

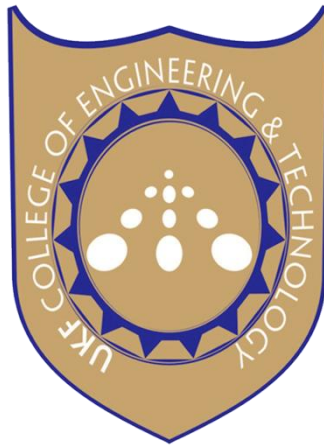
POLICIES & PROCEDURE MANUAL

**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

www.ukfcet.ac.in

TABLE OF CONTENTS

1. Financial Planning and Accounting Policy
2. Safety Manual
3. Human Resources Policy
4. Internal Quality Assurance Cell (IQAC)
5. Procurement Policy
6. Roles & Responsibilities
7. Placement Policy
8. IT Policy
9. Student's Conduct and Disciplinary Code



FINANCIAL PLANNING AND ACCOUNTING POLICY

**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

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Preamble

1. The financial management of any organization must have a prudent financial system backed by sound and effective accounting procedures and internal controls. A well designed and well managed accounting system helps ensure proper control over funds. Accounting policies and procedures are designed to compile accounts fulfilling legal/procedural requirements that govern financial control. Accounts are an integral part of financial management of activities. The accounting policies refer to the specific accounting principles and the methods of applying those principles adopted by the UKF College of Engineering and Technology in the preparation and presentation of financial statements.

2. Unlike Government accounting system, there is no single list of accounting policies which are applicable to all circumstances. The differing circumstances in which enterprises operate in a situation of diverse and complex economic activity make alternative accounting principles and methods of applying those principles acceptable. The choice of the appropriate accounting principles and the methods of applying those principles in the specific circumstances of each enterprise calls for considerable judgement by the management of the enterprise. Accordingly, Universal Knowledge Foundation has formulated the following rules for accounting system at UKF College of Engineering and Technology, Kollam.

Aim

3. The purpose of this Accounting Policies and Procedures Manual is to provide documented procedures related to fiscal policies, accounting principles, internal controls, operating procedures and reporting requirements.

Scope

4. The Institution demands all of its employees to abide by the foregoing standards of ethical behaviour in their dealings with all accounting matters which includes its suppliers, consultants, sub grantees, subcontractors, and government. Employees of the Institution should not solicit for any money, gifts or favours from a prospective vendor, sub grantee or any other business partners etc. Staff are also required to report any violations of these standards to the appropriate authorities at the Institution.

Purpose

5. The purpose of this manual is to describe all accounting policies and procedures currently in use at UKF College of Engineering and Technology and to ensure that the financial statements conform to generally accepted accounting principles, assets are safeguarded, guidelines of grantors and donors are complied with and finances are managed with accuracy, efficiency, and transparency.

Primary Functions

6. The accounting system has a direct link and influence on administrative functions within an organization. Though considered "back office" activity, an effective and dynamic accounting system is essential for the proper functioning of an organisation. The common

responsibilities of the Financial Management System at UKF College of Engineering and Technology are as follows: -

- (a) Ensure that the financial system runs properly in order to process financial information and generate accurate reports.
- (b) Monitoring receivables, billing and collection of debts and managing payments.
- (c) Provide budget analysis and feedback to the Governing Body/ Universal Knowledge Foundation on a regular basis.
- (d) Ensure that vendors/Suppliers, Staff and Sub-recipients' cheques are prepared and paid on time.
- (e) and prepare petty cash replenishment.
- (f) Prepare cash receipt voucher for cash collected and deposited to bank account.
- (g) Ensure that copy of cash receipt and bank deposit must be attached with the Cash Receipt voucher.
- (h) Maintain petty cash ledger and ensure that the Petty cash replenishment is prepared the moment the paid cash is 90% of the cash float.
- (i) Cash collected from students and other receipts must be banked within the next business day.
- (j) Ensure that all cash at hand must be locked in a safe overnight and on weekends.
- (k) Maintain safe ledger and keep the first key of the safe.
- (l) Work closely with Administrative officer on physical counting of assets, stocks and property.
- (m) Preparation of documents like cash receipt vouchers, stock count report on a monthly basis, data/Reports required for Audits and managing the asset register.
- (n) Ensure that soft copy and hard copy month end closing packages are filed properly and done within the due dates.
- (o) Ensure that data is posted on a daily basis to the accounting software / accounting registers and that the financial information is processed accurately and internal financial reports are generated timely.
- (p) Perform systems analysis to identify any irregularities (such as wrong posting) and propose immediate corrective actions to the finance manager.
- (q) Documenting the accounting process so that execution of procedures is not completely dependent upon one individual.
- (r) Providing a training reference material for staff. Lead, direct, mentor/coach, appraise and supervise the other finance staff.

Financial Planning

7. Financial Planning is to bring out the financial results of the working of the enterprise as a whole as well as the various operations and activities at frequent intervals as far as possible in order to aid the management in its task of decision making and decision reviewing and formulating short and long term policies. The accounting services have to furnish management with information for use in keeping constant control and grip over the business operations and in planning business policy. The following activities are to be performed for the Financial Planning: -

- (a) Preparation of the Institutional Budget for the next Financial Year by compiling the requirements received from the departments /sections and considering the probable income for the next year. The Budget is to be forwarded to Universal Knowledge Foundation through College Governing Body for approval with the recommendation of the Principal by 28th February.
- (b) Proportionate allocation of the approved Budget amount to user Departments/ Sections with the approval of Principal before the commencement of the Financial Year.
- (c) User Departments /Sections to prepare the Expenditure plan based on the approved budget and forward it to IQAC and Accounts Section for better coordination and monitoring.
- (d) Financial position of the category be indicated in the procurement cases for prioritizing/appropriate decision.
- (e) Preparation of month-end financial status highlighting the current month's activity, ending balance, current budget, available budget and outstanding purchase orders.
- (f) The Budget Status and other expenditures be obtained from the Departments/ Sections for updation of the financial status.
- (f) Review of Budget in September to project additional requirements, if any. The Budget Status must show ending balance, current activities in process/progress, available budget and outstanding purchase orders.
- (g) Ensure that internal and external financial reports are prepared and disseminated within deadlines to the Auditors.

Accounting Procedure

8. The fund available to College is used to record budgeted revenues and expenditures including departmental salaries and operating expenses. Current income is mainly from students' fee collection and utilized for meeting all expenses. When grants or funds are received/designated for a specific purpose, the same is utilised accordingly. Any fund balance remaining at March 31 is carried over to the next Financial year. Accounting procedure

followed at UKF College of Engineering and Technology is enumerated below: -

- (a) Tally software is used for maintaining the accounts of the college and back up system is maintained.
- (b) All fund received are acknowledged by a receipt and posted to respective heads of the ledger.
- (c) Funds received through cheque are recorded as per para 7(b) and deposited to bank for realisation.
- (d) Details of Funds transferred directly to bank accounts are monitored from the bank statements/ notification/ proofs from the payee and posted under respective heads.
- (e) The documents for payments must be submitted to Accounts Section in time for verification. The Accounts Officer will prepare a payment voucher after ensuring the following: -
 - (i) The expense has the approval/authorisation of the competent authority.
 - (ii) The approved document and original bills are in place.
 - (iii) Documenting the expenditure in the respective registers.
 - (iv) In case expenditure is on procurement of an inventory, proof of bringing the item in the Stock Register.
 - (v) Availability of fund under the respective head.
- (f) The payment documents will be verified by Vice Principal and Accountant will make the payment in accordance with the guidelines.
- (g) All Gifts to the College must be accounted and separate Register must be maintained with source, assessed cost and photographs. Gifts received by any department should, therefore, be forwarded on the same day directly to the College Office along with the correspondence.
- (h) All Grants to the College must be accounted and brought under appropriate head. Please do not hold checks, especially large ones. Grants received by any department also be forwarded to the College Accounts Officer along with the correspondence/details for accountability.
- (i) All miscellaneous cash receipts are considered general revenues of the College and should not be credited to departmental or restricted accounts unless approved by the competent Authority.
- (j) In certain instances a cash advance may be required to fund a specific activity. The advance must be approved by the appropriate authority. A full accounting of the use of the funds and appropriate supporting documentation must be submitted to the College Office within 48 hours of the event culmination/purchase.

Internal Controls& Checks

9. Internal accounting control consists of continuous review of the accounting system, procedures and records to assure the reliability of financial reporting as well as safeguarding the assets of the organization. An effective internal control structure includes a series of checks-and- balances required for the appropriate recording and authorization of transactions and ensure that access to assets is limited to authorized personnel. Each transaction should be divided into component tasks completed by different staff members in order to increase the likelihood of detecting unintentional errors and prevent misappropriation of the assets/funds. As an example, the person who approves vouchers for payment should not prepare or sign cheques.

10. The following chart includes other examples of the appropriate segregation of duties.

Accounts Officer/staff who	Should not
Prepares vouchers	Approve Vouchers
Prepares Cheques	Sign Cheques
Has access to Blank Cheques	Post Payments
Receives Cash	Deposit the cash receipts at the bank
Prepares payroll	Distributes payroll payments
Prepares Bank Deposits	Reconcile Bank Accounts

11. The Accounts Officer must present the following data with authentication

- (a) Month end cash and bank balances(with bank reconciliations).
- (b) The income and expense accounts with reconciliation to amounts received and expended.
- (c) Verification of payroll calculations with respect to the deductions and attendance.
- (d) Payment of Taxes and mandatory contributions.
- (e) Outstanding Advances.
- (f) Outstanding Dues from students and others.

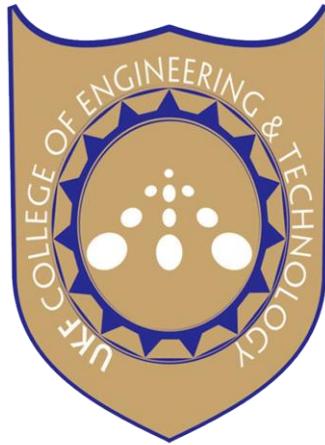
12. Concurrent Internal Auditing is also instituted to evaluate internal controls and accounting processes of the college. The Internal audit ensures compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection.

External Auditing

13. The purpose of an external audit is to provide an objective independent examination and to verify that the financial statements provide a true and fair reflection of where the Institution stands financially and have been appropriately prepared in accordance with accounting standards. After the investigation of the reports and on-site, an auditor releases a report that states the auditor's opinion. If the auditor states that the financial reports are true, the transactions listed occurred and that the stated assets exist. A report that says that the statements are fair means that the listed assets, liabilities, and transaction values are all fair, the External Auditor will prepare the annual Return of the Institution.. The External Auditors will file the return with the Income Tax Department before the deadline.

This policy will be effective with effect from 01 April 2019 and subject to amendments by Universal Knowledge Foundation.

SAFETY MANUAL



**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

PREFACE

UKF college of Engineering and Technology (UKFCET) is firmly committed in providing a safe and healthy environment for all students, faculty, staff and visitors. A safe environment begins at the operational level. This Safety and Environmental manual is a guide towards the achievement of a safe work and healthy environment at UKFCET. A healthy and safe environment is critical to achieve excellence in teaching and research and this manual describes the standards and guidelines that should be followed to keep accidents to a minimum. Cooperation among all employees and students are requested for the implementation of applicable guidelines to upgrade the safety in the campus.

UKFCET SAFETY & HEALTH POLICY

UKF College of Engineering and Technology acknowledges its duties to provide and to promote a healthy and safe working environment for members of its staff, students, visitors and contractors, as far as is reasonably practicable. To ensure compliance and enforcement of the rules and regulations the College abides by its Safety & Health Policy, which states that:

1. The College considers that high standards of safety and health are integral to the effective management of the College.
2. The College views compliance with legal requirements as the minimum acceptable safety and health standard and will Endeavour to improve upon those standards where possible within the constraints of available financial resources.
3. The College is committed to planning, review and development of safety and health arrangements in order to achieve a continual improvement in performance.
4. The Principal of College will ensure that appropriate personnel are appointed to assist in the formation, implementation and development of safety and health policy.
5. Safety and health training for all staff, students and those with specific safety and health duties, will be given the same priority as other essential training required for the smooth and safe running of the College.
6. All staff, students and others working in the College are expected to cooperate on safety and health within the College and must:
 - take reasonable care for their own safety and health and that of others who may be affected by their activities;
 - inform their immediate superior of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety and health arrangements;

OBJECTIVES

To achieve the aim of providing a safe and healthy environment, the College has the following key objectives:

- To ensure that the College complies with the requirements of relevant safety and health legislation;
- To ensure that all work undertaken by individuals on College premises or engaged in College external activities will be carried out, as far as is reasonably practicable, without risk to the safety and health of the general public;
- To provide a safe and healthy working environment for members of its staff, students, visitors, contractors and members of the public;
- To ensure that members of its staff, students and others directly affected by the work of the College are adequately informed of the identified risks and, where appropriate receive information, instruction, training and supervision;
- To appoint competent persons to assist in meeting statutory obligations;
- To provide facilities and arrangements to enable members of its staff and their representatives to raise issues of health, safety and welfare through management and employee consultation;
- To ensure that all staff and students cooperate with the College to maintain safe working conditions through safe systems of work and working practices;
- To ensure that all staff and students report accidents and incidents that has led to, or may lead to, injury or damage.

UKF college of Engineering and Technology will ensure that the Safety & Health policy is carried out through regular monitoring. The Policy will be reviewed and if necessary revised in light of legislative or organizational changes.

DUTIES AND RESPONSIBILITIES

All college employees and students are responsible and accountable for safety performance and environmental protection as outlined in this manual. Faculty, staff, and students are responsible for the followings:

- Performing their jobs in the safest prescribed manner.
- Eliminating and/or reporting workplace hazards.
- Reporting accidents, incidents, and unsafe practices or conditions to the Head of Department.
- Ensuring proper disposal of or transfer of all hazardous materials before leaving the college.

EMERGENCY CONTACT NUMBERS

❖ Principal	:	8606069992
❖ College Office(Reception)	:	0474-2577958/59
❖ College Gate	:	0474-2577958/59
❖ College Vehicle (For Emergency)	:	9995721278
❖ Administrative Officer	:	8606009997
❖ Help Desk (Maintenance)	:	9061429991

Hospitals

❖ Govt. Medical College	:	0474-2575050
❖ Police	:	0474 257 2065
❖ Fire	:	0474 2518101
❖ Ambulance	:	108

EMERGENCY AND FIRE EVACUATION

ALL STUDENTS ON HEARING THE FIRE ALARM....

