



RAJALAKSHMI
ENGINEERING COLLEGE

An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

POLICY AND PROCEDURE MANUAL



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ABOUT THE COLLEGE

Rajalakshmi Engineering College, an autonomous institution affiliated to Anna University, Chennai, was established in the year 1997 under the aegis of Rajalakshmi Educational Trust, whose members have had consummate experience in the fields of education and industry. The College has grown from strength to strength in the last 25 years and progressing towards Excellence in Engineering Education, Research and Development. Started in 1997, with 3 Under Graduate programmes in Engineering with an annual Intake of 180 students, the College presently offers 18 Under Graduate and 9 Post Graduate programmes, with an annual Intake of more than 2000 students.

The approval of AICTE and affiliation of the Anna University for such a progressive intake is a standing testimony for the continuous growth of the college over the years. 9 of our Departments are recognised as Research Centres of Anna University to conduct Ph.D. programme and many scholars have obtained Ph.D. through these research centres. Ours is one among the few Colleges to receive accreditation for eleven Under Graduate programmes and one Post Graduate programme from the National Board of Accreditation (NBA), New Delhi, as soon as attaining the eligibility to apply for accreditation. The College is accredited by the National Assessment and Accreditation Council (NAAC) with 'A' Grade. All these achievements have resulted in REC securing 95th ranking in the National Institutional Ranking Framework (NIRF) of MHRD and top ranking by several other ranking agencies leading to national reputation. The college has also secured 12(b) status from UGC. Anna University, Chennai has granted Permanent Affiliation for 10 UG and 4 PG programmes. The Department of Scientific and Industrial Research (DSIR), Government of India has recognised the College as a Scientific and Industrial Research Organisation (SIRO), considering its potential for Research and Development activities.

Vision:

To be an institution of excellence in Engineering, Technology and Management Education & Research. To provide competent and ethical professionals with a concern for society.

Mission:

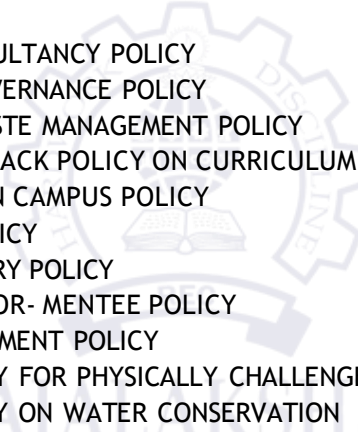
To impart quality technical education imbued with proficiency and humane values. To provide right ambience and opportunities for the students to develop into creative, talented and globally competent professionals. To promote research and development in technology and management for the benefit of the society.



POLICIES AND PROCEDURES

Rajalakshmi Engineering College primarily strives to promote highly competent, technical and ethical human resources for the entire industrial and societal development. The goals of the institution are defined through a set of well-defined policies that provide guidance in decision-making and further implementation within the organization.

The various policies are:

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1. CONSULTANCY POLICY
 2. E-GOVERNANCE POLICY
 3. E-WASTE MANAGEMENT POLICY
 4. FEEDBACK POLICY ON CURRICULUM AND SYLLABI
 5. GREEN CAMPUS POLICY
 6. IT POLICY
 7. LIBRARY POLICY
 8. MENTOR- MENTEE POLICY
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 17. SPECIAL CLASS / REMEDIAL TEACHING
 18. TEACHER TRAINING POLICY
 19. TRANSPORT POLICY
 20. WASTE MANAGEMENT POLICY
 21. CODE OF ETHICS - Staff & Students
 22. MAINTENANCE POLICY

1. CONSULTANCY POLICY

PREAMBLE

This document defines guidelines and procedures followed by the Industry Institute Interaction Cell (IIIC) of RAJALAKSHMI INSTITUTIONS (RI) in implementing the consultancy services of the Institution.

I GENERAL FEATURES

1. Industry Institute Interaction Cell

As a part of the III cell, the institution has an opportunity to take up problems faced by the Industries and give them suitable solutions. This process, leading to consultancy services is helping both the academia and the industries in a complementing and supplementing manner. The problems identified by the industries, while being taken up by the relevant experts in the institution, all the needed facilities, both software and hardware, available in the institution are appropriately made use of for solving the problems.

2. Purpose

A formal framework to guide the implementation of this process and procedures followed by the IIIC in implementing the consultancy services of the Institution is covered in this document.

II CONSULTANCY POLICY STATEMENTS

1. Provisions

While taking up the Consultancy work, the following three verticals are being recognized. Based on the needs, each and every project can be categorized in one or the other:

- 1) Facilities belonging to the institution
- 2) Facilities belonging to the client
- 3) Facilities belonging to third party

It can also be a combination of one or more of the above features.

2. General Terms and conditions

- Every Consultancy project shall be received through the IIIC and a team of 3 including subject expert, research head and a senior professor will go through the received consultancy project and give their guidelines on pursuing the consultancy work.
- It should be very clear, once it is through the panel, the person identified to undertake the consultancy will have to give a complete budget for the consultancy in terms of human resource, physical infrastructure, equipment under the category of capital and consumable and the budget shall also include if there is any special need for electricity supply, water and other resources.
- The time period of the execution should be specifically mentioned. In the event of any delay, both the client and the institution should be clear on impact of delays, whether it is positive or negative.
- Any consultancy project, should lead to new learning to the those carrying out the work and also to the other faculty members and students interested in that area, and also an occasion to show the expertise of the institution in solving practical problems, resulting in a clear benefit for the client.
- Timely reports on the consultancy should be given to the IIIC.
- Once the consultancy is completed, it has to be again reviewed by the three member committee and sent to the client.

- The finance involved shall be routed through the IIIC of the College.
- Any legal issues emanating from the consultancy will be settled in the Courts of India.
- After receiving the Purchase order, Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) should be signed between institution and industry, before initiating the Consultancy Services and the copy of the same should be submitted to IIIC.
- A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved in the consultancy work and the copy of the same should be submitted to IIIC.
- Any faculty/staff found violating the policy is liable to face disciplinary action.
- The Industry or organization requiring consultancy services shall send direct mail to the Consultancy mail ID : consultancy@rajalakshmi.edu.in
- The Consultancy Coordinator on receiving the request from the industry/organization shall identify the department to be involved in the project and inform to the HOD concerned.
- The HOD shall nominate a faculty member or a group of faculty members having the required expertise and inform the Consultancy Coordinator for approval.
- In case, if the consultancy work is directly approached to specific faculty member based on his/her own expertise, it also needs approval from the Consultancy Coordinator, before starting the work.

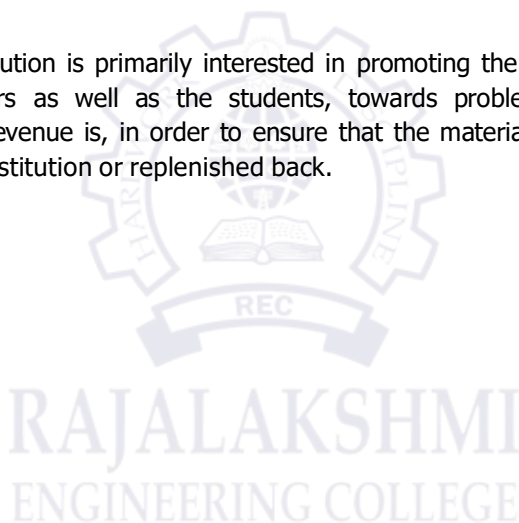
3. Policy for Revenue Sharing in Consultancy

Revenue sharing will be based purely on the resources utilized and man power used. Each consultancy may differ in terms of the cost of capital and the consumable and HR resources.

At the end of the consultancy project, the consultant shall submit a report on the cost of the project. Based on the utilization of the resources, the sharing of the revenue will differ.

4. Conclusion

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



2. E-GOVERNANCE POLICY

PREAMBLE

E-Governance has become an essential part of any activity to instantly exchange information i.e. upload data to the receiver and receive information and improve overall administrative efficiency in all sectors of operation. All stakeholders, including management and authorities, teaching and nonteaching personnel, parents, students, alumni, and other government entities such as the parent university, approving bodies such as UGC, AICTE, etc. should be included in governance, as a concept for active decision-making.

Rajalakshmi Engineering College, has formulated an E- Governance Policy with the primary objective of implementing E-governance in various operations, transactions and services of the college for efficient, transparent and consistent functioning of the institution and improved user experience of the stakeholders.

OBJECTIVES

- To ensure accountability, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all its stakeholders.
- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to computerize various activities of the institution.
- To promote easy access to the data regarding all the functions of the college to the concerned stakeholders, leading to paperless operation.

1. STUDENT ADMISSION AND SUPPORT SERVICES:

An open and transparent strategy for the admission process shall be followed which is further strengthened by the ethical practices and regulations as opined by the affiliating University (Anna University). Guidelines for the admission process are displayed in the College website. Students are required to submit a separate Online application form for taking admission to the college and for

this purpose, an admission portal is developed in- house and used by Admission team to carry out the admission process Student support services shall be managed through the ERP software named REC Unified Portal. The formulated ERP shall manage all the data very effectively. The students shall be provided access to the portal for subject registration, to view their subject wise attendance, internal test marks and also final grades obtained in all the subjects. The portal shall also be used by the faculty and staff to record and track the attendance, student performance, etc.

Bonafide Certificates, Fee Certificates, Transfer Certificates, LoR, etc. shall be generated through the portal developed by the College.

2. ADMINISTRATION:

The administrative structure of the college is operated through ERP software named REC Unified Portal. The college uses modules such as Student Attendance, Assessment, Staff Attendance, Library, Transport, Schedule of Events, Examinations, Hostel, Stock and Inventory.

The SMS and email (with college domain @rajalakshmi.edu.in. using Google Apps for Education) shall be used for communicating the official circulars, sharing information with parents regarding the absenteeism of their wards on daily basis, and their academic performance

- Biometric attendance system shall be used for all faculty and staff members.
- Details of conferences, students / faculty publications, students, faculty and institutional achievements, events organized / conducted etc. shall be entered in the portal developed in- house.
- College staff use Social apps like Whatsapp to communicate with the students.

- A Website Updating Committee has been formed to look after the process of updating, maintaining and working of the website on a regular basis. The College strives to showcase its vibrant activities through its website. All the important notifications have to be posted on the website, as and when they are released. Website is put in to full use as a vital information source to all the stakeholders.
- Information shall be communicated through the college social media pages in Instagram, Facebook and Twitter.
- 24x7 internet facility is provided in all buildings (including
- hostels) of the college, CCTV Cameras are installed in class rooms and other main locations of the college and ICT shall be introduced in every administrative function /work.

3. LIBRARY:

The College continues to maintain its academic excellence by establishing a well-stocked library and added more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students, while subscribing to the e-resources.

REC Unified Portal enables the institution to do the following, among other things:

- Use bar code systems for faster transactions. Sort books into categories and manage them accordingly.
- Issue/Return books.
- Look through the **OPAC** and get updated on the inventory status.

4. FINANCE AND ACCOUNTS:

The accounts of the institution are maintained through Tally software.

- College and Examination fee shall be collected online through the college website.
[Link:<https://www.rajalakshmi.org/onlinefeepayment.php>]
- All payments/transactions shall be through online mode such as NEFT, RTGS, Bank Transfers, etc.
- Shall implement appropriate security measures for maintaining confidentiality in transactions.
- Provide regular training in updated versions of software to the new as well as existing staff.
- Shall implement Fully automated Payroll Management System for salary calculation, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc. in the near future.

5. EXAMINATION MANAGEMENT SYSTEM

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

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

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

6.LEARNING MANAGEMENT SYSTEM

REC, has always been a TECHNOLOGY FIRST INSTITUTION, for the first time in CHENNAI, introduced the Lecture Capturing System (LCS) in 2019, as a part of digital transformation, to revamp the teaching style of the faculty for enhancing the learning experience of the students.

