

## **Vision and Mission of the Institute**

**Vision:** To become an Engineering and Technology institution which is renowned for producing professionally capable and socially responsible engineers.

**Mission:** To create a learning process for students to acquire engineering fundamentals, in an environment that encourages analysis, team work, entrepreneurship and ethical values, thus preparing them for productive careers.

## **Governing body, administrative setup, functions of various bodies, service rules, procedures, recruitment and promotional policies**

### **The Board of Governors:**

Sree Chitra Thirunal College of Engineering (SCTCE), Thiruvananthapuram was **established by the Government of Kerala** commemorating the Great Maharaja of Travancore – Sree Padmanbhadasa Sree Chithira Thirunal Balarama Varma (7 November 1912 – 20 July 1991). The institution, approved by AICTE, is affiliated to the University of Kerala and A P J Abdul Kalam Technological University. Though the institution was initiated by Kerala State Road Transport Corporation (KSRTC) in 1995, the ownership and management of the institution was taken over by a society in 1997 (memorandum of association for the establishment of the KSRTC-SCTCE, Thiruvananthapuram society. This was done in compliance with the Travancore-Cochin Literary, Scientific and Charitable Societies Act XII of 1955. Hence the management of the institution is vested with a Board of Governors consisting of –

1. Honourable Minister for Transport, Govt. of Kerala (Chairman)
2. Secretary, Transport Department, Govt. of Kerala (Vice-Chairman)
3. Secretary to Govt., Finance Department
4. Secretary to Govt., Higher Education Department
5. Chairman & Managing Director, KSRTC
6. Financial Advisor & Chief Accounts Officer, KSRTC, TVM
7. Director of Technical Education, Govt. of Kerala
8. AICTE Regional officer
9. Eminent Educationalist (1), nominated by the Chairman
10. Eminent Educationalist (2), nominated by the Chairman
11. Principal, SCT College of Engineering (Member Secretary)

### **Powers and Functions of the BoG**

Subject to the provisions of the Memorandum, the Board shall have the following powers.

- To prepare and execute the plans and programmes pertaining to the administration and management of the college.
- To receive and keep custody of funds received as grants and contributions and to manage the properties of the college.
- To prepare the budget estimates of the society for each year, and to sanction expenditure within the limits of the budget.
- To arrange the annual audit of the accounts of the society by a Chartered Accountant.

- To prescribe and conduct courses of study, training and research in different branches of Engineering and Technology for the advancement of learning and dissemination of knowledge.
  - To prescribe rules and regulations to hold examinations and declare the results and give awards for courses except the University Degree and with respect to the latter, make all such arrangements as it may be required by statutes, ordinance and regulations of the University to which the College is affiliated.
  - To institute and award Fellowships, Scholarships, Prizes and Medals
  - To provide for and supervise residence, health, discipline and the overall well-being of the students of the college.
  - To create teaching, administrative, technical, ministerial and other posts under the college and to make appointments thereto for efficient management of the affairs of the society/college and to regulate recruitment, control and service conditions of the staff.
  - To co-operate with any other organization in matters of education and training in Engineering and Technology;
  - To enter into agreements for and on behalf of the college.
  - To initiate or defend all legal proceedings on behalf of the society/college.
  - To appoint committees for the disposal of any business of the society/college or for tendering advice in any matter pertaining to the society /college.
  - To delegate to such extent as it may deem necessary, any of its powers to any officer or committee or committees constituted by it.
  - To consider and pass resolutions on the Annual Report, Annual Accounts and Financial Estimates of the Society that runs the college, as it thinks fit, such Annual Reports, Annual Accounts and Financial Estimates along with the resolution passed thereby by the Board being submitted to the society.
  - To make, adopt, amend, vary or rescind from time to time, bye-laws for the regulations of and for any purposes connected with the management and administration of the affairs of the society/college and for the furtherance of its objectives.
  - To make, adopt, amend, vary or rescind from time to time bye-laws
    - (a) for the conduct of the business of the board and committees to be appointed by it,
    - (b) For the delegation of its powers, or
    - (c) For fixing the quorum; and
  - To borrow or raise money from time to time for any purpose of the society, by promissory notes, or by taking credit from any bank or bankers, with or without giving any sureties or by such other means as the board may decide in their own absolute direction deem expedient.
  - To perform such additional functions and to carry out such duties as may from time to time be assigned to it by State Govt./Central Govt.
- ❖ **The Board shall ordinarily meet once in every three months** provided that the chairman may, whenever he thinks fit and shall on the requisition of not less than four members call a social meeting. Not less than 15 days' notice shall be given of every meeting of the Board.
  - ❖ Four members of the Board including the chairman shall constitute the quorum for any meeting of the Board.
  - ❖ In case of difference of opinion amongst the members, the opinion of the majority shall prevail.

- ❖ Each member of the Board, including the chairman shall have one vote and if there shall be determined by the Society, the chairman shall in addition have and exercise a casting vote.
- ❖ Every meeting of the Board shall be presided over by the Chairman and in his absence, by a member chosen from amongst themselves by the members present at the meeting.
- ❖ Any resolution may be placed before the meeting of the Board, may be adopted by the circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been passed at a meeting of the Board, provided that in every such case, at least four members of the board shall have recorded their approval of the resolution.

### **Chairman**

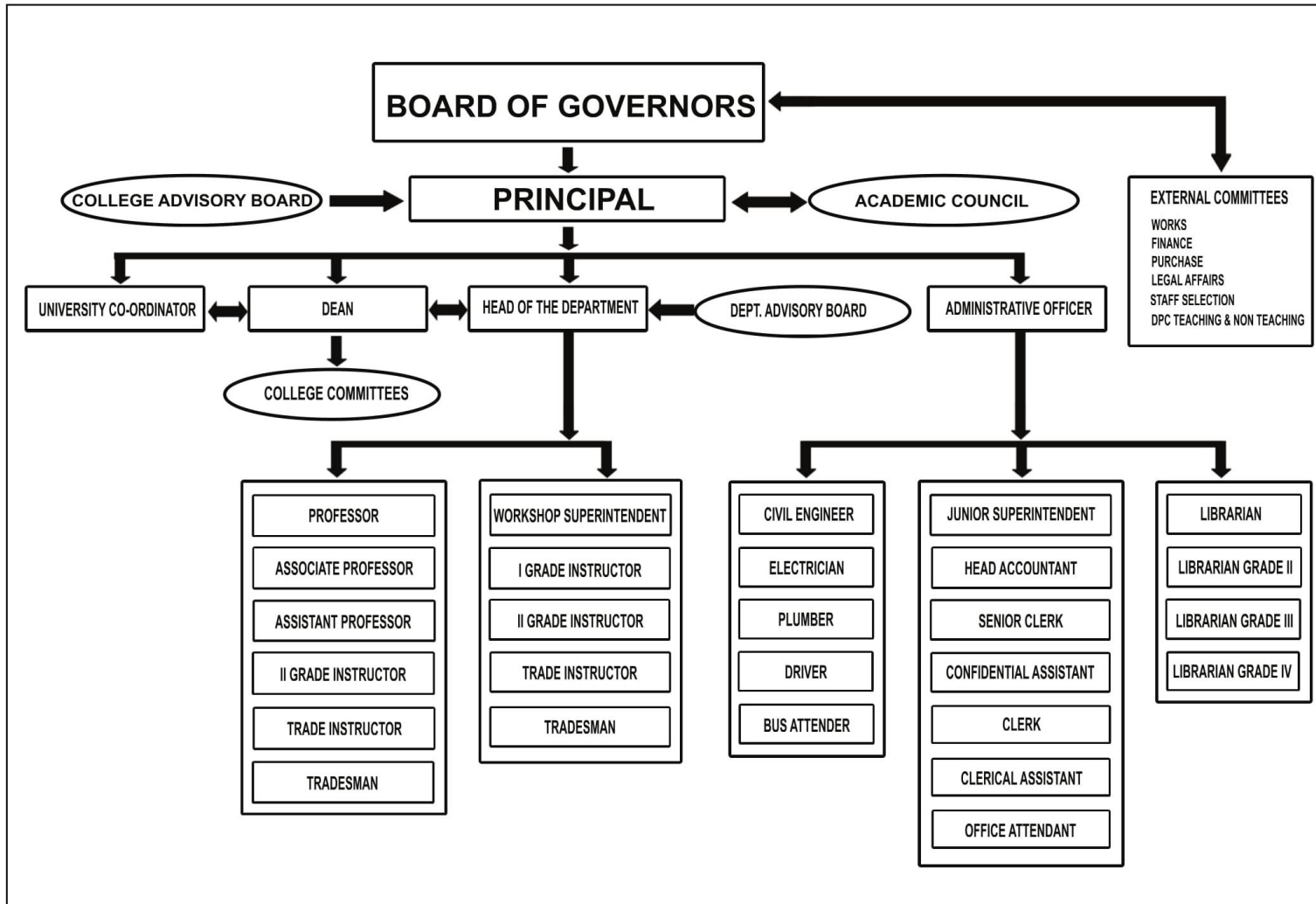
The Chairman shall exercise such powers as may be delegated to him by the Board.