Leave the building by the nearest exit

- Follow instructions from your class faculty /tutor and proceed to nearest
- *Assembly Point*
- Stay with your teacher at the *Assembly Point*
- If you have a vehicle in the car park do not remove it until authorized to do so
- Await further instructions
- Do not re-enter the building until authorized to do so by *Person in charge of Assembly Points*

➤ *Special additional procedures*

If you are in any other part of the building when the alarm is activated leave the building and proceed to the nearest *Assembly Point*.

IF YOU DISCOVER A FIRE outbreak

- Sound the Fire Alarm
- Activate the alarm by means of the nearest break glass-point
- Leave the building by the nearest exit
- Report to *Assembly Point* and immediately inform the *Person in Charge* of your action and the location of the fire

ASSEMBLY POINTS

Assembly Point 1 –In front of administrative block

Assembly Point 2 –In front of Cafeteria

SAFETY REGULATIONS

I. *Smoking Policy*

UKFCET practices NO SMOKING policy on its campus building.

II. *Alcohol and Dangerous drugs*

UKFCET is committed to protecting the safety, health and well being of its students and staffs and recognized that abuse of alcohol and other drugs pose a significant threat to our goals. We strive to achieve an alcohol and drug-free environment in the campus. “The use, possession, transfer or sale of alcohol and illegal drugs by students and staffs is strictly prohibited.” Actions will be taken against students and staffs found to have violated this policy.

III. *Pedestrian Safety*

- With so many vehicles on the road, pedestrians need to be aware of their surroundings and the “rules of road” to avoid being hit by a car or other motor vehicle. Pedestrians’ injuries and death may be reduced by following some simple guidelines:
- Cross streets at intersections.

Be sure to look left, the right, and then left again before crossing a street even if you have the right of way (a marked crosswalk, walk signal, or green light for traffic in the direction you are going). Continue to look left and right as you cross to be sure cars are not coming.

- Always walk on the sidewalk if one is available. If there is not a sidewalk, walk facing traffic so that you can see vehicles coming and drivers can see you.

IV. *Vehicle Safety*

The rules and regulations are meant for traffic and parking within UKFCET campus includes:

- Valid driving license
- Valid road tax
- Wear safety helmet by motorcyclist
- Abide the speed limit: 40km/h for main road and 20km/h for connecting roads

A. Electricity Safety Guidelines

Lab users can protect themselves from the hazards of electricity by following some basic guidelines. The guidelines include maintaining awareness on the condition of lab equipment, the proper use of lab equipment and safe work practices.

✓ *Be Prepared*

Learn the location of your electrical panels and shut-off switches so that you can quickly disconnect power in the event of an emergency. Be sure to always leave at least a 3-foot clearance around electrical panels for ready access.

Remove equipment from service if in poor condition and replace or have it repaired by a qualified technician.

✓ ***Outlet Receptacles***

Electrical outlets should have a grounding connection and accept three-prong plugs. Multiple plug outlet adapters are not allowed.

✓ ***Power Cords, Power Supplies***

- Inspect power cords to be sure they are not frayed or have exposed wiring.
- Carefully place power cords so they do not come in contact with water or chemicals. Contact with water is a shock hazard. Corrosives and solvents can degrade the cord insulation.
- Do not allow cords to dangle from counters or hoods in such a manner that equipment could be unplugged; fall, or cords could be tripped over. □
- Do not allow cords to contact hot surfaces to prevent melting insulation.
- Do not lift a piece of electrical equipment by the cord or pull the cord to disconnect from the outlet in order to prevent damage.
- Portable power supplies are commonly used in the lab. These devices are extremely high electrical energy sources and must be used carefully. Never attach an exposed connector such as an alligator clip to a power supply.
- Power cords must have grounding plugs or be double insulated.
- Extension cords are not allowed in the laboratory.

✓ ***Circuit Protection***

No more than two high current draw devices such as ovens and centrifuges should be plugged into the same outlet to prevent an overloaded circuit. Overloading can lead to overheated wires and arcing. This can cause electrical shock injury and fire.

Fuses and circuit breakers prevent over-heating of wires and other electrical components. This overload protection is useful for equipment that may be left on for a long time such as stirrers, drying ovens, vacuum pumps, etc.

Ground-fault circuit interrupters, or GFCIs, disconnect current if a ground- fault and protect the user from electric shock. GFCI outlets or portable GFCIs are used near sinks and potentially wet locations. Keep electrical equipment (and yourself while you are using electrical equipment) away from water/chemical or their spills unless you are sure the equipment is rated for this type of use.

B. Mechanical work Safety Guidelines

✓ ***General***

- Always ventilate the work area when brazing, soldering or welding.
- Never check for gas leaks with open flames.
- Have proper fire extinguishers available when using a torch.
- Secure all gas cylinders while in use, storage or transportation.
- Store all chemicals, primers and any flammable liquid in an approved storage containers.
- Never operate certain machinery/equipment which present special hazard alone

- Always use personal protective equipment when working on machinery.
- Exposed moving parts of power tools must be fitted with guards. Never carry tools by the chord and never remove safety guards
- Maintain good housekeeping, keep pipes and materials off of floor area and store in approved racks. Wipe up any spillage immediately.
- Return all equipment, tools and unused specimen to laboratory instructor before leaving and report all equipment faults if any.

✓ ***Powered Drills***

- It is mandatory to wear safety glasses or a faceshield.
- Do not wear loose clothing.
- Use a hairnet or tie back long hair to avoid hair becoming caught in the drill bit.
- Choose the bit that suits the size of the drill and the task to be done.
- Never use a bent bit.
- Ensure that the bit is seated properly and tightened in the drill chuck.

✓ ***Hand Tools***

- Do not use a hammer that has a repaired handle.
- Wear eye goggles or a facemask
- Hold chisel in palm of hand not in fist.
- Use a wrench that is the correct size for the job.
- Never use a pipe on the handle to get extra leverage.

✓ ***Angle Grinders***

- It is mandatory to wear safety glasses or a faceshield
- Wear overalls or other close-fitting clothing.

✓ ***Ladders***

- Inspect all ladders for cracks, breaks or weak points. Replace if found defective.
- For heavy or lengthy work, use a mobile platform or scaffolding.
- Only one person should be on the ladder at any time.
- Wear slip resistant shoes.

✓ ***Lifting***

- Always plan your lift.
- Seek assistance even for small loads.
- Lift the load slowly. DO NOT JERK.
- Set the load down gently. Use your legs and keep your back as straight as possible.
- Be sure your fingers are out of the way when putting the load down and when moving the load through tight spaces.

✓ ***Rigging***

- Know the rated capacity of cable, chain or wire rope being used
- Avoid overloading.
- Avoid rapid movements.

- Wear personal protective equipment consistent with the hazard such as hard hat, safety glasses and gloves.

✓ ***Electric Welding and Cutting***

- Approved personal protective equipment must always be used when welding or cutting.
- Know the position of the closest fire extinguisher.
- Never carry welding cables coiled around your shoulders when they are carrying power.

✓ ***Wood Working***

- Safety shoes, eye and ear protection and dusk masks are mandatory.
- Ensure that the blades and knives are sharp and working properly.
- Never adjust settings on machinery until switch is off and blades have ceased to rotate.
- Do not wear rings, ties or loose fitting clothing when operating machinery.

✓ ***Cleaning up before leaving***

Perform a safety check at the end of each experiment and before leaving the lab.

Make sure to:

- Turn off gas, water, electricity, vacuum and compression lines and heating apparatus.
- Return unused materials, equipment and apparatus to their proper storage locations
- Label, package and dispose of all waste material properly
- Remove defective or damaged equipment immediately, and arrange to have it repaired or replaced.
- Decontaminate any equipment or work areas that may have been in contact with hazardous materials.
- Close and lock the door to the laboratory if you are the last one to leave.

WHAT TO DO

❖ ***Serious Injury***

- In case of serious injury, call for medical assistance. Do not provide first-aid to injured person unless you are competent. Stay with the injured person and ensure that the injured person is kept as still and as warm as possible while waiting for medical assistance.
- All serious injury due to accidents in the laboratory must be reported to the college occupational safety and health committee by the laboratory assistant/instructor.
- When making an oral/preliminary report, whether by telephone or note, the reporting party shall include the following information, if available:
- Time and date of accident

- Injured person name, address and telephone number
- Name and job title (staff), or student identification number of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at site of accident
- Nature of injury.
- Location where injured employee(s) was (were) moved to.

❖ *Smart Safety Rules*

Do it the way you have been trained – follow all specific safety rules

- Report all unsafe acts or unsafe conditions immediately
- Encourage others to work safely
- Check & use the correct Personal Protective Equipment for the specific hazard
- Ask questions when you are not sure
- Report any injuries immediately
- Lock & Tag all equipment before adjusting or doing maintenance.
- Inspect ladders before using

❖ *What to do in case of accident?*

At the scene

- Make a report to the person in charge/Call the emergency number(s)
- Provide First Aid for any injured persons
- Eliminate or control immediate hazards
- Document accident scene to determine cause
- Interview witnesses immediately
- Collect facts about the accident
- Collect and preserve evidence

ACCIDENTS ARE PREVENTABLE!

Disaster Alarm (Tremors)

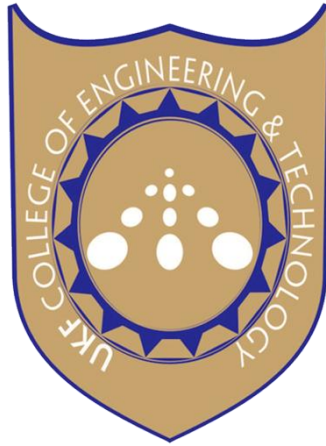
1. It is usually safer to remain inside a building in all but a major earthquake. Move away from windows that may break or anything that may fall.
2. Take shelter under solid furniture or in a doorway.
3. Do not start evacuation until major shaking has stopped. When the evacuation alarm sounds, follow the normal evacuation procedure.
4. Be aware of possible aftershocks.

RISK ASSESSMENTS

Safety and health regulations require that as an employer, the college assesses the risks to its members of staff and others who may be affected by its work, and in undertaking such assessments identify the measures required to ensure compliance with health and safety regulations.

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with work or work activities undertaken at the University or wherever the University is undertaking its business.

1. A risk assessment should include therefore:
2. Addressing risks and hazards;
3. Identifying those who might be harmed by the hazards;
4. Reviewing all aspects of work activity (laboratories, maintenance work, etc)
5. The risk assessments should be reviewed whenever there are significant changes in work activities, personnel's and risks involved.



HUMAN RESOURCES POLICY

UKF COLLEGE OF ENGINEERING AND TECHNOLOGY

KOLLAM

www.ukfcet.ac.in

I. INTRODUCTION

UKF College of Engineering & Technology is owned and managed by the Universal Knowledge Foundation Trust. Started in the year 2009, the college has come to a full circle and has carved out a niche for itself in the professional educational scenario of the state. UKF College is rich in its infrastructure as well as human resources. We consider our team of qualified, experienced and dedicated faculty to be the most valuable assets of the institution. The healthy relationships maintained among the staff, students and the management combined with the constantly upgraded infrastructure makes UKF an ideal place for knowledge dissimulation. Excellent academic result brought in by our students is a testimony to the commitment of the institution. Our students also have excelled in co curricular and extracurricular activities. UKF believes in the comprehensive development of our students by providing regular sessions in soft skill development, language, communication, interview skills etc by invited experts. Industry-institutes tie ups allow our students to experience their prospective job environments and make a pre- determined decision on their choice of employment.

The HR Policy and HR practices of the Institute shall generally be based on the guidelines and standards prescribed by the Regulatory bodies such as the All India Council for Technical Education (AICTE), University Grants Commission (UGC), National Council for Teacher Education (NCTE), the University, Government of India and Government of Kerala and approved/modified/amended by the Managing Committee of UKF, from time to time.

UKFCET is an Engineering College in Kollam, affiliated to the APJ Abdul Kalam Technological University .The UKF College of Engineering & Technology has been accorded approval by the All India Council for Technical education (AICTE), New Delhi for conducting 4-year (8-semester) B Tech degree course & 2 year (4-semester) M.Tech degree course in the following branches

B.Tech Degree Course

- Civil Engineering
- Mechanical Engineering
- Electrical & Electronics Engineering
- Electronics & Communication Engineering
- Computer Science & Engineering

M.Tech Degree courses

- Electrical Power Systems
- Environmental Engineering & Management

Diploma Courses

- Civil and Environmental Engineering
- Robotic Process Automation
- Renewable Energy

a) Definitions

1. 'Academic year' means July 1 to June 30
2. 'Calendar year' means Jan 1 to December 31
3. 'Managing Committee of UKF' means the Board of Trustees of Universal Knowledge Foundation
4. 'Governing Body of UKF' constituted by the Board of Trustees of Universal knowledge Foundation
5. 'Institute' means the UKF College of Engineering & Technology(UKFCET)
6. 'University' means the APJ Abdul Kalam Technological University, to which the Institute is presently affiliated
7. 'Government' means the Governments of Kerala and India.
8. 'Regulatory bodies' mean UGC, AICTE, NCTE, University, Government and other bodies approved by the Government.
9. 'Member of Staff ' or 'Employee' means a person who is appointed on the rolls by Institute by order of the Chairman of the Board of Trustees of UKF, either on regular basis or on contract, including those on probation or training, and continuing in service.

II. Objectives of the Policy

The HR Policy is framed and approved with following broad objectives.

- a) To meet manpower requirements of the Institute in terms of the approved Human Resources plans and to support the endeavour of the Institute in providing quality education.
- b) To fulfil the requirements of competent personnel in terms of requisite qualification, skills, aptitude, merit, and suitability with a view to achieve the Institute's overall objectives.
- c) To attract, select, and retain talented teaching Staff and non-teaching Staff, keeping in view of the mission and vision of the Institute.
- d) To achieve continuous improvement and upgradation of skills and capabilities of human resources through training and other methods of manpower development.
- e) To ensure sufficiency, appropriateness and fairness in service conditions of the Members of Staff, in the areas of salaries and allowances, leave, career prospects, work-life balance, etc.
- f) To implement and practise transparency in HR practices, providing equal opportunities to all.

1. Scope of the Policy

All the Members of Staff of the Institute, both teaching and non-teaching, regular and contract employees, including those on probation or training, come under the Scope of this Policy, in the manner specified under the various provisions of the Policy.

2. HR Policy and its alignment with the Vision and Mission of UKFCET

The HR Policy, its adoption and implementation are aligned and linked with the Vision and Mission of the Institute, as described below.

❖ Vision

UKFCET strives to emerge as an international center of excellence in engineering education and research by transforming students into competent professionals through a culture of critical thinking, creativity, innovation, entrepreneurship & awareness of societal relevance.

