M.KUMARASAMY COLLEGE OF ENGINEERING
(An Autonomous Institution)

Thalavapalayam-639113, Karur

STUDENT AFFAIRS POLICY

(Version -1.0)

Policy No: MKCE/SAP/2024/01

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Vision

To emerge as a leader among the top institutions in the field of Technical Education.

Mission

Produce smart technocrats with empirical knowledge who can surmount the global challenges.

Create a diverse, fully-engaged, learner-centric campus environment to provide quality education to the students.

Maintain mutually beneficial partnerships with our alumni, industry and professional associations

Prepared by	Verified by
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Principal

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1. SOP FOR CLUB ACTIVITIES

1.1. Objective:

- ✓ To cultivate a sense of unity and working with others in reaching the goals.
- ✓ To facilitate students to meet, mix and work together with other students from different background.

1.2 Target:

Name of the Activity / Event	Target
Clubs - Each department shall have one or two clubs (General / Professional)	✓ Minimum Three events/Activities per Semester ✓ Event Day and Session - Friday AN ✓ Activities shall be planned based on the Academic calendar before starting of semester

1.3 Responsibility: Club coordinators and Class Advisors

1.4. Procedure (SOP):

S. No	Activities	Responsibility
1	i. To select the club coordinators before Commencement of the Semester regular classes ii. All the club coordinators shall attend the meeting arranged by Head/Student affairs for Event planning	Head of the Department & Head-Student Affairs
2	Narrate about the clubs introduced and Clubs event to Students, Sharing the Registration form and Collecting students willingness for each clubs in first week of the odd semester	Club Coordinator and Class Advisor
3	Scheduling club activities and Detailed instructions given about the activity before starting of the first club event i. Minimum Five events/Activities per Semester ii. Six Club for III Years (Alternate Saturday) iii. Six Clubs for II Years (Alternate Friday)	Club Coordinator

4	Activities of the club events to be discussed and Select /Appoint Student Coordinator before the Events	Club Coordinator
5	Circular to be prepared and should be Circulated/ announced/reach students before three days of event.	Club Coordinator
6	Organizing clubs Event, Feedback Collection and Announcement of Result on the Day	Club Coordinator
7	Preparation of report of the activities, Submission to Social media and IQAC within three days	Club Coordinator
8	Club Event Audit in end of the semester	Club Coordinator & Head-Student Affairs

2. SOP FOR DEPARTMENT ASSOCIATION ACTIVITIES

2.1. Objectives:

- ✓ To enhance learning opportunities, cultivate professional growth, and foster a sense of unity among students
- ✓ To provide opportunities for members to enhance their knowledge, skills, and competencies related to their field of study or profession
- ✓ To provide opportunities for members to develop leadership skills through organizing events, managing projects, and taking on leadership roles within the association
- ✓ To supplement classroom learning by organizing workshops, seminars, and technical sessions that deepen understanding of academic subjects and explore emerging trends in the field

2.2. Target:

Name of the Activity / Event	Target
Department Association Activities (Inter / Intra)	Minimum Two or Three Events per semester based on intake like Workshop, Seminar, Guest Lecture, Symposium, Expo, Conference (once in two year) etc.

2.3. Responsibility:

- ✓ Head of the Department
- ✓ Department Association Coordinators
- ✓ Office Bearers

2.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Each Department has to start one association, which functions to inculcate knowledge and skill to the student community	Head of the Department

2	Convene a departmental meeting involving faculty members and student representatives to brainstorm and finalize association events in starting of semester	Head of the Department & Coordinator
3	The student office bearers are selected immediately after the commenced of Academic Year for the below post: a. President b. Vice President c. Secretary d. Additional Secretary e. Treasurer f. Two student members from each class	Head of the Department & Coordinator
4	Tentative schedule of activities, to be prepared and added in calendar	Coordinator & Office Bearers
5	All the department association should make an effort to involve maximum number of students	Coordinator
6	Each event prepare objectives, activities, Budget and expected outcomes etc. before one week	Coordinator & Office Bearers
7	Obtain approval from the principal for the event date, budget allocation, and procedural details	Coordinator
8	Submit the event proposal and necessary documentation to the Internal Quality Assurance Cell (IQAC) for review and coordination	Coordinator
9	Gather feedback from participants and stakeholders during and after the event. Analyze feedback to assess the event's success and identify areas for improvement	Coordinators & Office Bearer
10	Prepare a comprehensive final report detailing event outcomes, feedback analysis, and recommendations. Submit the final report to the IQAC for documentation and future reference	Coordinator
11	Association file Audit is conducted at end of the each semester	Coordinator & IQAC

