



## **M.KUMARASAMY COLLEGE OF ENGINEERING**

**(Autonomous)**

M.Kumarasamy College of Engineering established in the year 2000 by M.Kumarasamy Health and Educational Trust with a vision to provide technical education for all sections of the society has made rapid strides on all fronts to achieve academic excellence in a short span of time.

The college has earned a remarkable position in the field of technical education through the untiring efforts of the visionary management, competent faculty members and stupendous students.

The institution with its state of the art facilities and dedicated team of faculty members has become a hub of technocrats and is marching towards new frontiers.

The consistently good academic performance of the students coupled with excellent placement record portrays the quality of education being provided in the college.

The mantra of success for the college emanates from its strong value system which gives prominence for developing responsible citizens to build a strong India.

### **Vision**

To emerge as a leader among the top institutions in the field of technical education

### **Mission**

1. Produce smart technocrats with empirical knowledge who can surmount the global challenges.
2. Create a diverse, fully-engaged, learner-centric campus environment to provide quality education to the students.
3. Maintain mutually beneficial partnerships with our alumni, industry and professional associations.

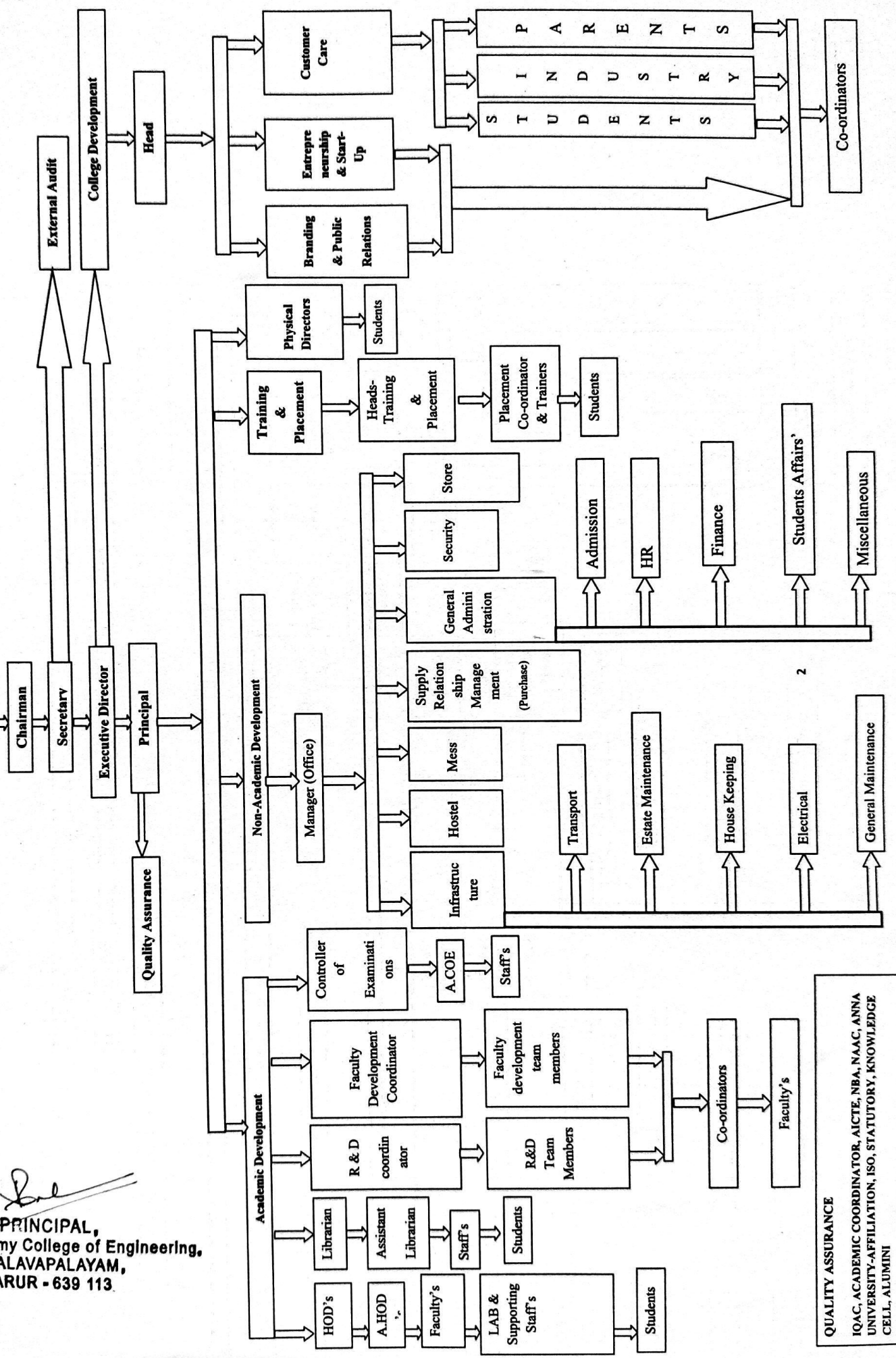
### **Quality Policy**

We, at M/s. M. Kumarasamy College of Engineering are committed to the Society in making to live a purpose as responsible citizens with Ethical Values through provision of Technical Education and continually improve to become a World Class Technological university.

**MKCE-ORGANISATIONAL HIERARCHY STRUCTURE - (ADMINISTRATIVE CHART)**  
**COLLEGE GOVERNING COUNCIL (CGC)**

*[Signature]*  
**PRINCIPAL,**

**M. Kumarasamy College of Engineering,  
 THALAVAPALAYAM,  
 KARUR - 639 113.**



**QUALITY ASSURANCE**  
 IQAC, ACADEMIC COORDINATOR, AICTE, NBA, NAAC, ANNA  
 UNIVERSITY-AFFILIATION, ISO, STATUTORY, KNOWLEDGE  
 CELL, ALUMINI



## **ROLES & RESPONSIBILITIES**

### **GOVERNING BODY**

The Governing Body shall:

- Consider and approve the Academic Council Meeting with or without modifications
- Review the functioning of various committees of Autonomous systems such as
  - Academic Development Cell,
  - Research & Development Cell,
  - Intellectual Property Management Cell,
  - Faculty Development Cell,
  - Student Development Cell,
  - Admission Committee,
  - Library Committee,
  - Entrepreneurship Development Cell,
  - Alumni Cell,
  - Planning and Development Committee etc.
- Ratify the recruitments of Teaching and Non-Teaching Faculty
- Institute the scholarships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve the Budget Proposal for every Academic Year
- Review the details of MoUs Signed
- Approve the proposals of new programmes of study

### **ACADEMIC COUNCIL**

The Academic Council shall have powers to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.,
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.



- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Reviewing of academic, placement, research, and other development activities
- Reviewing the mode of teaching learning, examination, and evaluation process
- Recommend the proposals of introducing new programmes of study to the governing body.
- Provide Suggestions / Recommendations to the Governing body pertaining to Academic Affairs.

### **BOARD OF STUDIES**

The Board of Studies of a Department in the college shall:

- Prepare regulations, curriculum and syllabi for various courses keeping in view the programme vision and mission aligned with the institution's vision and mission, interest of the stakeholders, programme-specific outcome (PSOs) defined by the programme, program outcome (POs) defined by NBA and national requirement for consideration and approval of the Academic Council;
- Exercise general supervision over the academic work of the college and to give direction regarding methods of instructions, evaluation, research and Improvements in academic standards
- Maintain proper standards of the examinations and to make arrangements for the conduct of examinations in conformity with the bye-laws
- Validate the measures for improvement of standards of teaching, training and research



### **DEPARTMENTAL ADVISORY BOARD**

- Suggest improvement in academic plans and recommend standard practices/systems for attainment of PEOs, POs and PSOs.
- Encourage for industry-institute interactions to bridge up curriculum/industry gap and suggest quality improvement initiatives to enhance employability.
- Redefine existing PEO's, aligning of PEO's to the mission statements and defining Program Specific Outcomes (PSOs).
- To propose necessary action plan for skill development of students, required for placement, entrepreneurship development and quality improvement.
- To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments) to meet PEOs.
- Functioning of Centre of Excellence/Incubation Centre
- Reviewing academic results, graduation percentage and suggestion for the improvement.
- Reviewing student's participation and achievements
  - a) Co-curricular activities
  - b) Extra-curricular activities
  - c) Online certification course completion
  - d) Internship details (With stipend/without stipend)
  - e) Placement activities and the list of placed students
- Reviewing of department association and professional society activities
- Reviewing the Alumni participation, contribution, and Higher study details
- Reviewing faculty participation and achievements
  - a) Faculty development activities
  - b) Workshop, seminar, conferences organized by the department (for teaching & non-teaching)
  - c) Workshop, seminar, conferences attended by the faculty (teaching & non-teaching)
  - d) Online certification course completion



- e) Acted as a resource person (Outside world)
- Reviewing research and development activities
  - a) Journal publication (SCIE/SCI, Scopus and WoS)
  - b) Funds and Grants applied/received
  - c) Patent filled/published/granted
  - d) Book publications
  - e) Research scholar (full time/part time)
- Reviewing consultancy works done by the department.

### **PRINCIPAL**

As the head of the institute, principal should have the vision and leadership ability to ensure the continuous growth of the institute. .

#### ***Academic:***

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of Head of the Departments.
- To take institute and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement for producing better academic results.
- To promote industry institution interaction, research & development activities.
- To maintain cordial relations with staff, students, parents and with all those connected to the institution both directly and indirectly.

#### ***Administration***

- To conduct the periodical meetings of the faculty members for effective administration of the institution.
- To make the employee and students aware of the rules, policies and procedures laid down by the institution and see to it that they are enforced.
- To initiate recruitment of teaching and non-teaching staff as per rules laid down by the institution.
- To approve vendors for resources as required in the institute.
- To sanction the leave of the staff as per the norms.



- To monitor and update the institute website with complete information.
- To execute any other work assigned by the management.

**Finance**

- To recommend allocation of budget for the departments as requested by the Head of Departments to the Governing body.
- To authorize for cash advances for urgent purchases required in the institute.
- To ensure that all financial transactions are conducted as per the norms.

**Promotion of co-curricular and extracurricular and strategic activities**

- To prepare long term and short term plans (concrete documents) and present to the top management.
- To monitor and promote technical and non-technical, co-curricular and extra-curricular activities like seminars, workshops, cultural and sports events with the assistance of HoD's and staff members.
- To maintain the infrastructure of the institution with the help of concern staff and protecting the life and property of all those connected with the institution.
- To contribute various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies
- To monitor the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and Anna University apart from the ones conducted by the top management.

**HEAD OF THE DEPARTMENT**

HOD will be

- Monitoring the proper functioning of the Department as per the education policies formulated by the college.
- Reporting to the Principal daily about the activities carried out and activities in progress in the department.



- Allocating the academic roles and responsibilities equally among the members of faculty.
- Surveiling the effectiveness of teaching and learning process with the help of lesson plan, student's attendance periodically.
- Finalizing the portion for the internal examinations and ensuring the completion of the portion before every examination.
- Directing the faculty members to prepare and upload the question bank for their course in CAMS web portal for generating internal exam question and approving the question paper two days before the commencement of the exam.
- Directing the faculty members to evaluate the exam papers of their classes before arranging the review meeting.
- Reviewing the performance of the students in the internal examination and making arrangements for remedial coaching class to the slow learners if necessary.
- Arranging review meeting with the principal for appraising the performance of all the students in the internal examination.
- Ensuring whether the class advisors concerned have apprised the parents of their children's internal exam performance and Fixing date and time for the parents meeting.
- Monitoring the progress of the students in both co-curricular and extra-curricular activities.
- Ascertaining the overall progress of the faculty members in teaching and learning process and in research activities.
- Initiating Department association activities and club activities through faculty co-ordinators and motivating the students to take part actively.
- Ensuring the adequacy and proper maintenance of the laboratory equipment periodically.
- Preparing the budget proposal for the department including department lab infrastructure and submitting it to the principal each year.





- Addressing students' grievances and providing proper counseling to the students whenever necessary.
- Monitoring mentor-mentee system at regular intervals and ensuring whether due importance is given to the same.
- Ensuring the proper maintenance of all the department files with the help of the faculty in charges.
- Organizing motivational programs and special guest lectures by inviting eminent personalities for the betterment of the students.
- Ensuring the release of the newsletter of the department covering the accomplishments of the students and the faculty members.
- Ensuring the discipline of the faculty members and students by being disciplined.

#### **TEACHING FACULTY MEMBERS**

All members of the faculty need to

- Prepare lesson plan for the subject's assigned using academic calendar and get approval from the Head of the Department.
- Choose appropriate mode of delivery for their subjects to make the teaching and learning process more interactive and interesting.
- Maintain students' attendance for every hour through CAMS web portal both for theory and lab classes.
- Check the students' assignment completion status periodically.
- Demonstrate the experiments to the students at first and make them to do the experiments later by following the procedures given during lab hours.
- Verify the record completion by the students before every lab hour.
- Complete the portion before every internal examination as per the lesson plan and encourage the students to score good marks.
- Prepare question bank for their course and upload it in CAMS web portal for generating internal exam question paper.