❖ Mission

UKFCET empowers its student engineers with skills to be innovators for work and life by partnering with industries and society thereby creating a sustainable world

❖ Quality Policy

"We are committed to moulding young professionals by adhering to a consistent, excellent education system of high quality with continuous improvement, and by providing state-of-the art infrastructure and students support which will help to promote an entrepreneurial culture among our students and bring out a generation that is globally competent and socially committed"

Accordingly, the HR Policy is intended to ensure the Institute's Focus on Excellence, Core Values, Quality of Education and Standards of Employment.

III. Categories of employees

1. Teaching Staff

Such of those employees who are appointed in the Institute, either on regular or on contract basis, on probation or training, in different cadres, for the purpose of teaching the students in different branches of studies are categorised as Teaching Staff. The Principal, Vice-Principal, Deans(Academics and Administration),Heads of Departments, Professor, Associate Professor, Assistant Professor, Assistant Professor (Special Grade), Assistant Professor (Senior Grade) and Adjunct Professor belong to this category of employees.

2. Non-teaching Staff

Such of those employees, who are appointed in the Institute, either on regular or on contract basis, on probation or training, in different cadres, for the purpose of administration and conduct of various functions of the Institute are categorised as Non-Teaching Staff. All Members of Staff other than the Principal, Vice-Principal, Dean, (Heads of Departments, Professor, Associate Professor, Assistant Professor, and Adjunct Professor belong to this category of employees.

3. Regular Staff

Such of those employees, teaching or non-teaching, who are appointed for regular service/employment and who have successfully completed the prescribed period of

probation/training and confirmed in the service of the Institute by the competent authority belong to this category of employees.

4. Staff on probation or training

Such of those employees, teaching or non-teaching, who are appointed with the stipulation of being on probation or training for a prescribed period of time (extendable, as decided by the competent authority) and who may or may not be absorbed in the regular service/employment on completion of the prescribed period of time, belong to this category of employees.

5. Staff on Contract

The Faculty members shall be appointed on contract basis when it is necessary and when the Student-Faculty Ratio does not satisfy the laid down norms. In any case, the number of such appointments shall not exceed the limit specified by the Statutory bodies. The qualifications and selection procedure for appointing them shall be the same as those applicable to a regularly appointed Faculty/employee. Consolidated emoluments shall be paid to such contract staff. Such appointments shall not be made initially for more than two academic years, and the performance of any such entrant staff shall be reviewed for academic performance on regular intervals or before reappointing her/him, on contract basis for another tenure.

IV. Grades of employees

The Managing Committee of UKF shall decide the various grades of teaching Staff and non-teaching Staff, taking into consideration the academic and administrative requirements from time to time and the stipulations of the Regulatory bodies such as AICTE, UGC, University and Government. Illustratively, the grades of employees shall be as follows.

a) Grades of teaching Staff

The teaching Staff shall be graded as Principal, Vice-Principal, Dean (Academics and Administration), Heads of Departments, Professor, Associate Professor, Assistant Professor (AGP 6000), Assistant Professor (AGP 7000), Assistant Professor (AGP 8000), Adjunct Professor

No job/post/grade of teaching shall be created even for temporary periods, without the approval of the Managing Committee of UKF.

b) Grades of non-teaching Staff

The non-teaching Staff shall be graded under different categories, in order to meet the functional and administrative requirements, taking into account the nature and specifications of each of the jobs and functions.

No job/post/grade of non-teaching Staff shall be created even for temporary periods, without the approval of the Managing Committee of UKF.

V. Appointments

Appointment of teaching Staff and non-teaching Staff, either in regular cadre or on contract basis, shall be subject to the following norms.

1. Appointments be conducted to fill up vacancies caused by cessation of service of teaching Staff and non-teaching Staff, which were not assessed in the manpower study, if it is essential to fill up the position.
2. Appointments shall also depend upon the number of identified vacancies in different streams, Faculty-students' ratio, industry best practices, AICTE/ UGC/ University/ Government norms, etc.
3. Appointments shall be based on the minimum cadre ratio of 1:2:6, for Professor, Associate Professor and Assistant Professor respectively. The Minimum number of Faculty requirements shall be calculated on the basis of the Faculty- student ratio of 1:20, as prescribed by the All India Council for Technical Education (AICTE).
4. Eligibility norms-
 - a) Qualification of the candidates for appointment as Faculty shall be as notified by the Regulatory bodies, including the AICTE/UGC/University/Government and/or as approved by the Managing Committee of UKF, from time to time
 - b) The experience gained after acquiring the minimum academic qualification for the post only shall be considered as relevant.

Degrees from Universities recognized by the All India Council for Technical Education (AICTE)/University Grants Commission (UGC) only shall be treated as valid.

- c) If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted, it shall be converted into equivalent marks as stipulated in AICTE Notification FNo.37-3 / Legal / 2010 dated January 22, 2010.
 - d) Teaching experience in institutes recognized by AICTE / UGC in one full academic year shall only be considered for reckoning experience. Part time / guest / ad-hoc / contract teaching experience shall not be considered for reckoning experience.
 - e) Candidates with relevant experience in a reputed industry in their area of specialization shall be considered to have qualifying experience in the ratio of 2:1, i.e. two years of industry experience shall be treated as one year of teaching experience.
 - f) Study leave of a candidate for higher studies shall not be counted for arriving at period of qualifying experience, same shall be considered in case of part-time modes.
 - g) The qualification for candidates applying for non-teaching Staff positions shall be as prescribed by the Regulatory bodies, including the AICTE/UGC/University/Government and/or as approved by the Managing Committee of UKF, from time to time
5. Vacancies identified and approved by the Managing Committee of UKF from time to time shall be consolidated and notified in the leading newspapers/website/social media platforms, as decided by the Chairman/Director of UKF.

6. The vacancies shall also be notified on the Institute's website on a regular basis and applications received against this notification shall be considered for filling up the vacancies.
7. A Screening Committee constituted by the Chairman/Director of UKF shall scrutinize each of the applications received and the applications satisfying the eligibility criteria shall be tabulated.
8. A Selection Committee constituted for the academic year by the Managing Committee of UKF shall interview the applicants who satisfy the eligibility criteria.
9. A rank list of suitable candidates shall be prepared on the assessment of the Selection Committee, which shall normally be valid for a period of one year, which may be extended by the Managing Committee of UKF, if found necessary.
10. Offer of appointment signed by the Chairman/Director of UKF shall be issued to the candidates for acceptance.
11. The Managing Committee of UKF, at its discretion, may consider appointments in exceptional circumstances, waiving the procedures for selection, but strictly following the eligibility criteria.
12. Background verification shall be conducted for all the candidates shortlisted for selection.
13. All those who are appointed in any of the regular positions shall be on probation for a minimum period of twelve months and their confirmation in service shall be subject to satisfactory completion of the period of probation. The competent authority for confirming a person on regular service of the Institute on successful completion of the period of probation shall be the Chairman/Director of UKF. The period of probation may be extended by the Chairman/Director of UKF, in case the performance needs improvement.
14. Appointment of candidates aged 55 years or above shall be very sparingly done and the same shall normally be on contract for a specified number of years.

The Institute shall appoint persons having industry experience as 'Adjunct Professors', to augment the academic streams, subject to the approval of the Managing Committee of UKF.

15. The Managing Committee of UKF shall be the body/authority for approval of appointments for filling up any of the positions.
16. Persons appointed as teaching Staff or non-teaching Staff shall enter into an agreement with the Institute regarding the post, scale of pay, salaries and allowances and other Service Conditions, as prescribed in this Policy, and as modified / amended from time to time.

VI. Roles and responsibilities

The roles and responsibilities of the officials at various levels shall broadly be as follows. Chairman/Director of UKF is authorised to add/delete/modify the roles and responsibilities, from time to time.

1. Executive Director

The Executive Director shall be directly responsible and accountable for implementing the management policies. The Executive Director will be responsible and accountable for each of functions/activities and developments in the Institute. The Executive Director shall be responsible to enhance the overall standards of the Institute by leading from the front in each of the functions and activities in order to fulfil the Vision and Mission of the Institute.

The Executive Director shall report to the Chairman/Director of UKF.

2. Principal

The Principal shall be directly responsible and accountable for all the functions, activities, administrative/academic matters and developments in UKF, other Educational Institution under UKF. He shall function as the Head of the Institute and accordingly be responsible and accountable for each of functions/activities and developments in the Institute. The Principal shall be responsible to enhance the overall standards of the Institute by leading from the front in each of the functions and activities in order to fulfil the Vision and Mission of the Institute.

The Principal shall report to the Chairman/Director/Executive Director of UKF.

3. Vice Principal

The Vice Principal shall assist the Principal for carrying out all the functions, activities, administrative/academic matters and developments and extend required support to him/her for enhancing the overall standards of the Institute by taking lead roles in each of the functions and activities in order to fulfil the Vision and Mission of the Institute. Specific roles and responsibilities of the Vice Principal shall be as assigned by the Principal/Executive Director by way of a specific Role Assignment Note, wherein the Key Responsibility Areas shall be prescribed.

The Vice Principal shall report to the Principal, Executive Director of UKF.

4. Dean

The Dean shall assist the Principal for carrying out all the functions, activities, administrative/academic matters and developments and extend required support to him/her for enhancing the overall standards of the Institute by taking lead roles in each of the functions and activities in order to fulfil the Vision and Mission of the Institute. Specific roles and responsibilities of the Dean shall be as assigned by the Principal/Executive Director by way of a specific Role Assignment Note, wherein the Key Responsibility Areas shall be prescribed.

The Dean shall report to the Principal/Executive Director.

5. Administrative Officer

The Administrative Officer shall be responsible for all the administrative functions (including HR functions), activities and developments and extend required support to the Principal/Executive Director for enhancing the overall standards of the Institute by taking lead roles in each of the functions and activities in order to fulfil the Vision and Mission of the Institute. Specific roles and responsibilities of the Administrative Officer shall be

as assigned by the Principal/Executive Director by way of a specific Role Assignment Note, wherein the Key Responsibility Areas shall be prescribed.

The Administrative Officer shall report to the Principal/Executive Director UKF.

6. Heads of Departments

The Heads of Departments of UKF shall be directly responsible and accountable for all the functions, activities, administrative/academic matters and developments relating to their Department concerned. They shall be responsible for ensuring the efficiency in Faculty performance and academic performance of students. The Heads of Departments shall be responsible to enhance the overall standards of the Department concerned by leading from the front in each of the functions and activities in order to fulfil the Vision and Mission of the Institute.

The position of Head of the Department in each of the Departments shall be rotated amongst the senior members of Faculty periodically, with the approval of the Chairman/Director of UKF, based on the recommendations of the Principal/Executive Director.

The Heads of the Departments shall report to the Principal, UKF.

7. Members of the Faculty

The Members of Faculty of UKF shall be responsible and accountable for all the administrative, academic, research, functions and activities that cater to societal impact matters related to their Department concerned. They shall be responsible for ensuring excellence in academic performance by students. The Members of Faculty shall be responsible to enhance the overall standards of the Department concerned by leading from the front in each of the functions and activities in order to fulfil the Vision and Mission of the Institute.

The Members of Faculty shall report to the Head of the Department concerned.

8. Administrative Staff

The Members of Staff in each of the administrative functions shall be responsible for the respective administrative function, activity and developments and extend required support to the Administrative Officer for enhancing the overall standards of the Institute by taking lead roles in each of the functions and activities in order to fulfil the Vision and Mission of the Institute. Specific roles and responsibilities of the administrative Staff shall be as assigned by the Administrative Officer by way of a specific Role Assignment Note, wherein the Key Responsibility Areas and reporting arrangements shall be prescribed.

VII. Salaries and Allowances

Salaries and Allowances payable to the teaching Staff and non-teaching Staff of the Institute shall broadly be based on the following norms.

1. The Pay Scales as notified by the Regulatory bodies (AICTE / Government) from time to time and adopted by the Managing Committee of UKF shall be applicable for the teaching Staff and non-teaching Staff of the Institute.
2. Salary Increments payable to the teaching Staff and non-teaching Staff shall be on the basis of the pattern and formula approved by the Managing Committee of UKF at the beginning of each academic year.
3. Salary Increments, wherever sanctioned, shall be paid for the teaching and non-teaching staff on completion of 12 months from the date of completion of probation.

4. Basis of the annual Salary Increments shall be the overall performance of the employee concerned during the preceding academic year and the period of active service.
5. Salary Increment shall neither be automatic nor mandatory and it cannot be claimed as a matter of right.
6. Authority to sanction Salary Increments shall be the Chairman/Director of UKF.
7. Dearness Allowance (DA), if payable, shall be based on the levels of Income and Expenditure of the Institute and be decided by the Managing Committee of UKF from time to time.
8. All Allowances, applicable and payable to different cadre and grade of employees shall be decided by the Managing Committee of UKF, from time to time.

VIII. Leave and vacation

Leave and vacation applicable to the teaching Staff and non-teaching Staff shall be based on the following norms.

- a) Leave of any kind shall be availed of only after the competent authority has sanctioned the same.
 - b) Leave cannot be claimed as a matter of right by any of the employees.
 - c) An employee, while on leave or vacation, shall not take up employment elsewhere either on contract/consultancy or on temporary/permanent basis.
1. Casual Leave
 - a) Teaching Staff on probation shall be eligible for 12 days of Casual Leave
 - b) Teaching staff & other staff who are eligible for special leave shall be eligible for a maximum of 15 days of Casual Leave in a calendar year.
 - c) Non-Teaching staff shall be eligible for 18 Casual Leave.
 - d) Casual Leave can be availed on a pro rata basis in a calendar year. (monthly basis)
 - e) Members of Staff on temporary positions/contract shall be eligible for Casual Leave, only at 1 day per completed month of service.
 2. Special Leave
 - a) Teaching Staff and non-teaching staff in academic cadre shall be eligible for a maximum of 22 days of Special Leave in a calendar year.
 - b) Non-Teaching staff who are not in academic cadre are not eligible for special leave.
 - c) Special Leave can also be availed on a pro rata basis within a calendar year with special permission.
 - d) Special Leave shall normally be availed during semester break so as to ensure that regular work and classes are not affected due to the leave of Staff.
 - e) Separate applications have to be submitted for Casual/ Special leave.

f) Normally Casual/Special Leave can be applied, only if it is due.

3. Medical Leave

a) In case of hospitalisation, Members of Staff shall be eligible for Seven days of Medical Leave with pay in a calendar year. Medical Certificate evidencing hospitalisation shall be submitted to the head of the department for verification. Sanctioning of the same is subjected to the verification by leave sanctioning authority

b) The leave days shall be counted continuously, including holidays, if any.

4. Duty Leave

Members of Staff,undertaking official duties of UKF / University / Government outside the Institute, with prior permission from the Principal,shall be entitled for Duty Leave on production of a Certificate as proof of having attended to such duties, within 2 days of re-joining.