### **Principal**

- a. The principal of the college shall be appointed by the Board.
- b. The principal shall be Chief Academic and Executive Officer of the college and shall be responsible for the proper administration of the college and of the imparting of the instruction and maintenance of the discipline there in. All other staff of the college shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the college and such other property of the college as the Board may commit to his charge.
- c. The Principal shall have such other power and perform such other duties as may be delegated or assigned to him by the Board.
- d. The Principal may delegate any of the powers to any of the subordinate with the approval of the Board.
- e. The Principal shall act as a secretary of the Society, the Board and such other committees as a Society or the Board may decide.
- f. In the event of the post of the principal remaining vacant or the principal being absent or unable to perform his duty for any reason, it shall be open for the Board to direct any Officer or Officers in the service of the Society to exercise temporarily such powers and perform such functions and duties of the Principal as the Board may deem fit.

The general administration of the college is carried out by the **Principal subject to the control of the Board of Governors**. The members of the college staff also participate in the general administrative/academic work of the college as per the directions and supervision of the Principal. The Organizational chart is given below.

Figure 10.1: Organizational Structure of Our Institute



## **Works Committee**

The BoG vide decision No. 04-17/99 dated 03/06/1999 has resolved to constitute a works committee. It was also decided therein that "all works with an estimate above rupees one lakh and up to ten lakhs will be sanctioned by the Principal with the approval of works committee. Works above ten lakhs will be scrutinised by the works committee and be placed before the BoG. The BoG vide decision No. 47-07/2010 dated 16/03/2010 has decided to delegate the financial powers of rupees five lakhs to the Principal for the execution of works observing existing rules with the approval of the internal college level works committee and for works beyond that be placed before the purchase committee constituted by the BoG.

The External Works Committee of SCTCE is reconstituted with following members.

- i. Executive Director (Technical), KSRTC
- ii. Additional Secretary, Finance department or Nominee
- iii. Board Member
- iv. Board Member
- v. Dean (Infrastructure), SCTCE
- vi. Chief Engineer (Civil), KSRTC
- vii. Executive Engineer, Kerala PWD (Buildings), Thiruvananthapuram
- viii. Principal, SCTCE

## **Finance Sub-Committee**

The finance subcommittee has the authority to propose suggestions on financial matters which are presented in the meeting of the BoG including the annual budget. The committee has the power to recommend a particular course of action in matters of financial commitments. The members finance sub-committee are,

- i. Joint Secretary, Finance Department, Kerala State
- ii. FA & CAO of KSRTC
- iii. Board Member
- iv. Board Member
- v. Principal, SCTCE
- vi. Administrative Officer, SCTCE

## **Legal Affairs Sub-Committee (LASC):-**

LASC is constituted by the BoG. The purpose of LASC is to look into the Court Cases coming against the college. The Sub-Committee does not have the authority to make decisions. All recommendations shall be provided to BoG. The following individuals are designated by the Board as LASC members,

- i. Joint Secretary, Higher Education Department, Kerala State
- ii. FA & CAO of KSRTC
- iii. Board Member
- iv. Board Member
- v. Principal, SCTCE
- vi. Administrative Officer, SCTCE

## **Departmental Promotion committee (DPC):-**

The regular placements to higher grades through Career Advancement Scheme in the case of teaching staff and other time bound higher grades/ratio promotions for Technical staffs, Ministerial staff and Library staff are done as in the Government of Kerala Service,

upon recommendation by the DPC (Teaching and Non-Teaching staff), as the case may be, and with the approval of the Board.

### **College Academic Council:**

The College Academic Council is the supporting body to the Principal in the general administration of the college. It is empowered to consider and report on any matter concerning accommodation, courses of instruction, rules of discipline etc. referred to it by the Principal. However, the council shall not interfere in any matter with the general administration of the college, which is vested with the Principal. The College Academic Council consists of the Principal as the chairman and the following staff as its members.

- i. All HODs
- ii. Deans, Professor (PG studies)
- iii. One faculty representative from each Engineering Department other than the HOD (except for Mechanical Engineering which has 3 representatives) proposed by the Department staff meeting
- iv. Staff in charge of Students' Discipline Committee.
- v. Staff Advisor to Students' Union
- vi. One representative from Non-Teaching Staff (Academic-Technical) - Elected from their staff meeting- kept in abeyance
- vii. Invited Members
  - a. PTA Joint Secretary
  - b. Staff in charge of Examinations
  - c. Placement Officer
  - d. Administrative Officer

The terms of the elected members (in representative capacity) shall be one academic year.

### **Service Rules, Procedures, Recruitment and Promotional Policies:**

The service rules, procedures, recruitment and promotional policies for the institution are formulated by the BoG. These are formulated **complying with the AICTE/UGC/ Kerala State and Subordinate Service Rules (KS&SSR)/Kerala Service Rules (KSR)** norms. Fully transparent procedure is undertaken for the recruitment and promotion of faculty. Important information is circulated through e-mails and displayed in notice boards. General staff meetings are also convened and disclosure of important amendments are done. Everything in this regard is made available in the institution's web page.

### **Decentralization in working**

Decentralization in working has been followed in SCTCE to ensure a more responsive, inclusive, effective and efficient functioning of the academic and administrative sectors.

**Administrative Decentralization:** Under the Principal the Administrative Officer is the controlling officer of the entire administrative activities of the college. The following distribution of works are ordered for implementation.

## **ADMINISTRATION SECTION**

(A1) – EPF and ESI of all staff, Calculation of Income Tax, preparation of salary bill of all staff including daily wages and part time sweepers, Travelling Bills, Maintenance of service book of all staff members, Issue of salary Certificate, Works relating to Admission, OP files and any other work assigned by Principal/Administrative Officer/Finance Officer.

(A2) – Right to Information Act-replying, Plan Fund, Establishment matters of all staff, their deputation and training, Appointment of staff, Works relating to AICTE, Maintenance of Attendance Register, Canteen, Security Guards, Issue of experience certificates, Maintenance of Admission Register, Works relating to admission, Stock verification, Election and any other work assigned by Principal/Administrative Officer/Finance Officer.

(A3) – All students matters related to University, Matters concerned with SC/ST students (e-grantz), Disbursement of cheques to SC/ST students, Works relating to sessional marks, Education Verification, All types of scholarships including GATE scholarship, Students affairs including M.Tech students, Issue of Transfer Certificate and Course certificate, Issue of Railway concession, Works relating to admission, File relating to Office staff pattern, Keeping of all stamps (Seals) in the Office Works relating to Hostel, File relating to NSS and any other work assigned by Principal/Administrative Officer/Finance Officer.

**Apprenticeship Trainee** – Receipt and distribution of tapals and dispatch, Purchase of Service stamps, Maintenance of stamp account

### ACCOUNTS SECTION

(Ac1) – Preparation & Maintenance of Cash Book & Ledger, Upkeeping of Bank Transactions, Making accounting entries in TALLY software and updation after audit, Income Tax Matters, Matters connected with audit of accounts, FD, Daily fee collection statement, Floating of tenders, EMD Register, Refundable Deposit, Refundable Deposit Register, Reconciliation with Bank Account (fees), Filling of TDS return, Remittances of TDS, and TEQIP related files and any other work assigned by Principal/Administrative Officer/Finance Officer.

(Ac2) – Caution Deposit to students, Collection of fees from students, Receipts of all cash/DD/cheques and its remittance to Bank, Refund of fees, educational loan etc., Issue of cheque and maintenances of Cheque Issue Register, Maintenance of Caution Deposit Register, Advance Register, Petty cash and Maintenance of petty cash register, LIC subscription, EPF and ESI subscription, Recoveries etc, Purchase of stationery items below Rs.3000, Payment of work, and any other work assigned by Principal/Administrative Officer/Finance Officer.

(Ac3)– Day Book Entry, Purchase of items above Rs.3000/-, Repair and maintenance relating to vehicles of the institution, Insurance of vehicles, Purchase of library books and renewal/purchase of journals, Work relating to AMC of all machineries including computers and accessories, Quotation of printing , Preparation of salary of guest faculties, Fee Register and any other work assigned by Principal/Administrative Officer/Finance Officer.

