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# **INTRODUCTION**

## **BRIEF HISTORY OF KALAMASSERY**

Government Polytechnic College, Kalamassery, a pioneering institution in the field of Technical Education, is located in a prime location in Kalamassery near NH 544, rightly called the Industrial caucus of the state. Kalamassery is a major Industrial region in the city of Cochin in the state of Kerala, India. It houses companies like Apollo Tyres, HMT, IT/Electronics Parks like KINFRA Hi - Tech Park, Start-up Village etc and also the Ernakulum Medical College. The Thrikkakara temple, Cochin University of Science and Technology, National University of Advanced Legal Studies and Eloor Industrial Township are in the vicinity of Kalamassery. The Periyar River flows through Kalamassery. The Neighbouring localities of Kalamassery are Thrikkakara, Eloor, Edappally, Choornikkara, Edathala and Aluva. The Cochin International Airport is just 18 km away from Kalamassery.

The name Kalamassery is derived from “Kalabhasery”. In common usage kalabham means yellow sandalwood paste, and it also means Elephant. “Kalabhasery” was the place where elephants for Thrikkakara Temple were taken for rest after functions at the temple. Kalamassery was a part of Kingdom of Kochi, a late medieval Hindu kingdom and later Princely State on the Malabar Coast, South India, once controlling much of the territory between Ponnani and Kochi.

## **BRIEF HISTORY OF THE COLLEGE**

Government Polytechnic College, Kalamassery is a reputed and prestigious Government Polytechnic College that was established in 1951 with the aim of providing quality education to all sections of community in the skilled education arena. The campus spans over 45 acres of greenery along N.H 47 and is a prime location for ease of access to industry. Modernised labs, smart classrooms and digitally equipped libraries add charm to its fame. It offers students a unique combination of high academic standards and employment success.

Government Polytechnic College, Kalamassery had its inception in the year 1951. The establishment of this college played a significant role in the transformation of an area that

was once a thicket and largely ignored by the government and the general public. The decision to build the institution faced opposition, as the area was frequently referred to as a "God forsaken place." However, the Thiruvithamkur Vice-Chancellor, Sri. Rama Swamy Mudaliar, who visited the site for inspection, argued that it was not a "God forsaken place," but rather a "man forsaken place." His assessment was later confirmed by the developments in the area. The Polytechnic college was founded on July 15, 1951, prior to the official formation of United Kerala. During the ceremony to lay the foundation stone, his Highness Ramavarma made a speech in which he emphasized that the college would have dual objectives: creating job opportunities for educated youth and ensuring that industrial sector never lacked skilled technicians.

The Government Polytechnic College, Kalamassery, which has a place of distinction in the history of technical education in Kerala, was established in 1958 with the laying of its foundation stone by the Education Minister, Joseph Mundassery. Initially, the institution offered courses in Fisheries technology, Automobile Engineering, Chemical technology and food technology, and classes were held in repurposed military barracks. The college was managed by the Travancore University before coming under the jurisdiction of Kerala Technical Education in 1957. In the same year, Civil, Electrical and Mechanical courses were also added. The new building was completed and began operation in 1960. Later on, the institution started offering Computer Engineering in 1985 and Electronics & Production Technology in 1992. The first Principal, Sri. Varada Rao, served the institution for 19 years and laid the foundation for the college's future success.

Located in the industrial town of Ernakulam district, G.P.C, Kalamassery is a highly influential educational institution that has had a significant impact not only on the social and industrial fields, but also on the cultural and developmental spheres. Today it has the state-wide reputation for excellence in academics and successful student placements. Currently it offers 3-year diploma programs in seven branches of engineering, such as Civil Engineering, Mechanical Engineering, Chemical Engineering, Computer Engineering, Automobile Engineering, Electronics and Communication and Electrical and Electronics Engineering. Besides, there is also a batch of 10 hearing impaired students who are provided with a 3-year diploma programme in Civil Engineering. The institution also has several cells functioning in the institution, such as CEC, CEEP, EMD, and IIPC, that impart technical training to unemployed youth and aid in technology transfer conducive to building a better nation.

The Government Polytechnic College, Kalamassery, is committed to providing students the knowledge and skills they need to succeed in their chosen fields. With a rich history and a strong foundation, the college continues to evolve and adapt to meet the changing needs of the students and the workforce. The institution equips students with a comprehensive education, helping them to develop the knowledge and skills necessary to become responsible citizens and leaders in their chosen fields.

## **BASIC DATA**

I.	NAME & ADDRESS OF INSTITUTION	:	GOVT. POLYTECHNIC COLLEGE, KALAMASSERY, ERNAKULAM – 683104
II.	TELEPHONE	:	0484 2555356
III.	EMAIL ADDRESS	:	gptckalamassery1951@gmail.com
IV.	WEBSITE	:	www.gptckalamassery.org
V.	CODE [TE KERALA]	:	06
VI.	WARD/DIVISION	:	06
VII.	MUNICIPALITY	:	KALAMASSERY
VIII.	VILLAGE	:	THRIKKAKARA NORTH
IX.	TALUK	:	KANAYANNOOR
X.	DISTRICT	:	ERNAKULAM
XI.	LEGISLATIVE CONSTITUENCY	:	KALAMASSERY
XII.	LOK SABHA CONSTITUENCY	:	ERNAKULAM

XIII.	TOTAL NUMBER OF STUDENTS	:	1200
	TOTAL NUMBER OF STAFF		
XIV.	(INCLUDING TEACHERS, NON-TEACHERS)	:	164

### **VISION OF THE INSTITUTION**

To become a centre of excellence committed to moulding technologically competent and ethically motivated learners capable of contributing constructively to the sustainable development of the society.

### **MISSION OF THE INSTITUTION**

- To ensure a viable academic ambience conducive to intellectual growth and skill acquisition.
- To effect a symbiotic relationship with the industry and the institute.
- To infuse a sense of personal integrity, self-reliance and civic responsibility.
- To inculcate entrepreneurship skills and leadership qualities in the learners through a culture of innovation and excellence.

There are seven departments in the institution. In addition, the Department of Civil Engineering has an HI (Hearing Impaired) batch with a sanctioned strength of ten. Each department has its own Vision, Mission, Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs). Program Outcomes (POs) are the outcomes that the students are expected to achieve at the completion of the programme. NBA prescribes a list of seven Program Outcomes for the Polytechnic stream. All the departments have formulated their vision, mission, PEOs and PSOs in tune with the directions of NBA. The seven POs envisaged by NBA are common to all programmes and they are listed below.

## **PROGRAM OUTCOMES (POs)**

### **01. Basic and Discipline-specific knowledge**

Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.

### **02. Problem analysis**

Identify and analyse well-defined engineering problems using codified standard methods.

### **03. Design/ development of solutions**

Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet the specified needs.

### **04. Engineering Tools, Experimentation and Testing**

Apply modern engineering tools and appropriate techniques to conduct standard tests and measurements.

### **05. Engineering practices for society, sustainability and environment**

Apply appropriate technology in the context of society, sustainability, environment and ethical practices.

### **06. Project Management**

Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.

### **07. Life-long Learning**

Ability to analyse individual needs and engage in updation in the context of technological changes.

## **1. DEPARTMENT OF MECHANICAL ENGINEERING**

### **VISION**

The Mechanical Engineering Department imparts quality education that moulds technically sound, socially responsible technocrats to meet the ever-changing industrial demands and social needs

### **MISSION**

1. State of the art infrastructure and resources for practical oriented skill development
2. To impart relevant technical knowledge along with values and ethics.

3. To enhance creativity through innovative teaching learning methodologies.
4. To inculcate essential leadership qualities combined with commitment to the society.