- Evaluate the Internal exam papers within 3 days and submit the mark statements to the HOD.
- Attend review meeting with HOD and the Principal for every exam and explain their students' performance in their subject.
- Identify the slow learners in their subject and conduct appropriate remedial coaching classes to improve their performance in the next exam.
- Monitor the performance of the slow learners' in every examination.
- Guide the students to do their mini projects and final year projects effectively.
- Act as a mentor for maximum of 20 students and maintain those 20 students' profile with proper care.
- Motivate the students to take part in co-curricular and extracurricular activities and counsel them whenever necessary.
- Help the students in all the activities to promote self-confidence and create a better learning environment among the students.
- Take up additional academic roles and responsibilities like class advisor, Department lab incharge, timetable in charges, AICTE/Affiliation in charges, NBA, NAAC in charges etc as per the allocation done by the HOD.
- Carry out research work in their area of specialization and bring out articles for publications in International / National Journals / Conferences.
- Work on book publications, funded projects, patent filing, applying grants etc
- Participate in workshops, seminars, FDPs, other training programs etc organized by other reputed institutions to equip themselves.
- Complete one online course (NPTEL, SWAYAM, COURSERA etc) every year pertaining to their area of interest.
- Develop contacts with industries and take up industry oriented projects involving students with the approval of the Management.
- Report to the Head of the department daily about the works carried out on that particular day.
- Adhere to a formal dress code strictly and set an example to the students to emulate.



- Be punctual to the class and motivate the students to be punctual.
- Work as a team to achieve department visions that directly pave way to accomplish college vision.

### **HEAD-STUDENT DEVELOPMENT**

- Developing good culture among students in the campus
- Identify the student's real interest and help them to achieve it through proper guidance.
- Motivate the students to take active participation in co-curricular and extra-curricular activities.
- To nurture the innovative ideas of students and help them to develop into technological applications in their field of studies.
- Motivate the students to participate in inter college events conducted by reputed colleges.
- To inculcate among students the habit of interconnecting the theoretical knowledge to real time applications and solve problems through innovative solutions.
- Boost the morale of every student through proper guidance and counseling.
- Create and improve the positive attitude among the students through proper guidance.
- To impart and improve professional ethics among the students.
- To inculcate strong value system among students community.

### **HEAD-EMPLOYEE DEVELOPMENT (Faculty)**

- To create awareness among Staff members about organization growth as well as individual growth in the field of education.
- To educate the faculty about organizational culture and practices.
- Working out the training and faculty development needs of all the Staff Members and submitting to Principal.



- To motivate the faculty members to improve their academic and non-Academic performance.
- To motivate the Staff members to create positive attitude (Vibration) among student community in all aspects.
- To motivate the faculty members act as a resource person inside the college, other colleges, government, and private organizations.
- To encourage the faculty members to build strong network among teaching community.
- To motivate faculty members to actively participate in FDPs
- To encourage the faculty members to build strong network among corporate.
- To encourage faculty to organize national, international seminars and conferences.
- To appreciate and recognize the faculty members as and when required.
- To take care of the faculty welfare and create recreational facilities
- To maintain and update the competency mapping score card of every faculty
- To ensure good retention of faculty.
- To monitor and help the faculty to strengthen the knowledge in their relevant domain.
- To maintain and follow professional ethics among teaching and non-teaching staffs
- To conduct regular in-house FDP Programs & Staff Training Programs.
- To motivate the Staff members to take active participation in sports and cultural events.
- To Monitor and ensure Competency of non-academic staffs to match with requirements
- To make the Staff members aware of their accountability for creating a good citizen to the nation from our institute.
- To educate to the Staff members about the value of outcome based education and Bloom's Taxonomy on regular intervals.
- To arrange staff tour for all teaching & non-teaching faculty members once in a year.
- To arrange new year & teacher's day celebration



### **HEAD- CORPORATE RELATIONS**

- To build and maintain a healthy and strong relationship with top MNC's for arranging on-campus recruitment.
- To guide placement in-charge of every department to visit core companies and build a rapport with HR for arranging campus drive.
- To motivate and guide the placement in-charge of every department in preparing the students to face interviews.
- To arrange interaction program for students with HRs of core companies for each department in every semester to understand the expectations of the companies.
- To categorize the companies based on their Profile & Package offered.
- To prepare and categorize the students based on their eligibility and capability and suggest training accordingly to face the interviews successfully.
- To arrange Internship for students in reputed organization with stipends.
- To act as a Bridge between the employer and the Institution.
- To closely monitor and update the corporate requirements and expectations to the students and Department faculty.
- To organize HR Conclave every year.
- To monitor and update off campus drive to students through department placement in-charges.
- To prepare the budget for on / off campus placement.
- To instruct placement co-ordinators to maintain and update student's database periodically.
- To inform the students about the date and time of campus drive.
- To organize mock-interview for students
- To instruct the placement co-ordinators to help the students in CV preparation.
- To develop Industry - Institute interaction, by organizing and coordinating frequent industrial visits, in- plant training and projects of industrial relevance for the students.



- To identify the reputed companies for Signing of MoUs.
- To update existing available job opportunities in the companies/Corporate world to help students analyze and choose company of his / her interest.
- To invite Industry personnel periodically to enrich the knowledge of the students with the latest technological innovations and industry practices.
- To handle alumni affairs, including maintenance of all relevant details of alumni association.
- To keep regular contact with all the industries/software companies existing all over India through letters/phone calls/emails etc.
- To arrange Campus/ Group Campus interviews from reputed Industries/ Software companies for the placement of the students.
- To organizing Seminars/ Guest Lectures by eminent, qualified and experienced persons.
- To guide the students in getting in plant training in reputed companies.
- To organize career planning and development programmes for the students.
- To arrange monthly review meeting with the faculty In- charges from all the departments.
- To report the results of all activities to the respective Heads of the Departments.
- To developing rapport with Placement officers of other institutions and organize for group Campus interviews.
- To guide the placement incharges to maintain the records of placed students, college Brochure, list of companies and other relevant data.
- To maintain a mini library consisting books for competitive examinations, personality development, communication skill development, soft skills and other related book for skill development.



