AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

POLICY AND PROCEDURE MANUAL

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ABOUT THE COLLEGE

Aalim Muhammed Salegh Trust was founded in the year 1990. The long cherished dream of our **Founder & Chairman, Alhaj Dr. S. M. Shaik Nurddin**, became a reality when Aalim Muhammed Salegh College of Engineering was founded in the year 2000. Hajiyani. S.S. Hasheeba, Chairperson, Alhaj. S.Segu Jamaludeen, Secretary and Correspondent, Prof. Dr. P. Marimuthu, Principal and Prof. Dr. S. Sathish, Vice Principal of the Institution.

The Institution offers Undergraduate Programmes in Mechanical Engineering, EEE, ECE, CSE, IT, AI & DS, AI & ML, Cyber Security, Computer Science and Business Systems. The College is Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai. The institution is Accredited by NAAC and Four Programs Mechanical Engineering, ECE, CSE and IT are Accredited by NBA.

Vision of the Institution:

The College with Cutting-edge Excellence in Learning, Teaching and Research Integrates Academia, Industry and National Progress

Mission of the Institution:

To achieve the vision, the institutional Mission envisages dedicated efforts:

M1: To offer Project based learning for all the Subjects beyond the Syllabus.

M2: To create Multidisciplinary and Interdisciplinary Research Environment among the Students through solving complex Social Technical Problems.

M3: To motivate Faculty Members and Students to undergo MOOC Courses and Certifications.

M4: To collaborate with Academia and Industry for Intellectual ambience to develop intellectual environment holistically and improve Human Capabilities.

POLICIES AND PROCEDURES

Aalim Muhammed Salegh College of Engineering primarily strives to promote highly competent, technical and ethical human resources for the entire industrial and societal development. The goals of the institution are defined through a set of well-defined policies that provide guidance in decision-making and further implementation within the organization.

1. CONSULTANCY POLICY

PREAMBLE

This document defines guidelines and procedures followed by the Industry Institute Interaction Cell (IIIC) of AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING (AALIMEC) in implementing the consultancy services of the Institution.

I GENERAL FEATURES

1. Industry Institute Interaction Cell

As a part of the III cell, the institution has an opportunity to take up problems faced by the Industries and give them suitable solutions. This process, leading to consultancy services is helping both the academia and the industries in a complementing and supplementing manner. The problems identified by the industries, while being taken up by the relevant experts in the institution, all the needed facilities, both software and hardware, available in the institution are appropriately made use of for solving the problems.

2. **Purpose**

A formal framework to guide the implementation of this process and procedures followed by the IIIC in implementing the consultancy services of the Institution is covered in this document.

II CONSULTANCY POLICY STATEMENTS

1. **Provisions**

While taking up the Consultancy work, the following three verticals are being recognized. Based on the needs, each and every project can be categorized in one or the other:

- Facilities belonging to the institution
- Facilities belonging to the client
- Facilities belonging to third party

It can also be a combination of one or more of the above features.

2. **General Terms and conditions**

Every Consultancy project shall be received through the IIIC and a team of 3 including subject expert, research head and a senior professor will go through the received consultancy project and give their guidelines on pursuing the consultancy work.

It should be very clear, once it is through the panel, the person identified to undertake the consultancy will have to give a complete budget for the consultancy in terms of human resource, physical infrastructure, equipment under the category of capital and consumable and the budget shall also include if there is any special need for electricity supply, water and other resources.

The time period of the execution should be specifically mentioned. In the event of any delay, both the client and the institution should be clear on the impact of delays, whether it is positive or negative.

Any consultancy project, should lead to new learning to those carrying out the work and also to the other faculty members and students interested in that area, and also an occasion to show the expertise of the institution in solving practical problems, resulting in a clear benefit for the client.

● Timely reports on the consultancy should be given to the IIIC.

● Once the consultancy is completed, it has to be again reviewed by the three member committee and sent to the client.

● The finance involved shall be routed through the IIIC of the College.

● Any legal issues emanating from the consultancy will be settled in the Courts of India.

● After receiving the Purchase order, Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) should be signed between institution and industry, before initiating the

Consultancy Services and the copy of the same should be submitted to IIIC.

- A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved i n t h e consultancy work and the copy of the same should be submitted to IIIC.

- Any faculty/staff found violating the policy is liable to face disciplinary action.

- The Industry or organization requiring consultancy services shall send direct mail to the Consultancy mail ID : consultacy@aalimec.ac.in

- The Consultancy Coordinator on receiving the request from the industry/organization shall identify the department to be involved in the project and inform the HOD concerned.

- The HOD shall nominate a faculty member or a group of faculty members having the required expertise and inform the Consultancy Coordinator for approval.

- In case, if the consultancy work is directly approached to a specific faculty member based on his/her own expertise, it also needs approval from the Consultancy Coordinator, before starting the work

3. <u>**Policy for Revenue Sharing in Consultancy**</u>

Revenue sharing will be based purely on the resources utilized and manpower used. Each consultancy may differ in terms of the cost of capital and the consumable and HR resources.

At the end of the consultancy project, the consultant shall submit a report on the cost of the project. Based on the utilization of the resources, the sharing of the revenue will differ.

4. <u>**Conclusion**</u>

In all, the institution is primarily interested in promoting the skill sets of the faculty members as well as the students, towards problem solving. The sharing of the revenue is, in order to ensure that the materials that are used belong to the institution or replenished back.

2. E-GOVERNANCE POLICY

PREAMBLE

E-Governance has become an essential part of any activity to instantly exchange information i.e. upload data to the receiver and receive information and improve overall administrative efficiency in all sectors of operation. All stakeholders, including management and authorities, teaching and non teaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC, AICTE, etc. should be included in governance, as a concept for active decision-making.

Aalim Muhammed Salegh College of Engineering, has formulated an E- Governance Policy with the primary objective of implementing E-governance in various operations, transactions and services of the college for efficient, transparent and consistent functioning of the institution and improved user experience of the stakeholders.

OBJECTIVES

To ensure accountability, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all its stakeholders.

To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.

To promote easy access to the data regarding all the functions of the college to the concerned stakeholders, leading to paperless operation.

1. STUDENT ADMISSION AND SUPPORT SERVICES:

An open and transparent strategy for the admission process shall be followed which is further strengthened by the ethical practices and regulations as opined by the affiliating University (Anna University). Guidelines for the admission process are displayed on the College website.

Students are required to submit a separate Online application form for taking admission to the college and for this purpose, an admission portal is developed in- house and used by Admission team to carry out the admission process Student support services shall be managed through the ERP software named "NetKampuss-AITS" Unified Portal. The formulated ERP shall manage all the data very effectively. The students shall be provided access to the portal for subject registration, to view their subject wise attendance, internal test marks and also final grades obtained in all the subjects. The portal shall also be used by the faculty and staff to record and track the attendance, student performance, etc.

Bonafide Certificates, Fee Certificates, Transfer Certificates, LoR, etc. shall be generated through the portal developed by the College.

2. **ADMINISTRATION:**

The administrative structure of the college is operated through ERP software named "NetKampuss-AITS" Unified Portal. The college uses modules such as Student Attendance, Assessment, Staff Attendance, Library, Transport, Schedule of Events, Examinations, Hostel, Stock and Inventory.

The SMS and email (with college domain @aalimec.ac.in. using Google Apps for Education) shall be used for communicating the official circulars, sharing information with parents regarding the absenteeism of their wards on daily basis, and their academic performance

• Biometric attendance system shall be used for all faculty and staff members.

• Details of conferences, students / faculty publications, students, faculty and institutional achievements, events organized / conducted etc. shall be entered in the portal developed in- house.

• College staff use Social apps like Whatsapp to communicate with the students.

A Website Updating Committee has been formed to look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant activities through its website. All the important notifications have to be posted on the website, as and when they are released. Website is put into full use as a vital information source to all the stakeholders.

• Information shall be communicated through the college

social media pages in Instagram, Facebook and Twitter.

● 24x7 internet facility is provided in all buildings (including hostels) of the college, CCTV Cameras are installed in Hostel and other main locations of the college and ICT shall be introduced in every administrative function/work.

3. **LIBRARY:**

The College continues to maintain its academic excellence by establishing a well-stocked library and added more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students, while subscribing to the e-resources.

AALIMEC Unified Portal enables the institution to do the following, among other things:

● Use barcode systems for faster transactions. Sort books into categories and manage them accordingly.

● Issue/Return books.

● Look through the OPAC and get updated on the inventory status.

4. FINANCE AND ACCOUNTS:

The accounts of the institution are maintained through Tally software. College and Examination fee shall be collected online through the college website.[Link:https://www.aalimec.ac.in/pay-fees-online/]

● All payments/transactions shall be through online mode such as NEFT, RTGS, Bank Transfers, etc.

● Shall implement appropriate security measures for maintaining confidentiality in transactions.

● Provide regular training in updated versions of software to the new as well as existing staff.

● Shall implement Fully automated Payroll Management System for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. in the near future.

5. EXAMINATION MANAGEMENT SYSTEM

Details about the Examination Management at Anna University Affiliated Colleges:

● **Evaluation:** Each course is evaluated for a maximum of 100 marks. The evaluation includes continuous internal assessment and an end-semester university examination. The marks for each component are distributed as follows:

● **Theory courses**: Internal assessment is 40 marks and the end-semester exam is 60 marks.

● **Theory courses with a laboratory component**: Internal assessment is 50 marks and the end-semester exam is 50 marks.

● **Laboratory courses**: Internal assessment is 60 marks and the end-semester exam is 40 marks.

● **Project work**: Internal assessment is 60 marks and the end-semester exam is 40 marks.

● **Industrial training and Seminar:** These are evaluated through internal assessment only and are worth 100 marks.

● **Examination Schedule:** University exams are usually held between October and December for odd semesters and between April and June for even semesters.

● **Passing Criteria:** To pass a course, a student must score at least 50% of the total marks for the course. This includes the internal assessment and end-semester exam. The student must also score at least 45% of the marks prescribed for the end-semester exam.

6. **LEARNING MANAGEMENT SYSTEM**

- AALIMEC is a scientific way to extend material beyond the walls of the classroom. Students can access their education content and NPTEL videos anytime, anywhere and can learn at their own pace by simply logging in to the Google Classroom. Some students need to hear information more than once for in depth understanding. They can even watch the video at a slower/faster pace if they want. Giving them control over how fast they can watch, makes for more efficient study habits.

- AALIMEC-Google Classroom link shall be sent to the student's college email id during their first year and the same can be used till the completion of their course.

- To enable the faculty members and students to interact, and experience online learning, students are provided access to Google Classroom.

3. E-WASTE MANAGEMENT POLICY

PREAMBLE

The E-waste management committee of Aalim Muhammed Salegh college of engineering, is established to minimize generation of e-waste and provide guidelines for e-waste management with a view to maintain a clean and green environment.

The e-waste Management policy documents deal with the scope and guidelines for continuously monitoring and implementing the disposal of e- waste and recycling of possible items, thereby fulfilling the objectives of the committee set-up for this purpose. To make this Policy document relevant, it is recommended that this work be reviewed and be revised periodically as and when need arises.

OBJECTIVES

In developing this e-waste policy, AALIMEC seeks to meet the following objectives:

- To minimize e-waste generation and maintain a clean environment in the campus.
- To sensitize stakeholders on the proper management
- and disposal of e-waste.
- To ensure the safe handling and storage of wastes in college campus.
- To formulate a team which is conversant with e-waste

management procedures and recycling methods in a cost effective manner.

- To ensure that electronic equipment is maintained with appropriate precautions.

LEGAL FRAMEWORK

Those handling electronic equipment and toxic materials will be made conversant with the E- Waste (Management) Amendment Rules, 2018.There is a legal requirement for all who produce, keep or dispose hazardous/radioactive /chemical waste of any type to comply with the various regulations, under national and international environmental protection legislation.

The following are the guiding principles of the e-waste policy: Environmental conservation – The Institution endeavours to

ensure environmental conservation and protection from the polluting effects of e-waste.

Safe disposal – The Institution recognizes the need to dispose e-waste in a manner that is very safe to all students and staff for their campus movements and institutional operations.

Policy framework – The Institution recognizes the need to establish clear guidelines on waste management.

<u>RESPONSIBILITIES OF E-WASTE MANAGEMENT COMMITTEE</u>

- The E-waste management committee shall: Identify e-waste in the Institution.
- Ensure that e-waste is collected at the end of every semester and kept in an appropriate storage.
- Take the approval of recommendations of the Disposal Committee.
- Execute the recommendations of the Disposal Committee and prepare a report for the Institution Management.
- Review inputs from all stakeholders.
- Monitor the implementation of this policy and advise the institution management as appropriate.
- Review/improvement of this policy from time to time.

4. <u>FEEDBACK POLICY ON CURRICULUM AND SYLLABI</u>

<u>PREAMBLE</u>

Aalim Muhammed Salegh college of engineering(AALIMEC) strongly believes that the primary responsibility of the institute is to impart effective teaching and aim at excellent learning outcomes, with a well-designed curriculum and syllabi. So, it becomes essential to assess such outcomes by taking feedback from the students. It helps us to know whether the curriculum and syllabi provide a strong foundation to meet the industry requirements.

The feedback policy on curriculum is framed to obtain

feedback from stakeholders – faculty members, alumni and employers. The feedback given is analysed to make suitable modifications in the curriculum from time to time.

Details of Feedback on Curriculum and Syllabi

STAKEHOLDER	REMARKS
Students	At the time of students completing the programme, feedback is collected on Curriculum and syllabus in the form of an exit survey. It is believed that having gone through the entire curriculum, the learning experience of the students would have made them qualify through give their feedback as their perspective on curriculum and syllabus. Apart from providing their rating in their likert scale, students also give their feedback in the form of Open ended suggestions.
Alumni	The academic departments directly and also through the college Alumni Association are in constant touch with the respective alumni for various

	interactions, obtaining feedback also being one among such interactions. Having served in a specific industry, the alumni are in a position to assess and give feedback on curriculum and syllabus in the respective programme in the light of their experience in that field.
Employer / Industry	Specific experts are identified and feedback is obtained on curriculum and syllabus of the relevant courses to understand how the curriculum is catering to the needs of various industries.

5. GREEN CAMPUS POLICY

PREAMBLE

The college strongly believes in keeping an eco-friendly campus and all efforts are taken in maintaining a green and healthy environment. With this objective, the following policies and guidelines have been framed to restrict the plying of automobiles inside the campus, introducing electric vehicles for local movement, providing pedestrian pathways on the road sides in the campus, minimising the use of plastic materials, planting trees, on both sides of inner roads, supporting the guidelines of the Government for environmental protection, water conservation and Recycling waste water.

RESTRICTED ENTRY OF AUTOMOBILES

As an essential part of this initiative, it has been decided to restrict the movement of fuel powered vehicles inside the campus. Such vehicles coming from outside, should be parked in the parking slots allotted, near the entrance of the college. Security personnel at the Main Gate will provide the necessary assistance. The parents and other stakeholders visiting the college are to be informed accordingly.

