
1.....MBCCET AT A QUICK LOOK

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The College has continued its advancement as a centre for learning and public service coupled with excellent university exam results, high profile campus placements and cultural activities. The full time B.Tech enrolment of about 1600 students, the emphasis on teaching excellence, and the increasingly high proportion of students and teaching faculty residing in the campus highlight the personal collegiate atmosphere that makes the MBC Campus quite unique.

The college was founded by the late H.H. Dr. Baselios Marthoma Mathews II, the Catholicos of the East and Malankara Metropolitan. Presently the President of the College is His Holiness Baselios MarthomaPaulose II, the Catholicos of the East and Malankara Metropolitan. H.H. Catholicos is the President of the Governing Board. The eighteen Governing Board Members are active in carrying out the functions of the college management.

Adv. Biju Oommen
Association Secretary

Er. Roy V. Vairamon
Director

1. PERSONAL PROFILE

Name : _____

Branch & Semester : _____ Roll No : _____

Admission Number : _____ Date of birth: _____

Contact Number : (R) _____

(M) _____

Identification Mark : _____

Mailing Address : _____

Email Id : _____

Blood Group : _____

Parent / Guardian Name: _____

In Case of Emergency, notify

Name : _____

Relationship : _____

Contact Number : (R) _____

(M) _____

Address : _____

Signature

ABOUT MBC

Mar Baselios Christian College of Engineering & Technology, Kuttikkanam, Peermade, is a self-financing institution for professional Education, affiliated to Kerala Technological University & Mahatma Gandhi University and approved by All India Council for Technical Education (AICTE), New Delhi. The College is owned and managed by the Malankara Orthodox Syrian Church, which plays a paternal role in the institution's establishment and operations. The institution focuses on offering baccalaureate degree programs in various Engineering streams.

In 2001, the College started functioning as a new generation Engineering College. Since its inception in the year 2001, the College has been on a steady path of growth and up-gradation. Our aim is to provide our students with the best possible facilities and the right training. We emphasize on teaching excellence and wholesome learning experience and strive towards making MBC a premier educational institution. With the various batches of students already passed out with flying colours, the College is well on to fulfil its long term objective of being a Centre of excellence as far as quality education and student life is concerned.

11. Those who use digital library, please write their details in the register.
12. Members shall not bring library books issued to them inside the library.
13. Use of mobile phone is strictly prohibited inside the library.
14. Members are responsible for any damage caused by them to the books or any other property belonging to the library & shall be required to pay the penalty imposed upon them by the librarian.
15. The members caught tearing pages /stealing of books will be suspended forthwith for using the library facilities and college will initiate further disciplinary action against them.
16. If the book has any complaint, that complaint should be reported at the circulation counter before taking the book. Otherwise, the complaint will not be considered.
17. If in the case of book has lost, students have to replace the latest edition of the books or to pay the triple cost of the book.
18. Members leaving the library should stop at the exit so that the materials borrowed or taken out of the library by them may be checked.
19. The library rules may be altered, modified or amended from time to time.
20. Any infringement of the above rules may lead to the cancellation of the membership.
21. Any controversy regarding the interpretation of any of these rules has to be settled by the principal

5.13 EXAMINATION RULES

Instructions to students for the university examination

1. Students should occupy their seats inside the examination hall at least 15 minutes prior to the commencement of the examination.
2. Students may leave examination hall only after 2 hours and 30 minutes.
3. Students should tie up their answer sheets at least 10 minutes before the final bell. After the final long bell, hand it over to the invigilator.
4. Do not write your name or register number in any part of the answer book except in the space provided for it in the front page.
5. Do not take answer book outside the Examination Hall.

MAR BASELIOS CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Principal
Dr.PRADEEP.C

Students' Advisor and Chaplain
Rev. Fr. KURUVILLA PERUMMAL CHACKO

Dean Student Affairs
Dr. NIRMALA JOSEPH

COMMUNICATION ADDRESS

**Address: College Office, MBC CET
Mar Baselios Christian College of Engineering &
Technology
Kuttikanam, Peermade
Idukki, Kerala-685531**

Address: Corporate office, MBC CET

**Mar Baselios Christian College of Engineering
& Technology
Catholicate Aramana, Devalokam
Kottayam, Kerala-686004**

Phone: 04869-233571, 04869-233572, 04869-233573

**For Admission and further information:
75589933571, 8289860011, 9447071571**

Email : mbc@mbcpeermade.com, hr@mbcpeermade.com

College website: www.mbcpeermade.com

IMPORTANT TELEPHONE NUMBERS

NAME	DESIGNATION	PHONE NUMBERS
Er. Roy. V. Vairamon	Director	9447281541
Dr. Pradeep.C	Principal	8075250997
Rev. Fr. Kuruvilla Perumal Chacko	Students' Advisor	9447672301
Dr.Nirmala Joseph	Dean-Student Affairs, HoD-Science And Humanities	9446856914
Dr. Nivin Philip	HoD-Civil Engineering	8078396356
Prof.Annie Chacko	HoD-Computer Science And Engineernig	9497791233
Prof.Elias Janson.K	HoD- Electronics And Communication Engineering	9946441645
Prof. Robins Anto	HoD- Electrical And Electronics Engineering	8075670306
Dr. Roja Abraham Raju	HoD- Mechanical Engineering	9447349195
E.P Varghese	Deputy Office Manager	9495444736
Prof.Resmara Shajahan	KTU-Coordinator	9446224393
Nikith K Zachariah	Public Relations Executive	9747031624

HOSTEL

Chief Warden : Dr. Pradeep.C
 Additional Chief Warden : Rev. Fr Kuruvilla Perumal Chacko
 Deputy Chief Warden (LH) : Dr. Nirmala Joseph
 Deputy Chief Warden (MH): Prof.Elias Janson.K

5.11.2 Health Club Rules

- 1) Timings from 6 am-7.30 am and 4.30pm-6pm
- 2) Use proper dress code inside the gym (track suit or shorts, t-shirts& towel).
- 3) Footwear are not permitted inside the gym.
- 4) Maintain proper discipline inside the gym.
- 5) Gym will have closed on non- working days.
- 6) Members are liable to pay fine in case any damages incurred.
- 7) Keep the equipment's at its original position after usage.
Members should obey the instruction given by the staff-in-charge/instructor

5.12 RULES OF THE LIBRARY

1. On regular working days library opens at 8.00 am and closes at 6.00 pm and on non-regular working days library opens at 9.00 am and closes at 3.30 pm.
2. No student will be permitted to enter the library without uniform and identity card.
3. On entering the library, students shall write their name, class etc in the gate register.
4. Students are not permitted to take their personal belongings (bags, umbrellas, personal books, printed matters, jackets, files, etc...) inside the library. These things have to be kept in the belongings room at the entrance. Students are permitted to take only one notebook or few sheets of paper into the library.
5. Strict silence should be observed in the library.
6. Group discussion/ group study and doubt clearance are not allowed in the library.
7. All the B-Tech students are allowed to borrow 3 books at a time and MTech students are allowed to borrow 5 books, for a period of 15 days and after that an overdue charge of Rs 1/- per day will be levied.
8. Books should not be returned on the issued date.
9. Books in the reference section will not be issued in any case.
10. Those who read reference books, please write accession number, name of student etc in the reference read register.

17. Use of electrical appliances such as heaters, electrical irons etc. are strictly prohibited.
18. Lights in the rooms should be switched off from 12.00 AM to 5.00 AM. Those who would like to continue their studies even after this time may use the special study rooms.
19. Residents going out of the hostel should be presentable/in proper dress code.[In front of the college gate, canteen, stores, hospital, etc.]
20. Hostel Residents are not permitted to leave the campus/hostel without the written permission of the higher authorities.
21. Unauthorised absence (more than 10 days) in the hostel is not permitted. Such residents will be removed from the hostel. They must clear their mess bill before leaving hostel. They will also have to pay the hostel rent of that semester.
22. Residents are not permitted to stay outside the hostel. Staying outside is not allowed and is punishable.
23. Residents in the hostel are not allowed to alter the arrangements in the Mess hall /Rooms and is punishable.
24. Residents can vacate the hostel only at the end of the academic year in the proper manner otherwise he/she should pay rent for the current academic year.
25. The fine amount as decided by the authorities will be levied from those who are violating hostel rules.

5.11 FITNESS CENTRE RULES

5.11.1 GYM Rules

1. Timings from a) 6.30 7.30 am - MH-1 (First and third years) 4.30-6.30 pm - MH-2 (2nd and 4th years)
2. Use proper dress code inside the gym. (track suit or shorts, t-shirts& towel)
3. Footwear are not permitted inside the gym.
4. Maintain proper discipline inside the gym.
5. Gym will have closed on non- working days.
6. Members are liable to pay fine in case any damages incurred.
7. Keep the equipment's at its original position after usage.
8. Members should obey the instruction given by the staff-in-charge/instructor

VISION

To provide a well rounded, student centric and vibrant learning experience that nurtures creativity, innovation and team spirit to develop intellectually competent and enterprising individuals ready for the challenges of the ever changing world.

MISSION

A center of excellence in technical education fostering socially committed premier professionals prepared to excel in the technology driven world.

QUALITY POLICY

We aim to provide quality education in career-oriented courses in engineering and technology emphasizing on development of self-confidence and skills, thus preparing the individual for a lifetime of learning and professional growth. This is achieved through continual improvement in all the management processes of institution.

College Council:

The college council mainly consists of the members of the management representatives, Principal, Senior faculty members and nominees of the three councils listed below. The decision power regarding all the academic activities and the entire discipline of the college is for this council. The college council has got the full authority to amend the rules and regulations of the college.

1.Academic council:

It consists of the Principal, Students' Advisor, Heads of various departments, and the KTU Coordinator. They take all the major decisions regarding the academics of the college. The council meets on every Wednesdays. The decisions are conveyed to students through faculty advisors and vice-versa. The contact details of the members are attached.

2.Parent Teacher Association

The Parent Teacher Association (PTA) at MBC forms a strong partnership between parents and teachers as well as providing a common platform for purposeful interaction between the parents and teachers on the best ways in ensuring quality teaching and learning for the students thereby facilitating the proper and holistic education of the students.

The PTA functions with an executive meeting once a month and an annual general body meeting at least once in the year. The class PTA is after first series exam. Batch wise PTA is also organized if necessary.

3.Students' Council

The students' council of MBCCET is elected every year from the student Representatives of each class. Election is handled by the staff advisor in charge of the council in the presence of the Principal and other staff members.

- b. Third years: Mobile phones should be submitted to the warden daily during the study time. However, Deputy Chief wardens of respective hostels, shall implement additional restrictions by considering the request of parents and teachers.
 - c. Fourth years & PG students: Students shall keep mobile phones with them under switched off mode during study time.
8. Hostel inmates are not permitted to take food items from mess hall to their rooms. In the case of sick students, food/tea can be served in their room with prior permission of warden/resident tutor.
 9. During regular class hours, entrance of the hostel remains locked and residents are not permitted to enter the hostel, without the authorization of the warden along with the written recommendation of the HOD.
 10. Consumption of Alcohol/Drugs in any form, smoking cigarette and playing cards are strictly prohibited in the hostel. If anything found in a room, all the inmates are equally responsible, even if they are not involved.
 11. Any Festival/Birthday celebrations/noisy group programs in any forms is banned inside the hostel.
 12. Hostel Residents should submit out pass, duly signed by the hostel manager, to security office to go outside the campus during morning/evening.
 13. Day scholars and visitors are not allowed to enter the hostels. Their entry is permitted in visitor's room with the permission of the warden.
 14. Hostel Residents should go out of the hostel with prior written permission of the authorities for any purpose including religious activities and enter their names in the movement register while they leave and enter the hostel. Unauthorized absence is punishable.
 15. Sports goods except Shuttle/Badminton rackets are not permitted to keep inside the rooms. Damage to any hostel property will be treated as severe punishable offence.
 16. Shouting loudly, whistling, playing in verandas, playing music system loudly, affixing posters, photographs, wallpaper, indecent posters, disfiguring of walls and glass panels, use of objectionable language, etc. are strictly prohibited and punishable.

5.10 HOSTEL RULES

1. Hostel residents should strictly follow the hostel timings given below.
 - a. To enter the Hostels : Before 6:30 PM (Boys)
Before 6:15PM (Girls)
 - b. Play Time & TV Time : 4.30 PM to 6.15 PM
(Sunday :1.30 PM to 6.30 PM)
 - c. Prayer Time : 6.15 PM to 6.45 PM
 - d. Study Time : 8.00 PM to 11.00 PM
 - e. Holidays (except Sunday) Study Time: 10.00 AM to 12.00 PM & 8.00 PM to 11.00 PM
2. The college authorities/ hostel wardens/resident tutors/security staff have full authority to check any room in the hostel at any time with or without any intimation.
3. Residents must wear their identity cards (with MBC hologram) while entering the hostel. They should be in possession of the identity cards at all times for verification.
4. Residents must strictly follow the study time. Room door should remain open during the study time. Any other activity during this time will be considered as a breach of the hostel rules.
5. Residents are not permitted to change the allotted rooms. Personal belongings should be kept on their own risk and lock the allotted room safely. Unauthorized entry to other rooms is punishable.
6. Laptops/Tablets are not allowed in the hostel rooms (except final years). Wardens/Resident Tutors/security staffs are authorized to confiscate the gadgets from those who are violating this and deposit with the Chief Warden. Laptops/Tablet may be used in the common room only for academic purposes (Up to third years) with the prior written permission from the Head of the Department and Principal.
7. As per the decision of the PTA general body the mobile phone timings are follows
 - a. First years and second years: 4:30 PM to 7:15 PM (Mobile phones should be submitted to the warden daily before 7.15 PM)

2.ACADEMIC SYSTEM

2.1 Courses Offered:

2.1.1 B.Tech

To create technically skilled and globally competent engineering graduates who could offer creative solutions for everyday problems using top notch engineering skills.

Civil Engineering	: 60 Seats
Computer Science & Engineering	: 60 Seats
Electronics & Communication Engineering	: 60 Seats
Electrical & Electronics Engineering	: 60 Seats
Mechanical Engineering	: 60 Seats

2.1.2 M.Tech

To create generations of innovative engineering post graduates who could further the borders of subject through best in class research and out of the box rationale. In MBCCET we have, two M.Tech courses:

Computer Science & Engineering	: 18 Seats
Communication Engineering	: 18 Seats

2.1.3 Ph.D and Research

The Ph.D. guidance is given in streams of Science and Engineering under the regulations of APJ Abdul Kalam Technological University. To facilitate ideal atmosphere for creative thinking and novel ideas that will enhance research endeavors in the field of engineering.

