 The candidate must identify supervisor and place of research satisfying research regulations of KTU and DC must recommend his/her registration to KTU.

6.6.9 Date of aptitude test will be announced in KTU website

6.7 Fee Structure

6.7.1.1	Admission Fee	-	500.00
6.7.1.2	Tuition Fee	-	75,000.00
6.7.1.3	University Fees	-	1000.00

7.0 RELATED RECORDS

a. Application form students

b. Rank list

c. Students admission register

8.0 OTHER REFERENCES

a. AICTE Rules

b. University Rules and Guidelines

c. Reference List of Government Officials eligible for issuing community certificates.

III.   Code of Conduct Policy

1. Policy Statement

MBCET strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

2. Objectives

The purpose of this document is to provide the code of conduct and ethics for students of Mar Baselios College of Engineering and Technology (MBCET), Mar Ivanios Vidyanagar, Nalanchira, Thiruvananthapuram. All students are expected to be aware of this code and abide by it to enable MBCET to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

3. Responsibility

Management, Principal and the faculty; related Committees

4. Code of Conduct

Discipline, both in personal and professional matters, is essential for the success of an Engineer. Orderly behaviour on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centres of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

4.1. Rules and guidelines

a.   All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.

b.   Students shall wear the prescribed uniform whenever on the campus.

c.   Students shall wear the ID cards while on the campus.

d.   Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.

e.   Habitual negligence of College work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.

f.   Students, if they have any grievance and personal problems shall bring them to the notice of the Staff Advisor or the College authorities individually; but should not have recourse to collective complaints or petitions to anybody within or outside the College.

g.   Students are forbidden from attending or organizing any meeting in the College or in its premises or collecting money for any purpose without the permission of the Management.

h.   Political activity in any form, under any banner is not permitted in the campus.

i.   Willful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.

j.   Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action.

5. Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal/Bursar/or his/her nominee or a relevant Committee. Based on the preliminary investigation the following actions could be taken:

a.   Dismiss a complaint.

b.   Impose any penalty permitted by the rules of the College.

c.   Refer the complaint to the Principal/College Council accompanied by a written report for further decision.

d.   Issue a caution which shall not be recorded on the student's record.

e.   Issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.

f.   Refer the matter to the police or other authorities.

6. Appeal

a.   The student has a right of appeal against the decision of the nominee/Committee.

b.   A student may appeal, in writing, to the Principal/Bursar against the decision of the nominee/Committee.

c.   The decision of the Principal/Bursar will be final in this regard.

7. Prevention of Ragging

7.1. Prohibition by law.

Ragging, in any form is prohibited by law. The Govt. of Kerala has banned ragging in Educational Institutions / Hostels vide the Kerala Prohibition of Ragging Act 1998 Section 3 which makes ragging punishable as follows:

a.   Imprisonment up to a term of 2 years

b.   A fine up to Rs.10000/-

c.   Dismissal from the Institution. The students so dismissed shall not be admitted to any other Educational Institution for three years.

7.2. Anti-ragging Committee and Anti-ragging Squad

In compliance with the AICTE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging, if any.

7.3. Rules and guidelines

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

a.   Any act that prevents, disrupts or disturbs the regular academic activity of a student.

b.   Exploiting the service of a junior student by a senior student or a group of senior students.

c.   Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.

d.   Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.

e.   Any act of abuse by spoken words, emails, SMS or any other means.

f.   Any word or act that causes hurt to the dignity of the individual.

g.   Entering without permission any class other than the one assigned to a student.

h.   Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.

7.4. Reporting Cases of Ragging

The complaints or information with regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, HoDs, Class Advisor or any of the members of the Anti-Ragging Committee. All complaints/information received shall be kept strictly confidential. In the event of a student being booked in a

criminal offence and being suspended from the College, he/she will be re-instated only after his/her obtaining clearance certificate from the Police Officer concerned.

8. **Sexual Harassment**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. **Professional Ethics and Academic integrity**

As an institution with a vision to mould professionals as epitomes of noble values, the Institute gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of academic work. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. It is expected that the students adhere to the ethical standards.

9.1. Rules and guidelines:

a.   The student properly acknowledges and cites use of the ideas, results, material or words of others.

b.   Makes sure that all work submitted in a course or other academic activity, as his or her own, is produced without the aid of impermissible materials or means.

c.   Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.

d.   Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

10. **Related Records**
a.   Investigation Report
b.   Minutes of Meeting

IV.   Cultural Policy

POLICY STATEMENT

The MBCET Senate with its strong team leads all the cultural, arts, literary and sports activities conducted in the college. The Senate addresses the student community problems and ensures the betterment of overall academia. The senate ensures in providing a better campus experience by conducting various extracurricular actives in the campus.

Objectives

The main objectives of the Senate are
- o Addresses the student community problems
- o Ensures the betterment of overall academia
- o Providing a better campus experience

Roles and Responsibilities

Senate is a team of 94 students which includes 10 members of the executive committee and all the class representatives. Activities of Senate are supported by the two staff advisors who are nominates by the College Council. The roles and responsibilities of each member of the Senate is stated in its bylaws. Some of the major responsibilities

- o The major activities of the Senate is headed by the Chairperson
- o These activities are taken up by the Vice Chairperson in the absence of the Chairperson
- o Baselian Fest (College Arts Day) is headed by the Arts Secretary
- o All sports activities are headed by the Sports Secretary
- o Crossroads, the cultural fest is headed by the General Secretary
- o Joint Secretary is a mandatory female representation in the senate and helps the General Secretary in preparing the meeting minutes and discussing it with the Head of the Institution
- o Charity activities are headed by the Social Activities Secretary
- o All printing and media works are headed by the Media Secretary
- o The record of all financial expenses of the Senate is maintained by the Treasurer
- o The PG community is represented by the M. Tech Representative

Action Plan

The senate undertakes many recreational activities over the year. Some of the main activities of the senate include
- o Independence Day Celebration
- o Onam Celebration
- o Republic Day Celebration
- o Teachers Day Celebration
- o Charity Activities
- o Baselian Fest
- o Crossroads

- o Annual Athletic Meet
- o Baselios Trophy
- o Baselian Premier League

V. ENVIRONMENT POLICY DOCUMENT

Preamble

Environment being the basis of life its conservation is an indispensable aspect of education. Future Technologies should emphasize the dependence between technology and nature. Proper Environment Management is essential for sustainable development and the Environment Policy is designed in tune with the United Nation's Sustainable Development Goals 2030, realizing that protection of Environment is part of the Institution at social Responsibility for the survival of humanity. This document through the policy Statement makes clear the Institution's approach to Environment protection which will be ensured through the Environment Audit which is defined by the ICC as a tool comprising a systematic, documented, periodic and objective evaluation of how well environmental organization, management and equipment are performing with the aim of safeguarding the environment and natural resources" in the functioning of the Institution and dissemination of Knowledge

Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics.