### WORKS

**Civil Engineer-** All matters related to civil works and maintenance.

**Academic Decentralization:** The Principal is assisted by Four Deans. Further, for creating a more comprehensive and result oriented environment, different committees are also constituted for specific purposes. These committees are represented by members of faculty from different departments. Every faculty is a member of either one or the other committee. This enables us to function in a democratic and representative nature within the campus.

**(A) Responsibilities and powers of the Deans**

Senior faculty members have been given additional charge of Dean as follows.

- I. Dean (Research & PG)
- II. Dean (Academic)
- III. Dean (Students' Affairs)
- IV. Dean (Planning & Development)

The various committees and the matters which are to be dealt with by each Dean are as hereunder.

**I. Dean (Research & PG)**

The Dean will co-ordinate and monitor all academic matters of Research & PG students in consultation with the Principal

- To look into the Research & PG admission. Has to co-ordinate all the activities related to the M.Tech admission.
- Co-ordinate all academic activities of PG program.
- 3. To conduct internal examination of PG program.
- Formation and conduction of the meetings of various PG committees related to University examinations, students affairs etc.
- Counselling/Mentoring/Guidance to PG students at various levels during their study period.

**II. Dean (Academic)**

The Dean (Academic) will act in consultation with the Principal, for the all-round academic developments of the Institute. Dean (Academic) will be the overall in-charge of the following committees.

**A. Committee**

1. Library Council
2. Consultancy Projects
3. Professional Societies
4. Examination Committee
5. Continuing Education Cell
6. Attendance Monitoring

**B. Other matters**

All matters related to the Students' Concessions, Scholarships, Issue of certificates including Course & Conduct Certificate and Transfer certificate, All university related matters, Submission of sessional marks, Academic evaluations, Staff evaluation by students, Academic Calendar, Time-table and work load of staff, Submission of proposals to various funding agencies for various projects and programs, Industry-Institution-Interaction Cell etc.



### **III. Dean (Students Affairs)**

All matters connected with students except academic are dealt by Dean Student's affair. Dean (Students' Affairs) will be the overall in-charge of the following committees.

#### **A. Committee**

1. College Union and Students' activities (Arts, Tech and Sports)
2. Anti-Ragging Monitoring Committee
3. PTA
4. ALUMNI Association
5. NSS unit
6. Hostel Committee
7. College Magazine
8. Students' Grievance Redressal Cell
9. Discipline Committee
10. Women's Forum
11. Canteen Committee
12. Transportation

#### **B. Other matters**

Strengthening of Advisory System, Students Registration to higher semesters, Students tour University Exam discipline etc. The Dean (Student affairs) will also look into maintaining discipline in the college campus and monitoring the timely engaging of Theory/Lab classes.

### **IV. Dean (Planning and Development)**

All matters connected with the creation of infrastructure and its maintenance is monitored by Dean Planning and development. Dean (Planning & Development) will be the overall in-charge of the following committees.

1. Building & Civil Maintenance
2. Infrastructure Development
3. Electrical Installation and Maintenance
4. Civil Maintenance
5. A/C Maintenance
6. Plumbing Maintenance
7. Computer Services
8. Internal Purchase
9. House Keeping

All requests related to the above matters should be processed through the Dean (Planning & Development).

Though the Committees can function independently, the Dean has to ensure proper functioning of these Committees and implementation of their action plans in consultation with the Principal. Dean can also participate in the meetings of above committees and have to

ensure all the activities of the committees under his in accordance with the existing norms and the policy of the college

## **B. HEAD OF DEPARTMENTS**

### **Responsibilities of the HODs**

- Participation in policy planning at the Institute level
- Provide academic and administrative leadership to the faculty, supporting staff and the students at departmental level.
- Assign responsibilities of laboratories and other departmental works amongst the faculty and supporting staff.
- Monitoring of all teaching and other student related activities in the department.
- Communicate with the Principal and other HOD'S and senior functionaries, outside agencies, the faculty supporting staff and students.
- Promotion of research and publication of technical papers.
- Initiate action for the purchase of equipment, machinery and consumables for the labs. Tabulates tenders and quotations, recommend purchase of items to the Principal.
- Recommending appreciation/ disciplinary action against the faculty, technical staff and students of the department.
- Conduct department meetings and recording it.
- Promotion of Consultancy and Research activities.
- Promote Industry – Student interaction
- Invite and conduct technical talk in the relevant subject by eminent scholars

### **Authority of HODs**

- Recommend leave to the faculty and the supporting staff.
- Assigning the responsibilities for the various functions amongst the faculty and the supporting staff at the departmental level.
- To prepare Annual Performance Appraisal of the faculty and the supporting staff.
- Monitor the implementation of the Teaching plans and take corrective measures as and when required.
- Presiding over the departmental meetings of the functionaries concerning issues related to various teaching, continuous evaluation and other activities related to the department/ institute.

### **List of Various Committees**

#### **(i) Sree Chitra Thirunal College of Engineering Advisory Board (CAB):**

#### **Role of the CAB:**

- Set benchmark on all academic and research activities of the college.
- Advise on all teaching learning process of the college.
- Advise on Research and consultancy activities of the college.
- Monitor the progress of teaching, research and consultancy activities of the institute and suggest remedial measures.

- Act as a catalysing agent on networking with premier institutes of national/international stature.

The present office bearers of the CAB is as follows,

**(ii) Internal Quality Assurance Cell (IQAC):**

IQAC is a significant administrative body responsible for all quality matters. It is the prime responsibility of the IQAC to initiate, plan and supervise various activities which are necessary to increase the quality of the institution.

**Responsibilities**

- Prepares an academic calendar for all programs in the institution
- Supervises and guides the activities of department committees and teams
- Act as a mentoring body for all departments committees and teams
- Reviews Mission & Vision for the institution and departments
- Plans various development, delivery and assessment tools of POs at the institution level.
- Obtains results of the assessment of internal analysis of student performance in tests, exams, assignments projects, etc. from Programme Assessment Committee (PAC)
- Presents the results to the CAB for improvements or corrective action.

**(iii) Class and Course Committee:**

Class Committee for a B.Tech/M.Tech class shall comprise of a senior faculty who does not handle any course for the class as Chairman, faculty Advisor of the class and all the faculty members engaging different courses of the class and two student representatives from the class – one at a comparatively high academic level and the other at an average level. The faculty advisor concerned shall be the Convener of this committee.

Course Committee – In the case of common courses for B.Tech (such as Mathematics, Physics, Chemistry etc.) a course committee has to be constituted by the Principal for each course. The chairman shall be a senior faculty member not offering the course. All faculty members handling the course for various classes and four student representatives among different classes shall be members.

**Functions**

The course committees and class committees shall meet at least thrice in a semester- the first at the beginning of the semester, the second and third after the first and the second internal tests respectively. These committees shall monitor the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standards of internal tests and evaluation process. These committees will also address the difficulties faced by students and will take suitable remedial actions, if required. At the end of the semester, the committee should meet without the student representatives to review the conduct of the course and finalise the internal assessment marks and approve them.

These committee functions according to the stipulation from Kerala Technological university guidelines

**(iv) Internal Audit Committee (IAC):**

Internal Audit Committee, consists of a group of faculty members having representation from each department; with a senior faculty member as the coordinator, for a term of one year. The committee functions by conducting internal academic audit twice during each semester, and produce the relevant documents and records to the external auditor. IAC is also responsible for uploading the monthly report, annual report and producing the data before the external auditor. External auditor, a senior faculty, appointed by the University will visit an institution twice a semester. The online report given by the external auditor has to be viewed by the institution and has to make a reply on the comments served by the auditor.

The IAC verifies the following documents, produced, course wise and department wise.

- Class Time Table & Faculty Time Table
- Students Roll List
- Students Batch List (for practical courses, projects & elective courses)
- Minutes of course/class committees
- Course Diary for all the courses including practical, seminar, project etc.
- Course File
- Tutorial Log book
- Equipment Log register used in Laboratories
- Consolidated Attendance statement of students
- Consolidated statement of marks of internal tests
- Seminar presentation details
- Project (Mini project/Design project/Final semester project) progress review reports
- Register of internal evaluation marks
- Student Activities Log Book (for B.Tech programme only)
- Log book for summer and contact courses
- Register of Remedial/Bridge/Language Lab classes
- Minutes of Discipline, Academic and Student Welfare Committees
- Consolidated semester grades of students
- Result Analysis
- HOD file

**(v) Building and Civil Committee:**

This committee is constituted to supervise and monitor all construction works in the institute. It is responsible for technical scrutiny of the design, estimates and the specification requirement of materials. It prepares the estimates of all construction works; repair and maintenance work. Expenditure sanction will be approved by the principal only after recommended by this committee. The committee shall meet as and often when necessary. The present office bearers of the committee are as follows

**(vi) Electrical Installation & Maintenance:**

- It oversees the operation and maintenance of electrical installation in the college.
- Necessary technical support for installing various equipment is also provided by the committee.
- The committee takes steps for energy conservation and management in the institution from time to time. Electricity bill is continuously monitored; whenever there is spurt in consumption of electricity, the matter is brought to the notice of Principal.