### **HEAD-R&D**

- To Conduct R&D Meeting on regular basis with coordinators and Members.
- To ensure that every department organizes at least one National / International Conference once in a year.
- To create awareness among faculty about technical writing and importance of publishing paper in reputed, high impact factor research journal / Publications.
- To identify various sources for applying fund relevant to the specialized area.
- To identify the various funding agencies and create awareness to all faculty members.
- To motivate the faculties to do innovative and creative projects in association with students
- Support faculty to participate and present papers in national and international conference and symposium.
- To encourage faculty to apply for getting Fund for conducting programs.
- To identify new innovative project ideas and direct the same to concerned Departments
- To conduct R&D related workshop thrice in a semester.
- To create awareness among faculty members about Intellectual Property Rights.(IPR)
- To encourage our faculty members to apply for patents.
- To Guide and support the Research Scholars to complete their Ph.D as soon as possible.
- To motivate the faculty to write books in their area of specialization
- To identify the various sources of applying fund relevant to each specialized area.
- To set new benchmark through national, regional, and international accreditations
- To start new initiatives for the institute in terms of programs, research, centers, collaboration, Etc.,
- To formulates policy and facilitates the consultancy work in the institution.



- To encourage Industry Institute Linkages, Collaborative Research programs and formation of new incubation centre.
- To encourage faculty members to find industry oriented programs to carryout consultancy project.
- To encourage HOD's or senior faculty members to develop industry sponsored lab or centre of excellence.
- To monitor Research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- To apply for intellectual properties generated from research at college and to market these patents in industry.

#### **CONTROLLER OF EXAMINATIONS**

- To collect Board of study approved syllabus copy from the departments.
- To collect the academic information from all the departments.
- To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the Institution.
- To prepare question paper for all courses by appointing eligible paper setters and scrutinize the question papers.
- To scrutinize applications for appearing in End semester Examinations, Exam fees collection from all the eligible students and to issue Hall tickets.
- To prepare the Time table for End semester Examinations.
- To collect attendance proforma and internal marks for conduction of Examinations.
- Conduction of practical examinations for all the Departments.
- Arrangement for conducting examination, appoint Vigilance Squads and collection of answer papers.
- To appoint qualified internal and external examiners and conduct for the valuation of answer sheets for various boards.
- To convene the result passing board, to finalize the results and to publish them.





- To Arrange for photo-copy/re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- To convene disciplinary committee, to enquire malpractice cases and to implement punishments as recommended by the committee
- To conduct external audit for answer scripts and question paper.
- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the Principal for consideration and necessary action.
- To issue grade certificates, Provisional certificates, Degree certificates, Ranking Certificates, Duplicate mark sheets and Transcript to the eligible students.
- Maintenance of all records, statistics and database of candidates pertinent to examinations
- Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.

#### **MANAGER**

- Be in rounds daily inside the college premises.
- Monitor 5S and ISO implementation inside the campus.
- Monitor Admission Process, Collection of Fees, Students' Scholarships, bonafide certificates.
- Be in liaison with Police / Panchayat / Labour Department and other Government departments and Private Agencies.
- Take care of Staff welfare activities including PF, ESI, Group Insurance, Assets Insurance and Claims.
- Maintain personal files of all staff members.
- Supervise and Monitor the Security Guards and House-Keeping in the institution.
- Maintain Office files in line with ISO procedures.
- Manage and approve leave for the non-teaching Staff members.



- Coordinate with HOD / Teaching Staff members as per the guidance given by the Principal.
- Monitor and maintain all the Bills of the expenditure done including Materials purchase, wages, Salary Payments and other Cash Distribution with the help of the cashier and other concern office staff.
- Report to the Principal daily about the works carried out.
- Monitor all the purchase related works.
- Coordinate and monitor Mess and hostel along with the hostel warden.

#### **NON-TEACHING STAFF**

All Non-Teaching faculty members need to

- Maintain cleanliness inside the laboratory on all the days.
- Ensure the safety measures follow up while handling the electrical components inside the laboratory.
- Maintain student's entry register and get sign in the register from the lab incharge and HOD daily.
- Maintain all the records including stock register, breakage/condemn register, service records, sample manuals, sample records etc of the laboratory equipments.
- Assist the faculty members and students during laboratory classes.
- Report to the respective Head of the department daily about the works carried out on that particular day.
- Check the fire extinguisher refilling date periodically and if expired, need to be refilled.
- Maintain first aid kit in the laboratory and periodically check the expiry date.
- Help the lab in-charge in monthly stock and annual stock verification of the equipments available in the laboratory.
- Provide appropriate instructions to the students on how to handle the equipments / machineries inside the laboratory.



- Check the working condition of the equipments before and after the usage of the students by maintaining the issue register.
- Follow proper dress code inside the college premises.
- Check everyday whether the doors and windows are shut and switched off the main tripper properly, while closing the laboratory.

### **LIBRARIAN**

- The Librarian is the designated leader and administrative officer responsible for the effective and efficient operation of the Library system within the policies, directions, and plans of the campus as a whole.
- Acts as a public spokesperson for the library to the internal/external campus constituencies.
- Responsible for planning and developing the college library and providing necessary service to the students and staff of the college.
- Need to prepare budget for the library developmental activities.
- In charge for the complete Annual Stock Verification in Central Library.
- Responsible for all academic inspections like AU, AICTE, NAAC, NBA, UGC & ISO.
- Responsible for E-Journals Subscription & Renewal.
- Need to act as Organizing Secretary for National Digital Library of India Club & NPTEL LOCAL Chapter SPOC
- Need to collect Books Requirement for every semester and place the order for the books and make available for the Students.
- Monitor the Periodicals/Magazines/Journals Classification and entry in Register and Software
- Monitor Books and Periodicals CD's entry in Library Software.
- Need to check & update the CDs of Periodicals and Books in the Cupboard.
- Need to supervise the book cataloguing and indexing.
- Need to ensure cleanliness in the entire library premises through library attender.



- Responsible to answer Library services related queries.
- Provide assistance in E-Resources access for the Users.
- In charge of Library Orientation to New Users (Students) at the beginning of every academic year.

### **ASST. LIBRARIAN**

- Responsible for transaction Section & render support to Librarian in all the activities.
- Responsible for RFID verification & Maintenance.
- Need to do Stock Verification in Central Library & Report Preparation.
- Need to enter first Year Students' details and New Staff details in Software.
- Prepare Books Requirement and order Books for every academic year.
- Enter the details of New Books, Periodicals, Books CDs, Periodical CDs, Back Volumes and Gift Books in software.
- Supervising the process of cataloguing and classifying new books and resources and adding it to the Library
- Enter the Project details, Department Library Books and Back volumes in the register.
- Need to generate Library Users' monthly report from software & also prepare other section entry report.
- Issuing No Dues Certificates for Outgoing Students and update the same in Software.
- Update the missing Books report in Software.
- Arrange the Issued Cards Daily.
- Enter the details of compliment/specimen copy books in the Daily register.
- Sort out Department wise Question Papers and Syllabus Copy & send it for binding work
- Need to do Annual Stock Verification of CDs and prepare the report.
- Issue and Maintain the Digital Collections.