Policy statement

MBCET avows to protect the Environment by maintaining a Green, Eco-friendly campus, and by creating an awareness among it's stakeholders both as individuals and members of the society, so as to contribute to making the earth, our common home, a sure haven and a comfortable abode for the posterity.

Objectives

- Promoting & Benchmarking for environmental protection initiatives
- To encourage projects on environmental assessment
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among stakeholders
- To maintain and monitor the sustainability and eco f
- Friendly initiatives (clean fuel,renewable resources etc.)
- Reduction in resource use
- Financial savings through a reduction in resource use
- Curriculum enrichment through practical experience
- Development of ownership, personal and social responsibility for the MBCETcampus and its environment
- Enhancement/updating of Institution profile
- Developing an environmental ethic and value systems in young people
- Conduct audits for recommendations and continuous improvement
- Teach sustainable development across all disciplines of study,
- Encourage research and dissemination of sustainable development knowledge,

- Green campuses and support local sustainability efforts, and
- Engage and share information with international networks.
- Introduce carbon neutrality measures

Procedure / Organization structure

6 faculty members (1 each from every department) and 10 students (one boy and one girl representatives) from all 5 departments will lead the team.

Suggested mode of Implementation: Each floor in every block will be assigned to a lab staff so that quantification of reusable resources (plastic wastes pen/pencils etc., papers/assignment books...) can be done. Bi-weekly reporting of lab staff to the concerned department faculty will ensure smooth execution of resource management within the campus.

Roles

- Environment Protection and awareness
- Environment Policy to be implemented in the Campus.
- Water Meter should be installed and maintain the inventory of water resource
- Storage of chemicals like; paints, gums resins, oils, lubricants, acids etc. in designated place and display of safety/warning signs.
- Internal inspection system should be developed for various equipments available in campus.
- Waste Management plan should be prepared for the campus.
- Environmental drills for response against spillage and leakage of chemicals in the campus
- Plastic usage can be reduced in college campus.
- The monthly inventory of e-waste is required to be maintained in formats on regular basis.
- Implement measures for carbon neutrality.
- Communicate the Environment Policy to all faculties members and staff.
- Form of interest group of students and faculty to follow on nature friendly pursuits and sustainable awareness.
- Environmental Monitoring i.e. (Ambient Air Quality monitoring, Stack Monitoring of DG sets, Water and wastewater monitoring need to be conducted by Kerala State Pollution Control Board, approved laboratory with frequency of six month.
- Sewage Treatment Plant (STP) and Effluent Treatment Plant (ETP) should be converted to Zero Discharge.
- E-waste monthly inventory be maintained in the campus as per E waste rules 2016.

- Water Meter should be installed at the institute for monitoring of water consumption per capita.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco-friendly initiatives in the campus premises and periphery.

Action plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Conduct regular green/environment audit and follow up corrective measures
4. Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage
5. Activities encouraging recycling, reuse, repair and refurbishing etc
6. Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)
7. Formation/revival of Energy Management Cell (instead of energy audit cell)
8. Monitor Green/renewable Energy initiatives and audits on its maintenance records once in six months

VI.   GENDER EQUITY POLICY

Preamble

UNICEF says **gender equality** "means that **women** and men, and girls and boys, enjoy the same rights, resources, opportunities and protections. It does not require that girls and boys, or **women** and men, be the same, or that they be treated exactly alike."

The main goal is to ensure equal opportunities for women and men by encouraging a more **gender**-competent management in research, innovation and scientific decision-making bodies, with a particular focus on universities.

Gender Equity POLICY

MBCET, rooted in the Indian tradition and culture is committed to uphold the principle of gender Equity as enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties, respecting the dignity of the human individual and the centrality of human person in the scheme of things, without any discrimination to any gender, providing equal opportunity to all.

Objectives

- Equal career opportunities for women and men.
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
- Equality of women and men with regard to political representation and participation.
- To positively strengthen selection processes relating to equality in recruitment, promotion and progression of, and support for, researchers, in the partner institutions
- To develop processes to strengthen the presence of women in academic/research leadership positions and senior academic research positions in the partner institutions
- To raise gender equality awareness in academic research and scientific structures
- To provide sustainability of the culture change which will support gender equality and needs of women academics in the organisations
- To implement a locally specific Gender Equality Action Plan in each core partner institution
- To strengthen research excellence frameworks and policies in the context of gender equality with the key objective of developing a 'code of practice' for assessing research excellence
- To promote the benefits of gender and diversity in enhancing excellence in research and innovation systems and strengthen the systems in the context of gender equality and diversity.

Procedure/ Organization structure

6 faculty members (1 each from every department) and 10 students (one boy and one girl representatives) from all 5 departments will lead the team.

Roles and Responsibilities

- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops that promote diversity and gender-sensitive communication for members and employees
- Conduct regular awareness-raising activities among students and staff
- In classes, faculty members could promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counseling during class hours and at hostels.
- Ensure balanced gender quota in hiring committees
- Our student code of conduct promotes gender parity at the governance level.
- Conduct gender sensitization programmes
- women- related themes and topics taken up for discussion and debates
- Leadership camps organized for the personality development of women students.
- Conduct women Empowerment programs for women who needs help
- Conduct programs at orphanages (women and children) for their upliftment
- Formation of women's study cell - Women cell and Anti-sexual harassment committee continuously offer various programs on gender sensitisation.
- Take initiatives to check the functioning of vending machines, inspect sanitary napkin incinerators.
- Implement measures t evaluate the student's confidence as a result of gender equity awareness initiatives.

Action Plan

Encourage -The celebration of international women's day every year with a message for women safety and etiquettes.

- The women cell / counsellors should interact with students on various gender problems and personal distress, so as to develop the sensitization of students and solve the social issues.
- Ladies common room facility made available in every block/departments, should be inspected and monitored periodically.
- Maintenance and housekeeping - The sanitary napkin incinerators, sanitary napkin vending machines are installed for the health and hygiene maintenance for the girls.
- An awareness program on the rights of women and rules under the prevention of workplace harassment act, notified by the Government to the student community.
- Poster competition in connection with the International Girl Child Day

- Slogan writing competition on women's day and Group discussion
- Seminar on Womens Safety and Security along with sister institutes.
- Survey n gender equity awareness t be held (year wise)
- Semester wise invited talks on Gender Equity a) Boys b) girls C) in both boys and girls hostels
- Mechanism to identify 'problems' of students in this area and suing the service of counselors

VII.   GRIEVANCE REDRESSAL POLICY DOCUMENT

Policy Statement

Grievance redressal policy has been formed in order to quicken the redressed of grievances. The policy aims to resolve the grievances of the students and staff within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency among the staffs and students and a proactive work culture.