3. SOP FOR EXTENSION ACTIVITIES

3.1. Objectives:

- ✓ To increase knowledge, skills and confidence in their field of interest
- ✓ To actively involve students in addressing societal needs and challenges through service-oriented initiatives such as health camps, literacy programs, environmental conservation efforts, and social welfare projects.
- ✓ To cultivate a sense of social responsibility, ethical values, and citizenship among students.
- ✓ To empower students to take on leadership roles, manage projects, and collaborate effectively with diverse groups of people. These experiences contribute to their personal growth, self-confidence, and ability to adapt to different situations

3.2. Target:

Name of the Activity / Event	Target
Extension activities (Technical/ Non-technical Based)	Two Extension activities / Semester to School /NGO /Small Companies / Polytechnics

3.3. Responsibility:

- ✓ Department Coordinator
- ✓ Head of the Department

3.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Each Department has to plan extension actives like Skill Development Programs, Community Service Initiatives, Continuing Education and Professional Development activity, Environmental and Sustainability Initiatives, Health and Wellness Programs, Outreach and Engagement with Schools and NGOs etc.	Head of the Department
2	Convene a departmental meeting involving faculty members and student representatives to brainstorm	Head of the

	and finalize minimum two events per semester	Department
3	Prepare objectives, activities, Budget and expected outcomes etc. before one week of the each event	Department Coordinator
4	Obtain approval from the principal for the event date, budget allocation, and procedural details	Department Coordinator
5	Submit the event proposal and necessary documentation to the Internal Quality Assurance Cell (IQAC) for review and coordination	Department Coordinator
6	Gather feedback from participants and stakeholders during and after the event. Analyze feedback to assess the event's success and identify areas for improvement	Department Coordinator
7	Prepare a comprehensive final report detailing event outcomes, feedback analysis, and recommendations. Submit the final report to the IQAC for documentation and future reference	Department Coordinator
8	Activity file Audit is conducted at end of the each semester	Coordinator & IQAC

4. SOP FOR INTERNATIONAL CERTIFICATION COURSE

4.1. Objectives:

- ✓ To increase knowledge, skills and confidence in their field of interest
- ✓ To provide a credential that is recognized internationally, demonstrating a certain level of competence or expertise in the field
- ✓ To personal growth, confidence building, and a broader understanding of global perspectives and practices

4.2. Target:

Name of the Activity / Event	Target
International Certification (PEGA, Service now, Sales force, Cyber security, Gen AI, Oracle, AWS, Google Cloud etc.)	Minimum One international certifications to be completed before end of the VI Semester

4.3. Responsibility:

- ✓ Mentors
- ✓ Placement Coordinators
- ✓ Coordinator- Centre of International Certifications

4.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Provide the details and information related International Certification courses and websites, link etc., within a week after starting the semester	Coordinator, Mentors
2	Motivating students to join, Arranging Awareness program (If Required)	Coordinator, Mentors
3	Maintaining a register of the number of candidates registered in each course	Coordinator
4	Intimate about the course assignments, test and the time frames.	Coordinator
5	Arranging suitable lab/ Venue for effective Learning	Coordinator
6	Ensuring that the registered Candidates attend the exams and should clear the exam	Coordinator
7	Announcement of Result and collect the Feedback	Coordinator
8	Ensuring that credits are given to the candidates	Coordinator