3 .TEACHING LEARNING PROCESS

The teaching learning process of MBC CET, is strictly under the orders and regulations of AICTE and APJ Abdul Kalam Technological University. The regulations given by the university are strictly followed to gain academic excellence and carrier oriented growth. Detailed regulations are available in the website.

<https://www.aicte-india.org/>

<https://ktu.edu.in/eu/acd/academicRegulation.htm>

In our campus, teaching learning process of is a system under six various departments. The Head of the Departments takes the lead role in carrying out the academics smoothly. The faculty of the departments are Post Graduate or PhD. holders. The academic system of our college strictly adhere to the academic calendar given by the university. Each course is taken by a faculty who is expert in those area and they are supported by senior faculty members in tutorial sessions. Practical and project- based learning makes MBC CET unique.

Faculty Advisory System

The faculty advisors play the key role in the academic growth of each student. The faculty advisory system is designed to give a one to- one attention to all the students in each class. In the faculty advisory system of our college three faculty advisors will be in charge of each class. HOD of the department shall nominate Faculty Advisors for a class with the approval from the Principal. Twenty students will be under the guidance of a faculty advisor. The faculty advisors do the mentoring process twice in every month. The students who require additional care will be sent to the Professional Counsellor. Further help on this matter is also taken from external experts.

Role of Faculty Advisors

1. The Faculty Advisors (FAs) are primarily responsible for the monitoring and control of all the affairs such as maintaining the student's record up to date, attendance, leave, performance, discipline and enforcement of

5.9 INDISCIPLINE AND REMEDIAL ACTIONS

Nature of Indiscipline	Remedial action
Found alcoholic in campus/ Found using any sort of drugs	Fine of Rs 10,000/-; Parent should meet the HOD and Principal; 2 days Compulsory social service at college nominated location.
Caught for physical fighting with any student in the campus	Immediate Suspension pending enquiry, one proved guilty by DAC and 5 days social service
Misbehavior towards any faculty/ staff/ or department	HOD to seek immediate report from CFA, based on the same suspension recommendation by HOD to Principal up to 2 days.
Misbehavior with the College Security guards Misbehavior in the college Bus	Chief security officer has to report directly to Principal with student(s) details. In charge of the bus shall directly report to Principal. Principal shall take necessary actions [Also a senior faculty is appointed as the 'faculty in charge' of the Bus shall report the same too.]
Indiscipline during college Activities/Functions/ Inter - college Events held at MBC	Immediate suspension pending enquiry. Further actions according to the recommendation by DAC
Indiscipline during college Activities/Functions/ Intercollege Events held at Other colleges [Defaming the name of the college]	Immediate suspension pending enquiry. Further actions according to the recommendation by DAC (Principal shall decide based on recommendation). Compulsory social service
Continuous violation of Dress Code, ID card by a student	CFA shall be maintaining the record of the same. Based on the recommendation of the CFA, HOD can suspend the attendance of the student up to one day.
Misbehavior reported during Industrial visits/Tour	Principal and take the decision based on the report of the HOD and faculty in charge of the tour
Usage of any abusive language towards ladies. Any student can give the complaint to CFA	Once proved will be suspended up to 2 days and further actions according to the recommendation by DAC. Compulsory social service
Ragging	Govt. Rules shall apply.

GIRLS: Follow the uniform given from the college only. No changes are allowed. coloring/ bleaching the hair and wearing leggings (Stretch pants) not allowed.

NOTE: Separate rules are binding for certain laboratories of some departments for safety issues. Students are supposed to follow the same

FORMAL DAY: College has declared every Wednesday as
"Formal Day"

5.7 ELECTRONIC GADGETS

As per the Govt. and Court Order, possession and use of cell phones in the college premises is strictly not allowed. Principal have authorized respective departments to conduct periodic inspections. Those students using mobile phones in the academic area will invite remedial actions. Once confiscated the following rules apply.

1. If the students are found to use mobile phones during class hours, it will invite heavy actions and the mobile will be retained within the college for 6 months and later it will be handed over to parents. This is treated as a severe disciplinary issue and may invite suspension too.
2. Repeated violation Confiscation of the gadget/s and one week suspension.
3. For day scholars' facility is provided in the reception counter to surrender their mobiles.
4. For hostellers refer to hostel rules for mobile usage.

5.8 REPEAT EXAMINATION

Repeat Examinations: A Single examination covering all the modules will be conducted after the second series examination for a duration of 1 hr. Repeat examinations will be conducted only for the following cases:

1. Absence due to genuine Medical reason Hospitalization with all Medical Documents Parents should inform the CFA/FA immediately after the hospitalization and Parents should report and submit all the Medical Documents to the CFA/CT on the first day of their ward returning to the college
2. OD granted in advance for Sports, Symposium and Cultural events by the Principal. (University events and National level events only)

uniform dress code etc. of all the students in their class. They will report any abnormalities in this regard to the HOD's promptly.

2. *The Faculty Advisors may examine, the abnormalities noted by them and corrective actions taken such as giving warning or counseling as the case may be. They will report those matters to HOD which cannot be decided by them normally for instructions.*
3. *They will intimate the periodical status of the performance including university and series exam results and attendance % to the parents over phone or in writing, from time to time.*
4. *They will report the names of those students who are absenting unauthorized for more than 3 consecutive days to the HOD and intimate their parents over phone. This may also be communicated to the student counselor if required.*
5. *Class wise PTA meeting will be conducted once in every semester.*
6. *Faculty Advisors will interact with the students twice in a semester and submit the report to the HOD.*
7. *Class committees will be formed in every semesters and conduct 3 meeting in a semester. A register will be maintained for the minutes of the details of the meeting.*

Role of Chief Faculty Advisor (not limited to the following)

1. *Chief Faculty Advisor (CFA) is the custodian of all the details of the students of a particular class.*
2. *Chief Faculty Advisor will convene all the meetings ie. Class committee, Course committee etc.*
3. *Chief Faculty Advisor will assist students' for conducting Invited Talks, Value Added Courses, Industrial Visits/Educational Tour, Remedial Classes etc.*
4. *In the absence of CFA, a Faculty Advisor will act as CFA*

Remedial sessions for assisting the learning process

The slow learners will get Remedial Sessions after each internal exams.

- *Remedial Classes are scheduled based on the performance in the series examinations, module test, and university examinations.*
- *Evening and Night group study sessions are included in the academic schedule.*
- *Motivational talks, Expert Classes, Training Programs, Internships etc are also included along with the regular academic schedule.*

The various Departmental Associations actively support all students in their research interests and projects beyond the syllabus. The students of MBC CET actively participate in those associations. The industrial visits are arranged for a practical oriented learning for every batch.

There are various co-curricular and academic activities like quizzes, debates etc are provided to brace students to enhance their learning capabilities and excel in the study matters. The silent eco-friendly atmosphere to learn, the central library with vast collection of informative books and the calm hostel environment makes our campus a supreme choice for all.

events (Technical fest/ paper presentation/ Arts/Sports/Games) will be allowed to avail OD to participate in the similar events in other colleges / Universities.

2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'.
3. For Non-technical / Cultural events: OD will be given, after furnishing certificates of achievement or certificate of participation.
4. Students are advised to utilize the facility to gain activity points as per the regulations of APJ KTU

5.5 ID CARD

ID card will be provided to each student with his / her name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus. Replacement of IDcard will be done once an application is forwarded to System Administrator through CFA/CT/ and HOD and Principal

1. If damaged/Lost Fill the application for replacement of ID card; get it forwarded by HOD and CFA and submit the form along with a fee of Rs.100/- for replacement.
2. Change of Address: If there is any change in the address or contact number, parents should inform the respective CFA of their ward immediately.
3. In case of any misbehavior or violation of the college rules, ID cards of the students will be confiscated (Any faculty is authorized to do so) and it will be retained with CFA/FA/DAC members till the enquiry is over.

5.6 DRESS CODE

All the students in the campus should be neatly dressed - on all days including during all Examinations.

BOYS: All the boys are expected to wear pants and shirts with over coat (Color and material as specified by the college) formally stitched. Low waist stitching is not allowed. Uniforms are provided by the college. Shirts neatly tucked in, and shoes or decent chapel. However, no students will not be allowed to enter the Labs without shoes in general (Follow the respective Department rules). Boys should come with well-groomed hair and shaped beard to attend the classes.

1. ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE CHIEF FACULTY ADVISOR (CFA) THROUGH THE FACULTY ADVISOR (FA) AND HOD. Absence without leave letters will be viewed seriously.
2. For Availing One Day Leave: Leave letter should be submitted on the previous day or immediately on the following day - Leave letter may be signed by the students themselves
3. For Availing Two Days Leave: Leave letter should be submitted before leaving the campus and parents shall intimate CFA regarding the same. Hostellers shall inform the warden (for hostellers). Parents be kind enough to call the chief faculty advisor (CFA) or the faculty advisor (FA).
4. All medical leaves should bear the sign of CFA/HOD and endorsed by the Principal within 7 days from the date of completion of leave. The intimation for the same is to be done by respective parents.
5. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.
6. For Availing three or More Days leave: For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective faculty FA/ CFA and HOD.
7. Students are not allowed to extend their leave along with any festival or long holidays such as Christmas, Easter, Ramzan, Onam, Ed-ul-fitar etc. Half day leave is also not allowed (at the beginning of Holiday and on the day of reopening. This can invite moral punishments.
8. Mass absence (i.e. more than 15% of the students) from the class is strictly not permitted. If violated respective department will be taking remedial actions.
9. Absence for series Tests I, II and Model Theory Examinations and Model Practical Examinations is strictly not allowed other than medical reasons (intimation to CFA, a must). Retest is not allowed

5.4.2 DUTY LEAVE/ OUTSIDE DUTY (DL/OD)

Prior permission need to be sought for all the leaves listed below from CFA/FA and HOD (maximum of 5 duty leaves per semester for the following cases), but should come within the specified limit of 25%.

1. Students who have participated / won prizes during Intra-department

4.FACILITIES

4.1 Faculty

MBC CET has a very good team of faculty who are always ready to help all the students in their academics at any time.

4.2 College Library

The MBC Central library was established in the year 2001. It follows an open access system. Books are classified according to Dewey Decimal Classification Scheme. Library membership is open to all students and staff of the college. The seating capacity of library is 150. The average users per day is 100.

The library provides access for students to vast databases, full-text journals, audio-visual programmes in addition to an extensive collection of books. A fully computerized library, with an area of 450 Square metres, has more than 20000+ volumes of text books comprising 4000+ titles. The books are supplemented by CDs and microfilms.

4.3 Computer Facility

The Central Computing Facility in the campus supports the computing needs of the students and faculties through fully functional computer lab that houses around 80 computers. All are branded systems with TFT LCD monitor and with latest configuration. All the systems are in a single Local Area Network managed by three servers. Students get access to computer browsing, printing, scanning and other IT related services here. Many use the facility for practicing computer programming and other advanced level IT operations under the assistance of faculties and supporting staff. The facility functions from 9 A.M. to 6 P.M.

4.4 Placement Cell

The Department is exclusively functioning for training and placement activities. The department aims to mould employable engineering graduates by providing training on required skill sets. The department provides unique placement assistance for each and every student depending on the individual taste and preferences.

Employability enhancement workshops are organized well in advance to equip the outgoing students to face the recruitment and placement

processes and to meet the corporate expectations. Training activities include induction programme for freshers, communication, motivation and soft skill development training for all students. training on business communication, GDs and Mock Interviews by HR professionals, Psychometric and Aptitude tests are organized for the students to sharpen their skills. Along with this, it takes initiatives in establishing industry-institute linkages, industrial Visits, Guest Talks by experts from different sectors, ToT programme for teaching faculty, formation of quality circles of students, facilitating different activities of various associations and clubs. The soft skill development club under the guidance of the department focuses on the development of the soft skills of the students. It aims at giving the students ample practice in Group Discussions, Job Interviews, Stress Interviews, Personality Development, Role Plays and many more. Each student is given individual attention and helps in developing their presentation skills, public speaking and inter-personal relationships.

4.5 College Alumni

MBC CET has got an Alumni Association which conducts alumni meet every year during Christmas holidays. The executive committee members are special invitees for every programmes of the institution.

4.6 CRiSE

Centre for Research Initiatives in Science and Engineering(C-RiSE).

The Centre for Research Initiatives in Science and Engineering (C-RiSE) identifies opportunities and strategies for enhancing MBC CET's research endeavors and its status as a prominent research institution.

4.7 CiTE

Centre for innovative Technology and Entrepreneurship

The Centre for Innovative Technology and Entrepreneurship of MBC CET wishes to foster innovation driven entrepreneurship among the faculty and students through mentoring and training. This inter-disciplinary initiative will provide opportunities to blend passions with the support, structure, and resources to address challenging problems with innovative ideas and researchers to launch new products and commercialize new technologies.

CiTE will undertake research and development projects based on individual or joint proposals from the students of MBC CET in collaboration with industries, business establishments, National and International Organizations.

5.3 TRANSPORT

1. Our college buses shall cover the following places on the first working day in a week and last working day.
Kottayam, Kottarakara, Parumala, Kattapana, Kumily and daily trips from Pampady, Mundakayam, Kattapana, Kuttikkanam and Kumily.
Change in the timings of the college bus (if any) will be intimated through PA system. Advanced seat booking facility available.
2. All the day scholars are advised to utilize college bus facility. No private vehicles (4 wheelers) are allowed. Hence, parents are kindly requested not to provide four wheelers or any other vehicles to your wards to come to the college. Students using two wheelers need to wear helmets compulsorily.
3. All day scholars should board the college bus which is allotted to them in proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
4. Students are strictly directed to respect the privacy of co-travelers in the bus

5.4 ATTENDANCE

Even though the requirement of APJ KTU Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists ON 100% attendance for theory and the laboratory classes, so that students can perform well in the model and university exams.

1. Maximum number of permissible leaves is 5 days considering 72 working days in a semester to avail full credit in the internal assessment.
2. Parents are informed about the absence of their son/daughter by SMS in the following cases
 - a. Absent/ Leave
 - b. One-hour absence will also be intimated.
3. Students are advised to maintain good attendance percentage per subject so as to avoid FE grade or course repeat.