USE OF BICYCLES/ BATTERY POWERED VEHICLES

The use of battery-operated vehicles and bicycles is encouraged to move around the campus, since other means of transport are restricted beyond the entry point. Charging facilities, created using Solar Panels installed on the terrace of the EEE-block (20 kW SOLAR GRID) should be optimally utilized.

Students, faculty members and visitors, who would like to avoid walking along the long distances between various buildings, are to be advised to use these facilities, now made available in our campus, spread over a large area of 10.88 acre

MINIMAL USAGE OF PLASTICS

As an educational institution, meant for setting an example in such socially relevant endevours, the administration closely monitors and emphasizes the minimization of the usage of plastic inside the campus by students, administrative office, faculty members and also the vendors inside the campus. They are advised to avoid using Plastic bags, cups etc., in the college campus. Since they are not bio-degradable, it is not possible to dispose of them safely, that too when they are collected in very large quantities.

ENVIRONMENT MANAGEMENT

The college supports strong environmental management policies and practices, by following guidelines set forth by the Government in reducing and preventing pollution, adopting environmental performance targets.

GREEN MANAGEMENT

The policy of the college is to work towards planting trees in thousands. Tree plantation awareness programs are conducted by supplying tree samplings, as a regular activity.

6. IT POLICY

PREAMBLE

Aalim Muhammed Salegh College of Engineering(AALIMEC) recognizes the vital role information technology (IT) plays in both teaching and research in engineering and technology and related administrative activities. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the institute, an increased effort must be made to protect the information and the technology resources that support it.

This information security policy provides the overall framework within which the security of information is maintained and promoted across AALIMEC. Specific, subsidiary information security regulations and procedures shall be considered part of this information security policy and shall have equal importance. It also defines relevant roles and responsibilities that relate to the implementation of this policy.

IT POLICY

Approval of the ICT Policy is vested with the Chairperson of the institute. Advice and opinions on the Policy will be given by Information & Communication Technology Policy Committee (ICTPC) and Academic Council. Formulation and maintenance of the policy is the responsibility of the IT Manager.

POLICY IMPLEMENTATION

- Each member of the Institute will be responsible for meeting published IT standards.

- IT security of each system will be the responsibility of its custodian.

CUSTODIANS

- AALIMEC-CTS will be the custodian of all strategic system platforms and communication systems.

- AALIMEC-CTS will be custodian of all central computing laboratories. Offices and Units will be custodians of strategic applications under their management control (e.g. Finance, HRMS, Library). Department Heads will be custodians of all non-strategic systems under their ownership.

- Individuals will be custodians of desktop systems under their control.

INDIVIDUALS

All ordinary users of Institute IT resources:

- Will operate under the "Conditions of Use" provisions of the "Standards and Guidelines for all Users of Institute Computing and Network Facilities."

- Must behave under the "Code of Practice" provisions of the "Standards and Guidelines for all Users of the Institute Computing

and Network Facilities."

- Are responsible for the proper care and use of IT resources under their direct control.

POLICY DOCUMENTATION

Documents

This policy is enunciated by the following documents:

1. "ICT Policy".

2. "Standards and Guidelines for all users of Institute Computing and Network Facilities".

3. "Standards and Guidelines for Strategic Systems".

4. "Standards and Guidelines for Desktop Computers."

Availability

It is intended that this ICT Policy be publicly accessible in its entirety via the Institute's World Wide Web Home Page. There is the requirement that all users of Institute's IT resources be familiar with relevant sections of this policy.

Changes

- The ICT Policy is a "living" document that will be altered as required to deal with changes in technology, applications, procedures, legal and social imperatives, perceived dangers, etc.

- Major changes will be made in consultation with ICTPC

with the approval of the Chairperson.

● Minor changes will be approved by the Principal of the Institution.

Reporting

Any actual or suspected breach in information security must be reported to the IT Manager in a timely manner, who will take appropriate action and inform the relevant authorities.

Disciplinary Procedure

Failure to comply with this policy, or its subsidiary regulations, may result in disciplinary action.

Need for ICT policy

ICT policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, Faculty, Staff, Management, Visiting Guests and Research Fellowship Members.

Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

Now, AALIMEC has network connections to every computer system covering all the buildings across the campus and hostels. AALIMEC- CTS is the department that has been given the responsibility of running the institute's intranet and internet services. AALIMEC-CTS is running the Firewall security, DHCP,

DNS, Email, Web and Application servers and managing the network of the institute. AALIMEC is getting its Primary Internet from Tata Teleservices Limited with 50Mbps bandwidth and Secondary Internet from BMS-limbra with 500 Mbps bandwidth and RailTel with 200 Mbps bandwidth. Thus the total bandwidth availability is 750 Mbps (leased line 1:1).

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

When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.

When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.

When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

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

Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the quality of service and quality of experience. Reducing Internet traffic is the answer.

Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network. Apart from this, plenty of employee's time is lost when a workstation is being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to a halt. Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once again. So preventing it at the earliest is crucial. Hence, in order to secure the network, AALIMEC-CTS has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

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

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

Without strong management policies, IT security measures will not be effective and do not align with management objectives and desires. Further, due to the dynamic nature of Information Technology, Information security in general and therefore policies that govern information security processes are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, requirements of the IT user community, and operating procedures.

It may be noted that the institute ICT policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network. This ICT policy also applies to the resources administered by the central administrative departments such as Library, Laboratories, Offices of the institute, Hostels and Guest houses, or wherever the network facility is provided by the institute. Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the Guidelines. Certain violations of ICT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement

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agencies may become involved.

Applies to

Stakeholders on campus or off campus

- Students: UG,
- Employees (Permanent/ Temporary/ Contractual) Faculty
- Administrative Staff (Non-Technical / Technical) Higher

Authorities and Officers

- Guests
- Resources

Network Devices wired/ wireless Internet Access

Official Websites, web applications Official Email services

Data Storage

Mobile/ Desktop / server computing facility Documentation facility
(Printers/Scanners) Multimedia Contents

1. <u>Vision, mission and objectives</u>

IT Vision: - To be a globally competitive Engineering Institute
destination that will strive to provide the latest Information
Technological resources to all the students as a form of providing
quality engineering education.

IT Mission: - To place AALIMEC amongst the most preferred
Engineering Institutes when it comes to IT investment &

Implementations through strategic planning combined with developing a globally competitive and sustainable IT Resource Campus environment, thereby making AALIMEC as one of the most favoured IT enabled Institutions.

Policy Objectives: -

The objectives of the ICT policy are as follows:

To provide all required IT resources as per the academic programs laid down by AICTE. Also, introduce new IT technologies which will benefit the students and staff.

To have an effective annual plan for introducing new technologies in- line with the Academia.

Create provision for priority up-gradation of the products.

Create Provision for annual maintenance expenses to ensure maximum uptime of the products.

Plan and invest for redundancy at all levels.

To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.

Leveraging information technology as a tool for the socio-economic development of the Institute.

2. **IT Hardware Installation Policy**

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

Primary User

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

End User Computer Systems

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

Warranty & Annual Maintenance Contract

Computers purchased by any Department/Cells should preferably

be with a 3-year on- site comprehensive warranty. After the expiry of warranty, computers would be maintained by AALIMEC-CTS or by external Service Engineers on call basis. Such maintenance should include OS re- installation and checking virus related problems also.

Power Connection to Computers and Peripherals

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

Network Cable Connection

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

File and Print Sharing Facilities

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

password and also with read only access rules.

Maintenance of Computer Systems provided by the Institute

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

Noncompliance

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

AALIMEC-CTS Interface

AALIMEC-CTS upon finding a non-compliant computer affecting the network will notify the individual responsible for the system and take steps to bring it into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that their computer gains necessary compliance. The AALIMEC-CTS will provide guidance as needed for the individual to gain compliance.

Software Installation and Licensing Policy

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

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

Operating System and its Updating

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

Antivirus Software and its updating

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary

user of a computer system is responsible for keeping the computer system compliant with this virus protection policy. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from AALIMEC-CTS.

Backups of Data

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

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

Noncompliance

AALIMEC faculty, staff, and students not complying with this computer security policy leave themselves and others at the risk of virus infections which could result in damaged or lost files and inoperable computer, resulting in loss of productivity and risk of spread of infection to others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other systems of individuals, groups, departments, or even whole institute. Hence, it is critical to bring all computers into compliance as soon as they are recognized as not in compliance.

AALIMEC-CTS Interface

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

Network (Intranet & Internet) Use Policy

Network connectivity provided through an authenticated network access connection or Wi- Fi is governed under the Institute ICT

policy. The AALIMEC- CTS is responsible for the ongoing maintenance and support of the Network, exclusive of local applications.

Problems within the Institute's network should be reported to AALIMEC-CTS.

IP Address Allocation

Any computer (PC/Server) that is connected to the institute network should have an IP address assigned by the AALIMEC-CTS. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building V LAN as decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer is connected will have binding internally with that IP address so that no other person uses that IP address, unauthorized from any other location.

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

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

DHCP and Proxy Configuration by Individual Departments /Cells/ Users:

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the institute.

Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by AALIMEC-CTS.

Non-compliance to the IP address allocation policy will result in disconnecting the port from which such a computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

Running Network Services on the Servers

Individual departments/individuals connecting to the institute network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the AALIMEC-CTS in writing and after meeting the requirements of the institute ICT policy for running such services. Non- compliance with this policy is a direct violation of the institute ICT policy, and will result in termination of their connection to the Network.

AALIMEC-CTS takes no responsibility for the content of machines connected to the Network, regardless of those machines belong to the Institute or personal property.

AALIMEC-CTS will be constrained to disconnect client machines where potentially damaging software is found to exist.

A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

Institute network and computer resources are not to be used for personal/commercial purposes.

Network traffic will be monitored for security and for performance reasons at AALIMEC-CTS.

Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement will result in the termination of the connection.

Dial-up/Broadband Connections

Computer systems that are part of the Institute's campus-wide network, whether institute's property or personal property, should not be used for dial-up/broadband connections, as it violates the institute's security by way of bypassing the firewalls and other network monitoring servers. Non- compliance with this policy may result in withdrawing the IP address allotted to that computer system

Wireless Local Area Networks

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

Departments or hostels must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

If an individual department wants to have an inter-building wireless network, prior to installation of such network, it should obtain permission from the institute authorities, whose application may be routed through the In Charge, AALIMEC-CTS.

Email Account Use Policy:

In an effort to increase the efficient distribution of critical information to all faculty , staff and students, and the Institute's administrators, it is recommended to utilize Google Apps for Education, the institute's e-mail services in association with Google, for any communication related to academic and/or other official purposes.

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

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to https://gmail.com with their User ID and password. New E- mail id in the college domain (@aalimec.ac.in) and password will be provided to the staff without any request, within 48 hours from the date of joining the institution. While

collecting username and password, the staff must present suitable personal identification.

- The email ids of persons leaving the Institute or no longer requiring access will be disabled. All files will be referred to the IT Manager for disposal.
- Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:
- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the institute's ICT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.
- User should not share his/her email account with others, as the

individual account holder is personally held accountable, in case of any misuse of that email account.

- While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

- Impersonating the email account of others will be taken as a serious offence under the institute ICT policy.

- It is ultimately each individual's responsibility to keep their email account free from violations of the institute's email usage policy.

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

6. <u>Guidelines on Passwords.</u>

6.1. **Password Management.**

1. Passwords should be memorized - **never** written down.

2. Passwords belong to individuals and must **never** be shared with anyone else.

3. Passwords should be changed every 3 to 6 months, or immediately if compromised.

6.2. **Password Administration.**

1. System Custodians should regularly identify weak passwords by use of approved software.

2. New or changed passwords must be given in writing only to the identified user - never over the telephone or via email.

3. All Unix computers should run at least a C2 level security operating system.

6.3. **Password Construction.**

Password security isn't just a matter of thinking up a nice word and keeping it to yourself. You must choose a password which will be difficult for someone else to guess or crack.

We may have a tendency to forget passwords, so we choose something that has particular relevance to ourselves: the name of a loved one, our favorite car, sport, or ice cream, etc. Anyone knowing a little about us can make a list of these words and easily crack the password. All-digit passwords usually fall into this category - birth dates, phone numbers.

Observe the following guidelines when choosing password:

General:

1. A password should be at least 6 characters long.

2. Never write passwords on any paper or send through e-mail.

3. Never include a password in a non-encrypted stored document.

4. DON'T reveal or hint to anyone your password over phone, e-mail, internet, or any form

5. Never use the "Remember Password" feature or "Stay Signed In" feature of application programs such as Internet Explorer, Gmail, or any other program.

6. Never use your corporate or network password (such as internet banking) on an account over the internet which does not have a secure login where the web browser address starts with https:// rather than http://

7. Do not use common words or reverse spelling of words in part of your password.

8. Do not let someone see you type your password

9. NEVER make your password a name or something familiar, like your pet, your children, or partner. Favorite authors and foods can also be easily guessed.

10. NEVER, under any circumstances, should your password be the same as your username or your real name.

11. DON'T use words that can be associated with you such as Phone numbers, Social security numbers, or Street address.

12. Do not have a password consisting of a word from a dictionary. Most basic cracking programs contain over 100000 words, and plenty of variations.

13. Try to have a password with a number or mixed case letters (lowercase, uppercase, numbers, special characters). Simple substitutions like a '1' for an 'i', and '0' for an 'O' are easily guessed. Add a '%' or '$' to the middle of the password.

14. Choose something you can remember, that can be typed quickly and accurately and includes characters other than lowercase letters. Examples:

Made-up "words" - chalk-piece (can be "pronounced", has a punctuation character)

Personal acronyms - ihc,alt (I Hate Coffee, And Love Tea) Invert syllables - sick.sea (instead of 'seasick')

For individual systems

1. Store passwords using reversible encryption - This should not be done without special authorization by the Systems department , since it would reduce the security of the user's password.

2. Account lockout threshold - 4 failed login attempts

3. Reset account lockout after - The time it takes between bad login attempts before the count of bad login attempts is cleared. This value is set as 20 minutes. This means if there are three bad attempts in 20 minutes, the account would be locked.

4. Account lockout duration - The account lockout period is set as

45 minutes. This is the duration the account is locked out after failed login attempts. Authorized users can contact the System Administrator to remove the lock before the set time.

5. Password protected screen savers should be enabled and should protect the computer within five minutes of user activity.

Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of not leaving their computers unlocked. They can press the CTRL-ALT- DEL keys and select "Lock Computer".

Administrator Passwords

Administrator passwords require greater protection. Administrator accounts should have the minimum access to perform their function. Administrator accounts should not be shared. The password length for Administrator accounts should have a minimum length of 15 characters. All other requirements for choosing passwords as given in Section 4 should be strictly adhered to.

SERVERS Password Security

All the Server Computer Systems should have a secure password to maintain security. The passwords for all the Servers have to be changed every 10 days and it should follow the password policy guideline. The Server passwords should be written down and stored in a sealed envelope and in a secure location, to be accessed by persons authorized by the organization.