5. SOP FOR NATIONAL SERVICE SCHEME *(N.S.S.)*

5.1. Objectives:

- ✓ To understand and address community needs and problems through collaborative problem-solving.
- ✓ Foster a sense of responsibility and use knowledge to solve personal and community issues effectively.
- ✓ To develop leadership skills, promote democratic values, and build readiness to respond to emergencies and natural disasters

5.2. Target:

Name of the Activity / Event	Target
NSS - Student members – 100 Nos from Second Year and First Year	Monthly one program & Yearly one outside camp

5.3. Responsibility:

- ✓ NSS – Coordinator and Co-Coordinator
- ✓ Department Coordinators

5.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Giving awareness to the students and Select the Student Volunteers as members in the first week of the Semester	Coordinator
2	Collect and Maintain the profile/ details of the student's volunteers.	Coordinator
3	Plan and execute monthly one or two activities, Blood donation camps, International Girl Child Day Events, National Youth Day rally, World Cancer Day Events, No Smoking Day awareness program, World Health Day, World Technology Day, Medical Camps, Waste Management, Festival & National day celebrations, Community services etc.	Coordinator
4	Coordinate with government officials and Anna university coordinator for events	Coordinator
5	Yearly one NSS Special Camp to be planned as per University norms	Coordinator
6	Submit the event report to IQAC	Coordinator
7	NSS events Audit in end of the semester	NSS Coordinator & Head-Student Affairs

6. SOP FOR EXTRA-CURRICULAR ACTIVITIES (SPORTS)

6.1. Objectives:

- ✓ To provide guidelines for motivating the students, identifying individual sport competencies, Forming Gaming Teams representing college and facilitating them to participate in various sports competitions.
- ✓ To provide guidelines for activities to transform the students physically fit for participation in varied sports and Games Competitions.
- ✓ To disseminate the information on various inter and Intra College sports events hosted by varied institutions / Universities among the students.
- ✓ To provide the guidelines for upgradation, utilization and maintenance of sports infrastructure and facilities

6.2. Target:

Name of the Activity / Event	Target
✓ Anna University Zone and Inter Zone Events, Inter College Events, District level Events ✓ M.Kumarasamy Alumni Trophy in the month of September and March ✓ Organizing Zonal and state level Matches ✓ Independence Day and Republic Day Celebration with March past ✓ Sports House formation ✓ Sports Day in the month of February ✓ Sports Scholarship distribution	Minimum Five awards from Outside

6.3. Responsibility:

- ✓ Physical Directors
- ✓ Department Coordinators

6.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Identify the students who are interested in the sports and form teams for each and every sports and games.	Physical Directors & Department Coordinators
2	Prepare Action Plan for each Academic year, Motivate and guide students to participate in various (sports and games) competitions	Physical Directors
3	Forecast necessary infrastructure and facilities required for sports and games and submit the proposals for procuring the required sports items/ equipment's and take care of its utilization and maintenance.	Physical Directors
4	Conduct practice / trials for the players (students) representing our college in varied Competitions of sports and games	Physical Directors
5	Arranging for Inter College and Intramural sports competitions	Physical Directors
6	Arranging Independence Day and Republic Day Celebration with March past	Physical Directors & Department Coordinators
7	Sports Day – Sports House formation and organizing various events and Sports Day arrangement	Physical Directors & Department Coordinators
8	Sports Scholarship list preparation, Submitting it for approval and After approval distribute the scholarship amount to the students	Physical Directors
9	Verification of stock (sports / game equipments / items) should be done once in every semester	Physical Directors
10	Maintain records of attendance / achievements / awards of sport / game events participated by students within the college, within the university and outside at the region/state /national / International level	Physical Directors
11	Submit annual report about the sports / events conducted for the students / participated by the students to the IQAC	Physical Directors

7. SOP FOR EXTRA-CURRICULAR ACTIVITIES (CULTURAL) (FINE ARTS CLUB)

7.1. Objectives:

- ✓ To promote and arrange extracurricular activities to bring out the talents of students in the performing arts
- ✓ To initiate various cultural program in the college.
- ✓ To Represent the college in and outside the campus with college cultural team