### **PROGRAM SPECIFIC OUTCOMES (PSOs)**

1. Employability- Students acquire technical and managerial skills that make them employable.
2. Problem solving- Students acquire the theoretical background of each course that they are capable of applying for solving real-time problems.

### **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

On successful completion of the program, the graduates are expected

1. To take up challenging careers in suitable corporate, business or educational sectors across the world.
2. To exhibit professionalism, ethical attitude, communication skills and team work in the practice of profession, and adapt to current trends by engaging in lifelong learning.
3. To be knowledgeable and responsible citizens with good team work skills, competent leadership qualities and holistic values.

## **2. DEPARTMENT OF COMPUTER ENGINEERING**

### **VISION**

To be in the frontier of Computer Engineering by producing technically competent and ethically motivated professionals committed to building a vibrant nation.

### **MISSION**

1. To provide quality education to meet the needs of profession and the society.
2. To ensure intellectual growth and skill acquisition.
3. To uplift innovative entrepreneurship skills, leadership qualities and civic responsibilities.

## **PROGRAM EDUCATIONAL OBJECTIVES [PEOs]**

PEOs of the Diploma in Computer Engineering are:

- I. Excel in professional career and/ or higher education by acquiring knowledge in the field of Computer Engineering.
- II. Develop professional skills that prepare the learners for immediate employment and for life-long learning in advanced areas of computer science and related fields.
- III. Develop responsible Computer Engineers with professionalism, ethical attitude, communication skills and aptitude for team work.

## **PROGRAM SPECIFIC OUTCOMES [PSOs]**

A diploma holder in Computer Engineering Program will demonstrate:

### **PSO1:**

Application of knowledge: The ability to apply the standard practices and strategies in software & hardware project developments in delivering a quality product for industrial and business applications.

### **PSO2:**

Successful Career and Entrepreneurship: The ability to employ modern computer languages, environments, and platforms for creating innovative career paths and socially committed entrepreneurship with passion for higher studies.

## **3. DEPARTMENT OF CIVIL ENGINEERING**

### **VISION**

To impart knowledge and professional skills in the field of Civil Engineering with focus on moral values and ethics so as to engineer a sustainable nation

### **MISSION**

1. To provide an academic environment with relevant curriculum to meet the industrial and social needs.
2. To implant moral values and professionalism through sustainable engineering practices.
3. To motivate students to pursue higher education and be socially committed entrepreneurs.



## **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

### **PEO1**

Technical professionals can effectively plan, execute and supervise civil engineering projects, ensuring safety, quality and sustainability.

### **PEO2**

Can pursue higher studies, research, development, innovation and lifelong learning with a passion for Civil Engineering.

### **PEO3**

Can excel with the basic knowledge in intradisciplinary areas such as environment, transportation, water resources, geo-technical, architectural and structural designs.

### **PEO4**

Exhibit good leadership skills, team work, communication skills, strong adherence to ethical values and social commitment.

### **PEO5**

Possess sound knowledge and entrepreneurship capabilities.

## **PROGRAM SPECIFIC OUTCOMES (PSOs)**

### **PSO1**

Students become proficient in latest Civil Engineering application software for simple design, drafting, estimation and project management.

### **PSO2**

Students become skilled in conducting field surveys using modern surveying instruments and interpret data.

### **PSO3**

Students acquire theoretical knowledge that make them capable of applying it for solving real time (physical) problems.

#### **4. DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

##### **VISION**

To be a centre of excellence in moulding technologically competent and ethically motivated learners in Electronics & Communication Engineering stream, who are striving continuously to meet the challenging needs of the industrial world as well as contributing to the sustainable development of society.

##### **MISSION**

- To facilitate effective teaching learning process ensuring intellectual growth and skill acquisition to meet the ever-changing needs of industry and society. To foster a culture of innovation and entrepreneurship skill development moulding responsible citizens and professional leaders with moral values.

##### **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

###### **PEO1**

Recognize, synthesize and apply the acquired knowledge in basic sciences, mathematics, Electronics and Communication Engineering for pursuing a successful career in the emerging technological field.

###### **PEO2**

Possess leadership qualities and be effective communicators to work efficiently with diverse teams, promote appropriate ethical and professional practices with integrity and responsibility.

###### **PEO3**

Exhibit their innovative ideas and management skills by adapting themselves to changes in technological fields through lifelong learning.

## **PROGRAM SPECIFIC OUTCOMES (PSOs)**

### **PSO1**

Ability to solve complex Electronics & Communication Engineering problems using advanced hardware and software tools along with analytical skills, focusing on societal needs and eco-friendly solutions.

### **PSO2**

Ability to make the optimum use of acquired awareness regarding technical, social and environmental resources for qualifying competitive examinations, addressing the real-world intricacies and achieving a successful career.

## **5. DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

### **VISION**

To develop technologically competent Electrical and Electronics engineering professionals having innovative skills and ethics conducive to the development of society.

### **MISSION**

- M1 - To provide an excellent academic ambience and training for moulding competent professionals in Electrical and Electronics engineering.
- M2 - To facilitate continuous learning environment for a culture of innovation.
- M3- To promote collaborative activities to develop social & ethical values.

## **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

### **PEO.1**

Ability to handle modern tools and take diverse career paths for employment/ entrepreneurship / higher education.

### **PEO.2**

Excellent with skills related to industrial scenario and leadership.

### **PEO.3**

Capable to work in teams with integrity & ethical values.

## **PROGRAM SPECIFIC OUTCOMES (PSOs)**

### **PSO.1:**

The professionals will be able to design the electrical schemes and improve engineering solutions in the areas related to power electronics, power systems and electrical drives.

### **PSO.2:**

The professionals will be able to apply specific knowledge to provide innovative ideas in electrical system design, automation and control.

## **6. DEPARTMENT OF AUTOMOBILE ENGINEERING**

### **VISION**

The Automobile Engineering Department envisions the creation of competent Automobile Diploma Engineers capable of enhancing nation building through transportation related technology.

### **MISSION**

1. To impart updated technological inputs, as well as the know-how to Automobile Engineering students for dynamic employability.
2. To develop Automobile diploma students to cater to the needs of industry and be environmentally responsible for passionate nation building.

### **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

1. Students should be able to undertake the problems relevant to automotive technology and solve the problems in a time bound manner incurring least resources and energy.
2. Students should be able to adapt to the needs of emerging technologies.

## **PROGRAM SPECIFIC OUTCOMES (PSOs)**

At the end of the program, the student:

1. Will be able to associate the learning from the courses related to Automobile Engines, Transmission systems, Auto Electrical Systems, Advanced Automobile Technologies and Computer Aided Design to arrive at solutions to real world problems.

2. Will be able to comprehend and communicate the technological advancements in the usage of modern design tools to analyze and implement subsystems/processes for a variety of applications.

## **7. DEPARTMENT OF CHEMICAL ENGINEERING**

### **VISION**

To be recognized as a premier institution in Chemical Engineering, fostering ethically motivated skilled professionals capable of contributing to the sustainable development of the society.

### **MISSION**

- I. To provide the students an academic ambience essential for technical skill acquisition and intellectual development.
- II. To sustain an affable relationship with the neighbouring industries for fulfilling the emerging needs of the industrial sector.
- III. To instil leadership qualities in the students which would enable them to emerge as socially committed entrepreneurs.

### **PROGRAM EDUCATIONAL OBJECTIVES (PEOs)**

On successful completion of the program, the learners will become technical professionals who

- 1) Can effectively manage process industries, ensuring safety, quality and sustainability.
- 2) Pursue higher studies, research, development, innovation and lifelong learning with a passion for Chemical Engineering.
- 3) Excel with the basic knowledge in interdisciplinary areas such as health, safety, environment, energy, biochemical, polymer, mechanical, instrumentation and process control.
- 4) Exhibit good leadership skills, discipline, confidence, self-esteem, teamwork, communication skills and strong adherence to ethical values and social commitment.
- 5) Possess sound technical knowledge and entrepreneurship capabilities.