Objectives

a) To develop a protocol to resolve grievances of students and staff

b) To provide the Students and staff access to immediate recourse to have their Grievances redressed

c) To make the Students and staff aware of their duties and responsibilities

d) To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

Roles

a) **Grievance Redressal Committee (Staff)**Will be constituted to have Three senior professors selected in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

b) **Grievance and Appeals Committee (Students)** will address the grievances of the students which include leave, examinations, internal assessment and so on.
The Vice Principal will be the Chairman, Other members will be nominated in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

c) **Women's Grievance Redresssal Committee** will address grievance regarding Sexual Harassment contemplated under Sexual Harassment of Women at work places (prevention, provision and Redressal Act, 2013).
Committee will be constituted as per the directions of the govt. The term of office of the committee will be 2 years. rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

Responsibility

i) Office Barriers of the and the management.
ii) Grievances
Grievances for the purpose of this procedure would only mean a grievance relating to any staff member or student arising out of the implementation of policies/ rules or decisions of the Organization. It includes matters relating to leave, examinations, internal assessments, increment, work- arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc. of an individual nature.

PROCEDURE

Handling of Grievance

Subject to the above provisions, individual grievance of Stall Members and Students shall henceforth be processed and dealt with in the following manner:

a) An aggrieved Staff Member or student shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be:

Head of the Department	-	in case of staff members
Staff advisor	-	in case of student
Principal	-	in case of
HoDs/Deans/Administrative staff		

b) If the grievance is not satisfactorily redressed, the aggrieved staff member/student may submit his grievance in writing to Superior Officer or a nominated officer for this purpose by the College. The superior Officer or such nominated person will record his comments on the representation within seven days, and will be referred to the Grievance Redressal Committee, in case the grievance is not resolved or settled amicably. The GRC make a thorough analysis of the case and makes a decision either unanimously or by vote. The recommendation of the Grievance Redressal Committee will be conveyed within one month to the College management and the decision of the Deciding Authority will be final, subject to the provisions contained in paragraph below.

c) In exceptional case, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member or student whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal to the Bursar. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Bursar will be final and binding on the aggrieved staff member or student and the management. All grievances referred to the Grievance Redressal Committee shall be properly documented. Grievance Redressal Record should be kept (Eg. Minutes, copies of complaints etc).

ACTION PLAN

Overall guidance and conditions

a) The Staff Member or the student shall bring up his grievance immediately and in any case   within a period of one week of its occurrence.

b) If the grievance arises out of an Order given by the Management, the said Order shall be complied with before the staff member or the student concerned invokes the procedure laid down herein for redressal of his grievance.

c) Grievance pertaining to or arising out of the following shall not come under the purview of   the grievance procedure.
   1. Annual performance appraisals/confidential reports;
   2. Promotions including DPC's minutes and decisions;
   3. Where the grievance does not relate to an individual employee or student;
   4. In case of any grievance arising out of discharge or dismissal of a staff member or student.

d) Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Service Rules of the organization and in such cases the grievance redressal procedure will not apply.

VIII. Information Technology (IT) Policy

1. Policy statement

1   Mar Baselios College of Engineering and Technology (MBCET) views IT as the medium for ensuring optimum dissemination of knowledge through its academic, non-academic

pursuits and administrative service to all the stakeholders for the criterion of a knowledge society by moulding the builders of future.

2   IT policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college campus. This policy establishes Institution-wide strategies and responsibilities for protecting the **C**onfidentiality, **I**ntegrity, and **A**vailability of the information assets that are accessed, created, managed, and/or controlled by the college. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

3   IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.

4   Information Technology Management and Services (ITMS) Department at Mar Baselios College of Engineering and Technology (MBCET) aims at identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education and research.

2. Objectives

1   ITMS reserves the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.

2   In this document, the term "users" shall mean individuals, staff, students, faculty, departments, offices or any other entity which fall under the management of Mar Baselios College of Engineering and Technology, Mar Ivanios Vidyanagar Campus and require any services aforesaid.

3   Users are bound by all the rules and regulations formulated by the Institution from time to time on use of computing facilities provided to them or owned by them.

4   This document is meant for internal circulation and all users shall have access to this document.

I   **Acceptable IT Devices**

      1   Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered, or be hosted by ITMS.

      2   ITMS reserves the right to restrict access otherwise.

II   **Responsibilities of users and user groups**

      1   All users shall comply to existing federal, state and, other applicable laws.

2   Following copyright laws regarding protected commercial software or intellectual property.

3   Abiding government, telecommunications and networking laws and regulations.

4   Honouring acceptable computer use policy of computer networks accessed through Mar Baselios College of Engineering and Technology's campus network either locally or remotely.

5   Sensitive to resource utilization and help to provide fair distribution of computer resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

III   **Data network responsibilities of end users**

1   Individual department, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by ITMS and meets developed network standards. ITMS shall also reserve the rights to monitor such networks.

2   Any user group or department intending to establish connectivity to external data communications network directly should do so after coordinating with ITMS. ITMS shall extend all necessary technical support to user groups or departments who intend to establish such connections to external data communications. All such direct communication networks shall be routed physically or logically through the central network operations centre of ITMS to maintain security to the campus network.

IV   **Computing facility provisioning and maintenance.**

1   ITMS is responsible for provision and maintenance of computing facilities provided to users. The facilities are provided after the user secure approvals from the management.

2   The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by ITMS. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to ITMS for further action.

3   The user shall obtain prior approval from ITMS before plugging in any additional peripherals to the local area network (LAN). This is also applicable to connect peripherals to external ports like USB, RS232, IEEE1394 etc.

4   ITMS shall not be responsible for any failure to personal peripherals connected to institute equipment by the user.

5   Users shall ensure data availability and security by taking regular backups of the data stored on their systems.

6   The individual or the department shall be responsible to report any hardware or software related faults to ITMS through facilities provided for reporting. ITMS shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved by competent authorities.

7   All support calls attended by support personnel shall be documented and the user or department shall insist to get a written service report from the service personnel regarding the support offered. The individual or the department shall ensure that the service report is complete in all respect including components that have been removed or replaced by the service personnel.

8   The ownership of the equipment assigned to the individual or the department shall remain with the College.

9   Possession of computing equipments by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students shall be bound by all the provisions of the IT policy with respect to the usage of such equipments with the campus.

V   Provision of computing software and maintenance

1   ITMS shall provide all necessary software for operating the devices allocated to the user.

2   ITMS reserves the right to secure the administrative passwords for all the devices owned by the Institute.

3   Users may install any software on the equipments allotted to them after obtaining prior approval from ITMS. All such software that may be installed on the equipment shall be used for the purposes as mentioned in Para 1.2. However, ITMS shall reserve the right to restrict users from installing any software that may pose a risk to the security and integrity of the equipment and the campus network.

4   All software installed on the user machines shall be legal copies from the original vendors. Users are encouraged not to use any illegal or unlicensed versions of copyrighted software.

5   ITMS shall ensure reinstallation of system and application software if required. Users shall request for the same through facilities provided for making such support requests.

