AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

POLICY AND PROCEDURE MANUAL

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ABOUT THE COLLEGE

VISION OF THE INSTITUTION

The College with cutting-edge excellence in Learning, Teaching and Research Integrates Academia, Industry and Sustainable National Progression.

MISSION OF THE INSTITUTION

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

MISSION – 1   To offer Project based learning for all the Subjects beyond the Syllabus

MISSION – 2   To create multidisciplinary and Interdisciplinary research Environment among the Students through solving complex social Technical Problems

MISSION – 3   To motivate Students and Faculty Members to undergo MOOC Courses and Certifications.

MISSION – 4   To collaborate with Academia and Industry for Intellectual Ecosystem to develop 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.

The various policies are:

1. CONSULTANCY POLICY
2. E-GOVERNANCE POLICY
3. E-WASTE MANAGEMENT POLICY
4. FEEDBACK POLICY ON CURRICULUM AND SYLLABI
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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 theInstitution.

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 s u i t a b l e 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

1) Facilities belonging to the client
2) 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 impact of delays, whether it is positive or negative.
- Any consultancy project, should lead to new learning to the 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 ofthe College.
- Any legal issues emanating from the consultancy will besettled 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 copyof 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 in the 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 iqac@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 to 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 specific faculty member based on his/her own expertise, it also needs approval from the Consultancy Coordinator, before starting the work.

3. Policy for Revenue Sharing in Consultancy

Revenue sharing will be based purely on the resources utilized and man power 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. Conclusion

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 nonteaching 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.

Aalimec, 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 in 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. 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, etc. shall be generated through the portal developed by the College.

ADMINISTRATION:

The administrative structure of the college is operated through ERP software. 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 in to 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 class rooms and other main locations of the college and ICT shall be introduced in every administrative function /work.

2. **<u>LIBRARY:</u>**

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.

- Use bar code systems for faster transactions. Sort books into categories and manage them accordingly.
- Issue/Return books.

3. **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.

- 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.

4. **EXAMINATION MANAGEMENT SYSTEM**

On the conferment of Autonomous status to the college, the Office of the Controller of Examinations was established and a software is developed in-house exclusively for the COE office to hold the examination activities.

The semester wise curriculum details of the concerned programme in the college are entered in this portal every year. The assessment details of the students such as CAT marks shall be entered and the internal marks shall be computed accordingly as per the regulations. Results will be processed and published, once the end semester marks are entered in the portal.

The database of the complete examination activities of the students of each and every semester are maintained confidentially and backed up securely on a periodic basis. The grade sheets shall be printed after the completion of the end semester examinations every semester. Any updation and modifications, if required shall be made and implemented in the examination management system based on the amendments made in the Regulations.

3. E-WASTE MANAGEMENT POLICY

PREAMBLE

E-waste management committee of Aalimec 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 document 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 cleanenvironment in the campus.

- To sensitize stake holders 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 are 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 stafffor their campus movements and institutional operations.

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

RESPONSIBILITIES OF E-WASTE MANAGEMENT COMMITTEE

The E-waste management committee

shall:Identify e- waste in the

Institution.

Ensure that e- waste is collected at the end of every

semesterand kept in an appropriate storage.

Take the approval of recommendations of the

DisposalCommittee.

Execute the recommendations of the Disposal

Committee andprepare a report for the Institution

Management.

Review inputs from all stake holders.

Monitor the implementation of this policy and advise the

institution management as appropriate.

Review/improvement of this policy from time to time.

4. FEEDBACK POLICY ON CURRICULUM AND SYLLABI

PREAMBLE

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 curricula and syllabi. So, it becomes essential to assess such outcomes by taking feedback from the students. It helps us to know whether the curricula and syllabi provide a strong foundation to meet the industry requirements.

The Aalimec 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

STAKEHOL DER	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.

STAKE HOLDER	REMARKS
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, 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 stack holders visiting the college are to be informed accordingly.

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 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

Aalimec 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, anincreased 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 Principal of the institute. Advice and opinions on the Policy will be given by Information & Communication Technology Policy Committee 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 meetingpublished IT standards.
- IT security of each system will be the responsibility of itscustodian.

CUSTODIANS

- Aalimec- system admin will be the custodian of all strategic system platforms.and communication systems.
- Aalimec- system admin will be custodian of all central computing laboratories. Offices and Units will be custodians of strategic applicationsunder 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 theircontrol.