### **PROGRAM SPECIFIC OUTCOMES (PSOs)**

- 1) Process Plant Operation: Demonstrate the ability to operate process plant safely, economically and eco-friendly.
- 2) Troubleshooting: Apply the specific concept and Engineering skills to solve operational problems in process plants.
- 3) Adaptability to technological changes: Demonstrate the ability to adapt to the emerging needs of process industry.

### **PRINCIPALS IN SUCCESSION**

<b>Sl No</b>	<b>Name</b>	<b>Period</b>
1	Sri. Varada Rao M	1951 – 1960
2	Sri. K G Menon	1960 - 1962
3	Sri. K M Ali	1963 – 1965
4	Sri. Varada Rao M	1965 – 1970
5	Sri. C.I Mathew	1970 – 1973
6	Sri. G.G Salem	1973 – 1983
7	Sri. N.K Chacko	1983 – 1984
8	Sri. C.M Venkiteswaran	1984 – 1985
9	Sri. Govindankutty	1985 – 1986
10	Sri. K.P Pothan	1986 – 1987
11	Sri. M Madhavan	25.06.88 – 27.03.89
12	Sri. N.K Madhusoodanan	27.03.89 – 23.11.93
13	Sri. C.V George	05.01.94 – 05.06.97
14	Sri. P.K Mohanan	21.06.97 – 21.07.99
15	Sri. Mathew Ninan M	04.08.99 – 31.03.00
16	Sri. M. Kunjappan	07.04.00 – 31.03.03
17	Sri. V.A Shamsudeen	19.06.03 – 07.08.06
18	Sri. K.N Sasikumar	09.08.06 – 18.09.09
19	Sri. V.A Shamsudeen	18.09.09 – 18.08.11
20	Sri. K.S Purushan	19.08.11 – 22.07.13
21	Smt. P.S Bindu	23.07.13 – 20.09.14
22	Sri. K.S Purushan	09.10.14 – 30.11.15
23	Sri. C.K Mohanan	01.12.15 – 08.08.17
24	Smt. Leela V.N	09.08.17 – 31.03.20
25	Smt. Geethadevi	24.09.22 - .....

## MANUAL OF PROCEDURES AND PRACTICES

### ❖ RULES OF ADMISSION

- Eligibility for admission
  - a) The candidate should be a citizen of India
  - b) The candidate should have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies.
  - c) Only the candidates who have secured eligibility for higher studies within two chances are eligible for admission.
  - d) Hearing Impaired candidates with 60dB or above hearing loss in better ear who have passed SSLC/THSLC or equivalent examination, with eligibility for higher studies are eligible to apply for admission to Special Batches for Hearing Impaired.
- Candidates WILL NOT be given any chance to produce the original documents/certificates after the date of admission.
- Certificates issued by the competent authorities of Kerala State or as notified by the Government from time to time will only be considered.
- Validity of various certificates from the date of issue is as given below or as notified by the Government from time to time :
  - i. Caste/community certificate - 3 years
  - ii. Income certificate - 1 year
  - iii. Non creamy layer certificate - 1 year
  - iv. Fitness Certificate - 1 year

### **FEE STRUCTURE**

<b>Fee Component</b>	<b>Amount</b>	<b>Remittance</b>
Admission fee	Rs. 220/-	At the time of Admission
Tuition fee	Rs.830/- per semester	Beginning of each semester
Special fee( Revenue Portion)	Rs. 780/- per year	Beginning of odd semester
Special fee(PD Portion) 1. Athletic fee:160 2. Visual Education fee:10		Beginning of odd semester

3. Association fee:60 4. Magazine fee: 100 5. Stationary fee:60 6. Youth festival fee: 110 7. Calendar/Diary fee:20 8. Union fee: 80	Rs. 600/- per year	
Student Amenities fee	Rs. 350/- per year	Beginning of odd semester
Caution Deposit (Refundable)	Rs. 1000/-	At the time of Admission

### ❖ **STUDENTS' CODE OF CONDUCT**

This Handbook explains the standard procedures and practices of Government Polytechnic College, Kalamassery for all students enrolling with the Institution for pursuing varied courses. All students must abide by this Code of Conduct as well as the rights and responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this code, which is also available on the official website of the Institution.

- ❖ This Code shall apply to all kinds of the conduct of students that occurs on the Institution premises including in-college sponsored activities, functions hosted by recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's interests or reputation.
- ❖ All students must be made aware of this Code at the time of admission.
- ❖ Students should wear their uniforms and identity cards whenever they enter the college premises.
- ❖ Students should produce the identity card, issued by the Institution, on demand by campus security guards.
- ❖ He/she shall be regular and his/her attendance shall be marked for each period. Each student should have minimum 75% attendance in all theory and practical classes to appear in the End Semester Examination.
- ❖ A student with less than 75% of attendance and has not condoned the shortage of attendance or he/ she has not completed all the prescribed laboratory, practical, workshop practical or any other kind of practical course including drawing, project



work etc. as prescribed in the curriculum and got certified by the Head of Department of the concerned programme shall have to repeat the semester. A student with less than 65% attendance may apply for condonation from the Department of Technical Education (DTE) if the Head of the Institution is convinced of his/her genuineness and provides a recommendation in the application.

- ❖ A student with 15 working days of continuous absence shall be removed from roll. He/she shall be readmitted only if he/she has claimed for readmission within 15 days from the date of roll out. Readmission can be sought only to the semester in which he/she was studying at the time of being rolled out. Attendance for eligibility for appearing to the semester examination in such cases shall be counted from the commencement of the semester. The rolled out days shall be treated as Absent for calculating the attendance requirements.
- ❖ In the event, a student is forced to discontinue studies fo
- ❖
- ❖ r any legitimate reason, the student shall be required to clear pending dues .
- ❖ Institution promotes a safe and efficient climate by enforcing behavioural standards. All students should hold academic integrity, respect all persons and their rights and property and safety of others.
- ❖ All students are requested to not indulge in any and all forms of misconduct including part taking in any activity off-campus which can affect the Institution's interests and reputation substantially.
- ❖ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. damaging or destroying Institutional property or property of other students and/or faculty members intentionally, any disruptive activity in a classroom or in an event sponsored by the Institution is punishable.
- ❖ Ragging of the students in any form within or outside the college is strictly prohibited. Defaulters will be strictly dealt with as per Government instructions in this matter.
- ❖ Electronic devices other than for the purpose of study should not be brought to the college or hostel without the permission of the Principal.
- ❖ No magazine/Newspaper/subscription of any kind is allowed in the campus without the prior permission of the Principal.

- ❖ Fund collection of any kind by students without the prior permission of the Principals is strictly forbidden.
- ❖ Students should take proper care of the college property and shall help in keeping the premises clean, neat and tidy. Any damage, whatsoever done will be treated as a serious breach of discipline and the cost of the damages will be recovered from students.
- ❖ Participating in the following activities is strictly prohibited
  - a) Organizing meetings, processions and protests without permission from the Institution
  - b) Accepting membership of religious or terrorist groups banned by the Institute/ Government.
  - c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - d) Unauthorized possession or use of harmful chemicals and banned drugs.
  - e) Smoking on the campus of the Institution.
  - f) Possessing, consuming, distributing, selling of alcohol/drugs in the Institution and/or throwing empty bottles in the campus of the Institution.
  - g) Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles.
  - h) Rash driving in the campus.
  - i) Misbehaviour during any activity of the Institution.
  - j) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institution.
- Students are advised not to interact on behalf of the Institution with media representatives or invite media persons on to the campus without the permission of the Institution authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission. Students are expected to use the social media carefully and responsibly.

