St. JOSEPH'S
COLLEGE OF ENGINEERING
(An Autonomous Institution)
St. Joseph's Group of Institutions
You Choose, We Do It

INSTITUTIONAL POLICIES

Submitted to

EXPERT COMMITTEE

NATIONAL BOARD OF ACCREDITATION

JULY 2026

INSTITUTE SPECIFIC RECORDS

POLICIES AND PROCEDURES

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St. JOSEPH'S COLLEGE OF ENGINEERING
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CODE OF CONDUCT

FACULTY & STAFF

1. Preamble

St. Joseph's College of Engineering is committed to fostering a culture of integrity, discipline, and ethical behavior among all members of the college community. This policy outlines the expected standards of conduct, mutual respect, and professional responsibility for students, faculty, and non-academic staff to ensure a safe, inclusive, and productive academic environment.

2. Objectives

The objectives of this policy are to:
- Promote ethical behavior, accountability, and respect among all stakeholders.
- Define acceptable standards of conduct and institutional values.
- Ensure compliance with institutional, statutory, and professional regulations.
- Establish mechanisms for addressing misconduct, grievances, and disciplinary actions.

3. Scope

This policy applies to all students, teaching faculty, and non-academic staff of St. Joseph's Group of Institutions, whether on campus, during official duties, or while representing the institution externally.

4. Code of Conduct for Faculty Members:

i) **Professional Commitment**
- Maintain high standards in teaching, research, and ethics.

ii) **Academic Integrity**
- Ensure fairness and transparency in assessment and mentoring.

iii) **Respect and Collegiality**
- Maintain mutual respect and professional cooperation.

iv) **Use of Institutional Resources**
- Use resources responsibly for legitimate academic purposes.

v) **Confidentiality**
- Maintain confidentiality of student and institutional records.

vi) **Compliance and Representation**
- Adhere to institutional policies and represent the college positively.

5. Code of Conduct for Non-Academic Staff:

i) **Workplace Discipline**
- Maintain punctuality and efficiency in assigned duties.

ii) **Professional Behavior**
- Treat all stakeholders with courtesy and respect.

iii) **Integrity and Confidentiality**
- Handle data and correspondence with accuracy and confidentiality.

iv) **Accountability and Transparency**
- Ensure transparency in all administrative and service functions.

v) **Institutional Property**
- Use institutional property responsibly and avoid misuse.

vi) **Compliance**
- Adhere to institutional and government regulations.

6. Grievance Redressal and Disciplinary Action

- Grievance Redressal Committee will address violations of this policy.
- Disciplinary actions may include warnings, suspension, or termination.
- Proceedings will ensure fairness, confidentiality, and natural justice.

7. Monitoring and Review

- The Discipline Committee, IQAC, and HoDs will monitor implementation.
- Awareness and training sessions shall be conducted periodically.
- The policy will be reviewed every three years by the Academic Council.

8. Expected Outcomes

- A respectful, inclusive, and safe learning environment.
- Enhanced ethical and professional standards.
- Strengthened institutional discipline and accountability.

9. Approval and Amendment

This policy shall come into effect upon approval by the Governing Body of St. Joseph's Group of Institutions. Amendments shall be proposed by the Discipline Committee and ratified by the Governing Body.

St. JOSEPH'S COLLEGE OF ENGINEERING
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ACADEMIC INTEGRITY POLICY

Preamble

Academic integrity is the foundation of a strong educational institution. St. Joseph's College of Engineering is committed to maintaining the highest standards of honesty, fairness, and ethical conduct in teaching, learning, research, and assessment. This policy nurtures a culture of integrity, responsibility, and accountability.

Objectives

- To Promote honesty, fairness, trust, respect, and responsibility in academic activities.
- To Educate stakeholders on principles of academic integrity.
- To Establish clear standards for ethical conduct.
- To Define violations and outline preventive measures.

Scope

This policy applies to all students, faculty, researchers, administrative staff, and collaborators involved in academic, research, and professional activities.

Principles of Academic Integrity

1. Honesty
2. Trust
3. Fairness
4. Respect
5. Responsibility

Forms of Academic Misconduct

- Plagiarism – Using another's work without acknowledgment
- Cheating – Using unauthorized materials
- Fabrication – Falsifying data
- Collusion – Unauthorized collaboration
- Contract cheating – Outsourcing academic work
- Duplicate submission – Reusing previous work without permission
- Impersonation – Attempting work on behalf of another

Responsibilities

a) Students – Submit original work, acknowledge sources, avoid plagiarism.
b) Faculty – Educate students, design fair assessments, report misconduct.
c) Institution – Provide resources, implement plagiarism detection, ensure fairness.

Preventive Measures

- Awareness workshops on ethics.
- Training on citation and research methodology.
- Use of plagiarism detection software.
- Encourage original projects and innovation.

Procedures for Handling Violations

1. Reporting → Faculty reports case to Academic Integrity Committee (AIC).
2. Preliminary Review → Initial inquiry, student notified.
3. Hearing → Student can present explanation.
4. Decision & Sanctions → Warning, resubmission, grade reduction, or suspension.

Sanctioned Guidelines:

Level of Offense	Example	Possible Sanction
Minor	Improper citation	Warning / Resubmission
Moderate	Partial plagiarism	Grade penalty / Re-assessment
Major	Contract cheating / impersonation	Suspension / Expulsion

Policy Review and Revision

The Academic Integrity Policy will be reviewed every three years or as required to align with educational practices and regulations.

Conclusion

Upholding academic integrity is a shared responsibility. Through ethical conduct, St. Joseph's College of Engineering fosters a scholarly environment where knowledge is pursued honestly, creativity is nurtured, and graduates emerge as responsible professionals and citizens.

St. JOSEPH'S COLLEGE OF ENGINEERING

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FACULTY DEVELOPMENT POLICY

FACULTY DEVELOPMENT POLICY

1. Purpose

The Institution is committed to developing competent, innovative, and professionally responsible faculty members capable of delivering Outcome-Based Education (OBE), conducting quality research, engaging with industry, and contributing to institutional excellence. This policy provides a framework for continuous faculty development in line with NBA accreditation requirements.

2. Objectives

The objectives of this policy are to:

- Enhance teaching-learning effectiveness through continuous professional development.
- Promote Outcome-Based Education (OBE) practices.
- Encourage research, innovation, consultancy, and funded projects.
- Strengthen industry-academia interaction.
- Improve faculty qualifications and professional certifications.
- Foster leadership, ethics, and lifelong learning among faculty.
- Improve student learning outcomes through competent faculty.

3. Scope

This policy applies to all full-time faculty members of the institution, including Professors, Associate Professors, Assistant Professors, and other academic staff.

4. Policy Statements

4.1 Faculty Orientation

Every newly recruited faculty member shall undergo an orientation programme covering:

- Vision and Mission of the Institution
- NBA and OBE concepts
- Academic regulations
- Teaching methodologies
- Examination and assessment procedures
- Mentoring system
- Institutional policies

4.2 Faculty Development Programmes (FDPs)

Every faculty member shall participate in at least:

- One FDP/Workshop/Short-Term Training Programme per academic year.
- OBE and NBA-related training at least once every two years.
- ICT-enabled teaching and assessment training periodically.

4.3 Higher Education

The institution shall encourage faculty to:

- Pursue Ph.D. programmes.
- Complete Post-Doctoral research where applicable.
- Obtain NPTEL/SWAYAM certifications.
- Acquire professional certifications relevant to their discipline.

4.4 Research and Innovation

Faculty members are encouraged to:

- Publish research papers in quality journals.
- Present papers in national and international conferences.
- File patents and copyrights.
- Undertake funded research projects.
- Guide student innovation and product development.

4.5 Industry Interaction

Faculty shall be encouraged to:

- Participate in industrial training.
- Undertake consultancy assignments.
- Organize industrial visits.
- Deliver expert lectures.
- Collaborate with industries for curriculum enrichment.

4.6 Teaching Excellence

Faculty members shall:

- Prepare effective course files and lesson plans.
- Implement Outcome-Based Education.
- Use active learning methodologies.
- Employ ICT-enabled teaching tools.
- Conduct continuous assessment aligned with Course Outcomes.

4.7 Performance Evaluation

Faculty performance shall be reviewed annually based on:

- Teaching effectiveness
- Student feedback
- Research publications
- Consultancy and funded projects
- FDP participation

- Professional certifications
- Departmental and institutional contributions
- Community engagement

4.8 Financial Support

The institution shall provide financial assistance subject to institutional norms for:

- FDP participation
- Conferences
- Workshops
- Patent filing
- Professional memberships
- Research publications
- Faculty training programmes

4.9 Recognition and Rewards

Outstanding faculty shall be recognized through:

- Patent Award
- Publication Incentives
- Consultancy Incentives
- Research Project Incentives

5. Annual Faculty Development Plan

Each department shall prepare an annual Faculty Development Plan including:

- Training needs analysis
- FDP calendar
- Research targets
- Industry interaction activities
- Certification programmes
- OBE training schedule

6. Roles and Responsibilities

Principal

- Approve faculty development initiatives.
- Allocate financial resources.

Dean/Academic

- Monitor implementation of the policy.
- Review faculty development activities.

Head of Department

- Prepare departmental faculty development plans.
- Ensure participation of faculty in development activities.
- Maintain records for NBA documentation.

Faculty Members

- Participate actively in approved development programmes.
- Apply acquired knowledge in teaching and research.
- Maintain records of professional development activities.

7. Documentation

The following records shall be maintained:

- FDP participation certificates
- Faculty training records
- Research publications
- Patent details
- Consultancy records
- Industry training reports
- Performance appraisal reports
- Professional membership records
- Certification records

8. Review of Policy

The Faculty Development Policy shall be reviewed every three years or earlier if required by changes in NBA guidelines or institutional requirements.

9. Expected Outcomes

Implementation of this policy is expected to:

- Improve teaching quality.
- Enhance attainment of Course Outcomes (COs) and Programme Outcomes (POs).
- Increase research productivity.
- Strengthen industry collaboration.
- Improve student employability.
- Support continuous quality improvement and NBA accreditation.

St. JOSEPH'S COLLEGE OF ENGINEERING
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Internship Policy

INTERNSHIP & INDUSTRIAL TRAINING POLICY HANDBOOK

1. PREAMBLE

This policy provides a structured framework for Internship and Industrial Training for undergraduate programs across Core Engineering and Computer Science cluster branches. It aligns with Outcome-Based Education (OBE) principles and NBA accreditation requirements.

2. OBJECTIVES

- Bridge the gap between academic learning and industry practice
- Provide real-time industrial exposure
- Enhance technical, professional, and communication skills
- Promote ethical practices and lifelong learning

3. SCOPE

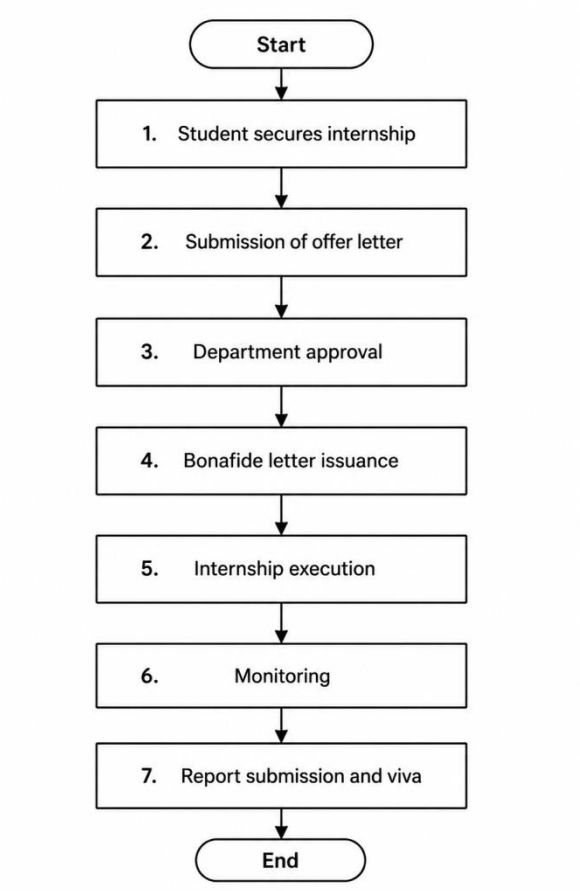
Applicable to all UG students (I year onwards) for:

- Industrial training
- Internships
- Industry-based projects

4. TYPES OF INTERNSHIP / TRAINING

- Industrial Training (2–4 weeks)
- Short-term Internship (2–6 weeks)
- Long-term Internship (semester-based)
- Virtual Internship (approved platforms only)

5. INTERNSHIP PROCESS



6. ROLES & RESPONSIBILITIES

Role	Responsibilities
Institution	• Establish MoUs with industries • Facilitate internship opportunities • Ensure monitoring system
Department	• Appoint Internship Coordinator • Assign Faculty Mentors • Ensure relevance to discipline
Faculty Mentor	• Guide and monitor students • Evaluate performance
Student	• Follow company rules • Maintain logbook • Submit report and attend viva

7. DURATION & CREDIT

- Duration: 2 to 24 weeks
- Credits: 1–3 (as per curriculum)
- Mandatory for program completion

8. IMPLEMENTATION GUIDELINES

8.1 Department Customization

Core Departments (Mechanical, Civil, EEE, ECE, Chemical, Biotechnology)

- Emphasis on plant training, machinery, and safety
- On-site industrial exposure is mandatory
- Focus on practical and operational learning

Computer Science Cluster (CSE, IT, AI&DS, AI&ML, CSBS, Cyber Security)

- Focus on software, AI, and data science internships
- Virtual internships allowed with proper project validation
- Emphasis on coding, tools, and project outcomes

9. MONITORING MECHANISM

- Weekly review by faculty mentor
- Industry supervisor feedback
- Mid-term review for long internships

10. ASSESSMENT SYSTEM

10.1 Weightage

Component	**Marks**
Industry Mentor Evaluation	20
Faculty Evaluation	20
Internship Report	30
Presentation/Viva	30
Total	**100**

10.2 ASSESSMENT RUBRICS

Internship Evaluation Rubric

Criteria	Excellent (4)	Good (3)	Average (2)	Poor (1)
Technical Knowledge	Strong application of concepts	Good understanding	Basic understanding	Poor knowledge
Problem Solving	Innovative solutions	Logical solutions	Limited approach	No clarity
Tool Usage	Advanced tools used effectively	Moderate usage	Minimal usage	No tools used
Teamwork	Excellent collaboration	Good participation	Limited interaction	Poor teamwork
Communication	Clear & professional	Understandable	Basic	Poor
Report Quality	Well-structured & detailed	Good	Average	Poor

11. ACADEMIC FRAMEWORK

11.1 Course Outcomes (COs) & Program Outcomes (POs)

- CO1: Apply engineering knowledge in real industrial environment
- CO2: Analyze and solve real-world problems
- CO3: Use modern engineering tools
- CO4: Demonstrate teamwork and professional ethics
- CO5: Communicate effectively

- PO1 – Engineering Knowledge
- PO2 – Problem Analysis
- PO3 – Design/Development (moderate)
- PO4 – Investigation
- PO5 – Modern Tool Usage
- PO8 – Ethics
- PO9 – Teamwork
- PO10 – Communication
- PO12 – Lifelong Learning

11.2 SAMPLE CO–PO MAPPING

CO / PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	3	2	1	-	2	-	-	-	-	-	-	2
CO2	-	3	2	2	2	-	-	-	-	-	-	2
CO3	-	-	-	2	3	-	-	-	-	-	-	2
CO4	-	-	-	-	-	-	-	3	3	2	-	2
CO5	-	-	-	-	-	-	-	-	2	3	-	2

Legend: Mapping levels (3-High, 2-Medium, 1-Low) must be decided department-wise based on internship nature.