REC-LCS is a scientific way to extend material beyond the walls of the classroom. Students can access their education content anytime, anywhere and can learn at their own pace by simply logging in to the REC-LCS. Some students need to hear information more than once for in depth understanding. They can even watch the video at a slower/faster pace if they want. Giving them control over how fast they can watch, makes for more efficient study habits.

User name and Password to access REC-LCS shall be sent to the student's college email id during their first year and the same can be used till the completion of their course.

To enable the faculty members and students to interact, and experience online learning in multiple ways, apart from the REC-LCS, students are provided access to Google Classrooms and Moodle.

3. E-WASTE MANAGEMENT POLICY

PREAMBLE

E-waste management committee of Rajalakshmi Engineering College, is established to minimize generation of e-waste and provide guidelines for e-waste management with a view to maintain a clean and green environment. The e-waste management policy document deal with the scope and guidelines for continuously monitoring and implementing the disposal of e-waste and recycling of possible items, thereby fulfilling the objectives of the committee set-up for this purpose. To make this Policy document relevant, it is recommended that this work be reviewed and be revised periodically as and when need arises.

OBJECTIVES

In developing this e-waste policy, REC seeks to meet the following objectives:

- To minimize e-waste generation and maintain a clean environment in the campus.
- To sensitize stake holders on the proper management and disposal of e-waste.
- To ensure the safe handling and storage of wastes in college campus.
- To formulate a team which is conversant with e-waste management procedures and recycling methods in a cost effective manner.
- To ensure that electronic equipment are maintained with appropriate precautions.

LEGAL FRAMEWORK

Those handling electronic equipment and toxic materials will be made conversant with the E- Waste (Management) Amendment Rules, 2018. There is a legal requirement for all who produce, keep or dispose hazardous/radioactive /chemical waste of any type to comply with the various regulations, under national and international environmental protection legislation.

The following are the guiding principles of the e-waste policy:

- Environmental conservation - The Institution endeavours to ensure environmental conservation and protection from the polluting effects of e-waste.
- Safe disposal - The Institution recognizes the need to dispose e-waste in a manner that is very safe to all students and staff for their campus movements and institutional operations.
- Policy framework - The Institution recognizes the need to establish clear guidelines on waste management.

RESPONSIBILITIES OF E-WASTE MANAGEMENT COMMITTEE

The E-waste management committee shall:

- Identify e-waste in the Institution.
- Ensure that e-waste is collected at the end of every semester and kept in an appropriate storage.
- Take the approval of recommendations of the Disposal Committee.
- Execute the recommendations of the Disposal Committee and prepare a report for the Institution Management.
- Review inputs from all stake holders.
- Monitor the implementation of this policy and advise the institution management as appropriate.
- Review/improvement of this policy from time to time.

4. FEEDBACK POLICY ON CURRICULUM AND SYLLABI

PREAMBLE

Rajalakshmi Engineering College (REC) strongly believes that the primary responsibility of the institute is to impart effective teaching and aim at excellent learning outcomes, with a well-designed curricula and syllabi. So, it becomes essential to assess such outcomes by taking feedback from the students. It helps us to know whether the curricula and syllabi provide a strong foundation to meet the industry requirements.

The REC feedback policy on curriculum is framed to obtain feedback from stakeholders - faculty members, alumni and employers. The feedback given is analysed to make suitable modifications in the curriculum from time to time.

Details of Feedback on Curriculum and Syllabi

STAKEHOLDER	REMARKS
Students	At the time of students completing the programme, feedback is collected on Curriculum and syllabus in the form of an exit survey. It is believed that having gone through the entire curriculum, the learning experience of the students would have made them qualify through give their feedback as their perspective on curriculum and syllabus. Apart from providing their rating in their likert scale, students also give their feedback in the form of Open ended suggestions.

STAKEHOLDER	REMARKS
Alumni	<p>The academic departments directly and also through the college Alumni Association are in constant touch with the respective alumni for various interactions, obtaining feedback also being one among such interactions. Having served in a specific industry, the alumni are in a position to assess and give feedback on curriculum and syllabus in the respective programme in the light of their experience in that field.</p>
Employer / Industry	<p>Specific experts are identified and feedback is obtained on curriculum and syllabus of the relevant courses to understand how the curriculum is catering to the needs of various industries.</p>

5. GREEN CAMPUS POLICY

PREAMBLE

The college strongly believes in keeping an eco-friendly campus and all efforts are taken in maintaining a green and healthy environment. With this objective, the following policies and guidelines have been framed to restrict the plying of automobiles inside the campus, introducing electric vehicles for local movement, providing pedestrian pathways on the road sides in the campus, minimising the use of plastic materials, planting trees, on both sides of inner roads, supporting the guidelines of the Government for environmental protection, water conservation and Recycling waste water.

RESTRICTED ENTRY OF AUTOMOBILES

As an essential part of this initiative, it has been decided to restrict the movement of fuel powered vehicles inside the campus. Such vehicles coming from outside, should be parked in the parking slots allotted, near the entrance of the college. Security personnel at the Main Gate will provide the necessary assistance. The parents and other stack holders visiting the college are to be informed accordingly.

USE OF BICYCLES/ BATTERY POWERED VEHICLES

The use of battery-operated vehicles and bicycles is encouraged to move around the campus, since other means of transport are restricted beyond the entry point. Charging facilities, created using Solar Panels installed on the terrace of the B-block should be optimally utilized.

Students, faculty members and visitors, who would like to avoid walking along the long distances between various buildings, are to be advised to use these facilities, now made available in our campus, spread over a large area of 90 acres

PEDESTRIAN FRIENDLY PATHWAYS

A disciplined and meticulous approach will enable the maintenance of the much intended green cover and also a hassle free movement of the large number of students, faculty and staff, moving around, during break times and also at the beginning and closing hours of the college. So, Pathways are provided on both sides of all the roads in our campus. Faculty and students are to be instructed to use these pathways, while walking along the roads in the campus, without trampling on the green grass and flower plants or loitering onto the roads.

MINIMAL USAGE OF PLASTICS

As an educational institution, meant for setting an example in such socially relevant endeavours, the administration closely monitors and emphasizes the minimization of the usage of plastic inside the campus by students, administrative office, faculty members and also the vendors inside the campus. They are advised to avoid using Plastic bags, cups etc., in the college campus. Since they are not bio-degradable, it is not possible to dispose them safely, that too when they are collected in very large quantities.

ENVIRONMENT MANAGEMENT

The college supports strong environmental management policies and practices, by following guidelines set forth by the Government in reducing and preventing pollution, adopting environmental performance targets.

GREEN MANAGEMENT

The policy of the college is to work towards planting trees in thousands. Tree plantation awareness programs are conducted by supplying tree samplings, as a regular activity.

6. IT POLICY

PREAMBLE

Rajalakshmi Engineering College recognizes the vital role information technology (IT) plays in both teaching and research in engineering and technology and related administrative activities. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the institute, an increased effort must be made to protect the information and the technology resources that support it.

This information security policy provides the overall framework within which the security of information is maintained and promoted across REC. Specific, subsidiary information security regulations and procedures shall be considered part of this information security policy and shall have equal importance. It also defines relevant roles and responsibilities that relate to the implementation of this policy.

IT POLICY

Approval of the ICT Policy is vested with the Chairperson of the institute. Advice and opinions on the Policy will be given by Information & Communication Technology Policy Committee (ICTPC) and Academic Council. Formulation and maintenance of the policy is the responsibility of the IT Manager.

POLICY IMPLEMENTATION

- Each member of the Institute will be responsible for meeting published IT standards.
- IT security of each system will be the responsibility of its custodian.

CUSTODIANS

- REC-CTS will be the custodian of all strategic system platforms and communication systems.

- REC-CTS will be custodian of all central computing laboratories. Offices and Units will be custodians of strategic applications under their management control (e.g. Finance, HRMS, Library). Department Heads will be custodians of all non-strategic systems under their ownership.
- Individuals will be custodians of desktop systems under their control.

INDIVIDUALS

All ordinary users of Institute IT resources:

- Will operate under the "Conditions of Use" provisions of the "Standards and Guidelines for all Users of Institute Computing and Network Facilities."
- Must behave under the "Code of Practice" provisions of the "Standards and Guidelines for all Users of the Institute Computing and Network Facilities."
- Are responsible for the proper care and use of IT resources under their direct control.

Standards and Guidelines

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

These Standards and Guidelines will appear under the following classifications:

- Personal behaviour.
- Strategic systems.
 - a. Computer.
 - b. Communications.
- Desktop (personal) systems

POLICY DOCUMENTATION

Documents

This policy is enunciated by the following documents:

1. "ICT Policy".
2. "Standards and Guidelines for all users of Institute Computing and Network Facilities".
3. "Standards and Guidelines for Strategic Systems".
4. "Standards and Guidelines for Desktop Computers."

Availability

It is intended that this ICT Policy be publicly accessible in its entirety via the Institute's World Wide Web Home Page. There is the requirement that all users of Institute's IT resources be familiar with relevant sections of this policy.

Changes

- The ICT Policy is a "living" document that will be altered as required to deal with changes in technology, applications, procedures, legal and social imperatives, perceived dangers, etc.
- Major changes will be made in consultation with ICTPC with the approval of the Chairperson.
- Minor changes will be approved by the Principal of the Institution.

Reporting

Any actual or suspected breach in information security must be reported to the IT Manager in a timely manner, who will take appropriate action and inform the relevant authorities.

Disciplinary Procedure

Failure to comply with this policy, or its subsidiary regulations, may result in disciplinary action.

Need for ICT policy

ICT policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, Faculty, Staff, Management, Visiting Guests and Research Fellowship Members.

Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

Now, REC has network connections to every computer system covering all the buildings across the campus and hostels. REC-CTS is the department that has been given the responsibility of running the institute's intranet and internet services. REC-CTS is running the Firewall security, DHCP, DNS, Email, Web and Application servers and managing the network of the institute. REC is getting its Primary Internet from Tata Teleservices Limited with 1 Gbps bandwidth and Secondary Internet from Vodafone Idea Limited with 155 Mbps bandwidth. Thus the total bandwidth availability is 1155 Mbps (leased line 1:1).

With the extensive use of the Internet, network performance outreaches in three ways:

When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.

When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.

When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

Too many concurrent users, who are on the high speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available.

Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the quality of service and quality of experience. Reducing Internet traffic is the answer.

Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network. Apart from this, plenty of employee's time is lost when a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to a halt. Containing a virus once it spreads through the network is not an easy job. Plenty of man- hours and possibly data are lost in making the network safe once again. So preventing it at the earliest is crucial. Hence, in order to secure the network, REC-CTS has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined ICT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have ICT policies implemented in their respective institutions. Without strong management policies, IT security measures will not

be effective and do not align with management objectives and desires. Further, due to the dynamic nature of the Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, requirements of the IT user community, and operating procedures.

It may be noted that the institute ICT policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network. This ICT policy also applies to the resources administered by the central administrative departments such as Library, Laboratories, Offices of the institute, Hostels and Guest houses, or wherever the network facility is provided by the institute. Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the Guidelines. Certain violations of ICT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Applies to

Stake holders on campus or off campus

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
Faculty
- Administrative Staff (Non-Technical / Technical)
Higher Authorities and Officers
- Guests

Resources

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
- Mobile/ Desktop / server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents

1. Vision, mission and objectives

- IT Vision: - To be globally competitive Engineering Institute destination that will strive to provide the latest Information Technological resources to all the students as a form of providing quality engineering education.
- IT Mission: - To place REC amongst the most preferred Engineering Institutes when it comes to IT investment & Implementations through strategic planning combined with developing a globally competitive and sustainable IT Resource Campus environment, thereby making REC as one of the most favoured IT enabled Institutions.

Policy Objectives: -

The objectives of the ICT policy are as follows:

- To provide all required IT resources as per the academic programs laid down by AICTE. Also, introduce new IT technologies which will benefit the students and staff.
- To have an effective annual plan for introducing new technologies in-line with the Academia.
- Create provision for priority up-gradation of the products.
- Create Provision for annual maintenance expenses to ensure maximum uptime of the products.
- Plan and invest for redundancy at all levels.
- To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.
- Leveraging information technology as a tool for the socio-economic development of the Institute.