7. Web Site Hosting Policy

Official Pages Departments, Cells, central facilities may have pages on AALIMEC's official Web

Site. As on date, the AALIMEC-CTS is responsible for maintaining the official web site of the institute viz., https://www.aalimec.ac.in

- Personal Pages

It is recognized that each individual faculty member will have individual requirements for his/her pages. Hence, they may have their personal pages linked to official web site of the institute by sending a written request or mail to AALIMEC-CTS giving the details of the hyperlink of the URL that he/she wants to be added in the official website of the institute. However, illegal or improper usage will result in termination of the hyperlink. The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, must not be used for commercial purposes or for political lobbying, and must not otherwise violate any local, state, or central government laws. Personal pages also will not include the hosting of pages for other individuals or groups.

Personal pages should explicitly mention that views expressed by him/her in their pages are exclusively their own and not that of the institute.

Responsibilities for updating Web Pages

Departments, cells, committees, forums and individuals are

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responsible to send updated information time to time about their Web pages to AALIMEC- CTS.

8. **Institute Database Use Policy**

This Policy relates to the databases maintained by the institute.

Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential.

AALIMEC has its own policies regarding the creation of databases and access to information and a more generic policy on data access. Combined, these policies outline the institute's approach to both the access and use of this institute resource.

- Database Ownership:

AALIMEC is the data owner of the entire Institute's institutional data generated in the institute.

- Data Administrators:

Data administration activities outlined may be delegated to some of the officers in that department.

- MIS Components:

For the purpose of Management Information System requirements of the institute these are:

1. Employee Information Management System.

2. Students Information Management System.

3. Financial Information Management System.

4. Library Management System.

5. Document Management & Information Retrieval System.

Here are some general policy guidelines and parameters for departments, cells and administrative department data users:

1. The institute's data policies do not allow the distribution of data that is identifiable to a person outside the institute.

2. Data from the Institute's Database including data collected by departments or individual faculty and staff, is for internal institute purposes only.

3. One's role and function define the data resources that will be needed to carry out the official responsibilities/rights. Through its data access policies the institute makes information and data available based on those responsibilities/rights.

4. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office.

5. Requests for information from any courts, attorneys, etc. are

handled by the Office and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office for response.

6. Tampering of the database by the department or individual user comes under violation of ICT policy. Tampering includes, but not limited to :

Modifying/deleting the data items or software components by using illegal access methods.

Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.

If the matter involves illegal action, law enforcement agencies may become involved

Causing database or hardware or system software crash thereby destroying the whole of or part of the database deliberately with ulterior motives by any individual.

Such data tampering actions by institute members or outside members will result in disciplinary action against the offender by the institute authorities.

Hostels Wi-Fi Use Policy

- Usage of Wireless infrastructure in hostels is to enhance the accessibility of the internet for academic purposes and to browse exclusive online resource (licensed online journals) of the AALIMEC for students/faculty members and staff.

● Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.

● Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the AALIMEC and it has rights to stop/interrupt the services at any given point of time, if required for any technical purpose.

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

9. Responsibilities of AALIMEC-CTS

Campus Network Backbone Operations

a.   The campus network backbone and its active components are administered, maintained and controlled by AALIMEC-CTS.

b.   AALIMEC-CTS operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and hostels served by the campus network backbone within the constraints of operational best practices.

Maintenance of Computer Hardware & Peripherals

AALIMEC-CTS is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

Receiving Complaints

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

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

resolved at AALIMEC-CTS.

AALIMEC-CTS may receive complaints from department/users, if any of the networks related problems are noticed by them. Such complaints should be made by email/phone.

AALIMEC-CTS may receive complaints from the users if any of the users is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone call.

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

Scope of Service

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

Installation of Unauthorized Software

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

Physical Demarcation of Campus Buildings' Network

1. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of AALIMEC-CTS.

2. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of AALIMEC-CTS. It essentially means exactly at which location the fiber optic based backbone terminates in the buildings will be decided by the AALIMEC-CTS. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of AALIMEC-CTS.

3. AALIMEC-CTS will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.

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

- Network Expansion

Major network expansion is also the responsibility of AALIMEC-CTS. Every 3 to 5 years, AALIMEC-CTS review the existing networking facilities, and need for possible expansion.

- Wireless Local Area Networks

a. Where access through Fiber Optic/UTP cables is not feasible, in such locations AALIMEC-CTS considers providing network connection through wireless connectivity.

b. AALIMEC-CTS is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from AALIMEC- CTS, prior to implementation of wireless local area networks.

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

- Electronic logs

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

- Global Naming & IP Addressing

AALIMEC-CTS is responsible for providing a consistent forum for the allocation of campus network services such as IP addressing and domain name services. AALIMEC-CTS monitors the network to ensure that such services are used properly.

- Providing Net Access IDs and email Accounts

AALIMEC-CTS provides Net Access IDs and email accounts to the

individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals in prescribed proforma.

- Disconnect Authorization

AALIMEC-CTS will be constrained to disconnect any Department, or cell, hostel from the campus network backbone, whose traffic violates the practices set forth in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a Department, or cell, hostel machine or network, AALIMEC- CTS endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a Department or division is disconnected, AALIMEC-CTS provide the conditions that must be met for reconnection.

Responsibilities of Departments

1. **User Account**

● Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account (Net Access / Captive Portal ID) for the purposes of verification of affiliation with the institute. The user account will be provided by AALIMEC-CTS, upon filling up the prescribed application form and submitting it to AALIMEC-CTS.

● Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID to prevent un- authorized use of their user account by others.

● It is the duty of the user to know the ICT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources.

2. Supply of Information by Department, or Cell for Publishing on

/updating the AALIMEC Web Site

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

Hardcopy or softcopy should be sent to the AALIMEC-CTS. This policy is applicable even for advertisements/Tender notifications published in newspapers, and the events organized by Departments, or Cells.

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

Security

In connecting to the network backbone, departments agree to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

- **Preservation of Network Equipment and Accessories**

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different

locations by the institute are the property of the institute and are maintained by AALIMEC-CTS and respective departments. Tampering of these items by the department or individual user comes under violation of ICT policy.

Additions to the Existing Network

Any addition to the existing network done by department or individual user should strictly adhere to the institute network policy and with prior permission from the competent authority and information to AALIMEC-CTS. Institute Network policy requires following procedures to be followed for any network expansions:

1. All the internal network cabling should be as on date of CAT 6 UTP.

2. UTP cabling should follow structured cabling standards. No loose and dangling UTP cables are drawn to connect to the network.

3. UTP cables should be properly terminated at both ends following the structured cabling standards.

4. Only managed switches should be used. Such a management module should be web enabled. Managed switches give the facility of managing them through the web so that AALIMEC-CTS can

monitor the health of these switches from their location. However, the hardware maintenance of such an expanded network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such a network, if the offending computer system is not locatable due to the fact that it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.

5. As managed switches require IP address allocation, the same can be obtained from AALIMEC-CTS on request.

Campus Network Services Use Agreement

The "Campus Network Services Use Agreement" should be read by all members of the institute who seek network access through the institute campus network backbone. This can be found on the institute web site. All provisions of this policy are considered to be a part of the Agreement. Any Department or individual, who is using the campus network facility, is considered to be accepting the institute ICT policy. It is the user's responsibility to be aware of the Institute ICT policy. Ignorance of the existence of institute ICT policy is not an excuse for any user's infractions.

AALIMEC-CTS periodically scans the Institute network for provisions set forth in the Network User Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of ICT policy and guidelines.

Responsibilities of the Administrative Department

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

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

1. Information about New Appointments.

2. Information about relieved from Service.

3. Information of New Enrolments.

4. Information on Expiry of Studentship/Removal of Names from the Rolls.

5. Information on Important Events/ Achievements.

6. Information on different Rules, Procedures, and Facilities.

Guidelines for those Running Application or Information Servers

Departments may run an application or information server. They are responsible for maintaining their own servers.

1. Obtain an IP address from AALIMEC-CTS to be used on the server.

2. Get the hostname of the server entered in the DNS server for IP

Address resolution.

3. Make sure that only the services that are essential for running the server for the purpose it is intended for should be enabled on the server.

4. Make sure that the server is protected adequately against virus attacks and intrusions, by installing the appropriate software such as anti- virus, intrusion prevention, personal firewall, anti-spam etc.

5. Operating System and the other security software should be periodically updated.

Guidelines for Desktop Users

These guidelines are meant for all members of the AALIMEC Network User. Due to the increase in hacker activity on campus, Institute ICT policy has put together the recommendations to strengthen desktop security.

The following recommendations include:

1. All desktop computers should have the latest version of antivirus. And should retain the setting that schedules regular updates of virus definitions from the central server.

2. When a desktop computer is installed, all operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security. We recommend a once in a week cycle for each machine. Whenever possible, security policies should be set at the server level and

applied to the desktop machines.

3. The password should be difficult to break.

4. The guest account should be disabled.

5. In addition to the above suggestions, AALIMEC-CTS recommends a regular backup strategy. It should be noted that even with all the procedures listed above; there is still the possibility of a virus infection or hacker compromise. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

Video Surveillance Policy

The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.

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

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

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

Purpose of the system

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

1. Deter those having criminal intent

2. Assist in the prevention and detection of crime

3. Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order

4. Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is taken, or is threatened to be taken.

It is recognized that members of the institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the AALIMEC-CTS.

CCTV footage provided by the institute (AALIMEC-CTS) upon receiving the requests from the individuals on prescribed proforma.

- Default Block Category in Firewall

1. Weapon
2. Phishing and fraud
3. Militancy and Extremist
4. Gambling
5. Pro-Suicide and self-Harm
6. Criminal Activity
7. Marijuana
8. Intellectual Piracy
9. Hunting and Fishing
10. Legal highs
11. Controlled substances
12. Anonymizers
13. Sexually Explicit
14. Nudity
15. Advertisement

Campus Network Services Use Agreement

The following important policies to be read before applying for the user account/email account. By signing the application form for Net Access ID (user account)/email account, it is agreed to act in

accordance with the IT policies and guidelines of AALIMEC. Failure to comply with these policies may result in the termination of the account/IP address. It is only a summary of the important IT policies of the institute. User can have a copy of the detailed document from the website & various intranet servers. A Net Access ID is the combination of a username and a password whereby one can gain access to Institute computer systems, services, campus networks, and the internet.

Accounts and Passwords

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes. The User guarantees that the Net Access ID will always have a password. The User will not share the password or Net Access ID with anyone. Network IDs will only be established for students, staff and faculty who are currently affiliated with the Institute.

Students, staff and faculty who leave the Institute will have their Net Access ID, email id and associated files deleted.

No User will be allowed more than one Net Access ID at a time, with the exception that faculty or heads that hold more than one portfolio are entitled to have Net Access ID related to the functions of that portfolio.

Limitations on the use of resources

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

Data Backup, Security, and Disclaimer

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

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold AALIMEC-CTS, as part of AALIMEC, harmless for any such liability or expenses. AALIMEC retains the right to change and update these policies as required without prior notification to the User.

Account Termination and Appeal Process

Accounts on AALIMEC network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources.

If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may approach the In- Charge, AALIMEC-CTS, justifying why this action is not warranted.

7. LIBRARY POLICY

PREAMBLE

The Central Library at Rajalakshmi Engineering College has a wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies (ICT). It holds more than 44,000 books on science, technology, engineering, management, politics, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the e-resources available in the Library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. It also houses the in-house innovations and publications. A collection of rare books also are maintained in the library to understand the fundamentals and core concepts.

VISION

To enrich the teaching-learning process in engineering, technology and basic science among students and faculty members for excellence in research and innovation.

MISSION

To create inspiring learning ambience by offering versatile information for promoting intellectual growth and creativity by providing wide- collections of printed and e-resources.

Objectives

To frame the procedure for purchasing new books and technical journals, rules for borrowing books, returning them, reservation of books and to provide a calm environment for the readers inside the library.

POLICY STATEMENTS

1. All members shall sign in the register provided at the entrance as a token of their acceptance to adhere to the rules of the library.

2. Under no circumstances, personal books. Files and other articles (except a small notebook or loose sheets of paper) will be allowed inside the library.

3. Strict silence and decorum shall always be maintained in the library.

4. Any marking or writing in the books by the members is strictly prohibited.

5. Members are solely responsible for any damage caused to the books or other property in the library and in that case, they must make arrangements to replace them.

6. Any kind of behavior which affects the decorum in the library will lead to cancellation of membership and also to serious disciplinary action.

7. Use of mobile phones is not permitted inside the library. If possessed it should be in SWITCHED OFF mode.

8. Notwithstanding these rules, in all maters the decision of the authorities of this institution will be final.

9. During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance.

10. All library transaction should be through Circulation counter only.

WORKING HOURS

The Library is kept open from 9:00 am to 5:00 pm on all working days.

BORROWING ENTITLEMENTS

- The following entitlements apply to books in the general loan collection of the Central Library.
- Books are issued to the members only on production of identity card. ID card issued to staff members are not transferable. Students or staff members other than the person to whom ID card is issued are not entitled to borrow book on that ID.
- Only one book can be borrowed on each card.
- Members are responsible for all the books borrowed on their cards. Student members have to produce identity cards along with library cards at the time of borrowing books.
- Books that are issued to Staff members cannot be retained by them for more than 60 days from the date of issue.
- Each teaching staff is entitled to borrow 4 books, which he/she can retain for the entire semester without fine and without renewal. These books must correspond to the subjects he/she teaches and the HOD of the department concerned must certify to that in the prescribed form, which is available in the circulation counter.
- The books borrowed from the college library should be returned

by the students at the end of the academic year and "No Dues Certificate" must be obtained. Staff members getting relieved from the college, should also return the books borrowed from the library and "No Dues Certificate" must be obtained.

- Loss of Library cards should be reported to the librarian in writing. Duplicate cards will be issued on payment of penalty or Rs.200/- for each card and on an undertaking that the member concerned will continue to be held responsible for any loss arising for misuse of the lost cards.

- Reference books and Periodicals are not issued out. Members are responsible for books issued against their account. Library can recall any issued book, even before the due date.

FINE SYSTEM

- The fine will be collected for the late return of books as follows: Till first week after the due-date : Re. 1.00 per day

- From second week from the due date onwards : Rs.5.00 per day

CIRCULATION SECTION RULES

Library members should produce their valid ID card when they

borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID card. Members are encouraged to check their library transaction details in "My Account".

RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of two times. Members can also renew their books through the renewal counter. Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed two times already.

BOOKS BORROWED

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed.

LOSS OR DAMAGE

- Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library.
- No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower.
- Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine and processing charge of Rs.50/-

MAKING RESERVATION

All books which are out on loan to another member may be reserved , by filling a special form for this purpose, which is available at the circulation counter.

Intimation of reserved books will be displaced for two days in the library notice board, which is kept at the first floor of the central library. Members who do not borrow the books within two days, after intimation of availability, their reservation for books will be cancelled and priority will be given to the members, next in the queue of reservation.

CANCELING RESERVATION

- If a person no longer needs a reserved item, he/she may cancel the reservation by informing the circulation section of the central library.
- If there is a reservation for a book, members should return the book on the due-date to the library without intranet renewal.

DIGITAL LIBRARY

- A full-fledged Digital Library is also functioning in the library. The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker. The Institution is a member of National Digital Library of India. All student and faculty members of AALIMEC are allowed to access the digital library facility in person and by remote access.