11.3 CO–PO JUSTIFICATION

- CO1 → PO1 (engineering knowledge application)
- CO2 → PO2 (problem analysis)
- CO3 → PO5 (modern tools usage)
- CO4 → PO8 & PO9 (ethics and teamwork)
- CO5 → PO10 (communication skills)
- PO12 → lifelong learning through industrial exposure

11.4 CO–PSO MAPPING

CO / PSO	PSO1	PSO2
CO1	3	2
CO2	3	2
CO3	2	3
CO4	2	2
CO5	2	2

12. CO ATTAINMENT

Direct Assessment (80%)

- Report evaluation
- Viva performance
- Industry mentor feedback

Indirect Assessment (20%)

- Student feedback

Formula:

CO Attainment = (Direct × 0.8) + (Indirect × 0.2)

13. DOCUMENTATION & RECORDS

13.1 Internship Report Format

- Cover Page
- Certificate
- Acknowledgement
- Abstract
- Company Profile
- Work Description
- Technical Work
- Learning Outcomes
- Problem & Solution
- Conclusion
- Annexure

13.2 Logbook Template

Daily Record

Date	Work Done	Skills Learned	Supervisor Signature

Weekly Summary

Week	Activities	Outcome	Remarks

14. INDUSTRY INTERACTION

- MoUs with industries
- Guest lectures
- Industry-supported projects

15. ETHICS & DISCIPLINE

- Follow company rules
- Maintain confidentiality
- Misconduct leads to cancellation of internship

16. RECORDS MAINTENANCE

- Student internship database
- Evaluation sheets
- CO attainment records
- Feedback forms
- MoU copies

17. POLICY REVIEW

- Reviewed annually by Academic Council

18. CONCLUSION

This policy ensures structured implementation of internship training aligned with Outcome-Based Education. It facilitates measurable attainment of Program Outcomes and enhances industry readiness of students, thereby supporting NBA accreditation requirements.

St. JOSEPH'S COLLEGE OF ENGINEERING
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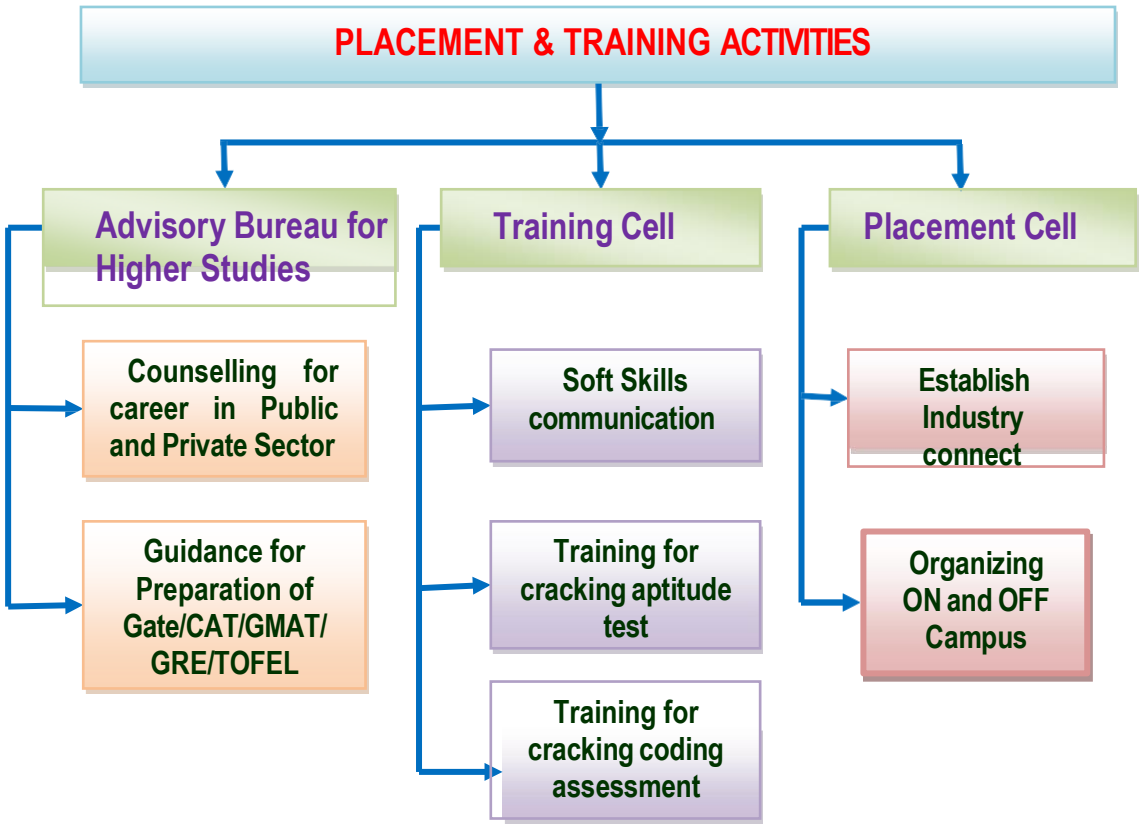
PLACEMENT & TRAINING POLICY

PLACEMENT AND TRAINING POLICY



The Placement Office invites all recruiting organizations to actively participate in the Placement at St. Joseph's. We consider the placement process vital and provide extensive support to ensure students find the right opportunities that align their career interests with recruiter expectations, facilitating a successful match.

The Placement Team consists of Dean - Training & Placement, Department Placement Coordinators

The team consistently strives to achieve 100% placement results, ensuring it remains the preferred destination for recruiting organizations. This success is made possible through the support and full cooperation of all students.

Objectives:

- Ensure a 100% of students placed in reputable companies.
- Equip students with technical and professional skills needed by industries.
- Facilitate partnerships with companies for internships and projects.
- Provide guidance and mentorship for career development.
- Conduct transparent and equitable placement procedures.

Placement Procedure for Companies:

- **Pre-Placement Talks (PPTs):** Companies present an overview of their organization, work culture, job roles, career prospects, and compensation packages to the students.
- **Registration:** Interested students register for the placement process by submitting their resumes and other necessary documents.
- **Short listing:** Companies shortlist candidates based on their resumes, academic records, and other criteria specified in the job description.
- **Aptitude and Technical Tests:** Shortlisted candidates may be required to take aptitude tests, technical tests, or both to assess their skills and knowledge.
- **Group Discussions (GDs):** Candidates who clear the tests participate in group discussions on various topics to evaluate their communication, teamwork, and leadership skills.
- **Technical Interviews:** Candidates undergo technical interviews to assess their subject knowledge, problem-solving abilities, and technical competencies.
- **HR Interviews:** Final interviews with the HR team focus on assessing the candidate's fit with the company culture, communication skills, and overall personality.
- **Letter of Intent (LOI):** Successful candidates receive LOI detailing the job role, compensation package, and other terms and conditions.
- **Acceptance:** Candidates review the LOI and formally accept the LOI, often within a stipulated timeframe.

On-boarding: Accepted candidates undergo an on-boarding process, which includes joining formalities, orientation, and induction programs to integrate them into the company.

Student Eligibility Policy:

- ✓ Upon completion of their 6th semester, all eligible students are required to formally register with the Training and Placement Office.
- ✓ Eligible students must maintain a minimum aggregate CGPA as defined by the institute and meet specific criteria set by each recruiting organization or company, which may vary.

- ✓ Students involved in disciplinary cases will be disqualified from participating in the campus placement process.
- ✓ Attendance at all institute-sponsored training programs is mandatory for students.

Campus Placement Policy:

- ✓ All students meeting the specified eligibility criteria are eligible for recruitment.
- ✓ Students without a confirmed offer at the time of application have an equal opportunity to apply for positions with any of the companies scheduled for their selection process.
- ✓ Once placed in a company, students are permitted to explore other opportunities with companies offering higher salary packages (Usually 2X times).
- ✓ Students are prohibited from requesting any organization to delay an offer, as such requests will be considered a serious breach of placement norms.
- ✓ It is important to note that placement with any organization is not guaranteed or a right. The institute provides an equitable platform to all eligible students in accordance with placement guidelines.

St. JOSEPH'S COLLEGE OF ENGINEERING
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GREEN CAMPUS POLICY

GREEN CAMPUS POLICY

St. Joseph's College of Engineering is a Green Campus place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives:

- To sensitize the students and the staff to minimize the use of polluting products and use environment-friendly products and services.
- To insist the importance of cleanliness for a healthy life
- To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Rangoli Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, Guest Lectures, Talks, etc.
- To insist the students and employees not to use their vehicles and pollute the environment
- To insisting them to keep the environment clean and not to use plastic inside the college campus.

Initiatives Taken to Implement the Clean and Green Campus Policy:

Our institution has played the lead role not only in campus hygiene but also by adopting villages around our area for promoting hygiene through awareness creation and other assistance. The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities

Landscaping with Trees and Plants

- Ban on Single-Use Plastic
- Observance of Green Thursday to Restrict the Use of Petrol/Diesel Vehicles
- Solar Plant in the College
- Street Lights Controller
- Use of LED Bulbs/Tubes and Power Efficient Equipments
- Solar Water Heater in the Girls' Hostel
- Rainwater Harvesting
- Biogas Plant
- Paperless Office and Communication
- Environmental Air Quality Monitoring of Amravati City and the Establishment of 'Continuous Ambient Air Quality Monitoring Station'
- Solid Waste Management
- Laboratory liquid waste management system through percolation system
- Hazardous Chemical Waste Management
- Water Management
- E-waste Management
- Display Boards to Promote Environmental Sensibility on College Campus
- Installation of Incinerator in the Girls' Common Room
- Observance of Days to protect and Nurture Environment
- The Green, Environmental and Energy Audit
- Dedicated Section for the Environment Consciousness in a creative Wall Magazine

Modernity of Toilets & Water Supply Systems:

The institution has modernized toilets separately for boys, girls and faculty with marble flooring, 24 hours' water facility. Toilets are cleaned minimum six times each day with cleansers. The entire faculties, students other nonteaching employees drink clean RO water for drinking and the rejected RO water is used for flushing and maintaining the Garden.

Technology for Solid and Liquid Waste Management:

The solid waste is converted to manure by a technique called Indian-Bangalore method. About 12 pits each of 2m deep having sloping bottom has been constructed. As per the testing done, the compost obtained contains good proportion of N, P2O, and K2O which gives good yield to the in-house vegetable gardens. Alternatively, vermi compost pits are also available to

generate manure for the in-house organic farming & vegetable garden.

Hostel Kitchen Facility:

The Institute has a well ventilated, pest free and magnificent mess with marble seating arrangements. The college mess hall has a total seating capacity of 2,500 persons. It has a most sophisticated kitchen with the total area of 33,000 sq ft with ultra modern equipments that includes 9 boilers, 11 cookers (including 2 milk cookers + 4 idly cookers with 240 capacity), dough mixing machine, vegetable cutters, potato peelers, cake & biscuit ovens.

Separate rooms are provided for cylinders, stores, sweets, ice creams, vessels and workers. There are 30 cooks, 320 suppliers (200 gents, 120 ladies) and 30 vessel cleaners. Separate area is allocated for vegetarians and non-vegetarians. In-house bakery unit caters to the snacks for the entire people in the campus.

Campus Greenery:

Nearly 40 percentages of our college is surrounded by lush green campus.

Solar Panels:

As part of a long-term commitment to increase clean, renewable energy generation, solar panels have been installed in all the four hostels which cater to the electricity requirement of the hostels.

Innovative Systems:

Battery operated vehicles designed by students for in-campus transport to reduce pollution Vermi compost for in-house gardening Napkin Vending machine for personal hygiene Sewage water treatment plant to recycle waste water for organic vegetable farming E-waste management by making house hold decorative items by students Plastic free campus initiative Usage of vacant land to cultivate vegetables required for cooking Rain water harvesting in all buildings.

St. JOSEPH'S COLLEGE OF ENGINEERING
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NATIONAL CADET CORPS POLICY

NATIONAL CADET CORPS (NCC)

The **National Cadet Corps (NCC)** is the premier uniformed youth organization in India functioning under the **Ministry of Defence, Government of India**, with the motto **"Unity and Discipline."** Established under the **National Cadet Corps Act, 1948**, the NCC aims to develop character, leadership, discipline, courage, secular outlook, and a spirit of selfless service among the youth through structured training and community engagement.

The **NCC Unit of St. Joseph's College of Engineering** functions under its parent NCC Unit and Group Headquarters in accordance with the guidelines of the National Cadet Corps. The institution is committed to providing a structured environment that promotes leadership, physical fitness, personality development, social responsibility, and patriotism, thereby nurturing responsible citizens dedicated to nation-building.