- Students are strictly warned not to misuse the Institution computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.

## **BREACH OF CODE OF CONDUCT**

There are various bodies in the institution like Discipline committee, Anti-ragging squad, P.T.A, Academic Council, Monitoring cell etc. to handle cases related to breach of code of conduct on the part of students. In special cases even an internal committee will be formed to look into the case against a student for a possible breach of the code of conduct and recommend a suitable disciplinary action. Committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

- **WARNING** - If a delinquent student is proved to have an involvement in violation of the code, he /she will be given a warning that repetition of the same shall result in severe disciplinary action.
- **CENSURE** – He/she will be given a warning, probably in a formal statement, expressing severe disapproval on the part of authorities.
- **SUSPENSION** - He/she will be reprimanded and restricted from access to various facilities on the campus for a specified period of time.
- **EXPULSION** - Expulsion of a student from the Institution permanently, indicating prohibition from entering the Institute premises or participating in any student- related activities or campus residences etc.
- **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship for a specific time period.

## ❖ **HOSTEL RULES**

- Admission is open only to the students of the institution.
- Hostel admission is done on a yearly basis. Students have to take admission each year.

- Those who require admission have to collect the application forms and submit the duly filled forms after getting the permission of the Resident Tutor, the concerned Head of the Department, Office Superintendent and Warden.
- The students who do not avail fee concession should pay the application fees, rent for two months and mess advance along with caution deposit – Rs 8173/- at the time of admission. SC/ST, OEC students should pay an amount of Rs. 1553/- as caution deposit (CD + Development Fund).
- It is mandatory that parent/guardian has to be present with the student during admission. No student will be given admission unless the parent is present.
- If any tool or equipment is destroyed or damaged by the students, double the price of the item will be exacted along with the fitting charge.
- All students shall be part of the mess and those who do not comply will be expelled.
- Only those who go on leave for 5 consecutive mess days will be granted mess leave. They should get prior sanction from the mess secretary, hostel secretary, resident tutor, office superintendent and warden.
- Inmates should leave the hostel at 8.50 am. In the afternoon, the hostel will be open from 12.50 pm to 1.45 pm. In the evening, the hostel will be open at 4.30 pm and entry is permitted until 9.30 pm. After 9.30 pm, no student is allowed to go out. Late entry will not be entertained.
- Inmates should use only the rooms that are allotted to them.
- In case of damage to common property, a fine will be imposed and collected.
- Courteous behaviour to the staff and students is expected.
- Prior permission of the warden and Resident Tutor is required in case parents come to visit their wards.
- Usage of electricity and water is restricted. If the limit is exceeded, the student is liable to pay the extra charge.
- All students should switch off the lights at 10 p.m. Lights can be used from 4.00 a.m for study purpose.
- No inmate is allowed to roam around the corridors or cause disturbance to others. If the issue persists, the student will be expelled.
- If an inmate indulges in ragging a fresher or threaten him in any manner, the police will be informed and criminal proceedings will be initiated against him.

- Room rent of Rs. 310/- should be paid before the 7<sup>th</sup> of every month. Those who do not pay on time, will have to pay a fine of Rs. 1/-

#### ❖ **LIBRARY RULES:**

- Enter the names in entry register compulsory.
- Keep your personal belongings at the Property Counter.
- Institute ID –Cards is must for Library transaction.
- Use of mobile phones is not permitted in the library.
- Please maintain decorum, peace and silence within the premises of library.
- Please handle Library materials with utmost care.
- No material from the Library should be taken out without proper issuing/ recording.
- Reference materials such as dictionaries, handbook etc. is not issued out of the library.
- Do not mark or write anything in books.

### **STUDENT SUPPORT FACILITIES AND SERVICES**

#### ❖ **SCHOLARSHIPS**

- **PRAGATI** – scholarship implemented by AICTE, aimed at providing assistance for advancement of girls pursuing technical education. The amount of scholarship is Rs. 50,000/- per annum for every year of study.

#### ELIGIBILITY FOR SCHOLARSHIP:

1. The girl candidate should be admitted to First year of Degree level course OR Second year of Degree level course through lateral entry in any of the AICTE approved Institution of respective year.
2. Maximum two girl child per family are eligible.
3. Family income from all sources should not be more than Rs. 8 lakh per annum during the current financial year. A valid income certificate issued by State/ UT Government need to be enclosed.

- **SWANATH** – scheme implemented by AICTE to provide encouragement and support to orphans and prepare them for a successful future through education in AICTE approved institutions and courses. The amount of scholarship is Rs. 50,000/- per annum for every year of study.

#### ELIGIBILITY FOR SCHOLARSHIP:

- 1) The candidate should be from any one of the following categories:
    - (i) Orphan
    - (ii) Either or both parents died due to Covid-19
    - (iii) Wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed)
  - 2) Family income from all sources should not be more than Rs. 8 Lakh per annum during the financial year of the application. A valid income certificate issued by State/UT Government is to be enclosed.
  - 3) The candidate should be currently studying in the AICTE Approved institutions and courses at Degree/ Diploma level in regular mode.
- **SAKSHAM-** Saksham Scholarship Scheme is an initiative of the Ministry of Human Resource Development (MHRD), Government of India and implemented by the All India Council for Technical Education (AICTE). The scheme is especially meant for students with disabilities and aims to support and encourage them in pursuing technical education. The amount of scholarship is Rs. 50,000/- per annum for every year of study.
  - **POST MATRIC SCHOLARSHIP** aims at supporting meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

#### ❖ **LIBRARY**

We have a well equipped and fully computerised library with a moderate collection of above 10,000 books. An informative journal and periodic section is also functioning in the library. Students can collect nascent and valuable information related to their

project work and seminar reports, utilising these facilities. A separate reference section is also provided in the library.

#### ❖ **COMMON COMPUTING FACILITY (CCF)**

The Common Computing Facility (CCF) at the college is designed to meet the computing needs of faculty, staff, and students. The facility is equipped with 100 computer systems and 2 WiFi routers, and has an uninterrupted backup power supply system(10 KVA UPS) in place. The CCF is open from 9:00 am to 5:00 pm for all department students and provides free internet access and data downloading for all staff and students.

In addition, the CCF also organizes

- software programs from external sources for students
- provides training programs for government departments
- conducts government-related tests such as PSC.

#### ❖ **LANGUAGE LAB**

The Language Lab offers a unique opportunity to facilitate learning and interaction by means of computer-based activities. This experience is intended to hone the language skills of the students. The lab is equipped with twenty-five computers in compliance with AICTE guidelines and Communication Skills in English (Lab) has been made mandatory for Second Semester Diploma students. The students are exposed to recorded materials that augment communication skills in English. The teaching-learning methodology is rendered more effective by the use of technological resources along with the constant monitoring of the faculty. The students can enhance their speaking and listening skills by practising pronunciation and making use of audio resources.

#### ❖ **SPOKEN TUTORIAL**

Spoken Tutorial is an award-winning online educational platform that provides self-paced, multilingual courses on Free and Open Source Software. It allows anyone with a computer and a desire to learn to access the courses from any location at any time, in

their preferred language. Many of the software taught are used in various fields of engineering, sciences, and higher education and can also be applied to commerce, arts, and management. End-of-course tests and certificates are available for those who want to assess their proficiency in a particular software. These certificates can help students earn mandatory activity points in the 2021 syllabus and improve their employability during job placement.