5.4.1 GENERAL LEAVE RULES

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave

2. First working day: 9.20 am - 04.40 pm, Last working day: 8.50 am - 3.30 pm
3. Students entering the campus after 9.00 am are directed to enter your names in the register provided in the security office. This is also applicable to anyone who leaves the campus before class disperses. Visitors are strictly not entertained during the college working hours

4. Visitors Timings:

COLLEGE : CLASS TEACHERS & HODs: 10.30 am - 02.30 pm.
 : PRINCIPAL: 11.30 pm - 02.30 pm.
 : DIRECTOR: Prior Appointment

HOSTEL VISIT TIMING:

Only on Holidays and Sundays: 9.00 am to 6.00 pm

5. All requisition letters for student certificates, loans, Industrial visit permission, all ODs, Medical certificates, Permission, Hostel matters including permission and leave should be addressed to The Principal MBC CET.
6. All the requisition letters for Bonafide certificates, Scholarship forms, studentship certificate, Course certificate, Project and In-plant training permission, Hostel admission etc. letters should be addressed to the Principal via Chief faculty advisor CFA/FA and HOD before submitting in office.
7. No student is allowed to go outside the campus during the lunch hour.
8. OUTPASS: Special permission may be availed from CFA & HOD to move out of the campus during working hours. This facility may be utilized for medical emergency and other special cases as decided by HOD.
9. No students is allowed to roam around the campus after 6.30pm. Once located CSO shall report to Principal with the details of the student. Even after repeated warning a student is found in the campus after 6.30pm parents will be summoned.
10. Parents are advised to refrain from recommending their students to stay outside the campus. The college is not responsible to any activities of such students outside the campus.
11. For availing Casual leave, Out pass and retest separate forms are available in the office /with CFA, students shall make use of it.

" MBC has been recognized as an IEDC Centre by Kerala Startup Mission on 09.12.2016. "

4.8 Communicative Skills & Personality Development

MBC CET provides special training for the language skills and personality development. There are experts to train students for this in college itself

4.9 Student Council

MBC CET has got a college association to develop the leadership quality of students. Through this we motivate them to be better patriots and promote their skills to work in groups and organize various events.

4.9.1 Membership & Election to Student Council

All the students are the members of the college association. From every class we select representatives who will further select the students' council members in a totally democratic manner in the presence of Principal and faculty. The students' council will also have a representation of ladies.

The students' council consists of:

Sl No	Name of the post
1	The chairman
2	The Vice chairman
3	The General Secretary
4	Counselors to the University Union
5	The Editor of College Magazine
6	The Arts Club Secretary
7	The Sports club Secretary
8	Representatives (one from each group)
9	Lady Representative
10	Staff Advisor

4.10 Co-Curricular and Extra-Curricular Activities

4.10.1 Industrial Visit

As a part of the curriculum the students are promoted to make Educational tour/ Industrial visits based on the subjects they learn in that academic year. Any number of industrial visits can be arranged based on the permission from the authority but educational tour is allowed only once in a year.

1st Year

1. Educational Tour/Industrial Visit for one day will be sanctioned. [Between 5am-11pm]
2. Sightseeing is allowed only after the industrial visit of min.3hrs duration.

2nd Year

1. Educational Tour/Industrial Visit for one day will be sanctioned. If the industry is located more than 250 km away from the institution max. of 36 hrs will be allowed.
2. If a particular batch/class have not utilized the facility in the first year, they may visit 2 industries by utilizing 2 consecutive days.

3rd Year

1. Educational Tour/Industrial Visit should be limited to maximum of 2 days.
2. Sightseeing is allowed only after the industrial visit of min.5hrs duration.

4th Year

1. Educational Tour/Industrial Visit for 4 days will be sanctioned
2. 2-3 industries must be visited for a minimum of 10-12 hrs duration altogether.

If a particular batch/class have not utilized the facility in the third year, they may visit 3 industries by utilizing 6 consecutive days.

4.10.2 Arts Fest: THANDAVA

Thandava, the Intra-departmental Arts Fest is one of its kind at MBC. The college has always supported the co-curricular activities with the same importance as given to academic programs. Conducted under the leadership of the Student's Union, the event is guided and supported by the faculties of the college. Third Year Engineering degree students are the overall in charges of the program. The competitions not only bring out the talents in the students, but ultimately aim at the overall growth of the students.

The name of the event is taken from the word 'Tandavam' (also known as Tandavanrtya) which depicts the divine dance performed by God Shiva.

5. GENERAL RULES, REGULATIONS AND CODE OF CONDUCT

5.1 Introduction

Mar Baselios Christian College of Engineering and Technology, Kuttikkanam Peermade, is fully owned and managed by Malankara Orthodox Syrian Church. Besides adherence to Christian values and Service MBC is bound to Truth, Trust and Transparency as its pillars. MBC CET is a fully residential campus where students, faculty & staff exhibit a very cordial relation with utmost sanctity and harmony. In the strive for excellence MBC believes that mutual respect, moral values and most importantly discipline and integrity that is crucial for the development of the institution as well as its students. Discipline is also important to develop a sense of responsibility among the budding engineers.

Students form the pivotal element in the smooth functioning of an institution and hence MBCCET is committed to being student-friendly. MBCCET provide various platforms like Students Council, Students welfare committee, Grievance redressal Committee, Anti ragging Committee, Women cell and all other mechanisms at every level to cater to the needs of the students, these efforts are expected to be reciprocated in the form of good conduct and behavior by the students.

This set of rules, regulations and Code of Conduct is intended to guide the students to be aware of their social and moral responsibilities in the campus as individuals and as budding products of this institution. Kindly understand that these isn't an exhaustive list as separate rules are binding for ragging related and University examinations by AICTE and APJ KTU respectively. Also college has issued specific regulations regarding Industrial training and visits as well as hostel rules which are included in this book.

5.2 College working days

Timings & general rules

1. College working days are from Monday to Friday, and 2 Saturdays in a month (As decided by Principal and Council)

On all working days (Except first & last working day):

8.50 am to 4.10 pm - Regular Classes

4.10pm - 4.40 pm Time for Student faculty interaction

4.21.5 Disciplinary Action Committee

Disciplinary Action Committee for the year 2018-2019 is constituted with following members.

Sl.No	Name of Faculty	Designation
	Prof. Annie Chacko HOD/CSE	Chairman
Sub Committee A		
1	Prof. Tom J Kuriakose AP/ECE	Head
2	Prof.Sherin Samuel AP/EEE	Member 1
3	Prof.Rahul Ajithkumar AP/CSE	Member 2
Sub Committee B		
1	Prof.Anoop Joy AP/EEE	Head
2	Prof.Aleyamma Varghese AP/S&H	Member 1
3	Prof.Aby Alias	Member 2
Sub Committee C		
1	Prof.Dhaniesh J Danam AP/CE	Head
2	Prof.Surya Ravendran AP/CE	Member 1
3	Prof.Lordson Devasia AP/EEE	Member 2
Sub Committee D		
1	Prof. Rojin Mathews AP/ME	Head
2	Prof.Aswathy R AP/CE	Member 1
3	Prof.Anie T Thomas AP/S&H	Member 2
Sub Committee E		
1	Prof.Amol Joy AP/ECE	Head
2	Prof.Maria Joseph AP/ECE	Member 1
3	Prof.Sunil Dutt AP/ME	Member 2
Sub Committee F		
1	Prof. Jaimy M Paul AP/S&H	Head
2	Prof.Pradeep P Mathew AP/CSE	Member 1
3	Prof.Anju Rachel Oommen AP/CSE	Member 2

Shiva's Tandava is described as a vigorous dance that is the source of the cycle of creation, preservation and dissolution. While the **RudraTandava** depicts his violent nature, first as the creator and later as the destroyer of the universe, even of death itself; the **Ananda Tandava** depicts him as enjoying.

4.10.3 Tech- Fest:SWASTIKA

Swastika, the National level Techno-Cultural fest provides remarkable moments in the history of MBC CET. The two day fest, in which participants from across the country compete, provides a plethora of events full of enthusiasm and excitement, a platform showcasing their hidden talents and exploring different aspects of their personality.

4.11 National Service Scheme (Tech) Unit

MOTO: NOT ME, BUT YOU

The main aim of NSS is personality development through social service. The NSS Unit of our college is a technical cell under Directorate of Technical Education. National Service Scheme is a student centered programme and it is complementary to education. It is a noble experiment in academic extension. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction.

NSS Unit of our college organize programmes in our college and in the adopted villages. Special weekly camps are arranged in the adopted villages which gives the students an exposure to the society and the awareness of social service.

4.12 Physical Education

Physical education is an integral part of any educational programme which is designed to promote the optimum development of an individual - physically, emotionally, mentally, socially and spiritually through total body movement in the performance of properly selected physical activities.

The primary aim of physical education is varied, based on the needs of the time and place. Most of the institutions' goal is to provide students with knowledge, skills, capacities, values, and the enthusiasm to maintain a healthy lifestyle into adulthood. Activities included in the programme are designed to promote physical fitness, to develop motor skills, to instill knowledge and understanding of rules, concepts, and strategies. Students learn to either work as part of a team, or as individuals, in a wide variety of competitive activities.

The Department of Physical Education at MBC is well equipped with modern infrastructure and includes activities like a green sports ground encompassing a 400 m athletic track, football, and cricket fields. A separate facility for handball and volleyball is also set up. A beautiful basketball court is situated on the quadrangle which is one of the centers of attraction in our College. Four shuttle badminton courts are maintained for both men and women. A well-equipped multi-gymnasium facility is available for both men and women and also have indoor game facilities such as table tennis, carroms, chess etc.

4.12.1 Physical Education Daily Activities

In order to enhance and promote Sports interest among the students, the Dept. of Physical Education promotes daily sports and fitness activities. A fully equipped Gym functions in the morning and evening for both staff and students. There is also a full time professional trainer to look after the gym training. Other sports activities like Cricket, Football, Basket Ball, and Volleyball are played daily by the students from 4.30 to 6.30 pm. Equipment for these are constantly updated and provided by the Dept.

4.12.2 Participation in KTU Games

Under the initiative of the Physical Education Dept. of MBC, college teams were sent to participate in various sports events organised by KTU in the present academic year. Our **Cricket Team** participated in the KTU Zonal Games and bagged **3rd Place** in the inter-collegiate Cricket Tournament & Mr. NibinBinoy (S2 ECE) got selected in university cricket team. Men's and **Women's Badminton Teams** participated in the Inter-Collegiate Badminton Tournament and the Women's Team were the **Runners up**. College Teams also participated in Inter-Collegiate **Football, Volleyball** and **Basket Ball** competition and offered tight matches for the opponents.

9	Sub Inspector of Police, Peermade	External Member
10	President, Peermade Grama Panchayath	External Member
11	Member (Ward-1), Peermade Grama Panchayath	External Member
12	Joshy Joseph, PTA President	Parent Representative
13	Ms. Jilu Joseph, S7, ECE	Student Representative

4.21.2 Women Cell

MBC CET has got a wing of women's cell to hear the grievances of women of the college. It has been working very well during all the past years. Faculty representatives lead the committee during each academic year.

4.21.3 Grievances and Appeals committee:

This is the committee formed to hear the grievances of parents and students who are under any disciplinary action taken on any grounds by the authority of the college. Students can prove their innocence in front of this committee for further steps.

4.21.4 Student's welfare committee:

This committee gives enough support to students to uplift them in all their activities. The students' can give their suggestions to the members of this committee that will help in the growth and development of the institution. This committee takes care of the welfare of the students.

4.20 REMITTANCE OF FEES

The college fees shall be remitted by the students or parents directly in the college office. The fees can also be paid through the college account by account transfer. The details of the college account can be collected from the college office. Hostel fees are also paid in the college office itself.

4.21 COMMITTEES

4.21.1 Anti-Ragging

Ragging is a criminal offence and Supreme Court/UGC/AICTE/ State University has framed regulations on curbing the menace of ragging in higher Educational Institutions, and have issued strict orders to punish the students indulging in ragging. They are liable for the following punishable actions:

They will be suspended and dismissed from the College.

They will be handed over to the police for the criminal offence and may be sentenced to jail term of 2½ years.

In order to prohibit, prevent and eliminate the scourge of Ragging, an Anti-Ragging Committee has been constituted with following members. Students can contact the members for any ragging incidents. Anti-Ragging Committee for the year 2018-19 is constituted with following members

Sl.No	Name	Designation
1	Dr. Pradeep C, Principal	Chairman
2	Dr. Nirmala Joseph, Dean - Student Affairs	Coordinator
3	Mr. Edin , AP/Physical Education	Member
4	Prof. Sijimol A S, AP/CSE	Member
5	Prof. Ashif S, AP/ME	Member
6	Prof. Amol Joy AP/ECE	Member
7	Prof. Anoop Joy, AP/EEE	Member
8	Prof. Dhaniash J Danam AP/CE	Member

4.12.3 Infrastructure and Facilities

The Physical Education Department is equipped with the following infrastructure:

Sl No.	Play Grounds	No.	
1	Foot ball		1
2	Cricket Field		1
3	Cricket practice field		1
4	Volley ball		1
5	Basket ball		1
6	Badminton court		4
7	400mt track		1
8	Gymnasium- multi-stationed		1
9	Table tennis with international standard board		2

4.13 College Fitness Centre

Aiming for the all-round development and growth of the students, MBC has a fully functional Multi-Gym for students and staffs. The college has separate gym equipment for boys and girls. Interested students can use the facility in morning and evening timings according to their convenience. The Gym is controlled and instructed by the Physical Education Faculty.

Timings:

Morning: 6 A.M. to 7.30 A.M.

Evening: 4.30 P.M. to 6 P.M.

4.14 Chapel

The Chapel in the campus serves as the center of worship for all faiths. In addition to the main worship area, it contains space for religious activities, meditation, counseling and similar events.

4.15 Co-operative society

The college co-operative society provides all the stationery items, books, and all other necessary study materials required for the students. It is open during all the break times.

4.16 College Canteen and Cafeteria

The college canteen at MBC is known for serving homemade quality dishes at reasonable rates to students, staff and visitors. The Well-furnished functions on all working days as one of the sort after places in the campus, not only for physical refreshment but also for creative discussions and fond memories. The canteen is open from 7.30 A.M. to 8.00 P.M.

Along with the college canteen, MBC has a Co-operative Society Store, functioning inside the campus, to provide snacks and refreshments. The quality of the food in the store is supervised and maintained by a faculty-in-charge. The Co-operative Store is open from 8.30 A.M. to 5.00 P.M. on all working days including Saturdays.

4.17 Campus ATM

A 24*7 ATM of SBI functions within the campus.

4.18 Residence for Students

There are four separate hostel facilities for ladies and gents. The hostel buildings have generators for back up and water geysers. Chief warden, additional chief warden, deputy chief warden, wardens and faculty residing in hostel look into the academics of students and monitor them regularly.

4.19 College Bus Facility

MBC offers transportation facilities to day-scholars and faculties for an easy access to the college. There are seven college buses for to-and-fro travel from Pampady, Kumily, Kattappana on week days and Kottayam, Parumala and Adoor on weekends. The college buses have experienced drivers and supporting staff for a comfortable travel.