AIM

The National Cadet Corps (NCC) Unit of **St. Joseph's College of Engineering** aims to empower students through structured military-oriented training, leadership development, and community engagement, thereby nurturing disciplined, confident, and socially responsible citizens. The unit strives to complement academic education by fostering values of integrity, patriotism, teamwork, courage, and selfless service, enabling cadets to contribute meaningfully to society and national development.

The NCC unit is committed to providing opportunities that promote holistic personality development through experiential learning, physical fitness, adventure activities, and civic engagement.

The major aims of the NCC Unit are to:

- Develop disciplined, responsible, and self-confident individuals with strong moral and ethical values.
- Foster leadership qualities, teamwork, and effective decision-making through practical training and experiential learning.
- Promote patriotism, national integration, secularism, and respect for constitutional values.
- Encourage active participation in community service, environmental conservation, disaster management, and social awareness programmes.
- Inspire cadets to pursue careers in the Armed Forces and other public service sectors while upholding the NCC motto **"Unity and Discipline."**

OBJECTIVES

The National Cadet Corps (NCC) Unit of **St. Joseph's College of Engineering** is committed to achieving the following objectives through systematic planning, structured training, leadership development, and community engagement:

- To provide quality NCC training in accordance with the guidelines prescribed by the National Cadet Corps Headquarters.
- To develop discipline, character, integrity, leadership, and a sense of responsibility among cadets through regular institutional training and practical learning experiences.
- To strengthen physical fitness, mental endurance, self-confidence, and resilience through military-oriented training, adventure activities, and camps.

- To promote the values of patriotism, national integration, secularism, and responsible citizenship by encouraging participation in national observances and NCC programmes. To cultivate leadership, teamwork, communication, organisational, and problem-solving skills that prepare cadets to assume responsible roles within the institution and society.
- To encourage active participation in community service initiatives, environmental conservation programmes, disaster preparedness activities, health awareness campaigns, and other outreach programmes that contribute to societal well-being.
- To create awareness of national security, disaster response, civic duties, and constitutional values through training, seminars, demonstrations, and practical exposure.
- To motivate cadets to pursue careers in the Armed Forces, Central Armed Police Forces (CAPFs), Police Services, Civil Services, and other public service organisations.
- To strengthen collaboration between the institution, NCC authorities, and the community in promoting youth development and nation-building.
- To ensure the continuous improvement of the NCC unit through effective planning, implementation, monitoring, and evaluation of all NCC activities.

PROCEDURE

The NCC Unit of **St. Joseph's College of Engineering** follows a systematic implementation process to ensure the effective planning, execution, monitoring, and continuous improvement of all NCC activities. The procedures are aligned with the directives of the National Cadet Corps and support the institution's commitment to leadership development, discipline, and nation-building.

1. Cadet Enrollment

The enrollment process is conducted annually based on the eligibility criteria and selection guidelines prescribed by the NCC authorities. Equal opportunity is provided to eligible students to become part of the NCC unit and participate in its activities.

2. Orientation and Induction

Newly enrolled cadets are introduced to the vision, mission, objectives, organizational structure, code of conduct, training schedule, and expectations of the National Cadet Corps. This enables cadets to understand their roles and responsibilities from the beginning of their NCC journey.

3. Training and Development

Regular training programmes are organized to develop discipline, physical fitness, leadership, communication skills, military awareness, and overall personality. Training includes drill, physical training, weapon training, map reading, field craft, first aid, disaster management, and personality development programmes as prescribed by the NCC syllabus.

4. Camp Participation

Cadets are encouraged and guided to participate in Institutional, Battalion, Group, Directorate, State, and National-level camps and specialised training programmes. Participation in these camps enhances leadership abilities, teamwork, confidence, and national integration while providing exposure to diverse learning experiences.

5. Community Engagement

The NCC Unit actively promotes community-oriented initiatives through awareness campaigns, environmental conservation programmes, Swachh Bharat activities, blood

donation awareness, disaster preparedness programmes, SDG awareness initiatives, and national celebrations. These activities encourage cadets to apply their leadership skills in serving society.

6. Monitoring and Evaluation

The progress of cadets is periodically assessed based on attendance, discipline, participation, leadership, camp performance, and commitment to NCC activities. Continuous mentoring and feedback are provided to support personal growth and maintain high standards of performance.

7. Institutional Support

The institution provides the necessary administrative support, infrastructure, training resources, and logistical assistance required for the successful implementation of NCC activities. Coordination with the parent Battalion and NCC authorities ensures effective execution of the annual training programme.

8. Continuous Improvement

The NCC Unit periodically reviews its activities, achievements, and training outcomes. Feedback from cadets, the Associate NCC Officer (ANO), Permanent Instructional (PI) Staff, and institutional authorities is incorporated to enhance the quality, relevance, and effectiveness of the programme.

INPUTS

The effective implementation of the NCC Policy is supported by the following institutional inputs:

Infrastructure

- Parade Ground
- Training Classrooms
- Sports and Fitness Facilities
- Training Equipment
- Audio-Visual Learning Facilities

Training & Learning Resources

- NCC Training Syllabus
- Annual Training Calendar
- Training Manuals
- Uniforms and Safety Equipment
- Instructional Materials
- Training and Mental support for Associate NCC Officer

Administrative Support

- Institutional Administration
- Financial Assistance
- Logistics and Transportation
- Event Coordination
- Documentation and Record Maintenance
- Required timely Refreshments

External Linkages

- NCC Unit Office
- Group Headquarters
- NCC Directorate
- Community Organizations

Cadet Commitment

- Active Participation
- Discipline and Attendance
- Leadership Engagement
- Community Service
- Continuous Learning and Skill Development

OUTPUTS

The implementation of the NCC Policy is expected to produce measurable outcomes that contribute to the holistic development of cadets, enhance the institution's contribution to society, and strengthen the objectives of the National Cadet Corps.

Cadet Development

- Development of disciplined, confident, and responsible cadets with strong moral and ethical values.
- Improved leadership, communication, teamwork, and decision-making abilities.
- Enhanced physical fitness, mental resilience, and overall personality development.
- Increased awareness of national integration, constitutional values, civic responsibility, and social commitment.

Training and Achievement

- Successful completion of **'B' and 'C' Certificate Examinations with good grades**.
- Increased participation and selection in **Annual Training Camps (ATC), Combined Annual Training Camps (CATC), Republic Day Camp (RDC), Thal Sainik Camp (TSC), National Integration Camp (NIC), Trekking Camps, Leadership Camps**, and other specialised NCC programmes.
- Recognition through awards, medals, certificates, and commendations at Institutional, Battalion, Group, Directorate, State, and National levels.

Community and Institutional Impact

- Greater participation in community service, environmental conservation, disaster preparedness, and public awareness initiatives.
- Strengthened institutional reputation through the achievements, discipline, and exemplary conduct of NCC cadets.
- Enhanced collaboration between the institution, NCC authorities, government agencies, and the local community through outreach programmes and national observances.

Career and Nation Building

- Increased motivation among cadets to pursue careers in the **Armed Forces, Central Armed Police Forces (CAPFs), Police Services, Civil Services**, and other public service organisations.
- Development of socially responsible graduates who embody the NCC motto **"Unity and Discipline"** and contribute effectively to nation-building and community welfare.
- Creation of a sustainable culture of leadership, discipline, volunteerism, and lifelong service within the institution.

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

NATIONAL SERVICE SCHEME POLICY

NATIONAL SERVICE SCHEME

INTRODUCTION

The National Service Scheme, popularly known as NSS was launched in Mahatma Gandhiji's centenary year, 1969, aimed at developing student's personality through community service. NSS is a voluntary association of young people in colleges, working for a campus-community linkage. In our college we have two NSS units with 100 volunteers in each unit.NSS is a permanent youth programme under the Ministry of youth affairs & sports, Govt. of India, funded by Govt. of Tamilnadu & Govt. of India in the ratio of 5:7.

OBJECTIVE OF NSS:

Development of personality of the student through community service.

NSS MOTTO

The motto of National Service Scheme is 'NOT ME BUT YOU'. This reflects the essence of democratic living and upholds the need for selfless service. It shows that the welfare of an individual is ultimately dependent on the welfare of society on the whole.

NSS SYMBOL

The symbol of the National Service Scheme is based on the wheel of the Konark Sun Temple situated in Orissa. The wheels of the Sun Temple portray the creation and signify the movement in life across time and space. It signifies the progressive cycle of life as well as implies the continuous striving of NSS for social transformation and upliftment.The eight bars represent 24 hours of day. It reminds to be in readiness for service of the nation. The red colour indicates the active energy and high spirit. The navy-blue colour indicates the contribution shared for the welfare of the mankind.

ACTIVITIES OF NSS VOLUNTEERS

The activities under NSS are two-fold,

1) Regular Activities - during the working days of semester.

2) Special Camping - during vacation seven days camp at adopted village.

REGULAR ACTIVITIES

General orientation for NSS volunteers.

Career guidance by experts.

Campus beautification.

Skill development programmes (First Aid, Public speaking, Disaster management, Personality development)

Community development projects (Health, Road safety, Visits to homes, Consumer awareness etc.)

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

YOUTH RED CROSS POLICY

Youth Red Cross – Introduction

"**Service to Mankind is service to God**" is a well-known saying, but hardly realized in today's fast moving world. When some sort of a calamity or natural disaster occurs, we somehow fail to realize the sufferings undergone by the victims. Wars, destructions, natural calamities are very common today and as privileged people we don't put forth a helping hand towards the suffering victims. Today's materialistic world only sympathises with the sufferers but does not take a step any further. Man's selfish nature, ambition to achieve power and reckless destruction of nature have lead to severe damage and resulted in the suffering of countless millions of human beings."

The young people are the future of the nation; they are the leaders of tomorrow and on them the burden of upholding India's honour and freedom will be placed. It is therefore essential that these youths are engaged in various social activities. The best way to ensure that this group which comprises nearly 30% of the population is to be engaged in social activities is by making them join in the YRC.

Since the founding of the Youth Red Cross in 1977, youth and the Red Cross have been partners. Today, the involvement of young people with the Red Cross is more important than ever. Our goal is to provide young people with meaningful opportunities for education, training and volunteer / community service so that they remain a part of the Red Cross family throughout their lives. Young people up to age 24 make up 40 percent of all Red Cross volunteers.

The YRC society is the most important constituent of its mother organization, Indian Red Cross Society. YRC is a group movement for students in institutions of higher education. The Principal of the Institution nominates from among faculty members, a willing suitable member with aptitude for doing voluntary service and organizing social work, as the YRC Programme Officer who with the co-operation and involvement of the college principal, staff and students, forms the unit and organizes activities under the college YRC banner.

Programme Officer monitors the performance of the students, helps the volunteers to keep appropriate records / accounts of the unit. Enrolment of all the students of an institution by collecting the yearly subscription of Rs. 10/- from each student is compulsory according to the relevant Government orders. There can be more than one unit in an Institution according

to the strength of volunteers who come forward voluntarily to participate in social work and other activities organized under YRC.

The main objectives of the YRC movement are based on the principles of:

- to inculcate in the Youth of our country
- an awareness on the care of their own health and that of others the understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfil the same
- to enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth
- to foster better friendly relationship with all without any discrimination
- Protection of health and life
- Service to the sick and suffering
- Promotion of national and international friendship to develop the mental and moral capacity of the youth.

No hard and fast rules are laid down for organizing YRC activities. Any service activity that is beneficial to the society can be organized. However, the programme is based on the basic objectives of YRC.

According to the resources available, a slum, a village etc. can be adopted by YRC unit for organizing activities for the benefit of slum dwellers, village folks.

St. Joseph's Youth Red Cross : Service to Humanity

Our college YRC organizes activities in association with other NGOs without losing its identity and without compromising on YRC as well as Red Cross principles.

This humanitarian, voluntary, International Organisation has played a multi-faceted role. Its compact on the society can be fully realized by understanding the various services rendered by it.

The activities of the society do not stop with these. It extends to every area where humanitarian relief measures are felt most.

For example, Blood is a precious commodity. Due to the increase in population and traffic accidents occur every day and the victims require blood to save life. Anaemic patients,

people suffering from genetic disorder in the blood, patients undergoing operation etc also require blood transfusion. So, hospitals require blood in large quantities to save their lives of the patients.

This service rendered by our college YRC society has helped in saving the life of many individuals and has also promoted a sense of service among the voluntary blood donors. It has relieved the hospitals from the burden of continuous requirement of blood, so vital in saving life.

In consultation with the leading hospitals in Chennai. Our students have made a panel of blood donors with their blood groups. At times of emergencies the hospitals contact our YRC Programme officer and our student members voluntarily donate blood.

The valuable services rendered by the society has helped in restoring back to normally, the areas affected. It has helped in creating awareness among the people and it has also been helpful in educating the people on various issues involving public health and hygiene.

Our YRC society undertakes propaganda activities to enlist a greater number of efficient volunteers to serve humanity. Increased awareness about the society among the people would help in making the impact of YRC society more profound and more visible.

The dynamics of the role played by the YRC in the present educational set-up can be fully appreciated only when education is understood in a science-based world as a crucial factor of human resource development which is acknowledged today as a seminal part of the glorious mission of the International Red Cross movement. YRC as a dynamic agent has not a little to contribute to a healthy development of social harmony and cultural integration. It offers a unique opportunity to the youth of our land – the makers of the future – to make their invaluable contribution to the fulfilment of the concept and ideal of comparison and tolerance, of unity and peace as expounded and exemplified by Jesus Christ, Buddha and Vivekananda, Gandhi and Henry Dunand, founder of YRC.

St. JOSEPH'S COLLEGE OF ENGINEERING

(An Autonomous Institution)

Energy Conservation Policy

Institutional Context

Our Institutions are committed to academic excellence, social responsibility, and environmental stewardship. The College recognizes the importance of energy conservation in achieving sustainable growth, reducing operational costs, and minimizing environmental impact.

Rationale

- The higher education sector has a significant role in modeling sustainable practices.
- Rising energy costs and environmental concerns demand efficient energy use.
- Energy conservation aligns with Government of India's renewable energy and sustainability goals.