- A separate register is maintained for monitoring in-time and out-time. Students and faculty members are also permitted to use personal laptops and mobile phones to connect to the Wi-Fi facility in the library after validating through OTP.
- Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

REFERENCE SECTION

- Rare and rich collection of International editions of reference books, hand books, yearbooks, conference proceedings, encyclopaedias, theses, dissertations, rare books and various reference documents are available in the Reference section of the library.
- Students and Faculty members are not permitted to borrow the books from this section.

JOURNAL PURCHASE POLICY

Required journals are purchased based on AICTE recommendation.

At the commencement of every calendar year,approval for the purchase of a list of journals (print and e-journals) are obtained from the Principal.

Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued.

Yesteryear journals are bound subject-wise and preserved as back volumes.

8. MENTOR- MENTEE POLICY

PREAMBLE

The departments conduct Counseling of students regularly, after each Assessment to listen to and understand their needs and aspirations.

OBJECTIVES

● To provide complete and consistent support to the students, in order to motivate them to excel in both academic and non-academic activities in the college campus.

● To ensure a vibrant and satisfied learning environment, leading towards a successful career in professional and personal life.

MENTOR MENTEE MECHANISM:

● The Head of the Department assigns the list of mentees groups consist of 15 to 20 students, for each faculty mentor.

● During the first meeting, mentors will meet and collect the personal and academic information of all mentees, in order to know their backgrounds and a good rapport between mentor and mentee is created.

REGULAR SCHEDULED MEETING WILL BE ARRANGED AFTER EACH CONTINUOUS ASSESSMENT TEST IN ORDER TO :

1. Assess the academic performance of students.

2. Monitor the attendance percentage.

3. Identification of advanced learners

4. Identification of slow learners, needing remedial classes

5. Assessing students' requirement to develop their co- curricular and extra-curricular activities.

6. Issues raised by students in academic and non-academic activities.

7. Counsel certain personal issues.

8. Review grades scored in the previous end semester examination and suggest remedial action for improvement, wherever needed..

9. Contact the parents at regular intervals to update the status of their wards in academic performance and attendance.

10. Suggest professional counseling for the needy students.

11. To maintain strict confidentiality of the information shared by the mentee.

RESPONSIBILITIES OF MENTEES

1. Meet the mentor at regular intervals and show the performance after each Continuous Assessment Test and End semester Examination.

2. Mentee should spend enough time with a mentor by which he / she can develop a good conversation and discuss about the future program with the mentor and get suggestions on the skill development and knowledge enrichment programs.

9. PLACEMENT POLICY

PREAMBLE

Placement of students passing out the UG programmes being an important activity of an Engineering Institution, there is a Training and Placement cell functioning in the college very effectively. This cell organizes several training programmes and residential training camps, to suit the varied requirements of core and software industries. There are also certain Employability Enhancement Courses included in the curriculum itself.

OBJECTIVES

1)   To train the students of all the programmes and enable them to get employment as soon as they complete their studies.

2)   To constantly monitor the progress of the students in assimilating the content of the training sessions.

3)   To organize Campus interviews by reputed companies, with the aim of placing all the eligible students at the end of their programmes.

POLICY STATEMENT

Students can apply for placement in any company visiting the campus, provided he/she is eligible as per the eligibility criteria set by the company.

Offer Category

Core offer – Core/Manufacturing/production/civil/and any department specific offer.

Super dream offer – 6.5 LPA above Dream offer – 4.5 LPA

General – Less the 4.5 LPA

Student placed with salary package, General offer, can apply for the next placement for a company, which offers Dream, Super dream and core offer. However, a student placed in a Super Dream (CSE&IT)/ Core (Other Dept.) cannot apply for a second job.

If any student receives a Pre-placement order (PPO), he/she must inform the Career Planning and Development Cell(CPD) department within 24 hours of the receipt of PPO.

If the company offers PPO, then the student must accept the offer. In an extreme case, if the student wishes to take part in on campus placement and not accept the PPO offered by the company, then his/her request can be considered by the Director, CP&DC only, on the merit of the case. In such a case, after the approval of His/her application, he/she must submit an undertaking that he/ she will not sit for companies with offer category less than the category offered by the company on his/her PPO.

If a student gets two placement offers (including PPO) he/she will be required to choose between the two offers within 3 days of receiving the result of the company and need to communicate to the CP&DC department in writing, otherwise necessary disciplinary action will be taken against him/her including cancellation of both

offers.

If a student receives an Off-campus offer, the student will be considered for the on-campus opportunities for companies based on the offer category mentioned in Point 2.

All off campus offer (selection intimation) must be communicated to Head, CP&DC on email ID – placement@aalimec.ac.in within 24 hours. Otherwise, disciplinary action may be taken.

A student must accept the on-campus internship offer. If a student, due to any reason, doesn't accept the internship which he/she has received from the campus, then the student will be treated on par with the students getting the off campus placement.[The rule mentioned in point no.7 will be applicable].

If a student is selected for 6-month internship without FTE(full-time employment) offer, then he/she is deemed to have been placed with notional CTC equal to that offered by the same company. The candidate who has received such internship based offers can participate in only those companies, which offers CTC above the offer category provided by the internship company.

Companies are responsible for shortlisting the resume/profile of students as per their own selection criteria and no inquiry will be entertained on companies' shortlisting process.

The CGPA cutoff criteria are set as per the directions of the company and no inquiry will be entertained on lowering the cutoff. It is the final decision of the company, which is to be considered, while setting the CGPA criteria and the placement team at CP&DC

plays no role in the same.

Students can only request for placement database correction before the placement season begin. No further correction will be permitted after this commencement.

In case a student applies for a company but does not attend presentation or any further rounds of the company or is late for the process of the company, he/she will be debarred for a minimum of two weeks.

Any student who misbehaves with placement coordinator/ College staff/ Company executives during the process will be debarred from the placement process for the whole semester. Misconduct/Copying during the written test, online test will lead to debarment for the whole placement session.

Data filled on the Google forms, the CV's provided would be cross-verified on a regular basis. In case of any discrepancy in the data provided or any false claim in the CV is identified, student will be debarred for the whole placement session and necessary disciplinary action will be taken against them.

Posting company –related information via social media, or any other platform is prohibited, and necessary disciplinary action will be taken against the concerned student.

Strict action will be taken, if any student shows an improper attitude to company officials in the following manner

a)   Tells the company that he/she doesn't want to join the company

b)   Speaks negatively about the company/College

c)   Lays down conditions to join the company

d)   Approaches the company executive without proper Channels.

10. POLICY FOR PHYSICALLY CHALLENGED STUDENTS (Institution policy on Divyangjan)

OBJECTIVE

To provide an environment that gives the same quality education for differently-abled students and offer all the supports and guidance so that they also come out on par with other students.

POLICIES AND MEASURES

- Right from the college admission, the physically challenged students are not discriminated in anyway.
- Physically challenged students are also given same opportunities in the co-curricular activities and any additional guidance needed for them is provided.
- In the extra-curricular activities such as sports, games, NSS etc. same openings are given, with any additional support need by them,
- Their progress in all the activities is monitored by the student counselor who constantly encourages them to go ahead and

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participate with full enthusiasm.

● The placement opportunities are also given in the same way as for other students.

INFRASTRUCTURE FACILITIES

For the hassle-free, safe movement of the physical challenged students, the college provides all the required facilities. There are five buildings housing class rooms and laboratories and one building housing the Centre for Sponsored Research and Consultancy and the college library. Five buildings are provided with lift facility. There is a Tech lounge accommodating large number of computers and a separate workshop for lathes, drilling and other machinery.

All the buildings are provided with rams in the main entrance or there is a side entrance, without steps, through which one can walk through without any help. In every big restroom there are barrier free wash basins and there are toilets provided with holding bars on the walls for aiding the disabled persons. If any student requires reclining posture and needs to stretch his legs while sitting in the class rooms and attending lectures, special chairs are provided. In case, a physically challenged student is comfortable attending lectures in the ground floor, his classroom itself is shifted to ground floor. A wheel chair is also available for any urgent movement of such   students.

11.POLICY ON WATER CONSERVATION

PREAMBLE

The institution has a water conservation and management policy to use water resources effectively with the following policies and regulations

ENSURE CONTINUOUS WATER SUPPLY

The campus ensures reliable water supply from sump and bore wells, by storing it in overhead tanks. The bore wells are constructed in water abundant points inside the college

REDUCE WASTAGE OF WATER

Inside the Institution, Water wastage is reduced by checking and sealing the leaks, placing pressure reducing valves, flow restrictors and aerator taps on necessary locations.

RECYCLE THE WASTE WATER

The Institute (water recycling through sewage treatment plant) reclaims the water from a variety of sources, then treats and reuses it for gardening and flushing toilets Academic blocks. Water reuse can provide alternatives to existing water supplies and be used to

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enhance water security, sustainability, and resilience.

RAIN WATER HARVESTING

The Institution collects rain water from a roof-like surface and redirects it to a tank, a deep pit, and a borehole to reach the water table through percolation, so that it seeps down and restores the ground water.

AWARENESS ABOUT WATER CONSERVATION

The awareness program has been organized at all levels about the importance of saving water and to cope with its scarcity and ensure sustainability. Signboards to indicate "Save water" are kept nearby water usage points to promote awareness to save water for future use.

12. POLICY ON ENVIRONMENT AND ENERGY USAGE

PREAMBLE

The college promotes sensitivity and responsibility in implementing green concepts in the college. Effective waste and water management is done to ensure effective utilization of resources. Institute follows the following policies towards establishment of green environment

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ENVIRONMENT POLICIES

- The college encourages tree plantations to expand green coverage. The college works towards planting trees in thousands.

- The institute conducts awareness programs, supplying tree saplings as a regular activity

- Students are advised to use college bus to reach college. Moreover, the transport usage is restricted inside campus beyond certain point. Separate parking inlets are used to park vehicles near the entrance of college.

- The students are advised to use pedestrian pathways wherever possible for student safety and to avoid block free movement of vehicles in inner roads.

- The administration closely monitors to minimize the usage of plastic inside the campus by students, administrative office, faculty members and also the vendors inside the campus. College is taking steps to stive toward plastic free campus

- The college supports strong environmental management policies and practices by following guidelines set forth by Government, reducing and preventing pollution, adopting environmental performance targets based on thorough understanding of existing environmental needs.

ENERGY CONSERVATION

The use of alternative energy systems such as solar energy, LED Bulbs in place of CFL bulbs and wheeling the excess to the grid promotes electric energy conservation.

Battery operated vehicles are used to reduce carbon foot print and avoid pollution and promote green energy inside college premises.

The low power monitors and computing systems are used to ensure power management

Adequate ventilation is provided in all class rooms to use natural sunlight and free air to reduce the use of fans and lights.

When class rooms, laboratories, conference halls and seminar halls are not in use, turning off lights, fans and AC are emphasized..

Proper maintenance and replacement of faulty electrical equipment are monitored to improve their long term sustainability.

Installation of biogas plants helps in reducing LPG conservation and also helps in waste management for converting food remains to biogas

Promoting usage of sensor-based electrical equipment and thereby improving the energy conservation and supporting green environment.

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13. PUBLICATION AND PLAGIARISM CONTROL POLICY

PREAMBLE

The College is committed to produce and promote original research with highest equality, devoid of plagiarism of any sort while encouraging academic freedom and innovative thinking.

Carrying out research works and writing the paper without plagiarism are professional and appropriate and they do bring credit to the authors, result in proper utilization of resources and the editors, reviewers will also be impressed.

OBJECTIVE

To produce standard publications with highest level of honesty in all the academic pursuits of teachers and students and supports the research activities.

PUBLICATION POLICY

1. Plagiarism such as claiming another's paper as one's own, copying or paraphrasing substantial parts of another's work without due acknowledgement and claiming credit for another's research work are to be totally avoided.

2. Faculty and students shall refrain from taking any activity that could lead to a conflict of interest. The activity should be avoided or

abandoned if objectivity and efficacy cannot be maintained.

3. Authentic authorship representation is required. implications

4. Any instance of fabrication or misrepresentation will be considered as unethical and will lead to legal consequences.

5. All thesis/dissertation manuscripts submitted by Post Graduate students are subjected to a plagiarism check. The thesis/dissertation will be accepted, only If the percentage of plagiarism is less than 35% ; otherwise, it will be rejected.

6. Faculty/students who desire to publish a research paper in any conference or journal must check for plagiarism, confirm that it is within the permitted percentage, get the approval from the HOD, and then only submit the paper.

14. PURCHASE AND FACILITIES MAINTENANCE POLICY

PREAMBLE

Annually, well before the beginning of the academic year, the teachers in charge of various laboratories collects the requirement of capital equipment and consumables and present it to the respective Heads of the Departments (HODs). The HODs will makes a detailed study of the various items with their purchase in-charge and prepare a draft budget and submit to the Principal. The Principal again holds a detailed discussion with the HODs and present it to the Management.

A budget committee meeting is conducted by the Chairperson individually for every department with Principal and HOD concerned. The budget is finalised and the HODs empower to proceed with the purchase, following purchase policy of the institution.

For every capital item, a minimum of three quotations are obtained clearly specifying the technical specifications of the equipment. The company who quotes the lowest price is normally taken, but if it does not exactly satisfy the specifications, the company quoting a higher price can be chosen, provided it can be fully justified. The purchase order is prepared and submitted to the Purchase Officer, who in turn releases the order.

After receiving the equipment from the company, the department

test its working condition of the equipment, install the unit in the laboratory after making a stock entry. The invoice is then submitted to the Finance Section through the Purchase officer for making payment.

The Heads of the Departments are empowered to purchase the consumable items as and when needed after ensuring the quality and utility of such items.

The Principal is authorised to approve purchase bills upto Rs.1,00,000/- and HODs upto Rs.5,000/- which could be recouped on submission of the bills.

A similar procedure is followed by the department looking after the civil construction and infrastructure maintenance.

Facilities Maintenance Policy

The college has got standard procedures for maintaining all the buildings, including laboratories, library, hostels, and all other support facilities.

Proper working of all equipment's and machines are ensured by the lab assistants and lab technicians by carrying out preventive maintenance on daily, weekly and monthly basis under the supervision of concerned faculty member in charge of laboratory. All laboratories maintain stock registers with complete details of all equipment's with specifications. Auditing is being done every year by internal audit team to ensure the availability and proper working

of the equipment. The instructions for relevant safety precaution are displayed in the Laboratories.

Yearly maintenance:

Major maintenance works and breakdown maintenance works are carried out at the end of academic year. The requirements for yearly maintenance is raised in yearly budget proposal of laboratories and performed by suppliers of machines / equipment's after getting the sanction from the management. Scraps and machining wastes are removed from the laboratories will be carried out with the guidance of Physical lab in-charges after getting approval from HOD. Electrical and Electronic trainer kits, measuring instruments in all laboratories are calibrated annually.

Infrastructure

The various facilities in class rooms like board, lights & fans and other facilities like lab requirements and internet & Wi-Fi facilities are checked regularly. Painting of buildings; repair / renovation of windows, doors, furniture, drinking water and sewage pipelines, roads & toilets are carried out regularly. Maintenance of power supply, generators, lifts and lighting facilities in the campus is checked periodically.