- When there is re-electrification/new electrification demands, the site is visited by the committee and necessary design is done and estimation is made. On approval, the work in most cases is carried out by electrician and his support apprentices, under the supervision of the committee. In some cases expert labours from outside are also employed depending upon the urgency of the situation.
- The committee has tied up with KSEB to conduct energy audit of the institution.
- Interactions with statutory authorities like Electrical Inspectorate etc. are made through the committee.
- The HT installation is also under the committee; committee oversees maintenance and operation of various devices/transformer in the substation.
- The committee takes steps to ensure safe operation of the electrical installation. Necessary precautions for safe operation are issued from time to time.
- Faculty in charge of electrical installation under Indian electricity rules: Dr Boby Philip

**(vii) Plumbing Maintenance and Water Supply Committee:-**

- The plumbing committee is responsible for the regular maintenance of plumbing related works inside the campus.
- The committee ensures the supply of water throughout the day inside the campus.
- The water coolers inside the campus is closely monitored and serviced by this committee.
- The committee entrusts the plumber to purchase all the consumable items required for yearly maintenance related to plumbing activities

The following staff members are constituted for this committee

**(viii) CGPU, Counselling Cell:-**

Career Guidance and Placement Unit (CGPU) is functioning in the college as a voluntary service to mould the budding engineers to suit the requirement of the industry and to give them a right orientation towards career planning.

**Functions:**

- To provide the career orientation/guidance to the students through workshops and training programs.
- Awareness about the entrance to higher education like GATE, GRE, GMAT etc. through workshops and provide required orientation.
- To arrange the much-needed soft skill training in areas like personality development, interpersonal communication, motivational aspects, interview etc.
- To provide the aptitude training and company specific training program which helps the students to crack the tests.
- To invite the prospective companies for the recruitment and placement of the potential candidates through campus hiring process.
- To obtain the feedback from the industry about the performance of the students and to provide all necessary support to make the students ready for the industry requirements.

**Responsibilities and activities**

The various training programs conducted are as follows:

**a. Induction and orientation program:**

Induction and orientation program is given for the first years at the beginning of the year. Duration of the program is three days which is likely to be increased in the coming years. The program is intended to provide the students an orientation towards the engineering curriculum and develop the right attitude from the beginning of their career. The program is intended to give the orientation in the following aspects:

- School to College transition program – To know about the curriculum and the KTU guidelines, following the guidelines of the college and mentorship details.
- Engineering Academics – Introduction to various Branches, Higher Studies & Job Opportunities
- Briefing the requirement for the various opportunities and how to meet them
- Basic English Communication Skills- Verbal, Non Verbal & Mother Tongue Influence Reduction
- Motivation, Confidence Building & Attitude Tuning.
- Life Values, Personal Grooming, Hygiene & Behaviour Modification
- Stage Fear Reduction, First Impression & Body Language

**b. Career counselling Program:**

Awareness program being arranged for pre-final year about how to select the career path and proper goal setting to achieve the success in the chosen career path. Guidance program is arranged about preparation for competitive exams for higher education such as GATE, CAT, GMAT, GRE etc. Various agencies who are pioneers in their respective fields are called to provide the awareness about the program and sample tests are conducted by them to give an idea about the preparation needed to crack the exam. The final year students are offered programs on higher education and career opportunities abroad. Experts from relevant fields take sessions on the specified topics. Talks are conducted to create awareness about IELTS BEC and other language assessment and certifications.

**c. Soft Skill Training Program:**

Students are given training in various soft skills like resume preparation, interview skills, interpersonal skills, Group discussion, Video synthesis and Group activities. It is provided by the professional trainers and recently initiated MOU with Mahindra Pride School, which provides the soft skill training for the students by experts. The training in soft skill is being given by Mahindra Pride School for last two years.

**d. Aptitude Training Program:**

Aptitude skill development is done with the help of experts which will be a training spanning over 5-6 days. It includes training in analytical & logical reasoning and verbal aptitude. The training also sets apart one day towards mock recruitments which gives the feel of the real recruitment process. Normally the training professionals are selected by arranging a demo in front of the committee comprising faculty and students by various competitors. The best and economical group is selected based on the demo and the price. It was done by well-known professional group such as SMART, FACE, Pragmatix etc. The contents of the program are given below:

- Quantitative aptitude - • Basic math(numbers and puzzles) • HCF,LCM and simple and compound interest • Data Sufficiency • Analytical Reasoning • Logical Reasoning • Progression • Permutation and Combination • Ratios and Proportion • Averages and Blood Relations • Percentages, Profit and loss • Speed, time and distance • Time and Work • Data Interpretation
- Verbal aptitude • Parts of speech & Vocabulary Building • Synonyms, Antonyms • Analogies • Sentence Completion Sentence Correction & Incorrect sentence • Reading comprehension • Error detection Soft skills • Resume building
- Group discussion / Group Activity / Video Synthesis
- Personal interviews • Grooming

**e. Value added programs:**

Value added programs to bridge the gap between industry and institution is also given for the students. Session about value addition courses is arranged and the courses are conducted in the campus at affordable rates for the students. Value addition courses like Campus Connect Foundation Program and Altair certification program in the field of hypermesh are arranged in association with continuing education cell.

**(ix) Industry Institute Partnership Cell:-**

**Objectives**

- To tune the Program Educational Objectives in line with the requirements of the industry; to facilitate the future technocrats to cope with the technological development with required phase.
- To provide the inputs to update facilities/infrastructure that helps in updating the knowledge of professional engineers to meet the growth and developmental needs of the industry.
- To provide technical advances with industrial exposure through industrial visits, Joint Projects, Internships and webinars.
- Widening and effectively implementing the area of Collaborative R&D and consultancy.

**Activities of IIPC:**

- Curriculum development – associating with experts from industry in curriculum planning and review. Identifying the gap and updating the University to include the topics to bridge the gap. Each department should conduct this exercise and propose the required changes before the next revision in the University syllabus.
- Guest lectures by eminent personalities from Industry experts to update the students' knowledge. Resource persons to be identified in each subject and conduct at least two lectures in a subject. Activity to be monitored at the departmental level.
- To help in organizing Industry Study Tour Program, visit to technical expo, technical museums, arrange industrial training for students. All such activities are to be conducted through IIPC.
- Faculty exchange program –
  - Getting professionals from industry as visiting faculty
  - Deputation of faculty to industry to gain industrial experience
- To encourage/assist the department level tie-ups or MoUs with industries for the mutual benefit, promote consultancy activities, training courses for industry people,

promote research and development activities with industry, Industry-Institute Intellectual exchange

- To enable the students implement their theoretical knowledge to practice by executing projects in various industries. To provide internship, industrial training programs for pre-final year students to acquaint them beforehand with the demands of the corporate atmosphere.
- Personality development workshop for students relating to soft skills (communication skills/personality development) collaborating with industry experts in association with CGPU.
- To help in organizing technical festivals/design competitions/technical quiz or contests.
- In house training programme as per the request of the industry to bridge the gap, in the institution premises.
- Technology transfer to the public as social responsibility to groom the youngsters in the skill development programs, in association with Continuing Education Cell.

The following staffs are the officeholders of the cell.

**(x) AC Maintenance Committee:-**

This committee will look after the installation, testing and commissioning operation and maintenance of all ACs. The following members are constituted for this activity

**(xi) Transportation Committee:-**

Functions of Transportation Committee

- Responsible for arrangement of transportation facilities for students and staff.
- The transport committee is responsible for safety norms of the buses and other vehicles
- To provide college bus to students, teachers and the Departments for different purposes like educational tour, visit for sports competitions etc. after proper assessment of the requisition and ensure optimum use of the college vehicle facility.
- To arrange transportation facilities for experts, placement related personalities, etc.
- The transport committee is responsible for fixing and collecting transportation fees.
- The transport committee is responsible for identification of bus stops
- Responsible for time management of buses
- Verify documents of the Vehicle - Registration certificate - Certificate of fitness - Certificate of Insurance - Permit - Pollution under control - Driving licence - Fire Extinguisher - First Aid Kit
- Responsible for periodical maintenance of all the buses and other vehicles, in case of any major repair should report to the Principal immediately
- Responsible for a periodical check of the log books maintained by the drivers.