Vision

To transform St. Joseph's into a green, energy-efficient, and carbon-conscious campus, setting a benchmark for sustainable higher education institutions in India.

Mission

- Promote sustainable energy use through efficient infrastructure.
- Integrate renewable energy systems across the campus.
- Create a culture of energy awareness.
- Continuously monitor and upgrade energy management systems.

Objectives of the Policy

1. Optimize use of available energy resources.
2. Reduce dependence on fossil fuels.
3. Ensure all new infrastructure adopts energy-efficient design.
4. Integrate energy efficiency into teaching and research.
5. Comply with national and state energy regulations.

Scope

This policy applies to all:

- Departments, offices, and administrative blocks
- Laboratories and workshops
- Hostels, cafeterias, and common areas
- Campus infrastructure and utilities
- Students, faculty, staff, and visitors

Energy Conservation Guidelines

Electrical Energy

- Use LED lighting in all buildings and outdoor areas.
- Switch off lights, fans, and appliances when not in use.
- Install motion-sensor lights in corridors, washrooms, and parking spaces.
- Ensure regular maintenance of electrical equipment to improve efficiency.

Air Conditioning and Ventilation

- Set AC temperatures between 24°C–26°C.
- Avoid using air conditioning when natural ventilation is sufficient.
- Maintain HVAC systems regularly to ensure optimal performance.
- Install energy-efficient cooling systems and smart controllers.

Computer and IT Equipment

- Enable power-saving modes on computers and printers.
- Shut down computers after work hours.
- Use laptops over desktop computers when possible, as they consume less energy.

Water Pumping and Mechanical Systems

- Schedule pumping operations during low-demand hours.
- Install variable frequency drives (VFDs) on motors where feasible.
- Regularly inspect motors and pumps for energy-efficient operation.

Renewable Energy Initiatives

- Install solar panels on rooftops and open areas.
- Promote solar water heaters in hostels and cafeterias.
- Conduct feasibility studies for wind and hybrid renewable systems.
- Encourage research projects and student involvement in clean energy initiatives.

Awareness and Training

- Organize workshops, seminars, and campaigns on energy conservation.
- Display awareness posters in classrooms, labs, and public areas.
- Conduct annual Energy Conservation Week activities.
- Integrate energy conservation modules into academic curricula wherever possible.

Monitoring and Evaluation

- Implement energy metering at building and department levels.
- Conduct periodic audits to identify areas of high consumption.
- Analyze monthly energy usage reports to track improvements.
- Review and update energy conservation strategies annually.

Roles and Responsibilities

Energy Management Committee (EMC)

- Formulate and enforce energy conservation policies.
- Monitor policy implementation across campus.
- Conduct energy audits and submit reports to management.

Department Heads

- Ensure compliance with energy-saving measures within their departments.
- Encourage faculty and students to follow guidelines.

Facility Management Team

- Maintain equipment and infrastructure for energy-efficient operation.
- Conduct regular inspections and preventive maintenance.

Students and Staff

- Actively participate in energy conservation activities.
- Follow best practices in classrooms, labs, and hostels.

Emergency and Shutdown Protocols

- During long holidays, ensure all non-essential equipment is shut down.
- Create a checklist for energy shutdown procedures for each department.
- Ensure backup power systems are maintained and tested regularly.

Approval

This Energy Conservation Policy is approved for implementation from the academic year 2022-2023 at the St. Joseph's Group of Institutions, Chennai.

St. JOSEPH'S COLLEGE OF ENGINEERING

(An Autonomous Institution)

Water Conservation Policy

Institutional Context

Our institution dedicated to sustainable campus development, ensuring responsible usage of natural resources. Recognizing water as a critical and finite resource, the institution is committed to water conservation, efficient utilization, recycling, and groundwater recharge.

Rationale

- Freshwater scarcity and erratic rainfall patterns demand efficient water management.
- Institutional campuses have a responsibility to set examples of sustainable water use.
- Water conservation aligns with **Sustainable Development Goal (SDG 6: Clean Water and Sanitation).**

Vision

To establish St. Joseph's as a model water-efficient campus that ensures sustainability, self-sufficiency, and environmental responsibility.

Mission

- Foster awareness and responsible behavior among students and staff.
- Minimize water wastage through efficient usage and monitoring
- Enhance groundwater recharge and rainwater harvesting
- Promote wastewater treatment and reuse.

Objectives of the Policy

1. Reduce overall water consumption across campus.
2. Implement rainwater harvesting and groundwater recharge systems.
3. Recycle and reuse treated wastewater for landscaping and non-potable purposes.
4. Prevent water pollution by ensuring safe disposal of wastewater.
5. Integrate water conservation practices into academics, research, and extension activities.

Scope of Application

- Buildings & Infrastructure: Classrooms, laboratories, hostels, canteens, and administrative blocks.
- **Utilities:** Restrooms, kitchens, and laboratories.
  Landscape & Irrigation: Gardens, lawns, sports fields.
  Community: Faculty, staff, students, contractors, and visitors.

Policy Guidelines

Infrastructure & Facilities

- Install rainwater harvesting structures on rooftops and open grounds.
- Construct percolation pits and recharge wells for groundwater replenishment.
- Deploy dual plumbing systems to use treated water for flushing and gardening.
- Ensure low-flow faucets, aerators, and sensor-based taps in washrooms.
- Maintain separate pipelines for drinking water and greywater.

Wastewater Management

- Operate a **Sewage Treatment Plant (STP)** within the campus.
- Reuse treated water for gardening, flushing, and cooling systems.
- Conduct periodic water quality checks to ensure CPCB/TNPCB compliance.

Campus Operations

- Ban wastage of water in hostels, canteens, and laboratories.
- Use drip irrigation and sprinkler systems for gardens and lawns.
- Regular maintenance of pipelines to prevent leakage.

Awareness and Engagement

- Organize Water Conservation Week annually with debates, poster-making, and seminars.
- Form a Student Water Club for community engagement.
- Include water sustainability topics in curriculum and research projects.

Monitoring & Reporting

- Monthly tracking of water usage across departments and hostels.
- Annual Water Audit by certified agencies.
- Reporting of conservation achievements to the management.

Implementation Strategy

Stage 1

- Repair leaks and replace conventional taps with aerator-based taps.
- Create awareness programs on **water-saving practices.**
- Conduct a baseline Water Audit.

Stage 2

- Install rainwater harvesting in all blocks.
- Ensure **100%** reuse of STP-treated water.
- Install water meters in hostels, canteens, and labs for monitoring.

Stage 3

- Achieve self-sufficiency in water requirements through rainwater harvesting and recycling.
- Develop St. Joseph's as a **Zero Liquid Discharge campus**.
- Establish a Centre for Water Studies and Sustainable Practices.

Roles and Responsibilities

- ❖ Management: Provide funds and policy support.
- ❖ Principal / Dean: Ensure policy integration in academics and operations.
- ❖ Water Conservation Committee (WCC): Monitor and oversee implementation.
- ❖ Faculty & Staff: Encourage students and adopt water-saving practices.
- ❖ Students: Follow conservation practices in hostels, labs, and classrooms.
- ❖ Maintenance Staff: Regularly check and repair leaks, pipelines, and storage tanks.

Monitoring & Evaluation

- ❖ Monthly water usage reports by the WCC.
- ❖ Annual Water Audit to assess savings and efficiency.
- ❖ Review of policy every three years for improvements.

Compliance & Recognition

- ❖ Adherence to Tamil Nadu Groundwater Regulation Act and CPCB/TNPCB norms.
- ❖ Recognition of best-performing departments and hostels in water-saving initiatives.

Suggested Water-Saving Practices

1. Turn off taps when not in use.
2. Report leaks immediately.
3. Use buckets instead of showers wherever possible.
4. Reuse water for gardening and cleaning.
5. Conduct awareness campaigns regularly.

St. JOSEPH'S COLLEGE OF ENGINEERING

(An Autonomous Institution)

Waste Management Policy

WASTE MANAGEMENT

INTRODUCTION

St. Joseph's College of Engineering is committed to maintaining a clean, healthy, and environmentally sustainable campus through an effective waste management system. The institution has adopted systematic practices for waste segregation, collection, recycling, composting, and safe disposal in accordance with environmental regulations and green campus initiatives. These practices aim to minimize environmental impact while ensuring a safe and hygienic campus environment.

The college follows a structured approach to managing biodegradable, non-biodegradable, recyclable, hazardous, and electronic waste. Colour-coded bins are provided across the campus to facilitate segregation at the source, and waste is collected, processed, and disposed of through appropriate methods, including composting and authorized recycling agencies. Regular monitoring ensures compliance with environmental standards and promotes efficient waste management.

In addition to operational practices, the institution creates awareness among students, faculty, and staff through environmental campaigns, Green Club activities, NSS programmes, and cleanliness drives. By promoting the principles of **Reduce, Reuse, and Recycle (3R)**, St. Joseph's College of Engineering continuously strives to enhance environmental sustainability and contribute towards a cleaner and greener campus.

OBJECTIVE

The objectives of the Waste Management System at St. Joseph's College of Engineering are:

- To maintain a clean, safe, and environmentally sustainable campus.
- To ensure proper segregation of waste at the source using systematic waste management practices.
- To minimize waste generation by promoting the principles of **Reduce, Reuse, and Recycle (3R)**.
- To facilitate the safe collection, treatment, recycling, and disposal of biodegradable, non-biodegradable, hazardous, and electronic waste.
- To create environmental awareness and encourage active participation among students, faculty, and staff in sustainable waste management practices.
- To comply with applicable environmental regulations and support the institution's Green Campus initiatives.
- To continuously improve waste management practices through regular monitoring, awareness programmes, and sustainable resource management

CAMPUS WASTE PROFILE

St. Joseph's College of Engineering generates various types of waste from academic, administrative, residential, and campus maintenance activities. The major waste categories include biodegradable waste, paper, plastic, e-waste, laboratory waste, sanitary waste, and garden waste.

The institution follows a systematic waste management process by segregating waste at the source using colour-coded bins. The collected waste is processed through composting, recycling, or disposed of safely through authorized agencies, ensuring a clean, hygienic, and environmentally sustainable campus.

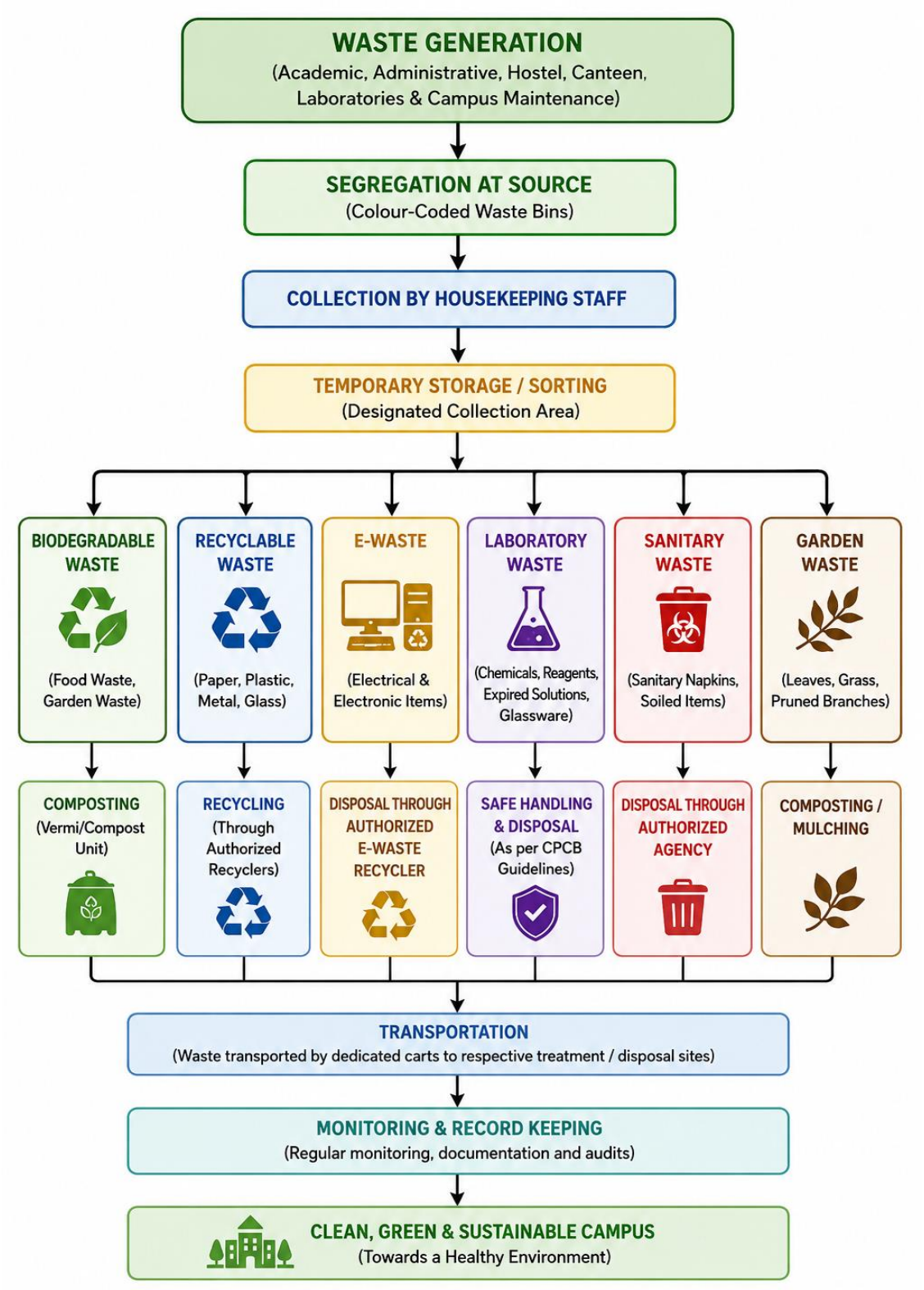
Type of Waste	Major Source	Disposal Method
Biodegradable Waste	Canteen, Hostel, Garden	Composting
Paper Waste	Classrooms, Offices, Library	Recycling
Plastic Waste	Canteen, Campus Areas	Recycling through Authorized Vendors
E-Waste	Computer Laboratories, Offices	Authorized E-Waste Recyclers
Laboratory Waste	Laboratories	Safe Disposal as per Institutional Procedures
Garden Waste	Campus Maintenance	Composting / Mulching
Sanitary Waste	Restrooms	Authorized Municipal Disposal

OUR WASTE MANAGEMENT PRACTISES CONTRIBUTE TO THE SUSTAINABLE DEVELOPMENT GOALS (SDG)

The institution continuously monitors waste generation and encourages waste reduction through awareness programmes, sustainable practices, and the active participation of students, faculty, and staff. These initiatives contribute to maintaining a clean, green, and environmentally responsible campus.