5. Maternity / Paternity Leave

a) Members of Staff shall be eligible for Maternity / Paternity leave as per the norms prescribed by the management.

6. Higher Education Leave

Faculty members (Asst. Prof/Assoc. Prof) can avail Higher Education Leave (HL) for a maximum of four years (total 60 days-15 days per year). All faculty members irrespective of duration of experience can avail this. However they should execute a bond with UKF. Any unutilized leave in a year will be carried forward to the subsequent years.

7. Loss of Pay (LOP)

a) Members of Staff may, at the discretion of the Leave Sanction Authority (LSA), be allowed to avail themselves of loss of pay, after taking into account the administrative arrangements that could be made for carrying out the works in the absence of the employee concerned.

b) No employee can claim LOP as a matter of right; sanction of LOP shall be at the absolute discretion of the Institute and the LSA concerned.

c) Period of Loss of Pay shall be counted continuously, inclusive of holidays.

d) Loss of Pay shall not be treated for counting active service.

8. General provisions for Leave and Vacation

a) All applications for leave shall be submitted in advance. Leave applications of members of teaching Staff shall be recommended by the Head of the Department. If the leave is not recommended, the HODs shall indicate the reason. If the application for leave could not be submitted in advance due to any exigencies and unavoidable reasons, that shall be informed to the HOD on the first day of leave itself.

- b) Heads of Departments while availing leave shall make proper arrangements and inform the absence to the next person in charge, and this must be noted on leave application.
- c) Leave of any type shall be applied for in the specified format and in the manner and style prescribed.
- d) Holidays can be prefixed or suffixed to any type of leave and it shall not be counted as leave. However, holidays in between the beginning and end of any type of leave shall be counted as leave.
- e) Records of Leave of each of the Members of Staff shall be maintained separately by the Departments/Offices concerned and centrally under the supervision of the Administrative Officer.
- f) Ten days of vacation shall be admissible to the Members of Staff during Christmas and Onam, except for the administrative Staff.
- g) Leave for undertaking higher studies shall be allowed solely at the discretion of the Managing Committee of UKF, on a case to case basis. In case leave for higher studies is sanctioned, the same shall be on loss of pay and allowances and the period of such leave shall not be treated as active service for any purpose. Re-entry to the rolls of UKF after such period of leave, shall be subject to availability of vacancies and at the complete discretion of the Managing Committee of UKF, and not as a matter of right of the person concerned.

9. Leave Sanction Authority (LSA)

- i. Any type of leave for the Principal – Director / Executive Director of UKF shall be the authority to sanction/reject.
- ii. Any type of leave for the Vice Principal, Dean, Administrative Officer, Heads of Departments and Members of Faculty – Principal shall be the authority to sanction/reject.
- iii. Any type of leave for the non-teaching Staff the Administrative Officer shall be the authority to sanction/reject.
- iv. Any type of leave for the teaching Staff or non-teaching Staff for continuous period of 5 days or more shall be considered for sanction by the respective authorities, only with the concurrence of the Director/Executive Director of UKF.

IX. Promotions

The Managing Committee of UKF, on the basis of an annual assessment (of the number of eligible candidates across streams) conducted by a team consisting of the Executive Director, Principal, Vice Principal, Dean, and the Administrative Officer with necessary inputs from the Heads of the Departments, shall, at its sole discretion, evaluate and grant approval for conducting a promotion process for the teaching Staff of UKF, complying with the norms of the AICTE. Norms for promotion shall broadly be as follows. Authority to change/modify the norms for promotion shall rest with the Managing Committee of UKF.

X. Performance Appraisal

Performance appraisal of all the teaching Staff and non-teaching Staff shall be conducted on an annual basis as per the norms fixed by the Managing Committee of UKF

XI. Manpower planning

The Manpower Assessment and Planning for the next academic year shall be conducted before the close of an academic year as per the norms of AICTE and the Affiliated University

1. A team consisting of the Executive Director, Principal, Vice Principal, Dean, Administrative Officer shall conduct the manpower assessment and planning, with the involvement of the Heads of Departments and senior officials of the administrative Staff and place the report before the managing committee of UKF
2. Financial impact and cost benefit analysis shall also be taken into account for the Manpower Assessment and Planning exercise.

XII. Working days and working hours

1. Members of Staff of UKF shall work for six days in a week, i.e., Monday to Saturday except Second Saturday. The normal working hours shall be from 9.00 am to 4.10 pm. Lunch break for 45 minutes shall be permissible.
2. Members of Staff shall reach the Institute well before the start of working hours and leave only after the closing of working hours. Working hours may vary depending on exigencies.
3. The Principal is authorised to change the working hours temporarily with the permission of the Executive Director/Director of UKF.
4. All Sundays, Second Saturdays in a month and all Public holidays shall be holidays for the Institute.
5. On special holidays declared by the Government or District Administration for professional colleges, teaching Staff need not be present in the Institute as there will not be regular classes. Such holidays have to be compensated by the teaching Staff by working on Saturday(s). Non-teaching Staff shall be present in the Institute on such days.
6. If situation warrants, the Members of Staff shall have to work for extended time or on some of the holidays, based on the nature of work and responsibilities or to meet certain goals.
7. Late coming and early leaving of Members of Staff shall not normally be permissible. In unavoidable circumstance on very rare occasions, prior permission from the Head of the Department/ Administrative Officer/Principal shall be obtained.

XIII. Resignation from service

1. Members of Staff desirous of resigning from the service of UKF must give a minimum of one month's prior notice to the Institute in writing. (allowed only during the semester break)

2. A teaching Staff shall not relinquish the post at any time during the course of an on going semester, unless he/she is permitted to do so for genuine reasons, by the Chairman/Director of UKF.
3. Chairman/Director of UKF may either waive the period of notice in full or reduce the period of notice for resignation, at the absolute discretion of the Institute.
4. Chairman/Director of UKF may, at the absolute discretion of the Institute, permit an employee to resign and get relieved from the rolls of the Institute by remitting one month's total pay and allowances in lieu of the notice for resignation.
5. The Institute shall have the right to relieve a resigned employee from its rolls immediately on submission of the notice of resignation or at any time during the period of notice, without assigning any reasons there for.
6. An exit interview shall be conducted by the Principal/Executive Director/Vice Principal before relieving a resigned person from service and a report shall be placed before the Chairman/Director of UKF.

XIV. Termination from service

1. UKF shall have, and reserves its right, to terminate the services of any of its employees, regular or on contract, by giving him/her a notice of one month, or one month's total pay and allowances in lieu of notice, in case it is found that his/her performance is not up to the expected level or his/her conduct, character or behaviour is not matching to the standards of the Institute.
2. An employee who fails to report to work for five or more working days continuously without proper intimation to the authority to whom he/she reports, shall be treated to have voluntarily left the service of the Institute without following the stipulated norms for exit from job/service.
3. A person appointed in the service of the Institute on contract is liable to be terminated from service as per the terms of the contract, at any time during the period of contract, without assigning any reasons.

XV. Conflicts of Interest or Commitment

1. Members of Staff shall ensure that they discharge duties and responsibilities in a manner that would not cause any conflict, or any appearance of conflict between their personal interests and those of UKF.
2. Members of Staff shall not use the Institute's properties, time or any other resources, for their personal interests or activities at any point of time.
3. Outside activities, paid or unpaid, shall be performed on the employee's personal time, not using full or any part of the official time.
4. Paid personal consulting activities or other outside pursuits shall not be conducted by Members of Staff using official position and/or time, unless permitted by the Chairman/Director of UKF.
5. Members of Staff shall ensure that outside consulting or other pursuits do not divert their attention from duties/responsibilities or consume time or creative energy that would reduce their capability to perform official duties and responsibilities.
6. Members of Staff shall discuss with their supervisor or Head of the Department any activity that might result in conflict of interest or commitment, before participating in that activity. The employee shall refrain from participation in the activity, until it is determined whether a conflict of interest or commitment exists.

7. Failure to disclose possible conflict of interest or commitment or refusal to cease activities that are determined to be in conflict with the Institute's best interests shall be reasons for the Institute to proceed against the Member of Staff concerned.

XVI. Grievances Redressal

1. UKF shall have in place an Employee Grievances Redressal Committee to attend to the genuine grievances of the Members of Staff. The Committee shall be constituted/reconstituted by the Chairman/Director of UKF, with the Principal as its Head.
2. The Employee Grievances Redressal Committee shall communicate to the Members of Staff about the manner in which grievances are to be filed, the process of redressal, timelines, etc. and ensure compliance of such norms.
3. Members of Staff shall have the freedom to approach the Chairman/Director of UKF, in case the grievances are not attended to or resolved to their satisfaction or within the timelines, by the Employee Grievances Redressal Committee. Decision of the Chairman/Director of UKF shall be final.
4. UKF shall have in place an Internal Complaints Committee (ICC) to deal with complaints of sexual harassment of women at work place. The Committee shall be constituted/ reconstituted by the Chairman/Director of UKF, with one of the senior woman employees as its Head, in terms of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act ,2013.The Committee shall communicate to the Members of Staff about the manner in which complaints are to be filed, the process of redressal, timelines, etc. and ensure compliance of such norms.

XVII. Safety of Members of Staff and Crisis Management

The safety of Members of Staff is matter of high importance for UKF. As an educational Institute, there could be occasions in which the Institute shall have to advise its employees to attend to duties even in certain types of minor or major crisis situations. Crisis management shall have the twin objectives of ensuring the continuity of functions of the Institute and protecting the Members of Staff and students from hazards.

XVIII. Other Benefits/Service Conditions/Matters

1. Other Benefits / service conditions are as per the EPF / State Government rules issued from time to time.

XIX. Disciplinary Actions

- a) Members of Staff shall abstain from committing any types of misconduct of major or minor nature, failing which appropriate disciplinary actions are liable to be initiated against them. Misconducts amounting to the following shall be treated as sufficient reasons to initiate disciplinary actions against the Members of Staff.
 1. Negligence of duty,
 2. Violation of any of the rules and procedures of the Institute,
 3. Unauthorised absence / absence without leave,
 4. Dereliction of duty,

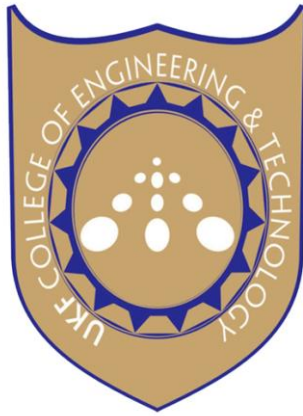
5. Insubordination,
 6. Violent / disorderly / indecent behaviour,
 7. Disobedience,
 8. Acting prejudicial to the interest of the Institute in any manner,
 9. Any other types of misconduct.
- b) The Member of Staff against whom disciplinary actions are initiated shall be given opportunity to submit his/her responses to the misconduct/s alleged to have been committed by him/her and to be heard.
 - c) Domestic enquiries shall be conducted by the Enquiry Officer, appointed by the Principal.
 - d) Pending enquiry, the Member of Staff may be placed under suspension from service by the Principal.
 - e) The Principal, UKF shall be the Disciplinary Authority for all the Members of Staff of the Institute, and the Chairman of the managing committee of UKF shall be the Appellate Authority.

XX. Applicability of the Policy

- I. This Policy shall be applicable for all the Members of Staff of UKF, including XX11, irrespective of the grade/cadre/designation/nature of employment.
- II. Members of Staff shall be bound by all the terms, conditions, stipulations and prescriptions of this Policy, from the date of approval of this Policy by the Managing Committee of UKF and dissemination of the document by the Principal for internal circulation.
- III. In case of doubt/dispute/lack of clarity as to the meaning or interpretation of any of the clauses of this Policy, the Chairman / Director of the managing committee of UKF shall be the authority to take appropriate decisions and such decisions of the Chairman / Director of the managing committee of UKF shall be final and binding on all.

XXI. Custodian of the Policy

- i. The Principal, UKF shall be the Custodian of the HR Policy.
- ii. The HR Policy shall be reviewed by the Custodian of the Policy with the assistance of the Vice-Principal, Administrative Officer and the Heads of Academic Institute under UKF, at least once in a calendar year and submitted for approval of the Managing Committee of UKF.
- iii. The Custodian of the Policy shall ensure that the document is not shared with any of the external persons/entities, either in hard form or soft form, by anyone who has got access to it. The document shall be strictly restricted for internal circulation to intended persons, as decided by the Principal/Executive Director.



UKF College of Engineering & Technology
Kollam

Internal Quality Assurance Cell
(IQAC)

Internal Quality Assurance Cell (IQAC)

Introduction

1. UKF College of Engineering & Technology (UKFCET) is owned and managed by the Universal Knowledge Foundation Trust. Started in the year 2009, the college has come to a full circle and has carved out a niche for itself in the professional educational scenario of the state. UKF College is rich in its infrastructure as well as human resources. We consider our team of qualified, experienced and dedicated faculties to be the most valuable assets of the institution. The healthy relationships maintained among the staff, students and the management combined with the constantly upgraded infrastructure makes UKF an ideal place for knowledge dissimulation. Excellent academic result brought in by our students is a testimony to the commitment of the institution. Our students also have excelled in co curricular and extracurricular activities. UKF believes in the comprehensive development of our students by providing regular sessions in soft skill development, language, communication, interview skills etc by invited experts. Industry-institutes tie ups allow our students to experience their prospective job environments and make a pre- determined decision on their choice of employment.
2. Monitoring of the various activities and taking timely corrective measures wherever required for

the betterment of various systems was the strength of the institution. Quality monitoring in various forms existed in the institution ever since its birth. However a formal "Quality Assurance System"-the "Internal Quality Assurance Cell" (IQAC) - of (UKFCET) was established in line with the guide lines of National Assessment and Accreditation Council.

Objective

3. The objectives of IQAC are:-
 - (a) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
 - (b) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
 - (c) To implement the Outcome Based Education in all the departments of the institution.

Functions

4. The main functions of IQAC are:-

- (a) Development and application of quality benchmarks.
- (b) Defining parameters for various academic and administrative activities of the institution.
- (c) Budgeting and monitoring the implementation of approved budget.
- (d) Quality assurance of all capital and revenue works.
- (e) Facilitating a learner-centric environment conducive to quality education and faculty maturation to adopt for participatory teaching and learning process.
- (f) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- (g) Dissemination of information on various quality parameters to all stakeholders.
- (h) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- (i) Documentation of the various programs/activities leading to quality improvement.
- (j) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- (k) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- (l) Periodical conduct of Academic and Administrative Audit and its follow-up.
- (m) Actions to implement the Outcome Based Education in all the departments of the institution.
- (n) Knowledge enrichment and career planning of staff.