Daily Trips

PAMPADY	
PLACE	TIME
Pampady	6.50 am
14 th Mile	7.00 am
Ponkunnam	7.15 am
Kanjirapally	7.25 am
Mundakayam	7.50 am
Kuttikanam	8.25 am

KUMILY	
PLACE	TIME
Kumily	7.20 am
Chottupara	7.30 am
Vandiperiyar	7.40 am
55 th Mile	7.50 am
Pambanar	8.00 am
Peermade	8.20 am
Kuttikanam	8.25 am

PONKUNNAM	
PLACE	TIME
Ponkunnam	6.50 am
Kanjirapally	7.00 am
Mundakayam	7.50 am
Kuttikanam	8.25 am

KATTAPANA	
PLACE	TIME
Kattapana	7.15 am
Kanchiyaar	7.30 am
Vellilkankandam	7.45 am
Chappath	8.00 am
Elappara	8.20 am
Kuttikanam	8.25 am

Weekend Trips

ADOOR	
PLACE	TIME
Adoor	6.00 am
Pathanamthitta	6.15 am
Ranny	6.30 am
Mundakayam	7.45 am
Kuttikanam	8.15 am

KOTTAYAM	
PLACE	TIME
Kottayam (KSRTC)	6.35 am
Manarcad	6.50 am
Pampady	7.00 am
14 th Mile	7.10 am
Ponkunnam	7.25 am
Kanjirapally	7.35 am
Mundakayam	8.00 am
Kuttikanam	8.30 am

THIRUVALLA	
PLACE	TIME
Parumala	5.50 am
Thiruvalla	6.15 am
Changnacherry	6.25 am
14 th Mile	7.00 am
Mundakayam	7.50 am
Kuttikanam	8.25 am

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6. No student will be allowed to leave the examination hall without the permission of the invigilator.
7. Students should strictly follow the dress code. Without proper dress code they will not be admitted to the examination hall under any circumstances.
 - a. They should wear proper uniform.
 - b. Shirts must be properly tucked in.
 - c. Boys are not allowed to wear jeans, low waist pants etc.
 - d. Not allowed to wear workshop uniforms.
 - e. Should wear formal footwear. (Chappals/slippers are not allowed.)
 - f. Boys are not allowed to wear wrist bands, ear studs etc.
8. Students should wear ID cards with Tag and should be displayed. They are not permitted to keep it inside the pocket. Anyone who lost the ID card or tag should collect a new one from the System Administrator before the examination.
9. Students are not allowed to take mobile phones even in switched off mode to the examination hall.
10. Only transparent pouches are permitted inside the examination hall.
11. Sharing of any commodity inside the examination hall will not be entertained. Students should bring their pen, pencil, scale, rubber, calculator, watch etc.
12. Candidates are prohibited from bringing any book or portion of book, manuscripts or papers of any description to the examination hall.
13. Any permitted books (Data book, Clark's tables etc.) should be duly attested by the concerned staff-in-charge. Any other writing is not allowed and will be considered as a copy. All permitted photo copies must be spirally bound and duly attested by the concerned staff-in-charge.
14. Students are prohibited from communicating among themselves or with any person outside the examination hall. Any disturbances made inside the examination hall will be treated as malpractice. Any candidate found violating these will be send out of the hall immediately.
15. Do not attempt any cases of malpractice including exchange of materials, discussions, passing question papers, answer papers, copying from bits or from others etc.

16. Students should keep their belongings in the rooms allotted for them. Any commodities found near by the examination hall or rooms other than the permitted ones will not be returned back.
17. The Chief Examination Controller has all the right to take any necessary action against any student with immediate effect.

Instructions to students for the series examination

1. Students should occupy their seat inside the examination hall at least 5 minutes prior to the commencement of the examination. Students coming late will not be admitted to the examination hall at any circumstances.
2. Students are permitted to leave the examination hall only after the completion of the examination that is after the final long bell.
 - a. Students should tie their answer sheets 5 minutes before the final bell.
 - b. After the final long bell hand it over to the invigilator.
 - c. No student will be allowed to leave the examination hall without the permission of the invigilator.
 - d. Violation of any of these may cause rejection of your answer sheets.
3. Students should strictly follow the dress code. Without proper dress code they will not be admitted to the examination hall at any circumstances.
 - a. They should wear proper uniform.
 - b. Shirts must be properly tucked in.
 - c. Boys are not allowed to wear jeans, low waist pants etc.
 - d. Should wear formal footwear.(Chappals/slippers are not allowed.)
 - e. Boys are not allowed to wear wrist bands, ear studs etc.
4. Student should wear ID card with Tag and display it. They are not permitted to keep it inside the pocket. Anyone who lost the ID card or tag should collect a new one from the System Administrator before the examination.
5. Students are not allowed to take mobile phones even in switched off mode to the examination hall. Mobile phones found inside the examination hall will not be returned at any circumstances.
6. Only transparent pouches are permitted inside the examination hall.
7. Sharing of any commodities inside the examination hall will not be entertained. Students should bring their pen, pencil, scale, rubber, calculator, watch etc.

FACULTY'S REMARKS

S1.....

S2.....

S3.....

S4.....



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Academic Calendar- July 2018– June 2019

(B.Tech, B.Arch, BHMCT, M.Tech, M.Arch, M.Planning, MCA and Evening B.Tech & M.Tech)

Please see separate Academic Calendar for MBA

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SJ. No.	Events	Important Dates
ODD SEMESTER (2018-2019)		
1	Commencement of ODD Semester Classes (B.Tech, B.Arch,BHMCT, M.Tech, M.Arch, M.Plann, MCA, Ph.D....)	Aug 1, 2018
2	Semester Transfer, Course Selection, Course Registration, Course Mapping	Aug 1 - 7, 2018
3	Exam Registration to be completed	Aug 1 - Sep14, 2018
4	Course Committee/Class Committee Meeting	Aug 9, 2018
5	Onam Vacation	Aug 21 - 29, 2018
6	Publication of Attendance	Sept 17, 2018
7	Test 1 to be completed	Sept 19, 2018
8	Publication of Test 1 Result	Oct 1, 2018
9	College level Sports meet to be completed	Oct 27, 2018
10	Publication of Attendance	Oct 31, 2018
11	Test 2 to be completed	Nov 7, 2018
12	Publication of Test 2 Result	Nov 13, 2018
13	Last date for evaluation of Jury(B.Arch)/Practicals(M.Tech,M.Arch,M.Planning ,MCA)	Nov 16, 2018
14	Zonal level Sports meet to be completed	Nov 17, 2018
15	Evaluation of Project preliminary(B.Tech) to be completed	Nov 23, 2018
16	Course Committee/Class Committee Meeting	Nov 26, 2018
17	Last date for uploading of marks of Jury/Practicals	Nov 28, 2018
18	Classes (ODD Semester)Ends	Nov 29, 2018
19	Publication of IA Marks & Attendance	Nov 30, 2018
20	Final Submission of IA Marks & Attendance by Colleges to University.	Dec 5, 2018
21	End Semester Examination UG & PG (S1, S3, S5, S7 Reg & S2, S4 suppl) (Time Table will be published later)	Dec 11 - Jan 19, 2019
22	Christmas Vacation	Dec 22 - 30, 2018
23	Commencement of EVEN Semester Classes (B.Tech, B.Arch, M.Tech, M.Arch, M.planning, MCA, Ph.D....)	Jan 14, 2019
EVEN SEMESTER (2018-2019)		
1	Commencement of EVEN Semester Classes (B.Tech, B.Arch, BHMCT, M.Tech, M.Arch, M.plann, MCA, Ph.D....)	Jan 14, 2019
2	Semester transfer, Course selection, Course Registration, Course Mapping	Jan 14 - 21, 2019
3	Exam Registration to be completed	Jan14 - Feb 28, 2019
4	Tech Fest:KETCON & TEKON 2019	Feb 8-10, 2019
5	Course Committee/Class Committee Meeting	Jan 23, 2019
6	Publication of Attendance	Feb 18, 2019
7	Test 1 to be completed	Feb 20, 2019
8	Publication of Test 1 Result	Mar 5, 2019
9	Last date for forwarding the list of the external examiner to the University by the cluster conveners (PG)	Mar 15, 2019
10	Publication of Attendance	Mar 26, 2019
11	Test 2 to be completed	Apr 3, 2019
12	College level Arts Fest To be completed	Apr 13, 2019
13	Publication of Test 2 Result	Apr 16, 2019
14	Last date for evaluation of Jury(B.Arch)/Practicals(M.Tech,M.Arch,M.Planning ,MCA)	Apr 17, 2019
15	Evaluation of Project (S8 B.Tech) to be completed	Apr 23, 2019
16	Course Committee/Class Committee Meeting	Apr 24, 2019
17	Last date for uploading of marks of Jury/Practicals	Apr 26, 2019
18	Last date for Project Evaluation by Dept. Committe (PG)	Apr 27, 2019
19	Classes (ODD Semester)Ends	Apr 29, 2019
20	Publication of IA Marks & Attendance	Apr 30, 2019
21	Commencement of Summer Course for S1 S2 S3 & S4	May 2, 2019
22	Supplimentary Examination for S7	May 2 - May 9, 2019
23	Final Submission of IA Marks & Attendance by Colleges to University.	May 6, 2019
24	Uploading of Summer Course Eligibility	May 10, 2019
25	Last date for submission of project report in the college (M.Tech/M.Arch/ M.Planning)	May 13, 2019
26	End Semester Examination UG & PG (S1, S2, S3, S4, S5, S6, S8 (R & S) (Time Table will be published later)	May 14, 2019 onwards
27	Last date for M.Tech/M.Arch/M.Planning/MCA Project report to the university by the principal	May 27, 2019
28	Project Eval & Viva-Voce (UG)	May 28 - 31, 2019
29	Last Date for Uploading Viva Voce Marks (UG)	Jun 3, 2019
30	Project Eval & Viva-Voce (PG)	Jun 12 - 25, 2019
31	Last Date for Uploading Viva Voce Marks (PG)	Jun 26, 2019
32	Registration and Classes of B.Tech, B.Arch,BHMCT, M.Tech, M.Arch, Mplan, MCA, Ph.D.... Programmes for the ODD Semester (2019-2020) will be commence from July 15, 2019.	

8. Candidates are prohibited from bringing any book or portion of book, manuscript or paper of any description to the examination hall.
9. Any permitted books (Data book, Clark's tables etc.) should be duly attested by the concerned staff-in-charge. Any other writing is not allowed and will be considered as a copy. All permitted photo copies must be spirally bound and duly attested by the concerned staff-in-charge.
10. Students are prohibited from communicating with each other and with any person outside the examination hall. Any disturbances made inside the examination hall will be treated as malpractice. Any candidate found violating these will be send out of the hall immediately.
11. Any case of malpractice including exchange of materials, passing question paper, answer paper, copying from a bit, copying from each other or asking anything to anyone will cause the rejection of your answer sheets. They will not be permitted to sit for the remaining examinations and may lead to cancellation of all the written examinations.
12. Students should keep their belongings in the rooms allotted for them. Any commodities found near by the examination hall or rooms other than the permitted ones will not be returned back.
13. The Chief Examination Controller has all the right to take any necessary action against any student with immediate effect.

5.14 GUIDE LINES FOR INDUSTRIAL VISIT

1. HOD/CFA/FA shall approach principal for preliminary sanction at least 15 days before the scheduled dates.
2. All arrangements of the tour should be made only after obtaining preliminary sanction from the Principal.
3. Advance towards the bus charges/ accommodation should be paid only through the Faculty Advisor/ H.O.D and that too only after the preliminary sanction is obtained.
4. Educational Tour/Industrial Visit will be permitted only after producing the permission letter from Industry.
5. Educational Tour/Industrial Visit should be conducted during long holidays without affecting the regular academics. However, one day visits shall be conducted on Saturdays or on a day before a holiday.