WASTE MANAGEMENT SYSTEM

The institution follows a systematic waste management process to ensure proper segregation, collection, treatment, recycling, and safe disposal of waste generated across the campus. Waste is segregated at the source using colour-coded bins and processed through composting, recycling, or disposal by authorized agencies, ensuring a clean, hygienic, and environmentally sustainable campus.



COLLECTION AND DISPOSAL SYSTEM

The institution has established a systematic collection and disposal mechanism to ensure efficient handling of waste generated across the campus. Waste is segregated at the source using colour-coded bins and collected regularly by the housekeeping staff from classrooms, laboratories, offices, hostels, the canteen, and other campus areas.

The collected waste is transported to designated storage areas for further processing. Biodegradable waste is converted into compost, while recyclable materials such as paper, plastic, metal, and glass are handed over to authorized recycling agencies. Electronic waste and other hazardous waste are stored separately and disposed of through authorized recyclers in accordance with statutory regulations. Non-recyclable waste is safely disposed of through the local municipal authority, ensuring a clean, hygienic, and environmentally sustainable campus.

SPECIFIC WASTE MANAGEMENT PRACTICES

The institution adopts specific waste management practices to ensure the safe handling, treatment, and disposal of different categories of waste generated on the campus.

BIODEGRADABLE WASTE

Biodegradable waste generated from the canteen, hostel, and garden is collected separately and processed through composting. The compost produced is utilized for campus gardening and landscaping.

RECYCLABLE WASTE

Recyclable waste such as paper, plastic, metal, and glass generated across the campus is segregated at the source using designated collection bins. The collected materials are stored separately and periodically handed over to authorized recycling agencies for reuse and recycling. This practice helps reduce landfill waste, conserves natural resources, and supports the institution's commitment to sustainable waste management.

LABORATORY & CHEMICAL WASTE

Laboratory and chemical waste generated from various laboratories is handled with appropriate safety measures and in accordance with institutional procedures. Chemical waste, expired reagents, contaminated materials, and broken glassware are collected separately in designated containers to prevent environmental contamination and ensure laboratory safety. The waste is periodically disposed of through approved methods in compliance with applicable environmental, health, and safety regulations.

SANITARY WASTE

Sanitary waste generated from the girls' restrooms and women's hostel is collected separately in designated sanitary waste bins installed at appropriate locations. The waste is handled hygienically and collected periodically by the housekeeping staff to ensure cleanliness and prevent health risks. It is then disposed of through authorized municipal agencies in accordance with applicable health, safety, and environmental regulations, thereby maintaining a safe, hygienic, and environmentally responsible campus.

Garden Waste

Garden waste, including dry leaves, grass clippings, tree branches, and other horticultural waste generated from campus maintenance activities, is collected separately and managed in an environmentally responsible manner. The collected waste is processed through composting or mulching to produce organic manure, which is utilized for campus gardening and landscaping. This practice reduces waste sent to landfills, improves soil fertility, and supports the institution's Green Campus and sustainable waste management initiatives.

GREEN INITATIVES

PLASTIC-FREE CAMPUS

The institution is committed to promoting a **Plastic-Free Campus** by minimizing the use of single-use plastics and encouraging eco-friendly alternatives. Awareness campaigns, posters, and sensitization programmes are regularly conducted to educate students and staff on the harmful effects of plastic pollution. Cloth bags, reusable water bottles, and sustainable materials are encouraged across the campus. Separate bins are provided for plastic waste collection, and the collected plastic waste is periodically handed over to authorized recycling agencies. These initiatives help maintain a clean, green, and environmentally sustainable campus while fostering responsible environmental practices among all stakeholders.

AIN WATER HARVESTING

The institution has implemented a **Rainwater Harvesting (RWH)** system to conserve water resources and promote sustainable water management. Rainwater collected from the rooftops of academic blocks and other buildings is channelled through a network of pipelines to filtration units and recharge pits/storage tanks. The harvested rainwater is utilized for groundwater recharge, gardening, landscape maintenance, and other non-potable purposes.The system helps reduce dependence on external water sources, improves groundwater levels, prevents surface runoff, and supports the institution's commitment to environmental sustainability. Regular maintenance of the rainwater harvesting structures ensures their efficient operation throughout the year.

TREE PLANTATION

The institution regularly organizes **Tree Plantation Drives** as part of its Green Campus and environmental sustainability initiatives. These programmes are conducted with the active participation of the **Principal, Deans, faculty members, staff, NCC cadets, NSS volunteers, and students**, fostering a sense of environmental responsibility among all stakeholders.

The plantation drives aim to increase green cover, improve air quality, enhance biodiversity, and contribute to carbon sequestration. Native and shade-giving tree species are planted across the campus and are regularly maintained to ensure their healthy growth. These initiatives support the institution's commitment to environmental conservation and the development of a clean, green, and sustainable campus.


GPS Map Camera
GPS Map Camera

ENERGY CONSERVATION

The institution promotes **energy conservation** by adopting renewable energy sources and implementing energy-efficient practices across the campus. **Solar photovoltaic (PV) panels** have been installed to generate clean and renewable electricity, reducing dependence on conventional power sources and lowering the institution's carbon footprint.In addition, **solar-powered street lights** are installed throughout the campus to provide energy-efficient outdoor lighting. These systems operate using solar energy, ensuring reliable illumination while minimizing electricity consumption and operating costs.The institution also encourages the use of LED lighting, energy-efficient electrical equipment, and responsible energy consumption practices among students and staff. These initiatives contribute to environmental sustainability, reduced greenhouse gas emissions, and the development of a clean and green campus.

AWARENESS AND PARTICIPATION

The institution actively promotes environmental awareness and encourages the participation of students, faculty, and staff in sustainable waste management practices. Awareness programmes, workshops, seminars, guest lectures, and campaigns are organized regularly to educate the campus community on waste segregation, recycling, plastic reduction, and environmental conservation.

Students actively participate through **NSS, NCC, Eco Club, and various student associations** by organizing **Swachh Bharat Abhiyan**, tree plantation drives, cleanliness campaigns, World Environment Day celebrations, and waste management awareness programmes. Posters, banners, and digital media are also used to promote eco-friendly practices across the campus.

These initiatives foster environmental responsibility, community engagement, and a culture of sustainability, contributing to the institution's vision of developing a clean, green, and environmentally conscious campus.

OUTCOMES

The implementation of systematic waste management practices has resulted in significant environmental and operational benefits across the campus. The major outcomes include:

- Effective segregation of waste at the source using colour-coded bins.
- Increased recycling of paper, plastic, metal, glass, and e-waste through authorized agencies.
- Reduction in waste sent to landfills through composting of biodegradable and garden waste.
- Improved campus cleanliness, hygiene, and overall environmental quality.
- Enhanced awareness and active participation of students, faculty, and staff in sustainable waste management practices.
- Conservation of natural resources through recycling and the adoption of renewable energy initiatives such as solar power.
- Promotion of a Green Campus by implementing rainwater harvesting, tree plantation, and plastic-free campus initiatives.
- Compliance with environmental regulations and support for the Sustainable Development Goals (SDGs).

OVERALL IMPACT

The institution has successfully established an effective waste management system that promotes environmental sustainability, resource conservation, and responsible waste disposal. Continuous awareness programmes and active stakeholder participation have strengthened the institution's commitment to maintaining a clean, green, and sustainable campus.

Future Plans

The institution is committed to continuously improving its waste management system through innovative and sustainable practices. The following initiatives are planned to further strengthen environmental sustainability across the campus:

- Expand waste segregation facilities by installing additional colour-coded bins in all campus locations.
- Increase the capacity of composting and organic waste management systems.
- Enhance recycling initiatives through stronger collaboration with authorized recycling agencies.
- Promote a **Zero Waste Campus** by minimizing waste generation and maximizing resource recovery.
- Expand the use of renewable energy through additional solar power installations and energy-efficient infrastructure.
- Strengthen rainwater harvesting and water conservation measures across the campus.
- Conduct regular environmental awareness programmes, workshops, and training sessions for students and staff.
- Encourage active participation through NSS, NCC, Eco Club, and Green Campus initiatives.
- Adopt smart technologies for waste monitoring, reporting, and sustainable campus management.
- Continue supporting the **Sustainable Development Goals (SDGs)** through environmentally responsible practices and continuous improvement.

Future Vision

The institution aims to develop a **Zero Waste, Green, and Sustainable Campus** by integrating eco-friendly technologies, resource conservation, renewable energy, and active community participation, thereby creating a model environment for sustainable development and environmental stewardship.

CONCLUSION

The institution has established an effective and sustainable waste management system through systematic waste segregation, recycling, composting, and the safe disposal of various waste streams. Green initiatives such as rainwater harvesting, tree plantation, energy conservation through solar power, and plastic-free campus practices demonstrate the institution's commitment to environmental sustainability.

Active participation by the **Principal, management, faculty, staff, students, NSS, NCC, and Eco Club** has played a significant role in creating awareness and promoting responsible environmental practices across the campus. Continuous monitoring, regular awareness programmes, and adherence to environmental regulations have contributed to maintaining a clean, healthy, and eco-friendly learning environment.

The institution remains committed to continuously enhancing its waste management practices and strengthening its Green Campus initiatives, thereby contributing to sustainable development and fostering environmental responsibility among future engineers.

"A Clean Campus Reflects a Responsible Community. Together, We Build a Green and Sustainable Future."

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

Sustainable Development Goals POLICY

SDG Policy

1. Preamble and Rationale

St. Joseph's College of Engineering, located at Old Mahabalipuram Road (OMR), Chennai, recognizes its responsibility as a premier engineering institution in contributing towards sustainable development through quality education, innovation, research, governance and community outreach.

In alignment with the **United Nations 2030 Agenda for Sustainable Development**, **National Education Policy (NEP) 2020**, **AICTE sustainability initiatives**, and the **NITI Aayog SDG India Index**, St. Joseph's commits to integrating Sustainable Development Goals (SDGs) into its academic and administrative ecosystem.

This policy aims to ensure that St. Joseph's promotes inclusive growth, environmental sustainability, ethical governance, technological innovation and social responsibility, empowering students to become future-ready engineers and responsible global citizens.

2. Vision

To establish **St. Joseph's College of Engineering, Chennai**, as a leading institution that advances sustainable development through engineering education, innovation, research, green campus

initiatives, and impactful community engagement, fully aligned with India's and the UN's SDG commitments.

3. Policy Objectives

This SDG Policy document is a formal declaration of **St. Joseph's College of Engineering** institutional commitment to:

• Integrate Sustainable Development Goals (SDGs) into academic curriculum, research initiatives, innovative practices and institutional governance frameworks.
• Develop a green, inclusive, safe and resource-efficient campus that promotes environmental awareness and social responsibility
• Advance research in a sustainable way, catalyse technology development, and industry collaboration, addressing regional, national and global challenges.
• Strengthen community engagement through outreach programs, extension activities and capacity-building initiatives aligned with societal needs.
• Foster national and international partnerships with academia, industry, government, and civil society to promote collaborative sustainable development
• Implement measurable targets, KPIs, and periodic review mechanisms to monitor, report, and continuously improve SDG performance and impact.

4. Guiding Framework and Alignment

4.1 Alignment with NEP 2020

St. Joseph's aligns this SDG Policy with NEP 2020 by promoting:

- Multidisciplinary and holistic learning
- Ethical values and responsible citizenship
- Skill-based education and innovation
- Research-driven academic culture
- Inclusivity and equity in access to education
- Community engagement and service learning

4.2 Alignment with NITI Aayog SDG India Index

St. Joseph's aims to contribute directly to national SDG indicators through:

- Quality technical education and employability
- Gender equity and safe campus environment
- Renewable energy and efficient consumption
- Innovation, entrepreneurship and infrastructure development
- Climate resilience and sustainability
- Partnerships and CSR initiatives

5. Institutional Mechanism for Implementation

5.1 SDG Steering Committee (SSC) for St. Joseph's College of Engineering

Chairperson: Chairman/ Managing Director/ Principal
Members: Deans, Heads of Departments, IQAC Coordinator, NSS/NCC Coordinators, Student Representatives, and Sustainability Expert.

Functions:

- Approve SDG action plans and projects
- Provide strategic guidance and oversight
- Review SDG progress annually
- Ensure compliance with national SDG initiatives

5.2 SDG Coordination Cell (SDGCC)

A dedicated cell under IQAC for:

- SDG documentation and reporting
- Data collection and audits
- Preparing annual SDG performance reports
- Organizing SDG awareness events

5.3 Departmental SDG Coordinators

Each department will nominate a faculty coordinator responsible for:

- Integrating SDG themes into curriculum and projects
- Promoting SDG-based research and student activities
- Reporting SDG initiatives to SDGCC

5.4 External Advisory Committee

St. Joseph's may invite experts from:

- Industry partners (IT/Manufacturing/Green Energy)
- NGOs and sustainability organizations
- Government agencies
- Academic institutions

for annual review and guidance.

6. SDG Focus Areas, Goals, Key Targets & Implementation Framework

SDG Alignment at Institute level

Introduction

The United Nations Sustainable Development Goals (SDGs) are a set of 17 interconnected global objectives adopted by all UN Member States in September 2015 as part of the 2030 Agenda for Sustainable Development.

These goals aim to address the world's most pressing social, economic, and environmental challenges — including poverty, inequality, climate change, environmental degradation, peace, and justice
— to ensure prosperity for both people and the planet by the year 2030.

The SDGs apply universally, requiring coordinated global action among governments, civil society, academia, and the private sector.

SDG 1 – No Poverty

Focus Area: Access & equity in education

Goal: Reduce economic barriers for learners and nearby communities.