The following staff members are assigned to look into the above discussed matters

**(xii) Library Council:-**

The library is the heart of an academic institution and plays an important role in all academic activities of the institution. The library council serve the academic community by providing



recent books/journals for effective teaching, learning and research. The main objective of library council is to monitor the activities of library and to initiate the steps for providing required facilities in the library. Digital library has been set up to provide computerized information by electronic storage, retrieval and dissemination. Library council caters to the information needs of the users. The members of library council identify the recent trends in the area of Science and Technology to equip the library for providing current and complete information in accordance with today's trends. The library council also concerns itself with the future of students by taking initiatives to provide books catering to different competitive exams. The library council has taken steps to do stock verification every year and to renew the Annual Maintenance Contract of the library automation Software.

The library council monitor and maintain the following services provided by the library.

- Lending of Books
- Reference Section
- Book bank facility
- Articles/Journals Index Service
- Proficiency Corner
- News Paper clipping service.
- CD-ROM usage
- Internet browsing facility
- Digital Library

**The library council has framed the following rules for the library,**

1. Admission to the library is only on the production of the Identity card.
2. A borrower's card (library card) will be issued to every student at the time of admission.
3. Five books will be issued at a time for students and six books will be issued for staff members. Book will be issued as per their availability and has to be returned within 15 days, later fine will be collected from students at the rate of Rs. 1.00 per book per day. The staff members are exempted from the payment of fine.
4. Six books will be issued to students from the book bank facility. No fine is collected from students for the lending of books from book bank facility.
5. At the time of registration to each semester, no-dues certificate is to be obtained from the library by returning the books.
6. At the time of completion of the course or discontinuing or relieving, all the books are to be returned to library and no -dues certificate is to be obtained.
7. The student has to maintain discipline and silence in the library.

**(xiii) Research & Consultancy Projects Committee:-**

This committee acts as the advisory and facilitating body for streamlining the conduct of research and consultancy activities in SCTCE. The committee shall take all appropriate steps with the objective of assuring quality research work in this institute.

The committee shall comprise elected members from each department. The structure, duties and responsibilities of the committee are as follows,

- ❖ The convener and co-convener of this committee is elected by the Principal in consultation with the academic council.
- ❖ The term of office of convener, co-convener and elected members is for one year.

- ❖ The committee shall meet at least six times a year.
- ❖ The convener and in his/her absence, co-convener shall preside at all meetings.
- ❖ After each meeting, the committee shall submit a copy of the minutes of the meeting to the Academic Council/ Principal
  
- ❖ Promote research and research education within the college.
- ❖ Promote faculty consultancy in their areas of expertise
- ❖ Advise and formulate recommendations and provide information to Academic Council on research and consultancy and the respective policy guidelines and procedures.
- ❖ Advise and recommend the academic council on matters related to administration, supervision and examination of students enrolled in research centres in this college towards PhD.
- ❖ Monitor and review research and research education performance.
- ❖ Advise and make recommendations to the Principal and Academic Council on promotion of different research enhancement schemes.
- ❖ Consider proposals to start new research centres.
- ❖ Formulate guidelines towards quality assurance of final year projects in B.Tech and M.Tech and streamlining those into publishable/ patentable research work.
- ❖ Recommend research grant proposals and applications for approval.
- ❖ Monitor and review the processes and outcomes of different research activities in this college.

**(xiv) Professional Societies monitoring committee:-** This committee coordinates all the activities of student branches of professional bodies.

**(xv) College Union & Students' Activities Committee-** This committee is formed with an objective of promoting and monitoring the extracurricular activities in the campus. The convener of this committee is the staff advisor representative to the elected students' senate.

**(xvi) Canteen Committee:-** The Canteen Committee is constituted to ensure the availability of nutritious and hygienic food in the campus and in the cafeteria and also to see that the kitchen premises conform to high standards of cleanliness. Every year the committee invite quotations from various contractors to run the canteen and cafeteria inside the campus. The committee selects one of the contractors on the basis of price and food safety license. It shall regularly monitor the matters related to pricing and meal plans and address issues and concerns from the college community regarding the food services. The committee ensures the timely delivery of best quality food items mentioned in the menu at various events conducted in the college.

### **Role and Responsibilities**

- Quality checks to ensure that our canteen serve healthy and hygienic food.
- Organize meetings to improve the functioning of canteen
- Maintenance of kitchen utensils and electrical appliances as per needs
- Ensure adequacy of safe drinking water and maintenance of water coolers in the canteen
- Encourage regular feedback and consider suggestions for improvement

**(xvii) NSS Unit:-**

National Service Scheme which is under the ministry of Youth Affairs & Sports is functioning in the campus with a volunteer strength of more than 200. The college NSS unit is now one among the most active NSS units under NSS Technical Cell, Govt. of Kerala. The NSS Unit of this college was registered in 2009 (Reg. No: 225). Henceforth NSS has expanded both quantitatively and qualitatively over the years by undertaking various projects and programs in association with different Government departments and agencies. Now SCT College of Engineering has two NSS units (Unit no: 225 & 527). The major community activities undertaken by the unit includes; 'KATHIR' (paddy cultivation serving to water holding, green boosting, and serving to the purpose of creating livelihoods), 'NEYES' (skill development & entrepreneurship training), 'AMRUTAKERALAM' (campus cleaning and tree plantation), initiating Red Ribbon Club (catering to blood donation under KSACS), 'BHOOMIKORU KOOTTU' (Canal Cleaning, Pond Cleaning), 'HOME FOR HOMELESS' (for providing shelter to the under privileged community), 'PUNARJJANI' (repairing & cleaning the old hospital equipment and furniture), Waste Management, Organ Donation Awareness Camp, Alcohol and Substance Abuse Awareness and Prevention Campaign, Swachh Mission activities etc.

The college NSS unit received the Best Unit, Best Programme Officer & Best Volunteer awards from the Directorate of Technical Education, Govt. of Kerala. The unit received the State Level Best volunteer award from Govt. of Kerala. We proudly received the National Young Leaders Program Award from the Ministry of Youth Affairs and Sports. The NSS unit also received an award from the Dept. of Land Records & Revenue, Govt. of Kerala for the 'Best Journal' during the survey 'Map My Home'. Volunteers of SCTCE have bagged several prizes and cash awards in various State level programs. For the past few years NSS-SCTCE has been continuously receiving appreciation awards from NSS Technical Cell, Govt. of Kerala. The social activities of NSS SCTCE received attention, appreciation and support from various Govt. departments, agencies, institutions, Govt. officials media, public, celebrities, social activists, politicians, ministers, people's representatives etc. Volunteers of NSS SCTCE also participated in the International Youth Exchange Program held at China in June 2017. The unit conducted 7 day Residential Camp, State Camp, District Camp etc. to unite NSS volunteers across the state facilitating the exchange of ideas and views. The volunteers of NSS unit are involving in many social service activities like blood & organ donation camps, awareness programs, tree planting, Swachh Mission Programs, agriculture, flood relief and rehabilitation activities etc.

The ultimate aim of all activities done by the unit is personality development through community service. Students who have an open mind to help the under privileged sections and also for the society are encouraged to be part of the unit. While the studies in SCT builds better intellectuals, NSS SCTCE builds strong and compassionate individuals with a loving and caring attitude.

Volunteers who are successfully completing their volunteership get a certificate from Govt. of Kerala and 60 Activity Points from APJ Abdul Kalam Technological University. NSS unit SCTCE has lived up to its motto 'Not me But you' by setting a new standard in the field of social work.

#### **(xviii) Staff Welfare:-**

##### **Roles and Responsibilities**

- ❖ Help staff members in times of illness and difficulties.

- ❖ Conduct staff tour during vacation time.
- ❖ Settle staff disputes that harm the harmony of campus life.
- ❖ Forward cases of complaints and grievances of staff to the board of governors.
- ❖ Maintain records of income and expenditure of staff welfare fund.
- ❖ Administer the Staff Welfare Fund and ensure its proper use.
- ❖ Maintain minutes of the meetings and submit a report of the activities each semester to the Head of the Institution.
- ❖ Organize Welcome/ Farewell parties of the staff members.