Composition of the IQAC

5. The composition of the IQAC would be as below:-

Sl No	Designation	Appointments	Remarks
1	Chairman	Head of the Institution	Principal
2	Management Representative		
3	Convenor	Dean/HoD	
4-13	Department Representatives	Asso. /Asst. Professors	One act as Member
15	One nominee from Alumni*		Faculty working in UKFCET Alumni president/secretary
16	One nominee from Employers/Industrialists*		
17	One nominee from Professional Body*		
18	One nominee from local society		
19	One nominee from Students *		

- The nominated members shall hold the responsibility for a period of two years, normally.

*The nominated members shall hold the responsibility for a period of two years, normally.

IQAC Meeting

6 The IQAC should meet at least bimonthly. There should be minimum three meetings in a semester as below:-

- (a) Before commencement of the semester for planning semester preparations.
- (b) Mid semester meeting for analysis of test results and review of academic improvement programs.

After the semester for analysis/assessment of previous semester activities and take corrective actions wherever required.

7. The minimum quorum for the meeting shall be 50% of the total number of members. The agenda, minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.
8. All functions of IQAC be performed during the above meetings and if required additional meeting be held as per the requirements.

Department Quality Assurance Cell (DQAC)

9. Department Quality Assurance Cell be formed at each department for implementation of policies/guidelines issued by IQAC as well as to ensure quality of various departmental activities. DQAC to organise meetings regularly as mentioned below in respect of a semester and minutes of meetings need to be forwarded to IQAC.
 - (a) Ensuring pre-semester preparations, like justified subject allocation in terms of knowledge and experience, course planning, lesson plan and mapping of Course Objectives, tools for achieving Course Objectives, adequacy of academic requirements, lab preparedness etc.
 - (b) Before scheduled class tests to ensure adequate syllabus coverage, quality of question papers, assignments etc.
 - (c) To analyze the results and review teaching-learning process to make recommendations.
10. DQAC shall forward suggestions and improvements made in the respective department to IQAC for analysis and implementation at other departments. The suggested structure of DQAC is as below:-

Sl No	Designation	Appointment
1	Chairman	Head of Department
2	Convenor	Academic Coordinator
3	Member	Course Coordinator
4	Member	Nominated by HoD

The committee convenes the meeting four times during the semester

- i) prior to the commencement of the semester for approval of course plans of the courses in the different programmes
- ii) one week before the commencement of the first and second internal examinations
- iii) at the end of the semester and before the end-semester examination

Responsibilities:

- Approval of course plan prepared for various semesters of the programme
- Ensure course delivery in conformity with course plan
- Scrutiny of question papers of the programme for continuous evaluation
- Implement suggestions of course committee and class committee of the programme
- Recommend suggestions for quality improvement

IQAC Initiatives

11. Ever since its formation, IQAC has taken many initiatives for improving Academic systems, infrastructure maintenance, Environment improvement and in Administration. The details are in the subsequent paragraphs.

Academics

12. Pre-Semester Preparation. IQAC insisted on completing the pre-semester preparations and ensuring the same by verifications. The pre-semester preparations included:-

- (a) Subject allocation according to the specialization/expertise and difficult subjects to experienced faculty.
- (b) Issuing of Academic Calendar.
- (c) Preparation of Time Table.
- (e) Preparation of Lesson plans.
- (f) Lecture notes / Resource materials.
- (g) Study materials / Questions bank.

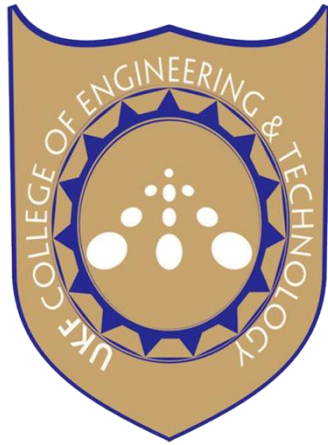
13. Standardizing Teaching-Learning method: An effort was put in standardizing Teaching-Learning methods following Blooms Taxonomy in which following aspects are taken care:-

- (a) Defining Course Objectives (CO) and Program Objectives (PO).
- (b) Teaching and evaluation system to assess the level of achievement of COs &POs.

- (c) Use of appropriate teaching materials including NPTEL videos and other resources.
- (d) Following standard text books.
- (e) Organizing tutorials and practical exercise with more faculties.

14. Evaluation System. Assessing the assimilation by students an important factor of Teaching-Learning system. While routine lecture has a very limited scope of checking assimilation, Structured examinations are the common direct methods for checking the assimilations.

The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings enabling the institution to attain excellence. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The motto of the IQAC is to achieve quality through continuous improvement with cooperation of all stake holders.



PROCUREMENT POLICY

**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

www.ukfcet.ac.in

Preamble

1. Procurement has started its journey towards becoming a long-term strategic function of an organization in contrast to its tactical past. UKF College of Engineering and Technology (UKFCET) Procurement Policy is aimed at maintaining highest standards of transparency and accountability in the Procurement process at UKFCET. Procurement is a process of acquiring the proper goods and /or services, at the time needed, for the optimum value from a reliable source. This includes formulation of specifications, identifying the goods and services, selection of vendors, price negotiations, evaluation of goods/services, approving substitutions (if required) and ensure timely delivery.

Scope

2. This Procurement Policy applies to: -

- (a) All employees, including regular and temporary employee or approved vendors/contractors of UKFCET.
- (b) Organization or firms contracted for supply of Goods/Services to UKF College of Engineering and Technology.
- (c) All Departments and Sections of the College.

Purpose

3. The purpose of this Policy is to provide required assistance and guidelines in the management of Procurement and outline the procedures for the procurement of works, goods, related services such as transportation, installation, commissioning, training, operations, maintenance, consultancy services etc. It is to serve as a code of conduct as well as determinate the role of actors involved in the process. This Manual will serve as a guide to streamline the day to day working and monitoring and tracking the procurement activities of the Institution.

Objective

4. The basic objective of Procurement manual is to lay down a well-structured and effective procurement process for the Institution so as to ensure timely procurement of goods and services by optimum utilization of allocated budgetary resources following the highest degree of probity, accountability, transparency, fair competition and level-playing field.

Budget

5. UKFCET has an annual budgeting system. Requirement from various departments and sections are collected on or before 28th February of every year. The Governing Body of the Institution analysis the requirements and prepares a budget

After getting the approved budget from the BoG, the departmental allocations are made.

PROCUREMENT SYSTEM

General Principles

5. Each functionary, delegated with the authority of procuring goods and services shall have the responsibility and accountability to bring in efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement. The following must be ensured during the procurement process: -

- (a) The description of the subject matter of procurement, to the extent practicable, should be objective, functional, generic, measurable specifying technical, qualitative and performance characteristics.
- (b) Do not indicate a requirement for a particular trade mark, trade name or brand, unless it is a proprietary item.
- (c) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs. The specifications so worked out should meet the basic needs without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (d) The technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards.
- (e) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (f) Offers should be invited following a fair, transparent and reasonable procedure.
- (g) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (h) The procuring authority should satisfy that the price of the selected offer is reasonable and consistent with the quality required.

At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decisions.

Procurement Board

5. A Procurement Board is constituted by the Principal of the College. The Procurement Board shall assume the role of coordinating the process of acquisition of all goods including capital purchases, renovations and hiring services etc for the best available price, quality and value. The Procurement Board has the responsibility to act as advisor to user departments/sections prior to the acquisition of goods and services to ensure the best interest of the College. The constitution of the Procurement Board is as below: -

- (a) Chairman: Vice Principal
- (b) Member 1: Accounts Officer.
- (d) Member 2: Administrative Officer
- (e) Additional Members*: As per requirement.

*More members must be added for specific purchases, considering the expertise and specialization.

Role of Procurement Board

6. Procurement, like any business function, has to continually deliver value. Drafting a comprehensive procurement plan is an important role the Procurement Board for planned capital expenditures in consultation with the Trust/Governing Body. An effective procurement plan covers not only the process for procuring the goods, technology, or services but also the post-procurement activities required for effective operation and maintenance. Some of the important functions are as below: -

- (a) The Procurement Board must ensure the College's purchasing practices are consistent with its long-term vision, and further sits goals and objectives.
- (b) The Procurement Board shall exercise legal, ethical, non-biased, courteous managerial and professional standards in the management of the financial resources entrusted to it.
- (c) The Procurement Board shall strive to improve the quality of goods and services acquired.
- (d) The Procurement Board shall analyse and improve the procurement process for better efficiencies and effectiveness.
- (e) The Procurement Board shall exercise professional judgment, knowledge and practice in reaching purchasing decisions. The principle of best value should guide purchase decisions. In this regard, although lowest price is a significant factor, other factors including, but not limited to, quality, maintenance cost, resale value, technical service, warranty, proprietary knowledge and proven accomplishment shall be taken into consideration to reach a final purchase decision. Approval competent authority must be taken in this case.
- (f) Monitor the progressive trends of Purchase Commitments and expenditure so that timely action could be taken up for budget revision proposals, if required.

Role of User Departments/Sections

7. Procurement Board is a facilitator/coordinator for arranging the requirements of the Users. Hence the User Departments as responsible for examining, analysing and recommending therequirements with financial effects to appropriate authority for approval. User Departments/ Sections being the beneficiary, have a significant role in the whole procurement process.The user departments are to ensure the following: -

- (a) Requirements taken up for procurements must have Budgetary allocations andapproval by the competent authority.
- (b) Non-Budgetary requirements must be projected with a Statement of Case (SoC) withitem description, specifications, justification, financial effects and source for procurement.
- (c) Purchase requests for the items requiring higher lead time for procurement must beinitiated

by the concerned department well in advance.

- (d) Requirements projected must accompany the correct specifications, cost estimate and in-principle approval of the competent authority.
- (e) Consulting the Procurement Board before entering into unique discussions to pursue strategic relationships and/or partnerships with vendors or external clients.
- (f) Forwarding all applicable purchase requisitions to the Procurement Board well in advance to ensure quality, quantity and cost benefits for the goods and services.
- (g) Budget allocation in a particular category is not exceeded for the purchase requisitions forwarded to the Procurement Board.
- (h) Availability of sufficient storage space when bulk purchase requisitions are forwarded to Procurement Board.

Approval of Requirements

8. Requirement along with the justification, financial implication and fund position is to be forwarded to the competent authority for getting approval. Necessary explanatory notes be placed for clarifications. The user departments/sections must ensure all requisitions, necessity assessments, requests for proposal and other related purchasing documents are properly approved by competent authority.

Ethics

9. The College staff shall maintain and practice the highest standards of business ethics and professional conduct. College staff involved with purchasing activities must act, and be seen to act, with integrity and professionalism. The following must be ensured: -

- (a) Honesty, care and due diligence must be integral to all purchasing activities within and between the College, suppliers and other stakeholders.
- (b) Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded.
- (c) College staff must not engage in any activity that may create or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.
- (d) Purchasing activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best at a competitive price.
- (e) The College shall not knowingly purchase any products from companies with unethical business practices.
- (f) Suppliers are expected to conduct business and negotiations ethically with the College, without attempts to influence any purchasing decisions through offering personal gifts and other unethical means.
- (i) Suppliers should conduct business and negotiations with the College avoiding unnecessary expenses and inconvenience to the College.

PROCUREMENT PROCEDURE

Capital/Major Procurements

10. Acquisition of high value items (costing Rs 100000.00 or more) are considered as Capital/Major Procurements. The following steps are involved in Capital/ Major procurements: -

- (a) Assessing the Requirements. In every case of procurement, the user shall first determine the need (including anticipated requirement). While assessing the need, to the extent possible, shall take account for the estimated cost of the procurement and shall also decide on the scope and quantity of procurement.
- (b) Request for Information(RFI). A Request for Information is sent to prospective suppliers for the purpose of abroad data enquiry and information gathering only. Request for information is sought to formulate/ refine/rationalize the specifications and structuring the Tendering.
- (c) Request for Proposal/Solicitation of offers/Tendering. The Request for Proposals for competitive public tender document is sent to prospective suppliers by the Procurement Board. The Procurement Board gets involved from this stage onwards. The Request for Proposal document is utilized to invite vendors to bid on the supply of goods and/or services to the College. The Request for Proposal document provides the specific needs of the College along with relevant background information.
- (d) Award of contract/ Purchase Order(PO). The Procurement Board after verification of the document, must ensure availability of adequate funds earmarked for the approved procurement and issue the Purchase Order(PO) to the approved vendor. Care must be taken to include all relevant data and conditions in the Supply order. Appropriate provisions must be catered for non-compliances including legal, black listing, compensation etc.
- (e) Contract Administration and Post-Contract Management.
Contract Administration and Management refers to timely delivery of supplies or services as contracted, acceptance, payment and closing of the contract. These actions include technical, financial, audit, legal, administrative and managerial services.

11. Original bill with the above compliance report be forwarded to Accounts section for payment.

CONCLUSION

12. The Procurement Board shall endeavor to provide the College with cost efficient, flexible methods to procure goods and services while ensuring that the core principles of fairness, openness and transparency are observed and appropriate controls are in place. On occasion, the Procurement Board may enter into specific service agreements with vendors which include vendor-defined methods to order goods and services.



ROLES & RESPONSIBILITIES

UKF COLLEGE OF ENGINEERING AND TECHNOLOGY

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Roles and Responsibilities of HoD/Academic Coordinator/Advisor and Faculty

The ultimate aim of the curriculum is the attainment of the envisaged outcomes of it by the students. This is primarily based on the effectiveness of the delivery of the content of the curriculum. The effectiveness is indicative of the extent of the students' acquired knowledge, assimilation and practical application of the various principles and techniques delivered to him.

The academic staff community of the institution has a major and crucial role in the effective curriculum content delivery.

The process of content delivery starts with all the faculty members getting prepared for the same in advance. The various roles and responsibilities of the HoD, Academic coordinator, Course Coordinator, Advisor and the individual faculty members are as follow.

A. Head of the Department

The academic activities/co-curricular/extra-curricular are scheduled as per the academic calendar and also based on the directives from the Principal/Dean/Vice Principal.

Course Allocation:

- a) The course /subject allocation is done in advance, based on the options given by the faculty. And to the possible extent this is to conform to the specialization/experience/achieved results of the faculty in the courses.
- b) The workload of the faculty will be fixed as per the prevailing AICTE norms and also on the directives from the Principal/Dean/Vice Principal.
- c) The courses for junior classes are to be handled preferably by senior faculty members.
- d) The allocation will be finalized after discussion and verification by the Principal/Dean/Vice Principal.
- e) The time table is to be prepared with the support of the Time Table Committee and be ready well before the start of the regular classes. This can be finalized after the verification by the Principal/Dean/Vice Principal.
- f) The time table is to be displayed on the Department notice boards, inside the staff/faculty rooms and also shared to parents.
- g) The time table should include tutorial/minors/honors/remedial also.