Key Targets:

- Increase scholarships and fee concessions.
- Improve employability of first-generation learners.
- Support rural technology solutions.

Implementation:

- Expand financial aid, endowment and alumni-funded scholarships.
- Provide skill certification, placement training.
- NSS/NCC rural technology transfer projects.

SDG 2 – Zero Hunger

Focus Area: Food security & sustainable agriculture

Goal: Support innovations that enhance nutrition and farm productivity.

Key Targets:

- Student projects in precision agriculture.
- Reduce campus food waste.
- Farmer outreach programs.

Implementation:

- Promote IoT/hydroponics research.
- Food waste audits in hostels/canteens.
- Technical workshops for local farming communities.

SDG 3 – Good Health and Well-being

Focus Area: Physical & mental health

Goal: Promote a healthy campus ecosystem.

Key Targets:

- Regular medical & mental wellness programs.
- Increase participation in sports & yoga.
- Encourage healthcare innovations.

Implementation:

- Annual health camps and counselling.
- Fitness awareness drives.
- Support biomedical / low-cost device projects.

SDG 4 – Quality Education

Focus Area: Inclusive, outcome-based, future-ready learning

Goal: Deliver equitable and high-quality engineering education.

Key Targets:

- Integrate SDG themes into curriculum.
- Expand digital & experiential learning.
- Increase research and innovation output.

Implementation:

- OBE practices, internships, industry projects.
- MOOCs, smart classrooms.
- FDPs on sustainability pedagogy.

SDG 5 – Gender Equality

Focus Area: Empowerment & safe environment

Goal: Ensure equal opportunity and representation.

Key Targets:

- Higher participation of women in leadership & research.
- Strong grievance redressal.
- Career mentoring.

Implementation:

- Women Development Cell activities.
- Gender sensitization workshops.
- Leadership & entrepreneurship support.

SDG 6 – Clean Water and Sanitation

Focus Area: Water stewardship

Goal: Efficient use and protection of water resources.

Key Targets:

- Reduce water consumption.
- Promote reuse & recycling.
- Sanitation awareness.

Implementation:

- Rainwater harvesting.
- STP / wastewater projects.
- Student innovation in purification systems.

SDG 7 – Affordable and Clean Energy

Focus Area: Renewable energy & efficiency

Goal: Lower dependence on conventional energy.

Key Targets:

- Increase solar contribution.
- Reduce energy intensity.
- Promote clean-energy R&D.

Implementation:

- Rooftop solar expansion.
- LED retrofits, smart monitoring.
- Student projects on wind/solar.

SDG 8 – Decent Work and Economic Growth

Focus Area: Employability & entrepreneurship

Goal: Create industry-ready graduates and job creators.

Key Targets:

- Improve placement rate.
- Support startups.
- Expand industry engagement.

Implementation:

- Incubation & EDC programs.
- Skill mapping & certification.
- MoUs for internships.

SDG 9 – Industry, Innovation and Infrastructure

Focus Area: Research & technology development

Goal: Strengthen innovation ecosystem.

Key Targets:

- Increase patents & prototypes.
- Industry-supported labs.
- Multidisciplinary research.

Implementation:

- Innovation challenges.
- Sponsored R&D.
- Centres of Excellence.

SDG 10 – Reduced Inequalities

Focus Area: Inclusivity

Goal: Equal access irrespective of background.

Key Targets:

- Support for marginalized learners.
- Differently-abled friendly infrastructure.

Implementation:

- Bridge courses.
- Scholarships.
- Accessible campus facilities.

SDG 11 – Sustainable Cities and Communities

Focus Area: Urban sustainability

Goal: Promote environmentally responsible living.

Key Targets:

- Community development projects.
- Smart/green campus initiatives.

Implementation:

- Waste management models.
- Smart mobility / energy studies.
- Local body collaboration.

SDG 12 – Responsible Consumption and Production

Focus Area: Resource efficiency

Goal: Minimize waste and encourage reuse.

Key Targets:

- Reduce plastic & paper.
- Improve recycling rate.

Implementation:

- E-governance, paperless systems.
- E-waste drives.
- Green procurement practices.

SDG 13 – Climate Action

Focus Area: Carbon & environmental responsibility

Goal: Build climate awareness and resilience.

Key Targets:

- Lower institutional carbon footprint.
- Integrate climate studies.

Implementation:

- Tree plantation.
- Energy conservation campaigns.
- Climate literacy modules.

SDG 14 – Life Below Water

Focus Area: Marine ecosystem protection

Goal: Reduce pollution impact.

Key Targets:

- Awareness on plastics.
- Water quality projects.

Implementation:

- Beach / water body clean-ups.
- Research on pollution mitigation.

SDG 15 – Life on Land

Focus Area: Biodiversity & greenery

Goal: Conserve terrestrial ecosystems.

Key Targets:

- Increase green cover.
- Habitat awareness.

Implementation:

- Afforestation.
- Herbal/biodiversity gardens.
- Environmental studies.

SDG 16 – Peace, Justice and Strong Institutions

Focus Area: Ethics & governance

Goal: Promote transparency and responsible citizenship.

Key Targets:

- Ethics integration in curriculum.
- Awareness of rights & duties.

Implementation:

- Value education programs.
- Cyber security awareness.
- Good governance practices.

SDG 17 – Partnerships for the Goals

Focus Area: Collaboration

Goal: Leverage networks for sustainable development.

Key Targets:

- Increase functional MoUs.
- Joint research & CSR projects.

Implementation:

- Industry & NGO partnerships.
- Alumni engagement.
- International cooperation.

7. Monitoring, Evaluation and Reporting

St. Joseph's shall ensure systematic monitoring through:

7.1 Annual SDG Report

Prepared by the SDG Coordination Cell, covering:

- Department-wise SDG activities
- Community outreach contributions
- Research and innovation outcomes
- Green campus achievements

7.2 SDG Dashboard

A digital dashboard shall be maintained with measurable indicators such as:

- Energy consumption and renewable energy percentage
- Number of SDG-linked research projects
- Waste reduction measures
- Student participation in outreach programmes
- Gender ratio in student and faculty population

7.3 Periodic Reviews

- **Internal Review:** Annually by SDG Steering Committee
- **External Review:** Once every 3 years by sustainability experts

8. Financing and Resource Mobilization

St. Joseph's shall support SDG implementation through:

- Allocation of institutional budget for sustainability initiatives
- Mobilizing funding through CSR, alumni support, and research grants
- Government schemes and sponsored projects
- Industry-supported sustainable infrastructure programmes

9. Capacity Building and Awareness

St. Joseph's will organize:

- Faculty Development Programmes (FDP) on sustainability and SDG integration
- Student SDG Ambassador programme
- Annual SDG Week / Sustainability Week celebrations
- Poster competitions, hackathons, innovation challenges on SDG themes
- Awareness programmes for staff and support workers

10. Communication and Public Engagement

St. Joseph's will:

- Publish SDG activities in annual reports, newsletters, and official website
- Promote SDG success stories through social media platforms
- Share research outcomes and sustainability initiatives with stakeholders
- Encourage community participation in SDG events and campaigns

11. Policy Review and Amendment

This SDG Policy shall be reviewed once every **three years** by the SDG Steering Committee

to ensure alignment with:

- UN SDG updates
- National education reforms
- AICTE and UGC sustainability frameworks
- Institutional growth and new sustainability requirements

Conclusion

St. Joseph's College of Engineering, OMR, Chennai, reaffirms its commitment to sustainable development by integrating SDGs into education, research, campus operations and community outreach. This policy ensures that St.Joseph's contributes meaningfully towards a sustainable future by nurturing responsible engineers, innovators and leaders.

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

FIRE & ELECTRICAL SAFETY POLICY

1. PURPOSE

The purpose of this policy is to establish a safe educational and working environment by preventing fire and electrical hazards, minimizing risks to life and property, ensuring statutory compliance, and promoting preparedness through training and emergency response.

This policy applies to all academic buildings, laboratories, workshops, hostels, libraries, administrative offices, auditoriums, cafeterias, sports facilities, transport depots, and utility installations within the college campus.

2. SCOPE

This policy is applicable to:

- Students
- Faculty and Staff
- Contract Employees
- Housekeeping Personnel
- Security Personnel
- Visitors
- Vendors
- Construction Contractors

3. POLICY STATEMENT

The College is committed to:

- Preventing fire incidents through systematic hazard identification.
- Ensuring safe electrical installations and maintenance.

- Providing adequate firefighting equipment.
- Maintaining emergency exits free from obstruction.
- Conducting periodic inspections and emergency drills.
- Protecting life before property.
- Ensuring compliance with all statutory requirements.

Every individual on campus shares responsibility for maintaining a safe environment.

4. OBJECTIVES

The objectives are to:

- Prevent fire outbreaks.
- Prevent electrical accidents.
- Protect lives and assets.
- Ensure uninterrupted academic activities.
- Reduce operational risks.
- Improve emergency preparedness.
- Meet legal and regulatory requirements.

5. LEGAL COMPLIANCE

The College shall comply with:

- National Building Code of India (NBC 2016) – Part 4 Fire & Life Safety
- Tamil Nadu Combined Development and Building Rules
- Tamil Nadu Fire and Rescue Services requirements
- Indian Electricity Rules
- Central Electricity Authority Safety Regulations

- Applicable BIS Standards
- Local Fire NOC requirements

6. RESPONSIBILITIES

Management

Management shall:

- Provide adequate financial resources.
- Maintain firefighting infrastructure.
- Appoint Fire & Safety Officer
- Review safety performance annually.

Principal

The Principal shall:

- Ensure policy implementation.
- Approve emergency response plans.
- Conduct annual management reviews.
- Ensure statutory compliance.

Fire & Safety Officer

The Fire & Safety Officer shall:

- Conduct inspections.
- Organize fire drills.
- Maintain records.
- Coordinate emergency response.

- Liaise with Fire & Rescue Services.
- Conduct safety awareness programmes.

Heads of Departments

Department Heads shall:

- Ensure laboratory safety.
- Verify electrical safety.
- Report unsafe conditions.
- Nominate Floor Wardens.

Faculty

Faculty members shall:

- Educate students on emergency procedures.
- Ensure laboratories are left in safe condition.
- Report hazards immediately.

Students

Students shall:

- Follow safety instructions.
- Never tamper with firefighting equipment.
- Avoid overloading electrical sockets.
- Participate in evacuation drills.

Maintenance Department

Maintenance personnel shall:

- Inspect electrical systems.
- Repair faults promptly.
- Maintain DG sets.
- Maintain transformers.
- Maintain UPS rooms.

Security Department

Security personnel shall:

- Monitor fire alarm panels.
- Ensure emergency access roads remain clear.
- Assist during evacuation.
- Guide emergency responders.

7. FIRE SAFETY REQUIREMENTS

The campus shall provide:

- Fire extinguishers
- Hydrant system
- Hose reels
- Automatic fire alarm system
- Smoke detectors
- Heat detectors
- Manual call points

- Emergency lighting
- Exit signage
- Public Address System
- Fire pumps
- Underground water storage
- Terrace tanks
- Sprinkler systems where applicable

All firefighting equipment shall remain operational at all times.

8. ELECTRICAL SAFETY REQUIREMENTS

The College shall ensure:

- Periodic electrical inspections.
- Proper earthing.
- Earth leakage protection.
- Circuit breakers.
- Lightning protection.
- Safe cable management.
- Preventive maintenance.
- Thermographic inspection of panels.
- Load balancing.
- Proper ventilation of electrical rooms.

Only licensed electricians shall perform electrical work.

9. LABORATORY SAFETY

Laboratories shall:

- Maintain chemical compatibility.
- Store flammables separately.
- Provide emergency shut-off switches.
- Display emergency procedures.
- Maintain Class ABC and CO_2 extinguishers.
- Conduct regular inspections.

10. HOSTEL FIRE SAFETY

Hostel residents shall not:

- Use electric stoves.
- Use immersion heaters.
- Use unauthorized extension boards.
- Use damaged electrical appliances.
- Smoke inside buildings.

Wardens shall conduct monthly inspections.

11. FIRE PREVENTION PRACTICES

The College shall:

- Maintain good housekeeping.
- Keep exits unobstructed.
- Prohibit storage in staircases.
- Control combustible waste.

- Ensure safe LPG storage.
- Maintain electrical panels.
- Prevent overloading.

12. ELECTRICAL SAFETY PRACTICES

The following are prohibited:

- Damaged cables
- Loose connections
- Multiple plug adapters
- Unauthorized electrical modifications
- Temporary wiring
- Exposed conductors

13. EMERGENCY RESPONSE PLAN

In case of fire:

1. Raise alarm immediately.
2. Activate nearest Manual Call Point.
3. Inform Security Control Room.
4. Call Fire & Rescue Services.
5. Use extinguisher only if trained.
6. Evacuate calmly.
7. Assist differently-abled persons.
8. Assemble at designated Assembly Points.
9. Wait for clearance before re-entry.

14. EVACUATION PROCEDURE

Each building shall have:

- Floor Wardens
- Assembly Points
- Evacuation Maps
- Exit Signage
- Emergency Lighting

Lifts shall never be used during fire emergencies.

15. TRAINING

Training shall include:

- Fire extinguisher usage
- Electrical safety
- CPR awareness
- First Aid
- Emergency communication
- Evacuation procedures

Frequency:

- Employees – Twice annually
- Students – Once every semester
- Hostel residents – Every semester
- Contractors – Before commencement of work

16. FIRE DRILLS

Fire drills shall be conducted:

- Once every semester for academic blocks
- Quarterly for hostels
- Annually during night hours for residential buildings

17. INCIDENT REPORTING

Every fire or electrical incident, including near misses, shall be reported immediately.

The investigation shall identify:

- Root cause
- Corrective actions
- Preventive measures
- Lessons learned

18. CONTRACTOR SAFETY

Contractors shall:

- Obtain Work Permit.
- Follow Lock-Out/Tag-Out procedures.
- Obtain Hot Work Permit.
- Use PPE.
- Report unsafe conditions immediately.