**(xix) Hostel Committee:-**

Hostel committee functioning in the college is to provide accommodation facilities to the students. Every year, before the admissions begin, SCT invites nearby (within seven kilometres) private hostel owners for verifying their facilities as per SCTCE norms. The hostel committee members analyse and physically verify the facilities provided by the applicants and give a detailed report with its recommendations to the principal and form a list of approved hostels. This committee will periodically monitor the approved hostels and give suggestions to the authorities regarding mess facilities, health, safety and security thereby ensuring the proper functioning of hostels. The students' grievances regarding their hostel matters will be addressed and recommendations will be forwarded to the college grievance cell.

**Examination Committee:-**

Examination committee consists of a convener and members representing each department. The primary responsibility of the committee is to ensure smooth functioning of internal and external examinations.

Examination committee prepares relevant timetable for conducting the internal examination. The question papers set by the faculty members for internal examination are collected by the committee and required number of copies are taken. Invigilation duty list is prepared and published in college website as well as the notice board prior to the examination. Allocation of rooms for conducting the examination is published in the student notice board on the day of examination. The answer sheets returned by the invigilators are collected and distributed to the respective faculty members for valuation.

The committee downloads and distributes hall tickets issued by the university to students before the University examination. The question papers are downloaded and required number of copies are taken 30 minutes prior to examination. Distribution of answer sheets and attendance sheets to the invigilators are carried out half an hour prior to the examination. The question papers are distributed to each classroom by the committee members five minutes prior to examination. The answer sheets are collected packed and sent to the university after each exam. Any malpractice reported by the invigilator will be addressed and reported to university as per norms.

Examination committee ensures that adequate stationery, like answer sheets drawing sheets, graph papers etc. are made available.

Any circular, office order or notification received from the university are processed in the examination cell, reply thereafter prepared and dispatched after getting Principal's signature or are circulated among department/students.

## **Continuing Education Cell:-**

The primary objective of the Centre for Continuing Education (CCE) is to provide training programs for both staffs and students of the college to improve their skills. It also aims to provide skill development training programs to other students as well. CCE has representations from all the departments and a committee is constituted for this. The committee meets frequently to discuss its plan of action for each semester and the minutes are recorded. CCE has signed MOUs in connection with these objectives.

### ➤ **Additional Skill Acquisition Program(ASAP)**

This is a centre initiated by the Government of Kerala and skill development training is provided to the dropped out students in 10<sup>th</sup> and the 12<sup>th</sup> grades in the following areas

- a) Four-Wheeler Service Technician
- b) CNC operator

The training module includes a total of 160 hours of intensive training (60 hours of theory and 100 hours of practical training). It is then followed by 30 days of internship in a related industry in the nearby areas of the college.

We are also focussing on developing a Centre for Excellence in Skill development in our college for the regular students of our college and the nearby colleges. The areas selected for the skill development includes

- a) Block chain Technology
- b) Artificial Intelligence
- c) Cloud computing

### ➤ **Kerala Academy for Skill Excellence (KASE)**

It is also an initiative by the Government of Kerala aimed at skill development and discussions are going on diverse areas of skill development.

### ➤ **Premier Centre for Competency Training (PCFCT)**

It is a Chennai based private agency which is working in association with Additional Skill Acquisition Program (ASAP) . An MOU was signed for this in 2014 and the following skill development programs were conducted in our college.

- a) Four-Wheeler Service Technician
- b) CNC operator
- c) Four wheeler auto electrical technician
- d) Soldering and Brazing Technician

The training module includes a total of 160 hours of intensive training (60 hours of theory and 100 hours of practical training).

## **College Magazine & Publications Committee:-**

Under the chairmanship of the Principal the Publication committee has been constituted with a convener, a co-convener and few other staff members, from different departments for the purpose of enabling the timely publication of all publications made in the college. This committee is mainly responsible for the regulatory part of distribution and for taking care of all the correspondence between the publication and the generation side of the production procedure. The primary role of this committee is to ensure the timely publication of the information bulletin of the college at the beginning of every academic year. This is

distributed to the newly joining students of the corresponding academic year providing with all information about the activities of the college. It also gives the list of faculty members and auxiliary staff. The student record that holds the details of the students from admission till completion of course are also printed under the guidance of this committee. The code of conduct that is to be fulfilled by every student is published as a booklet and distributed to the students at the time of admission.

A college magazine is the perfect amalgamation for nurturing creativity and inspiring innovation. It always endeavors to reflect the values and the quality of the institution. This committee plan coordinate the editing and publishing of the college magazine along with the elected student union. Every year, the College Magazine is launched to exhibit the literary skills and innovative ideas of teachers and students, highlights of the educational, cultural and sports activities of the Institution. The magazine committee provides an excellent intellectual environment for the faculties and students to pen their ideas and viewpoints. The primary duties that are to be performed by the committees are:-

- Editorial board has been constituted. Along with the members of publication committee, student members are also included. This includes the Chairman of the College Union, the General Secretary of the College Union, three student members nominated by the Executive Committee and the student editor.
- The student editorial board is always guided by the committee in collecting and selecting the articles from the students and the faculties.
- They are also guided in making the theme for magazine and collecting articles based on the theme.
- They are also assisted in getting reports from the students/staff, other committees, departments etc that highlights the activities of the college during that academic year.
- The committee does editing of all the articles at various levels and ensures that no reports/articles objectionable in nature are published.
- The committee also ensures taking photographs of staff and students required for the magazine including all the events that takes place in the campus.
- The committee also recommends the printing of magazine to a particular press based on the bylaws formulated by the college.
- They are also assisted in giving publicity of magazine by conducting events like logo launch, managing social network pages and finally a magazine release function.
- The steps are initiated to get the magazine printed by the academic year end and distribute the same to students and staff.

#### **(xxiii) Disciplinary actions/Student's Advisory System Committee:-**

The Hon'ble High Court of Kerala in R.P. No. 435/2003 has directed all the Universities/educational institutions in Kerala to lay down appropriate rules and regulations to enforce discipline on campuses which is applicable to all the students. Accordingly, the college council has formulated a code of conduct for students of this college. This is known as 'Sree Chitra Thirunal College of Engineering Students (Conduct and Disciplinary) Code-2012' (made available in the information bulletin and college website). The Disciplinary Actions / Students Advisory Systems is the organ to implement the above code in the college. The Principal nominates all the members of the committee from among the permanent staffs of the college. All the HODs and Deans are ex-officio members of the committee. It has a convener and a co-convener to look after the coordinative/administrative responsibilities. The committee meets regularly to assess the situation inside the campus. It also conducts emergency meetings to tackle any unforeseen situations in the campus.

**(xxiv) Attendance Monitoring (Staff and students) Committee:-**

Attendance Monitoring Committee is responsible for the overall upkeep and maintenance of the attendance monitoring software of the college and ensures that the attendance policies of the college are enforced in computation of student attendance. For every lecture, attendance is taken and this data is computerized afterwards. The students and parents can log on to the attendance portal and can see the attendance details. Generate monthly absentee report, will be displayed on the notice board and also the report will be forwarded to respective staff advisors. It ensures timely up-gradation of software and hardware needs for the attendance monitoring system.

**(xxv) AICTE application, Accreditation & ISO Committee:-**

Functions and Responsibilities

1. Assessing the facilities of the college against AICTE norms which are revised from time to time and recommending corrective measures if any.
2. Online submission of relevant information for the extension of approval for the existing programs and preparing application for new courses in the AICTE portal.
3. Preparing mandatory disclosure on annual basis and publishing in the college web site.
4. Preparation and submission of application for NBA accreditation.
5. Responsible for applying ISO certification, conducting periodic audits (Internal & External) in connection with ISO Certification.

**(xxvi) Housekeeping monitoring committee:-** Housekeeping committee consists of a convener and members to maintain a healthy, clean, orderly, safe and pleasant environment in the college.

**Functions of the committee include monitoring the following activities.**

- Sweeping the floors regularly and cleaning it with disinfectants when necessary
- Dusting the furniture in the office, classrooms and laboratories
- Cleaning the glass surfaces regularly and keeping the work areas, storage areas and common areas free of trash
- Sanitizing the toilets by cleaning and disinfecting regularly
- Keeping the walls free of cobwebs
- Inspecting that the floors are not slippery during rainy season
- Reporting and replacing any broken items

**(xxvii) Womens' Forum:-**

Women's forum has been constituted to address the issues of lady students in the campus. It has dealt with the problems of lady staff and students. The forum supports the betterment of ladies and encourages lady

engineers in general. It has encouraged lady students to take part in events in and out the campus thereby helping them to get exposure to the latest technologies and in non-technical areas. The forum has encouraged the students to take part in seminars organized by the Vanitha commission in order to make them aware of their rights as a woman in today's world. Technical events and talks exclusively for ladies have been organized for the girl students in the college and from other colleges to get an exposure to the latest technologies

and meet great ladies from different walks of life and thereby get motivated by them. Issues reported by lady staff were enquired upon and suitable reports were reported.