6   Users shall not copy, duplicate or distribute any software owned by the College or downloaded by them to their PCs.

VI   **Provision of network connectivity and maintenance**

1   ITMS is responsible for providing users with data communications connectivity from their building to all campus-wide network services.

2   ITMS provides data communications connectivity to allow access from a terminal, PC, accepted devices or user group to campus-wide network services for purposes mentioned in Para 1.2.

3   ITMS is responsible for the design, development, and maintenance of campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased data links, fiber optic backbone network or any other technologies that may be adopted.

4   ITMS will proactively monitor the shared networks to detect problems and will take actions necessary to isolate the cause and correct the problem.

5   Personal devices of users shall be connected to the network after registering the same with the ITMS.

VII   **LAN and Intranet security**

1   Computer networks are designed to be open systems and facilitate access to networked resources, data applications system security must rely primarily on the proper application system design and network operating system configuration, rather than on secure physical network facilities.

2   ITMS is responsible for maintaining physical security of all network equipment and data communications cabling in campus equipment closets, between buildings and in network hub locations.

3   ITMS is responsible for the integrity of all software running on the backbone network equipment, including network control servers, communications servers, LAN switches, routers, and gateways.

4   Users are encouraged to assist ITMS in maintaining the physical security of the network assets installed at their location and to ensure the integrity of all network related services running on their local hosts.

5   ITMS shall take all necessary security measures to protect and secure the device connected to network and avoid compromises. This may include undisclosed administrator level passwords, restricted access to external or internal ports, restriction on installation of system software by the users, etc.

6   Compromised or problem hosts connected to the network, once identified will be denied access until they are repaired.

7   To ensure network security, ITMS shall monitor all traffic on the network using appropriate software to identify malicious traffic. If malicious traffic is identified, the host that generated or generating the traffic shall be logically or physically disconnected from the network. ITMS shall recommend remedial actions for such devices connected to the network, which may include: removal of malicious software, fully patched Operating Systems; current anti-virus software and virus definitions; secure passwords, personal firewalls, intrusion detection software, etc. ITMS shall provide necessary support to users for the aforesaid actions.

8   ITMS shall also extend support to users connecting their personal devices to the campus network but limited to the operational or legal constraints.

VIII   Provision of network services

1   ITMS shall host all necessary network services to support the activities of the users. This shall include internet connectivity, email services, ftp servers, DNS, DHCP, etc. The usage of the services shall be for the purposes as mentioned in Para 1.2 and shall be monitored and controlled by ITMS.

2   These services are provided for the purpose of increasing the job fulfillment, job performance, and to increase the productivity.

3   Users shall fill up necessary application forms and secure approval from competent authorities to access services hosted by ITMS.

4   Users shall not divulge passwords, software license codes or other security codes allotted to them to third party. Users are encouraged to reset their passwords every 90 days to ensure access security. All systems-level passwords (e.g., root, enable, network administrator, application administration accounts, etc.) must be changed at least every 90 days.

5   Users shall not use MBCET network services to view, download, save, receive, or send material related to or including:

a) Offensive content of any kind, including pornographic material

b) Promoting discrimination based on race, gender, national origin, age, marital status, sexual orientation, religion or disability.

c) Threatening or violent behavior.

d) Illegal activities.

e) Commercial messages.

f) Messages of a political or racial nature.

g) Gambling.

h) Personal financial gain.

i) Forwarding e-mail chain letters.

j) Spamming e-mail accounts from MBCET's e-mail services or computers.

k) Material protected under copyright laws.

l) Sending business-sensitive information by e-mail or over the Internet.

m) Dispersing organizational data to non-MBCET personnel without authorization.

n) Opening files received from the Internet without performing a virus scan.

o) Recreational streaming of internet material, such as radio, video, TV, or stock tickers.

p) Downloading and/or installing programs/software on any network computer(s) without authorization from the ITMS.

q) Tampering with your MBCET domain e-mail ID to misrepresent yourself and MBCET to others.

6   ITMS may shutdown the network services periodically for maintenance purposes. Users shall be informed well in advance regarding such outages.

7   Information regarding such maintenance schedules shall be sent to users through available means of communication which may include but not limited to emails, instant messaging apps or hard copy circulars.

IX   **Network activities not permitted over the campus network**

1   Execution of software programs which excessively consume network or network server resources.

2   Activities that violate rules of local administration, the State, Central Government or recognized International Organization or Treaties.

3   Activities that interfere with the legitimate function of other devices connected to campus network. (examples include DHCP Servers, devices running RIP, RAS Servers consuming DHCP Addresses which have not been registered with ITMS, etc.)

4   Configuring mail servers with open relays, sending unsolicited mails, commercial mails, spamming.

5   Downloading large files for personal use including music, video and software.

6   Probing, scanning or other activities that amount enumeration of campus network.

7 Initiating Denial of Service Attacks, Hacking, Cracking or similar activities which disrupt the network services hosted internally and externally.

8 Executing network related software for packet sniffing, content sniffing.

9 Unauthorized access to internal or external network services, devices, servers, or hosts.

10 Illegal distribution of any copyrighted material.

11 "Stealing" or "Borrowing" IP addresses.

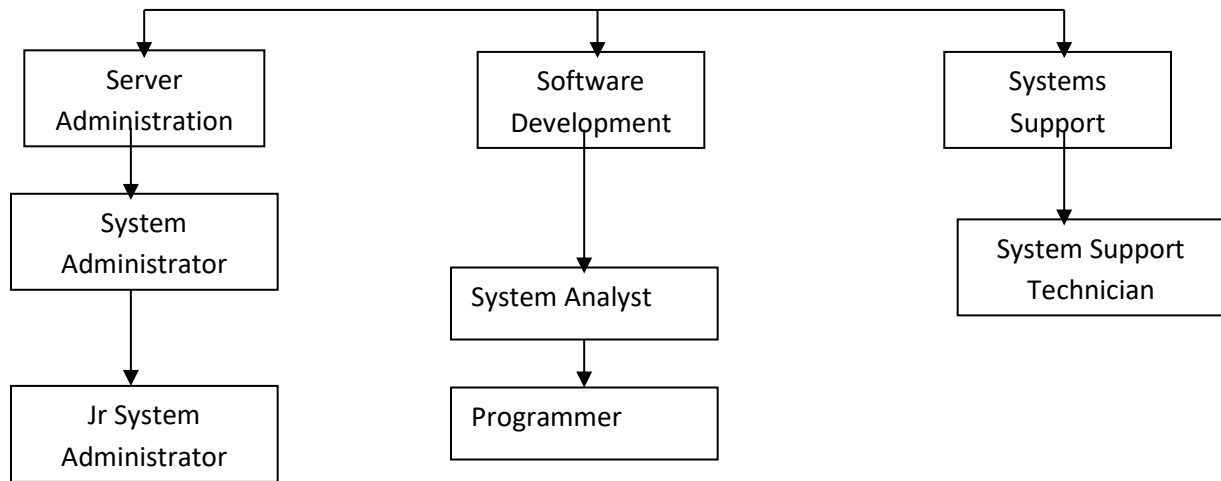12 Any activity that tarnishes MBCET's professional image. (ITMS may not be the policing agency in these matters)

X Violations

1 Violations will be reviewed on a case-by-case basis.

2 If it is confirmed and proved that a user has violated one or more of the above use regulations, that user will receive a reprimand from his or her Head of the Department or reporting authority and his or her future use will be closely monitored.