2. IT Hardware Installation Policy

Institute network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- **Primary User**

An individual in whose room the computer is installed and is primarily used by him/her is considered to be the “primary” user. If a computer has multiple users, none of whom are considered the “primary” user, the department Head should make an arrangement and make a person responsible for compliance.

- **End User Computer Systems**

Apart from the client PCs used by the users, the institute will consider servers not directly administered by REC-CTS, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the REC-CTS, are still considered under this policy as “end- users” computers.

- **Warranty & Annual Maintenance Contract**

Computers purchased by any Department/Cells should preferably be with 3-year on- site comprehensive warranty. After the expiry of warranty, computers would be maintained by REC-CTS or by external Service Engineers on call basis. Such maintenance should include OS re-installation and checking virus related problems also.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

- ♦ **Network Cable Connection**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

- ♦ **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

- ♦ **Maintenance of Computer Systems provided by the Institute**

For all the computers that were purchased by the institute centrally and distributed by the REC - CTS will attend the complaints related to any maintenance related problems.

- ♦ **Noncompliance**

REC faculty, staff, and students not complying with this computer hardware installation policy may cause to themselves and others, the risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even the whole institute. Hence it is critical to bring all computers into compliance.

- ♦ **REC-CTS Interface**

REC-CTS upon finding a non-compliant computer affecting the network will notify the individual responsible for the system and take steps to bring it into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that their computer gains necessary compliance. The REC-CTS will provide guidance as needed for the individual to gain compliance.

3. Software Installation and Licensing Policy

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country and Institute ICT policy does not allow any pirated/unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

- ◆ **Operating System and its Updating**

Individual users should make sure that respective computer systems have their OS updated in their respective service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that are periodically detected by the Microsoft for which it provides patches/service packs to fix them.

- ◆ **Antivirus Software and its updating**

Computer systems used in the institute should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy. Individual users should make sure that respective computer systems have current virus protection software is installed and maintained.

He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from REC-CTS.

♦ Backups of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data on CD / DVD or other storage devices such as pen drives, external hard drives.

♦ Noncompliance

REC faculty, staff, and students not complying with this computer security policy leave themselves and others at the risk of virus infections which could result in damaged or lost files and inoperable computer, resulting in loss of productivity and risk of spread of infection to others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other systems of individuals, groups, departments, or even whole institute. Hence, it is critical to bring all computers into compliance as soon as they are recognized as not in compliance.

♦ REC-CTS Interface

REC-CTS upon finding a non-compliant computer will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that their computer gains necessary compliance. The REC-CTS will provide guidance as needed for the individual to gain compliance.

4. Network (Intranet & Internet) Use Policy

Network connectivity provided through an authenticated network access connection or Wi- Fi is governed under the Institute ICT policy. The REC-CTS is responsible for the ongoing maintenance and support of the Network, exclusive of local applications.

Problems within the Institute's network should be reported to REC-CTS.

IP Address Allocation

Any computer (PC/Server) that is connected to the institute network should have an IP address assigned by the REC-CTS. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building V LAN as decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer is connected will have binding internally with that IP address so that no other person uses that IP address, unauthorized from any other location.

As and when a new computer is installed in any location, the concerned user has to take IP address allocation from REC-CTS / respective department.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and connected to the same port. IP addresses are given to the computers but not to the ports.

DHCP and Proxy Configuration by Individual Departments /Cells/ Users

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the institute. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by REC-CTS.

Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

♦ **Running Network Services on the Servers**

Individual departments/individuals connecting to the institute network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the REC-CTS in writing and after meeting the requirements of the institute ICT policy for running such services. Non-compliance with this policy is a direct violation of the institute ICT policy, and will result in termination of their connection to the Network.

REC-CTS takes no responsibility for the content of machines connected to the Network, regardless of those machines belong to the Institute or personal property.

REC-CTS will be constrained to disconnect client machines where potentially damaging software is found to exist.

A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

Institute network and computer resources are not to be used for personal /commercial purposes.

Network traffic will be monitored for security and for performance reasons at REC-CTS.

Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement will result in the termination of the connection.

♦ **Dial-up/Broadband Connections**

Computer systems that are part of the Institute's campus-wide network, whether institute's property or personal property, should not be used for dial-up/broadband connections, as it violates the institute's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

♦ **Wireless Local Area Networks**

This policy applies, in its entirety, department, or hostel wireless local area networks. In addition to the requirements of this policy, departments, or hostels must register each wireless access point with REC-CTS including Point of Contact information.

Departments or hostels must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

If individual department wants to have inter-building wireless network, prior to installation of such network, it should obtain permission from the institute authorities, whose application may be routed through the In Charge, REC-CTS.

♦ **Email Account Use Policy**

In an effort to increase the efficient distribution of critical information to all faculty , staff and students, and the Institute's administrators, it is recommended to utilize Google Apps for Education, the institute's e-mail services in association with Google, for any communication related to academic and/or other official purposes.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://gmail.com> with their User ID and password. New E-mail id in the college domain (rajalakshmi.edu.in) and password will be provided to the staff without any request, within 48 hours from the date of joining the institution. While collecting username and password, the staff must present suitable personal identification.

The email ids of persons leaving the Institute or no longer requiring access will be disabled. All files will be referred to IT Manager for disposal.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

- ♦ The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- ♦ Using the facility for illegal/commercial purposes is a direct violation of the institute's ICT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- ♦ User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.
- ♦ User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- ♦ While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- ♦ Impersonating email account of others will be taken as a serious offence under the institute ICT policy.
- ♦ It is ultimately each individual's responsibility to keep their e-mail account free from violations of institute's email usage policy.

The above laid down policies are broadly applicable even to the email services that are provided by other sources such as Hotmail.com, Yahoo.com etc., as long as they are being used from the institute's campus network, or by using the resources provided by the institute to the individual for official use even from outside.

6. Guidelines on Passwords.

6.1. Password Management.

1. Passwords should be memorized - **never** written down.
2. Passwords belong to individuals and must **never** be shared with anyone else.
3. Passwords should be changed every 3 to 6 months, or immediately if compromised.

6.2. Password Administration.

1. System Custodians should regularly identify weak passwords by use of approved software.
2. New or changed passwords must be given in writing only to the identified user - never over the telephone or via email.
3. All Unix computers should run at least C2 level security operating system.

6.3. Password Construction.

Password security isn't just a matter of thinking up a nice word and keeping it to yourself. You must choose a password which will be difficult for someone else to guess or crack.

We may have a tendency to forget passwords, so we choose something that has particular relevance to ourselves: the name of a loved one, our favorite car, sport, or ice cream, etc. Anyone knowing a little about us can make a list of these words and easily crack the password. All-digit passwords usually fall into this category - birth dates, phone numbers.

Observe the following guidelines when choosing password:

General:

1. A password should be at least 6 characters long.
2. Never write passwords on any paper or send through e-mail.
3. Never include a password in a non-encrypted stored document.
4. DON'T reveal or hint to anyone your password over phone, e-mail, internet, or any form
5. Never use the "Remember Password" feature or "Stay Signed In" feature of application programs such as Internet Explorer, Gmail, or any other program.
6. Never use your corporate or network password (such as internet banking) on an account over the internet which does not have a secure login where the web browser address starts with https:// rather than http://

7. Do not use common words or reverse spelling of words in part of your password.
8. Do not let someone see you type your password
9. NEVER make your password a name or something familiar, like your pet, your children, or partner. Favorite authors and foods can also be easily guessed.
10. NEVER, under any circumstances, should your password be the same as your username or your real name.
11. DON'T use words that can be associated with you such as Phone numbers, Social security numbers, or Street address.
12. Do not have a password consisting of a word from a dictionary. Most basic cracking programs contain over 100000 words, and plenty of variations.
13. Try to have a password with a number or mixed case letters (lowercase, uppercase, numbers, special characters). Simple substitutions like a '1' for an 'i', and '0' for an 'O' are easily guessed. Add a '%' or '\$' to the middle of the password.
14. Choose something you can remember, that can be typed quickly and accurately and includes characters other than lowercase letters.

Examples:

Made-up "words" - chalk-piece (can be "pronounced", has a punctuation character)

Personal acronyms - ihc,alt (I Hate Coffee, And Love Tea)

Invert syllables - sick.sea (instead of 'seasick')

For individual systems

1. Store passwords using reversible encryption - This should not be done without special authorization by the Systems department, since it would reduce the security of the user's password.
2. Account lockout threshold - 4 failed login attempts
3. Reset account lockout after - The time it takes between bad login attempts before the count of bad login attempts is cleared. This value is set as 20 minutes. This means if there are three bad attempts in 20 minutes, the account would be locked.
4. Account lockout duration - The account lockout period is set as 45 minutes. This is the duration the account is locked out after failed login attempts. Authorized users can contact the System Administrator to remove the lock before the set time.

5. Password protected screen savers should be enabled and should protect the computer within five minutes of user activity.

Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of not leaving their computers unlocked. They can press the CTRL-ALT-DEL keys and select "Lock Computer".

Administrator Passwords

Administrator passwords require greater protection. Administrator accounts should have the minimum access to perform their function. Administrator accounts should not be shared. The password length for Administrator account should have a minimum length of 15 characters. All other requirements for choosing passwords as given in Section 4 should be strictly adhered to.

SERVERS Password Security

All the Server Computer Systems should have secure password to maintain security. The passwords for all the Servers have to be changed every 10 days and it should follow the password policy guideline. The Server passwords should be written down and stored in a sealed envelope and in a secure location, to be accessed by persons authorized by the organization.

7. Web Site Hosting Policy

♦ Official Pages

Departments, Cells, central facilities may have pages on REC's official Web Site. As on date, the REC-CTS is responsible for maintaining the official web site of the institute viz., <https://www.rajalakshmi.org>

• Personal Pages

It is recognized that each individual faculty member will have individual requirements for his/her pages. Hence, they may have their personal pages linked to official web site of the institute by sending a written request or mail to REC-CTS giving the details of the hyperlink of the URL that he/she wants to be added in the official web site of the institute. However, illegal or improper usage will result in termination of the

hyperlink. The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, must not be used for commercial purposes or for political lobbying, and must not otherwise violate any local, state, or central government laws. Personal pages also will not include the hosting of pages for other individuals or groups.

Personal pages should explicitly mention that views expressed by him/her in their pages are exclusively their own and not that of the institute.

Responsibilities for updating Web Pages

Departments, cells, committees, forums and individuals are responsible to send updated information time to time about their Web pages to REC-CTS.

8. Institute Database Use Policy

This Policy relates to the databases maintained by the institute.

Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential.

REC has its own policies regarding the creation of database and access to information and a more generic policy on data access. Combined, these policies outline the institute's approach to both the access and use of this institute resource.

- **Database Ownership:**

REC is the data owner of the entire Institute's institutional data generated in the institute.

- **Data Administrators:**

Data administration activities outlined may be delegated to some of the officers in that department.

- **MIS Components:**

For the purpose of Management Information System requirements of the institute these are:

1. Employee Information Management System.
2. Students Information Management System.
3. Financial Information Management System.
4. Library Management System.
5. Document Management & Information Retrieval System.
- 6.

Here are some general policy guidelines and parameters for departments, cells and administrative department data users:

1. The institute's data policies do not allow the distribution of data that is identifiable to a person outside the institute.
2. Data from the Institute's Database including data collected by departments or individual faculty and staff, is for internal institute purposes only.
3. One's role and function define the data resources that will be needed to carry out the official responsibilities/rights. Through its data access policies the institute makes information and data available based on those responsibilities/rights.
4. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office.
5. Requests for information from any courts, attorneys, etc. are handled by the Office and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office for response.
6. Tampering of the database by the department or individual user comes under violation of ICT policy. Tampering includes, but not limited to :

Modifying/deleting the data items or software components by using illegal access methods.

Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.

If the matter involves illegal action, law enforcement agencies may become involved

Causing database or hardware or system software crash thereby destroying the whole or part of database deliberately with ulterior motives by any individual.