Courseware Verification:

- h) Ensure that all faculty members closely follow the directives published for the preparation of courseware. Ensure that all prepared documents have UKF watermarking before releasing to students/parents.
- i) Critically examine the contents especially the lesson plan, handouts and the Q/A bank.
- j) Ensure that the Q/A banks for the modules are ready as per schedules published. The signed copy (by HoD) to be verified by the Principal/Dean/Vice Principal before giving to the students.
- k) Ensure that the Q/A banks cover the curriculum exhaustively.
- l) Ensure that the contents of the Q/A banks are of University scheme, standard and pattern.
- m) The Q/A bank is to be circulated among all the students before the start of each module in the regular classes. They should be insisted on to take the hard copies well in advance. Information on this may be given to the parents also and the material given in the PTA class group.

- n) Ensure that all faculty members prepare handouts for students on the pre-requisite topics. This is to be circulated among all the students before the start of the regular classes. The faculty may conduct sufficient online sessions (before the start of the regular classes) on the pre-requisite topics. This will enable the students a smooth takeover of the regular topics.

Class/faculty Monitoring and reporting

- o) Ensure that all faculty members have the hard copy of the Q/A bank verified by the HoD (before the start of the regular classes).
- p) Ensure that all students have a hard copy of the Q/A bank and a notebook (for each course) at the time of the session start itself.
- q) Ensure that all faculty members regularly update the Linways entries of the class proceedings (attendance, lesson completion status, study materials, assignments, etc...)
- r) The progress of the classes should be in tandem with the Q/A bank. Each class hour should preferably end with a discussion on the relevant Q/A bank portion which every student should write in his/her notebook. Home work may also be given from this portion. These details are to be recorded by each faculty and verified by HoD on a weekly basis.
- s) Tutorials are to be conducted as per timetable. In each of these sessions the faculty may preferably be supported by one more faculty who is proficient in the relevant topics. The students can work out the selected questions/answers from the Q/A bank and more problems from text books in his/her notebook with the guidance of the faculty members present. This will also be a doubt clearing session on these topics. The students' performance here may be considered as a class assignment also.
- t) The progress details of academic activities/co-curricular/extra-curricular activities are to be reported promptly to the Principal/Dean/Vice Principal on a weekly basis in the prescribed format.

Student Evaluation

- a) The questions for the Series examinations are to be of University scheme, standard and pattern. At least 80% (in terms of weightage / marks) of the questions are to be from the published Q/A bank. The other 20% (maximum) can be of higher order thinking level questions/problems/practical applications. This 80% will ensure that an average student can perform reasonably well.
- b) The question papers with key/scheme of valuation are to be scrutinized by HoD and also verified by Dean (Academics) before submission to the Exam cell.
- c) Ensure that the evaluation of the answer scripts is as per the key provided. HoD may verify this on random samples.
- d) Ensure that the evaluation results are entered promptly before the stipulated due date in Linways. After the mark entries the EDIT facility on this is to be disabled.
- e) Based on the performance of the students in the series exam they can be graded /indexed for taking remedial measures.
- f) Ensure that remedial sessions are arranged by the faculty for the poorly performing students for the upcoming Series /model examination. The student indexing will be useful for its effective implementation.

Internals

- g) Ensure that the internals are calculated as per the prevailing University norms and also based on the directives from the Principal/Dean/Vice Principal in this regard. It should be noted that the individual faculty/department cannot manipulate the internals on their own interests. Any difficulty/issue arising in this regard should be sorted out at the Vice Principal/Dean/Principal level.
- h) The publishing of the internals (tentative) should be done only after approval at the Vice Principal/Dean/Principal level. Any discrepancies noticed and reported by the students are to be rectified thereafter before submission at the advisor level in the University portal.

B. Academic Coordinator

The academic coordinator will act as a strong link between the faculty members/students and the HoD in the academic matters of the department. He/she has to jointly perform the following on a regular basis.

- a) Convene department meetings and record the minutes of it.
- b) Attend HoD meetings in the absence of HoD and brief the meeting outcomes of it to the department HoD/faculty members.
- c) Verification of courseware including Q/A bank.
- d) Verification of faculty entries in Linways of the class proceedings (attendance, lesson completion status, study materials, assignments, series marks, etc...) on a regular basis (weekly).
- e) Scrutiny of Series question papers.
- f) Random verification of answer scripts.
- g) Verification of internals.
- h) Resolving any discrepancies raised by the students in the academics.

C. Course Coordinator

The Course Coordinator ensures that the prescribed curriculum is closely followed in the matters of content delivery in every academic session. Further he/she will see that the gap between the curriculum and current technology scenario is addressed at the time of content delivery.

- a) To involve in the process of course allocation and setting up of lab facilities in the department prior to each academic session.
- b) Verify /Ensure that the courseware of the prescribed courses prepared by the faculty member closely follow the directives published for the preparation of courseware.
- c) Verify /Ensure that the courseware of the prescribed courses prepared by the faculty member closely follow the University curriculum exhaustively.
- d) Verify /Ensure that Q/A banks for the modules are prepared covering the curriculum exhaustively.
- e) Critically examine the contents especially the lesson plan, handouts and the Q/A bank.

- f) Verify /Ensure that the contents of the Q/A banks are of University scheme, standard and pattern.
- g) To involve in the process of scrutiny of question papers and key/scheme of valuation.
- h) Suggest new or alternative methods /projects for the enrichment and or updation/upgrade of the knowledge and skill of the faculty members and students.
- i) To give suggestions on the effective implementation of the academics to industrial product transition ideas.
- j) To give suggestions /ideas on theoretical /product research activities.

D. Faculty Members

- a) The faculty member is the ultimate and immediate link to the students in the actual curriculum content delivery process. The extent of its effectiveness is largely decided by the preparedness of both the faculty and the students. Hence the faculty has to initially set the students ready to learn the course from the very start of each semester.
- b) The faculty member has to prepare handouts for students on the pre-requisite topics. This is to be circulated among all the students before the start of the regular classes. The faculty may conduct sufficient online sessions (before the start of the regular classes) on the pre-requisite topics. This will enable the students a smooth takeover of the regular topics.

Courseware Preparation

- c) The faculty member has to closely follow the directives published for the preparation of courseware.
- d) Ensure that Q/A banks for the modules are prepared and verified by HoD and Dean(Academics) as per schedules published.
- e) The Q/A banks should cover the curriculum exhaustively.
- f) The contents of the Q/A banks are to be of University scheme, standard and pattern.
- g) The Q/A bank is to be circulated among all the students before the start of the regular classes. Make sure that they have the hard copies well in advance. Information and on this to be given to the parents also.

Class Progress

- h) Faculty should have with him/her the hard copy of the Q/A bank verified by the HoD during the class hours. For convenience of discussions on the Q/A bank may be in PPT form also.
- i) Ensure that all students have with them a hard copy of the Q/A bank and a notebook (for each course) during the class hours.
- j) The progress of the classes should be in tandem with the Q/A bank. Each class hour should preferably end with a discussion on the relevant Q/A bank portion which every student should write in his/her notebook. Home work may also be given from this portion. These details are to be recorded by each faculty and verified by HoD on a weekly basis.
- k) Tutorials are to be conducted as per timetable. In each of these sessions the faculty may preferably get support from another faculty who is proficient in the relevant topics. The students can work out the selected questions/answers from the Q/A bank and more problems from text books in his/her notebook with the guidance of the faculty members present. This will also be a doubt clearing session on these topics. The students' performance here may be considered as a class assignment also.
- l) Ensure that the faculty regularly updates the Linways entries of the class proceedings (attendance, lesson completion status, study materials, assignments, etc...)

Student Evaluation

- m) The questions for the Series examinations are to be of University scheme, standard and pattern. At least 80% (in terms of weightage / marks) of the questions are to be from the published Q/A bank. The other 20% (maximum) can be of higher order thinking level questions/problems. This 80% will ensure that an average student can perform reasonably well.
- n) The question papers with key/scheme are to be scrutinized by HoD and also verified by Dean (Academics) before submission to the Exam cell.
- o) The evaluation of the answer scripts is to be as per the key prepared and approved.
- p) The evaluation results should be entered promptly in Linways within the due date else the EDIT facility will get disabled.
- q) Based on the performance of the students in the series exam they can be graded /indexed for taking remedial measures.
- r) Ensure that remedial sessions are arranged by the faculty for the poorly performing students for the upcoming Series /model examination. The student indexing will be useful for its effective implementation.

Internals Preparation

- s) Ensure that the internals are calculated as per the prevailing University norms and also based on the directives from the Principal/Dean/Vice Principal. It should be noted that the individual faculty/department cannot manipulate the internals on their own interests. Any difficulty/issue arising in this regard should be reported to the HoD who in turn will get it sorted out at the Vice Principal/Dean/Principal level.
- t) The publishing of the internals (tentative) should be done only after approval at the Vice Principal/Dean/Principal level. Any discrepancies noticed and reported by the students are to be corrected thereafter before submission at the advisor level in the University portal.

E. Advisors

The main role of the advisor is as a mentor to the students. This is essential since the students need to be properly guided in the successful completion of the degree and at the same time make themselves confident in advancing in their future career.

The mentoring task starts at the very time when the students join the institution. The students who had undergone their schooling in totally different environments may find it very difficult initially in coping with the new environment of the professional education. It is the mentor who can render support both in familiarizing with the new system at the same time catching up with the regular academics.

For senior classes the advisor role will be towards motivating the students in achieving specific skill set in the academic and other extra/co-curricular domains.

The advisor here should do the mentoring in sync with the HoD/Academic coordinator and other course handling faculty members.

- a) For the junior classes the advisor should also be handling any one core subject. This facilitates effective mentoring.

- b) Be familiar with the personal history of the students including educational and family background.
- c) The advisor should keep a record of the academic and personal details of the students.
- d) The advisor should be easily approachable by the students. This means the need of good rapport with the students.
- e) He/she should convince the students of the importance of the continuous evaluation process at par with the term end examinations.
- f) The advisor needs to have regular updates of the students' academic and behavioral matters shared with their parents.
- g) Should regularly record/update and monitor the academic progress
- h) The Class PTA meetings are to be convened immediately after the Series results are published. The meetings are to be at the convenience of the Principal/Dean/Vice- Principal and PTA patron.
- i) The advisor should probe into the reason for the students' performance problem (if any), counsel, and provide guidance to the student to correct the same.
- j) If necessary, services of the student counselor of the institution may be sought for any remedial action.

Co-Curricular/Extra-Curricular Activities

In addition to the academics the students should also be made active in the various Co-Curricular/Extra-Curricular activities which definitely improve their personality /technical activities and social awareness. This enables them improve their employability and future career as well.

The HoD/Academic Coordinator/Advisor / Faculty should take special care in putting earnest effort in providing support to the students in the Co-Curricular/Extra-Curricular activities such as department technical associations, IEEE, IEDC, NSS, music /arts/ sports club, R&D, industry interaction, foreign languages and any other relevant and technically beneficial activity.

Placement /Skill Training Activities

The ultimate and primary aim of the institution is to make our students capable of achieving a better placement leading to his /her career growth. The training for this is to be imparted to the students in a well planned and scheduled manner. The role of HoD/Academic Coordinator/Advisor and Faculty is very important in this aspect. There will be activities year-wise and online/offline modes organized at the institution level. The U-CARS (UKF Centre for Advanced Research and Skill development), Placement Cell and the Prajna Cell are entrusted with the primary responsibility of this. HoD/Academic Coordinator/Advisor and Faculty should suitably co-ordinate these activities with them as well as organize and conduct department-wise in house methods to gain full utility of these.

Accreditation and IQAC Activities

These activities are essential to achieve and maintain the quality of the technical education imparted to the students of our institution as well as to push our institution to the forefront at par with other popular technical institutes globally. The HoD/IQAC Coordinator/Advisor and Faculty are the key persons responsible for this.

Education 4.0 Quality at Global Standards

The very purpose of the existence of any technical education institution is to cater to the ever growing needs of industry globally. This is possible only through meeting the global standards of education 4.0. The HoD/Academic Coordinator/Course Coordinator /Advisor and Faculty have to put their effort in achieving this in a professional way.

Educational Tour/ Industry visit/Internship

In order to fill the gap between theoretical knowledge and practical aspects the students are to be given exposure to the state of the art industry standards which is again envisaged in Education 4.0. The HoD/Academic and Advisor should take special care in selecting relevant industrial units/organizations and arranging for the required Educational Tour/ Industry visit/Internship.

Research and External funded projects

The U-CARS (UKF Centre for Advanced Research and Skill development) acts as the nodal centre in UKFCET campus to initiate, coordinate, support and guide the students, faculty and external research scholars in the process of research, product development, patent acquisition and getting outside funded projects. These activities will come under the supervision of Dean U-CARS.

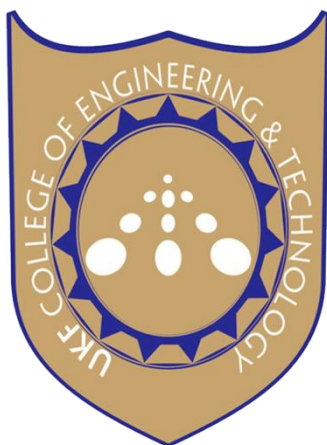
Important Notes

A) Documentation

- a) Documentation speaks for any activity conducted. Hence it is essential to create/maintain the records of every activity in the department.
- b) Documentation to be maintained up to date which facilitates easy verification by authorities during the routine as well as random visits.

B) Duty Allocation

Successful Technical Education nowadays is no more bookish or confined to a particular area or discipline. It should bring out and boost the innate capabilities of students for a better future of excellence. The HoD/Academic Coordinator/Advisor and Faculty have to be ready to take any duties allotted to him/her to fulfill the established goals of the institution.



PLACEMENT POLICY

**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

www.ukfcet.ac.in

Overview:

At UKF College of Engineering & Technology, every student is encouraged to pursue their ambitions and dreams of becoming successful individuals. To achieve this, the Training and Placement Cell of our institute places the utmost importance on providing transition programs that help our students to transition from academic challenges to successful career paths. Our approach towards training and placements has resulted in a high placement rate for our students. We groom our engineering students to be able to hire the best companies across the world based on individual capacity.

At UKF College of Engineering & Technology, we recognize the importance of technology in the industry today, which is why we prioritize providing our students with robust knowledge of coding, programming, and technical know-how. Our fully equipped laboratories cater to the technological learning requirements of our students, ensuring that they possess up-to-date skills and in-depth knowledge that meets the industry's expectations. This gives our students a competitive edge over other candidates and increases their chances of securing their dreamjob.