6. All industrial visits of 4th year and 3rd year students shall be planned to the reputed industries in Kerala, Tamil Nadu, Karnataka, Telangana and Andhra Pradesh only. Industrial visits of 1st year and 2nd year students shall be planned to the reputed industries in Kerala Only.
7. Educational Tour/Industrial Visit will be sanctioned only if more than 80% of strength of the class is accompanying. Students under suspension are not eligible for educational tour.
8. Students shall nominate tour coordinators (one boy and one girl, if girl students are there) with the approval of Chief Faculty advisor/HOD. The tour coordinators are responsible for (1) Preparation of detailed tour plan (2) Getting the approvals from various authorities in the prescribed format (Use Form No. ETRV-1).
9. CFA/FA and accompanying faculty members along with tour coordinators shall approach the Principal for final approval by submitting Form No. ETRV-1 with annexures 1 to 11.
10. Educational Tour/Industrial Visit will be sanctioned only if two faculty members/bus are willing to accompany the students. Also if there are girl students, there must be a female faculty member. If necessary one parent shall also accompany the students.
11. The accompanying faculty members in consultation with HoD shall cut short the study tour at any point of time of the tour in occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehavior, disobedience, accident, etc) during the tour.
12. The accompanying faculty members should give a daily report to CFA/HOD/Principal through SMS/Voice call.
13. All students participating in the IV must produce consent letter from their parents in the prescribed format.
14. The amount to be collected per student should be approved by the CFA / H.O.D.
15. Tour coordinators should produce the detailed expenditure statement/account of the IV to the CFA /HOD immediately after the tour.
16. No bus journey is allowed at nights (11 p.m to 5 a.m). as per the govt. order No. 11170/J2/13/H.Edn dated 27.05.2013.7. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY															
(B.Tech, B.Arch, BHMCT, M.Tech, M.Arch, M.Planning, MCA and Evening B.Tech & M.Tech)															
Please see separate Academic Calendar for MBA															
(Bold Numbers in Class indicates Instructional days)														Page 3/4	
Mar-19				Apr-19				May-19				Jun-19			
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Fri	1		35	Mon	1		55	Wed	1	May Day		Sat	1		
Sat	2			Tue	2		56	Thu	2	Exam S7(S) Commencement of Summer Course (S1-S4)		Sun	2		
Sun	3			Wed	3	Test 2 to be Completed	57	Fri	3	Exam S7(S)		Mon	3	Last date for uploading of Viva-Voce(UG)	
Mon	4	Maha Shivratri		Thu	4		58	Sat	4			Tue	4		
Tue	5	Publish Test 1 Marks	36	Fri	5		59	Sun	5			Wed	5	Idul Fitri	
Wed	6		37	Sat	6			Mon	6	Exam S7(S) Forward IA Marks & Attendance to Uty		Thu	6		
Thu	7		38	Sun	7			Tue	7	Exam S7(S)		Fri	7		
Fri	8		39	Mon	8		60	Wed	8	Exam S7(S)		Sat	8		
Sat	9			Tue	9		61	Thu	9	Exam S7(S)		Sun	9		
Sun	10			Wed	10		62	Fri	10	Summer course eligibility uploading		Mon	10		
Mon	11		40	Thu	11		63	Sat	11			Tue	11		
Tue	12		41	Fri	12		64	Sun	12			Wed	12	Viva-Voce Begins (PG)	
Wed	13		42	Sat	13	Arts Fest (Coll. lev) To be completed		Mon	13	Last date for submission project report in the college (PG)		Thu	13		
Thu	14		43	Sun	14	Dr Ambedkar Javanthi		Tue	14	Exam S8 Begins		Fri	14		
Fri	15	Last date for forwarding list of Ext Exms. to Uty by Cluster Conv. (PG)	44	Mon	15	Vishu		Wed	15	Exam S1S2 Begins		Sat	15		
Sat	16			Tue	16	Publish Test 2 Marks	65	Thu	16			Sun	16		
Sun	17			Wed	17	Last date for (B.Arch) evaluation of Jury/Practicals(PG)	66	Fri	17			Mon	17	Exam S4 Begins	
Mon	18		45	Thu	18	Maundy Thursday		Sat	18			Tue	18	Exam S5 Begins	
Tue	19		46	Fri	19	Good Friday		Sun	19			Wed	19		
Wed	20		47	Sat	20			Mon	20			Thu	20		
Thu	21		48	Sun	21	Easter		Tue	21			Fri	21		
Fri	22		49	Mon	22		67	Wed	22			Sat	22		
Sat	23			Tue	23	Last date for Project Evaluation Internal (S8 - PG)	68	Thu	23			Sun	23		
Sun	24			Wed	24	Course Committee/Class Committee	69	Fri	24	Exam S6 Begins		Mon	24		
Mon	25		50	Thu	25		70	Sat	25			Tue	25	Viva-Voce (PG) Ends	
Tue	26	Publish Attendance	51	Fri	26	Last date for uploading Jury/Practical marks	71	Sun	26			Wed	26	Last date for uploading of Viva-Voce(PG)	
Wed	27		52	Sat	27	Last date for Project Evaluation by Dept. Committee (PG)		Mon	27	Last date for submission project report to Uty. (PG)		Thu	27		
Thu	28		53	Sun	28			Tue	28	Project Eval & Viva-Voce Begins (UG)		Fri	28	Exam S3 Begins	
Fri	29		54	Mon	29	Classes Ends	72	Wed	29			Sat	29		
Sat	30			Tue	30	Make up class 1, Publish IA Marks & Attend for UG & PG	73	Thu	30			Sun	30		
Sun	31							Fri	31	Project Eval & Viva-Voce Ends (UG)			31		



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

(B.Tech, B.Arch, BHMCT, M.Tech, M.Arch, M.Planning, MCA and Evening B.Tech & M.Tech)

Please see separate Academic Calendar for MBA

(Bold Numbers in Class indicates Instructional days) Page 2/4

Nov-18				Dec-18				Jan-19				Feb-19			
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Thu	1		54	Sat	1			Tue	1	Exam S1S2, S5	9	Fri	1		15
Fri	2	Test 2 to be Completed	55	Sun	2			Wed	2	Mannam Jayanthi		Sat	2		
Sat	3			Mon	3			Thu	3	Exam S3, S7	10	Sun	3		
Sun	4			Tue	4			Fri	4	Exam S1S2, S5	11	Mon	4		16
Mon	5		56	Wed	5	Forward IA Marks & Attendance to Uty.		Sat	5			Tue	5		17
Tue	6	Deepavali		Thu	6			Sun	6			Wed	6		18
Wed	7		57	Fri	7			Mon	7	Exam S3S4, S7	12	Thu	7		19
Thu	8		58	Sat	8			Tue	8	Exam S1S2, S4S5	13	Fri	8	Tech Fest : Ketcon&Tekon2019	20
Fri	9		59	Sun	9			Wed	9	Exam S1S2, S3S4	14	Sat	9	Tech Fest : Ketcon&Tekon2019	
Sat	10			Mon	10			Thu	10	Exam S1S2, S3S4	15	Sun	10	Tech Fest : Ketcon&Tekon2019	
Sun	11			Tue	11	Reg. Exam Begins Exam S1S2, S5	1	Fri	11	Exam S1S2, S3S4	16	Mon	11		21
Mon	12		60	Wed	12	Exam S3, S7	2	Sat	12			Tue	12		22
Tue	13	Publish Test 2 Marks	61	Thu	13	Exam S1S2, S5	3	Sun	13			Wed	13		23
Wed	14	(Tuesday's TT)	62	Fri	14	Exam S3, S7	4	Mon	14	Commencement of Class & Registration	1	Thu	14		24
Thu	15		63	Sat	15			Tue	15	Exam (s)S2, S4	2	Fri	15		25
Fri	16	Last date for (B.Arch) evaluation of Jury/ Practical (PG)	64	Sun	16			Wed	16	Exam (s)S2, S4	3	Sat	16		
Sat	17	Sports meet(Zonal. lev) To be completed		Mon	17	Exam S1S2, S5	5	Thu	17	Exam (s)S2, S4	4	Sun	17		
Sun	18			Tue	18	Exam S3, S7	6	Fri	18	Exam (s)S2, S4	5	Mon	18	Publish Attendance	26
Mon	19		65	Wed	19	Exam S1S2, S5	7	Sat	19	Exam (s)S2, S4		Tue	19		27
Tue	20	Milad-i-Sherif		Thu	20	Exam S3, S7	8	Sun	20			Wed	20	Test 1 to be Completed	28
Wed	21		66	Fri	21			Mon	21	Sem tr., Course-Sel, Reg&Mapping Ends	6	Thu	21		29
Thu	22	(Tuesday's TT)	67	Sat	22	X mas vacation begins		Tue	22		7	Fri	22		30
Fri	23	Evaluation of Project preliminary(B.Tech)	68	Sun	23			Wed	23	Course Committee/ Class Committee	8	Sat	23		
Sat	24			Mon	24			Thu	24		9	Sun	24		
Sun	25			Tue	25	Christmas		Fri	25		10	Mon	25		31
Mon	26	Course Committee/ Class Committee	69	Wed	26			Sat	26	Republic Day		Tue	26		32
Tue	27		70	Thu	27			Sun	27			Wed	27		33
Wed	28	Last date for uploading (B.Arch) Jury/ Practical marks (PG)	71	Fri	28			Mon	28		11	Thu	28	Exam Registration Ends	34
Thu	29	Classes Ends	72	Sat	29			Tue	29		12				
Fri	30	Make up class 1, Publish IA Marks & Attend for UG & PG	73	Sun	30			Wed	30		13				
				Mon	31	Re-opening		Thu	31		14				

17. CFA/FA and accompanying faculty members should insist all students to prepare and submit a detailed report in prescribed format within one week from the date of return of Industrial visit/Educational tour) to HoD.

18. Students undergoing Industrial visit/training should compulsorily carry college ID card.

19. The accompanying faculty members are eligible for duty leave and one compensatory off if Educational Tour/Industrial visits exceeds 24hour.

20. A medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the tour coordinators.

CFA/HOD should see that all Educational Tour/Industrial Visits are strictly follow the general guidelines and year wise guidelines mentioned.

5.15 GUIDELINES FOR ELECTION TO THE COLLEGE STUDENT COUNCIL

Two representatives will be elected from each class, a boy and a girl to represent the boys and girls respectively. If there is no girl student in a class, both representatives may be elected from boy's side. Students can nominate the representatives. If there are more candidates than required , election will be held in the respective classes.

Eligibilities to be a class representative:

1. One representative should be a girl student if a girl is present in the class.
2. The representatives should not have any history of involvement in any indisciplinary activities.
3. Candidate should not have any backlogs in University examinations.
4. The candidate should have attained a minimum of 80% attendance in all subjects as on date of notification of election.
5. If none of the girl meets the eligibility criteria, both representatives may be elected from boys and vice-versa.
6. Candidates should not have any fee due in the college or hostel.
7. Candidates should submit an undertaking with the recommendation of the CFA that they will obey the rules and regulations of the college which will be issued during the time of election.
8. The other rules and regulations will be issued by Principal/Retuning officer appointed by the Principal before election.

6.CONTACTS (MAIL ID ONLY)

6.1 ADMINISTRATION DEPARTMENT: 04869 233571/72/73/76

Sl.No	Name	Designation	Email ID
1	Dr. Pradeep C.	Principal	pradeepc@mbcpeermade.com
2	Fr. Kuruvilla Perumal Chacko	Students Advisor	frkuruvillaperumalchacko@mbcpeermade.com

6.2 CIVIL ENGINEERING DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 251/252

Sl.No	Name	Designation	Email ID
1	Dr. Nivin Philip	HoD	nivinphilip@mbcpeermade.com
2	Dr. Chithra V.S.	Associate Professor	drchithravs@mbcpeermade.com
3	Bobeena George	Assistant Professor	bobeenageorge@mbcpeermade.com
4	Dhaniesh J. Danam	Assistant Professor	dhanieshjdnam@mbcpeermade.com
5	Mintu Sara George	Assistant Professor	mintusarageorge@mbcpeermade.com
6	Benila S.M.	Assistant Professor	benilasm@mbcpeermade.com
7	Jessy Vijayan	Assistant Professor	jessyvijayan@mbcpeermade.com
8	Surya Ravindran	Assistant Professor	suryaravindran@mbcpeermade.com
9	Jaisha M.A	Assistant Professor	jaishama@mbcpeermade.com
10	Abhijith L.	Assistant Professor	abhijithl@mbcpeermade.com
11	Christina Jacob	Assistant Professor	christinajacob@mbcpeermade.com
12	Mervin Ealiyas Mathews	Assistant Professor	mervinealiyasmathews@mbcpeermade.com
13	George K George	Assistant Professor	georgekgeorge@mbcpeermade.com
14	Jithin P. Zachariah	Assistant Professor	jithinpzachariah@mbcpeermade.com
15	Aswathy R.	Assistant Professor	aswathyr@mbcpeermade.com
16	Sithara S.	Lab Instructor Grade-II	sitharas@mbcpeermade.com
17	Kochumon Thomas	Lab Instructor Grade-II	kochumonthomas@mbcpeermade.com
18	Sukanya Raj	Lab Instructor	sukanyaraj@mbcpeermade.com

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Jul-18		Aug-18		Sep-18		Oct-18	
Days	Date	Description	Class	Days	Date	Description	Class
Sun	1			Wed	1	Commencement of Class & Registration	1
Mon	2			Thu	2		2
Tue	3			Fri	3		3
Wed	4			Sat	4		4
Thu	5			Sun	5		5
Fri	6			Mon	6		6
Sat	7			Tue	7	Sem tr., Course-Sel. Reg & Mapping Ends	7
Sun	8			Wed	8		8
Mon	9			Thu	9	Course Committee/ Class Committee	9
Tue	10			Fri	10		10
Wed	11			Sat	11	Karkadaka Vavu	11
Thu	12			Sun	12		12
Fri	13			Mon	13		13
Sat	14			Tue	14		14
Sun	15			Wed	15	Independence Day	15
Mon	16			Thu	16		16
Tue	17			Fri	17		17
Wed	18			Sat	18		18
Thu	19			Sun	19		19
Fri	20			Mon	20		20
Sat	21			Tue	21	Onam Vacation Starts	21
Sun	22			Wed	22	Bakrid	22
Mon	23			Thu	23		23
Tue	24			Fri	24	1 st Onam	24
Wed	25			Sat	25	Thiru Onam	25
Thu	26			Sun	26	3 rd Onam	26
Fri	27			Mon	27	SN Guru Jayanthi	27
Sat	28			Tue	28	Ayyankali Jayanthi	28
Sun	29			Wed	29	Onam Vacation Ends	29
Mon	30			Thu	30	Re-opening	30
Tue	31			Fri	31		31

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**MAR BASELIOS CHRISTIAN
COLLEGE OF ENGINEERING & TECHNOLOGY ,
Kuttikkanam, Peermade**

P.T.A. EXECUTIVE COMMITTEE MEMBERS			
Sl.No	Name of the Member	Category	Phone numbers
1	Dr. Pradeep C	Prinicpal	8075250997
2	Joshy Joseph	Parent/PTA President	9447382923
3	Thankachan K C	Parent/PTA Vice President	9605605933
4	Prathibha Philip	Teacher(S&H)/PTA Secretary	9495163793
5	Ashif S	Teacher(ME)PTA Joint secratery	9400057846
6	R Girish	Teacher (EEE)	8289860079
7	Ushus Maria Joseph	Teacher(CSE)	9048059216
8	Mervin Ealiyas Mathew	Teacher(CE)	9020455777
9	Geethose Ninan	Teacher(ECE)	9496802912
10	Rosina Xavier	Teacher (SH)	8157883703
11	Udaya sooryan	Parent	9447466153
12	Kabeer Thannimoottil	Parent	9497021425
13	Rev. Fr. T.S Ninan	Parent	9847480140
14	Rajan Abraham	Parent	9446180573
15	Sheeba Salim	Parent	9747243238
16	Bennet Abraham	Parent	9446979511

**6.3 COMPUTER SCIENCE & ENGINEERING DEPARTMENT:04869
233571/72/73/76
EXTENSION CODE: 211/212**

Sl.No	Name	Designation	Email ID
1	Annie Chacko	HoD	anniechacko@mbcpeermade.com
2	Josmy George	Assistant Professor	josmygeorge@mbcpeermade.com
3	Ushus Maria Joseph	Assistant Professor	ushusmariajoseph@mbcpeermade.com
4	Sijimol A. S.	Assistant Professor	sijimolas@mbcpeermade.com
5	Jyolsna Mary P	Assistant Professor	jyolsnamaryp@mbcpeermade.com
6	Pradeep P. Mathew	Assistant Professor	pradeepmathew@mbcpeermade.com
7	Sneha Thankachan	Assistant Professor	snehathankachan@mbcpeermade.com
8	Ghilby Varghese Jaison	Assistant Professor	ghilbyvarghesejaison@mbcpeermade.com
9	Susan M. George	Assistant Professor	susanmgeorge@mbcpeermade.com
10	Sumi George	Assistant Professor	sumigeorge@mbcpeermade.com
11	Anju V. Abraham	Assistant Professor	anjuvabraham@mbcpeermade.com
12	Rahul Ajithkumar	Assistant Professor	rahulajithkumar@mbcpeermade.com
13	Anju Rachel Oommen	Assistant Professor	anjuracheloommen@mbcpeermade.com
14	Shilpa Rajan	Assistant Professor	shilparajan@mbcpeermade.com
15	Anju C. Achankunju	Assistant Professor	anjucachankunju@mbcpeermade.com
16	Deepu Jacob	System Administrator	deepujacob@mbcpeermade.com
17	Thejal Laly Jose	Lab Instructor Grade-I	thejallalyjose@mbcpeermade.com
18	Manoj Mathew	Lab Instructor Grade-II	manojmathew@mbcpeermade.com
19	Asha V.K	Lab Instructor Grade-II	ashavk@mbcpeermade.com
20	Jomy Alex	Lab Instructor Grade-II	jomyalex@mbcpeermade.com
21	Kurian Thomas	Lab Assistant	kurianthomas@mbcpeermade.com