### **TECHNICAL ASSISTANT- LIBRARY**

- Stack Room in charge & Maintenance of the library sections.
- Daily arrangement of Books to be done after every library hour.
- Daily returned books to be re-shelved after verifying whether it is returned in the library software.
- Dispatch of Students Newspaper
- Books to be properly arranged according to its location always.
- New Books Classification & processing work to be done on purchase
- Collect & prepare a list at every semester end for sending the books and journals for binding purpose which are in damage condition & do the post binding work.
- Turn off lights and fans left on in Stack Room & technical section when not in use
- Monitoring Students during library hour.
- Back Files of MKCE, Anna University, NAAC, NBA & other engineering/education related News clippings Maintenance & in charge
- Projects, Department Library Books Classification and Back volumes Classification
- Letter and Journal Collection from Office & Library Circular Dispatch to all departments
- Daily Newspaper checking for any news about MKCE, Anna University, AICTE, NBA, NAAC & take Xerox copy of it & filing work to be done of the same.
- New Books Accessioning and Preparing invoice Report on purchase.
- Book Late Return & token lost Fine Payment Receipt Collection and entry to register.
- Xerox Machine & Print Reading and maintenance
- 5 S and Daily House Keeping Maintenance
- Monitoring stationary requirements and ordering from MKCE store.



### **HOSTEL WARDEN**

Hostel warden will be

- Responsible for the overall administration of hostel and mess.
- Making the policy for the allotment of hostel rooms to the students.
- Monitoring the day to day routine work of hostel and mess for smooth operation with proper coordination among deputy warden, residential manager, hostel and mess supervisors.
- Responsible to follow and implement the Hostel rules strictly.
- Responsible for the maintenance of the leave letters and attendance of the Hostel inmates.
- Taking care of the mess along with the mess supervisor and need to be present in the mess while serving food to the inmates.
- Ensuring that hostel rules are followed scrupulously by the hostellers and if any hosteller violates the rules, he/she shall be forwarded to the chief warden for appropriate action.
- Ensuring the hostel rooms / toilets / bathrooms / mess hall / mess kitchen are kept clean and hygienic. Maintaining a register showing that every day the hostel, bath rooms and toilets are cleaned by sweepers/Scavengers if required twice also.
- Acting as a proper care taker of the hostel inmates and maintaining discipline in the hostel.
- Monitoring hostel students' attendance, leave approvals and maintaining the database properly.
- Finalizing the menu through Mess committee meeting.
- Conducting weekly review meeting for the Hostel and mess supervisors regarding the maintenance of various records and ledgers.
- Maintaining hostel assets and records properly.



### **PHYSICAL DIRECTOR**

Physical director need to

- Train the students in various sports events and make them participate in various zonal, inter zonal and All India (south) University Tournaments.
- Monitor disciplinary aspects of the students including adherence to dress code, maintenance of silence, promptness in attending the classes, preventing the students from loitering in the corridors, damaging the property, defacing the walls or teasing girl students etc.
- Take adequate measures to prevent the misbehavior/misconduct of the students especially during extracurricular activities and other college functions.
- Prepare the annual budget for the sports accessories and submit it to the principal and Executive Director.
- Engage Physical Education hour for the first year students and educate them the importance of sports in their daily life and provide appropriate guidance for all the sports events.
- Guide and monitor students' physical activity regularly in the morning and evening.
- Co-ordinate and conduct Annual Sports day every year by inviting a Chief Guest and organizing various sports events for the students.
- Invite other college students and Organize volleyball and basketball tournaments for the Kumarasamy trophy every year.
- Conduct staff cricket tournament every year by inviting other college staff cricket teams for MKCE trophy.
- Co-ordinate and Organize hockey and handball tournaments along with our college alumni for MKCE Alumni trophy including other college (male) participants.



## STUDENTS - RULES AND REGULATIONS

### **1. GENERAL RULES**

Each student should have certain goals in his / her life. In order to achieve their goals, they should develop good manners, and accept to adopt certain principles. The following steps are suggested,

#### **1.1. General Routines**

- College working hours: 8:45am to 4:40pm, Break: 10:25am to 10:40am & 2.50pm to 3.00pm, Lunch break: 12.20pm to 01.10pm / 01.10pm to 02.00pm.
- Students should always wear their Identity card inside the college campus which is issued by the College for identification and security reasons.
- Students should converse only in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Possession and use of cell phones, camera, iPods, MP3 players or any other electronic gadgets in the college premises is strictly prohibited.
- Students should maintain discipline in the campus. A disciplinary committee appointed by the Principal will enquire any in disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.
- Students should be regular, punctual and attentive to the classes. They are expected to be seated in the lecture hall 5 minutes before the commencement of class.
- Late coming students are not permitted to enter the class after the staff entered the class without getting written permission from the HoD / competent authority.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories, function halls, Exam Halls and workshops.
- Students should not leave the college premises during working hours without prior permission of HoD / competent authority.
- Chewing bubble gum, chocolates and Student's roaming outside the classroom during the lecture hour is strictly prohibited.
- Observation and Record Note books should be brought to the laboratory classes.





- Record of experiments done in a particular lab class should be completed before the next laboratory/workshop class.
- Students shall bring all materials necessary for the classes and examinations as being instructed.
- Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- Each student will be attached to a class counselor and the counselor will counsel the students on academic and other activities.
- Students are allowed to organize or attend any meeting inside or outside the institution only with the prior permission of the HoD/Principal.
- Students should use the facilities in the campus without causing any damage. If any damage is caused, necessary action will be taken to rectify and recover the cost, in addition to any disciplinary proceedings, if applicable.
- Students are encouraged to take part in co-curricular and extra-curricular activities.
- Students should not throw waste papers, covers etc inside the class rooms, veranda, laboratories etc. Writing on walls, pillars, bathrooms, furniture or black boards is strictly prohibited. They should keep the college campus neat and clean.
- Students are encouraged to regularly check the notice board/CAMS Web portal for current information.
- Documents or promotional materials circulation without the permission of the higher authority is not encouraged.
- Students should park their vehicles only in the space meant for parking. Helmet and Driving License are mandatory.
- Visitors will not be allowed to contact the student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the HoD/ Principal.