#### ❖ **FITNESS CENTRE**

The fitness centre on campus is dedicated to improving physical and mental health and fostering social connections and community. It offers access to modern workout equipment to students and staff during morning and evening hours, with the aim of promoting lifelong healthy habits formed during college.

#### ❖ **COLLEGE HOSTEL**

The men's hostel is one of the basic amenities that provide assistance to those students who cannot commute to the college on a daily basis. It is situated on the right side of the main block. The daily administration is run by the hostel warden and a resident tutor under the supervision of the Principal. The mess is run by the students. Care is taken to ensure peace within the hostel. All inmates are expected to abide by the hostel rules, the violation of which will invite strict disciplinary action.

There is a boys hostel very near to the main block, located at a calm and quiet place. It is a two storied building with 33 rooms and common toilet blocks. A mess hall and a well equipped kitchen are available in the same building. There is also a recreation hall and a bio waste treatment plant.

#### ❖ **MENTORING**

We have a well defined system of mentoring, which supports our students in their academic and professional pursuits. All the teaching faculty, including lecturers and demonstrators, are assigned a group of 6-8 mentees per semester. The mentors have personal sessions with their mentees at least twice a semester and are available for additional support as needed. They also maintain a 'Mentoring Record' with all the details of their mentors and mentoring sessions.



The mentors assist the mentees

- with sound guidance in personal, academic, financial matters.
- in self-improvement by identifying their strengths and weaknesses.
- to grab opportunities for internship and employment through their professional networks.

#### ❖ **TEACHING FACULTY**

Being a polytechnic college, the teaching staff includes lecturers, demonstrators, trade instructors and lab staff from all the 7 departments. In addition, there is a 'General Department' that handles non-technical subjects like English, Mathematics, Physics, Chemistry and Physical Education for first year students. Besides, General Workshop forms an integral part of any Polytechnic Institution as the curriculum is primarily practical oriented, involving study of various manufacturing activities with the help of sophisticated equipment and machineries and tools. Hence there are about 20 staff in our General workshop with whose support the students carry out the fabrication work for their project work as part of their course study.

#### ❖ **ADMINISTRATIVE STAFF**

The administrative staff of our college comprises 40 members, headed by a Senior Superintendent and Junior Superintendent. They support the principal by assisting with administrative tasks such as maintaining student records, managing the college's budget, communicating with parents and other stakeholders, and overseeing the day-to-day operations of the college. Additionally, they help to implement the policies and procedures set forth by the principal and may assist with disciplinary action when necessary.

#### ❖ **EXAMINATION CELL**

The Examination Cell is a vital component of the college's academic operations, responsible for maintaining standards and overseeing exams. The college is equipped with the necessary resources to conduct all exams. The head of the cell is typically a senior faculty member, supported by other staff members who possess qualities such as

dedication, devotion, and sincerity. The cell continually strives to improve its practices for the benefit of both the college and its students.

❖ **STUDENTS UNION**

The Students Union of the college comprises elected representatives from the students on the basis of a Parliamentary model of election. This union organises all activities related to sports, cultural programmes, academic seminars etc at college level and inter-collegiate level.

❖ **GRIEVANCE REDRESSAL CELL**

We have a Grievance Redressal cell headed by a senior faculty to look into the complaints lodged by any student and redress it as per requirement.

❖ **ANTI-RAGGING COMMITTEE(Constituted as per Appendix 12 of AICTE Approval Process Handbook 2018-19)**

Anti -Ragging Committee is constituted in this college to prevent ragging and to take anti-ragging measures as per the guide lines issued by the Supreme Court of India & UGC. The committee headed by a senior faculty strives to stop ragging, which is when students are treated badly through words or actions. This includes teasing, being rude to new or other students, or acting in a wild or uncontrolled way.

❖ **PARENT TEACHER'S ASSOCIATION – PTA**

The PTA of the college functions as a pillar of support to all the academic and administrative activities in the campus. We have a very strong PTA committed to put in their best for the betterment of the students as well as the institution.

❖ **THE STAFF CLUB**

The staff club is instrumental in coordinating all the extracurricular activities of the staff. The teaching staff, in association with the non-teaching staff participate wholeheartedly in the celebration of important days and festivals. The staff club promotes activities aimed at ensuring the well-being of its members.

❖ **ALUMNI ASSOCIATION COMMITTEE(Constituted as per bye law of Alumni association GPC, Kalamassery)**

The Alumni Association in any institution aims to keep updated information on all alumni, foster close relationships among them, maintain a sense of belonging to the alma mater through regular contact, provide information on the alma mater and its community, offer a forum for exchanging ideas through reunion activities, and allow alumni to express gratitude to their alma mater.

The Alumni of this college are employed in various fields like education, drama, culture, politics, research, business etc. They are actively involved in college development and are regularly invited by various departments to give guest lectures and share their industry knowledge, opportunities abroad, and advancements in technology.

❖ **SCHOLAR SUPPORT PROGRAMME**

This programme has conceived to aid the weaker students of the institution. Under this project various training programmes and special classes are conducted for the students who need special attention. The scheme when implemented proved to be a great boost to the academic performance of the institution. The project is all the more important because it would lend a helping hand to the economically and socially backward classes of the society as most of the students in this institution come from rural areas.

❖ **NATIONAL CADET CORPS – N.C.C**

The objectives of N.C.C are to develop qualities such as character, courage, comradeship, discipline, leadership, and a spirit of adventure, to promote sportsmanship and selfless service, and to maintain general discipline on campus. The NCC Sub-unit in our institution is the 8th company of 21 Kerala BN NCC, Ernakulam. This unit belongs to Army wing and there are both senior division and senior wing. Strength of the unit is 160. Lt. Bineesh Kumar P V commands the 8th coy in our institution.

❖ **NATIONAL SERVICE SCHEME – N.S.S(constituted as per the guidelines of NSS Technical Cell)**

The NSS Programme is based on the principles of participative action, self-reliance and self-disciplined way of life. The Institution Advisory committee provides machinery for associating more people with the NSS programme sharing their experiences and wisdom. Our college has two NSS units, 135 and 237, under NSS Technical Cell Kerala with 200 volunteers. Every year 100 volunteers can be enrolled and they contribute the nation building activities thereby benefiting themselves in the process of personality development through social service. The NSS activities of our college are coordinated by Programme Officers; Muhammed Sahal A S (Unit 135) and Sarathchandrababu T S (Unit 237)

❖ **BHOOMITHRASENA CLUB**

The Bhoomithrasena Club started its activities in the campus since 2011-12 academic year onwards. The main objective of the club is creating awareness among the students and general public about the necessity of environment protection. Department of environment & climate change provide proper direction for the smooth functioning of the club. A Faculty co-coordinator (FIC) and a leader from the part of club members are appointed to co-ordinate the activities of the Club. The activities is mainly concentrated on environmental issues so that awareness classes on environmental issues, essay writing competition, water colour painting competition etc. are organised for school and college students of the District. Besides this community survey, nature study camp, seminars, cleaning activities and also awareness programme among the general public are conducted. The members of the club are selected from 1st, 2nd and 3rd year diploma students.

❖ **GPTCK- BOSCH REXROTH AUTOMATION LABORATORY**

The joint efforts of GPC, Kalamassery and Bosch Rexroth in establishing the training centre has fostered an excellent industry-academic partnership and make a notable contribution to enable India gear up for the global challenges in manufacturing sector. The uniqueness of this institute lies in its state of the art technology, which has

world class equipment, training kits, hardware, software and teaching aids with adequate faculties trained from Bosch Rexroth Ltd. Five laboratories viz. Hydraulics, Pneumatics, Programmable Logic Controllers Sensorics and Mechatronics have been set up at the Centre. The Centre aims at training industry personnel and students of various institutions from +2, ITI, Diploma, Engineering Degree and PG levels in the Automation field to enable our Industry personnel, faculty and students to have hands on experience and up gradation of technical skills which are essential for industry progress. The joint efforts of GPC, Kalamassery and Bosch Rexroth in establishing the training centre has fostered an excellent Industry Academic partnership and make a notable contribution to enable India gear up for the global challenges in manufacturing sector.