3 If a gross violation has occurred, the Management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action.

4 During the investigation of an alleged policy violation, a user's computing and network access may be suspended.

5 The decision of the Management shall be final and binding on the constituents in case of any conflict or dispute.

3. Roles and Responsibilities

1 Key roles and responsibilities for the protection of *Institutional Information* and *IT Resources* are listed below. Responsibilities range in scope from the protection of one's own password to security controls administration for a large system or an entire *Unit*.

2 Team Structure

Head, IT Management& Services [H-ITMS]

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┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│     Server       │      │    Software      │      │    Systems       │
│  Administration  │      │  Development     │      │    Support       │
└──────────────────┘      └──────────────────┘      └──────────────────┘
         │                         │                         │
         ▼                         │                         ▼
┌──────────────────┐               │              ┌──────────────────┐
│     System       │               ▼              │  System Support  │
│  Administrator   │      ┌──────────────────┐     │    Technician    │
└──────────────────┘      │  System Analyst  │     └──────────────────┘
         │                └──────────────────┘
         ▼                         │
┌──────────────────┐               ▼
│    Jr System     │      ┌──────────────────┐
│  Administrator   │      │    Programmer    │
└──────────────────┘      └──────────────────┘
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4.Revision

4.1   Proposed revisions of this policy should be reviewed by a committee which shall include:

      Principal

      Vice Principal

      Head – ITMS

      One external expert

IX. ENERGY POLICY

Preamble

Energy is now a vital part of everyday life. With a population of 1.4 billion and one of the world's fastest-growing major economies, India will be a bulk consumer the global energy markets. Based on current policies, India's energy demand could double by 2040, with electricity demand potentially tripling as a result of increased appliance ownership and cooling needs. (*India 2020 – IEA Analysis-Energy Policy Review*).As per the Environment Policy 2020 of AICTE, that sets long

term goals for educational institutes to conserve natural environment, develop sustainable solutions and control energy consumption, an educational institution has to evolve programs and policies that turns the institute into a carbon-negative institute and promote in educating students and employees on environmental concerns and sustainability, be responsive to the emerging challenges in the Energy sector and Sustainable development of the State and Country. So, it is essential for the educational community to practice sustainable energy that will provide favorable effect on the eco-system.

The Energy Policy of the Institution will thus be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource-efficient and low-carbon campuses that demonstrate practice for sustainability.

Features in the Campus:

1. KSEB fed 11 KV Substation.
2. Grid connected Solar Plant
3. PF Improvement Equipment
4. 100% Power Backup – DG Set and Solar Plant
5. LED Light fixtures.
6. Sensor controlled Washroom lights and exhaust fan.
7. Effective peak load management
8. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
9. Effective maintenances through annual maintenance. Contracts to increase reliability.

1. Energy Policy Statement

The MBCET energy policy articulates commitment of the Institution to the conservation of energy by defining energy management protocol for thermal and electrical energy systems of the institution, focusing on sustainable practices in reducing carbon footprint and other environmental impacts as per the norms of Energy Conservation and Management, for maintaining an eco-friendly green campus.

2. Objectives
- Utilize energy resources efficiently by introducing innovative technologies
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Carry out regular internal energy audits to identify energy conservation opportunities.
- Regular monitoring and follow up procedures managed by the Institution Energy Audit/Management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Encourage faculty members to obtain certification as Certified Energy Auditors and Managers.

- Establish ties with Industries and conduct a complete Energy Audit.
- Promote awareness related with Energy conservation among various sections of society.
- Review the Policy on a regular basis.

3. Responsibilities and Roles

The Energy Management Team comprises of:

(i) Bursar
(ii) Principal
(iii) NAAC Coordinators
(iv) Criteria 7 Coordinators from all Departments
(v) Faculty familiar with Energy auditing
(vi) Technical Staff
(vii) Advisory team from the collaborations like EMC empanelled Audit Firms for Expert advice.

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

4. Action Plan

Energy Optimization Plan

1. Restructuring the Energy Management Cell with representatives from all Departments, for effective implementation of Energy management program.
2. Regular Monitoring and benchmarking resource use and waste generation.
3. Monitor and evaluate the energy performance levels
4. Setting short term and long term targets and conservation strategies, to achieve and surpass goals for zero-carbon Campus.
5. Use of energy efficient, star labeled equipment.
6. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
7. Maintaining a sustainable approach by use of existing equipment efficiently till its life cycle ends, and replacing with more efficient equipment when necessary.
8. Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
9. Maximum use of Daylight for Indoor illumination and natural ventilation.
10. Use of occupancy sensors for classrooms, halls, administrative offices, restrooms and sensor-based switches for streetlights, corridor lighting to optimize energy use.
11. Fine tuning of optimum temperature setting of Air Conditioners and Water coolers.
12. Maximize use of Renewable Energy – Grid Interactive Solar PV System installed in the Campus.
13. Maximum demand optimization by adequate reactive power management
14. Encourage students to undertake UG and PG projects on Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of awareness towards Energy use and its cost.
15. Provide training for faculty and students about Energy Management, Energy Auditing.
16. Include Project learning strategies for Energy Conservation and Energy management courses in the curriculum in tie up with Industries.

5. **Mechanism of Action Plan**

The Energy Management Cell should lay down well-defined procedures as mentioned below, that follows the indicated stages.

i.   Create Energy Baseline Assessment

ii.   Define the Energy Agenda of the Academic year

iii.   Create Implementation guidelines

iv.   Review: Monitoring and follow-up

A worksheet or checklist to be maintained for the Energy Management Action Plan so as to meet the short term and long-term goals.

Item No.	Action	Measured Outcome	Accountability	Resource Needs	Start date	End date

X.   PHYSICAL EDUCATION POLICY

POLICY STATEMENT

The MBCET Physical Education Policy aims to provide adequate Physical Education facilities and opportunities that are wholesome so as to ensure a sound mind in a sound body, in order to equip the students to cope with the pressures of studying making them both emotionally, physically and healthy.

OBJECTIVES

1. **To Ensure the Physical Development of the students and staff** namely the advancements of motor skills, or, in other words, one's ability to use and control their bodies. Gross- motor skills involve the use of large muscles in the legs or arms, as well as general strength and stamina.

2. **To Achieve the Social Development of students and staff** through a balanced set of **social** skills and learned adaptive behavior that enable an individual to interact well with other people, react positively and avoid behavior that has negative consequences.