## 1.2. Attendance and Examination

- The students should have minimum 75% of attendance for theory classes and the laboratory classes. Students who do not have the minimum attendance will not be allowed to appear for the semester examinations.
- Students must avail leave only after getting prior permission from Class Advisor and HOD. Leave message over Telephone / E-mail is not entertained. However, sudden sickness or unforeseen circumstances may be considered with medical certificate. Such leave may be permitted only three times per semester. Parent / guardian should accompany the students if the above condition is violated.
- Bridging any holiday with the adjoining working day is strictly prohibited.
- The following tests / Examinations are being conducted in each semester and the results of the same can be viewed by the parents through online portal and also they will be intimated through letter.

First , Second, Third & Final Year	Portion
Mid semester Examination -I	Unit No.: 1,2
Mid semester Examination -II	Unit No.: 3,4
Preparatory Examination	Entire Syllabus

- Students should attend all tests and show good academic progress.
- Students those who have failed in more than two subjects in the semester Examination should bring their parents in to meet HOD in the scheduled date.
- Any student involved in malpractice in the tests/exams would be debarred for the rest of the tests/examinations of the particular semester as per protocol.
- Periodical reports will be sent to parents / guardians calling their attention regarding the student's attendance, progress and conduct. Students should bring their parents / guardians to HoD/ Principal for any discussion regarding the same, as and when required.



### 1.3. Dress Regulations

All the students in the campus should be neatly dressed on all days including all examinations

- ✓ **On all Wednesdays:**  
 Complete formal dress code with formal/polished black or brown Shoes, Socks & clean shaved face is must.
- ✓ **On all other days except Wednesday.**

#### Permitted

For Boys	For Girls
Trousers/Jeans and collared shirt; Cargo/Chinos pants; formal/casual Shoes and Socks; Sandal/ Canvas;  Collared T-Shirt (only on Saturdays) without wordings & indecorous pictures.	Formal wear dress like Salwar Kameez or Churidhar; Jeans or Pencil fit Jeans or Leggings with Long Kurthi/Long top (Shawl pinned properly);  Formal foot wear; Sandals /Canvas; Hair (beyond shoulder length) to be tied.

#### Prohibited

For Boys	For Girls
Faded/Ripped/low-waist jeans, Balloon/Track Pants, Pencil fit, Shorts, clothes with cuts or holes or sleeveless, Frayed / dirty / wrinkled / Transparent / tight outfit clothes, Midriff shirts, tube-top dresses, dresses above knee length, flip- flops / slippers, Bracelets / Earrings, Pony Tails, Long/Colored hair and visible body piercing	Tight-fitting jeans, torn trousers touching the floor, Skirts, shorts, Tops - Revealing deep / Spaghetti / Sleeveless / Side cut/ Short, Shirts, T- shirts, Transparent/ Tight outfits, Netted Shawl / Hands.



- The Students should attend the laboratory/workshop classes with the specified uniform. Lab uniform with Shoes is compulsory for laboratory classes (except Computer lab) in order to ensure the safety.
- Formal wear with tie is mandatory during project viva voce, student presentations, guest lectures, campus drives and any formal college occasions.
- Hairstyles and mustaches, Beard and side burn must be clean with neatly groomed and must not distract the learning environment. Any hairstyle that distracts the college environment will be dealt by the designee of the college.

***Violation of Dress Code:-***

Any form of improper clothing is strictly restricted in the college premises. If it is determined that a student is in violation of the Dress Code, the student's parents or guardians will be notified of the violation ,for immediate correction.

***Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution.***



## **2. RULES AND REGULATIONS FOR HOSTEL RESIDENTS (Boys & Girls)**

### **2.1. Hostel Management**

1. The following officers constitute the Hostel Management:
  - a. Chief Warden – The Principal
  - b. Warden - Senior faculty member of the college
  - c. Resident Warden
  - d. Resident Tutor
  - e. Wing In charge - Department senior faculty members
  - f. Hostel Supervisor / Mess Supervisor
2. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

### **2.2. Accommodation**

- Hostel accommodation is available for B.E/ B. Tech / M.E/M.B.A / M.C.A for a maximum length of stay for Four years/Four years/Two years/Two years/two years respectively. Every year end they have to vacate the hostel.
- At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel management in writing, at once.
- Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
- The Hostel Management will generally provide minimum furniture and fittings for each room, consisting of one for each.



- Residents will be personally responsible for the safety of their belongings.
- Students should occupy the rooms allotted to them. If any resident is in need in change of room in hostel, he/she is required to get prior permission from the Hostel Management.
- Hostel inmates' wants to vacate the hostel should submit the Hostel Vacated Form with Signature from Authorized person and Student staying outside has to produce written consent letter from their parents.

### **2.3. Code of Conduct**

- All residents are expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
- Hostel Inmates are not allowed to stay in their rooms during college hours. If a Student is suffering from fever, illness, etc., they must inform the Resident Warden and concern department.
- Residents shall maintain a high standard of decorum and behavior.
- At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipments are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
- The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.
- Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
- The rooms, common areas and surroundings should be kept clean and hygienic.
- Residents are expected to dress decently while visiting the mess hall.
- Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
- Hostel inmates should register their finger print in Thumb Reader Machine for Hostel Attendance.



- Silent/study hours shall be maintained from 8.15 p.m. to 10.00 pm. Only inmates are allowed to sit inside the room. Keep room door in open condition.
- No movement of inmates from one room to another room is allowed during study hour at any case. If any found, their names will be reported to the Warden.
- Except Saturday, all days study hour is compulsory.
- No writing work is allowed in study hour (including assignment, homework, observation and record).
- Residents should not use Charger, Mobile phones and Laptops during Night study hours. (Keep inside the bag. Under bed and pillow is not allowed).
- Hostel inmates coming to hostel premises after 10.00 pm (Boys) / 6.30 pm (Girls) and leaving hostel premises after 6.30 pm is restricted.
- Hostel inmates should keep their Hostel environment and room clean and switch of the Electrical equipments while leaving the room.
- Hostel inmates are not allowed to bring Food stuffs from outside.
- Visitors are permitted to see the hostel inmates, only if they produce a visitor card.  
Timing: 4.30 P.M. to 6.30 P.M. (Weekdays) & 09.00 A.M. to 06.00 P.M. (Holidays)
- For Girls Inmates, Outing is permitted only when inmates have not gone home during the past one month. Timing: 09.00 A.M. to 01.00 P.M. (Holidays) .Night stay in the local guardian's home is not allowed during weekdays.
- Hostel inmates should follow the mess timing as per schedule mentioned in mess hall.
- Hostel inmates should apply leave/ permission through Website /App, one day prior and after approval from authorized person they can leave the campus. Hostel inmates should not go to a place other than specified in the leave request.
- If Hostel Inmates leave apply ID is blocked, the parents have to meet the warden in person to unblock ID for next visit to the home.
- Hostel inmates using crackers inside the Hostel Campus/Room is punishable and liable to suspend/expelled from college/hostel.
- Mess Reduction will be given to Hostel inmates if they get prior permission and proper leave approval from Authorized Person.