Placement policy:

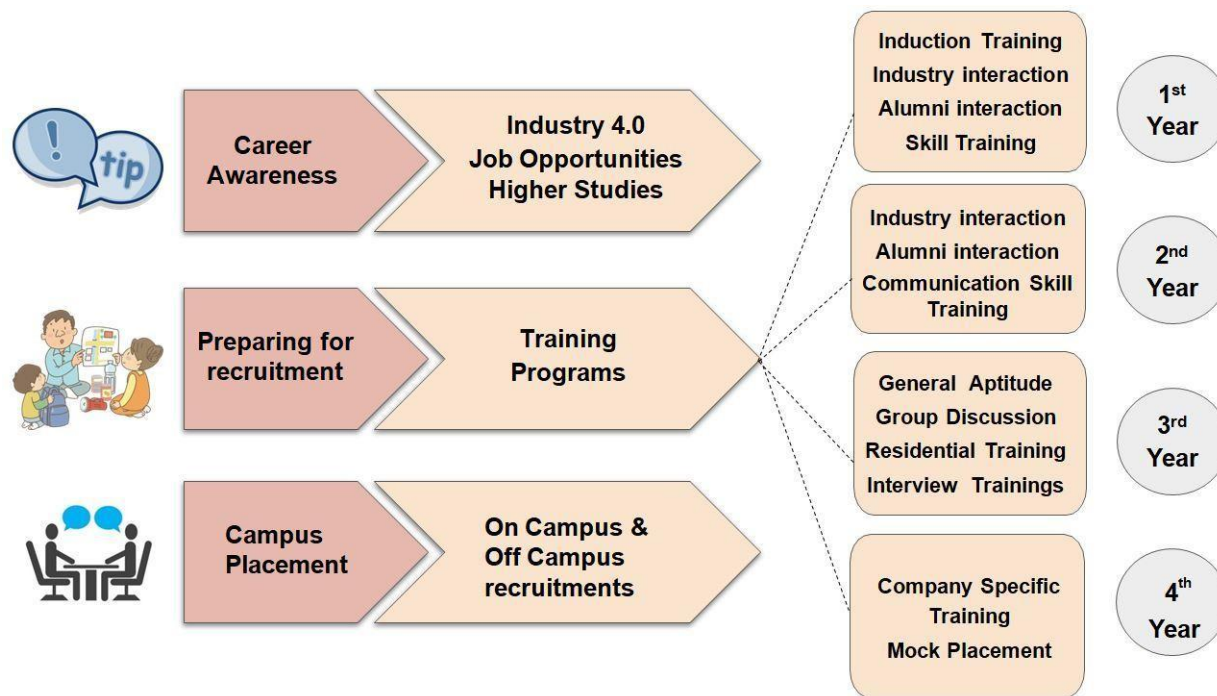
The major activities of the Placement and Training Cell include:

- Coordinating the Campus placement activities of the college
- Conducting regular training for improving the soft-skills
- Conducting aptitude examinations, group discussions and mock Interviews

The major thrust area of the placement cell is training programs. Every student undergoes at least 100 hours of training programs which is spread across the years of study. Career guidance and placement orientation is ensured through sessions organized in-house and

support from experts from outside. Guidance on how to prepare for various competitive exams like GATE, UPSC, SSC, PG entrance examinations etc. are also provided.

Placement Functions:



Student Training Policy:

The UKFCET placement cell maintains connections with reputable companies and industrial facilities, which help it, find and facilitate job opportunities for students and keep the record of offers.

General Placement Guidelines:

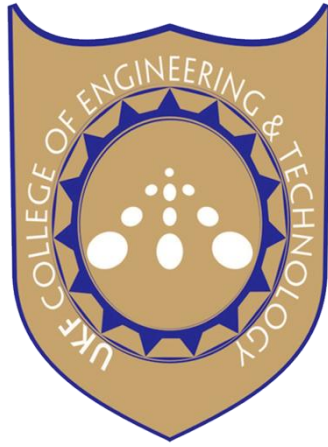
- The training & placement cell shall act as a facilitator for students by inviting industry for internship and recruitment. Students are expected to behave professionally throughout the placement process.
- Any misconduct, non-maintenance of decorum shall be dealt seriously and could lead to disqualification from all placement related assistance from the institute.

- Placement activities encompass all measures from trainings, internships to final placement of all the students.
- All the departmental placement coordinators shall meet regularly in the training and placement cell to discuss various issues related to placement drives such as mechanism, queries and student grievances.
- Student placement committee members shall actively coordinate diverse activities involved in internship and placement process under the guidance of departmental placement coordinators.
- Once a student has given consent for a placement drive, his/her attendance and participation becomes mandatory.
- Any student found abstaining from the placement without valid reasons would become ineligible for future campus drives.
- Once selected by a company, the student would be considered as placed irrespective of the company/job profile or job location or salary offered.
- All students are required to be present in formal attire only during the campus recruitment process. It is the student's responsibility to see the placement notice and submit his/her resume to the coordinators as per the deadline specified in the notices.
- A student can apply in as many companies as he/she would like to but at the same time, if shortlisted he/she must appear for the further selection procedure (viz. interview/psychometric tests/group discussions/any other selection tool) adopted by the company, in the best of his/her spirits.

Placement Process Guidelines:

- Students are advised to submit their preferred area of specialization where he/she would like to pursue his/her career.
- It is compulsory for all the final year students from all streams to attend the pre placement talks.

- Students who have not attended placement presentations during placement drive and corporate meet would be relegated to last priority for placement assistance from the Institute.
- Once a student has applied for a particular company after the PPT/display of placement notice for the company it would be assumed that he/she is interested in the company and hence the excuse of not liking the profile of the company or the job would not be entertained later.
- Campus placement is first job of a student. In order to progress fast in professional career, it is expected that the students also look for job profile as against for other benefits including salary.
- Once placed, the students should continue with it reasonably to gain the best advantage in terms of experience and also create good repo for institute–industry relationship.
- In case of unavoidable circumstances, the students must contact and seek necessary advice from training and placement cell before communicating their decision to the company.



IT Policy Manual

UKF COLLEGE OF ENGINEERING AND TECHNOLOGY

KOLLAM

www.ukfcet.ac.in

Introduction

1. About the Institution

UKF College of Engineering & Technology is owned and managed by the Universal Knowledge Foundation Trust. Started in the year 2009, the college has come to a full circle and has carved out a niche for itself in the professional educational scenario of the state. UKF College is rich in its infrastructure as well as human resources. We consider our team of qualified, experienced and dedicated faculties to be the most valuable assets of the institution. The healthy relationships maintained among the staff, students and the management combined with the constantly upgraded infrastructure makes UKF an ideal place for knowledge dissimulation. Excellent academic result brought in by our students is a testimony to the commitment of the institution. Our students also have excelled in co curricular and extracurricular activities. UKF believes in the comprehensive development of our students by providing regular sessions in soft skill development, language, communication, interview skills etc by invited experts. Industry-institutes tie ups allow our students to experience their prospective job environments and make a pre- determined decision on their choice of employment.

2. Vision and Mission of the Institute

Vision: UKFCET strives to emerge as an international centre of excellence in engineering education and research by transforming students into competent professionals through a culture of critical thinking, creativity, innovation, entrepreneurship & awareness of societal relevance.

Mission: UKFCET empowers it's student engineers with skills to be innovators for work and life by partnering with industries and society thereby creating a sustainable world.

3. IT Support

Services of the IT – Support Desk can be utilized by all stake holders for getting the below listed services digitally. Services can be obtained by submitting a service request. Real time status of the case can be viewed by checking the status option.

- Any IT – Related Issue Resolution
- IT – Services and Maintenance
- KTU – Portal Related Issues
- Linways AMS – Related Issues
- Request for Marksheets
- Digital Payment Related Queries
- Request for Speaker units & Associated devices Facility
- Any other relevant IT related issues

4. IT Security Systems

FIRE WALLS

PfSense is a firewall/router computer software distribution based on FreeBSD. The open source pfSense Community Edition (CE) and pfSense Plus is installed on a physical computer or a virtual machine to make a dedicated firewall/router for a network. It can be configured and upgraded through a web-based interface, and requires no knowledge of the underlying FreeBSD system to manage.

SSL

SSL Service from sectigo is used in the campus. Sectigo is recognized for excellence in helping enterprises issue and manage the lifecycles of digital certificates and keys to secure every identity, device, and application.

Surveillance system

Surveillance system are installed throughout the campus. The privileges for the live monitoring is given to higher officials only. System manager holds the responsibility of maintaining the surveillance systems of the Institution. Direct O/P is enabled at the server room, office of the chairman, director and Executive Director.. A backup of 14 days is kept all the time .Apart from this a dedicated surveillance system are deployed at exam cell and ladies hostel. Surveillance of the exam cell is shared with APJ Abdul kalam Technological University. Live access is displayed in examination cell itself. Surveillance installed at ladies hostel is not shared from the premises due to privacy reasons. Regular monitoring and by-Weekly device health check-up is deployed under the supervision of systems head. Direct/live access will be limited to the above mentioned higher official, system Head and Systems manager. Stakeholders can request the Visual footage for enquiry into any unexpected events/incidents happens. Such request should be duly approved by the Principal or Vice Principal. Footages will not be shared to any in 3rd party devices.

5. Service policy and time limits

Systems department is committed to provide services within minimum span of time, subject to the availability of stoke / spare parts.

Services and time limits

SL.NO	SERVICE	TIME FRAME
1	Password reset KTU portal	0-6 Hrs
2	Password reset linways	0-6 Hrs
3	Password reset Official mail-id	0-6 Hrs
4	Mark sheet request	0-6 Hrs

5	Course certificate	0-6 Hrs
6	Exam Registration related issues	0-6 Hrs
7	AMS Enrolment	12 Hrs
8	Toner change (Department printer)	0-2 Hrs
9	Toner change (Central printer)	0-2 Hrs
10	System maintenance	0-12 Hrs
11	Network related Issue	0-1 Hr
12	Technical support and Queries	0-1 Hr
13	Projector related Issues	0-12 Hrs
14	Drum unit change central printer	0-72 Hrs
15	External service of printer/ Projector	0-48 Hrs
16	Cables / accessories related complaints	0- 48 Hrs
17	New Requirements	0-15 Days

The service time mentioned here is directly connected to stock availability

6. Internal software's and Application

I .UKF Touch

UKF Touch is an internal application developed to manage staff, leave management system. It also facilitates real time monitoring of staff leave management throughout an year. Leave management policy are implied through UKF Touch. It is available as an android application as well as a web application. The application is totally build up and maintained by the department of systems and public relations. Various functionality requirements at Hr level is met by the application .Monthly salary calculation and leave

management is totally digitalized through the application. Front-end of the application is php and backend is SQL .Facilities like IT Support, maintenance requests etc can be availed through this application. This application is developed only for staff members, which have totally removed the paper based traditional leave management system into a digital one.

II Admission Software

Admission software is developed internally for handling first year UG & PG Admissions. It includes application submission, enrolment, Registration, doc submission status etc... as functionality. Even the ID Card of students can be printed digitally on the day of class commencement itself. Various reports related to admission can be obtained through the application .Consolidated summary of admission can be viewed through the application. It is displayed as an web application, which can be accessed through any standard browser. Front end of Application is php and backend is SQL .Logins are provided to higher officials & admission desk members.

III. IT Support platform

A dedicated IT Support system is deployed in the campus through which all stakeholders can access IT services. Various services offered are as follows:

The platform is developed as a web application frontend of app is php .Monitoring of service request and service request submission are possible through IT Support .Link to access the same is www.ukfcet.ac.in/itsupport.php.

IV. Transportation management

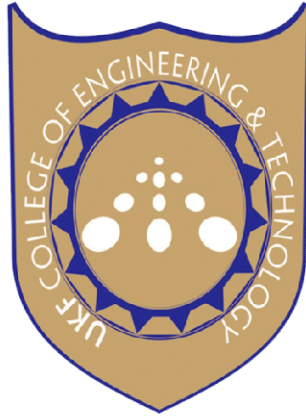
An internal application is developed to manage transport requirements of the institution. Front end of app is php and backend is SQL. Facilities like bus fee remittance , bus fee payment history, route wise list of student etc... are available as functionality of the application.

7. Product Development policy

The department is entitled to develop software/Hardware products. In all sort of such developments requirement analysis need to be performed and same need to be accepted by the client before proceeding into the development .Sanction has to be obtained by the system head from the Vice Principal or other higher authorities. Documentation of developed products is essential and need to be filled.

8. Official Website

Official website of the institution is *www.ukfcet.ac.in* .The domain name is allocated by ernnet an apex body of government of India for handling registration in .ac.in domain.



STUDENT'S CONDUCT AND DISCIPLINARY CODE

**UKF COLLEGE OF ENGINEERING AND TECHNOLOGY
KOLLAM**

www.ukfcet.ac.in

UKF College of Engineering & Technology is owned and managed by the Universal Knowledge Foundation Trust. Started in the year 2009, the college has come to a full circle and has carved out a niche for itself in the professional educational scenario of the state. UKF College is rich in its infrastructure as well as human resources. We consider our team of qualified, experienced and dedicated faculty to be the most valuable assets of the institution. The healthy relationships maintained among the staff, students and the management combined with the constantly upgraded infrastructure makes UKF an ideal place for knowledge dissimulation. Excellent academic result brought in by our students is a testimony to the commitment of the institution. Our students also have excelled in co curricular and extracurricular activities. UKF believes in the comprehensive development of our students by providing regular sessions in soft skill development, language, communication, interview skills etc by invited experts. Industry-institutes tie ups allow our students to experience their prospective job environments and make a pre- determined decision on their choice of employment.

The UKF College of Engineering & Technology has been accorded approval by the All India Council for Technical education (AICTE), New Delhi for conducting 4-year (8-semester) B Tech degree course & 2 -year (4-semester) M.Tech degree course in the following branches

Section 1: Title and Commencement

This code may be referred to as UKF College of Engineering & Technology Student's Conduct and Disciplinary Code. The code shall be deemed to have come into effect from the date on which the Chairman, Universal Knowledge Foundation Trust/ Central Action Committee resolved to implement this Conduct and Disciplinary Code.

Section 2: Preamble

UKF College of Engineering & Technology is a learning centre where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and to maintain a harmonious atmosphere. Rules and regulations are therefore meant to achieve the contours of the expected order and discipline. The student community should see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision.

Section 3: Applicability of the Code

The code shall be applicable to all the students admitted to this Institution for any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their

admission to the institute and this Code would be binding on them.

Section 4: Responsibilities of the Students.