3. **To Make sure the Emotional Development of e students and staff** by achieving the ability to recognize, express, and manage feelings at different stages.

4. **To Improve the Mental Development of students and staff** by enhancing the Brain power and Cognitive Ability through **physical activity**, which increases the flow of blood to the brain. It enhances the brain function, concentration, memory, thinking and cognitive skills.

Roles and Responsibilities

1) Director of Physical Education
2) Staff Advisor of Student Senate.
3) Sports Security
4) Nominated Sports Representatives from each Branch (1Male & 1 Female).

Major Responsibilities

1. To advice on the development of a physical education program.
2. To supervise and coordinate all physical education activities.
3. Prepare, as required, the specifications for the purchase of physical education equipments.
4. Make all claims for damaged goods to the appropriate office.
5. Responsible for the distribution and storage of all physical education supplies and equipment's.
6. Keep departmental reports as required.
7. Participate in entire in-service training
8. Plan different recreational activities important for growth of students
9. Prepare teams for the University competitions.
10. Responsible for conducting Intra-Mural and inter club competitions such as Football, Cricket, Volleyball, Shuttle Badminton, Chess, Caroms and the Annual Athletic Meet.
11. Responsible for conducting Inter- Collegiate Tournaments hosted by MBCET such as South India Inter- Collegiate Mar Baselios Basketball Tournament, Mar Baselios All Kerala Inter- Collegiate Volleyball Championship.

12. Responsible to give names of the students for Kayikaprathiba and Kalaprathibha award to the senate.

ACTION PLAN

1. Introduction of virtual classes for health and fitness

2. Planning to conduct online competitions such as chess.

3. More Inter-Collegiate competitions will be conducted.

4. Live Health and Fitness classes will be conducted for the staff.

5. Classes for diet related classes will be conducted for all.

6. Classes related to the job opportunity in the field of Sports for the Engineers.

7. Will submit a Proposal for multi- gymnasium for ladies.

XI.   RESEARCH POLICY

STATEMENT

MBCETis established with a vision, "To be an Institution molding globally competent professionals as epitomes of noble values". The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the future.

OBJECTIVES

- Provide proactive research culture and state-of-the-art infrastructure

- Create the culture for inter-departmental and inter-institution/ university collaborations for inter –

  disciplinary/ multi-disciplinary research

- Publish research papers in high-quality journals of national and international repute, file patents and transfer technologies to relevant industries

- Create and promote quality human resources (UG and PG students, research scholars and faculty members) for scientific research

- Promote academic and industrial collaborations involving active and mutually beneficial R&D projects

- Raise the standards of the institution to stand among the premium institution in India

PROCEDURE

(1) To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted in the Institution level.

(2) A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Co Investigators, Subject Expert, Dean, HODs for the project proposal assessment, for the possible submission to Govt. / Industries for the funding support to do Sponsored/ Collaborative research based on the call for proposals from the agencies.

(3) Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.

(4) Provision for Institutional grants or incentives for faculties for publishing research in journals, presenting research papers in conferences. Institution should provide grants honorarium for the faculties for sponsored projects. All incentives/Honorarium under Research Promotion Scheme will be based on the recommendations of the Research Council of the Institute.

(5) Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.

(6) Proper norms for reimbursement of travel, accommodation and registration should be prepared for faculty members for participating in Conferences or Faculty Development

Programs organized by National/International level institutes/organizations (IITs/ NITs/ Selected Deemed Universities) and institutes outside India.

(7) Information should be given to the faculty and students for applying grants from various national and international agency.

(8) The plagiarism should be checked for the final report prepared by Research Scholar/ Post Graduate Student/ Graduate student before submitting to the Institution/Journal/Conference.

(9) Disciplinary actions will be taken if the plagiarism is detected in the Publications / Thesis

ROLES

To develop a high-quality research ambience in the Institute and motivate faculty for research at par with National and international standards, a Research Promotion Committee (RPC) is constituted. It consists of

(i)   Bursar

(ii)   Principal

(iii)   Deans and

(iv)   HoD of all department

(v)   Nominee of the concerned Departmental Research Committee – Member

(vi)   Registered PhD Supervisor and Co-Supervisor (if any)

(vii)   Principal Investigator of the project funded by external agency

RESPONSIBILITIES

- The R&D activities in the individual departments are monitored by Department level RPCs headed by the Head of the respective Department.
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To prepare and regularly update the research agenda of the University outlining the preferred focus areas and priorities of research activities to be supported
- To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities

- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations

- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects

- To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project

- To encourage and facilitate the publication of the research work/projects in reputed academic journals

- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media

- To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year

- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institution mission

- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research

- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institution conform to standard quality specifications

XII.   WATER MANAGEMENT POLICY

STATEMENT

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of MBCET includes all the water related field activities. There are more than seven water conservation systems available

in the campus which supplies drinking water to a large academic community of the entire Institutions at Mar Ivanios Vidya Nagar. A water management policy is required to assure the quality of water distributed from the unique sources of water conservation system at MBCET.

OBJECTIVES

- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To increase water availability through recycling.
- To enable water storage and propose conjunctive management of surface eand groundwater
- To provide for groundwater recharge while protecting groundwater resources from overdraft
- To protect the groundwater resources from contamination
- To control excessive erosion and manage sedimentation/ situation
- To minimize point-source and non-point-source pollution including Chemical efficient.
- To maintain health of watershed vegetation, land cover, natural stream buffers and floodplains, to improve filtration of point and non-point-source pollutants
- To protect, restore, and rehabilitate watershed and bay processes
- To protect, restore and rehabilitate the habitat for species protection
- To work with local land, water, wastewater and storm water agencies, project proponents and other stakeholders to develop policies, ordinances and programs that promote water management goals and to determine areas of integration
- To undertake activities to sensitize people about Climate change.
- To enhance monitoring network and information sharing to support proper management of watersheds through community outreach.
- Increase water resources related recreational opportunities

PROCEDURE

1. A team is formed to create and implement the water management policy in the MBCET campus. The team should visually inspect all the water conservation system in the campus periodically. This team ensures primarily on the regular monitoring of quality of drinking water, maintenance of water distribution system and effective utilization of the waste water.

2. The water demand, wastage of water and the quantity of the water in the reservoirs should be quantified periodically

3. The layout of water distribution system should be developed. This map will help the team to identify potential hazard condition of the water distribution system. The up-to-date plumbing drawings should be available to assess the performance of plumbing components.

4. New technologies should be developed to protect and restore the water in the reservoirs and to improve the facilities for ground water recharging and waste water recycling. Various information is to be collected from the experts who is working in the area of water conservation system. The collected information should be presented in the meeting and it should open for discussions.

5. Productive and efficient methods should be implemented to improve the reservoir capacity and drinking water quality and these methods should be monitored and the efficiency should be evaluated.