19. PROHIBITED ACTIVITIES

The following are strictly prohibited:

- Smoking inside buildings
- Blocking exits
- Tampering with alarms

- Misusing fire extinguishers
- Unauthorized electrical work
- Illegal electrical connections
- Storage of flammable materials near electrical equipment

20. POLICY REVIEW

This policy shall be reviewed annually or whenever:

- Statutory regulations change.
- Major campus expansion occurs.
- Serious incidents occur.
- New technology is introduced.

21. EMERGENCY CONTACTS

Emergency Control Room

Fire & Safety Officer

Campus Medical Centre

Security Office

Electrical Maintenance Department

Nearest Fire & Rescue Station

Local Police Station

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

FEEDBACK POLICY

FEEDBACK POLICY

The feedback policy of St. Joseph's College of Engineering is designed for inclusivity and to ensure that the educational programs provided are effective in meeting their goals.

1. Purpose:

The institute aims to empower the students to succeed in a changing world to become productive engineers and responsible citizens. The institute through a structured feedback mechanism from various stake holders ensures quality teaching learning process, research opportunities, and outreach services in technical education. The stakeholders play a vital role in the evaluation, development and enhancement of the quality of the learning experience. Feedback from stakeholders allows the institute to evaluate how its service provision is viewed.

2. Scope:

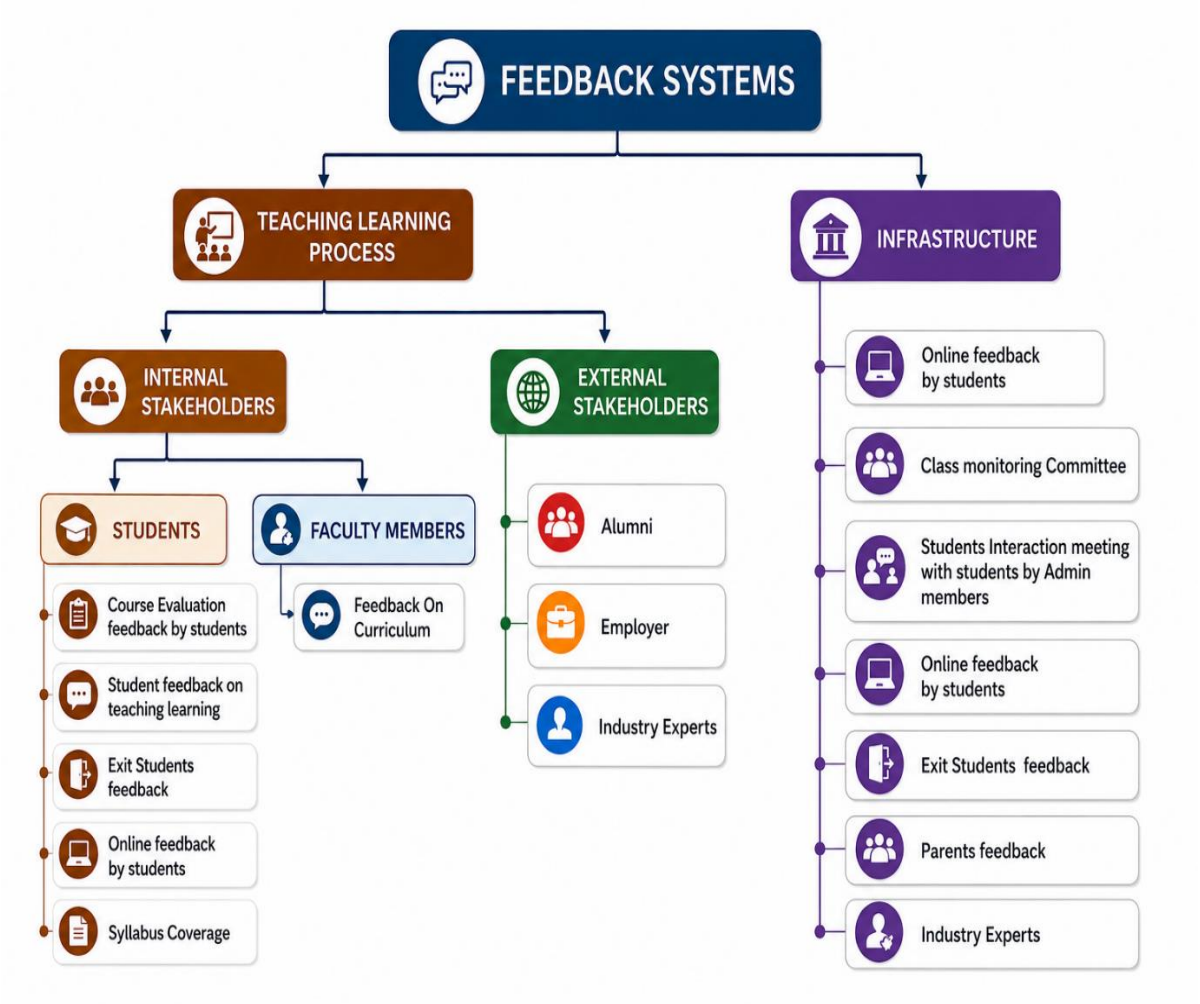
This policy applies to all courses and programs offered by the institution. It encompasses feedback analysis on both Teaching, learning process and various infrastructure facilities. which has been taken from various stake holders.

3. Objective of feedback

The objective of feedback in an educational institution is to enhance student learning, improve teaching effectiveness, promote continuous improvement, support informed decision-making, and ensure quality education. It fosters self-reflection, accountability, and engagement among students and staff, contributing to overall academic success and institutional growth through constructive and timely communication.

- Enhance student learning and academic performance
- Improve the quality and effectiveness of teaching
- Promote continuous improvement in curriculum and institutional practices
- Encourage self-reflection among students and faculty
- Foster open communication and engagement between stakeholders
- Support data-driven decision-making and strategic planning
- Ensure accountability and uphold educational quality standards
- Identify areas for professional development among staff
- Increase student motivation and engagement

The stakeholders include students, faculty, parents, alumni, industry partners, and governing bodies or board members. Their input is crucial for the institution to improve academic standards, teaching strategies, career preparedness, and overall student satisfaction.



4. Feedback Collection Process:

4.1 Feedback on Teaching and Learning Pedagogy

- Feedback is collected through online and/or structured questionnaires.
- Anonymity and confidentiality are maintained to ensure honest responses.
- The collected data is processed and analyzed.

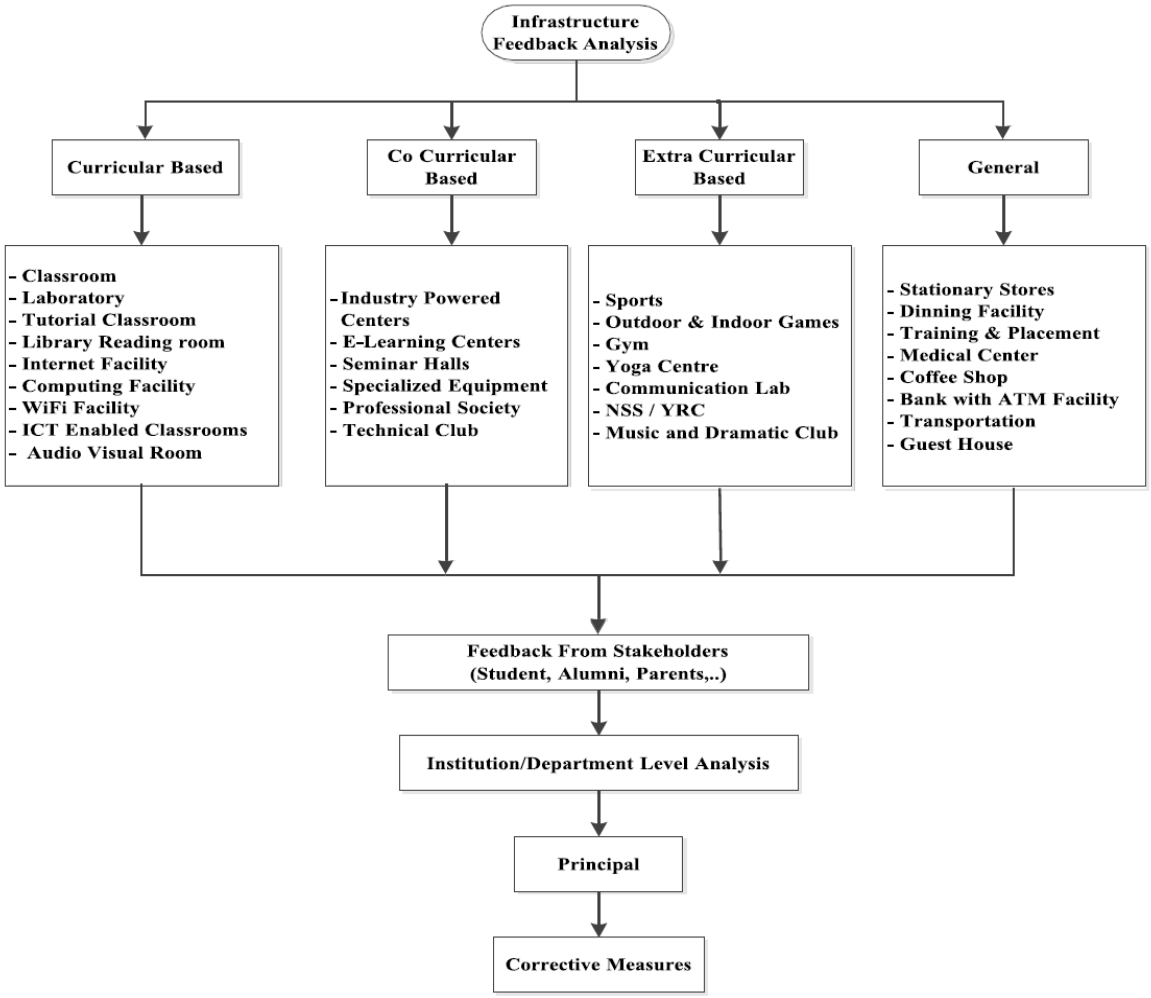
Stakeholder		Feedback Mechanism	Frequency
Internal Stakeholders	**Students**	**Curriculum**: This continuous feedback helps assess the effectiveness and relevance of the syllabus and enables timely improvements aligned with student learning needs and industry expectations.	Every Semester
		Semester opening meeting with students: Discussion with students on Learning outcomes, and skill development activities planned every	Every Semester

		semester after receiving feedback from students and considering their requirements. The activities are supported by sufficient infrastructure academic and supportive.	
		Feedback on teachers: Student online feedback is conducted by the Internal Quality Assurance Cell of the College. This feedback helps to assess teaching effectiveness and classroom engagement, enabling timely improvements in the teaching–learning process.	Every Semester
		Syllabus coverage feedback: It ensures the meeting of timelines in which the prescribed syllabus is completed as planned and identifies gaps, challenges, and suggestions for improving course coverage and time management.	Monthly
		Class Monitoring Committee feedback: This feedback collects student input on curriculum delivery, teaching effectiveness, infrastructure, and learning support and it is reviewed periodically and used for corrective actions and continuous academic improvement.	Every semester
		HOD feedback: It involves periodic review of academic activities and teaching–learning effectiveness across departments. Observations and recommendations are used for academic planning, quality enhancement, and policy-level improvements after due discussion with other stakeholders.	Every semester
		Exit Survey: Student feedback is collected through an exit survey at the end of the program to review the curriculum, syllabus and pedagogy adopted and students' learning experience. This feedback helps improve relevance, effectiveness, and alignment with industry needs, enhancing overall quality of academic process.	Once in a Year

	Faculty Members	Faculty members play a crucial role in providing feedback on the curriculum and syllabi. By actively involving faculty members in the feedback process, academic institutions can leverage their expertise and experience to periodically refine and enhance the curriculum and syllabi, ultimately improving the relevance to industry and employer expectations.	Every Semester
External Stakeholders	**Parents**	Parents feedback supports better decision-making and foster a collaborative, transparent, and continuously improving institutional environment. It reflects a sense of inclusivity and ensures objective approach.	Throughout the Year
	Alumni	Feedback on the curriculum by alumni provides valuable insights into how well the program prepared them for higher studies, employment, and professional challenges. It also obtains suggestions from them regarding scope for improvement.	Throughout the Year
	Employer	Employers provide valuable feedback on the employability, professional competence, and industry readiness of graduates. Their inputs focus on technical skills, problem-solving ability, and adaptability to workplace environments with emphasis on key changes to curriculum and syllabi at par with the needs of the industry.	Throughout the Year
	Academic Peers	Academic peers, including external faculty members and subject experts from reputed institutions, periodically review the curriculum and syllabi along with teaching learning methods and academic outcomes. Their feedback ensures that academic standards are maintained, learning outcomes are clearly defined, and the curriculum remains contemporary and competitive.	As and on when applicable
	Industry experts	Industry experts provide insights into emerging technologies, current industry practices, and future skill requirements. Their feedback assists in updating course content, introducing industry-relevant electives, practical components, and skill-based learning modules.	As and on when applicable

4.2. Feedback on Infrastructure.

The institution provides sustainable and state-of-art infrastructural facilities such as Classrooms, Laboratory, Internet, Library, Washrooms, Cleanliness, Drinking water, etc. Assessment of facilities is done based on feedback from students, faculty, department advisory board, parents, employers and industry experts. A Suggestion box is available in the institution to receive suggestions from the students. A grievance redressal committee also interacts with the students periodically to represent their grievances to the higher authorities. The alumni network of the institution is very strong, and they take part in surveys during the alumni event conducted every year. Feedback is collected during the exit survey and parent teacher meetings about the facilities of the institution to guarantee a highly effective learning environment. All Internal and External Stakeholders are included in this feedback, and their suggestions are sought periodically to improve the facilities.



The stakeholders' feedback is essential to the following processes:

- Formulation of Vision, Mission and PEOs.
- Approval of COs, POs/PSOs of the programme.
- Identification of curriculum gap and the activities that support the POs/PSOs continual improvement.
- Participation in various academic and administrative committees like Governing Council, Academic council, IQAC, Alumni association meetings, DAB.
- Improvement of sufficient infrastructure in the campus that aids academic progress of the students in a technology empowered campus.
- Also, stakeholders are involved during admission, student awareness, workshops, student induction programs and other intra departmental meetings.