- Mess Reduction form should be submitted to Office within 3 days, otherwise it will not be accepted
- **Any physical/mental harassment towards fellow Hostel inmates including ragging, quarrelling, using abusive language and violent behavior is prohibited.**
- Smoking is strictly prohibited inside the Hostel and College premises.
- Hostel is meant for facilitating Hostel inmates for studies. Therefore, silence should be maintained inside the hostel. Hostel inmates should not disturb other student by conducting any kind of parties, playing music, talking loudly over mobile phone etc.
- Multi-Level Marketing (MLM) and gambling in any form including playing cards in the hostel is prohibited.
- Possession/Consumption of liquor inside the Hostel and College premises will lead to suspension/expulsion from College and Hostel immediately
- Hostel inmates should not involve in any Religious/Communal related issues in College and Hostel premises.
- If narcotics or related substances are found in any room, all the Hostel inmates staying in that room will be expelled from MKCE. Hostel inmates who consume/ trade/ possess narcotics inside/outside the hostel shall be expelled from MKCE. Substance abuse is prohibited.
- Anyone causing damage to the hostel property will be penalized suitably.
- Hostel inmates shall not bring any day-scholar/ MKCE alumni /non-MKCE Hostel inmates inside the hostel premises.
- Hostellers are not allowed to keep or operate any kind of motor vehicles inside the hostel campus.
- Hostel inmates are not allowed to keep Induction Stove/electric iron box/ any other electrical & electronic equipment/gadgets in their rooms. Unauthorized possession will lead to confiscation of the goods. Cooking in the rooms is strictly prohibited.





- Hostel inmates are personally responsible to safeguard their belongings. Hostel inmates are advised not to keep huge amount of cash or valuable items like gold, costly wristwatch/ laptop/ mobile phone, expensive jewellery etc., in their rooms.
- Hostel inmates will not be permitted to stay in the hostels during semester Holidays, unless they have to get prior permission from Authorized person for any academic assignments.
- Parents/Guardian's in person need to meet the Warden if there is any change in the contact numbers.
- Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- For your understanding, **ragging which is CRIMINAL & NON-BAILABLE offence** is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".
- Residents should not participate in any anti-national, anti- social or undesirable activity in or outside the campus. **The visit of a person of the opposite gender in the hostel is restricted to common room and lounge.**



- Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
  - a) He / she will be expelled from the hostel.
  - b) A record of his/her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him / her together with penalty.
  - d) He / she will also be fined commensurate with the offence committed.
  - e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
  - f) No recommendations will be given to him / her for studies abroad.
- When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.

#### **2.4. Use of Appliances**

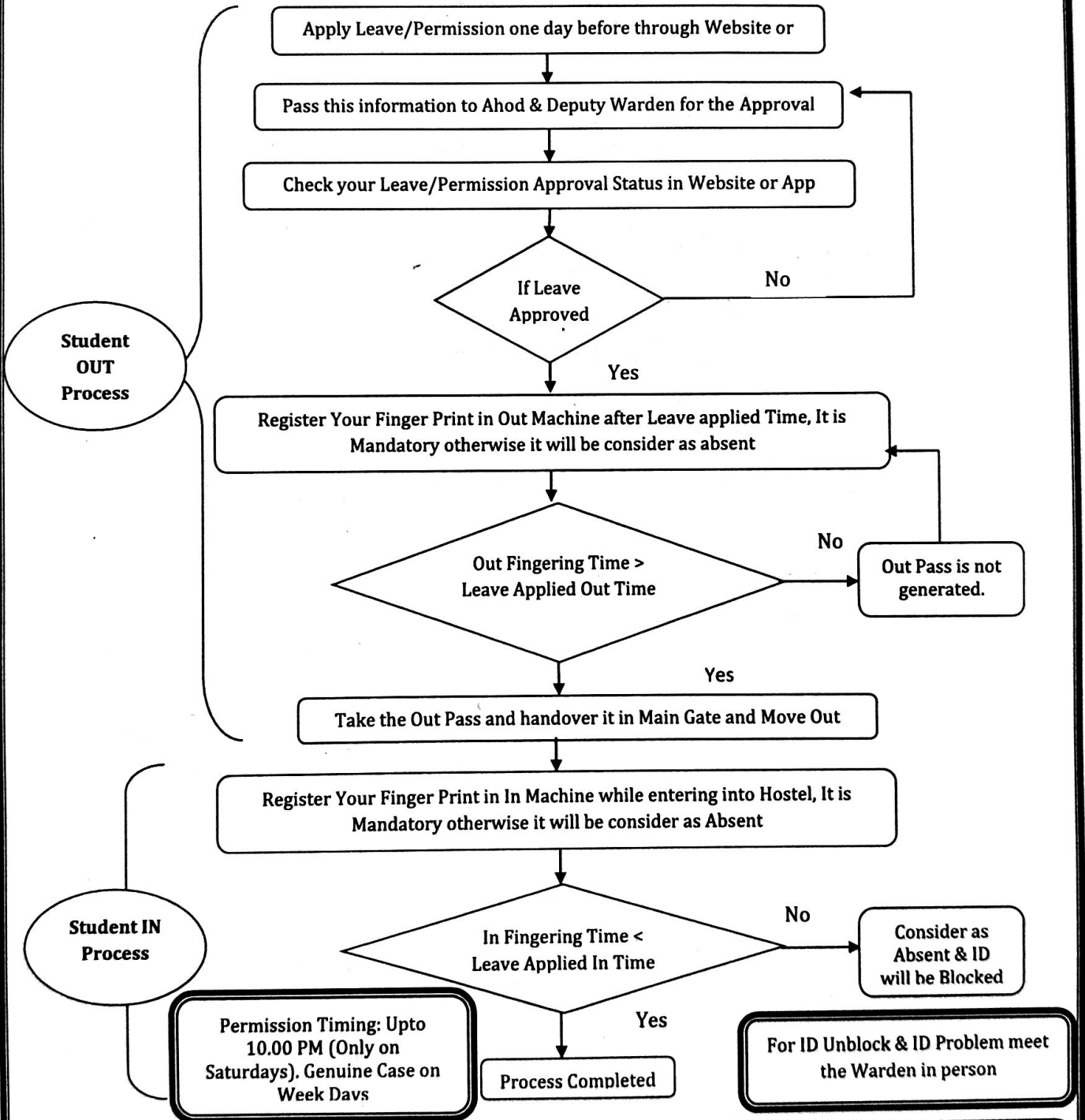
- The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times).