6. The standard operating procedures should be developed and documented

ROLES

The Water Management Team comprises of

(viii) Bursar
(ix)   Principal
(x)   NAAC Coordinators
(xi)   Faculty Coordinators from all Departments
(xii)   Interested Faculties and Technical Staff of MBCET
(xiii) Plumbing Supervisor of MBCET
(xiv)   Advisory team which includes the experts of water resource engineering from various prestigious organizations and national water mission.

RESPONSIBILITIES

1. Conduct meeting regularly and review the policy
2. Update the maintenance register
3. Conduct the water audit
4. Monitor the water levels of all conservation system
5. Verify the water quality periodically
6. Measures to be taken to improve the water quality

7. Quantify the water demand and wastage of water of all the institutions and hostels of Mar Ivanios Vidyanagar.

8. Review of project proposals in the area of water conservation system or waste water recycling which would be beneficial for preserving the water management in the MBCET campus.

9. Conduct workshops and seminars for providing the awareness for saving the natural resource and reduce the wastage of water to students and public.

XIII. PUBLICATION POLICY

Publication Policy Statement

The publication wing is intended to produce publications to define the vision and mission of the Institution in its attempt to scale the heights of excellence for the effective, meaningful dissemination of knowledge, information about the Institution and promotion of creativity for the benefit of its stake holders.

Responsibility for managing the Publishing Process

Article I

I.1 The College Council approves the publishing policies

I.2 The Principal implements the policy decisions.

Article II Roles & responsibilities

II.1 The Publication Committee will execute the decisions of the College Council.

II.2 The Editorial Board of various publications will implement the decisions of the College Council.

II.3 The Publication Committee will comprise the following members.

a. Bursar   Chairman

b. Principal   President

c. Vice Principal   Member

d. Professor of English   Convener

e. Office Supdt.

   The duties of the Publication Committee are:
   a. To formulate publishing policies and submit it to the authorities.

   b. To ensure that the institutional standards governing the production of publication are adhered to.

   c. To make sure that the publication do not contain anything contrary to the policies, vision & mission of the Institution.

   d. To ensure that the contents in no way hurts the Nationalistic feelings, religious sentiments or reflects gender discrimination.

Article III ebulletin, to be published every week.

   A core Committee shall be responsible for its publication which will be only in the e-mode.

Article IV News Letter

IV.1 The News Letter should be published twice a year ie; in March and September every year.

IV.2 Editorial Board, News Letter

   1. The Bursar shall be the managing Editor

   2. The Principal shall be the Editorial Chief

   3. The Professor of English shall be the Editor.

   4. There shall be one representative each from the various department who will collect the details to be published and send it to the Editor.

Article V College Magazine

V.1 The College Magazine will be published annually. It should reflect the culture, history and creativity of the year completed. It should serve as a reference source for the entire activities of the previous year.

V.2 The following should be the composition of the Editorial Board.

1. Bursar   2. Principal   3. Vice Principal   4. Dean (Administration)   5.Dean (Academic) 6. Professor of English   7. Media Secretary, College Senate   8.Student Editor

Article VI Departmental News Letter

Departmental News Letters and other Publications can be published only after getting the approval of the Publication Committee.

Article VII.1 Manuscript Magazines

Students Manuscript Magazine can be published only under the supervision of the Staff Advisor concerned and the respective Head of the Department. They should ensure that the content is thoroughly scrutinized.

XIV.   CONSULTANCY POLICY

MBCET is committed to encourage Consultancy as an effort to fulfill its Vision and Mission, using the expertise available for promoting and professionism and excellence in serving the Society.
Revised Guidelines
In accordance with the policy of the AICTE and Government of Kerala, the College is committed to promote Consultancy.
Guidelines
Article I   Academic Staff and Non-Academic Staff may engage in free or paid Consultancy Activities for third parties through the Institution or on a personal basis under instruction to the College.

Article II   They may retain remuneration received from Consultancy, including benefits in kind, subject to the conditions fixed by Management, from time to time, if the Consultancy work is undertaken through the Institution.

Article III   If the Consultancy work is at the Individual Level, the remuneration received from Consultancy shall go so the Individual, provided he/she does not use the facilities of the Institution and incur any kind of liability for the Institution.

Article IV   Before giving any undertaking to engage in Consultancy Activities, the Members of the Academic, Technical and Administrative Staff must obtain prior approval of the Management.

Article V   Consultancy Work shall be undertaken ensuring that the Institution is indemnified against any legal implications and financial risk.

Article VI   Definition of Consulting

For the purpose of this policy, "Consulting" is taken to mean the remunerated application of a Staff Member's professional expertise for the benefit of a third part typically an Industrial, Commercial, Governmental or other Professional Institution.

The work might, for example, involve:
- Advice
- Problem-solving
- Direction of research
- Teaching
- Testing

For the purpose of this policy, consultancy does not cover the following types of activity:
- External examination and assessment
- Authorship of academic textbooks
- Editorship of a professional /academic journal or publication
- Office holder of a professional body
- Contributing to broadcast media programmes
- Public service such as serving on Government Public Body in the capacity of an expert
- Work which falls outside the professional expertise for which the member of staff is employed at MBCET
- Non-executive directorships (which should be reported to the Principal.)

The above list is not exhaustive, but serves to provide an illustration to those activities that are outside the scope of the consultancy policy

Article VII   Principles of Consulting
        The ability to engage in consulting activities is guided by the following principles:
- Consultancy is a privilege, not a right
- The Institution must be safeguarded against conflicts of interest (including IPR) and indemnified against financial risk
- Activities undertaken must not detract from the contributions to MBCET which the member of staff is being employed
- If the facilities of the College (including materials and support staff) are used, fair reimbursement must be made to the Institution

Article VIII   Ethics and Integrity

While the staff member will indemnify and keep indemnified the management and all employees from all risks the staff member shall also follow highest ethical standards and probity while delivering the consultancy.

XV.   WASTE MANAGEMENT POLICY

Preamble

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent

years, technologies have been developed that not only help in generating substantial quantities of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

Features in the Campus:

1. Biogas plant.
2. Material recovery facility and Incinerator.
3. Paper recycling and reuse by converting to Notepads.
4. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
5. Waste Segregation using Colour Bins
6. Cast iron Recycling for the scrap iron.
7. E Waste Recycling and management.
8. Sanitary Waste Incinerator.
9. Student Projects on Waste management
10. Awareness programs for Waste management through Suchitwa Mission, Govt. of Kerala.

1. Waste Management Policy Statement

The MBCET Waste Management Policy articulates commitment to reducing its environmental impacts through effective Waste Management and sustainable practices in converting Waste to resource. The Campus strives to work for obtaining a Zero Waste plan thus obtaining its Eco-friendly status through the policy of "reduce, reuse and recycle".