Service requests related to civil and electrical infrastructure is

raised in Unified Portal (Internal Software, AALIMEC) and the corrective actions are carried out by the civil / electrical maintenance team on priority basis. The feedback collected from the students during the class committee meetings are also taken into account and rectified when raised. Feedback collected about the general facilities like canteen and transport related information will be forwarded to concern authorities through proper channel and issues sorted out accordingly.

Housekeeping

Cleaning of the entire campus including Garden and Roads are carried out as per the maintenance schedule prepared by the Admin.

Students and Faculty Members provide feedback on various aspects of housekeeping at class committee meetings and other occasions like department meetings, HOD meetings which are passed on to the maintenance department.

15. RESEARCH PROMOTION POLICY

PREAMBLE

Research and Development activities in emerging areas have come to play an important role in any educational institution apart from adopting the best Teaching – Learning processes. So, an Institutional Research Policy has been framed to be made applicable to all the faculty members, students and staff, involved in any form of research activity carried out in the institution. These policy statements apply to full-time and part-time scholars as well as employees appointed on contract basis. All research activities should be undertaken in compliance with this Institutional Research policy.

The college is recognized as a Scientific and Industrial Research Organization by (DSIR), Govt. of India. The institution has well equipped Physics, Chemistry and other engineering laboratories. There are State of the Art Computer laboratories with adequate computing facilities in all the departments and centers.

OBJECTIVES

To motivate all the researchers to gain expertise through continuous learning in the field of specialization, in tune with the Industry 4.0.

To aid the process of teaching and research pursued together, by the faculty members to ensure continuous development of the

institution and taking it forward towards attaining its vision of producing highly competent professionals.

To motivate the students to make an in depth study and carry out their project work which is a part of the curriculum or for taking part in national and international competitions, ending up with innovative research outcomes.

To enable the planning and all the other processes involved in the research activities which could lead to Patents and publications.

RESEARCH POLICY

- The researchers should maintain high standards of honesty and ethical attitude in all the research activities.
- Those carrying out research should get necessary approval from the concerned Head of the Department for utilizing the laboratory, equipment or other facilities. These facilities should be handled with all the care and necessary precautions.
- Attempt should be made to publish the outcomes of the research as papers in reputed journals and conferences. Before submitting for publication, the authors should check the permitted plagiarism limit and once a paper is accepted by the journal or conference, it should be informed to the Publication forum of the college.
- Principal Investigators and Co-Investigators carrying out sponsored projects should obtain necessary approvals for the purchase of equipment and maintain an inventory with proper

tagging for their utilization.

- In case of collaborative research consisting one or more teams, the Principal Investigator should ensure that the members of the Research group are aware of and comply with the research policy.

- Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to frame agreement, preferably in writing, that is consistent with the Institutional Policy relating to intellectual property rights and future use of Data. In the event of any dispute between Research collaborators concerning rights to and future use of the Data, the Institute shall assist in facilitating the resolution of dispute.

- The progress report as required by the sponsoring agencies should be sent in time. The audited statement of accounts should also be prepared and submitted as soon as the project is completed.

- Internal Researchers shall include his or her affiliation with our Institute in all publications resulting from Research undertaken. External researchers should acknowledge the institute in case facilities at the premises are utilized.

- The Researchers shall collect Data concerning human and animal subjects in accordance with the ethical guidelines governing the use of such subjects and shall respect the laws governing personal information and privacy in collection and

use of such data. Approval from the ethical committee constituted by the college may be obtained wherever necessary.

- If the research outcome, resulting in a product or process having a scope for patenting, the researchers should abide by the guidelines of the internal IPR cell. Any possible publications concerning such outcomes should be made only after the filed patent reaches a stage as per IPR rules.
- The Researchers shall not enter into any private agreement with any other organization without the approval of the institution
- The Researchers dealing with hazardous materials should take appropriate precautions to prevent any injury to the persons or damage to equipment or institutional property around. They have to take appropriate measures to address such situations in accordance with emergency policies
- The Researchers (internal & external) ending up with a granted patent and wanting to go for commercialization should comply with the Institutional policy governing Intellectual Property Rights. There should be no conflict of interest with the Institutional Policy.

RESEARCH MANAGEMENT

The CSRC will have an advisory role, and all Research advisory members will monitor, review and execute the activities of CSRC.

THE COMPOSITION OF CSRC TEAM

The CSRC will be headed by a senior academician as a chairman

and will include 5 eminent researchers from both institute and industries. This team will guide and provide suggestions to improve the research activities of the Institution.

DISPUTES RESOLUTION

The Institute shall facilitate the resolution of disputes between Research collaborators ("the disputants"), In case of a conflict or dispute arises, Principal of the Institution will appoint committee to resolve the issues and will look into the smooth execution of the research.

RESEARCH FUNDS

Principal Investigator and Co-principal Investigators of the project in coordination with the purchase committee and CSRC procure the equipment approved by the funding agency under the respective projects as per the norms of the project and the funding agency and create facilities.

The Researchers shall comply with the policy of our institution and applicable Agency policies and guidelines relating to the management and disbursement of   funds and reimbursements for expenses.

The Researchers shall acknowledge in all published works all Agencies and other public and private funding sources which supported his or her Research.

RESEARCH INVOLVING HUMAN SUBJECTS

A Researcher conducting Research involving human subjects:

shall obtain the prior approval of the Institutional Ethics Board before engaging in human subject participants respect the legal and moral rights of the persons who are the subjects of the Research and.

shall not accept any personal benefit (including a bonus or milestone payment) for enrolling a particular number of patients or for meeting a deadline in recruiting human subjects;

A Researcher conducting Research involving animals shall conduct such Research in accordance with the highest ethical standards and comply with the policies and guidelines of Animal ethical care.

INCENTIVE BENEFITS

Encouragement and support is provided by the institution to improve research, publications, and patents and travel support within and abroad in case required.

Incentive benefit is based on the quality of publication and the amount procured from the funding agencies. Revision in incentive benefits will be made as and when needed.

16. SEED MONEY GRANT POLICY

PREAMBLE

The present seed grant policy document relates to planning and securing initial financial assistance from the college for commencing research work in emerging areas of national or international importance.

OBJECTIVES

To aid a faculty to start a research program that has the potential to grow into a major research projects which can be submitted for external funding for carrying out extensive analytical and experimental research work ending up a new process and product.

The efforts taken should ultimately enable the creation of a Centre of Excellence in the chosen area in the institution.

To test a novel idea and to generate preliminary results before submitting proposals to external agencies.

EXPECTED OUTCOME

The projects completed with seed money should enable the process of preparing and submitting major project proposals to external funding agencies.

Publication in Scopus/SCI journals or securing Patent or initiating a Startup is also expected at the end of the completion of the project carried out with seed money.

17. SPECIAL CLASS / REMEDIAL TEACHING POLICY

PREAMBLE

Courses in Mathematics and Sciences form the basis for all the subjects in Engineering and Technology. So, special care is taken to form this foundation. Subsequently also in the higher semesters, in the engineering subjects also, students requiring additional support and guidance are identified and extra classes are conducted. They are thus enabled to prepare well for the Continuous Assessment Tests (CATs) with a conceptual understanding and subsequently take the End Semester examinations with confidence and perform well.

MODE OF SELECTION

For First year students, a class test is conducted before CAT - 1. For Second, Third & Final year, students are selected based on their performance in the previous year examinations including CATs. They are shortlisted for the Special Class / Remedial Teaching based on their performance. These lists are revised periodically based on the students' performance in the subsequent CATs.

CONDUCT OF SPECIAL CLASS / REMEDIAL TEACHING

The selected students undergo intensive coaching in the evening, after regular college working hours and on Mondays. These classes are conducted two weeks before their CAT I and continue till the commencement of CAT III, so that the students get the maximum benefit. During these classes, the students are encouraged to clear all their doubts and solve more problems with the teachers' support.

18. TEACHER TRAINING POLICY

PREAMBLE

The institution has well defined policy, for training the teachers to continuously promote the teaching–learning process, which is the primary task of an educational institution.

OBJECTIVES

As per this policy, the following measures are taken:

Orientation programmes are conducted in the beginning of the academic year, for newly recruited faculty members and periodical pedagogical training are also organised.

Courses are conducted to improve the communication skill of the teachers, since this proficiency is very essential for the teaching profession.

Teachers are asked to prepare an elaborate teaching material in the subjects allotted to them, in the beginning of the semester and it is verified and approved by a senior professor.

Faculty Development Programs are conducted in emerging areas and concerned teachers attend these programmes.

There is a Knowledge Management Cell (KMC), to enable the

faculty members to update their knowledge in their area of interest. Each faculty can avail upto Rs.7500/- annually without any specific approval. If the amount is exceeding Rs. 7500/-, it will be sanctioned after formal approval.

Faculty members are permitted to attend Faculty Training Programmes organized by Anna University in the beginning of the academic year.

HIGHER STUDIES AND INDUSTRIAL VISITS:

● Teachers joining the institution with PG qualification are encouraged to take up Ph.D. programmes, as per their specialization, in one of the nine research centres, in the institution recognized by affiliating Anna University. Similarly, teachers possessing Ph.D. are also motivated to take up post-doctoral research.

● To fulfil our mission of producing globally competent professionals, we aim at orienting our teaching-learning process and research methodology, in line with leading internationally renowned institutions. we have introduced ascheme to depute annually at least one faculty member for a period of three to six months in a campus abroad. College will bear all the expenses.

● In the present context, members of faculty need to be proficient in using/operating modern software tools and simulation

packages, irrespective of their specialization. Several Faculty up-skilling programmes are identified and being offered through experts, predominately by internal members.

● Teachers are asked to visit industries relevant to their specialisation and sabbatical leave is also granted for industry exposure, as the knowledge gained helps in updating the syllabus in the Autonomous programme and teaching the students accordingly.

INCENTIVES:

Incentives are given for technical paper Publications, patents secured and consultancy activities, since, the knowledge gained from these outcomes reach the students also and it adds to their knowledge. The teachers are also given training in writing papers and framing documents for filing patents.

19. TRANSPORT POLICY

PREAMBLE

The Transport Department of Rajalakshmi Engineering College is established to provide best transport services to all the students, faculty members and staff which is safe, reliable and efficient.

OBJECTIVES

To provide most comfortable transport facility for all the users. To maintain the starting time at the various locations in the morning onward trip and also the reaching time at the different destination in the evening return trip.

To adhere to all the safety norms imposed by the Government such providing first-aid box and fire extinguisher, fitted with speed-governor with a pre-set speed of 45 km per hour

To periodically inspect the condition of the buses and take appropriate maintenance

To maintain transport website clearly indicating the bus timing on all the routes on daily basis.

To maintain vehicle information including vehicle type, model, make, registration, capacity, permit, insurance, PUC (Pollution under certificate) etc.

To maintain commuters details accurately.

POLICY STATEMENTS

● The transportation provided for all the areas of Chennai city and also the adjourning districts Tiruvallur and Chengalpattu. There are 9 buses operated in these routes presently; Tata - 1 with 62 seats, Tata - 2 (56 seater), Tata –5(40 seater) and Tata –1(20 seater) and one ambulance.TATA SUMO-5(7 seater)

● Transport is also provided for Placement, Training activities, sports, library, evening special classes beyond the working hours. When these activities are conducted on holidays, the Buses are provided based on the strength of the students.

● The buses are also arranged for students' industrial visits and outside   social service activities.

● Buses are also operated for Housekeeping staff.

RESPONSIBILITIES OF TRANSPORT COORDINATORS:

● Allotting buses and drivers for regular routine operation in all the routes

● Allotting buses for Industrial visits/Placement and Training activities/ Co-curricular activities

● Conducting meeting with drivers every month for the smooth functioning

● Supervising the daily bus operation and giving instructions to

the bus supervisors

● Periodically checking the documents of the busesCompleting FC work in Time

● Verifying and passing the bill for making paymentMaintenance of College ambulance

● Completing all Maintenances on time (Daily, Weekly, and Monthly, Half yearly & yearly).

● Conducting meeting with Mechanic and supervisor daily for maintenance and route operating.

● Organizing Eye check-up / Medical camp for Drivers once in 6 months, also regular training sessions and refreshment courses for all the drivers.

● Collecting feedback from students through website www.aalimec.ac.in to attend complaints immediately.

RESPONSIBILITIES OF IN-CHARGE STAFF MEMBERS:

● Monitoring the starting and arrival time of the bus and reporting any unnecessary delay.

● Ensuring proper seating arrangement for the students in the bus.

● Maintaining strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the

bus. Periodically check the student's ID card to ensure that the students are traveling in the bus route allotted to them.

● In case of any breakdown or any other problem during the journey, taking appropriate steps immediately and inform to the transport manager

RESPONSIBILITIES OF BUS DRIVER:

Drivers should drive safely, obey traffic rules and should not use mobile phone while driving

The Bus drivers should avoid rash driving so that the travellers will feel comfortable.

Drivers should check vehicle maintenance every day.

RESPONSIBILITIES OF STUDENTS AND PARENTS / GUARDIANS:

Students should come to the boarding point 10 minutes prior to the scheduled time.

Parents/Guardians to bring their wards to the bus boarding point should reach well in time. In the event of any delay from their part, they should take the responsibility of making their own transport arrangement.

Assist in training and educating their ward on the importance of safety while boarding and getting down from the bus.

20. WASTE MANAGEMENT POLICY

PREAMBLE

The policy on Waste Management and Green Campus Initiatives have been formulated as Rajalakshmi Engineering College has committed to maintain a safe work space and clean environment. The motive is to ensure that the campus wastes are disposed through proper waste segregation at source and if possible, converting most of those into value added ecofriendly products and to dispose of the remaining in a scientifically acceptable way in line with the UN SDGs and Environmental laws and legislations laid down by the government.

OBJECTIVES

● Promote holistic approach of waste management, resource conservation and green initiatives at the campus.

● Ensure that waste management is carried out at the campus inline with all waste legislative requirements.

● Encourage judicious use of environmental resources to meet the needs and aspirations of the present and future generations.

● Provide clearly defined roles and responsibilities to identify and coordinate each activity related to waste management and green initiatives.

● Disseminate environmental awareness among students and staff members.

RESPONSIBILITIES OF WASTE MANAGEMENT COMMITTEE

THE COORDINATOR

1. Setting Environmental Performance Indicators for waste management.

2. Reporting annually to the Institution on progress in the management system

3. Provision of appropriate training for all personnel who hold responsibilities for waste management

4. Coordinating the gathering of all relevant information from appropriate enforcement agencies, when information relating to waste management is requested.

5. Investigation of any incidents or spillage relating to all type of hazardous and general waste management

HEADS OF DEPARTMENTS/ SECTION IN-CHARGE

1. Ensure that no hazardous waste is disposed of through the general or waste recycling streams

2. Ensure that waste is disposed in the premises through the appropriate waste disposal system (such as segregation of waste and 4Rs), in accordance with Institution policy and procedures.

3. Ensure that all stakeholders in their respective department are aware of the procedures/practices about waste management and green initiatives formulated in the policy.