The following staffs have been constituted to look after Womens' forum activities.

**(xxviii) Class / Time table monitoring Committee;-**

Responsibilities

- a. Finalise timetable prepared by departments for each semester before the commencement of classes
- b. Ensure that uniform workload is maintained between faculty of same cadre in each department as stipulated by AICTE
- c. Report to Principal the decisions taken by committee and any additional faculty requirement for semester

Functions:-

- Hold meetings with members consisting of HoDs and faculty members who are in charge of timetable before commencement of semester
- Scrutinise the timetable and workload of each department for the uniformity of workload and optimum work allotment for faculty
- Obtain requirement for additional faculty from departments to handle excess workload in any semester
- Recommend appointment of guest/contract faculty to Principal for meeting excess workload.

**(xxix) Website, Automation & Software Development:-** The committee has been constituted this year. The roles and responsibilities of the committee includes managing the Official Website of the College, delivering various software solutions for college activities and providing automation support for various manual activities within the college. This year activities of the committee started with the introduction of the new website for College. The committee also tries to address some of the issues reported in the staff punching system implemented in the college. The committee is also working on the salary slip generation software for Office automation.

**(xl) Cult-A-Way/Cultural committee:-**

**Responsibility**

- The cultural committee shall be responsible for all intra and inter college cultural events in the college.
- To plan and schedule cultural events for the academic year.(Tentative dates to be included in the academic calendar of the institute)
- The convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- Hold procedures to organize cultural events.
- To prepare the annual budget for various cultural events.
- To obtain formal permission from the college authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/ video system, dias, podium etc)



- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/ certificates for the participants.
- The committee shall display on the Notice Board/ Website the information about festivals to be celebrated.

Events arranged for students in coordination with 'Student Cultural Committee are

- Fresher's Day
- Festival Celebrations
- National Science Day
- B. Tech Farewell
- Annual Day
- Cult-a-way events
- Independence Day
- Republic Day
- Onam Celebration
- Any other duties the Principal may assign

**(xli) Kerala Technological University Co-ordination:**

The committee consists of KTU Coordinator and senior faculty members. Meetings are convened, with the faculty advisors and HoDs, when ever required. Discussion on KTU orders, clearance of doubts regarding KTU ordinance and the orders, attendance of students, activity points, registration processes are discussed in these meetings.

**(xlii) Innovation & Entrepreneurship Development Cell (IEDC)**

There are significant number of students who have valuable ideas which do not germinate and grow to completion due to lack of conducive environment and support. SCTCE has set up an IEDC in its campus to nurture entrepreneurs. Objective of the cell is to accelerate the successful development of entrepreneurial companies through an array of business support resources and services. The cell also aims to create awareness among faculty about the various facets of entrepreneurship as an alternative career option so that they can act as resource persons in guiding and motivating students. IEDC plays a major role in moulding student entrepreneurs through the support of Technology Business Incubation (TBI) Centres. Department of Science and Technology has set up many TBI across the country to provide targeted business assistance to young firms at their earliest stages of developments. Govt. of Kerala decided to set aside 1% of budget to promote entrepreneurship among students and also announced that the facilities and support would be extended to all educational departments and entrepreneurship clubs. As per the government order each entrepreneur is eligible for attendance relaxation up to 20% and grace marks up to 4% spread across semesters. All the programs and events of IEDC are monitored and controlled by the following committee.

**(xliii) Green Protocol committee:-** The aim of the Green protocol committee is to implement Green protocol inside the campus. Green protocol is essentially a set of measures, when implemented, results in significant reduction of waste with the primary focus on prevention of use of disposables and using reusable alternatives like glass/stainless/porcelain cutleries.

The major initiatives are:

- Bring food only as per requirement to avoid wastage
- Promote ink pens to prevent accumulation of plastic waste through discarded ball point pens
- Food and drinking water should be brought in stainless steel utensils and disposable materials should be avoided
- Avoid paper and plastic cups and plates in public functions where food is served. Instead, utensils, that can be washed and reused, are to be used.
- Instead of discarding waste paper, deposit it in a common Materials Recovery Facility in the campus
- Store electrical and electronic waste and hand it over periodically to scrap dealers
- Avoid flowers draped in plastic covers and flex items during public functions in the campus and welcome dignitaries with a flower or a book

#### **(xliv) Sports Committee:-**

##### **Objective:**

Sports committee has been instituted for the well-being of our students and to create scope for nurturing of skills in games and sports. It ensures the healthy participation of students in outside campus (inter-collegiate) events.

##### **Responsibility**

- Keeping stock of previous and current year's sports goods.
- Ordering sports goods after consultation with the Principal
- Arranging the venues for sports events after consultation with the Principal.
- Drawing lots for various sports
- Conducting sports events in the college
- To recommend students for permission to participate in the intra or inter college events.
- To recommend sanction for Entry/ Registration Fees to participate in various sports events.
- To recommend duty leave to students who have taken part in sports events
- Sort out any issues taking place in matches (team selections, objections etc.)
- Holding sports events for staff members.
- Maintaining records of all events attended by students outside the college, within the University and outside.

##### **Functions:**

The committee takes care of the day to day sport related actives of SCTCE ensuring maximum participation of students and staffs.

Students are given training during morning and evening sessions by facilitating the service of coaches, without affecting academic activities.

To support various sports competitions at the college level during the sports events.

Prepare the college teams ready for events in university and intercollegiate levels.

Prepare sports calendar for the academic year and budgeting the expenses.

#### **(xlv) Parents Teachers Association.**

The Parent Teacher Association (PTA) is formed with a view to maintain effective interaction between the parents and the college authorities. The PTA is giving considerable

assistance for improving the facilities in the college. For the benefit of both students and faculty members, PTA has undertaken a number of development programs like:

- Operation and maintenance of one college bus.
- Financial support to students' participation in sports and cultural events.
- Providing Students' amenities.
- Financial support to technical and cultural fest -Cult a way.
- Full support for centralizing the attendance tabulation under PTA.
- Support for buying accessories like testing components etc. to the practical labs.
- Funding for the extension of CCF timing from 4.30 pm - 7 pm for the use of students.
- Financial support for purchasing books in the reference libraries of each departments.
- Tutorial DVD's from IIT Madras (nptel.iitm.ac.in) were procured by PTA & supplied to all departments for the use of the students and teachers.
- PTA has also instituted cash awards to the toppers among the final year students from each branch. The PTA is also rewarding outstanding final year projects of the students every year and assisting in training programs for the students and for their placements.

#### **(xlvi) Alumni Association.**

The Sree Chitra Thirunal College of Engineering Alumni Association (SCEAA) was formed in 2005 and is a body which is registered under the 12<sup>th</sup> section of Travancore - Cochin literary, scientific and charitable societies act of 1955. It has been formed with the following objectives:

- To maintain the contacts of the alumni of the Sree Chitra Thirunal College of Engineering, Thiruvananthapuram with the alma-mater.
- To provide a forum for bringing the old students of the college, so that they can contribute effectively to the cause of Engineering education and research in the country.
- To promote cultural and social contacts among the old students, present students and staff of the college so as to develop a sense of tradition and heritage in this great family, which in turn will lead to the further growth and prosperity of this great institution and her progeny.
- To institute prizes, scholarships, book banks, research grants etc. for the students of the college.
- To provide opportunities for developing entrepreneurship and practical know how among the graduating students and also to impart vocational and career guidance to them.
- To help the students graduating from the college in securing professional training and employment consistent with their qualification.
- To function as a purely non-profit organisation in the pursuit of such other projects solely connected with the educational and cultural objectives mentioned above, as the General Body may decide from time to time. A few of the activities of the association are as follows:

#### ➤ **Arun-Aneesh Memorial Awards**

This award, which was instituted in fond memory of late Sri. Arun and Sri Aneesh, two students of Computer science and Engineering department of this college, promotes academic excellence in undergraduate engineering course. The award is

given every year on the 15th of August to the toppers of all engineering branches in the fifth semester B.Tech degree examination.

➤ **Book Donation Scheme**

This scheme is intended at donating textbooks and reference books useful for undergraduate courses in engineering for various engineering departments of this college. The scheme was formally launched on 15th August 2009, by which several textbooks of immense use were donated on behalf of the association to the departmental library of Computer Science and Engineering branch.

➤ **Training and Placement Assistance**

The association is constantly prepared to assist the Career Guidance and Placement Unit (CGPU) of the college in helping the students of this college in securing placements in reputed firms inside and outside the country. The association frequently arranges talks and seminars for providing guidance to students on placement related matters. The alumni members of the college, who are currently employed in various reputed firms maintain constant contacts with the students and the CGPU to offer valuable assistance for placements.