2. Objectives
- Minimising the consumption of natural resources.
- Avoiding and minimising the generation of Waste.
- Reducing, re-using, recycling and recovering Waste.
- Ensure segregation of Waste at the source
- Treating and safely disposing of Waste to reduce the pollution.
- Promoting and ensuring the effective delivery of Waste services.
- Achieving integrated Waste Management reporting and planning.
- Ensure that the stakeholders are aware of the impact of Waste on their health, wellbeing and the environment through Awareness programs
- Increase consumer awareness of Waste minimization issues
- Ensure the protection of the environment through effective Waste Management measures.
- Encourage Waste to energy options through projects and research work
- Carry out regular internal Waste Managing Audits to continuous monitoring and assessments of various Waste management systems in the college.
- Regular monitoring and follow up procedures managed by the Institution Waste Management Cell for effective implementation at department levels.
- Train faculty, non-teaching staff, students and housekeeping staff to make the Institute a role model in the area of Energy conservation.
- Promote Collaborations with Govt. Bodies/Industries/NGOs to promote sustainable practices in the Campus
- Review the Policy on a regular basis.
- Bench mark the Campus using the green norms.

3. Responsibilities and Roles

The Waste Management Team comprises of:

(i)   Bursar
(ii)   Principal
(iii)   NAAC Coordinators
(iv)   1 Coordinator and Faculty Representatives from all Departments
(v)   Faculty Coordination Members
(vi)   1 Technical Staff member from each Department
(vii)   Housekeeping Staff Coordinator
(viii) Advisory team from the associated professional bodies/clubs.

The team should carry out the action plan and ensure the Waste Management strategy is organized and implemented optimally.

4. Action Plan

Waste Management Plan

1. Constitute the Waste Management Cell with representatives from all Departments, for effective implementation.
2. Regular Monitoring and benchmarking resource use and Waste generation.
3. Quantify, Monitor and Evaluate the Waste generation, disposal and collection system in the Campus, regularly.
4. Setting short term and long term targets and conservation strategies pertaining to the UN Sustainable Goals.
5. Initiate sustainable practices like Composting for Waste, generated from the Canteen.
6. Reduce eWaste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
7. Continue to introduce innovative strategies to reduce paper Waste and plastic Waste in the Campus
8. Ensure effective disposal methods for Laboratory and Hazardous Wastes generated in the campus.
9. Provide training for faculty, students and staff about Waste Management and practicing Sustainable habits.
10. Include Sustainable Project learning strategies for Waste Management in the curriculum with Industry tie up.
11. Conduct awareness programs on Fire Safety, Occupational Safety and Work Ethics.

5. Mechanism of Action Plan

The Waste Management Cell should lay down well-defined procedures as mentioned below, that follows the indicated stages.

i.   Define the Sustainable Goal Agenda of the Academic year pertaining to Waste Management
ii.   Create Implementation guidelines
iii.   Review: Monitoring and follow-up

XVI. ASSISTIVE TECHNOLOGY POLICY

"Rights of Persons with Disabilities Act, 2016 states that the appropriate Government and the local authorities shall endeavor that all educational institutions funded or recognized by them provide inclusive education to the Children with disabilities and towards that end shall make building, campus and various facilities accessible."

1. **Objectives**

Assistive Technology (AT) group at Mar Baselios College of Engineering and Technology, aims at

- Enhancing the lives of the differently abled community and thus ensuring their participation in the society and in educational systems.
- Assisting the differently abled students in the college by helping them overcome the issues with learning, writing, reading and communicating effectively with the help of assistive technology related tools, software support and services, thereby fostering their inclusion and participation in the learning process.
- Providing appropriate training to the staffs in the college on how to support students with special needs and how to use the technology effectively with their students.

2. **Who can benefit from Assistive Technology in the college?**

- Students and Staff with Disability.
- Students who are slow learners and having issues with memorizing concepts/tasks.
- Aged people / Persons with disabilities attending the workshops/seminars/conferences etc. organized by the college.

3. **Policy Statements**

- Mar Baselios College of Engineering and Technology (MBCET) is against all forms of discrimination, on any grounds, including disability.
- To ensure the inclusion and participation, and for enriching the educational experience of the different abled students, MBCET ensures equal access to all educational equipments, visual and auditory information provided as a part of the teaching learning process.
- The institute ensures that the differently abled can access/avail the Assistive Technology related support and services provided to them, any time during the college working hours.

4. **AT related facilities in the campus**

- **Conveyance facilities**
  - Wheel chair is available for mobility purposes within the campus.
  - Elevator facility is available in B Block.
  - Ramps for accessibility in the main entrances are available.

- **Campus facilities**
  - Institute ensures that the Classrooms, Laboratories, Library, Canteens, Restrooms, Hostel etc, are easily accessible to persons with special needs.
  - To aid students with hearing impairment, all the important announcements and notifications are displayed on the LED Display boards placed at OAT.
- **Teaching – Learning facilities**
  - Institute has adopted Cooperative learning techniques like Think- Pair-Share, Scaffolding, Adaptive learning and other ACL techniques, to help students with learning disabilities and mild cognitive impairments.
  - Institute ensures the conduct of remedial classes /special classes to help students with special needs and students who are slow learners.
  - Scribe assistance or additional time is provided for writing the exams, on written request. Provision to allot separate rooms, which are easily accessible, by such students, is available.
  - An AT group has been formed in the college, which focuses on conveying the importance of technology in enhancing the lives of the differently abled community.
  - Recorded sessions of classes with captions, are made available, on request, to the students with learning disabilities.
  - Desktop systems equipped with text to speech converters, Screen magnifier software, screen readers etc. are made available on request.

5. **Roles and Responsibilities**

The Assistive Technology Team consists of

- Bursar
- Principal
- AT Group Head
- Faculty in AT group
- Technical Staff

The AT team will carry out the action plan and will ensure that equal access is provided to all and that the quality of education is improved by incorporating inclusion in educational system.

6. **Action Plan**

1. Define strategies to incorporate more inclusiveness in education and to ensure the proper functioning of the AT group.
2. Install more ramps for easy access to the different blocks in the buildings.
3. Allocate space and budget to build toilets for persons with disabilities in each campus block.
4. Provide training to staffs and students, to create awareness and to enable them to effectively communicate with differently abled students.
5. Encourage students to undertake projects related to AT
6. Initiate voice recording of textbooks and study materials to make audio textbooks available to students with visual impairment
7. Incorporate AR and VR based educational tools to enhance the teaching – learning experience
8. Budget allocation for AT group
9. Provision for scholarships encourage differently-abled students to pursue their interest in the field of engineering.

7. **Mechanism of Action Plan**

The AT group should lay down well-defined procedures as mentioned below, that follows the indicated stages.

ii. Define the AT-related activities for the Academic year

iii. Create Implementation guidelines to make the campus more accessible

iv. Review: Monitoring and follow-up

A worksheet or checklist to be maintained for the AT implementation strategy.

AQAR Resource Mobilization Policy 2021-2022 - [clickhere](#)