The goals of the program are to reduce the technological gap, enhance technical skills, employment opportunities, and entrepreneurship, especially for rural students. It aims to provide training to PG, UG, and diploma students to meet industry demands and support the education and training needs of industry personnel. The program also encourages students to develop practical skills and become successful leaders, trains industrial supervisors and middle managers, and gives insight into advanced research in automation technology.

❖ **INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE**  
**- IEDC (Constituted As Per Guidelines From Kerala Start Up Mission)**

The start-up community development programme is an initiative by Kerala Start up Mission. The programme acts as a catalyst to connect the whole system from students, professionals, entrepreneurs. Communities who work for the welfare of the society in enhancing the knowledge level can partner with Kerala start up mission.

The objectives of the program are to foster an entrepreneurial culture in the institution, host entrepreneurship development programs and awareness camps, incorporate entrepreneurship education in the engineering curriculum, support prospective entrepreneurs with project approval, bank loans, and other resources, provide factory visits and training for entrepreneurs, conduct entrepreneurship training for trainers from colleges, polytechnics, and other institutions, and cultivate skilled/semi-skilled personnel for industries and service centers.

❖ **INDUSTRY INSTITUTE PARTNERSHIP CELL - IIPC**

Industry Institute Partnership Cell, Govt. Polytechnic College, Kalamassery, short named IIPC is a project sponsored by All India Council for Technical Education, Government of India under IIP Scheme. The cell started functioning from May 2004. We have a well-equipped office functioning at Pamba Building in the premises of Govt. Polytechnic College, Kalamassery.

Project Assistant - Smt. Remya T N.

❖ **TECHNOLOGY BUSINESS INCUBATION PROGRAMME - TBI**  
**(constituted as per guidelines from TBI)**

The Technology Business Incubation Programme is a venture for training programme for entrepreneurs who plan to set up start-up firms. TBI provide infrastructure and support for students with entrepreneur ideas. Various classes are arranged for students about latest technology and to encourage students to become an entrepreneur. Many workshops are conducted for students to develop and identify their skills. The life experience of various famous entrepreneurs is shared with students. Activities are conducted for students to improve their communication skills.

❖ **CONTINUING EDUCATION CELL – CEC (Constituted as per**  
**guidelines of centre for CE Cell)**

The Continuing Education Cell in the institution aims to help unemployed youth by providing training in key sectors to increase their chances of getting a job. They offer both full-time and part-time programs to improve the management skills of small business owners and industry professionals. They also focus on teaching how to start small businesses using local resources. The cell provides vocational training to meet the needs of businesses and industries and in-service training to workers to enhance productivity and keep them updated with changing technologies. They work to identify areas with job potential and offer competency-based skill development programs. Its ultimate goal is to fulfil its objectives by undertaking necessary activities.

Project Assistant - Smt. Sajitha Ajay

❖ **DEPARTMENT STUDENTS ASSOCIATION (Constituted as per direction of DTE)**

All the seven Engineering branches in the college have their own department associations to encourage students towards organizational leadership, motivating their extra curricular skills, etc. The librarian selected will be the in charge of department library.

**Members**

HOD of the Department	Chairman
Senior faculty nominated by HOD	Vice Chairman
Second year Student elected in the General body	Secretary
Third year student elected in the General body	Joint Secretary
Student from second or third year elected in the general body	Treasurer
Representatives of three classes	Ex officio members

❖ **FEEDBACK MECHANISM**

- Teacher evaluation
- Course end survey
- PTA feedback
- Alumni feedback
- Suggestion box

❖ **FINISHING SCHOOL (Constituted as per guidelines of DTE Proceedings L2/35568/2009 dated.23 .9.2009)**

Finishing School is designed to help young people in Kerala get ready for the job market, both in India and abroad. It provides training in up-to-date job skills and

current industries, so that they can be successful in the future. The goal is to help individuals improve their current skills and develop their personal qualities.

❖ **VISITING FACULTY SCHEME (Constituted as per guidelines in G.O(Rt) No.1355/08/H.Edn,dated.06.09.2008)**

The government has introduced the Visiting Faculty Scheme in technical institutions to offer students updated technology knowledge. The program invites expert faculty from well-known institutions such as engineering colleges, NIITs, IITs/IISCs and industry professionals to train diploma students through awareness programs. The objective is to prepare the students for innovative technology by building a strong partnership between educational institutions and industries.

❖ **SCHOLAR SUPPORT PROGRAMME(Constituted as per guidelines in DTE's Order no.L4/125832/11 dated 29/09/2012)**

Scholar Support Programme is an initiative of Directorate of Collegiate Education, Government of Kerala. It offers extra academic support to students who need help through tutorials, study materials, lectures, and interactive sessions. A coordinator at the college level identifies the subjects and students who need support. Faculty members provide special classes, and selected students are given study materials. The program also includes creating question banks and videos to support learning.

❖ **PLACEMENT CELL**

The Placement Cell at our college is a committed body tirelessly striving to provide assistance to students in their efforts to probe for the employment. It also caters needs of various organisations to conduct the interviews. It also provides training to improve students' technical and soft skills, and build their confidence so that they are better prepared for interviews and tests. The selection process includes objective tests (aptitude and technical), group discussions, and a final interview. The ultimate goal is to help students succeed and support the success of the college.



❖ **WOMEN-IN DEVELOPMENT CELL – WID (constituted as per the guidelines of KSWDC)**

The goal of the women's welfare program is to ensure the well-being of female employees and students. It strives to create a supportive environment where women can reach their full potential in work and study. The program aims to educate women on their legal rights and provide a means for them to address any grievances. The program also works to build the self-confidence of women and promote their overall development.

❖ **CANTEEN**

The college canteen plays an important role in the daily lives of students and staff. It offers a variety of food and beverage options at a reasonable rate. It also provides a place for students to gather, socialize, and take a break from their studies. It is also an important source of revenue for the college. Our college canteen has a well equipped kitchen, separate dining area for students, staff and ladies and is managed in a way that ensures the health and safety of customers, while providing quality food and service at an affordable price.

**ADMINISTRATIVE, ADVISORY, ACADEMIC AND WORKING  
COMMITTEES**

❖ **ACADEMIC COUNCIL**

The objectives of this group are to review and advise the principal on academic programs and strategic priorities, manage the daily academic affairs, ensure academic programs that are appropriate for students, maintain academic quality, recommend necessary academic resources such as books and journals, and provide and maintain the necessary infrastructure for outstanding academic performance.

❖ **Purchase Committee (Constituted as per article 7.4 of Stores Purchase manual)**

The objective of this group is to carry out efficient and effective procurement processes. This includes analyzing quotations, making recommendations for approval, ensuring accurate completion of all documentation, requesting technical input as needed, maintaining transparency, accountability and fairness in the procurement process, and ensuring adherence to all necessary procurement procedures and regulations.

❖ **INSTITUTION PLAN IMPLEMENTATION UNIT - IPIU**  
**(Constituted As Per Guidelines Of Centre For CE Cell)**

This unit is formed to review the functions of CE Cell of the institution. It will give suggestions to continuing cell with regards to conducting course, etc. It will act as an advisory body of CE Cell.