6.4 ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 221/222

Sl.No	Name	Designation	Email ID
1	Robins Anto	HoD	robinsanto@mbcpeermade.com
2	Sneha Priya Sebastian	Assistant Professor	snehapriyasebastian@mbcpeermade.com
3	Anoop Joy	Assistant Professor	anoopjoy@mbcpeermade.com
4	Resmara S.	Assistant Professor	resmaras@mbcpeermade.com
5	Fini Fathima	Assistant Professor	finifathima@mbcpeermade.com
6	Tomina Thomas	Assistant Professor	tominathomas@mbcpeermade.com
7	R. Griesh	Assistant Professor	rgriesh@mbcpeermade.com
8	Vineetha P. Joseph	Assistant Professor	vineethajoseph@mbcpeermade.com
9	Sherin Samuel	Assistant Professor	sherinsamuel@mbcpeermade.com
10	Rinu Susan Roy	Assistant Professor	rinususanroy@mbcpeermade.com
11	Annu Mary Zacharias	Assistant Professor	annumaryzacharias@mbcpeermade.com
12	Deepa K. Suresh	Assistant Professor	deepaksuresh@mbcpeermade.com
13	Ansu Thomas	Assistant Professor	ansuthomas@mbcpeermade.com
14	Lordson Devasia	Assistant Professor	lordsondevasia@mbcpeermade.com
15	Prasanth K.G.	Assistant Professor	prasanthkg@mbcpeermade.com
16	Raju T.M.	Lab Instructor Grade-II	rajutm@mbcpeermade.com
17	Mobin M.	Lab Instructor Grade-II	mobinm@mbcpeermade.com
18	Abhilash K.R	Lab Instructor Grade-II	abhilashkr@mbcpeermade.com
19	Noble Baby	Lab Assistant	noblebaby@mbcpeermade.com

6.13 SUPPORTING STAFF: 04869 233571/72/73/76

EXTENSION CODE:119/118/112

Sl No	Name	Designation
1	Bibin Thomas	Store In Charge
2	Sijo K.J.	Office Assistant
3	Louis Lave G.	Driver
4	Johnson Mathew	Driver
5	Chacko C.C	Driver
6	Thomas C. C	Driver
7	Chacko Ulahannan	Driver
8	Johny Kunjumon	Driver
9	Joseph Thomas	Driver
10	Antony K.C.	Senior Attender
11	Jomon K.K.	Attender
12	Kuriachen P Mathew	Vehicle Attender
13	Kochumon Varghese	Vehicle Attender
14	Oommen M. Koruthu	Vehicle Attender
15	Alby M.M	Attender
16	Binu P.C.	Attender

6.10 OFFICE DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 112/114/115/116/117

Sl No	Name	Designation
1	E.P. Varghese	Deputy Office Manager
2	Shaiju Varghese	Deputy Office Manager
3	Raji Abraham Chandy	Assistant Office Manager
4	Gimmy K.Cherian	Assistant Office Manager
5	Biju Kuriakose	Assistant Office Manager
6	Jijo Abraham	Assistant Office Manager
7	Tinku Parakulam	Assistant Office Manager

6.11 PROJECT DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE:141

Sl No	Name	Designation
1	Cheriyar Thomas	Civil Construction Supervisor
2	Anil C. Kuriakose	Electrician
3	Jijo Abraham	Electrician
4	Babu K.	Plumber

6.12 SECURITY STAFF:04869 233571/72/73/76

EXTENSION CODE:171/172/173/174

SINo	Name	Designation
1	Pious Mathew	Chief Security Officer
2	Shaji G	Security Officer
3	Sebastian P.J.	Security Staff
4	Thomas P.M.	Security Staff
5	Rajan K.	Security Staff
6	Uthaman P.K.	Security Staff
7	Jose M.L.	Security Staff
8	Ipe K.Thomas	Security Staff
9	Pradeep T	Security Staff
10	Vinodkumar	Security Staff

**6.5 ELECTRONICS AND COMMUNICATION ENGINEERING
DEPARTMENT:04869 233571/72/73/76**

EXTENSION CODE: 201/202/203

Sl.No	Name	Designation	Email ID
1	Elias Janson K.	HoD	eliasjansonk@mbcpeermade.com
2	Dr. Anoop T.R.	Associate Professor	dranooptr@mbcpeermade.com
3	Amol Joy	Assistant Professor	amoljoy@mbcpeermade.com
4	Lijosh Mathews	Assistant Professor	lijoshmathews@mbcpeermade.com
5	Arjun Hari M	Assistant Professor	arjunharim@mbcpeermade.com
6	Shobha Jose	Assistant Professor	shobhajose@mbcpeermade.com
7	Anu Mary Mathew	Assistant Professor	anumarymathew@mbcpeermade.com
8	Tom J. Kuriakose	Assistant Professor	tomjkuriakose@mbcpeermade.com
9	Deepa Susan George	Assistant Professor	deepasusangeorge@mbcpeermade.com
10	Anju Babu	Assistant Professor	anjubabu@mbcpeermade.com
11	Neethu Susan Rajan	Assistant Professor	neethususanrajan@mbcpeermade.com
12	Maria Joseph	Assistant Professor	mariajoseph@mbcpeermade.com
13	Roshna T.R	Assistant Professor	roshnatr@mbcpeermade.com
14	Geethos Ninan	Assistant Professor	geethosninan@mbcpeermade.com
15	Jobin Varghese	Assistant Professor	jobinvarghese@mbcpeermade.com
16	Almaria Joseph	Assistant Professor	almariajoseph@mbcpeermade.com
17	Asha R.S.	Assistant Professor	ashars@mbcpeermade.com
18	Julimol Roshy	Lab Instructor	julimolroshy@mbcpeermade.com
19	Bobby George Senior	Lab Assistant	bobbygeorge@mbcpeermade.com
20	Hari Krishnan	Lab Assistant	harikrishnan@mbcpeermade.com
21	Devajan A.	Lab Assistant	devajana@mbcpeermade.com
22	Mobin T. Abraham	Lab Assistant	mobintabraham@mbcpeermade.com

6.6 MECHANICAL ENGINEERING DEPARTMENT 04869 233571/72/73/76**EXTENSION CODE: 231/232**

Sl.No	Name	Designation	Email ID
1	Dr. Roja Abraham Raju	HoD	rojaabrahamraju@mbcpeermade.com
2	Manikandan S.	Assistant Professor	manikandans@mbcpeermade.com
3	Biju Chacko	Assistant Professor	bijuchacko@mbcpeermade.com
4	Sunildutt	Assistant Professor	sunildutt@mbcpeermade.com
5	Arun Thomas George	Assistant Professor	arunthomasgeorge@mbcpeermade.com
6	Ashif S	Assistant Professor	ashifs@mbcpeermade.com
7	Rojin Mathews	Assistant Professor	rojinmathews@mbcpeermade.com
8	Stephen George	Assistant Professor	stephengeorge@mbcpeermade.com
9	Alex Koshy Samuel	Assistant Professor	alexkoshysamuel@mbcpeermade.com
10	Aby Alias	Assistant Professor	abyalias@mbcpeermade.com
11	Anjaly Joseph	Assistant Professor	anjalyjoseph@mbcpeermade.com
12	Abdul Rahman K.	Assistant Professor	abdulrahmank@mbcpeermade.com
13	Thomas P. Varughese	Lab Instructor Grade-II	thomaspvarughese@mbcpeermade.com
14	Lenu Peter	Lab Instructor Grade-II	lenupeter@mbcpeermade.com
15	Anilkumar E.S.	Lab Instructor Grade-II	anilkumares@mbcpeermade.com
16	Vishnu Kumar S	Lab Instructor Grade-II	vishnukumars@mbcpeermade.com

6.7 SCIENCE AND HUMANITIES DEPARTMENT; 04869 233571/72/73/76**EXTENSION CODE: 261/262**

Sl.No	Name	Designation	Email ID
1	Dr. Nirmala Joseph	HoD	nirmalajoseph@mbcpeermade.com
2	Meera N.	Assistant Professor	meeran@mbcpeermade.com
3	Prathibha Philip	Assistant Professor	prathibhaphilip@mbcpeermade.com
4	Rengitha M. Thomas	Assistant Professor	rengithamthomas@mbcpeermade.com
5	Aleyamma Varghese	Assistant Professor	aleyammavarghese@mbcpeermade.com
6	Divyamol V	Assistant Professor	divyamolv@mbcpeermade.com
7	Jaimi Paul	Assistant Professor	jaimipaul@mbcpeermade.com
8	Rosina Xavier	Assistant Professor	rosinaxavier@mbcpeermade.com
9	Manjula C. Nair	Assistant Professor	manjulacnair@mbcpeermade.com
10	Anie T. Thomas	Assistant Professor	anietthomas@mbcpeermade.com
11	Abel George	Assistant Professor	abelgeorge@mbcpeermade.com
12	Ancy Thomas	Assistant Professor	ancythomas@mbcpeermade.com
13	Bibin Thomas	Assistant Professor	bibinthomas1@mbcpeermade.com
14	Edin K Abraham	Assistant Professor	edinkabraham@mbcpeermade.com

6.8 HOSTEL DEPARTMENT 04869 233571/72/73/76EXTENSION CODE: LH1:401,
LH2: 402, MH1: 403, MH2: 404

Sl No	Name	Designation
1	Radhika Menon	Hostel Matron
2	Jayachandran V.	Hostel Manager
3	John Jacob	Hostel Manager
4	Susan Paul	Hostel Matron
5	Dasappan P.T.	Hostel Manager

6.9 LIBRARY DEPARTMENT: 04869 233571/72/73/76

EXTENSION CODE: 131/132

SlNo	Name	Designation
1	Sunu P. Raju	Librarian Grade-III
2	Jijy Abraham	Librarian Grade-IV
3	C.T. Cherian	Library Assistant
4	Manjumol P. Varghese	Library Attender
5	Shinoy C.	Vehicle Attender

PART - I

SERVICE RULES

The Director of the college has the full authority to change any clause in the service rule with consent of Governing body.

CHAPTER 1: METHOD OF RECRUITMENT

1.1 SCREENING

1.1.1. Recruitment is normally done twice a year at the beginning of each semester.

1.1.2. Number of vacancies is notified by the Director /the Principal based on student strength / resignations or terminations of staff members, to the President for approval and information.

1.1.3. Vacancies are advertised in leading newspapers and magazines published by Malankara Orthodox Church.

1.1.4. Screening of applications is done by the respective screening committee.

1.1.5. Short listed candidates are informed through call letters / over telephones by Administrative Office.

1.2 INTERVIEW

1.2.1. Interview Board consists of Director, Members of the Governing Body, Principal, and subject experts.

1.2.2. Selected candidates are informed through call letters / over telephones by Administrative Office.

1.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the President as per the guidelines approved by the Governing Body.

1.3 PAY FIXATION

1.3.1. Pay for the selected candidates is fixed by the Director as per the pay scale approved by the Governing Body for the respective post based upon the qualification and experience of the candidate.

CHAPTER 2: SERVICE CONDITIONS FOR THE STAFF

2.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

2.2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Director/Principal/ Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all the duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.

2.3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the President or Director.

2.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

2.5. Any staff member, on appointment, shall be on probation for a period of one year.

2.6. All the staff members shall be paid scale of pay and other allowances as per MBC College norms.

2.7. All staff members should have SBT account and BSNL-Mithram_MBC_CUG mobile connection.

2.8. All staff members should be present and mark their attendance in both register and punching machine as per the time schedule given by the Director, unless they are on duty outside the campus, or on leave.

2.9. Staff should be available in the college premises during the entire prescribed hours, on all working days.

2.10. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.

2.11. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside for study or training, except with the prior permission of the President and such application should be routed through the Director and Principal / Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.

2.12. The President / Director of the college shall have the right to place any staff under suspension on charges of misconduct.

2.13. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his / her duties, the President / Director has the discretion to award punishment

such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the President / Director.

2.14. For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

2.15. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

2.16. Staff members should get prior permission from Director / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

2.17. Staff members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

2.18. All members of the staff shall be governed by general rules / norms practiced by the college from time to time with / without prior notification.

2.19. Members of the staff are classified into three groups.

(1) **Administrative staff:** Director, Principal, Bursar, Student Advisor and Chaplin.

(2) **Teaching staff:** Faculty members and lab staff.

(3) **Nonteaching staff:** Office staff, Project staff, Library staff, Hostel managers, Security staff and Substaff

2.20. All nonteaching staff (Office, Library, Project and Substaff) supposes to come and sign in the register (punch) all days other than Sundays, public holidays and holidays declared by the President.

CHAPTER 3: RESIGNATION/ TERMINATION

3.1. When a member of the staff wants to resign from the service, he/she should submit resignation notice either in April or in October of the year. In case of any violation, the staff member should give three months salary to the college.

3.2. As per the resignation request (3.1), he /she is relieved from service by the last working day of May or November of the same year.

3.3. If any of the staff of the college accepts any fees, commission or any favour for admission process or any other matter related to the college, he/she will attract disciplinary action/ termination without prior intimation.

3.4. The President shall have the power to take disciplinary action/terminate the services of a member of the staff of the college, for any of the following reasons:

a. Serious misconduct and wilful negligence of duty;

- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 3.1 will not be applicable and the staff member will be terminated with immediate effect without prior intimation.

CHAPTER 4: LEAVE RULES

4.1. LEAVE RULES

4.1.1. Leave shall not be claimed as a matter of right.

4.1.2. A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior authority authorized to give permission.

4.1.3. Leave form is to be submitted in advance and approval must be obtained from his / her superior authority prior to availing the leave.

4.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 48 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

4.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

4.1.6. All the leaves should be regularised within that month itself. If the leaves are not regularised before the end of a month it will result in Loss of Pay for the unauthorised absence. No further remainders will be issued in this regard.