Such data tampering actions by institute member or outside members will result in disciplinary action against the offender by the institute authorities.

Hostels Wi-Fi Use Policy

- Usage of Wireless infrastructure in hostels is to enhance the accessibility of internet for academic purposes and to browse exclusive online resource (licensed online journals) of the REC for student's/faculty members and staff.
- Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each and every area in each floor of every block will have the same kind of signal strength, coverage and throughput.
- Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the REC and it has rights to stop/interrupt the services at any given point of time, if required for any technical purpose.
- The access points provided in hostels are the property of REC and any damage or loss of the equipment will be considered as a serious breach of REC's code of conduct and disciplinary action will be initiated on the student/s who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment in the hostels buildings. In the event of any loss or damage to the wireless infrastructure, REC will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

9. Responsibilities of REC-CTS

♦ Campus Network Backbone Operations

- a. The campus network backbone and its active components are administered, maintained and controlled by REC-CTS.
- b. REC-CTS operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and hostels served by the campus network backbone within the constraints of operational best practices.

♦ Maintenance of Computer Hardware & Peripherals

REC-CTS is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

♦ Receiving Complaints

REC-CTS may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.

The designated person in REC-CTS receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems (which are in warranty) to resolve the problem within a reasonable time limit. For out of warranty computer systems, problems resolved at REC-CTS.

REC-CTS may receive complaints from department/users, if any of the networks related problems are noticed by them. Such complaints should be made by email/phone.

REC-CTS may receive complaints from the users if any of the users is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone call.

The designated person in REC-CTS receives complaints from the users and coordinates with the user/service engineers of the network hardware or with internal technical team to resolve the problem within a reasonable time limit.

- ♦ **Scope of Service**

REC-CTS will be responsible for solving the hardware related problems or OS or any other application software that were legally purchased by the institute and was loaded by the company as well as network related problems or services related to the network.

- ♦ **Installation of Unauthorized Software**

REC-CTS or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

- ♦ **Physical Demarcation of Campus Buildings' Network**

1. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of REC-CTS.
2. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of REC-CTS. It essentially means exactly at which location the fiber optic based backbone terminates in the buildings will be decided by the REC-CTS. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of REC-CTS.
3. REC-CTS will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
4. It is not the policy of the Institute to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the Institute's Internet links.

- **Network Expansion**

Major network expansion is also the responsibility of REC-CTS. Every 3 to 5 years, REC-CTS review the existing networking facilities, and need for possible expansion.

- **Wireless Local Area Networks**

- a. Where access through Fiber Optic/UTP cables is not feasible, in such locations REC-CTS considers providing network connection through wireless connectivity.
- b. REC-CTS is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from REC-CTS , prior to implementation of wireless local area networks.
- c. REC-CTS is authorized to restrict network access to the Cells, departments, or hostels through wireless local area networks either via authentication or MAC/IP address restrictions.

- **Electronic logs**

Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

- **Global Naming & IP Addressing**

REC-CTS is responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. REC-CTS monitor the network to ensure that such services are used properly.

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

REC-CTS provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individualson prescribed proforma.

- **Disconnect Authorization**

REC-CTS will be constrained to disconnect any Department, or cell, hostel from the campus network backbone, whose traffic violates the practices set forth in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a Department, or cell, hostel machine or network, REC-CTS endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a Department or division is disconnected, REC-CTS provide the conditions that must be met for reconnection.

♦ Responsibilities of Departments

1. User Account

- ♦ Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account (Net Access / Captive Portal ID) for the purposes of verification of affiliation with the institute. The user account will be provided by REC-CTS, upon filling up the prescribed application form and submitting it to REC-CTS.
- ♦ Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID to prevent unauthorized use of their user account by others.
- ♦ It is the duty of the user to know the ICT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources.

2. Supply of Information by Department, or Cell for Publishing on /updating the REC Web Site

All Departments or Cells should provide updated information concerning them periodically (at least once in a month or earlier).

Hardcopy or softcopy should be sent to the REC-CTS. This policy is applicable even for advertisements/Tender notifications published in newspapers, and the events organized by Departments, or Cells.

Links to any web pages that have to be created for any specific purpose or event for any individual department or faculty can be provided by the REC-CTS upon receiving the written requests. If such web pages have to be directly added into the official web site of the institute, necessary content pages (and images, if any) have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/format. Further, such requests along with the soft copy of the contents should be forwarded to the In- Charge, REC-CTS well in advance.

- **Security**

In connecting to the network backbone, departments agree to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

- **Preservation of Network Equipment and Accessories**

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the institute are the property of the institute and are maintained by REC-CTS and respective departments.

Tampering of these items by the department or individual user comes under violation of ICT policy.

- ♦ **Additions to the Existing Network**

Any addition to the existing network done by department or individual user should strictly adhere to the institute network policy and with prior permission from the competent authority and information to REC-CTS.

Institute Network policy requires following procedures to be followed for any network expansions:

1. All the internal network cabling should be as on date of CAT 6 UTP.
2. UTP cabling should follow structured cabling standards. No loose and dangling UTP cables are drawn to connect to the network.
3. UTP cables should be properly terminated at both ends following the structured cabling standards.
4. Only managed switches should be used. Such management module should be web enabled. Managed switches give the facility of managing them through web so that REC-CTS can monitor the health of these switches from their location. However, the hardware maintenance of such expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such network, if the offending computer system is not locatable due to the fact that it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.

5. As managed switches require IP address allocation, the same can be obtained from REC-CTS on request.

- ♦ **Campus Network Services Use Agreement**

The “Campus Network Services Use Agreement” should be read by all members of the institute who seek network access through the institute campus network backbone. This can be found on the institute web site. All provisions of this policy are considered to be a part of the Agreement. Any Department or individual, who is using the campus network facility, is considered to be accepting the institute ICT policy. It is user's responsibility to be aware of the Institute ICT policy. Ignorance of existence of institute ICT policy is not an excuse for any user's infractions.

REC-CTS periodically scans the Institute network for provisions set forth in the Network User Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of ICT policy and guidelines.

- ♦ **Responsibilities of the Administrative Department**

REC-CTS needs latest information from the various Administrative Departments, for providing network and other IT facilities to the new members of the institute and for withdrawal of these facilities from those who are leaving the institute, and also for keeping the REC web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

1. Information about New Appointments.
2. Information about relieved from Service.
3. Information of New Enrolments.
4. Information on Expiry of Studentship/Removal of Names from the Rolls.
5. Information on Important Events/ Achievements.
6. Information on different Rules, Procedures, and Facilities.

- ♦ **Guidelines for those Running Application or Information Servers**

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

1. Obtain an IP address from REC-CTS to be used on the server.
2. Get the host name of the server entered in the DNS server for IP

Address resolution.

3. Make sure that only the services that are essential for running the server for the purpose it is intended for should be enabled on the server.
4. Make sure that the server is protected adequately against virus attacks and intrusions, by installing the appropriate software such as anti-virus, intrusion prevention, personal firewall, anti-spam etc.
5. Operating System and the other security software should be periodically updated.

♦ **Guidelines for Desktop Users**

These guidelines are meant for all members of the REC Network User. Due to the increase in hacker activity on campus, Institute ICT policy has put together the recommendations to strengthen desktop security.

The following recommendations include:

1. All desktop computers should have the latest version of antivirus. And should retain the setting that schedules regular updates of virus definitions from the central server.
2. When a desktop computer is installed, all operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security. We recommend once in a week cycle for each machine. Whenever possible, security policies should be set at the server level and applied to the desktop machines.
3. The password should be difficult to break.
4. The guest account should be disabled.
5. In addition to the above suggestions, REC-CTS recommends a regular backup strategy. It should be noted that even with all the procedures listed above; there is still the possibility of a virus infection or hacker compromise. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

♦ **Video Surveillance Policy**

The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages

or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

♦ **Purpose of the system**

The system has been installed by institute with the primary purpose of reducing the threat of crimes generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

1. Deter those having criminal intent
2. Assist in the prevention and detection of crime
3. Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
4. Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is taken, or is threatened to be taken.

It is recognized that members of institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the REC-CTS.

CCTV footage provided by the institute (REC-CTS) upon receiving the requests from the individuals on prescribed proforma.

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♦ WEB APPLICATION FILTER

APPLICATION	MANAGEMENT	STAFF	STUDENT	GUEST
Captive portal Session		Concurrent	Session/user)	
Sites Blocked	Porn, torrents,	Proxy & Hacking,	Gambling,	Criminal Activity)
YouTube	Allow	Allow	Marijuana,Time	Allow
YouTube Educational	(Mandatory	Certificate	based	purchased)
What's App	Allow	Allow	needs to be	Allow
Facebook	Allow	Allow	Time	Allow
Skype or Video calling	Allow	Allow	basedTime	Allow
Entertainment	Allow	Time based	Time based	Allow
TV news Channel	Allow	Allow	Time based	Allow
Online Games	Deny	Deny	Time based	Deny
Windows Update	Allow	Allow		Allow

♦ **Default Block Category in Firewall**

1. Weapon
2. Phishing and fraud
3. Militancy and Extremist
4. Gambling
5. Pro-Suicide and self-Harm
6. Criminal Activity
7. Marijuana
8. Intellectual Piracy
9. Hunting and Fishing
10. Legal highs
11. Controlled substances
12. Anonymizers
13. Sexually Explicit
14. Nudity
15. Advertisement

Campus Network Services Use Agreement

The following important policies to be read before applying for the user account/email account. By signing the application form for Net Access ID (user account)/email account, it is agreed to act in accordance with the IT policies and guidelines of REC. Failure to comply with these policies may result in the termination of the account/IP address. It is only a summary of the important IT policies of the institute. User can have a copy of the detailed document from the website & various intranet servers. A Net Access ID is the combination of a username and a password whereby one can gain access to Institute computer systems, services, campus networks, and the internet.

♦ **Accounts and Passwords**

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes. The User guarantees that the Net Access ID will always have a password. The User will not share the password or Net Access ID with anyone. Network IDs will only be established for students, staff and faculty who are currently affiliated with the Institute.

Students, staff and faculty who leave the Institute will have their Net Access ID, email id and associated files deleted.

No User will be allowed more than one Net Access ID at a time, with the exception that faculty or heads that hold more than one portfolio are entitled to have Net Access ID related to the functions of that portfolio.

- ♦ **Limitations on the use of resources**

On behalf of the Institute, REC-CTS reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

- ♦ **Data Backup, Security, and Disclaimer**

REC-CTS will not be liable for any loss or corruption of data on the individual user's computer as a result of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of REC-CTS staff member in the process of helping the user in resolving their network/computer related problems. Although REC-CTS make a reasonable attempt to provide data integrity, security, and privacy, the user accepts full responsibility for backing up files in the assigned Net Access ID, storage space or email Account. In addition, REC-CTS makes no guarantee concerning the security or privacy of a User's electronic messages.

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold REC-CTS, as part of REC, harmless for any such liability or expenses. REC retains the right to change and update these policies as required without prior notification to the User.

- ♦ **Account Termination and Appeal Process**

Accounts on REC network systems may be terminated or disabled with little or no notice for any of the reasons stated above or for other inappropriate use of computing and network resources.

If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may approach the In-Charge, REC-CTS, justifying why this action is not warranted.

7. LIBRARY POLICY

PREAMBLE

The Central Library at Rajalakshmi Engineering College has wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies (ICT). It holds more than 61,000 books on science, technology, engineering, management, politics, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. Students and faculty members are given remote access to the e-resources available in the Library. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. It also houses the in-house innovations and publications. A collection of rare books also are maintained in the library to understand the fundamentals and core concepts.

VISION

To enrich the teaching-learning process in engineering, technology and basic science among students and faculty members for excellence in research and innovation.

MISSION

To create inspiring learning ambience by offering versatile information for promoting intellectual growth and creativity by providing wide-collections of printed and e-resources.

Objectives

To frame the procedure for purchasing new books and technical journals, rules for borrowing books, returning them, reservation of books and to provide a calm environment for the readers inside the library.