STUDENT/FACULTY

1. Dispose the waste responsibly in accordance with the set policies and procedures.

2. Report any challenges or problems in implementation of waste management and green initiatives to the Head of Department.

1. **Solid Waste Management**

The Institution shall apply the 'Waste Hierarchical Approach', to reduce, reuse, recycle and recover waste products to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

Action Plan:

Waste avoidance and minimization by dissemination of information on technological options

Segregation of waste into two streams – Biodegradable and Dry waste (plastic, metal, wood) before handing it over to the collector as mentioned in the Solid Waste Management Rules 2016 notified by The Ministry of Environment, Forest and Climate Change (GoI). Composting of wet waste from canteens/mess.

The generated compost can then be used in the green areas of the campus Recyclable materials should be handed over to authorised waste-pickers and recyclers or to the urban local body.

Bio-degradable waste should be processed, treated and disposed of through composting or any other suitable process/technology within the premises as far as practically possible and the non-biodegradable wastes shall be disposed through a responsible waste collector or agency as directed by the local authority.

2. Water and Wastewater Management

The Institution shall undertake its best efforts to conserve water, adopt rain water harvesting, , treat/dispose wastewater originating from campus activities in a sustainable manner as per applicable guidelines by CGWA and NGT and ensure that the treated effluent is recycled for irrigation and other purposes.

Action Plan:

● Sewage Treatment Plants and Grey Water Treatment Plants from different establishments and human activities within the campus are established to utilize the treated water for landscaping and non-potable use

3. Biological and Biomedical Waste Management

Biological and Biomedical wastes have been defined in Biomedical Waste Management Rules 2016, by the Ministry of Environment, Forest and Climate Change (GoI). Adherence to good personal hygiene and prudent sanitation practice affords adequate protection to individuals involved in the handling and disposal of this type of waste. The Institution adheres to and practices a sustainable and

healthy waste management system that is aimed at making the campus green and eco-friendly.

4. Hazardous Chemical Waste Management

As per the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 under the Environment (Protection) Act, 1986 notified by the Ministry of Environment, Forest and Climate Change (GoI), hazardous waste means any waste which by reason of characteristics such as physical, chemical, biological, reactive, toxic, flammable, explosive or corrosive, causes danger or is likely to cause danger to health or environment, whether alone or in contact with other wastes or substances. The management of the same is through the accepted steps of prevention, minimization, reuse, recycling, recovery, utilization including co- processing and safe disposal.

GREEN CAMPUS INITIATIVES

Green Audit

The Institution undertakes a comprehensive Green Audit of the existing structures and work s annually to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. The objective of the green audit is to improve energy and water usage efficiency, better waste management and all round management and development of the campus in an eco eco-friendly manner for a sustainable future. The Green audit consists of the following broad points: Water audit, Waste audit, Energy audit and Biodiversity.

Green Master Plan

A Master plan while augmenting campus infrastructure that is compliant with environmental norms as per Green and Ecofriendly Movement (GEM), Indian Green Building Council (IGBC) and Green Rating for Integrated Habitat Assessment (GRIHA). The upcoming infrastructure and facilities as well as additions to the existing structures and facilities should be developed with a focus on energy efficiency, minimizing waste generation, optimizing power consumption of power, water and other supplies.

Energy Conservation

The Institution will take maximum efforts to reduce energy consumption and use renewable sources of energy as far as possible. The points of energy wastage and leakage are identified and appropriate steps taken to set a target of attaining significant energy saving by appropriate modifications and adopting best practices. A proposal to replace fluorescent lights with LED in the existing buildings and street lights across the campus is on the anvil. Use of renewable sources of energy has been introduced by installing a solar grid on the terrace of the EEE department building for 20 kW.

Water Management Plan

The Institution shall adopt a sustainable water management plan to prevent wastage of water as well as recycle and reuse waste water in the campus. Reduction of potable water usage by using efficient fixtures and optimizing the usage for watering the plants,, installation of rainwater harvesting units at suitable locations in campus and use of sustainable horticultural practices are some of the practices currently followed.

Reduction of Carbon Footprint

The Institution takes all possible efforts to reduce carbon footprints in the college related activities via plantation drives and use of cleaner and eco- friendly methods. A methodology of calculating the carbon footprints of the whole institute should be developed and its improvement should be monitored. Tree plantation drives around the campus should be initiated to reduce the carbon footprints.

Plastic Free Campus

The Institution shall make provisions to ban the use of single use plastic in the campus. Various awareness programmes may be initiated to motivate the staff, students and people in surrounding areas to phase out such single plastic materials.

Biodiversity, Plantation and Landscaping

Plantation should be planned with expert advice to add both green cover and pleasant environment in the campus. Landscaping of different sizes may be done at suitable open spaces with flowering plants, grass and accessories targeting the most good-looking l green campuses.

Sensitisation, Awareness and Capacity Building

The Institution shall organize various workshops / seminars / dialogues in order to sensitize the students, staff and community in surrounding global and local environmental issues.

Policy Monitoring and Review

The advisory board shall monitor and review the efficacy of the policy on an annual basis. Discrete or micro data could be made accessible to faculty and departmental heads for taking appropriate actions and complying with them on a regular basis.

21. CODE OF ETHICS – Staff & Students

An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any other trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his / her duties. The provision shall not apply to academic work, like delivering guest lectures.

talks and any other work undertaken with prior permission of the principal.

Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college and shall extend utmost courtesy in his / her relationship with all faculty members, staff, students and visitors to the college.

No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever, except for routine, farewell and felicitation functions connected with the college.

No Staff member of the college shall engage himself / herself in coaching students for any remuneration. No Employee shall, without the previous sanction of the Principal, accept any

remunerative or honorary work not connected with the college.

No Employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.

No employee may absent himself / herself from duty without prior permission. In case of emergency and where prior permission was not sought, he / she must explain the circumstances which were beyond his / her control, before rejoining duty.

Every employee shall be at work punctually at the timing fixed unless permitted otherwise by his / her superior.

No employee shall, after reporting for work, be found absent during the course of working hours.

The Internet and other social media should be used with utmost discretion.

22.   MAINTENANCE POLICY

Aalim Muhammed Salegh College of Engineering strives to maintain Academic and Physical facilities for the better utilization of the available resources and to minimize depreciation of the facilities.

The college is having an estate office headed by an Estate Officer to maintain all physical facilities. Systematic procedures have been developed for maintaining the academic facilities. Respective Heads of various departments and Librarian are taking care of academic facilities.

In addition to the available maintenance team of the college, the college also have signed agreement for annual maintenance of Lifts, Diesel Generator sets, etc. Laboratories are cleaned on daily basis. Periodical maintenance of equipment is done regularly on daily / weekly basis while Breakdown maintenance is done in case of failures. Maintenance Register is maintained in all the laboratories of all departments/divisions. Internal stock verification is done every year by a committee constituted by the Principal and follow up action is taken on the committee's recommendations. All the labs are painted and upkeep of materials is done regularly. Necessary equipment is calibrated periodically.

Classrooms are cleaned and maintained on a daily basis. The ICT tools, Smart TV's and Smart boards available in the classrooms are

maintained by the Computer Support Group (CSG) of the college. Estate office is taking care of civil maintenance, electrical maintenance and housekeeping of classrooms.

The college library is classified with different stacks for Science, Humanities, Engineering and Management, reference and competitive examinations. The books are marked with unique accession number and are arranged in respective subject racks.

The Sports Complex is headed by a Physical Director to maintain the sports complex. All sports facilities like play fields, courts, gym, indoor stadium, etc. are regularly maintained with the help of skilled labours and a marker. The entire sports infrastructure, its stock and maintenance are carried out under the headship of Physical Director and a Physical Directress. Basketball court is cleaned every day and painted every year. Throwball, Volleyball, Ball Badminton Court are watered and markings are done regularly. Also the wood dust powders are sprinkled on the Ground surface. Handball and Football fields are cleaned, watered and rolled once in a week. Cricket ground with two net practice area is maintained regularly. Gym equipment are cleaned and lubricated every day. Indoor sports facilities are maintained every day.

Transport department is headed by a Transport Manager. The maintenance works of all Buses, Cars, Vans and Diesel Bunk is taken care of by the Transport department. Reverse Osmosis (RO) treated water is supplied to all the buildings and the maintenance of RO Plant is taken care of by the Estate Officer. Sewage Treatment Plant of the college is run and maintained by a team of technicians.

Housekeeping team of the college is taking care of sweeping around academic buildings, library, hostels, canteens and cafeterias. The large number of trees and plants are maintained by the college to make the campus green. Other facilities like Canteen, Cafeterias, Medical Centre, ATM, Child Day Care, Stores, etc. are maintained periodically.

23. POLICY DOCUMENT FOR PROVIDING FINANCIAL SUPPORT TO TEACHERS

The purpose of this policy is to outline the commitment of Aalim Muhammed Salegh College of Engineering to provide financial support to teachers. This support aims to enhance educational quality, ensure professional development, and recognize the critical role that teachers play in fostering student success.

1. Minimum Financial support of Rs 5000/- will be provided for all the faculty members for their professional development opportunities, including workshops, conferences, and advanced coursework

2. Teachers may apply for short-term financial support through a designated assistance fund, subject to eligibility criteria and available resources.

3. Teachers seeking financial support for professional development or classroom resources must submit a formal request through the appropriate channels, including detailed documentation and justifications.

4. Applications for emergency financial assistance should be submitted with a written explanation and supporting documentation.

5. Requests will be reviewed by the Designated Committee/Department and approved based on established criteria and available funding.

6. Approved funds will be disbursed according to the organization's financial procedures, and recipients will be required to provide receipts and reports as applicable.

This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from teachers and other stakeholders will be considered to make necessary adjustments and improvements.

24. Faculty Development Policy

The development of faculty can be obtained through continuous training, faculty development programs, research, seminars, conferences, MOOC courses, Workshops and Webinars.

Objectives

1. To enhance the quality of faculty members with faculty development training in recent trends.

2. To sensitize teachers about new concepts in teaching and assessment methods.

3. Build up a helpful environment for the gaining of knowledge and skills required for performing the role of a competent and effective teacher, researcher and mentor.

4. To make an opportunity for the faculty to represent the Institute at various academic & nonacademic platforms.

5. To increase, employ & strengthen various incentive schemes for faculty development.

6. To prompt teachers for educational research and publications by developing a research culture in the Institute.

Strategies

IQAC shall develop mechanisms and procedures for:

1. Ensuring well-timed, resourceful and progressive performance of academic, administrative and financial tasks

2. The significance and quality of academic and research programs

3. Optimization and integration of modern methods of teaching and learning

4. Ensuring the competence, protection and performance of the support structure and services

Practices

1.IQAC cell in consultation with Institute level sub-committees shall be responsible for the functioning of the faculty development activities towards the achievement of the above-mentioned objectives.

2.IQAC shall improve the education technology skills of faculty members and shall observe & guide departments to conduct teacher training programs regularly.

3.IQAC shall invite and involve the experts/specialists of faculty development from internal and/or external sources.

4.IQAC shall also conduct training sessions focusing on enhancing the overall professional & personal development of faculty interpersonal communication skills.

5.IQAC shall promote the faculties of each constituent unit to participate in various seminars, conferences, workshops,

fellowships, educational programs, etc. conducted in the Institute and outside the Institute.

6.IQAC shall promote & encourage the faculties to take up advanced educational courses/ fellowships.

7.IQAC shall guide & encourage departments to organize various academic & educational oriented programs, and workshops for the Post Graduate students

8.IQAC shall be responsible for maintaining all relevant data, records, and documentation related to faculty activities.

Sponsorship:

The Institution will financially support faculty for attending and conducting of faculty development programs, research, seminars, conferences, MOOC courses, Workshops & Webinars in the form of travelling allowances, dearness allowance, registration charges, boarding charges and other miscellaneous expenses.

25. Internship Policy

1. Our Internship policy focuses on Practical exposure to students, skill development and Industry collaboration.

2. Students are requested to undergo Industrial training for a period as specified in the Curriculum during the summer / winter vacation as per Anna University guidelines.. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

3. The students may undergo Internship at a Research organization / University/ Industry (after due approval from the Head of the Institution) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training.

4. An Attendance Certificate mentioning the period of Industrial Training / Internship and signed by the competent authority of the industry, as per the format provided by the Centre for Academic Courses shall be submitted to the Head of the Institution.

5. The attendance certificate shall be forwarded to the COE, Anna University by the Head of the Institution for processing results.

6. If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship optionally and the credits earned will be indicated in the Grade Sheet.

7. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination of one two week and one four week from one/two organizations. However, if the number of credits earned is 1 or 2, then these credits shall not be considered for classification of the degree.

8. Students should get permission from the Head of the Institution for taking Industrial Training/Internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to the COE.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	1
4 Weeks	2
6 Weeks	3

*1 Week = 40 Internship Hours

[**Refer R-2021 Anna University Curriculum Clause 4.5.2]**

26.Scholarship/Free ship Policy

● Our Scholarship policy is structured to support students from various backgrounds, ensuring access to higher education while promoting academic excellence. The various key components of the scholarship offerings

1. Government Scholarships

a. **Tamil Nadu Government First Graduate Scholarships** : For students who are   the first   graduates in their families, providing financial assistance up to INR 20,000 per year.

b. BC and M.B.C scholarships: For students from Backward Classes and Most Backward Classes, with an annual income limit of INR 2 Lakhs, offering around INR 5,000 to INR 8,000 per year.

c. **SC and ST Scholarships:** For students from Scheduled Castes and Scheduled Tribes,with income limit of INR 2.5 Lakh for SC and INR 2 Lakhs for SCC, providing tuition fees and maintenance allowances totaling up to INR 40,000 per year.

 d. **Tamil Nadu Government 7.5 % Quota Scholarship:** The Government of Tamil Nadu offers 7.5% Scholarship for those students (Boys / Girls) who have studied 6th to 12th std in Govt schools.

2. Minority Scholarships: Scholarship for students from minority communities

(Muslims, Christians) with family income limits of INR 2 Lakhs, offering financial support of approximately INR 25,000 per year.

3. Farmer Scholarships: For the children of farmers holding a Farmer ID Card, providing financial assistance of INR 6500 per year.

4. AICTE Tuition Fee Waiver: Available for students admitted through government quota, covering 5% of approved intake based on merit.

5. **Merit Based Scholarships:** Our Institution offers merit based scholarships based on academic performance, with amounts varying depending on the cut-off marks achieved.

● The eligibility criteria for scholarships generally require students to have a family income below specified limits, often ranging from INR 2 Lakhs to INR 4.5 Lakhs per annum.

C. Students must enroll in recognized engineering programs, through Tamil Nadu Engineering Admissions (TNEA).

● Our Institution provides Alumni Scholarships for economically weaker students for continuing education. Our Scholarship policy ensures that financial constraints do not hinder capable students from pursuing their academic and professional goals.

Policy and Guidelines for Scholarships/ Financial support to Students

1. The college shall provide the necessary information about the scholarships at the beginning of the academic year.

2. The college shall notify the list of Government/Non- Government Scholarships. All the notifications/circulars/brochures/other publicity materials received by the college will be prominently displayed

3. The college office shall process all the applications on time.

4. It shall be the duty of the students to register and apply for the available scholarships as per the eligibility criteria.