7.2. Target:

Name of the Activity / Event	Target
✓ Inter/Intra College Events ✓ Cultural Day (Orlia) in the month of March ✓ College Day and Other Functions Cultural program Arrangement	Minimum Three awards from Outside

7.3. Responsibility:

- ✓ Coordinators – Fine Arts Club
- ✓ Department Coordinators

7.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Identifying the interested students in participating in the various cultural events in starting of the semester	Coordinator
2	To plan and schedule cultural events (Monthly one Events) for the academic year	Coordinator
3	To prepare budget for all cultural events, Equipments and take necessary steps for its approval.	Coordinator
4	The Fine arts Club shall be responsible for all intra and inter collegiate cultural events in the College	Coordinator
5	Procedure to organize cultural events: ✓ To prepare the Annual Budget for various cultural event ✓ To obtain formal permission from the College authorities to arrange program	Coordinator

	✓ To decide the date, time and agenda of the program ✓ To inform members of Faculty, staff and students about the event ✓ To arrange the venue and logistics (audio/video system, dais, podium etc). ✓ To invite the Chief Guest and other dignitaries ✓ To arrange mementos for guests and gifts/certificates for the participants ✓ To prepare and maintain records of all cultural activities	
6	The Fine arts Club shall also be responsible for organizing the following events - Women's Day, Festival Celebrations, Fresher's Day, Teachers' Day, Accreditation team visits etc.	Coordinator
7	Submit report on the events to the IQAC	Coordinator

8. SOP FOR ALUMNI ACTIVITIES

8.1. Objectives:

- ✓ To Facilitate networking opportunities among former students, current students, faculty, and staff. This networking can lead to mentorship, career advice, and potential job opportunities.
- ✓ To provide valuable career advice, job referrals, and industry insights to current students and recent graduates. This support can enhance career development and job placement efforts.
- ✓ To Recognize and celebrating the achievements of alumni fosters a sense of pride and community within the institution.

8.2. Target:

Name of the Activity / Event	Target
Alumni Activities - Interaction, Training, Guest Lecture, Mock Interview, Higher Studies awareness etc.	Two per intake per Semester
Alumni Portal Registration and Alumni association Registration	More than 50% of department Alumni's count Alumni Association to be Registered before DEC'24
Alumni Support to students: Internship, project work, Placement Support, Mentoring by Alumni Financial Aid/Contribution by Alumni	Internship-5, Placement offers-5, Mentoring – 10 students per year through Alumni Alumni support to Lab Establishment, Project work, Economically Week Students, Sports events etc.
Yearly one Alumni meet	One Alumni meet in the month of December / May

8.3. Responsibility:

- ✓ Overall Alumni Coordinator
- ✓ Department Coordinators

8.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Nominate Department alumni coordinator at the beginning of the academic year and communicate to alumni cell	Head of the Department
2	The Alumni cell would convene meeting once in alternate week, Minutes of the meeting should be prepared and submitted to Principal	Overall Alumni Coordinator
3	Website Database Updation (More than 50%) by Calling Alumni - Updation of relevant information (name, email id, mobile no and Organization and Designation)	Department Coordinators
4	Each Alumni Activities prepare objectives, activities, Poster, Budget and expected outcomes etc. before one week	Department Coordinators
5	Obtain approval from the principal and Alumni Cell for the event, procedural details etc.	Department Coordinators
6	Submit the report after the event to alumni cell for review and coordination	Department Coordinators
7	Organize Alumni Meet once in every year – Date and venue to be announced before two month Details of the visiting alumnus shall be gathered from all Departments Obtain approval from the principal for the event date, budget allocation, and procedural details Coordinator should ensure that the necessary hospitality arrangements such as Transport (Conveyance), Food, Accommodation, memento, other related facilities required for engaging the alumnus are done at least one week prior to the scheduled date of event Collect feedback from the alumni for the events conducted. Prepare a comprehensive final report which includes feedback analysis, recommendations and suggestions. Submit the final report to the IQAC for documentation and future reference.	Overall Alumni Coordinator & Department Coordinators
8	Registration forms would be circulated to the students studying final semester of their study, Registration fee for memberships in Alumni association would be collected through alumni cell account	Overall Alumni Coordinator
9	All documents related with activities of the Alumni Cell must be filed in the respective file and it is audited end of the year	Overall Alumni Coordinator