POLICY STATEMENTS

1. All members shall sign in the register provided at the entrance as a token of their acceptance to adhere to the rules of the library.
2. Under no circumstances, personal books. Files and other articles (except a small note book or loose sheets of paper) will be allowed inside the library.
3. Strict silence and decorum shall always be maintained in the library.
4. Any marking or writing in the books by the members is strictly prohibited.
5. Members are solely responsible for any damage caused to the books or other property in the library and in that case, they must make arrangement to replace them.
6. Any kind of behavior which affects the decorum in the library will lead to cancellation of membership and also to serious disciplinary action.
7. Use of mobile phones is not permitted inside the library. If possessed it should be in SWITCHED OFF mode.
8. Notwithstanding these rules, in all matters the decision of the authorities of this institution will be final.
9. Staff members who have lost ID card should bring it to the notice to the Senior Librarian immediately on the same day without any delay.
10. During Library hours the concerned library staff in-charge should make the student entries in the gate register, which is kept at the entrance. All library transaction should be through Circulation counter only.

WORKING HOURS

The Library is kept open from 7:30 am to 7:30 pm on all working days.

BORROWING ENTITLEMENTS

The following entitlements apply to books in the general loan collection, of the Central Library.

MEMBERSHIP CATEGORY	BORROWING ENTITLEMENTS	LOAN PERIOD
Professor	04 Books	60 Days
Associate Professor	04 Books	60 Days
Assistant Professor	04 Books	60 Days
Instructor	02 Books	60 Days
Supporting and Administration Staff	02 Books	14 Days

- ◆ Books are issued to the members only on production of identity card. ID card issued to staff members are not transferable. Students or staff members other than the person to whom ID card is issued are not entitled to borrow book on that ID.
- ◆ Only one book can be borrowed on each card.
- ◆ Members are responsible for all the books borrowed on their cards.
- ◆ Student members have to produce identity cards along with library cards at the time of borrowing books.
- ◆ Books that are issued to Staff members cannot be retained by them for more than 60 days from the date of issue.
- ◆ Each teaching staff is entitled to borrow 4 books, which he/she can retain for entire semester without fine and without renewal. These books must correspond to the subjects he/she teaches and the HOD of the department concerned must certify to that in the prescribed form, which is available in the circulation counter.
- ◆ The books borrowed from the college library should be returned by the students at the end of the academic year and “No Dues Certificate” must be obtained. Staff members getting relieved from the college, should also return the books borrowed from the library and “No Dues Certificate” must be obtained.
- ◆ Loss of Library cards should be reported to the librarian in writing. Duplicate cards will be issued on payment of penalty or Rs.200/- for each card and on an undertaking that the member concerned will continue to be held responsible for any loss arising for misuse of the lost cards.
- ◆ Reference books and Periodicals are not issued out. Members are responsible for books issued against their account. Library can recall any issued book, even before the due date.

FINE SYSTEM

The fine will be collected for the late return of books as follows:

- ◆ Till first week after the due-date : Re. 1.00 per day
- ◆ From second week from the due date onwards : Rs.5.00 per day

CIRCULATION SECTION RULES

Library members should produce their valid ID card when they

borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID card. Members are encouraged to check their library transaction details in "My Account".

RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of two times. Members can also renew their books through online renewal system, which is an intranet service. Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed two times already.

BOOKS BORROWED

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

LOSS OR DAMAGE

- ◆ Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library.
- ◆ No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower.
- ◆ Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine and processing charge of Rs.50/-

MAKING RESERVATION

- ◆ All books which are out on loan to another member may be reserved , by filling a special form for this purpose, which is available at the circulation counter.
- ◆ Intimation of reserved books will be displaced for two days in the library notice board, which is kept at the first floor of the central library. Members who do not borrow the books within two days, after intimation of availability, their reservation for books will be cancelled and priority will be given to the members, next in the queue of reservation.

CANCELING RESERVATION

- ♦ If a person no longer needs a reserved item, he/she may cancel the reservation by informing the circulation section of the central library.
- ♦ If there is a reservation for a book, members should return the book on the due-date to the library without intranet renewal.

DIGITAL LIBRARY

- ♦ A full-fledged Digital Library is also functioning in the library. The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker. The Institution is a member of National Digital Library of India.
- ♦ All student and faculty members of REC are allowed to access the digital library facility in person and by remote access.
- ♦ A separate register is maintained for monitoring in-time and out-time.
- ♦ Students and faculty members are also permitted to use personal laptops and mobile phones to connect to the Wi-Fi facility in the library after validating through OTP.
- ♦ Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

REFERENCE SECTION

- ♦ Rare and rich collection of International editions of reference books, hand books, yearbooks, conference proceedings, encyclopaedias, theses, dissertations, rare books and various reference documents are available in the Reference section of the library.
- ♦ Students and Faculty members are not permitted to borrow the books from this section.

JOURNAL PURCHASE POLICY

- ♦ Required journals are purchased based on AICTE recommendation.
- ♦ At the commencement of every calendar year, approval for the purchase of a list of journals (print and e-journals) are obtained from the Principal.
- ♦ Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued.
- ♦ Yester year journals are bound subject-wise and preserved as back volumes.

8. MENTOR- MENTEE POLICY

PREAMBLE

The departments conduct Counseling of students regularly, after each Assessment to listen to and understand their needs and aspirations.

OBJECTIVES

- ♦ To provide a complete and consistent support to the students, in order to motivate them to excel in both in academic and non-academic activities in the college campus.
- ♦ To ensure a vibrant and satisfied learning environment, leading towards a successful career in professional and personal life.

MENTOR MENTEE MECHANISM:

- ♦ The Head of the Department assigns the list of mentees groups consist of 15 to 20 students, for each faculty mentor.
- ♦ During the first meeting, mentors will meet and collect the personal and academic information of all mentees, in order to know their backgrounds and a good rapport between mentor and mentee is created..

REGULAR SCHEDULED MEETING WILL BE ARRANGED AFTER EACH CONTINUOUS ASSESSMENT TEST IN ORDER TO :

1. Assess the academic performance of students.
2. Monitor the attendance percentage.
3. Identification of advanced learners
4. Identification of slow learners, needing remedial classes
5. Assessing students' requirement to develop their co-curricular and extra-curricular activities.
6. Issues raised by students in academic and non-academic activities.
7. Counsel certain personal issues.
8. Review grades scored in the previous end semester examination and suggest remedial action for improvement, wherever needed..

9. Contact the parents at regular intervals to update the status of their wards in academic performance and attendance.
10. Suggest for professional counseling for the needy students.
11. To maintain strict confidentiality of the information shared by the mentee.

RESPONSIBILITIES OF MENTEES

1. Meet the mentor at regular intervals and show the performance after each Continuous Assessment Test and End semester Examination.
2. Mentee should spend enough time with mentor by which he / she can develop a good conversation and discuss about the future program with the mentor and get suggestions on the skill development and knowledge enrichment programs.

9.PLACEMENT POLICY

PREAMBLE

Placement of students passing out the UG and PG programmes being an important activity of an Engineering Institution, there is a Training and Placement cell functioning in the college very effectively. This cell organizes several training programmes and residential training camps, to suit the varied requirements of core and software industries. There are also certain Employability Enhancement Courses included in the curriculum itself.

OBJECTIVES

- 1) To train the students of all the programmes and enable them to take an employment as soon as they complete their studies.
- 2) To constantly monitor the progress of the students in assimilating the content of the training sessions.
- 3) To organize Campus interviews by reputed companies, with the aim of placing all the eligible students at the end their programmes.

POLICY STATEMENT

- ♦ Student can apply for placement in any company visiting the campus, provided he/she is eligible as per the eligibility criteria set by the company.
- ♦ Offer Category

Core offer - Core/Manufacturing/production/civil/and any department specific offer.

Super dream offer - 6.5 LPA above

Dream offer - 4.5 LPA

General - Less the 4.5 LPA

- ♦ Student placed with salary package, General offer, can apply for the next placement for a company, which offers Dream, Super dream and core offer. However, a student placed in a Super Dream (CSE&IT)/ Core (Other Dept.) cannot apply for a second job.

- If any student receives Pre-placement order (PPO), he/she must inform the T&P department within 24 hours of the receipt of PPO.

If the company offers PPO, then the student must accept the offer. In an extreme case, if the student wishes to take part in on campus placement and not accepting the PPO offered by the company, then his/her request can be considered by the Director, T&P only, on the merit of the case. In such a case, after the approval of His/her application, he/she must submit an undertaking that he/ she will not sit for companies with offer category less than the category offered by the company

- on his/her PPO.

If a student gets two placement offers (including PPO) he/she will be required to choose between the two offers within 3 days of receiving the result of the company and need to communicate to the T&P department in writing, otherwise necessary disciplinary action will be taken against him/her

- including cancellation of both offers.

If a student receives Off-campus offer, the student will be considered for the on-campus opportunities for companies

- based on the offer category mentioned in Point 2.

All off campus offer (selection intimation) must be communicated to Head, T&P on email ID - placement@rajalakshmi.edu.in within 24 hours. Otherwise,

- disciplinary action may be taken.

A student must accept the on-campus internship offer. If a student, due to any reason, doesn't accept the internship which he/she has received from the campus, then the student will be treated on par with the students getting the off campus placement. [The rule mentioned in point no.7 will be

- applicable].

If a student is selected for 6-month internship without FTE offer, then he/she is deemed to have been placed with notional CTC equal to that offered by the same company. The candidate who has received such internship based offers can participate in only those companies, which offers CTC above the offer category provided by the internship company.

- Companies are responsible for shortlisting the resume/profile of students as per their own selection criteria and no inquiry will be entertained on companies' shortlisting process.
- The CGPA cutoff criteria are set as per the directions of the company and no inquiry will be entertained on lowering the cutoff. It is the final decision of the company, which is to be considered, while setting the CGPA criteria and the placement team at T&P plays no role in the same.
- Students can only request for placement database correction before the placement season begin. No further correction will be permitted after this commencement.
- In case a student applies for a company but does not attend presentation or any further rounds of the company or is late for the process of the company, he/she will be debarred for a minimum of two weeks.
- Any student who misbehaves with placement coordinator/ College staff/ Company executives during the process will be debarred from the placement process for the whole semester.
- Misconduct/Copying during the written test, online test will lead to debarment for the whole placement session.
- Data filled on the Google forms, the CV's provided would be cross-verified on a regular basis. In case of any discrepancy in the data provided or any false claim in the CV is identified, student will be debarred for the whole placement session and necessary disciplinary action will be taken against them.
- Posting company -related information via social media, or any other platform is prohibited, and necessary disciplinary action will be taken against the concerned student.
- Strict action will be taken, if any student shows an improper attitude to company officials in the following manner
 - a) Tells the company that he/she doesn't want to join the company
 - b) Speaks negatively about the company/College
 - c) Lays down conditions to join the company
 - d) Approaches the company executive without proper Channels.

10. POLICY FOR PHYSICALLY CHALLENGED STUDENTS (Institution policy on Divyangjan)

OBJECTIVE

To provide an environment that gives the same quality education for differently-abled students and offer all the supports and guidance so that they also come out on par with other students.

POLICIES AND MEASURES

- ♦ Right from the college admission, the physically challenged students are not discriminated in anyway.
- ♦ Physically challenged students are also given same opportunities in the co-curricular activities and any additional guidance needed for them is provided.
- ♦ In the extra-curricular activities such as sports, games, NSS etc. same openings are given, with any additional support need by them,
- ♦ Their progress in all the activities is monitored by the student counselor who constantly encourages them to go ahead and participate with full enthusiasm.
- ♦ The placement opportunities are also given in the same way as for other students.

INFRASTRUCTURE FACILITIES

For the hassle-free, safe movement of the physical challenged students, the college provides all the required facilities. There are five buildings housing class rooms and laboratories and one building housing the Centre for Sponsored Research and Consultancy and the college library. Five buildings are provided with lift facility. There is a Tech lounge accommodating large number of computers and a separate workshop for lathes, drilling and other machinery.