The responsibilities of the students shall be to:

1. Familiarize and adhere to this Code and any amendment brought to this Code.
2. Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
3. Follow the prescribed dress code while in the campus and wear ID card.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop a scientific temper.
6. Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
7. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
8. Obtain permission from authorities by producing consent from parents to commute to college. Park the vehicles in the areas demarcated near the gate. Strictly follow the prescribed speed limits. As per order of the Hon'ble High Court of Kerala, refrain from using motor bikes/cars/jeeps within the campus beyond the permitted point. In case of disability, obtain prior permission from authorities to bring the student to campus using vehicle.
9. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
10. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
11. Report any violation of this Code to the functionaries.

Section 5: Rules & Regulations

The students and staff have to behave in such a manner as to uphold the integrity of our Nation and befitting to a professional institution.

▪ **Working Hours**

Class	:	9.00 am to 4:10 pm from Monday to
Friday Administration	:	9.00 am to 5:00 pm (Monday to Friday)
		9.30 am to 3.30 pm on Saturdays
Library	:	9.00 am to 5:00 pm
Computer centre	:	9.00 am to 4:10 pm
Students' store	:	9.00 am to 5.00 pm (Monday to Friday)
		9.30 am to 3.30 pm on Saturdays

▪ **College Uniform**

Proper dress code (prescribed uniform of the college) should be adhered to before entering the College Campus on all working days.

I. **Uniform for Girls**

- a) Use the dress materials supplied by the College Store, only.
- b) Formal three-fourth sleeve shirt with overcoat and pants.
- c) Black ladies shoes (Heels covered) made of leather with dark shade socks.
- d) Identity Cards should be properly displayed on the chest.
- e) Hair styles are expected to be neat, tidy and well groomed.
- f) Do not use costly ornaments in the campus. Ornaments should be simple and modest and should avoid fancy items like multiple and dangling ear rings.

II. **Uniform for Boys**

- a) Use the dress materials supplied by the College Store, only.
- b) Formal Half sleeve shirt and pants. Shirt must be tucked in.
- c) Black belt with conventional box frame or plate style of buckles. The end of the belt should not be allowed to hang down from the belt loops.
- d) Formal well polished black shoe with dark shade socks.
- e) Identity Cards should be properly displayed on the chest.
- f) Boys should not wear caps, ear rings, metal chains, wrist bands and other such accessories
- g) Hair styles expected to be neat, tidy and sensible. Weird hairstyles and long hair below shirt collar are not acceptable.

III. **Lab Uniform**

Coat over the uniform, with the material supplied from the College Store.

Section 6 : HOSTEL RULES

A student seeking admission to the hostel shall give an undertaking in writing that he/she will abide by the rules of the hostel. The Parent or Guardian shall also endorse this. Violation of any of the rules or any act of misconduct will attract penalty and shall make an inmate of the hostel not eligible to continue his/her stay in the hostel.

1. Principal is the Chief of Wardens and shall admit students to hostel and allot rooms.
2. Warden and Resident Tutors shall be in-charge of each hostel.
3. Wake up time shall be 5:30am and lights-off time shall be 11:00pm.
4. The attendance timing is 8.15 pm to 9.30 pm for ladies hostel. In the case of Men's hostel all hostellers have to be present in their respective rooms and keep open the rooms between 8:15 pm to 10:30 pm every day to enable the Warden/ Resident Tutors to take the attendance.
5. Study time on all days : 6:00am – 7:00am ; 8:00pm - 11:00pm
6. Mess Time:
Break Fast : 7:00am – 7:40am (Girls Only) -- 7:40pm – 8:20pm (Boys Only)
Lunch : 12:50pm – 1:40pm (2 slots) -- 12:50pm – 2:00pm (Friday only)
Tea Break : 4:15pm – 5:00pm
Dinner : 7:00pm – 7:30pm (Girls Only) -- 7:30pm – 8:00pm (Boys only)
7. Computers should be used in the hostel only after getting permission from the Principal and the same should be used for academic purpose only.
8. Entertainment (Games & T.V):4:30pm – 6:30pm.
9. Shopping time: 4:30pm – 6:30pm (Tuesday for girls & Wednesday for boys).
10. Furniture, fixtures and other items shall be properly used and maintained.
11. The hostellers will not be permitted to change their rooms.
12. No inmate shall cause any inconvenience to fellow inmates.
13. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff.

14. All movements to and from the hostel shall be under proper intimation to Deputy Warden / Resident Tutor and entered in the out-pass register/leave register. Girls are permitted to go homewith a written request from the parent and permission of warden only.
15. Guest or outsiders are not allowed to enter the hostel without prior permission of the Dy Warden / Resident Tutor.
16. Mobile phones shall be deposited with the Dy Warden. Dy Warden shall make it available to the inmates only between 4:30pm to 6:00pm daily.
17. Possession or use of Intoxicants, Smoking or Gambling is prohibited inside the hostel.
18. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited.
19. Use of electricity and water is to be minimized. All electrical appliances should be switched off and glass windows and doors should be secured when you leave the room.
20. Celebration parties inside the hostel is not permitted.
21. Collection of donation in any form is strictly prohibited.
22. Students should not bring any power driven two wheelers to the hostel.
23. Ragging is prohibited inside the hostel and the College.
24. Neatness and cleanliness shall be maintained at all time.
25. All movements to and from the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.
26. In all matters not covered above the direction and decision of the Principal shall be final.

▪ **Attendance /leave regulations**

- a. Students who walk in to class after the first ring of an hour will not be permitted to do so. This is a case of late-coming. The student will be allowed to enter the class of next hour.

- b. A student who does not attend class without prior information to the authorities is liable to pay fine for the same. The quantum of the fine will be decided by the Principal/Dean Academic/Vice-Principal depending upon the impact and number of classes of absenteeism.
- c. In case of leave application, the parents should inform the same to the concerned staff through a phone call. The student needs to submit a leave application form that has been duly signed by the parent. This can only be submitted after getting endorsement from staff advisor. It will be forwarded to the HOD concerned.
- d. A student that belongs to one branch is not permitted to enter other classes or junior classes. This will cause the student to face consequences.
- e. Students are responsible to remain within their classrooms during class hours even in case the faculty has not appeared. After the first five minutes, the class representative is responsible to inform the matter to the HOD/Principal/Dean Academic/ Vice Principal.
- f. During any of the class hours, students are not permitted to leave or enter a classroom without the permission of the faculty member.
- g. Students are responsible of keeping their seats as well as classroom in a clean and neat condition. Furniture is not to be dislocated.
- h. In case of habitual neglect of class work, delayed submission of record books, homework, assignments or writing examinations, the student will face severe action. This is because such an act will be deemed as breach of discipline.
- i. Every student is responsible of bringing their own notebooks, pens, drawing instruments, assignment papers, etc. when they enter the respective classes.
- j. Every student needs to ensure that their record book is complete, right before they enter the respective laboratory.
- k. Every student that attend meetings or functions are requested to maintain decorum, discipline and good behavior.

▪ **General rules**

- a. All students admitted in UKF College of Engineering & Technology, Parippally, Kollam shall undergo the prescribed course of study as per the curriculum of the University, Government of Kerala and directions of AICTE, New Delhi.
- b. Muslim students are given permission for going to mosque on Fridays from 1.00 pm to 2.30 pm.
- c. Every student has to be regular in attending classes. Proper uniform is to be worn on all working days. In case a student does not do so, strict disciplinary actions will be initiated against the student.
- d. Imposition of fine as well as disciplinary actions will take place in case a student does not comply with the directions that is to be followed relating to the curricular, co-curricular as well as extra-curricular activities initiated by the college.
- e. While a student is in the college premises, all the property that belongs to the student comes under one's own responsibility. The management will not be accepting responsibility over the same.
- f. The students are expected to pay all fees pertaining to the College on or before the date that has been prescribed by the College. Fine may be levied on late payment of fees.
- g. Under any circumstance, if a student discontinues, it is mandatory they pay the fee for the whole course for which they have been admitted to the College for, regardless of the reason.
- h. Every original document and certificate of a student is to be deposited with the College. This will be forwarded to the University and will be returned only after the completion of the course, and also after the entire fees and other dues have been paid off.
- i. All financial transaction will be through our banker, the Punjab National Bank Ltd, Varkala Branch, account number **4254005800000013**.
- j. During the admission process, every student is going to be issues an ID Card for identification. On completion of the course, the student needs to return the card. If the student loses the card, the student will have to face a cost and a new card will be issued.

- k. Every student is required to attend the Industrial Visits of the College as an integral part of their course. Thereby, every expense for the same has to be borne by them.
- l. No student is permitted to stay in or around the college as a Paying Guest. It is mandatory that the student either come to college from their respective homes or join the College Hostel.

▪ **Regulations On Conduct**

- a. At the time of admission, every student will be provided with a Leave Book. This has to be mandatorily updated by the student for the purpose of attendance calculation.
- b. No student should get involved in any nefarious activities that will degrade the College.
- c. No student is allowed to tease, rag or bully any other student; including juniors. In case this rule is violated, the student will be summarily dismissed from the college and FIR will be filed by the victim.
- d. No student can smoke, use drugs or alcohol or any other substance that is injurious to health within the college campus. If this rule is violated, serious action will be taken against the student.
- e. During class hours, it is mandatory that the student attend the classes. No student should wander around in the verandas or corridors during class hours. It is not permitted to stay out of class without a valid reason or unless they're called for by the college authorities.
- f. No student should engage in any sort of misbehavior. This will lead to suspension, followed by an official enquiry in order to finalise the action taken.
- g. No student should engage themselves in desecration of college walls, floor, furniture, boards or any other equipment. This will be dealt with severely. The offenders will have to make good the loss.
- h. Any student that damages college property will be severely punished. Every student of the same classroom will be imposed with penalty.
- i. In order to save energy, every light, fan and other electrical equipments in a classroom or laboratory have to be turned off when not in use. In case this rule is violated, a fine will be imposed on the entire class.

- j. If a student gets suspended twice and engages in misbehavior for the third time, they will be summarily dismissed from the college.
- k. No student is allowed to have visitors/guardians/parents see them during class hours. Only under extraordinary circumstances will the college authorities waive this clause.
- l. Students are responsible for the safe custody of every tool or equipment they use. In case such a tool or equipment is damaged, the student will have to make good the loss as well as pay a deferred fine.
- m. No political, union activities, dharnas, gharao or shouting slogans or mass boycotting of class is allowed. These are completely forbidden. If any student is found to indulge in such an activity, they will be summarily dismissed from college.
- n. Usage as well as possession of mobile phones within the campus is strictly forbidden. Faculty members/HODs/Principal/Dean Academic will be allowed to seize the phone. Students violating this rule will face disciplinary actions including penalty and immediate dismissal from college.
- o. Reckless and negligent driving is prohibited within the college campus.

Discipline

- a. Every student has to follow the rules and regulations put forth by the college. They have to behave in a manner that befits them to be a part of a professional institution.
- b. Students of one branch should not go to the other branches and junior classes.
- c. Once a class starts, no student is permitted to leave or enter the classroom without the permission of the faculty member.
- d. Every student is responsible for keeping their classroom as well as their seats in a clean and neat manner. The arrangement of a classroom is not to be disrupted.
- e. When the neglect of class work, delayed submission of assignments, record books and homework become habitual, a student will have to face the severities. This is considered as a breach of discipline.
- f. Every student has to be adequately equipped in order to attend their classes as well as laboratories as per the directions provided to them by the faculty concerned.

- g. Students should attend meetings and functions arranged for them and should maintain decorum, discipline and good behavior.

Ragging will not be tolerated in any form at any place by any student. Every student shall abide by the rules, laws and order by the courts of Government of India as well as the Institute authorities for the purpose. Students and parents are allowed to report incidents of the same to any member of the college administration.

Section 7: Disciplinary action and Penalty

Offences/irregularities mentioned below will attract disciplinary action and penalty.

Bringing and using mobile phone to the College

1. Violating dress code
2. Making damages to College property
3. Late coming
4. Irregular class attendance
5. Un authorized absence in any intermediate period
6. Similar offences

All the penalties collected from the students will be accounted to the “Students Welfare Fund”. In case a student is penalized, they will not be allowed to enter the class unless the penalty amount is remitted.

Section 8: Functionaries under the Code

i) Head of the Departments/ Senior Faculty Advisors/ Wardens of Hostels.

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged in this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Head of the Departments or Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Wardens shall have the power to impose minor sanctions as envisaged under section 7(a) of this Code. They may also recommend imposition of major sanctions as envisaged under Section 7 of this Code to the Principal.

The Head of the Departments/ Senior Faculty Advisors/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour.

Any lapse on the part of a teacher /warden to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments/ Wardens. The wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 5 & 6 of this Code.

ii) Dean, Student Affairs

Any authority of the institute with delegated powers shall have the power to visit/inspect any premises, buildings, hostels or any property of the institute when there is a genuine doubt that any act of prohibited behaviour is taking place. The authority may take any lawful actions to curb such behaviour. The HoDs/ Senior Faculty Advisors/ Wardens of Hostels shall report to the Dean (Student Affairs) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Principal. The Dean (Student Affairs) shall forward the recommendations from the HoDs/ Warden to impose a major sanction under Section 7(b) of this Code to the Principal after noting his observations. The Dean (Student Affairs) may also *suo moto* recommend action against any student(s) indulging in prohibited behaviour which is brought to his/her notice to the Principal.

iii) Principal

The Principal shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(b) against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

Section 9: Right to Appeal

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the Principal shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Principal and the Dean, Student Affairs (with the concurrence of the Principal) shall have the power and duty to call the Police immediately when there is a threat of law and order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Warden shall in such a case give a detailed report to the Principal/Dean, Student Affairs. The Principal/Dean, Student Affairs may also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Grievance Redressal Committee

The Institute has a "Grievance Redressal Committee" where the students can air their grievances. The Committee consists of the Principal, Dean (Student Affairs) as Convener

and faculty and student representatives as members.

Section 12: Undertaking by the Students

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Chairman, Universal Knowledge Foundation Trust/ Central Action Committee of the institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.

Refund of fees:

(a) For Engineering

Eligibility for fee refund shall be as follows.

- (i) In the event of a student withdrawing before the start of the class, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
 - (ii) In case, if a student leaves after the start of the class, and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the Security Deposit, if any, collected and return the original documents.
 - (iii) The Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.
- (b) For the remaining courses:-** Candidates who cancel their admission by obtaining Transfer Certificate before the dates announced by the CEE for the same are eligible for refund of fees.

No refund of fees:

a) For Engineering

As per the norms mentioned in the KEAM prospectus

b) For the remaining courses:-

- (i) No refund of fees will be made to candidates who apply for Transfer Certificate/ Cancellation of admission under any circumstances, after the last allotment