5. Students should not have any backlog in any subjects.

6. The institutional financial support is considered depending upon the availability of the sponsored funds.

7. Eligibility to avail the scholarships shall be merit - cum - means.

8. Scholarships are for the needy students and shall reach the right beneficiary.

9. The college may also provide additional financial support/fee concessions to student

achievers based upon the decision of the Top management/Trust.

10. The college is committed to keep the students informed about the scholarships and provide necessary assistance. The students can use the internet facility in the Library to apply for scholarships.

11. Any request for attestation, bonafide certificate, fee statement, study certificate shall be addressed immediately.

12. Renewal application alerts shall also be put on the notice board.

13. For any information and assistance on scholarship the students can contact the scholarship section in the administrative office.

14. For online scholarships the students are required to apply online only. Students are provided with all the necessary guidance and they have to apply on their own.

PROCEDURES:

At the time of admission itself the students are given information about various scholarships and the Scholarship Information systems. Students are told to have their Bank account and get the aadhaar seeded to it. Submission of all the particulars such as income certificates, caste certificates and other applicable documents are mandatory.

The students/parents/guardians are advised to visit the National Scholarship Portal and state scholarship portal and complete the registrations. They are asked to keep the following details/documents ready while registering.

- Email Id
- Mobile number
- Bank account number with IFSC
- Educational Documents
- Aadhaar number
- Bonafide certificate/Study certificate
- Scanned copy of the first page of Passbook
- Caste certificate
- Income certificate
- Any other documents as specified.

SCHOLARSHIP INFORMATION:

State Scholarship portal (**SSP)** Government of Tamil Nadu is a state portal that covers all the Scholarship Schemes offered by the Tamil Nadu state government, to provide financial aid for the education of the students of the underprivileged section. SSP portal is a single application portal for all the pre-metric and post- metric scholarships provided by the different departments of Tamil Nadu state

Link https://ssp.tn.gov.in

NATIONAL SCHOLARSHIP PORTAL (NSP): Government of India provides a common electronic portal for various scholarship schemes launched by the government.

Link https://scholarships.gov.in Students may also use the NSP app.

OTHER NON-GOVERNMENTAL SCHOLARSHIPS:

 Information from College Notice board and the respective Websites.

MANAGEMENT SCHOLARSHIP POLICY

POLICY STATEMENT

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING under Aalim Muhammed Salegh Trust provides Management Scholarship to meritorious students to support their education.

PURPOSE:

The basic purpose of this policy is to ensure the deserving needful students joining our institution to fulfill their interest in successfully completing the course. As part of its institutional social

responsibility, the management of the college through the provision of Scholarship gives the means to the commendable candidates to complete their undergraduate program.

SCOPE:

The policy is applicable only for the underprivileged students. Our AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING is dedicated to impart quality education to all and this policy gives an ideal opportunity to the budding engineer.

OBJECTIVES:

To support the education of deserving students and encourage them to pursue professional & Technical courses. Aalim Muhammed Salegh College Of Engineering provides Scholarship or tuition fee waiver to meritorious/ deserving students. It acts as a reward and motivates the deserving candidates to further fulfill their dreams. Below are the scholarship slabs or tuition fee waiver given to students, based on the scores received in their last Course/Result.

Percentage Scored in Last Course

Candidates scores between 50% to 59.99%

Candidates scores between 60% to 70 %

Candidates scores between 71% to 80%

Candidates scores between 81% or above

Scholarship Slab

Rs. 3000 to Rs. 5000 Scholarship on tuition fee Rs. 10,000 to Rs. 20,000 Scholarship on tuition fee Rs. 20,000 to Rs. 40,000 Scholarship on tuition fee Rs. 40,000 to Rs. 60,000 Scholarship on tuition fee

PROCEDURE:

1. The candidate must be a citizen of India.

2. The Scholarship is provided for the eligible candidates on objective and non-

discriminative basis.

3. This is applicable for students whose academic levels are excellent.

4. Scholarship is provided to the economically weaker students.

5. Scholarship is awarded for the ward of a destitute mother.

6. Without any authenticated arrangements, it is agreed that the fees would be paid on

due date.

7. The final list is subject to the approval by the management.

SCHOLARSHIP STUDENTS:
FOR MERITORIOUS AND ECONOMICALLY WEAKER

The Management recognizes the students whose academic levels are excellent and it is assessed in terms of their percentage in HSC/Diploma examinations and whose parent's income per annum is less than 2.5 Lakhs by providing scholarship during the program he/she is pursuing in the institute.

SCHOLARSHIP FOR WARD OF DESTITUTE MOTHER:

There are many destitute (mothers) who are struggling hard to make their child educated. The management recognizes their hardship and makes available this scholarship by waiving their fees amount to 50 percentages for their children. The award of the scholarship is decided by the Management on request.

ALUMNI SCHOLARSHIP

The Management wants to develop a culture of family in AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING. To strengthen this bond our passed out graduates provide scholarship to the tune of Rs. 10,000 per academic year to the candidates who are meritorious and financially backward and who is not a beneficiary of any other scholarship award.

ALUMNI SCHOLARSHIP POLICY

Alumni Scholarship at Aalim Muhammed Salegh College Of Engineering is designed to provide financial assistance to talented students who wish to pursue their studies. This is a Need & Merit Based scholarship offering Rs. 10,000 per year to eligible candidates. The number of students to be awarded varies each year.

Scholarship Eligibility Criteria:

● Applicants must hold a 60% of marks to be eligible for this scholarship

● Recipients of outside funding (i.c. BC/MBC/DNC, SC/ST/SCA/SCC, First Graduate, 7.5% Govt. School Quota, Management Scholarship etc.) may be ineligible for this award.

● A minimum of 60% of marks should be maintained in each semester for the renewal of the scholarship.

● Student profiles will be evaluated on a case by case basis.

Application Process:

Eligible students must submit an official scholarship application.

It must include the marks statement of the previous Course/Result.

It must have a duly signed letter from the concerned Head of the Department stating the candidate is not a recipient of any other

scholarship.

Awarding Process:

● Scholarships will be awarded on merit and need basis.

● The Alumni committee will review the applications and select the recipient.

Termination or Suspension of Scholarship:

The Scholarship can be terminated if the candidate fails to meet the eligibility criteria. Ground for immediate termination may include academic dishonesty or other forms of misconduct.

27. RESOURCE MOBILIZATION POLICY

OBJECTIVE

The purpose of this Resource Mobilization Policy is to provide direction, overall structure, policy and system within which the activities pertaining to resource mobilization shall have to be performed by the management of this institution. The main objective is Identification of sources of funding from internal and external sources. It is designed to create a structured approach to managing resources, ensuring that the institution can achieve its educational objectives while maintaining financial integrity.

SOURCES OF FUNDS

Aalim Muhammed Salegh Trust continues to remain as the lifeline of Aalim Muhammed Salegh College of Engineering for providing the required funds, mechanisms should be identified to tap other sources of resources as well. For instance, the management is encouraged to apply for Government funds wherever applicable for research purposes, human development purposes as well as for advancing infrastructure. The funds received shall be religiously dedicated for the particular purpose for which it was obtained in the first place.

Additionally, the members of the staff are encouraged to

mobilize funds by providing consultancy services to genuine projects flagged by various entrepreneurs and enterprises. However, an invitation for such services should be brought to the notice of the head of the college before initiating any relationship. Resources can also be mobilized from noted philanthropists, alumni and other NGO's. Such resources shall be utilized for the specific purpose for which they have been sponsored. Human and material resources for a particular project shall be identified internally among the department and preference will be given for utilization based on the use of research labs, identifying resource persons for various scientific conferences. The cost incurred for utilization of external resources will be settled on a case-to-case basis by the concerned department or individual.

TRANSPARENCY IN RESOURCE UTILIZATION

Responsible use of resources irrespective of the source is essential for receiving them in a sustained manner. To facilitate transparency in resource utilization, the concerned person is expected to maintain a detailed account of resource utilization with all supporting documents and proofs which should be submitted to the appropriate office when demanded. Separate bank accounts/should be maintained to handle all the financial resources obtained from Alumni and scholarships. Faculty members and students who

mobilize financial resources are directed not to receive any financial resources in the form of cash personally and receive it preferably as cheque or through online transfer to the bank account specified for the purpose. All transactions should be made to the prescribed Aalim Muhammed Salegh account which then shall be transferred to the beneficiary. For financial resources, received in the form of cash, not exceeding an amount of Rs 10000/-a receipt duly signed by the finance officer shall be issued to the organization from where the resource was mobilized.

All government funds will be used for the specified purpose only and the report compiled along with the Certificate/Statement of Utilization should be submitted for scrutiny in the appropriate office. As far as internal funds are concerned, an internal audit will be conducted by the Finance Officer of the concerned college which shall be verified and approved by the Finance committee of Aalim Muhammed Salegh. The report of the internal audit will be produced before the Finance Committee. Similarly, the proper use of research infrastructure shall be monitored by the Research Director of the concerned research laboratory.

REWARDS FOR RESOURCE MOBILIZATION

Any member of staff of Aalim Muhammed Salegh college of Engineering, be it teaching or non-teaching or any Department which attracts a resource funding whose monetary value is at least Rs 1,00,000/- from any source other than Aalim Muhammed Salegh, such as Government projects, philanthropists donations, endowment chairs shall be acknowledged and shall be honoured with a certificate Plaque along with a Letter of Appreciation.

ACTIONS AGAINST MISUSE OF FUNDS

All funds provided for a particular project will be scrutinized for appropriate utilization of the allotted fund for the quoted purpose. All the documents which are submitted for this purpose should be duly verified by the head of the institution followed by the finance committee. In case of any discrepancy, an explanation will be sort from the concerned staff member/student and resubmission of the relevant documents is necessary. In case of improper explanation, corrective actions including termination of the candidate from the program as the highest punishment may be taken. The candidate will be asked to return the entire amount received as a research fund for the particular project and will be asked to appear before a panel which recommends a further course of action after due enquiry.

28. Value Added Course Policy

Policy for Value Added Courses (VACs)

1. Purpose: The Value Added Courses (VACs) aim to enhance the professional, technical, and personal skills of participants by offering additional learning opportunities outside the regular curriculum. These courses are designed to bridge the gap between academic learning and industry requirements.

2. Scope: This policy applies to all students, faculty, and professionals who wish to enroll in VACs offered by the institution.

3. Objectives:

● To provide opportunities for skill enhancement.
● To improve employability and competitiveness in the job market.
● To keep participants updated with the latest industry trends and technologies.
● To foster holistic development through exposure to interdisciplinary skills.

4. Eligibility:

● Open to all enrolled students, alumni, faculty members, and

external professionals, depending on the course offering.

● Specific prerequisites for courses, if any, will be mentioned in the course details.

5. Course Structure:

● Duration: Typically ranges from 1 week to 8 weeks.
● Format: Online, offline, or hybrid, based on the course requirements.
● Content: Industry-relevant topics designed by subject-matter experts.
● Assessment: May include assignments, projects, or exams to evaluate learning outcomes.
● Certification: Participants who meet the attendance and assessment criteria will receive a certificate of completion.

6. Roles and Responsibilities:

● Course Coordinator: Responsible for course design, delivery, and assessment.
● Institution: Provides necessary infrastructure, resources, and promotional support.
● Participants: Ensure active participation and timely completion of all course requirements.

7. Registration and Fees:

● Registration: Participants must register through the institution's portal or the designated process.

● Fees: Courses may be free or have a nominal fee to cover expenses. Fee details will be provided in the course notification.

8. Quality Assurance:

● Regular feedback will be collected from participants to assess and improve the quality of courses.

● Course content and delivery will be periodically reviewed to align with industry trends.

9. Code of Conduct:

● Participants are expected to maintain professionalism and adhere to the institution's code of conduct.

● Plagiarism, cheating, or any form of malpractice will result in disqualification from the course.

10. Benefits to Participants:

● Certification to enhance career prospects.
● Exposure to practical, hands-on learning experiences.
● Networking opportunities with peers and industry professionals.

11. Monitoring and Evaluation: The institution's Academic Committee will oversee the implementation, effectiveness, and

continuous improvement of VACs. Periodic audits and reviews will be conducted to ensure adherence to this policy.

12. Amendments: This policy is subject to revision as deemed necessary by the institution to ensure alignment with educational and industry advancements.

29. Intellectual Property Rights (IPR) Policy

<u>About National Intellectual Property Rights (IPR) Policy</u>

The Union Cabinet has approved the National Intellectual Property Rights (IPR) Policy on 12th May, 2016 that shall lay the future roadmap for IPRs in India. The Policy recognises the abundance of creative and innovative energies that flow in India, and the need to tap into and channelize these energies towards a better and brighter future for all.

The National IPR Policy is a vision document that encompasses and brings to a single platform all IPRs. It views IPRs holistically, taking into account all inter-linkages and thus aims to create and exploit synergies between all forms of intellectual property (IP), concerned statutes and agencies. It sets in place an institutional mechanism for implementation, monitoring and review. It aims to incorporate and adapt global best practices to the Indian scenario.

<u>Vision:</u>

An India where creativity and innovation are stimulated by Intellectual Property for the benefit of all; an India where intellectual property promotes advancement in science and technology, arts and culture, traditional knowledge and biodiversity resources; an India where knowledge is the main driver of development, and knowledge owned is transformed into knowledge shared.

Mission:

- Stimulate a dynamic, vibrant and balanced intellectual property rights system in India to: foster creativity and innovation and thereby, promote entrepreneurship and enhance socioeconomic and cultural development

- To focus on enhancing access to healthcare, food security and environmental protection, among other sectors of vital social, economic and technological importance.

- The Policy lays down seven objectives which are elaborated with steps to be undertaken by the Institution. The objectives are briefly mentioned below.

Objective 1: IPR Awareness: Outreach and Promotion

To create public awareness about the economic, social and cultural benefits of IPRs among all sections of society.

Objective 2 Generation of IPRs

To stimulate the generation of IPRs India has a large talent pool of scientific and technological talent spread over R&D institutions, enterprises, universities and technical institutes. There is a need to tap this fertile knowledge resource and stimulate the creation of IP assets. A comprehensive baseline survey or IP audit across sectors will enable assessment and evaluation of the potential in specific sectors, and thus formulate and implement targeted programmes. Focus will be placed on facilitating researchers and innovators regarding areas of national priority. The corporate sector also needs to be encouraged to generate and utilize IPRs. Steps also need to be taken to devise

mechanisms so that benefits of the IPR regime reach all inventors, especially MSMEs, start-ups and grassroot innovators.