#### **2.5. Leave Approval Procedure**

Hostel inmates should apply leave/ permission through Website /App, one day prior and after approval from authorized person they can leave the campus. Hostel inmates should not go to a place other than specified in the leave request.



### BOYS HOSTEL LEAVE/PERMISSION APPLY - PROCESS FLOW DIAGRAM

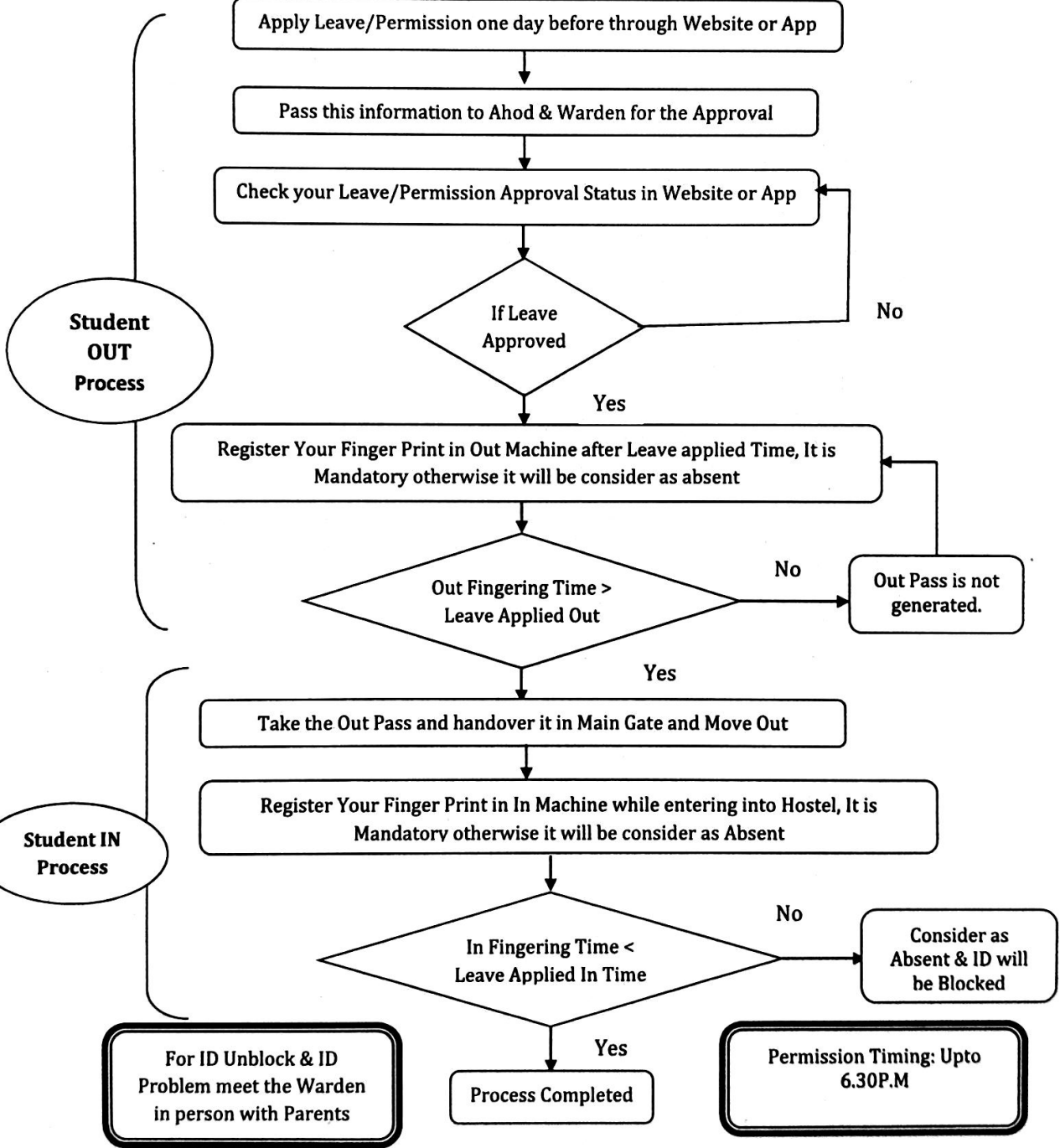


For Leave/Permission Apply, Visit: <http://182.71.244.235:81/> (or) Use App: MKCE Leave Apply (Available in Google PlayStore)  
Students moving out without proper approval will be penalized and it will be added in your mess bill & No mess bill reduction

**PRINCIPAL,**  
**M. Kumarasamy College of Engineering,**  
**THALAVAPALAYAM,**  
**KARUR - 639 113.**



### LADIES HOSTEL LEAVE/PERMISSION APPLY - PROCESS FLOW





## 2.6 STUDENT IN-OUT TIMING

Details	Ladies Hostel		Gents Hostel	
	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before
Regular Days	5.30 AM	6.30 PM	5.30 AM	8.00 PM
Approved cases with HoD's permissions	5.00 AM	8.00 PM	5.00 AM	9.00 PM

1. Students can check their approval status before 3 hours of their leaving time.
2. If anybody enters the hostel after the approved time, her Login ID will be blocked.  
Next approval to home will be with the parents in person visit

## 2.7 Visitors

- All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- The visit of men students to the women's hostel and vice-versa is not permitted.  
Parents/guardians will be allowed to visit the inmates only during visiting hours as mention below:

Day	Timings
Working Days	05.00 p.m. to 06.30 p.m.
Holidays	09.00 a.m. to 06.00 p.m.

## 2.8 Mess Rules

- Residents should not take the food and drinks (milk, tea, coffee & Snacks) to their room.
- The mess timings are as follows and the students should strictly adhere to these timings:

Details	Start Time	End Time
Breakfast	06.45 AM	08.30 AM
Lunch	12.00 Noon	01.50 PM
Snacks	04.40 PM	06.00 PM
Dinner	06.45PM	07.50 PM



- The mess rates will be calculated on the basis of the dividing system.
- The quantity of food will be unlimited except in the case of special items.
- Non-vegetarian will be served as extra items (tokens) on specified days of the week.
- Mess reduction is admissible to the residents of Hostels on the following grounds:
  - i) Approved Study Holidays and Semester Vacation declared by the Principal.
  - ii) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
  - iii) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- Application for mess reduction should be made in the form prescribed and it should be submitted **three days** in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel warden for having applied for mess reduction.
- In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
- No food will be served in the rooms of the hostel for any student in their rooms.
- Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.