9. SOP FOR MOU

9.1. Objectives:

- ✓ To increase educational opportunities through teaching, research, seminars, workshops, publications, internship, placements etc

9.2. Target:

Name of the Activity / Event	Target
Industry collaboration & MOU in reputed MNC	One new MOUs to be Signed (Minimum One / Intake in active) Two Activities per semester under live MOUs like - One Course delivery Support, Guest Lecture, Industrial Training, Project works, Internship, Placement etc.

9.3. Responsibility:

- ✓ Head of the Department
- ✓ Department Coordinators

9.4. Procedure (SOP)

S. No	Activities	Responsibility
1	Departments should sign two MOUs per year and renew the previous MOU	Head of the Department
2	The HOD should identify companies for signing MOUs according to the students' needs to enhance their skills	Head of the Department
3	After identifying a company, the HOD and faculty coordinator should visit the company to share their views and seek the company's opinion as well	Head of the Department
4	Once both parties have agreed to sign the MOU, the Department Head should discuss it with the Principal and seek their opinion, then set a date to sign the document	Coordinators
5	The faculty coordinator should draft the MOU and send it to the HOD, Principal, and the company for finalization. After finalizing it, the department can arrange the date and time for signing the MOU	Coordinators
6	The signed MOU can be disseminated to students and the public through social media	Coordinators
7	It is mandatory to conduct at least two activities per year under an MOU, and the proofs should be submitted to IQAC	Coordinators

10. SOP FOR INTERNSHIP

10.1. Objectives:

- ✓ To develop communication, interpersonal and other critical thinking skills required in the future job
- ✓ To acquire additional skills required for the world of work.
- ✓ Provide students with an opportunity to explore various career paths within their field of interest and establish professional networks early in their careers.
- ✓ Enable students to apply theoretical knowledge acquired in classrooms to real-world situations, developing practical skills relevant to their field of study or future career aspirations. This hands-on experience often includes learning industry-specific tools, technologies, and processes

10.2. Target:

Name of the Activity / Event	Target
Internship (Minimum 2 week) – With Stipend or Without Stipend	IV Year - 80% Students III Year – 40 % Students

10.3. Responsibility:

- ✓ Department Placement Coordinators
- ✓ Mentors
- ✓ Students

10.4. Procedure (SOP)

S. No	Activities	Responsibility
1	The Department Placement Coordinator should inform students about the internship procedure	Coordinator, Mentors
2	After the identification of the industry, the Students/ mentor will contact the industry for the Internship	Coordinator, Mentors
3	The department should draft a detailed plan for the internship, including the intern's schedule, tasks and responsibilities etc.	Coordinator, Mentors
4	Students can choose a company either independently or through the department placement coordinator	Coordinator, Mentors, Students
5	Upon receiving an offer, it is the joint responsibility of the Department Placement Coordinator, HOD, and Placement Officer to verify the company's authenticity	Coordinator, Mentors
6	Subsequently, students are required to draft a letter for approval from the Placement Coordinator, HOD, Placement Officer, COE, and Principal	Students
7	The company must provide a Completion Certificate to the students, which should then be submitted to the COE for credit transfer	Coordinator, Students
8	The Department Placement Coordinator has to maintain reports and records, and submit them to the IQAC as and when required	Coordinator

11. SOP FOR CONTEST PARTICIPATION & CONTEST ORGANIZED

11.1. Objective:

- ✓ To increase knowledge, skills and confidence in their field of interest
- ✓ To cultivate a sense of unity and working with others in reaching the goals.
- ✓ To facilitate students to meet, mix and work together with other students from different background.