All the buildings are provided with ramps in the main entrance or there is side entrance, without steps, through which one can walk through without any help. In every big rest room there are barrier free wash basins and there are toilets provided with holding bars on the walls for aiding the disabled persons. If any student requires reclining posture and needs to stretch his legs while sitting in the class rooms and attending lectures, special chairs are provided. In case, a physically challenged student is comfortable attending lectures in the ground floor, his classroom itself shifted to ground floor. A wheel chair is also available for any urgent movement of such students.



11. POLICY ON WATER CONSERVATION

PREAMBLE

The institution has a water conservation and management policy to use water resources effectively with the following policies and regulations

ENSURE CONTINUOUS WATER SUPPLY

The campus ensures reliable water supply from sump and bore wells, by storing it in overhead tanks. The bore wells are constructed in water abundant points inside the college

REDUCE WASTAGE OF WATER

Inside the Institution, Water wastage is reduced by checking and sealing the leaks, placing pressure reducing valves, flow restrictors and aerator taps on necessary locations.

RECYCLE THE WASTE WATER

The Institute (water recycling through sewage treatment plant) reclaims the water from a variety of sources, then treats and reuses it for gardening and flushing toilets Academic blocks. Water reuse can provide alternatives to existing water supplies and be used to enhance water security, sustainability, and resilience.

RAIN WATER HARVESTING

The Institution collects rain water from a roof-like surface and redirects it to a tank, a deep pit, and a borehole to reach the water table through percolation, so that it seeps down and restores the ground water.

AWARENESS ABOUT WATER CONSERVATION

The awareness program has been organized at all levels about the importance of saving water and to cope with its scarcity and ensure sustainability. Signboards to indicate “Save water is kept nearby water usage points to promote awareness to save water for future use.



12. POLICY ON ENVIRONMENT AND ENERGY USAGE

PREAMBLE

The college promotes sensitivity and responsibility in implementing green concepts in the college. Effective waste and water management is done to ensure effective utilization of resources. Institute follows the following policies towards establishment of green environment

ENVIRONMENT POLICIES

- ♦ The college encourages tree plantations to expand green coverage. The college works towards planting trees in thousands.
- ♦ The institute conducts awareness programs, supplying tree saplings as a regular activity
- ♦ Students are advised to use college bus to reach college. Moreover, the transport usage is restricted inside campus beyond certain point. Separate parking inlets are used to park vehicles near the entrance of college.
- ♦ The students are advised to use pedestrian pathways wherever possible for student safety and to avoid block free movement of vehicles in inner roads.
- ♦ The administration closely monitors to minimize the usage of plastic inside the campus by students, administrative office, faculty members and also the vendors inside the campus. College is taking steps to stive toward plastic free campus
- ♦ The college supports strong environmental management policies and practices by following guidelines set forth by Government, reducing and preventing pollution, adopting environmental performance targets based on thorough understanding of existing environmental needs.

ENERGY CONSERVATION

- ♦ The use of alternative energy systems such as solar energy, LED Bulbs in place of CFL bulbs and wheeling the excess to the grid promotes electric energy conservation.
- ♦ Battery operated vehicles are used to reduce carbon foot print and avoid pollution and promote green energy inside college premises.
- ♦ The low power monitors and computing systems are used to ensure power management
- ♦ Adequate ventilation is provided in all class rooms to use natural sunlight and free air to reduce the use of fans and lights.
- ♦ When class rooms, laboratories, conference halls and seminar halls are not in use, turning off lights, fans and AC are emphasized..
- ♦ Proper maintenance and replacement of faulty electrical equipment are monitored to improve their long term sustainability.
- ♦ Installation of biogas plants helps in reducing LPG conservation and also helps in waste management for converting food remains to biogas
- ♦ Promoting usage of sensor-based electrical equipment and thereby improving the energy conservation and supporting green environment.

13.PUBLICATION AND PLAGIARISM CONTROL POLICY

PREAMBLE

The College is committed to produce and promote original research with highest equality, devoid of plagiarism of any sort while encouraging academic freedom and innovative thinking.

Carrying out research works and writing the paper without plagiarism are professional and appropriate and they do bring credit to the authors, result in proper utilization of resources and the editors, reviewers will also be impressed.

OBJECTIVE

To produce standard publications with highest level of honesty in all the academic pursuits of teachers and students and supports the research activities.

PUBLICATION POLICY

1. Plagiarism such as claiming another's paper as one's own, copying or paraphrasing substantial parts of another's work without due acknowledgement and claiming credit for another's research work are to be totally avoided.
2. Faculty and students shall refrain from taking any activity that could lead to a conflict of interest. The activity should be avoided or abandoned if objectivity and efficacy cannot be maintained.
3. Authentic authorship representation is required. implications
4. Any instance of fabrication or misrepresentation will be considered as unethical and will lead to legal consequences.
5. All thesis/dissertation manuscripts submitted by Post Graduate students are subjected to a plagiarism check. The thesis/dissertation will be accepted, only If the percentage of plagiarism is less than 35% ; otherwise, it will be rejected.

6. Faculty/students who desire to publish a research paper in any conference or journal must check for plagiarism, confirm that it is within the permitted percentage, get the approval from the HOD, and then only submit the paper.

INCENTIVES FOR QUALITY PUBLICATION AND CITATIONS

Since March 2017, REC has started providing incentives to faculty who have been published in quality journals. The quality metric is derived directly from Scopus/SCI/SCIE/Web of Science.

1. The incentives are proportional to the ranking of the specific publication as detailed below:

S.NO	RANGE OF IMPACT FACTOR/ CITE SCORE	INDEXED WITH SCOPUS	INDEXED WITH SCI OR SCIE OR WEB OF SCIENCE OR PUBMED
		AMOUNT IN RS.	AMOUNT IN RS.
1	with no impact factor	6,000	10,000
2	0.01 to 1	9,000	15,000
3	1.01 to 3	12,000	20,000
4	3.01 to 5	17,000	25,000
5	5.01 to 10	22,000	30,000
6	More than 10	27,000	35,000

Note: The impact factor value will be obtained from Clarivate Analytics (Web of Science) and Cite score will be taken from Scopus database and higher of the two will be taken for fixing the incentive.

Distribution of incentives to the author position in the research article:

S.NO	AUTHORS FROM REC	% OF INCENTIVES
1	Single author from REC	100%
2	First author and one co-author from REC	First author:60% Co-author: 40%
3	First author and two co-authors from REC	First author:50% 1stCo-author: 25% 2nd Co-author:25%
4	First author and three co-authors from REC	First author:40% 1st Co-author: 20% 2nd Co-author:20% 3rd Co-Author:20%
5	First author from outside REC, other co-authors from REC	50% equally shared among the co-authors from REC

2. We are also providing incentives for the h-index and citations received based on the following table.

S.N O	H-INDEX RANGE	H-INDEX VALUE IN GOOGLE SCHOLAR (SINCE LAST FIVE YEARS)*	H-INDEX VALUE IN SCOPUS**	H-INDEX VALUE IN WEB OF SCIENCE**
		AMOUNT IN RS.	AMOUNT IN RS.	AMOUNT IN RS.
1	3 to 5 (with min. 20 citation per CY)	10,000	15,000	20,000
2	6 to 10 (with min.40 citation per CY)	15,000	20,000	25,000
3	11 to 15 (with min. 60 citation per CY)	20,000	25,000*	30,000*
4	16 to 20 (with min.100 citation per CY)	25,000*	30,000*	35,000*
5	More than 20 (with min.120 citation CY)	30,000	35,000*	40,000*

*-Implies that those faculty members who secure more than 11 h-index range, for their publications (except those whose secure this range as a h-index value in Google scholar) will be eligible for the incentives as indicated in the table. Such faculty members will be given reduced teaching load, in order to enable them to spend more time on research, leading to quality publications.

**--In every one of the five rows mentioned in Table 3, the highest applicable incentive will be granted.

14. PURCHASE AND MAINTENANCE POLICY

PREAMBLE

Annually, well before the beginning of the academic year, the teachers in charge of various laboratories collect the requirement of capital equipment and consumables and present it to the respective Heads of the Departments (HODs). The HODs will make a detailed study of the various items with their purchase in-charge and prepare a draft budget and submit to the Principal. The Principal again holds a detailed discussion with the HODs and present it to the Management.

A budget committee meeting is conducted by the Chairperson individually for every department with Principal and HOD concerned. The budget is finalised and the HODs empower to proceed with the purchase, following purchase policy of the institution.

For every capital item, a minimum of three quotations are obtained clearly specifying the technical specifications of the equipment. The company who quotes the lowest price is normally taken, but if it does not exactly satisfy the specifications, the company quoting higher price can be chosen, provided it can be fully justified. The purchase order is prepared and submitted to the Purchase Officer, who in turn releases the order.

After receiving the equipment from the company, the department test its working condition of the equipment, install the unit in the laboratory after making a stock entry. The invoice is then submitted to the Finance Section through the Purchase officer for making payment.

The Heads of the Departments are empowered to purchase the consumable items as and when needed after ensuring the quality and utility of such items.

The Principal is authorised to approve purchase bills upto Rs.1,00,000/- and HODs upto Rs.5,000/- which could be recouped on submission of the bills.

A similar procedure is followed by the department looking after the civil construction and infrastructure maintenance.

Facilities Maintenance Policy

The college has got standard procedures for maintaining all the buildings, including laboratories, library, hostels, and all other support facilities.

Proper working of all equipment's and machines are ensured by the lab assistants and lab technicians by carrying out preventive maintenance on daily, weekly and monthly basis under the supervision of concerned faculty member in charge of laboratory. All laboratories maintain stock registers with complete details of all equipment's with specifications. Auditing is being done every year by internal audit team to ensure the availability and proper working of the equipment. The instructions for relevant safety precaution are displayed in the Laboratories.

Yearly maintenance:

Major maintenance works and breakdown maintenance works are carried out at the end of academic year. The requirements for yearly maintenance is raised in yearly budget proposal of laboratories and performed by suppliers of machines / equipment's after getting the sanction from the management. Scraps and machining wastes are removed from the laboratories will be carried out with the guidance of Physical lab in-charges after getting approval from HOD. Electrical and Electronic trainer kits, measuring instruments in all laboratories are calibrated annually.

Infrastructure

The various facilities in class rooms like board, lights & fans and other facilities like lab requirements and internet & Wi-Fi facilities are checked regularly. Painting of buildings; repair / renovation of windows, doors, furniture, drinking water and sewage pipelines, roads & toilets are carried out regularly. Maintenance of power supply, generators, lifts and lighting facilities in the campus is checked periodically.

Service requests related to civil and electrical infrastructure is raised in Unified Portal (Internal Software, REC) and the corrective actions are carried out by the civil / electrical maintenance team on priority basis. The feedback collected from the students during the class committee meetings are also taken into account and rectified when raised. Feedback collected about the general facilities like canteen and transport related information will be forwarded to concern authorities through proper channel and issues sorted out accordingly.

Housekeeping

Cleaning of the entire campus including garden and roads are carried out as per the maintenance schedule prepared by the Admin. Students and faculty provide feedback on various aspects of housekeeping at class committee meetings and other occasions like department meetings, HOD meetings which are passed on to the maintenance department.

15. RESEARCH PROMOTION POLICY

PREAMBLE

Research and Development activities in emerging areas have come to play an important role in any educational institution apart from adopting the best Teaching - Learning processes. So, an Institutional Research Policy has been framed to be made applicable to all the faculty members, students and staff, involved in any form of research activity carried out in the institution. These policy statements apply to full-time and part-time scholars as well as employees appointed on contract basis. All research activities should be undertaken in compliance with this Institutional Research policy.

The college is recognized as a Scientific and Industrial Research Organization by (DSIR), Govt. of India. The institution has well equipped Physics, Chemistry and other engineering laboratories. There are State of the Art Computer laboratories with adequate computing facilities in all the departments and centers.