INDIVIDUALS

All ordinary users of Institute IT resources:
- 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.

Standards and Guidelines

Standards (mandatory) and guidelines (suggestions) will be published as attachments to this policy to assist ordinary users and system custodians to meet their ICT responsibilities. These standards and guidelines, though presented as attachments, are an integral part of this institute's ICT Policy and therefore are defined it in detail

These Standards and Guidelines will appear under the following classifications:

Personal behaviour. Strategic systems.

a. Computer.

6. Communications.

Desktop (personal) systems

Guidelines on Passwords.

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 ofapproved software.
2. New or changed passwords must be given in writing only to theidentified user - never over the telephone or via email.
3. All Unix computers should run at least C2 level security operatingsystem.

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, orany 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 account 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 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. **Responsibilities of Aalimec- system admin**

* **Campus Network Backbone Operations**
    a. The campus network backbone and its active components are administered, maintained and controlled by Aalimec- system admin.
    b. Aalimec- system admin 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- system admin is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

* **Receiving Complaints**
Aalimec- system admin 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- system admin 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- system admin.

Aalimec- system admin 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- system admin 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- system admin 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- system admin 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- system admin 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- system admin.

2. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of Aalimec- system admin. It essentially means exactly at which location the fiber optic based backbone terminates in the buildings will be decided by the Aalimec- system admin. 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- system admin.

3. Aalimec- system admin 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- system admin. Every 3 to 5 years, Aalimec- system admin 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- system admin considers providing network connection through wireless connectivity.
  b. Aalimec- system admin is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from Aalimec- system admin, prior to implementation of wireless local area networks.
  c. Aalimec- system admin 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 -SYSTEM ADMIN is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. AALIMEC -SYSTEM ADMIN monitor the network to ensure that such services are used properly.

- **Providing Net Access IDs and email Accounts**

AALIMEC -SYSTEM ADMIN 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 on prescribed proforma.

- **Disconnect Authorization**

AALIMEC -SYSTEM ADMIN will be constrained to disconnect any Department, or cell, hostelfrom 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, orcell, 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 -SYSTEM ADMIN 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 -SYSTEM ADMIN, upon filling up the prescribed application form and submitting it to AALIMEC -SYSTEM ADMIN.
- 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.

- **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 -SYSTEM ADMIN 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 - SYSTEM ADMIN. 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 management module should be web enabled. Managed switches give the facility of managing them through web so that AALIMEC -SYSTEM ADMIN can monitor the health of these switches from their location. However, the hardware maintenance of such expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such 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 -SYSTEM ADMIN 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 user's responsibility to be aware of the Institute ICT policy. Ignorance of existence of institute ICT policy is not an excuse for any user's infractions.

AALIMEC -SYSTEM ADMIN 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 -SYSTEM ADMIN 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 theRolls.
5. Information on Important Events/ Achievements.
6. Information on different Rules, Procedures, and Facilities.

* **Guidelines for those Running Application or InformationServers**

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

1. Obtain an IP address from AALIMEC -SYSTEM ADMIN to

   be used on the server.

2. Get the host name 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 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 - SYSTEM ADMIN 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.
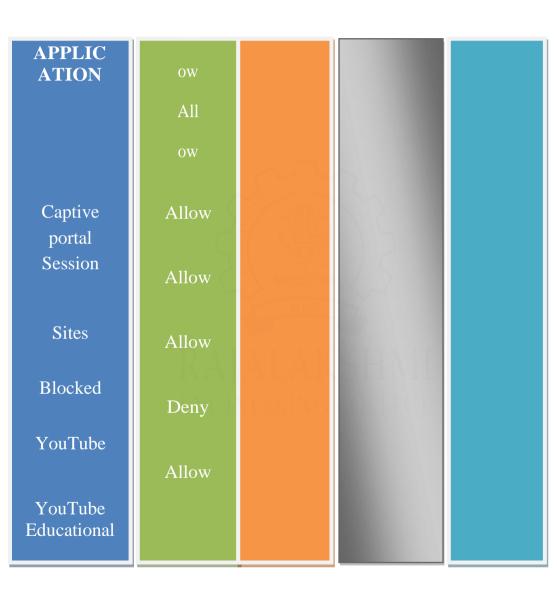
• **Purpose of the system**

The system has been installed by 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 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 -SYSTEM ADMIN.