4.1.7. Two type of leave should not be combined together except Casual Leave and Compensatory off.

4.2. CASUAL LEAVE (CL)

4.2.1. Casual Leave is a concession given to the staff to enable them in special circumstances to be absent from their duty. However this cannot be claimed as a matter of right.

4.2.2. All the teaching faculty including lab staff are eligible for 15 days of casual leave per year at 1.25 days per month during the Calendar Year from 1st January to 31st December as per KSR. The nonteaching staff including project department are eligible for 20 days of casual leave per year at 1.5 days per month during calendar year.

4.2.3. At a time, maximum number of continuous casual leave is limited as per KSR rule. Carryover of lapsed CL is not permissible.

4.3. VACATION LEAVE (VL) FOR TEACHING STAFF (INCLUDING LAB STAFF)

4.3.1. These rules govern the availing of vacation leave for each semester. The vacation leave should be taken with the prior approval of the Director/Principal with the recommendation of Designated Authority.

4.3.2. Vacation Leave (VL) is applicable only to the teaching faculty including lab staff with eligible service (after probation period/confirmation).

4.3.3. The total number of VL days for teaching faculty including lab staff is limited to 30 (Thirty), only after rendering a continuous service of one full calendar year in this institution as per 4.3.4.

4.3.4. Vacation leave must be availed in summer vacation period in the months of May or June or in winter vacation period in the months of November or December without affecting the regular classes. Maximum of 5 vacation leave can be availed in case of personal emergency with prior permission of the Director through the recommendation of Principal at any time of the calendar year.

4.3.5. All the teaching faculty with any additional responsibility like industrial visit, sports, NSS, exam cell, etc should strictly follow vacation leave rules. No relaxation will be allowed to ensure smooth functioning of the institution.

4.3.6. Remaining vacation leave cannot be carried over to the next year.

4.3.7. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included. Both prefix and suffix holidays will be excluded. A Minimum of 5 (five) continuous vacation leave will be valid.

4.3.8. Vacation leave will be deducted as per the number of LOP leave.

4.3.9. For calculation purpose, vacation leave per month is limited to 2 (two).

4.4 EARNED LEAVE (EL) FOR NON-TEACHING STAFF (Office, Library and Substaff)

4.4.1. The number of days of earned leave for non-teaching staff is restricted to 30 days per year which should be availed within the corresponding calendar year.

4.4.2. A staff member becomes eligible for earned leave only after rendering a continuous service of one full calendar year.

4.4.3. A staff member can avail earned leave at any time of the calendar year with prior permission of the Director through the recommendation of Bursar, without affecting the smooth functioning of the institution.

4.4.4. At a time, minimum number of earned leave is limited to 5 (five) and maximum is limited to 15 (fifteen).

4.4.5 Out of 30 earned leave, a maximum of 10 (ten) [unavailed] leave can be carried over to the next calendar year and carried leave must be availed within that calendar year.

4.4.6. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included. Both prefix and suffix holidays will be excluded.

4.4.7. Earned leave will be deducted as per the number of LOP leave.

4.4.8. For calculation purpose, Earned leave per month is limited to 2 (two).

4.5. LEAVE RULES OF ADMINISTRATIVE STAFF

4.5.1. Maximum number of Casual leave is 20.

4.5.2. Maximum number of Earned leave is 30.

4.5.3. Chaplain is eligible for weekly off.

4.6. LEAVE RULES OF PROJECT STAFF

4.6.1. Project Staff are supposed to be present and sign (punch) in the register on all days other than Sundays and public holidays.

4.6.2. In the case of electricians, one should be present throughout the day and night on all calendar days.

4.6.3. Project staff is eligible for compensatory off (CO) for the duties on sundays and public holidays

4.6.4. CL and EL are applicable as per the leave rules of nonteaching staff.

4.7. LEAVE RULES OF HOSTEL MANAGERS

4.7.1. Hostel managers are supposed to be present and sign (punch) in the register on all days except Onam and Christmas holidays.

4.7.2. They must be present a day before the opening date and punch their attendance at 3 pm.

4.7.3. They are eligible for weekly off (WO) other than Sunday. At a time, maximum of continuous weekly off (WO) is limited to 2 (two).

4.7.4. For permitting weekly off, one must be present throughout the day and night in the hostel.

4.7.5. They can avail 30 days vacation leave when hostels are closed. Out of these 30 days, maximum of 7 vacation leave can be availed in case of personal emergency with prior permission of the Director through the recommendation of Principal/Bursar at any time of the calendar year.

4.7.6. For compensating the duty on public holiday, they are eligible for 20 Casual Leave (CL).

4.7.7 Any other absences other than these leaves are treated as LOP.

4.8. LEAVE WITH LOSS OF PAY (LOP)

4.8.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 25 days in an year, it will be considered as a Break-of-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/ Bursar shall be final in such cases.

4.8.2. If any staff member is absent from duty without prior or later permission within 5 days, such period of absence will be considered as LOP.

4.8.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

4.8.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing vacation leave/earned leave in the calendar year.

4.8.5. CL and EL/VL will be reduced corresponding to the LOP.

4.8.6. Limit of VL/EL exceeds may results in LOP.

4.9. MATERNITY LEAVE (ML)

4.9.1. A woman employee of the institution is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Director with the recommendation of Principal.

4.9.2. In addition to the above, salary of the employee during the Maternity Leave should be credited as per decision of management.

4.9.3. Any additional leave beyond the above will be reckoned as leave on LOP.

4.9.4. An employee can avail ML only on two (2) occasions in her entire service period.

4.9.5. The ML sanctioned shall be availed on a continuous basis and cannot be availed in slots.

4.9.6. The decision of the Director will be final in sanctioning of ML.

4.10. DUTY LEAVE (DL)

4.10.1. Duty Leave is permitted for genuine cause to go out on official duties or to participate in placement drive, industrial visit, etc. with prior approval from the Principal.

4.10.2. Duty Leave will be regularized only after submission of duty certificate (sufficient proof).

4.10.3. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

4.10.4. External duties other than college activities assigned by the President of the college will be treated as duty leave.

4.11. COMPENSATORY OFF (CO)

4.11.1. Compensatory Off is a leave sanctioned to a staff who worked minimum 6 hours on a holiday or minimum 5 hours on night (after 6 pm) for emergency work with prior written permission from the Principal/Designated Authority.

4.11.2. Compensatory off must be availed within 3 months from the day of the duty carried out.

4.11.3. Compensatory leave should be availed as full day only.

4.11.4. Compensatory off can also be combined with Casual Leave.

4.11.5. Application of compensatory off will be sanctioned by the Director on the basis of the prior recommendation of Principal/Bursar.

4.11.6. Adjustment leave will be sanctioned on special days only by the Director on the basis of the prior recommendation of Principal/Bursar.

CHAPTER 5: ATTENDANCE MANAGEMENT

All staff members must sign in the register and punch in the biometric machine.

5.1 BIOMETRIC ATTENDANCE RULES AND REGULATION

5.1.1. The primary basis of attendance will be the Biometric System and the secondary is Attendance register.

5.1.2. All staff members are directed to punch their attendance in the biometric system twice in a day while they are entering and leaving the college.

5.1.3. Missed punching must be treated as full day leave. No relaxation will be permitted even if they signed in the attendance register.

5.1.4. There is no need of permission letter for late entry upto 10 minutes of their respective timing and the maximum permitted time in a year will be 150 minutes in a year. After 150 minutes, staffs should submit the late entry form for every delayed/early going entry. Failing of late entry form submission within two working days will result to a half day/full day casual leave/loss of pay leaves.

5.1.5. Staffs should submit the application for permission for every delay more than 10 minutes in Biometric punching.

5.1.6. Each six hour permission will be treated as one Casual Leave.

5.1.7. The updated rules will be available on the portal <http://mbcserver>

5.2 TIME SCHEDULE PUNCHING

Department		First Working Day		Normal Working Day		Last Working Day		Non regular working days (Saturdays)	
		Before	After	Before	After	Before	After	Before	After
Administrative		Single punching between 8:00 am and 5:00 pm						---	---
Teaching/Lab		9.20 am	4.40 pm	8.50 am	4.30 pm	8.50 am	3.30 pm	---	---
Office		9.20 am	4.40 pm	8.50 am	4.30 pm	8.50 am	3.30 pm	9.00 am	3.30pm
Library	Shift 1	9.00 am	4.00 pm	8.00 am	3.00 pm	8.00 am	2.00 pm	9.00 am	3.30pm
	Shift 2	11.00 am	6.00 pm	11.00 am	6.00 pm	11.00 am	5.00 pm		
Project		9.20 am	4.40 pm	8.50 am	4.30 pm	8.50 am	3.30 pm	9.00 am	3.30pm
Security		Punching between 7.30 - 8.00 am (FN) and 6.00 - 6.30 pm (AN)							
Hostel		Punching between 10.00 - 10.30 am (FN) and 4.30 - 5.00 pm (AN)							
Substaff		9.20 am	4.40 pm	8.50 am	4.30 pm	8.50 am	3.30 pm	9.00 am	3.30pm

5.3 ATTENDANCE REGISTER

5.3.1. Attendance register should be kept and maintained properly by the following authorities

<u>Department</u>	<u>Authority</u>
Administrative Department	Director
Head of Departments, Deputy Office manager (Sr) , Librarian, Placement Officer	Principal
Project Engineer, Security Officer	Bursar
Teaching and Lab Staff	HOD's concerned
Office Department	Deputy Office manager
Library Department	Librarian
Project Department	Project Engineer
Sub staff Department	Deputy Office manager
Security Department	Security Officer
Hostel Department	Student Advisor

5.3.2. All the attendance registers should be submitted to the Principal on the last working day of every week.

5.3.3. If a staff member is absent, corresponding authority should mark a red ink crossing in the attendance register regularly. If the authority is absent, he/she must make an alternative arrangement. They should mark all the leaves in the attendance register.

5.3.4. Authorities must keep duty/charge hand over register along with them. If a staff member is absent, alternative arrangement should be documented in the corresponding duty/charge hand over register with signature of both staff.

5.3.5. If a red ink crossing marked in the attendance register, staff member have no right to sign over it. The red mark in the attendance register should be ratified only by the Principal/Bursar.

5.3.6. Cancellation of any leave must be possible only through the submission of cancellation application.

CHAPTER 6: CONDUCT & DISCIPLINE

6.1 CONDUCT

6.1.1. All Staff members of the college must wear their identity cards every time when they are entering into the campus.

6.1.2. Gents staff of the college should wear formal dress only and Ladies staff should wear either Churidhar with MBC overcoat or Saree inside the campus.

6.1.3. Every staff shall maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution at all the times.

6.1.4. Every staff shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.

6.1.5. Every staff shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

6.1.6. Every staff shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

6.1.7. No staff shall be associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

6.1.8. All staff of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the

influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug.

6.1.9. **Obligation to maintain secrecy:** Every staff shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a Designated authority in the discharge of his/her duties.

6.1.10. Staff of the College shall never enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the President.

6.2. DISCIPLINE

6.2.1. The President /Director may place any staff under suspension when disciplinary proceedings against him/her are contemplated or are pending or a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

6.2.2. Any staff member who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his/her detention / conviction by an order of the President and shall remain under suspension until further orders.

6.2.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

6.2.4. Any staff Member found indulging in any kind of groupism will be subjected to discipline proceedings by the President/Director.

CHAPTER 7: COLLEGE COUNCIL/ ANTI-RAGGING COMMITTEE

7.1. The College Council, Anti-ragging committee and all other statutory committee should be constituted and functioned as per the university statutes and government norms.

CHAPTER 8: COLLEGE CALENDAR

8.1. The Head of the institution must nominate one HOD for the preparation of college calendar.

8.2. Academic calendar is directed to publish on the very first working day of each odd semester.

8.3. All the series examinations, arts day, technical festival, annual sports day, industrial visit/tour, department wise parents meeting, Hostel days (LH,MH,BMRH) should be included in the academic calendar.

8.4. All the dates must be decided by the Principal in consideration with college council.

8.5. College council member nominated by the head of the institution will be chief co-ordinator of various events like arts day, technical festival, annual sports day, MBC trophy tournament etc.

CHAPTER 9: APPEALS AND REVIEW

9.1. The staff members of the College are welcome to submit their appeals or grievances if any to the DIRECTOR/PRINCIPAL for review and rectification.

PART - II

The Duties and Responsibilities

CHAPTER 10: GENERAL

10.1. The faculty member should come to the college at least 10 minutes before the commencement of classes and should be available 30 minutes in the college after the end of the last hour for the clearance of student's doubts.

10.2. All the faculty members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

10.3. The work load of all the staff shall be fixed by the management. The work load of the faculty should be as follows:

(i) Principal: 4 hours / week. He / She should handle one core subject.

(ii) Dean / Professor: 8 hours / week. He / She should handle two core subjects.

(iii) Associate Professor: 12 hours / week. He / She should handle minimum of two core subjects.

(iv) Assistant Professor / SL / Lecturer: 16 hours/week. He / She should handle minimum of two subjects.

For the above stipulations, No relaxation will be allowed. The work of faculty shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

10.4. Faculty members are expected to update their knowledge by attending seminars / workshops / conference, without affecting their duties, after obtaining necessary permission from the Principal. Maximum duty leave will be limited to 5 days per year for the same.

10.5. Faculty members should attempt to publish text books, research papers in reputed International / National Journals or Conferences.

10.6. The faculty member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

10.7. Any kind of groupism should be absolutely avoided. Faculty members found indulging in such activities will be subjected to disciplinary proceedings.

CHAPTER 11: THE DEPARTMENT

11.1. The Head of the Department (HOD) should act as role model, inspirational force and give leadership, guidelines, etc. to his/her department staff and students. His action should not be influenced by vested interests or favouritism.

11.2. The HOD must keep the update department staff's profile and put up for inspection by Director/Principal as the case may be.

11.3. The HOD should mark in the class log book regarding engagement of faculties in the class every week.

11.4. The staff member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

11.5. The subjects will be allotted by the HOD after taking into account of the staff member's specialisation, interest and experience.

11.6. In addition to the teaching, the staff member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular or extracurricular activities.

11.7. Whenever a staff member intends to take leave, the staff member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

11.8. Any type of staff leave applications should reach the higher authorities only with the recommendation of the HOD.

11.9. All the staff member should make himself / herself presentable. The staff member should show no partiality to any segment / individual student.

11.10. If there is a genuine complaint regarding their department staff, HOD should initially call the concerned staff and ask him to rectify the problem as early as possible. If no change occurs after two or three such attempts, the matter should be reported to the higher authorities.