11.2. Target:

Name of the Activity / Event	Target
Contest Participation by Students & Contest Organized by Department (Inter / Intra) – Hackathon / Makathon / Coding etc.	✓ All eligible students should participate in MNC / Company contest ✓ 10% Students shall win Contest – By Awards / Prizes / Offers ✓ 50% Students should participate Inter / Intra College Hackathon / Coding Contest etc. ✓ Monthly one Inter/Intra Hackathon / Coding Contest may be organized in college level (Each Department organize one inter and one intra Contest per year)

11.3. Responsibility: Placement coordinators, Contest Coordinator, Mentor and Class Advisors

11.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Identify the contest name, Coordinator, dates based on the department event calendar and year Calendar	Head of the Department
2	Prepare the proposal document and getting confirmation and approval	Contest Coordinator
3	Form the committee to coordinate the activities	Contest Coordinator & Students
4	Prepare the brochure for the contest, identifying various institutions to participate in the contest and sending invitation.	Contest Coordinator
5	Set up the hardware / software needed for the event	Contest Coordinator
6	Make all the necessary arrangements such as hall, Juries, Guest, accommodation, refreshments etc.	Contest Coordinator & Students
7	Get feedback from the participants	Contest Coordinator
8	Post Publication of the event on social media	Contest Coordinator
9	Prepare final report about the event and submit to IQAC	Contest Coordinator

12. SOP FOR CO-CURRICULAR EVENT PARTICIPATION

12.1. Objective:

- ✓ To engaging in co-curricular events allows students to develop a wide range of skills such as leadership, teamwork, time management, problem-solving, and communication skills
- ✓ To cultivate a sense of unity and working with others in reaching the goals.
- ✓ To facilitate students to meet, mix and work together with other students from different background.

12.2. Target:

Name of the Activity / Event	Target
✓ Each students shall participate state level Co-curricular activities ✓ In that 10% Students can be motivate to participate national and International Events.	20% should be awarded with prize

12.3. Responsibility: Class Advisors and Mentors

12.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Communicate about various events organized by the other Colleges to the students, ask students to participate , Monthly once update the participation count and maintain records for the events participated by the students .	Class Advisors and Mentors
2	Motivating students to participate inter and intra level events	Mentors
3	Form the committee to review and guide the students technical works	Mentors
4	Students can choose and apply for the events organized by the other colleges independently or through the mentor	Mentors
5	Collect the certificate, feedbacks from the students	Mentors
6	Maintain participation details and submit it for review	Mentors
7	Co-Curricular Activities file to be Audited at the end of each semester	Head of the Department & IQAC

13. SOP FOR COMPETITIVE EXAMINATION & HIGHER STUDIES

13.1. Objective:

- ✓ To motivate the students to prepare for competitive examinations
- ✓ To provide guidance in various examinations such as GATE / TOEFL / IELTES / GRE / CAT / MAT / Civil Service - Defence services, Banks, Railways, Public sectors and corporate etc
- ✓ To conduct career development seminars and workshops on competitive exams.

13.2. Target:

Name of the Activity / Event	Target
Competitive Examination & Higher Studies - Interested and Placement not enrolled students from IV year & III year in the department shall write the competitive exams: GATE / TOEFL / IELTES / GRE / CAT / MAT / Civil Service etc.	✓ Minimum Three awareness Program - Three Program / Semester ✓ Clearance in the above mentioned exams shall be minimum of 20% to the registered count

13.3. Responsibility: Coordinator- CCE, Class Advisors and Mentors

13.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Providing information about available competitive examination and websites /links in starting of semester	Coordinator- CCE and Mentors
2	Collect Competitive Examination & Higher Studies willing students list from all departments	Coordinator- CCE and Mentors
3	Arrange monthly one awareness program/ Motivational program to provide guidance in various examinations and opportunities	Coordinator- CCE
4	Based on student willingness count arrange competitive examination coaching/Training classes	Coordinator- CCE
5	For pre final years – Through internal faculties GATE training should be given weekly two hours	Coordinator- CCE