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

WEB APPLICATION FILTER

APPLICATION				
	ow			
	All			
	ow			
Captive portal Session	Allow			
Sites	Allow			
Blocked	Allow			
YouTube	Deny			
YouTube Educational	Allow			

- **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

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7. LIBRARY POLICY

PREAMBLE

The Central Library at Aalim Muhammed Salegh college of Engineering has 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 61,000 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

MISSION

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 note book 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 arrangement 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. Staff members who have lost ID card should bring it to the notice to the Senior Librarian immediately on the same day without any delay.

10. During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance. All library transaction should be through Circulation counter only.

WORKING HOURS

The Library is kept open from 7:30 am to 7:30 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 librarycards at the time of borrowing books.
- Books that are issued to Staff members cannot be retained by themfor more than 60 days from the date of issue.
- Each teaching staff is entitled to borrow 4 books, which he/she can retain for 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 Aalimec all 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 : Rs.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 online renewal system, which is an intranet service. 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. Members are held responsible for all materials issued on their cards.

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 thereservation by informing the circulation section of the central library.
* If there is a reservation for a book, members should return the bookon the due-date to the library without intranet renewal.

DIGITAL LIBRARY

* A full-fledged Digital Library is also functioning in the library. The DigitalLibrary is a gateway to the world of e-resources and one-stop fornascent information
* handling, transfer and a boon to the knowledgeseeker. The Institution is a member of National Digital Library of India. All student and faculty members of A a l i m are allowed to access thedigital 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.
* 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 booksfrom 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.
* Yester year 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 a complete and consistent support to the students, in order to motivate them to excel in both in 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 AFTEREACH 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-academicactivities.
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 for 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 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 themto take an employment as soon as they complete their studies.

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

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

POLICY STATEMENT

• Student can apply for placement in any company visiting the campus, provided he/she is eligible as per the eligibility criteria setby the company.

- Offer Category

Core offer –
Core/Manufacturing/production/civil/and any
department specific offer.
Super dream offer – 4.5
LPA above Dream offer –
3.5 LPA
General – Less the 2.5 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 Pre-placement order (PPO), he/she must inform the T&P 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 accepting the PPO offered by the company, then his/her request can be considered by the Director, T&P 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 T&P department in writing, otherwise necessary disciplinary action will be taken against him/her including cancellation of both offers.

If a student receives 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, T&P 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 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 T&P 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 leadto 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 withoutproper Channels.

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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 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 side entrance, without steps, through which one can walk through without any help. In every big rest room 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 Aalimec lining 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 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 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 is kept nearby water usage points to promote awareness to save waterfor 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

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.

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.

INCENTIVES FOR QUALITY PUBLICATION AND CITATIONS

Since March 2010, Aalim has started providing incentives to faculty who have been published in quality journals. The quality metric is derived directly from Scopus/SCI/SCIE/Web of Science.

14. PURCHASE AND 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 andpresent 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 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 preaution 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, Aalim) 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 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 preautions.
- 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 utilisation.
- 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 researchpolicy.
- 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 to personal information and privacy in collection and use of such data. Approval from 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 preautions 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.

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.

POLICY STATEMENT

- Any faculty member of Aalim possessing Ph.D. or carrying out Ph.D. work with a proven track record of quality research and employed in AALIMEC , preferably for at least five years; or any group of such faculty members is eligible for applying for seed money grant.
- The Principal Investigator of the project can associate a team of UG and PG students.
- At any time, a PI can submit only one application. However, he/she can be a co-investigator in more than one proposal.
- The PI at the time of submission of application shall not have an ongoing project funded by the seed-funding scheme in which he or she is the PI.
- The maximum Grants award will be Rs. 5 Lakhs and maximum duration of the Grant will be decided by the Selection Committee.

- The PI is responsible for the conduct of the research in accordance with the institute research policy.
- Procurement, utilization and maintenance of equipment will be as per institute policy.
- The PI should submit a progress report every six months in the prescribed format for evaluation by the committee and in case, if it is found that adequate progress is not made, further funding will not be released.
- The PI should submit a completion of project report, statement of expenditure and utilization certificate on the completion of the project.
- In case PI leaves the institute before the completion of project, a co-investigator from AALIMEC will assume responsibility as PI.