➤ **Promotion of Extra-curricular Activities**

The association is also keen in promoting extra-curricular and co-curricular talents of the students in this college. It generously offers considerable amounts for conducting various such events in the college.

- SCTCE Alumni Association sponsored an Open Air stage for the college last year. This awesome venture was made possible by SCT alumni and the building cost was around Rs 5 Lakhs.
- Every year SCTCE Alumni association give financial assistance for the conduct of College Onam celebration and Cult- a Way.
- SCTCE alumni association established a Photostat machine counter inside college premises.

**Grievance Redress Mechanism.**

To maintain an atmosphere of democracy, high equality and justice, as per the ruling of Honourable High Court, the following committees are initiated to address the discriminations encountered, if any by the students :-

- Grievance cell
- Anti Ragging Cell
- Internal Complaint Committee(Anti Sexual Harassment)

**Students Grievance Redressal Cell** a Grievance Redressal Cell (GRC) exists in the college for the redressal of the problems reported by the Students of the College. Objective of GRC are as follows,

- ❖ Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship.

- ❖ Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- ❖ To ensure effective solution to Students' grievances with an impartial and fair approach.
- ❖ To develop a responsible and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

### **Functions:**

The functions of the cell are to look into the complaints lodged by any student, and to take action based on its veracity. Anyone with a genuine grievance may approach the Redressal Cell members in person.

- The students can approach the Cell for their grievances regarding academic matters, financial matters, health services, library, transportation and other general services.

### **EXCLUSIONS**

The Grievance Redressal Cell shall not entertain the issues connected with the following bodies:

1. Decisions of the College Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the College.
2. Decisions with regard to award of scholarship, fee concessions, medals etc.
3. Decisions made by the college with regard to Disciplinary matters and misconduct.
4. Decisions of the College about admissions in any courses offered by the Institute.
5. Decisions by competent authority on assessment and examination result.

### **Meeting:**

The committee shall meet at least once a month.

### **Quorum:**

Fifty percentage members of the Council shall constitute the quorum.

### **Grievances Handling Committee Members**

#### **Anti-Ragging Committee:**

As per AICTE notification and THE KERALA PROHIBITION OF RAGGING ACT, 1998, SCTCE has a zero-lenience policy on ragging. Any instance of ragging would attract Institute level punishment including cancellation of admission, suspension, rustication or expulsion from the Institute. Ragging also comes under punishable offence as per the law and order of our country.

An Anti-ragging committee (ARC) is constituted for each academic year. The present office bearers of the ARC are:

#### **Measures to prevent Ragging**

So as to prevent ragging in the institution, during admissions, each student and their parents are required to submit an affidavit to the institution guaranteeing that they will neither indulge nor abet ragging.

On the first day of commencement of class, each student will be given an information bulletin which contains details of the Anti-Ragging regulations, necessary instructions for first year students about the officials to contact in case of incidents or attempts of ragging. This includes the contact mobile numbers of the Institute ARC members, Hostel committee members, Staff Advisors and designated persons of the Institute Administration.

ARC will constitute an anti-ragging Squad (ARS) to maintain vigil, oversight and engage in patrolling to prevent ragging on a day to day basis. To prevent incidents of Ragging ARS members will maintain vigil at places vulnerable to ragging such as the canteen, first year block, CCF, Portico, Workshop premises etc. especially during the morning hours (when the first year students reach the campus), lunch break and after class hours until each first year student leaves the campus. Each staff will be assigned as ARS on a rotation basis.

**The Internal Complaints Committee ICC** of SCTCE is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The committee is constituted in our college to go into and recommend necessary steps with regard to complaints on sexual harassment and to address issues related to Prevention, Prohibition and Redressal of such complaints.

The details regarding the functioning of the ICC is provided to the students, at the time of admission through an information bulletin and it also made available in the institution web page.

The ICC will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.

The committee will admit complaints from girl students/female staff members of the college. For the redressal of a complaint, the complainant is required to provide a written or online submission or oral representation addressed to the principal/convenor/ any member of ICC.

The committee will follow relevant Acts, Rules, Office Memorandums of Government of India and Court Orders etc as applicable and recommended by AICTE from time to time.

The committee act as an Inquiry Authority or sometimes if necessary will institute an external enquiry committee on a complaint of sexual harassment.

The Committee will make recommendations on actions to be taken on specific complaints.

The Committee will report to the Principal.

The committee will also organize gender sensitization programmes for staffs and students to ensure knowledge and awareness of rights, entitlements and responsibilities spelled out in the Sexual Harassment Act, 2013.

### **Students Senate:**

The college has Students Senate, an elected body from the whole students of the college with an executive committee having office bearers in various posts. Its objectives are

1. To enable the students in effective delivery of duties, taking responsibilities and observing the rights of citizenship
2. To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students

3. To encourage sports, arts and other cultural educational and recreational activities those are incidental and conducive to the above objectives
4. To voice out the grievances of the students to the attention of the concerned authorities
5. To work for the general welfare of the student community.

The election to the student's senate will be conducted complying with the norms stipulated in the Lingdo Commission Report, which has been subsequently approved by the Honourable Supreme Court. The student's senate will have an executive committee with the office bearers as per the guidelines issued by the University of Kerala and Kerala Technological University. Election will be usually held as per the schedule announced by the University

The Student Senate has following office bearers

1. Chairman
2. Vice Chairman
3. General Secretary
4. Two Councillors to the University
5. Editor of the College Magazine
6. Arts Club Secretary
7. Secretary for Sports
8. One member representing the students of each year of the Degree and Post-graduate courses
9. Two members are elected by the lady students of the college.
10. One member representing the student belonging to the scheduled caste or scheduled tribes to be nominated by the executive committee in case none of the elected members of the committee belong to SC/ST
11. Honourable Treasurer and Staff Advisor (Ex. Officio.)

The Executive Committee shall function in accordance with the general guidelines issued as and when by the University. The SENATE shall be the apex student body and it shall meet at least 4 times an academic year. The Executive Committee shall formulate the general policies, its activities and prepare an annual financial estimate at the beginning of each academic year and shall get the approval of the SENATE for the same. Principal will be the Patron of the SENATE and if any dispute occur in SENATE an appeal shall be to the Patron.

### **Delegation of financial powers**

The financial power of the institution is solely in the hands of the Principal. The Principal can sanction expenditure below rupees 5 lakhs for the purchase of equipment/execution of works observing Stores Purchase Manual and other existing rules with the approval of the Internal College level Purchase/Works Committee.

The Purchase/works beyond Rs.25 lakhs will be done with the approval of External Purchase/Works Committee and Board of Governors.

For the further smooth, transparent and speedy decisions in financial matters order have been issued as per Order No.575-A1/2010/SCTCE dated 05/04/2010 authorising the Administrative Officer to spend, an amount up to Rs.5000/- for meeting all types of expenditures. Moreover, to discharge duties enjoyed as Head of Office in respect of withdrawal and disbursement or all money and the maintenance of the cash book and

connected subsidiary records subject to the conditions that prior sanction of the Principal shall be obtained in cases where the power is not delegated to the Administrative Officer, the sanction being accorded specifically or the vouchers being passed by the Principal in such cases. Administrative Officer has the power to draw all establishment bills of employees including part time and contingent employees of the college and duly countersigned contingent bills. In this regard, an amount of Rs.5000/- is being maintained for meeting day to day contingent expenses. He can sanction TA advances and settlement of TA claims of employees of the college whose tour and tour diaries have been got approved by the Principal. Administrative Officer can draw and disburse all kinds of scholarships/stipends/grants to students

The present AO is deputed by the State Government and is an officer in the rank of Under Secretary, Government of Kerala.

An amount of rupees 5000 (Petty cash) is allotted from PTA to each head of the department to meet contingency requirement.

**Transparency and availability of correct/unambiguous information in public domain  
Right to information (RTI):**

According to the regulations of RTI act – 2005, the act is implemented in the college. As per the rules there is a public information officer, assistant public information officer and first appellate authority for the implementation. The details of the office and its regulations are in the public domain.

**Information bulletin:** At the beginning of every academic year the college brings out an information bulletin which contain the details regarding the admission requirements for B. Tech programs, Fee structure, Lateral entry schemes, Scholarships and Stipends, Selection of Candidates, Attendance monitoring, Leave rules, college timings, conduct and disciplinary code.

**All the required information about the college are made available in, <http://www.sctce.ac.in/>**

All instructions and notices are also circulated online through emails.