14. SOP FOR PROFESSIONAL SOCIETY

14.1. Objective:

- ✓ To provide platforms for Students to share knowledge, best practices, and research findings
- ✓ To provide common platform for students to exchange of ideas in technical topics of interest and to facilitate technical visits, project works, employment, contact with industries and academic institutions.
- ✓ To plan, organize Technical Programs, Special Lectures, Workshops, Seminars Symposia, exhibitions for the benefit of students

14.2. Target:

Name of the Activity / Event	Target
Professional Society – One per Department	Three Events per semester

14.3. Responsibility: Head of the Department, Coordinator

14.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Providing information about various societies available in department and College to the students	Head of the Department, Coordinator
2	Semester once collect the willingness for membership	Coordinator
3	Form the committee with Faculty and students to collect various professional societies available and its benefits	Coordinator
4	Students can choose and apply for the approved societies	Coordinator
5	Arrange minimum three events per semester through available society and get the feedbacks from the students	Coordinator
6	Maintain Events detail and submit to IQAC	Coordinator
7	Activities file to be Audited in end of the semester	Coordinator

15. SOP FOR CENTRE OF EXCELLENCE

15.1. Objective:

- ✓ To conduct cutting-edge research, develop innovative solutions, and advance knowledge within a particular field or industry
- ✓ To provide common platform for students to exchange of ideas in technical topics of interest and to facilitate technical visits, project works, employment, contact with industries and academic institutions.
- ✓ To promote best practices, standards, and methodologies within their area of expertise
- ✓ To enhances organizational reputation, attracts top talent, and secures funding and partnerships

15.2. Target:

Name of the Activity / Event	Target
Centre of Excellence & Skill Lab / Industry Supported Lab	✓ One Centre of Excellence per intake ✓ One Skill Lab / Industry Supported Lab per department ✓ 30% Students to be trained in above Laboratories

15.3. Responsibility: Head of the Department, Coordinator

15.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Providing information about various CoEs, Skill Lab etc. in department and College to the students in starting of the Semester	Head of the Department, Coordinator
2	Collecting willing students and prepare schedule for utilizing above labs	Coordinator
3	Train the students as per latest industrial requirements through CoEs	Coordinator
4	Monthly once Collect feedback and submit to Heads for improvements	Coordinator
5	It is mandatory to conduct at least two activities per year under an COEs, and the proofs should be submitted to IQAC	Coordinator

16. SOP FOR PLACEMENT TRAINING

16.1. Objective:

- ✓ To prepare eligible willing students, for successful entry into the workforce
- ✓ To enhance essential skills required for employment, such as communication, problem-solving, teamwork, and technical skills relevant to the industry or job role
- ✓ To provide insights into industry expectations, trends, and standards to ensure participants understand the workplace environment they are entering

16.2. Target:

- ✓ All Eligible Final Year students should be placed
- ✓ Average Salary of our college above 5LPA and Average Salary for Top 30% students above 7LPA
- ✓ Department wise targets

Particular	CSE	IT	AI	CSBS	ECE	EEE	MECH	CIVIL	MCA	MBA	CAMPUS
Average Salary Target	7	6.5	6	6	5	5	3.5	3.5	4.5	5	5

- ✓ Minimum Placement Salary for Non circuit branches above 1.8 LPA and others above 2.4 LPA
- ✓ All Eligible Students Should register GIT HUB platform and upload the projects – Minimum Two for II years, Five for III years
- ✓ Online platform (Hacker Rank) – Awarded one programming language per year (2000+)
- ✓ AMCAT – Top 10% campus nationally
- ✓ Number of Companies will be arranged above 150 by Placement Department
- ✓ Placement Drive will be arranged by Departments - Minimum 10 companies/ department
- ✓ Top 30 % Students (II & III Year) to be trained in Elite Training / TIH / Skill Laboratory for High salary placement