5. Feedback Analysis and Further Action with Rewards / Corrective measures:

- **Data Analysis:** Feedback will be systematically collected, analyzed, and summarized. Quantitative data will be statistically analyzed, and qualitative data will be thematically analyzed. Faculty members and respective in-charges receive individual confidential feedback reports. Performance metrics of the faculty members on various attributes is evaluated by the Head of the Department every year and a report is submitted to the principal and deans.
- The Principal and deans review the report and recommend for suitable action with rewards or remedial measures, wherever necessary.
- **Action Plan:** Based on feedback, specific action plans will be developed to address specific issues.
    - Changes to the curriculum and syllabi will be made in accordance with the institution's governance processes with due consideration of stakeholders' feedback. This may include revisions to course content, and assessment strategies.
    - Staff having unsatisfactory feedback of less than 70% in performance metrics, shall discuss with HOD, the improvement of their performance in terms of teaching pedagogy, practices and content delivery. Scope for improvement is suggested by the HOD after detailed analysis and counselling. Such Faculty are advised to undergo knowledge development and upskilling programs, induction programs and soft skills training to address their shortcomings and ensure that they align with the institutional benchmark of securing above 85% in respective metrics.

- Emphasis is given to faculty to enhance the overall learning experience of the student with provision of detailed study materials, makeup classes for weak students, personal mentoring etc..based on the student feedback.
- Staff members with good performance and feedback metrics are encouraged in the form of appreciation for good results in end semester exams, using innovative teaching methods and research contributions. They are suitably rewarded with incentives for their outstanding research and academic activities like paper publications at National and International level Journals and conferences, filing of patents and receiving patent grants, securing funded projects from various reputed organizations.
- Stakeholder feedback regarding improvement of common facilities and department specific infrastructure is implemented by the management.

- **Follow-Up**: Regular follow-up will ensure that changes have been effectively enforced and continued.

Outcomes of Corrective Measures

Corrective Measures	Beneficiaries	Outcome
Advanced learner programs Remedial class for slow learners Training Programs Counseling Scholarship	Student	• University Examination Ranks • Learning Enrichment facilities • Higher Education opportunities • Employability skill acquisition • Entrepreneurship Development
Faculty Development Programs Training and Upskilling Programs	Faculty	• Faculty Empowerment
Academic audit	Department	• Program Development
Management Review	Institution	• Vision-Mission attainment • Infrastructure • Ranking • Quality Improvement
Extension Activities	Society	• Social Responsibility • Community development

6. Related and supportive Documents

Feedback forms and analysis reports:

a. Students Online feedback
b. Course Evaluation forms

c. Class Monitoring Committee feedback
d. Class committee meeting feedback
e. HOD feedback
f. Semester opening meeting with students
g. Syllabus coverage feedback
h. Scrutiny committee feedback
i. Teachers' feedback
j. Exit Survey
k. Alumni Survey
l. Parents feedback
m. Employer Feedback
n. Industry expert feedback

7. Policy Review: This policy shall be reviewed periodically to ensure alignment with institutional goals and accreditation requirements.

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St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

LIBRARY POLICY

LIBRARY POLICY

Our Central Library is one of the major highlights of the college. It is 2500 square meter Air conditioned central library that has a seating capacity for 536, Stack-120, Reference -60, Journal Section-36 and AV hall -320. The Collection Library has a total collection of 2,21303 books relating to various subjects. The excellent reading hall in the library assures peaceful and conducive environment to promote a spirit of continuous learning for the students equipped with reference books, hand books, dictionaries and encyclopedias. The Library provides a wide range of books and periodicals responding to the varying needs of the academic community by involving the faculty, students and the administration in the development and periodic assessment of the library services and resources. It also offers a peaceful environment for the optimum use of library materials and schedules the hours of service with professional assistance. It assists for computing resource plans and automation processes, having offered physical facilities and required equipment's.

Vision:

To improve the engineering, technology, and fundamental science teaching-learning process for teachers and students in order to foster excellence in research and innovation.

Mission:

The aim is to foster a stimulating learning environment by providing a diverse range of printed and electronic resources that support creativity and intellectual development.

Objectives:

To establish policies for the purchase of new books and technical journals, as well as guidelines for book reservations, loan periods, and returns. Additionally, to create a peaceful reading atmosphere for patrons within the library.

Policy Statements:

1. The Faculty, Staff and students of St. Joseph's College of Engineering are the members of the Library.
2. The Library is kept open on all day from 7:30 A.M to 5:00 P.M.
3. Library Tokens are issued only on production of identity cards, for Faculty 10 and students 7 Token.
4. Each Tokens is meant for only one book.
5. The Tokens issued are not transferable.
6. The books should normally be returned on or before the due date positively. Fine is levied for late return of books.
7. The Library user must Scan identity card when entering the Library.
8. Books will be issued from the library to the members only in exchange of Library Borrowers Tokens.
9. No user shall deface the library books by underlining, scribbling notes in the margins etc.,
10. All users are requested to protect library books as their own property.
11. Books taken out of the shelves for reference should be left on the reading tables.
12. Students are not allowed to carry anything inside the library. Personal belongings are to be left outside, at the entrance of the library.
13. Periodical publications, Dictionary, Reports, Proceedings, Reference sources etc., will not be lent out.
14. All members and the Library staff are requested to observe complete silence inside the library.

Book Issue Policy:

All Students, Faculty, Administrative staff and supporting staff of the college are entitled to become members of the central library. The membership application forms can be obtaining from circulation counter and should be submitted through proper channel. Each student is given 7 library cards and Staff 10 cards. Books are lent to students for 30 days & for staff for 6 Months and can be renewed with 30 days. Fine is levied for late return of books.

Book Lost:

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition of the book including the fine of Due dates after getting permission from the librarian.

Digital Library:

The Digital library subscribes AICTE Recommended E-journals Packages & 1 E-Book package (220+) and 6000+ Free E-Books List is shown in below. These covers more than 6,927 E-journals, transactions, magazines, conference proceedings and Standards. More than 12,000 new pages are added per month. It provides access to more than million full - page PDF images, including all original charts, graphs, diagrams, photographs and illustrative material.

Reference Section:

The reference section of the library has rich collection of International editions of Reference books, Hand books, Conference proceedings, Encyclopedias, GATE/IELTS/GMATE Exam Books Civil Service Exams (IAS, IPS, IFS), BANK Exam, INCOME TAX Exam, RAILWAY Exam, LIC, TNPSC Exams & all Category of Entrance Exams.

Periodicals:

The library has separate periodicals section and subscribes 139 International and National periodicals. The library receives regularly Journals, news letters from organizations and societies provides the staff and students latest information's in technical education, research and development activities. The Central library is a member of INDEST-AICTE Consortium. Through this consortium, it subscribes 854 National & International E-Journals including IEEE-(ASPP&POP), Elsevier-SCOPUS, every effort has been made to obtain all titles recommended by the faculty.

Journal Purchase Policy:

1. Required journals are purchased based on AICTE recommendation.
2. 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.
3. Hardcopies of the journals are not issued to the students or faculty members but photocopies of the required articles are issued.
4. Journals are bound subject-wise and preserved as back volumes.

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

RESEARCH PROMOTION POLICY

RESEARCH PROMOTION POLICY

Research and Development activities in emerging areas are increasingly crucial in educational institutions, alongside adopting effective teaching and learning processes. To support this, an Institutional Research Policy has well defined and it is applicable to all faculty members, students, and staff involved in any research activities within the institution. This policy covers fulltime and part time research scholars, as well as contract-based employees. All research activities must adhere to the guidelines outlined in this Institutional Research Policy.

Objectives:

- To encourage all researchers to continuously enhance their expertise in their specialization, in alignment with the Industry standards.
- To ensure high level of efficient and effective teaching, research support to facilitate faculty members, ensuring the continuous development of the institution.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To encourage under graduate, post-graduate and doctoral students to conduct in-depth studies and complete their project work, whether as part of the curriculum or for national and international competitions, ultimately leading to innovative research outcomes.

Research Promotion Policy:

- Researchers should uphold the highest standards of honesty and ethical conduct in all their research activities. This includes ensuring the accuracy and integrity of data, avoiding any form of plagiarism or misrepresentation, and respecting the rights and confidentiality of research subjects.
- Researchers should make every effort to publish the outcomes of their research as papers in reputed journals and conferences. This helps disseminate their findings to the broader scientific community and contributes to the advancement of their field. Before submitting their work for publication, authors must verify that their papers adhere to the permitted plagiarism limits set by the respective journals or conferences to maintain academic integrity. Once the paper is accepted for publication, it should be informed to the publication coordinator of the college.
- All Investigators carrying out sponsored projects must obtain the necessary approvals for equipment purchases. They should also maintain a properly tagged inventory to ensure the effective utilization of these resources.

- The progress report, as mandated by the sponsoring agencies, must be submitted on time. Additionally, the audited financial statements should be prepared and submitted promptly upon the project's completion.
- Researchers shall collect medical data regarding personal information and privacy in accordance with the ethical guidelines governing the use of such data. Approval from the college's ethical committee constituted by the college should be obtained wherever necessary.
- The research team will offer guidance and suggestions to enhance the institution's research activities.

Incentive Benefits:

Research incentives aim to recognize and reward research excellence and innovation. The institution provides encouragement and support to enhance research, publications, patents, and travel, both domestically and internationally as needed. Incentive benefits are determined by publication quality and funding agency contributions. Revisions to incentive benefits will be made as needed to ensure they remain effective and aligned with organizational goals. This process will be responsive to changing circumstances and requirements, allowing for adjustments to be made promptly and appropriately.

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

CONSULTANCY POLICY

CONSULTANCY POLICY

Objective:

To create a framework that facilitates effective consultancy activities at St.Joseph's College of Engineering.

General Principles of Consultancy:

1. Faculty members are encouraged to engage in consultancy work within their respective areas of expertise.
2. Consultancy services must get approval from the Head of the Institution (HoI) before they are undertaken.
3. It should not interfere with the primary responsibilities of the faculty member or the department.
4. Consultancy services must align with the best interests and objectives of the Institute.
5. In the context of consultancy services, the consultant should not directly or indirectly get associated with any activity that could be deemed unethical or inappropriate.
6. The institute encourages two kinds of consultancy services including Individual Consultancy and Team Consultancy. Individual Consultancy is offered by an individual faculty member in his/her individual capacity. Team Consultancy is offered by a team of faculty members from the same discipline or different disciplines of the Institute.

Circumstances under which Consulting Activity may be permitted:

1. The organization calling for consultancy services from faculty members or the department shall write to the HoI specifying the expertise required, otherwise faculty could also seek the permission of the HoI.
2. In considering whether or not permission will be given for consultancy activity, the HoI will consider such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest, and the use of institution resources.
3. The faculty or a group of faculties engaged in the consultancy work shall periodically report the progress of the consultancy work to the HoI through Head of the Department (HoD).
4. A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work and the copy of the same should be submitted to R&D cell.
5. For any outside visits leave as due is to be availed by the concerned staff members. Special Casual leave or duty leave may be permitted at the discretion of the Principal.

Publications:

Research publications arising from consultancy work shall include the faculty affiliation of the college and the acknowledgement for the facilities used by the college.

Intellectual Property Rights:

Patents arising from consultancy works if applicable shall be jointly published in the name of the authors and the institute.

Policy for Revenue Sharing in Consultancy:

Consultancy work can bring financial benefits both to the institution and its employees. Revenue sharing will be based purely on the resources utilized and man power used. Each consultancy may differ in terms of the capital and the consumable as well as HR resource cost. At the end of the consultancy project, the consultant shall submit a report on costing of the project.

Other Commercial Rules:

1. The utilization of institute facilities and resources is permitted for consultancy work.
2. Consultancy meetings with organizations may be held at the Institute, and it is expected that any facilities used will be duly acknowledged.

Conclusion:

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

St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)

SEED MONEY GRANT POLICY

SEED MONEY GRANT POLICY

St. Joseph's College of Engineering seed grant is a funding initiative that has been fostered to encourage faculty to pursue competitive research in current happening areas of national and international importance. Research is the navigator of the flagship of knowledge, which delivers a new energy, fabricates state-of-the-art facilities, encourages publications and promotes innovation amongst faculty members.

Objectives:

- To encourage the faculty members to propagate their innovative ideas through Seed Proposals, which can be further translated in to major research projects and submitted to the external agencies for funding.
- To promote inter-faculty collaboration in emerging areas.
- To promote generation of Intellectual Property rights (IPR) and Product/Process development as per to the new impending technologies.

Policy Statement:

- Faculty members having a Ph.D. degree or pursuing Ph.D. are eligible to apply as Principal Investigator (PI) for the Seed Money Grant.
- The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.
- At any time, a PI can submit only one application. However, he/she can be a Co-Investigator in more than one proposal.
- The provision of seed money grant is for a maximum period of two years. In case of any delay in the projects, it is expected from PIs/Co-PI to take the extension of the project from Research Co-ordinator accordingly.
- Normally, a grant up to Rs 2 Lakhs may be rewarded based on the merit of the proposal and decision of the Dean Research. However, there should be no such ceiling for cutting edge research & development work based on its necessity and availability of funds.
- The PI of the project can associate a team of UG/PG students and he/she is responsible for the conduct of the research in accordance with the institute research 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 will assume responsibility as PI.
- Research Co-ordinator should review and monitor the progress of the sanctioned project periodically and submit the report to the management.
- After completion of the seed project, the final report must be prepared as per the prescribed format and submitted to the office of Research Co-ordinator for record purpose.

Additionally:

- If sanctioned, the applicant should be able to carry out the project on their own and not outsource it.
- All research done on Seed-Money project will be carried out within the premises, and faculty and students should obtain prior permission from the Head of the Institution to work outside the premises.
- The proposal should be based on the applicant's own original ideas, and should not be based on work or assignments given to others or mandated for students.
- While researchers are encouraged to extend the project to their Ph.D., they should not take their Ph.D. as a part of it for the seed-money project.
- It is advisable to show your proposals to research and development team and get critical feedback for novelty, quality, relevance, ethical considerations, impressive and formal presentation before submission.

Expected Outcomes:

1. The projects completed should lead to publications in Scopus/SCI journals and Patent Grant.
2. The projects completed should lead the students of their own startups.