❖ **RIGHT TO INFORMATION (Constituted As Per RTI Act, 2005)**

As per Section 5(1) of the Central RTI Act , every government office should have a Public Information Officer, who provides the public access to information held by public authorities. The PIO is also responsible for receiving and processing RTI requests, providing information as per the provisions of the act, and ensuring that the information provided is up-to-date and accurate. The Senior Superintendent in our institution typically serves as the Public Information Officer, responsible for managing all administrative and operational tasks associated with the institution..

❖ **INTERNAL QUALITY ASSURANCE CELL(IQAC) (Constituted as per guidelines of NACC)**

The Internal Quality Assurance Cell (IQAC) in every college plays a crucial role in maintaining and improving the quality of education. Our IQAC is also a powerful and responsible body which aims at developing and implementing quality assurance

mechanisms, creating a learner-centered environment, promoting research and development activities, encouraging stakeholder participation in the quality assurance process, and monitoring and evaluating academic and administrative processes to align them with the college's mission and goals. The IQAC also serves as a bridge between the college and external quality assurance agencies, aiding the college in preparing for accreditation processes. By promoting a culture of continuous improvement, the IQAC ensures that the college provides its students with high-quality education.

❖ **DEPARTMENT COMMITTEES DAC and PAC (Constituted as per Curriculum 2015 Regulative 2.24)**

All the 7 departments of the institution have their own Department Advisory committees (DAC) and Program Assessment Committees (PAC). A Department Advisory Committee plays a significant role in providing guidance and recommendations to the department faculty and administration on matters related to the department's programs, policies, and operations. The committee may include industry experts, alumni, and other stakeholders who can offer valuable insights and perspectives to help the department achieve its goals and improve its offerings. The committee may also provide input on budget planning, curriculum development, and other strategic initiatives.

The role of a Program Assessment Committee (PAC) is to evaluate and assess the quality of academic programs offered by the institution. The PAC typically conducts regular reviews of the curricula, instructional methods, and outcomes of each program to ensure that they meet industry standards, student needs, and the institution's goals. The committee may make recommendations for improvements to the program, gather feedback from stakeholders, and report their findings to the administration. The goal of the PAC is to ensure that students receive a high-quality education that prepares them for careers in their chosen fields.

❖ **EXAMINATION MONITORING COMMITTEE (Constituted as per Curriculum 2015 Regulative 2.23)**

The objectives of the examination monitoring Committee in an educational institution are to oversee the end of semester exams and ensure their smooth conduct. They serve

as the go-to body for any issues that arise during the exams, such as malpractice reported by invigilators. They also receive and investigate complaints from students regarding question papers that fall outside of the syllabus, as well as complaints related to internal exams. This committee is responsible for reporting their findings to the principal and taking necessary actions to address any problems that arise during the exam period.

❖ **LIBRARY COMMITTEE** (constituted as per Library Act)

The Library Committee in an educational institution is responsible for overseeing the administration and management of the library. The Committee aims to improve reading habits of both students and faculty members, facilitate active discussions on modern techniques to engage library users, and provide access to internet browsing and e-learning facilities. By regularly evaluating library operations and services, the Committee works towards meeting the needs and expectations of the institution's community, and enhancing the user experience.

❖ **STUDENTS UNION** (constituted as per the directives of DTE)

The Students Union in our college serves as an important platform for student involvement and leadership development. Its key objectives include representing the voice of the student body, organizing social and cultural events to promote community skills, addressing student concerns and working with the administration to enhance facilities and services. Through its activities, the Students Union not only provides students with a sense of belonging and community, but also helps them develop leadership skills and engage in service and advocacy work. As a result, the Students Union plays a critical role in the success and well-being of the college and its student body.

❖ **PTA EXECUTIVE** (constituted as per the directives of DTE)

The Parent-Teacher Association (PTA) in our institution is a very active body which strives to bring together parents and teachers to enhance the learning environment and overall success of the institution. Its objectives include raising funds, organizing social

events, encouraging parent involvement in institutional activities, and supporting institutional events and special occasions. By working together towards a common goal of providing extra resources for the children, the PTA plays a crucial role in strengthening the bond between the college and parent community.

❖ **WOMEN GRIEVANCE REDRESSAL COMMITTEE (Constituted as per no 27 - Appendix 6 and 15 of AICTE Approval Process Handbook 2018-19)**

The Women Grievance Redressal Committee in our college plays a pivotal role in ensuring the safety and well-being of female students, faculty and staff. Its primary responsibilities include: addressing and resolving complaints related to gender-based harassment, sexual harassment, and discrimination; creating a safe and inclusive environment for women on campus; conducting awareness programs and training sessions for students, faculty, and staff on gender sensitization and prevention of harassment; and making recommendations to the administration for improving the institutional policies and procedures related to women's safety and empowerment. The committee acts as a support system for women and works towards creating a positive and equal learning environment for all.

❖ **COMMITTEE FOR SC/ST (Constituted as per Appendix 6 of AICTE Approval Process Handbook 2018-19)**

We have a very efficient SC/ST Committee in our college which aims at promoting inclusiveness and addressing discrimination towards members of Scheduled Castes and Scheduled Tribes communities. The committee addresses complaints of discrimination and harassment, works with the administration to create a safe and inclusive environment, educates the college community on the rights and experiences of SC/ST students, and provides support and resources to help these students succeed. The role of the committee is crucial in promoting a welcoming and inclusive environment for all students and ensuring that all members of the college community are treated with dignity and respect.

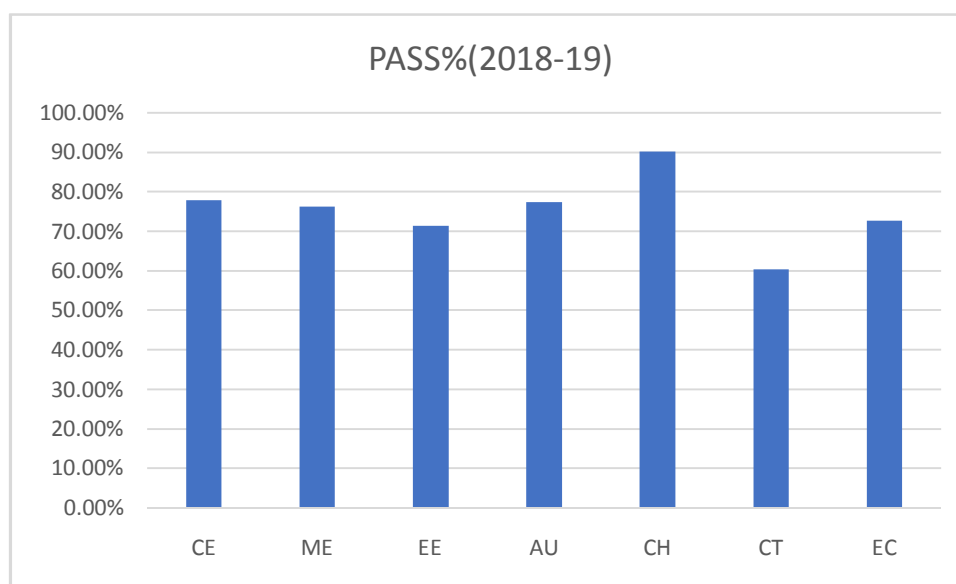
❖ **INTERNAL COMPLAINTS COMMITTEE (Constituted as per Appendix 6 of AICTE Approval Process Handbook 2018-19)**

The Internal Complaints Committee is an important aspect of the AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016. It is headed by a senior female faculty member and its main goal is to prevent any form of harassment or discrimination towards women in the college. The committee is responsible for investigating complaints related to sexual harassment, gender-based discrimination, and other forms of harassment, and providing appropriate remedies. The committee also works to raise awareness about harassment and discrimination issues and collaborates with the administration to implement policies to prevent these incidents. By providing a platform for reporting incidents, the Internal Complaints Committee is essential in ensuring the safety and well-being of all members of the college community.