OBJECTIVES

- ♦ To motivate all the researchers to gain expertise through continuous learning in the field of specialization, in tune with the Industry 4.0.
- ♦ To aid the process of teaching and research pursued together, by the faculty members to ensure continuous development of the institution and taking it forward towards attaining its vision of producing highly competent professionals.
- ♦ To motivate the students to make an in depth study and carry out their project work which is a part of the curriculum or for taking part in national and international competitions, ending up with innovative research outcomes.
- ♦ To enable the planning and all the other processes involved in the research activities which could lead to Patents and publications.

RESEARCH POLICY

- ♦ The researchers should maintain high standards of honesty and ethical attitude in all the research activities.
- ♦ Those carrying out research should get necessary approval from the concerned Head of the Department for utilizing the laboratory, equipment or other facilities. These facilities should be handled with all the care and necessary precautions.
- ♦ Attempt should be made to publish the outcomes of the research as papers in reputed journals and conferences. Before submitting for publication, the authors should check the permitted plagiarism limit and once a paper is accepted by the journal or conference, it should be informed to the Publication forum of the college.
- ♦ Principal Investigators and Co-Investigators carrying out sponsored projects should obtain necessary approvals for the purchase of equipment and maintain an inventory with proper tagging for their utilisation.
- ♦ In case of collaborative research consisting one or more teams, the Principal Investigator should ensure that the members of the Research group are aware of and comply with the research policy.
- ♦ Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to frame agreement, preferably in writing, that is consistent with the Institutional Policy relating to intellectual property rights and future use of Data. In the event of any dispute between Research collaborators concerning rights to and future use of the Data, the Institute shall assist in facilitating the resolution of dispute.
- ♦ The progress report as required by the sponsoring agencies should be sent in time. The audited statement of accounts should also be prepared and submitted as soon as the project is completed.

- ♦ Internal Researchers shall include his or her affiliation with our Institute in all publications resulting from Research undertaken. External researchers should acknowledge the institute in case facilities at the premises are utilized.
- ♦ The Researchers shall collect Data concerning human and animal subjects in accordance with the ethical guidelines governing the use of such subjects and shall respect the laws governing to personal information and privacy in collection and use of such data. Approval from ethical committee constituted by the college may be obtained wherever necessary.
- ♦ If the research outcome, resulting in a product or process having a scope for patenting, the researchers should abide by the guidelines of the internal IPR cell. Any possible publications concerning such outcomes should be made only after the filed patent reaches a stage as per IPR rules.
- ♦ The Researchers shall not enter into any private agreement with any other organization without the approval of the institution
- ♦ The Researchers dealing with hazardous materials should take appropriate precautions to prevent any injury to the persons or damage to equipment or institutional property around. They have to take appropriate measures to address such situations in accordance with emergency policies
- ♦ The Researchers (internal & external) ending up with a granted patent and wanting to go for commercialization should comply with the Institutional policy governing Intellectual Property Rights. There should be no conflict of interest with the Institutional Policy.

RESEARCH MANAGEMENT

The CSRC will have an advisory role, and all Research advisory members will monitor, review and execute the activities of CSRC.

THE COMPOSITION OF CSRC TEAM

The CSRC will be headed by a senior academician as a chairman and will include 5 eminent researchers from both institute and industries. This team will guide and provide suggestions to improve the research activities of the Institution.

DISPUTES RESOLUTION

The Institute shall facilitate the resolution of disputes between Research collaborators ("the disputants"), In case of a conflict or dispute arises, Principal of the Institution will appoint committee to resolve the issues and will look into the smooth execution of the research.

RESEARCH FUNDS

Principal Investigator and Co-principal Investigators of the project in coordination with the purchase committee and CSRC procure the equipment approved by the funding agency under the respective projects as per the norms of the project and the funding agency and create facilities.

The Researchers shall comply with the policy of our institution and applicable Agency policies and guidelines relating to the management and disbursement of funds and reimbursements for expenses.

The Researchers shall acknowledge in all published works all Agencies and other public and private funding sources which supported his or her Research.

RESEARCH INVOLVING HUMAN SUBJECTS

A Researcher conducting Research involving human subjects:

- ♦ shall obtain the prior approval of the Institutional Ethics Board before engaging in human subject participants respect the legal and moral rights of the persons who are the subjects of the Research and.
- ♦ shall not accept any personal benefit (including a bonus or milestone payment) for enrolling a particular number of patients or for meeting a deadline in recruiting human subjects;
- ♦ A Researcher conducting Research involving animals shall conduct such Research in accordance with the highest ethical standards and comply with the policies and guidelines of Animal ethical care.

INCENTIVE BENEFITS

Encouragement and support is provided by the institution to improve research, publications, and patents and travel support within and abroad in case required.

Incentive benefit is based on the quality of publication and the amount procured from the funding agencies. Revision in incentive benefits will be made as and when needed.

16. SEED MONEY GRANT POLICY

PREAMBLE

The present seed grant policy document relates to planning and securing initial financial assistance from the college for commencing research work in emerging areas of national or international importance.

OBJECTIVES

- ♦ To aid a faculty to start a research program that has the potential to grow into a major research projects which can be submitted for external funding for carrying out extensive analytical and experimental research work ending up a new process and product.
- ♦ The efforts taken should ultimately enable the creation of a Centre of Excellence in the chosen area in the institution.
- ♦ To test a novel idea and to generate preliminary results before submitting proposals to external agencies.

POLICY STATEMENT

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

- ♦ The maximum Grants award will be Rs. 5 Lakhs and maximum duration of the Grant will be decided by the Selection Committee.
- ♦ The PI is responsible for the conduct of the research in accordance with the institute research policy.
- ♦ Procurement, utilization and maintenance of equipment will be as per institute policy.
- ♦ The PI should submit a progress report every six months in the prescribed format for evaluation by the committee and in case, if it is found that adequate progress is not made, further funding will not be released.
- ♦ The PI should submit a completion of project report, statement of expenditure and utilization certificate on the completion of the project.
- ♦ In case PI leaves the institute before the completion of project, a co-investigator from REC will assume responsibility as PI.

EXPECTED OUTCOME

- ♦ The projects completed with seed money should enable the process of preparing and submitting major project proposals to external funding agencies.
- ♦ Publication in Scopus/SCI journals or securing Patent or initiating a Startup is also expected at the end of the completion of the project carried out with seed money.

17. SPECIAL CLASS / REMEDIAL TEACHING

PREAMBLE

Courses in Mathematics and Sciences form the basis for all the subjects in Engineering and Technology. So, special care is taken to form this foundation. Subsequently also in the higher semesters, in the engineering subjects also, students requiring additional support and guidance are identified and extra classes are conducted. They are thus enabled to prepare well for the Continuous Assessment Tests (CATs) with a conceptual understanding and subsequently take the End Semester examinations with confidence and perform well.

MODE OF SELECTION

For First year students, a class test is conducted before CAT - 1. For Second, Third & Final year, students are selected based on their performance in the previous year examinations including CATs. They are shortlisted for the Special Class / Remedial Teaching based on their performance. These lists are revised periodically based on the students' performance in the subsequent CATs.

CONDUCT OF SPECIAL CLASS / REMEDIAL TEACHING

The selected students undergo intensive coaching in the evening, after regular college working hours and on Mondays. These classes are conducted two weeks before their CAT I and continue till the commencement of CAT III, so that the students get the maximum benefit. During these classes, the students are encouraged to clear all their doubts and solve more problems with the teachers' support.

18. TEACHER TRAINING POLICY

PREAMBLE

The institution has well defined policy, for training the teachers to continuously promote the teaching-learning process, which is the primary task of an educational institution.

OBJECTIVES

As per this policy, the following measures are taken:

- ♦ Orientation programmes are conducted in the beginning of the academic year, for newly recruited faculty members and periodical pedagogical training are also organised.
- ♦ Courses are conducted to improve the communication skill of the teachers, since this proficiency is very essential for the teaching profession.
- ♦ Teachers are asked to prepare an elaborate teaching material in the subjects allotted to them, in the beginning of the semester and it is verified and approved by a senior professor.
- ♦ Faculty Development Programs are conducted in emerging areas and concerned teachers attend these programmes.
- ♦ There is a Knowledge Management Cell (KMC), to enable the faculty members to update their knowledge in their area of interest. Each faculty can avail upto Rs.7500/- annually without any specific approval. If the amount is exceeding Rs. 7500/-, it will be sanctioned after formal approval.
- ♦ Faculty members are permitted to attend Faculty Training Programmes organized by Anna University in the beginning of the academic year.

HIGHER STUDIES AND INDUSTRIAL VISITS:

- Teachers joining the institution with PG qualification are encouraged to take up Ph.D. programmes, as per their specialization, in one of the nine research centres, in the institution recognized by affiliating Anna University. Similarly, teachers possessing Ph.D. are also motivated to take up post-doctoral research.
- To fulfil our mission of producing globally competent professionals, we aim at orienting our teaching-learning process and research methodology, in line with leading internationally renowned institutions. we have introduced ascheme to depute annually at least one faculty member for a period of three to six months in a campus abroad. College will bear all the expenses.
- In the present context, members of faculty need to be proficient in using/operating modern software tools and simulation packages, irrespective of their specialization. Several Faculty up-skilling programmes are identified and being offered through experts, predominately by internal members.
- Teachers are asked to visit industries relevant to their specialisation and sabbatical leave is also granted for industry exposure, as the knowledge gained helps in updating the syllabus in the Autonomous programme and teaching the students accordingly.

INCENTIVES:

Incentives are given for technical paper Publications, patents secured and consultancy activities, since, the knowledge gained from these outcomes reach the students also and it adds to their knowledge. The teachers are also given training in writing papers and framing documents for filing patents

19. TRANSPORT POLICY

PREAMBLE

The Transport Department of Rajalakshmi Engineering College is established to provide best transport services to all the students, faculty members and staff which is safe, reliable and efficient.

OBJECTIVES

- To provide most comfortable transport facility for all the users.
- To maintain the starting time at the various locations in the morning onward trip and also the reaching time at the different destination in the evening return trip.
- To adhere to all the safety norms imposed by the Government such providing first-aid box and fire extinguisher, fitted with speed-governor with a pre-set speed of 45 km per hour
- To periodically inspect the condition of the buses and take appropriate maintenance
- To maintain transport website clearly indicating the bus timing on all the routes on daily basis.
- To maintain vehicle information including vehicle type, model, make, registration, capacity, permit, insurance, PUC (Pollution under certificate) etc.
- To maintain commuters details accurately.

POLICY STATEMENTS

The transportation provided for all the areas of Chennai city and also the adjoining districts, Kanchipuram, Tiruvallur and Chengalpattu, Vellore, Ranipet and Tiruvannamalai. There are 97 AC buses operated in these routes presently; Tata - 70 with 62 seats, Ashok Leyland - 16 (55 seater), Mahindra -11(40 seater) and one ambulance.

Transport is also provided for Placement & Training activities, sports, library, evening special classes beyond the working hours. When these activities are conducted on holidays, the Buses are

provided based on the strength of the students. The buses are also arranged for students' industrial visits and outside social service activities. Buses are also operated for Housekeeping staff.

RESPONSIBILITIES OF TRANSPORT COORDINATORS:

- Allotting buses and drivers for regular routine operation in all the routes
- Allotting buses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Conducting meeting with drivers every month for the smooth functioning
- Supervising the daily bus operation and giving instructions to the bus supervisors
- Periodically checking the documents of the buses
Completing FC work in Time
- Verifying and passing the bill for making payment
Maintenance of College ambulance
- Completing all Maintenances on time (Daily, Weekly, Monthly, Half yearly & yearly).
- Conducting meeting with Mechanic and supervisor daily for maintenance and route operating.
- Organising Eye check-up / Medical camp for Drivers once in 6 months, also regular training sessions and refreshment courses for all the drivers.
- Collecting feedback from students through website www.rectransport.com to attend complaints immediately.

RESPONSIBILITIES OF IN-CHARGE STAFF MEMBERS:

- ♦ Monitoring the starting and arrival time of the bus and reporting any unnecessary delay.
- ♦ Ensuring proper seating arrangement for the students in the bus.
- ♦ Maintaining strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus.
- ♦ Periodically check the student's ID card to ensure that the students are traveling in the bus route allotted to them.