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

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 andperform 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 inthe 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. 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 primarytask 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 Aalimec 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.

- 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 Aalim Muhammed salegh college of Engineering 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 timingon all the routes on daily basis.

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

To maintain commuters details accurately.

POLICY STATEMENTS

The transportation provided for all the areas of Chennai city and also the adjourning districts, Kanchipuram, Tiruvallur.

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 allthe routes
- ☐ Allotting buses for Industrial visits/Placement and Trainingactivities/ Co-curricular activities

- Conducting meeting with drivers every month for the smoothfunctioning
- Supervising the daily bus operation and giving instructionstothe bus supervisors
- Periodically checking the documents of thebusesCompleting FC work in Time
- Verifying and passing the bill for making paymentMaintenance of College ambulance
- Completing all Maintenances on time (Daily, Weekly, Monthly,Half yearly & yearly).
- Conducting meeting with Mechanic and supervisor daily formaintenance and route operating.
- Organising 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 andreporting any unnecessary delay.
* Ensuring proper seating arrangement for the students in thebus.
* Maintaining strict discipline while traveling in the bus. Keep vigilover the senior students during the
* beginning of the year (afterthe 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 notuse mobile phone while driving
* The Bus drivers should avoid rash driving so that the travellerswill 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 Aalim Muhammad salegh college of Engineering 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 wastemanagement.
2. Reporting annually to the Institution on progress in themanagement system '.
3. Provision of appropriate training for all personnel who holdresponsibilities 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 thegeneral or waste recycling streams
2. Ensure that waste is disposed in the premises through the appropriate waste disposal system (such as segregation of wasteand 4Rs), in accordance with Institution policy and procedures.
3. Ensure that all stakeholders in their respective department areaware 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 policiesand procedures.
2. Report any challenges or problems in implementation

of wastemanagement and green initiatives to the Head
of Department.

POLICY FOR WASTE MANAGEMENT

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
  generatedcompost can then be used in the green areas

* of the campus recyclable materials should be
  handed over to authorisedwaste-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.

Action Plan:

☐ Biological waste, generated are categorised into four categories based on the segregation pathway and colour code. Various types of biological waste are further assigned to each one of the categories, as detailed below:

☐ Yellow Category: Animal anatomical waste, soiled waste, discarded/expired medicines, chemical wastes, chemical liquid waste, microbiological/clinical laboratory wastes

☐ Red Category: Waste from disposable items like tubing,bottles, etc White Category: Waste sharps (used/contaminated/discarded) Blue Category: broken/discarded/contaminated

glass

☐ The segregated wastes are to be collected, transported, scientifically treated and disposed by CBMWTF authorized by TNPCB. The nearest CBMWTF serving the Institution's locality is M/s G.J. Multiclave (India) Pvt Ltd, Thenmelpakkam, Chengalpattu District covering parts of Chennai, Chengalpattu and Kanchipuram districts.

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 theexisting structures and work s annually to identify, quantify,describe and prioritize framework of Environment Sustainabilityin compliance with the applicable regulations, policies andstandards. The objective of the green audit is to improve energyand water usage efficiency, better waste management and all round management and development of campus in ecofriendlymanner for sustainable future. The Green audit consists of the following broad points: Water audit, Waste audit, Energy auditand 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 solar panels on the terrace of the EEE department building for 60 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 in 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 manner 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 towards the most good-looking l green campuses.

☐ Senstisation, Awareness and Capacity Building

The   Institution   shall   organize   various

workshops/seminars/dialogues in order to sensitize the students, staff and community in surrounding about global and local environmental issues.

☐ **Policy Monitoring and Review**

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

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

22. MAINTENANCE POLICY

Aalimec strives to maintain Academic and Physical facilities for the better utilization of the available resources.

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. All the labs are painted and upkeep of materials is done regularly. Necessary equipment is calibrated periodically.

Classrooms are cleaned and maintained on 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, tracks, 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. 200 m tracks and fields are watered and rolled once in a week. Basketball court is cleaned every day and painted every year. Futsal court is maintained regularly. Throwball, Volleyball, Ball Badminton Court are watered and markings are done regularly. Also the wood dust powders are sprinkled on the Ground surface. Handball, Hockey 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.