Objective 3 Legal and Legislative Framework

To have strong and effective IPR laws, which balance the interests of rights owners with larger public interest. The existing IP laws in India were either enacted or revised after the TRIPS Agreement and are fully compliant with it. These laws along with various judicial decisions provide a stable and effective legal framework for protection and promotion of IPRs. India shall remain committed to the Doha "Creative India; Innovative India:

Objective 4 Administration and Management

To modernize and strengthen service oriented IPR administration The Offices that administer the different Intellectual Property Rights (IPOs) are the cornerstone of an efficient and balanced IPR system. IPOs now have the twin challenges of making their operations more efficient, streamlined and cost effective, with expanding work load and technological complexity on one hand, and enhancing their user friendliness by developing and providing value added services to the user community on the other. The administration of the Copyright Act, 1957 and the Semiconductor Integrated Circuits Layout-Design Act, 2000 is being brought under the aegis of DPIIT, besides constituting a Cell for IPR Promotion and Management (CIPAM). This will facilitate more effective and synergetic working between various IP offices, as also promotion, creation and commercialization of IP assets.

Objective 5 Commercialization of IPR

Get value for IPRs through commercialization The value and economic reward for the   owners of IP rights comes only from their commercialization. Entrepreneurship should be

encouraged so that the financial value of IPRs is captured. It is necessary to connect investors and IP creators. Another constraint faced is valuation of IP and assessment of the potential of the IPRs for the purpose of marketing it. Efforts should be made for creation of a public platform to connect creators and innovators to potential users, buyers and funding institutions.

Objective 6 Enforcement and Adjudication

To strengthen the enforcement and adjudicatory mechanisms for combating IPR infringements. There is a need to build respect for IPR among the general public and to sensitize the inventors and creators of IP on measures for protection and enforcement of their rights. At the same time, there is also a need to build the capacity of the enforcement agencies at various levels, including strengthening of IPR cells in State police forces. Measures to check counterfeiting and piracy also need to be identified and undertaken. Regular IPR workshops/ colloquia for judges would facilitate effective adjudication of IPR disputes. It   would be desirable to adjudicate on IPR disputes through specialised commercial courts. Alternative Dispute Resolution mechanisms may also be explored.

Objective 7 Human Capital Development

To strengthen and expand human resources, institutions and capacities for teaching, training, research and skill building in IPRs In order to harness

the full potential of IPRs for economic growth, it is essential to develop an increasing pool of IPR professionals and experts in spheres such as policy and law, strategy development, administration and enforcement. Such a reservoir of experts will facilitate the increasing generation of IP assets in the country and their utilization for development purposes.

https://dpiit.gov.in/policies-rules-and-acts/policies/national-ipr-policy

AALIMEC - IPR POLICY

The current and stated Intellectual Property (IP) Policy of the Institute of **AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING (AALIMEC)** aims to facilitate the protection of intellectual property generated during scientific pursuit in the Institute and offers scope for wealth generation, alleviation of human sufferings and betterment of human life. AMSCE urges all faculty members, staff and students to document their IP, so that it can be protected and applied to the gain of the country, the institute and the concerned inventors. AALIMEC is keen to facilitate faculty members and students of AALIMEC in a proactive manner in the generation, protection and transaction of Intellectual Property which offers potential and scope for shared benefits to both institute and inventors. Through this policy, a system will be in place to bring order into the process of knowledge generation and commercial development.

- AALIMEC- IPR policy are listed below,
- Institutional Patent
- Individual Patent

- Design Patent
- Trade Mark
- Copyrights

Institutional Patent

- Any new Inventions/Projects of the faculty members and students, which is funded directly or collaborative by AALIMEC are encouraged and invited for Patent filing with publication
- All the Institutional patents will be filled through the AALIMEC IPR Cell and the institution will bear the money for patent filing and publication
- Applicants need to fill in the details of the form issued by IPR Cell
- In institutional patents members of AALIMEC are only allowed as Inventors. The College name (and sponsoring agency with mutual acceptance in the case of a collaborative project) will be filled in the applicant column of the patent
- All the members of AALIMEC (Inventor(s)) involved in the new Inventions/Projects will be filled in the Inventor Column
- The revenue arising out of licensing of IP and royalty would be shared in the appropriate ratio (currently, this ratio is 60:40) between the inventor(s) and the Institute

  Note: Any type of Patent filing of Government Sponsored research will be done only based on the approval from the particular agency officials.

Individual Patent

- Any new Inventions/Projects of the faculty members and students, which are not funded directly or collaborative by AALIMEC are encouraged and invited for Patent filing with the publication
- The patent can be filled individually or through the AALIMEC IPR cell or via a third party and the institution will bear the money partially for patent filing and publication, if the applicant or Inventor used AALIMEC affiliation
- Apart from members of AALIMEC, in individual patent outside institute members are not allowed as Inventors
- The members need to submit the patent filing details to AALIMEC-IPR Cell, if it is filled via a third party to claim the money
- The revenue arising out of licensing of IP and royalty would be shared in the appropriate ratio (currently, this ratio is 60:40) between the inventor(s) and the Institute

  Note: Any type of Patent filling of Government Sponsored research will be done only based on the approval from the particular agency officials

Design Patent

- Any new novel designs of the faculty members and students are encouraged and invited for Patent registration

- All the Design patents will be registered through the AALIMEC IPR cell only and the institution will bear the money for patent filing

- Applicants need to fill the details of the Design form issued by IPR cell

- In Design patent members of AALIMEC only allowed as Inventors and encouraged to utilize the CAD design facility in the college

- The revenue arising out of licensing of IP and royalty would be with the institute Note: Any type of Patent registration of Government Sponsored research will be done only based on the approval from the particular agency officials

Trade Mark

- Any new trademark or logo design of the faculty members and students are encouraged and invited for registration

- All the Trademark designs can be filled through the AALIMEC IPR cell and the institution will bear the money for trademark filling, if it is related to college events, department events

- If any individual, both members of AALIMEC or outside members (Company staff or shop owners) can avail the facility of the AALIMEC-IPR cell by filling the form.

- Applicants need to pay Rs.500/- to AALIMEC IPR cell as the filing charges

<u>Copyrights</u>

- The faculty members and students are encouraged and invited to design new websites, new algorithms, write new books, start new journals to file copyrights

- All the copyrights can be filled through the AALIMEC IPR cell and the institution will bear the money for copyright registration, if it is related to college.

- If any individual both members of AALIMEC or outside members (Company staff or shop owners or book writers) can avail of the facility of the AALIMEC-IPR Cell by filing the form.

- Applicants need to pay Rs.500/- to AALIMEC IPR Cell as the filing charges

Useful links for IPR

IPR India: https://ipindia.gov.in/

WIPO (World Intellectual Property Organization) Patent scope:

https://patentscope.wipo.int/search/en/structuredSearch.jsf

USPTO (United States Patent And Trademark Office):

https://www.uspto.gov/patents/search

Google Patents: https://patents.google.com/

Espacenet (European Patent Office- Patent Search):
https://worldwide.espacenet.com/

VISHAKA GUIDELINES

POLICY AGAINST SEXUAL HARASSMENT

1. Objectives

To set forth the expectations of conduct and mutual respect in regard to sexual harassment and the process of complaint if these expectations are not met or violated.

This will help explain what sexual harassment is and how to deal with the conduct if it arises, to articulate the Organization's strong opposition to sexual harassment, and to identify penalties that can be imposed for such prohibited conduct.

To establish clearly that this Organization is committed to providing a work environment that is free from discrimination and harassment in any form.

2. Scope

This policy is applicable to all employees of the organization.All contract employees; retainers, trainees and temporary employees are also expected to abide by this policy.

3. Definition of sexual harassment

Sexual harassment has many different definitions and it is not the intent of this policy to limit the definition of sexual harassment, but to give employees as much guidance as possible concerning what activities constitute sexual harassment.

The Supreme Court, in the recent guidelines released (Vishaka Guidelines), defines sexual harassment as "any unwanted and unwelcome sexually oriented behaviour whether directly or by implication". Such an act vitiates working environment.

Sexual harassment includes, but will not be confined to the following:

Creation of a hostile work environment through unwelcome sexual advances such as:

- Physical contact or molestation
- Stalking
- Requests for sexual favours, verbal or physical conduct of a sexual nature, either explicitly or implicitly, in return for a term or condition of instruction, <u>employment</u>, participation or evaluation of a person's engagement in any Organizational activity
- Sexually coloured remarks or jokes, letters, phone calls or e-mails, gestures, showing of pornography or other visual displays of degrading sexual images, lurid stares
- Sounds of derogatory nature
- Sexual harassment by one in position of power or influence constituting quid pro quo when submission by an individual is made either in explicit or implicit terms or condition of employment or submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee such as promotion and pay rise.
- The definition of sexual harassment will also apply to any member of a third party or outsider in relation to an employee of the organization or vice versa on the premises of organization.
- Any of the acts mentioned above, committed in circumstances wherein the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work, such conduct can be humiliating or may constitute a health and safety problem, the same will tantamount to sexual harassment.

4. <u>Obligations of the Organization</u>

The Organization shall be responsible, among others, for the following:

1. Prohibit, prevent and deter commission of acts of sexual harassment.
2. Implement the Policy in strict alignment, thus creating a favourable environment.
3. Spread awareness of the Policy amongst its employees by providing easy access to the policy through publication, notification and circulation of the same.
4. Sensitizing employees about sexual harassment issues.
5. Provide fair and impartial procedures for resolution, settlement or prosecution of acts of sexual harassment by taking all necessary steps.
6. Implementation of recommendations of the Complaints Committee (as defined hereinafter)
7. It will be the responsibility of the Human Resource function to get an understanding of the issues raised and counsel the Complaint as well as the accused and make them aware of all implications of filling/ not filling a complaint formally.

8. In a scenario, wherein the Organization/ Complaint's committee becomes aware of commission of an act(s) of sexual harassment, the organization shall have the right to initiate suo-moto action, even in the absence of a formal complaint being submitted by any employee.

5. <u>Complaints Committee</u>

A Complaints Committee will be set up by the Organization, which will address all cases/ complaints of alleged sexual harassment submitted by the employee(s) to the Organization, to prevent and deal with sexual harassment within the outlined framework. However this Committee would be formed only in case the need arises, after the HR function has talked to both the parties involved (Complainant and Accused) and ensured that the implications of filling a complaint (or not doing so) has been discussed in detail with them.

6. <u>Composition</u>

The complaints Committee will consist of the following:
1. Two-three representatives from other functions& Board Members (not including function of the Complainant and accused)
2. If deemed necessary, one member from a third party such as <u>NGO</u>/ outside counsel or a person or body conversant with dealing with the issue of sexual harassment.
3. It is mandatory that at-least half the members of the Complaints Committee are <u>women</u> and the Complaints Committee is led by a Women member. In case of separation/ death of any of the Complaints Committee member, the designate personnel will cease to be a member of the committee and an alternate member will be appointed for the position thus created.

7. <u>Disqualifications</u>

A person shall be disqualified for being appointed, elected, nominated or designated, or for continuing as a member of the Complaints Committee, if there is any complaint concerning sexual harassment pending against him/she is found guilty of sexual harassment.

8. Submission of a Complaint

Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or a third party interacting with the Organization (henceforth referred to as "Complaint") with the Complaints Committee, as outlined below:

1. An employee making a Complaint (henceforth referred to as "Complainant") will be provided full confidentiality.

2. No person against whom a Complaint is made shall be part of the Complaints Committee.

3. Within three (03) working days of the receipt of the Complaint, the Complaints Committee will convene a meeting of which advance written intimation will be given to the Complainant.

4. The complainant will be entitled to remain present personally during the meeting.

During the first meeting of the Complaints Committee, the Complainant shall be heard and the Complaints Committee shall decide whether the Complaint requires to be proceeded with. The Complaint will be dropped only if the complainant does not disclose an offence of sexual harassment.

In case the Complaints Committee decides to proceed with the Complaint, the Complainant's concerns with respect to the issue shall be taken into account and if the Complainant so wishes the accused (henceforth referred to as "Accused") will be called to a meeting of the Complaints Committee, be heard and if necessary, warned about his/her behavior and the matter conducted with a recording to that effect made by the Complaints committee. However, if the complainant wishes to proceed with the complaint beyond a mere warning to the Accused, the same will be proceeded with in the manner prescribed in this policy under the 'proceedings' section.

9. Proceedings of the Complaints Committee

The following is the redressal process, which will be adopted by the Complaints committee to address any complaints lodged by an employee:

1. The complaints Committee will prepare the statement of allegation and will share the same with the Accused.

2. If the Accused desires to tender any written explanation to the statement of allegation, he/she shall submit the same to the Complaints Committee.

The Complaints Committee will give ample opportunity to the Complainant and the Accused, for putting forward and defending their respective case by presenting witnesses and evidence, which may establish their claims.

3. The Complainant and the Accused will have the right to submit supporting evidence.

4. The complaints Committee will complete the enquiry/ investigation and prepare a report of its findings on the charges against the Accused and its decision to the Managing Director and any other such persons as nominated by him (henceforth referred to as the "Management") within a period of sixty days from the date of filing of the Complaint by the Complainant. The report of the Complaints Committee will also include recommendations to the Management for imposition of penalty along with reasons for such recommendations, as applicable.

10. Implementation of Recommendations of the Complaints Committee

1. The Management will consider the recommendations and findings of the Complaints Committee and will be required to arrive at a decision with respect to the proposed corrective action against the accused with ten days of the submission of the report by the Complaints Committee.

2. The Management has the right to issue such order and/ or directions as it deems fit. The Management shall also endorse a copy of its order to the Complainant, Accused and to the Complaints Committee.

11. Punishment for Sexual Harassment

The Management can impose the following penalties, which are indicative and not exhaustive on an employee who is found guilty of sexual

harassment. These can be further classified as minor and major penalties, as follow:

- Minor Penalties
- Written Warning
- Major Penalties
- Withholding of performance based pay awards and bonus
- Withholding of promotion
- Termination of service

Further the employee will also be required to give a written apology to the Accused and upon his/her failure to do so, the penalty can be enhanced.

12.   Protection against Victimization

The following will be obligations of the Organization, during the processing/ investigation of the Compliant:

1. In the event the Accused is the Complainant's Reporting Manager/ senior, the Organization will review the possibility of relocating the employee within the Organization and ensure that the Complainant is not being evaluated by the Accused.

2. Ensure that any sort of retaliation against the Complainant or witnesses is strictly prohibited. Any act of reprisal, including internal interference, coercion and restraint, by the Accused, whether directly or indirectly, will result in appropriate action against the Accused by the Complaints committee in consultation with the Management.

3. In case the Accused is a third party interacting with the organization, such accused shall not be allowed to enter the organization premises except for the purpose of attending any meeting/ interaction as and when required by the Complaints Committee

Post Conclusion of the Investigations of the Complaint, the Organization will observe the following:

1. If the Accused is found to be guilty, the Accused shall not write the evaluation/ reports of the Complainant, if she is otherwise authorized to do so.

2. In case the Accused is a third party interacting with the organization, and found to be guilty, the Accused shall not be allowed to enter the organization premises.

In the event, the Complaints Committee after investigation of a Complaint in accordance with the procedure prescribed herein, concludes that the Complaint was false and made with mala fide intention by the Complainant, then the Complaints Committee shall take such appropriate measures, in consultation with the Management, against the complaint, as it may deem necessary.

13. **Criminal Proceedings**

In case the act under sexual harassment amounts to a specific offence under the applicable law, the Management shall initiate appropriate action, in accordance with law, by making a complaint with the appropriate authority.

Approved by: Secretary

Date: 30-08-2020