In case of any breakdown or any other problem during the journey, taking appropriate steps immediately and inform to the transport manager

RESPONSIBILITIES OF BUS DRIVER:

- ♦ Drivers should drive safely, obey traffic rules and should not use mobile phone while driving
- ♦ The Bus drivers should avoid rash driving so that the travellers will feel comfortable.
- ♦ Drivers should check vehicle maintenance every day.

RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS:

- ♦ Students should come to the boarding point 10 minutes prior to the scheduled time.
- ♦ Parents/Guardians to bring their wards to the bus boarding point should reach well in time. In the event of any delay from their part, they should take the responsibility of making their own transport arrangement.
- ♦ Assist in training and educating their ward on the importance of safety while boarding and getting down from the bus.

20. WASTE MANAGEMENT POLICY

PREAMBLE

The policy on Waste Management and Green Campus Initiatives have been formulated as Rajalakshmi Engineering College has committed to maintain a safe work space and clean environment. The motive is to ensure that the campus wastes are disposed through proper waste segregation at source and if possible, converting most of those into value added ecofriendly products and to dispose of the remaining in a scientifically acceptable way in line with the UN SDGs and Environmental laws and legislations laid down by the government.

OBJECTIVES

- Promote holistic approach of waste management, resource conservation and green initiatives at the campus.
- Ensure that waste management is carried out at the campus inline with all waste legislative requirements.
- Encourage judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- Provide clearly defined roles and responsibilities to identify and coordinate each activity related to waste management and green initiatives.
- Disseminate environmental awareness among students and staff members.

RESPONSIBILITIES OF WASTE MANAGEMENT COMMITTEE

THE COORDINATOR

- 1.Setting Environmental Performance Indicators for waste management.
- 2.Reporting annually to the Institution on progress in the management system '.
3. Provision of appropriate training for all personnel who hold responsibilities for waste management

4. Coordinating the gathering of all relevant information from appropriate enforcement agencies, when information relating to waste management is requested.
5. Investigation of any incidents or spillage relating to all type of hazardous and general waste management

HEADS OF DEPARTMENTS/ SECTION IN-CHARGE

1. Ensure that no hazardous waste is disposed of through the general or waste recycling streams
2. Ensure that waste is disposed in the premises through the appropriate waste disposal system (such as segregation of waste and 4Rs), in accordance with Institution policy and procedures.
3. Ensure that all stakeholders in their respective department are aware of the procedures/practices about waste management and green initiatives formulated in the policy.

STUDENT/FACULTY

1. Dispose the waste responsibly in accordance with the set policies and procedures.
2. Report any challenges or problems in implementation of waste management and green initiatives to the Head of Department.

POLICY FOR WASTE MANAGEMENT

1. Solid Waste Management

The Institution shall apply the 'Waste Hierarchical Approach', to reduce, reuse, recycle and recover waste products to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

Action Plan:

- ♦ Waste avoidance and minimization by dissemination of information on technological options

- ♦ Segregation of waste into two streams – Biodegradable and Dry waste (plastic, metal, wood) before handing it over to the collector as mentioned in the Solid Waste Management Rules 2016 notified by The Ministry of Environment, Forest and Climate Change (GoI).
- ♦ Composting of wet waste from canteens/mess. The generated compost can then be used in the green areas of the campus
- ♦ Recyclable materials should be handed over to authorised waste-pickers and recyclers or to the urban local body.
- ♦ Bio-degradable waste should be processed, treated and disposed of through composting or any other suitable process/technology within the premises as far as practically possible and the non-biodegradable wastes shall be disposed through a responsible waste collector or agency as directed by the local authority.

2. Water and Wastewater Management

The Institution shall undertake its best efforts to conserve water, adopt rain water harvesting, , treat/dispose wastewater originating from campus activities in a sustainable manner as per applicable guidelines by CGWA and NGT and ensure that the treated effluent is recycled for irrigation and other purposes.

Action Plan:

- Sewage Treatment Plants and Grey Water Treatment Plants from different establishments and human activities within the campus are established to utilize the treated water for landscaping and non-potable use

3. Biological and Biomedical Waste Management

Biological and Biomedical wastes have been defined in Biomedical Waste Management Rules 2016, by the Ministry of Environment, Forest and Climate Change (GoI). Adherence to good personal hygiene and prudent sanitation practice affords adequate protection to individuals involved in the handling and disposal of this type of waste. The Institution adheres to and practices a sustainable and healthy waste management system that is aimed at making the campus green and eco-friendly.

Action Plan:

- Biological waste, generated are categorised into four categories based on the segregation pathway and colour code. Various types of biological waste are further assigned to each one of the categories, as detailed below:
- Yellow Category: Animal anatomical waste, soiled waste, discarded/expired medicines, chemical wastes, chemical liquid waste, microbiological/clinical laboratory wastes
- Red Category: Waste from disposable items like tubing, bottles, etc White Category: Waste sharps (used/contaminated/discarded) Blue Category: broken/discarded/contaminated glass
- The segregated wastes are to be collected, transported, scientifically treated and disposed by CBMWTF authorized by TNPCB. The nearest CBMWTF serving the Institution's locality is M/s G.J. Multiclave (India) Pvt Ltd, Thenmelpakkam, Chengalpattu District covering parts of Chennai, Chengalpattu and Kanchipuram districts.

4.Hazardous Chemical Waste Management

- As per the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 under the Environment (Protection) Act, 1986 notified by the Ministry of Environment, Forest and Climate Change (GoI), hazardous waste means any waste which by reason of characteristics such as physical, chemical, biological, reactive, toxic, flammable, explosive or corrosive, causes danger or is likely to cause danger to health or environment, whether alone or in contact with other wastes or substances. The management of the same is through the accepted steps of prevention, minimization, reuse, recycling, recovery, utilization including co-processing and safe disposal.

GREEN CAMPUS INITIATIVES

- **Green Audit**

The Institution undertakes a comprehensive Green Audit of the existing structures and works annually to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. The objective of the green audit is to improve energy and water usage efficiency, better waste management and all round management and development of campus in ecofriendly manner for sustainable future. The Green audit consists of the following broad points: Water audit, Waste audit, Energy audit and Biodiversity.

- **Green Master Plan**

A Master plan while augmenting campus infrastructure that is compliant with environmental norms as per Green and Ecofriendly Movement (GEM), Indian Green Building Council (IGBC) and Green Rating for Integrated Habitat Assessment (GRIHA). The upcoming infrastructure and facilities as well as additions to the existing structures and facilities should be developed with a focus on energy efficiency, minimizing waste generation, optimizing power consumption of power, water and other supplies.

- **Energy Conservation**

The Institution will take maximum efforts to reduce energy consumption and use renewable sources of energy as far as possible. The points of energy wastage and leakage are identified and appropriate steps taken to set a target of attaining significant energy saving by appropriate modifications and adopting best practices. A proposal to replace fluorescent lights with LED in the existing buildings and street lights across the campus is on the anvil. Use of renewable sources of energy has been introduced by installing solar panels on the terrace of the EEE department building for 60 kW.

- **Water Management Plan**

The Institution shall adopt a sustainable water management plan to prevent wastage of water as well as recycle and reuse waste water in the campus. Reduction of potable water usage by using efficient fixtures and optimizing the usage for watering the plants,, installation of rainwater harvesting units at suitable locations in campus and use of sustainable horticultural practices are some of the practices currently followed.

- **Reduction of Carbon Footprint**

The Institution takes all possible efforts to reduce carbon footprints in the college related activities via plantation drives and use of cleaner and eco- friendly methods. A methodology of

calculating the carbon footprints of the whole institute should be developed and its improvement should be monitored. Tree plantation drives in around the campus should be initiated to reduce the carbon footprints.

- **Plastic Free Campus**

The Institution shall make provisions to ban the use of single use plastic in the campus. Various awareness programmes may be initiated to motivate the staff, students and people in surrounding areas to phase out such single plastic materials.

- **Biodiversity, Plantation and Landscaping**

Plantation should be planned manner with expert advice to add both green cover and pleasant environment in the campus. Landscaping of different sizes may be done at suitable open spaces with flowering plants, grass and accessories targeting towards the most good-looking green campuses.

- **Sensitisation, Awareness and Capacity Building**

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

- **Policy Monitoring and Review**

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

21. CODE OF ETHICS – Staff & Students

- An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any other trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his / her duties. The provision shall not apply to the academic work, like delivering guest lectures.
talks and any other work undertaken with prior permission of the principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college and shall extend utmost courtesy in his / her relationship with all faculty members, staff, students and visitors to the college.
- No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever, except for routine, farewell and felicitation functions connected with the college.
- No Staff member of the college shall engage himself / herself in coaching students for any remuneration. No Employee shall, without the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- No Employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.

- No employee may absent himself / herself from duty without prior permission. In case of emergency and where prior permission was not sought, he / she must explain the circumstances which were beyond his / her control, before rejoining duty.
- Every employee shall be at work punctually at the timing fixed unless permitted otherwise by his / her superior.
- No employee shall, after reporting for work, be found absent during the course of working hours.
- Internet and other social media should be used with utmost discretion.

22. MAINTENANCE POLICY

Rajalakshmi Engineering College strives to maintain Academic and Physical facilities for the better utilization of the available resources and to minimize depreciation of the facilities.

The college is having an estate office headed by an Estate Officer to maintain all physical facilities. Systematic procedures have been developed for maintaining the academic facilities. Respective Heads of various departments and Librarian are taking care of academic facilities.

In addition to the available maintenance team of the college, the college also have signed agreement for annual maintenance of Lifts, Diesel Generator sets, etc. Laboratories are cleaned on daily basis. Periodical maintenance of equipment is done regularly on daily / weekly basis while Breakdown maintenance is done in case of failures. Maintenance Register is maintained in all the laboratories of all departments/divisions. Internal stock verification is done every year by a committee constituted by the Principal and follow up action is taken on the committee's recommendations. All the labs are painted and upkeep of materials is done regularly. Necessary equipment is calibrated periodically.

Classrooms are cleaned and maintained on daily basis. The ICT tools, Smart TV's and Smart boards available in the classrooms are maintained by the Computer Support Group (CSG) of the college. Estate office is taking care of civil maintenance, electrical maintenance and housekeeping of classrooms.

The college library is classified with different stacks for Science, Humanities, Engineering and Management, reference and competitive examinations. The books are marked with unique accession number and are arranged in respective subject racks.

The Sports Complex is headed by a Physical Director to maintain the sports complex. All sports facilities like play fields, courts, tracks, gym, indoor stadium, etc. are regularly maintained with the help of skilled labours and a marker. The entire sports infrastructure, its stock and maintenance are carried out under the headship of Physical Director and a Physical Directress. 200 m tracks and fields are watered and rolled once in a week. Basketball court is cleaned every day and painted every year. Futsal court is maintained regularly. Throwball, Volleyball, Ball Badminton Court are watered and markings are done regularly. Also the wood dust powders are sprinkled on the Ground surface. Handball, Hockey and Football fields are cleaned, watered and rolled once in a week. Cricket ground with two net practice area is maintained regularly. Gym equipment are cleaned and lubricated every day. Indoor sports facilities are maintained every day.

Transport department is headed by a Transport Manager. The maintenance works of all Buses, Cars, Vans and Diesel Bunk is taken care of by the Transport department. Reverse Osmosis (RO) treated water is supplied to all the buildings and the maintenance of RO Plant is taken care of by the Estate Officer. Sewage Treatment Plant of the college is run and maintained by a team of technicians.

Housekeeping team of the college is taking care of sweeping around academic buildings, library, hostels, canteens and cafeterias. The large number of trees and plants are maintained by the college to make the campus green. Other facilities like Canteen, Cafeterias, Medical Centre, ATM, Child Day Care, Stores, etc. are maintained periodically.

RAJALAKSHMI ENGINEERING COLLEGE



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