16.3. Responsibility: Head of the Department, Placement Officer, Placement Coordinator, Corporate Incharge, Mentors.

16.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Placement coordinator will collect the academic performance of the students and submit it to the Placement Cell in starting of the year	Coordinator
2	Identify the skill required for Students based on Industry / Companies' Job descriptions / requirements	Coordinator & Mentor
3	Conduct the Assessment tests for all the registered students to assess students' skills	Placement Cell
4	Identify the trainers based on the skills to be developed among the students	Placement Cell
5	Prepare training schedule and plan of action	Placement Cell
6	Conducting training as per the Schedule	Placement Cell
7	Feedback from the students on each module of Training given – Starting, Middle and End	Coordinator & Mentor
8	Take Corrective measures based on the feedback	Placement Cell
9	Prepare training schedule and plan for next level training based on feedback given by the students that should be corrective measures for previous training.	Placement Cell
10	Based on company request, students' database will be shared with the company after obtaining students' consent	Placement Cell
11	Campus recruitment dates will be confirmed on mutually convenient days	Placement Cell
12	Communicate about the company visit for the placement drive three days in advance	Placement Cell & Coordinator
13	Results will be announced to the students at the end of the recruitment process	Placement Cell & Coordinator
14	Once the students receive the offer letter by mail, they will be asked to submit the same to the department coordinator and placement cell	Placement Cell & Coordinator

17. SOP FOR FOREIGN LANGUAGE COURSE

17.1. Objective:

- ✓ To enable students to acquire practical skills in speaking, listening, reading, and writing in the target language
- ✓ To provide students with a competitive edge in the job market by equipping them with language skills valued by employers in various sectors, especially those with international operations
- ✓ To cultivate a passion for lifelong learning and curiosity about different languages and cultures, motivating students to continue expanding their language skills beyond the course

17.2. Target:

Name of the Activity / Event	Target
Language Courses – Japanese/German etc. - I year – N5, II Year – N4, III Year-N3	✓ At least 15% students should take foreign language ✓ 80% Should be Cleared

17.3. Responsibility: Head of the Department, Coordinator-CFL, Coordinator, Mentors

17.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Heads should assign department level coordinator, Coordinator will collate the willing students list and submit it to Centre for foreign language	Head of the Department & Coordinator
2	Identify the training requirement Students list and Prepare the Training schedule at the commencement of the semester	Coordinator & Mentor
3	Identification of trainers and get approval from management	Coordinator-CFL
4	Prepare training schedule and plan of action	Coordinator-CFL
5	Conducting training as per the Schedule	Coordinator-CFL
6	Assessment tests will be conducted to all the registered students to assess students' skills regularly	Coordinator-CFL
7	Take Corrective measures based on the feedback	Coordinator-CFL

18. SOP FOR PARENTS TEACHERS ASSOCIATAION

18.1. Objective:

- To provide a platform for parents, guardians, and teaching faculty of MKCE, to exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education / learning
- To arrange general meetings towards parents, teachers, guardians and consultations

18.2. Target:

Name of the Activity / Event	Target
PTA Meeting	✓ One meeting per Semester per batch

18.3. Responsibility: Head of the Department, PTA Coordinator, Class Advisor

18.4. Procedure (SOP):

S. No	Activities	Responsibility
1	Nominate Department PTA coordinator at the beginning of the academic year and Inform to parents, Faculties shall be the member of PTA	PTA Coordinator & Head of the Department
2	Conduct PTA managing committee meeting minimum once in a month of every first week of Wednesday	PTA Coordinator
3	Schedule and organize the PTA meetings ONCE in a semester	PTA Coordinator
4	The students' academic performances in continuous internal assessment tests, end semester examination, Placement, Achievements will be discussed in meeting	PTA Coordinator
5	Recognizing the parents who put forth their suggestions for the welfare of students consistently at least two PTA meeting. They will be recognized with a small memento in the third consecutive appearance of the PTA meeting	PTA Coordinator
6	In case parents unable to attend the PTA meeting due to unavoidable situations, they may use the following email (mkcepta@gmail.com) for their queries	PTA Coordinator
7	Collect feedback of the conducted PTA meetings of every program from the program PTA coordinators and summarize with SWOT analysis	PTA Coordinator
8	Report shall be submitted to the IQAC	PTA Coordinator