11.11. HOD must assign their own teaching faculty members to accompany the students during industrial visit/tour.

11.12. Parents meeting will be conducted at least once in each semester after first series examination with its progress report.

11.12. During the admission of new batch, Group tutor will be nominated by the HOD.

CHAPTER 12: GROUP TUTOR

12.1. The Group tutor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

12.2. The Group tutor should motivate the students and bring out the creativity / originality in the students.

12.3. The Group tutor should get the feedback from students and subject faculties to achieve the ultimate goal.

12.4. The Group tutor should interact with the students daily to provide parental care for them.

12.5. The Group tutor must frequently inform Student Advisor about the student's habitual absenteeism, academic backwardness, objectionable behaviour, etc.

12.6. The Group tutor should inform the individual student's performance to HOD, Student Advisor and Parent after publishing result of every examination.

12.7. The Group tutor should check the attendance management system regularly and be answerable if anyone is not attending the regular class. If a hostel resident is unauthorised absent, Group tutor should collect information from the Student Advisor.

12.8. The Group tutor should take care of academically backwards students and pay more special attention to their needs (in special classes) by the help of subject faculties.

12.9. If sensitive unhealthy activity of a student is noticeable then group tutor should rectify it with the help of student advisor confidentially.

CHAPTER 13: CLASS ROOM TEACHING

13.1. Once the subject is allotted, the faculty member should prepare the lesson in an effective manner to achieve the ultimate goal.

13.2. The faculty member should submit course file in the end of semester to the HOD. The course file consists of previous year university question papers, module wise sheet, attendance register, internal exam question papers, two model answer scripts for each test/exam, Assignments , etc.,

13.3. The faculty member should refer to more books than textbooks and prepare his/her lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

13.4. The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

13.5. The faculty member should engage the full class hour and should not leave the class early.

13.6. Every faculty member should check the prescribed dressing and appearance of student regularly and if any violation is found, faculty member never provides attendance as well as submits their id card to HOD.

13.7. As soon as the faculty member enters the class, he / she should take attendance. If anybody enters late, the student may be permitted to attend the class but marked it as absent. In case of repeaters or habitual latecomers, the faculty should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the group tutor.

13.8. Everyday faculty member should note the attendance in the Master Attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

13.9. The faculty member should encourage students asking doubts / questions.

13.10. The faculty member should get the feedback from students and act / adjust the teaching appropriately.

13.11. The faculty member should pay special attention to academically backwards students.

13.12. The faculty member shall give possible questions with model answers for each module.

13.13. The faculty member should interact with the group tutor and inform him / her about the student's habitual absenteeism, academically backwardness, objectionable behaviour etc.

13.14. The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.

13.15. The faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

13.16. The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

CHAPTER 14: LABORATORY & WORKSHOP

14.1. All the Laboratories / workshops in the departments must be under the control of the HOD.

14.2. HOD should make regular visit to the laboratories and workshops. HOD should make periodic checking of the working condition of various equipments and must make detailed report of the machines/systems by the help of lab staff for further actions.

14.3. A set of lab/workshop keys must be under the control of HOD and another set of keys should be with the lab staff which should be deposited in the college office daily.

14.4. A teaching faculty should be given the charge of conducting each lab sessions and the lab staff will assist him/her.

14.5. A lab staff should be responsible for all the equipments inside each lab/workshops. They should keep the stock properly and efficiently. Be vigilant when students depositing the equipments and components.

14.6. Lab staff is directed to maintain and keep all the equipments and machines/system, etc. in an effective working condition.

14.7. Lab staff must prepare updated stock register report and must make detailed report regarding the working condition of various equipments and machines/systems and submit to HOD at each semester during the university theory examination time.

14.8. Lab staff must keep the lab/workshop neatly and systematically.

14.9. Lab staff must prepare lab manuals for each lab/workshops as per university prescribed syllabus.

14.10. The lab observations/records/readings must be corrected then and there or at least by the next class.

14.11. The lab exercise or tutorial problems have to be handed over to the students at least one week in advance.

14.12. Full/partial personal usage or help others for the usage of any equipment or component of the lab/workshop without the permission of Director must results in disciplinary action.

14.13. Additional / special duties /task will be assigned to the lab staff by the Director / Principal / Bursar / HOD at any time with or without any prior intimation. Task must be completed within the given time bound itself and report the assigned authority.

CHAPTER 15: EXAM CELL

- 15.1. The supreme authority of the exam cell is the Principal/Chief Superintendent.
- 15.2. The Chief Superintendent has the right to assign any faculty member as the Addl. Chief Superintendent/Exam-cell in charge.
- 15.3. The exam cell comprises of one faculty member of each department with the recommendation of HOD.
- 15.4. The action of the examination cell should not be influenced by vested interests or favouritism.
- 15.5. Addl. Chief Superintendent/Exam-cell in charge must make all the arrangements of question paper and invigilation duty under the supervision of Chief Superintendent.
- 15.6. The question papers for the internal examination must be prepared by the exam cell itself and the questions should be taken from question bank prepared by the concerned subject faculty.
- 15.7. Office superintendent must make all the arrangements for the clerical works of both series and university examinations including attendance, seating arrangements, packing of paper, etc. must be done under the supervision of Chief Superintendent/Addl. Chief Superintendent.
- 15.8. During invigilation, the faculty member should be continuously moving around. He / She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the examination.
- 15.9. Whenever any malpractice is noticed, the faculty member should inform the exam cell immediately.
- 15.10. If any faculty member reports any malpractice, exam cell should consider it as a serious issue and get a written statement from the student and inform the University Representative / Chief Superintendent for further disciplinary action.
- 15.11. A super squad comprises of college council members to make regular and surprise raids to find malpractices during series and model examinations.
- 15.12. It shall be the duty of the super squad to conduct an on-the-spot enquiry into any incidents of malpractice referred to it by the exam-cell in charge or any faculty member and the enquiry report along with recommendations shall be submitted to the head of the institution for disciplinary action.
- 15.13. In case of series/model examination, if any malpractice is reported with evidence, Addl. Chief Superintendent/Exam-cell in charge is directed to get a written statement from the student and impose a fixed fine of Rs. 2000/- (two thousand only). Addl. Chief Superintendent/Exam-cell in charge must inform Chief Superintendent and HOD with a copy of corresponding statement. Chief Superintendent has the full authority to take final decision regarding the remaining examinations and marks.

15.14. The series examination papers must be corrected within ten days from the date of examination and marks submitted to the HOD/Group Tutor.

15.15. All the university bills of both theory and lab examination must be submitted immediately to the university within the 30 days after the last examination date by the office superintendent under the supervision of Chief Superintendent/Addl. Chief Superintendent.

CHAPTER 16: PLACEMENT CELL

16.1. The placement cell comprises of one faculty member of each department and two student representatives of each class with the recommendation of HOD.

16.2. Placement officer should correspond to prospective companies for interview date and schedule of events.

16.3. He/she should prepare Brochures and send to prospective companies every year.

16.4. He/she must arrange for interview facilities at the campus and written test halls and must inform the students about the date and time of interview through placement cell.

16.5. He/she should collect the appointment letters or correspond to get them as soon as the interview is over.

16.6. He/she distributes appointment letters and collects acceptance letters from the students and dispatch to employees.

16.7. Placement cell must collect bio-data with students having primary eligibility and once the result of a semester has been obtained, update the data and the eligible students of various companies are listed.

16.8. He is directed to conduct orientation classes for the first year students and special aptitude coaching classes for the second year students in co-ordination with departments. Personality development and interview coaching classes must be conducted to the pre-final year students.

16.9. He/she must submit the students list to HOD and hostel residents list to student advisor during placement drives are arranged outside the college campus and he must accompany them.

16.10. Placement officer must submit monthly report of all the activities to Principal and Director.

CHAPTER 17: LIBRARY

17.1. Central Resource Centre (Library) is open on all days except Sundays, public holidays and holidays declared by the President.

17.2. Librarian is directed to submit the duty (shift) register before one week. The duty register must keep at the Guest room.

17.3. Bar code system has been implemented. Students and staff members can borrow books by producing their own ID cards.

17.4. Silence is to be strictly observed in the library.

17.5. Book will be lent to students only for a period of 15 days and staff member of 180 days.

17.6. The staff member / student who were leaving from the college should return the books to the library for obtaining "No dues Certificate".

17.7. Borrowing journals / reference books / projects reports from the library is not permitted.

17.8. Borrowers are expected to return the books on or before the due date stamped on the issue label. Books returned after the due date will be charged an over due charge of Rs. 1/- per day.

17.9. Books may be returned on all working days. Absence from the college shall not be an excuse for any delay in returning the books. Books due on a holiday should be returned the next morning and no fine will be collected.

17.10. Books returned shall not be reissued to the same person on the same day of return.

17.11. Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted.

17.12. In case of any loss of a book by any staff member/student, double the cost of the book will be recovered or the book may be replaced with the latest edition.

17.13. Students are not allowed inside the library without proper dress code including holidays.

17.14. Usage of mobile phones is not permitted inside the library.

CHAPTER 18: HOSTEL / STAFF QUARTERS

18.1. The Chief Warden of the hostel is the Principal and Student Advisor is the Addl. Chief Warden.

18.2. The Addl. Chief Warden is fully responsible to maintain an atmosphere conducive to effective study prevails in the hostel.

18.3. Discipline in the hostel will be under the control of the Chief Warden, Addl. Chief Warden, Student Advisor, Hostel Managers/Matrons and Resident tutors.

18.4. The Chief Warden/ Addl. Chief Warden/Hostel Managers/Matrons/Resident Tutors have the full authority to check any room in the hostel at any time with or without any intimation.

18.5. If any incident occurs / complaints to the residents, Hostel Managers / Matrons / Resident Tutors must bring immediately the incident / problem into the knowledge of the Addl. Chief Warden for further action.

18.6. The Addl. Chief Warden is responsible to make immediate necessary action / solution which may not affect the college reputation in the public with the proper intimation to Chief Warden and Director.

18.7. Resident Tutors must assist and provide strong support to the Hostel Managers/Matrons in hostel management.

18.8. Hostel Managers/Matrons/Resident Tutors are authorized to confiscate the equipments from those who are violating the hostel rules and deposit with the Addl. Chief Warden within the next working day itself.

18.9. Hostel Managers/Matrons should be responsible to implement the hostel timings and hostel rules strictly.

To enter the Hostels / Staff Quarters	
BRM MH Residents (students)	Before 6.00 pm
For Girls (students)	Before 6.00 pm
For Boys (students)	Before 6.30 pm
For Ladies staff	Before 7.00 pm
For Gents staff	Before 9.00 pm

18.10. Late entry of staff will be permitted only with the prior permission of Principal/Bursar/Students Advisor.

18.11. The Chief Warden, Addl. chief warden, hostel managers/matrons and all the resident tutors must be present and attend the hostel day celebrations. Hostel day celebrations must be scheduled as per the college calendar.

18.12. The Director has the full authority to assign residential facility in the staff quarters.

CHAPTER 19: SUBSTAFF

19.1. All the sub-staff are directed to wear prescribed uniform.

19.2. The President/Director/Principal/Bursar have full authority to assign any additional/special duty at any time with or without any prior intimation.

19.3. Drivers those who are responsible for the damages/loss due to rash driving / over speed are punishable.

19.4. Atleast a driver must be present throughout the day and night in the college during the functioning of the hostel including sundays. He is responsible to handle all hospital cases without any complaints.

19.5. All weekend bus trips must be scheduled on last working day (including all Saturdays). Weekend trips must be conducted even if a minimum twenty five seats are booked.

19.6. On regular weekend, bus tickets must be issued on every Wednesday at 12 pm in the guest room and staff members can collect their tickets at 11.45 pm. Cancellation of trip (if applicable) must be announced on Thursday between 3.30 pm and 4.00 pm.

19.7. Both drivers and vehicle attenders should be responsible to implement the bus timings strictly.

Trips	First Working Day	Normal Working Day	Last Working Day
From college	At	At	At
Daily / Weekly	4.50 pm	4.45 pm	3.45 pm

CHAPTER 20: SECURITY

20.1. MBC Security is an independent security wing directly under the control of the Director.

20.2. Chief Security Officer (CSO) is the responsible authority of security staff members.

20.3. Chief Security Officer (CSO) / Security Officer (SO), one must be present throughout the day and night in the main gate security post/cabin. The entry of others (except security staff) in the main gate security post/cabin is strictly prohibited.

20.4. Chief Security Officer is directed to submit the duty register before one week. The duty register must keep at the Guest room.

20.5. Security staff should monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring and reporting suspicious behaviour to Officer.

20.6. Security officers promote lawful behaviour and protect the welfare of students, faculty and staff as a uniformed presence on campus and hostel.

20.7. Security staff must assist and provide strong support to the authorities and staff in college/hostel management.

20.8. All the gates (including side gate and main gate) must be closed during the regular college working time.

20.9. Do not hold the vehicles with MBC Gate pass sticker. MBC Gate pass sticker is only issued for the college vehicles and staff vehicles.

20.10. Do not hold Government/University Officials visiting the institution at the Main Gate. Allow them and their vehicles inside and inform the Principal/Bursar immediately.

20.11. Security staff member has the right to hold all other vehicles (without gate pass sticker) and visiting must be entered in the separate register with time in / out, vehicle details and the name of the person whom they are visiting / purpose of visiting along with their signature before allowing any vehicle inside the gate.

20.12. Visitors are allowed only if they have prior appointment with concerned authority otherwise they should obtain permission from Principal/Bursar through security intercom of Main gate. Visitors (Parents) are to be permitted to enter college only after signing the visitors register.

20.13. Vehicles should be parked only at the prescribed area defined for parking. Students are allowed to park their vehicles in front of water filter block at their own risk.

20.14. Students with gate pass issued by the department are only allowed to leave the gate during the regular working time.

20.15. All lights / street lights to be switched ON / OFF as per natural requirements by the security staff.

20.16. Make sure the functioning of water pump and maintain the water level in the tanks. [Rescue operations].

20.17. Attend all the telephone calls and note down messages if any and intimate to concern person.

20.18. Security staffs are directed to enforce the following timing regulations very strictly.

- a) Entry timings of the Hostels / Staff Quarters (as per chapter 18)
- b) Bus timings (as per chapter 19)

20.19. The Director has full authority to assign any additional/special duty at any time with or without any prior intimation.

CHAPTER 21: UNDERTAKING BY THE MEMBER

Every staff member should carefully read and understand the above "***Duties and Responsibilities***" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give and undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Mar Baselios Christian College of Engineering and Technology, Peermade.

Signature :

Name :

Designation :

Date :