## APPENDIX (2019-20))

### EXAMINATION RESULTS (2018-2019)

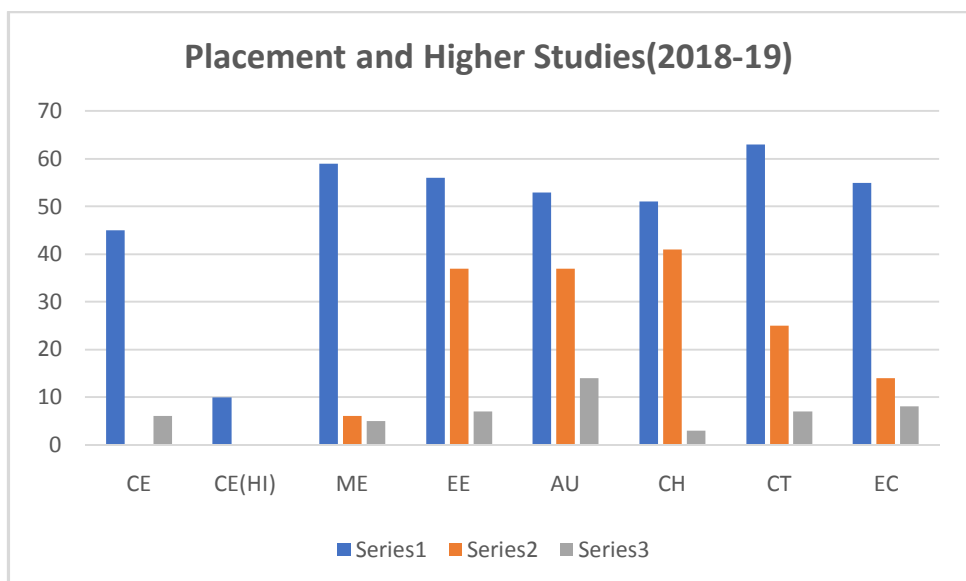
BRANCH	BRANCH CODE	PASS%
Civil Engineering	CE	77.89 %
Mechanical Engineering	ME	76.27 %
Electrical & Electronics Engineering	EE	71.43%
Automobile Engineering	AU	77.36 %
Chemical Engineering	CH	90.2 %
Computer Engineering	CT	60.32 %
Electronics and Communication	EC	72.73 %



### PLACEMENT AND HIGHER STUDIES (2018-2019)

BRANCH	TOTAL NO. OF STUDENTS	NO. OF STUDENTS PLACED	NO. OF STUDENTS WHO WENT FOR HIGHER STUDIES
CE	45	0	6
CE(HI)	10	0	0
ME	59	6	5
EE	56	37	7
AU	53	37	14

CH	51	41	3
CT	63	25	7
EC	55	14	8



### ADMISSION STATUS (2019-20)

BRANCH	SANCTIONED INTAKE	ADMITTED
Automobile Engineering	55	56
Chemical Engineering	55	53
Civil Engineering	40	42
Computer Engineering	60	65
Electrical & Electronics Engineering	55	55
Electronics & Communication Engineering	60	61
Mechanical Engineering	55	55
Civil Engineering (Hearing Impaired)	10	10

### LIST OF TUTORS (2019-20)

DEPARTMENT	CLASS	NAME OF THE TUTOR	DESIGNATION
Automobile	First year	Arun Chand	Lecturer
	Second year	Sheena S S	Lecturer
	Third year	Shine George	Lecturer
Chemical	First year	Subha K A	Lecturer
	Second year	Akhilesh Prabakar	Lecturer
	Third year	Beena P M	Lecturer
Civil	First year	Antony K A	Lecturer
	Second year	Sushama K K	Lecturer
	Third year	Mini K K	Lecturer
	First year	Veena R	Lecturer



Civil (HI)	Second year	Aby Varghese	Lecturer
	Third year	Jaisa Jamal	Lecturer
Computer	First year	Antony P V	Lecturer
	Second year	Sabu K J	Lecturer
	Third year	Soumya S	Lecturer
Electrical & Electronics	First year	Layana	Lecturer
	Second year	Smitha Joseph	Lecturer
	Third year	AjaykumarE.P	Lecturer
Electronics & Communication	First year	Ambika P K	Lecturer
	Second year	Raji M p	Lecturer
	Third year	Anil E A	Lecturer
Mechanical	First year	Lizzy Joseph	Lecturer
	Second year	Shibin Mathew	Guest Lecturer
	Third year	Manu	Guest Lecturer

### BUDGET ALLOCATION (2018-2019)

HEADS	ALLOTTED AMOUNT	UTILISED AMOUNT
Scholarship & stipend	235644	230660
Visiting Faculty	63460	26000
Scholar Support Scheme	36625	29000
Finishing School Scheme	95000	80000
Machineries & Equipment (M&E)	280120	280120
Machineries & Supply (M&S)	124267	97370
79-34-OC(3) OI Plan	5742860	5315942
NBA (Accreditation)	709076	709076
Minor Works	528000	528000
ICT Plan	3104508	3104508
Strengthening of Library	292881	292881
Material Testing	1310534	1310534
NMEICT	0	0
Physical Education	105254	105254
Water Charges	1538710	1526055
Electricity Charges	1000000	964408
Telephone Charges	10000	7160
Office Expense	50000	49805
34 Other Charges Non Plan	330000	329994
Machineries & Supply - Non Plan	11666	11657
Examination	600000	574469
Rent Rate & Taxes	0	0
Tour TA	90000	88319
Transfer TA	13650	11543
Medical Reimbursement	265196	263996
NCC	302440	302440
Scholarship	0	0
Building	0	0

## COMMITTEES & MEMBERS

### Academic Council

1. Smt. Geethadevi R	Principal	Member
2. Smt. Jasmine K S	Head of Section, Electronics & Communication	Co-Ordinator
3. Sri. Thomson Jacob	Head of Section, Automobile Department	Member
4.Smt. Geetha C.M	Head of Section, Computer Department	Member
5.Sri. Antony K.A	Head of Section, Civil Department	Member
6.Sri. Chindu V	Head of Section, Mechanical Department	Member
7.Sri. Muraleedharan M.T	Head of Section, Electrical Department	Member
8.Smt. Maria Lizzy	Head of Section, Chemical Department	Member
9. Smt. Nijamol K N	Asst. Prof. of English, General Department	Member
10.Sri. Saji T	Senior Superintendent	Member
11.Sri. Pradeep C.S	Workshop Superintendent	Member

### Anti-Narcotic Cell

Smt. Geetha C.M	Principal	Chairman
Sri. Thomson Jacob	HOD, AU Dept.	Convenor
Sri. Pradeep C.S	Workshop Superintendent	Member
Sri. Rajeev A.T	Junior Superintendent	Member
Smt. Lizy Joseph	Lecturer, ME Dept.	Member
Sri.Shine George	Lecturer, AU Dept.	Member
Sri. Rajesh M	Demonstrator, AU Dept.	Member
Sri. Bineesh Kumar P.V	W/I, ME Dept.	Member
Sri. Sajimon M.R	Trade Instructor, AU Dept.	Member
Sri. Jaison K Joseph	Trade Instructor, EC Dept.	

### Anti-Ragging Squad

Sri. Pradeep C.S	Workshop Superintendent	Convenor
Sri. Saji T	Senior Superintendent	Member
Smt. Lizy Joseph	Lecturer, ME Dept.	Member
Dr. Vidya Raman	Asst. Professor of Chemistry	Member
Sri. Sabu K.J	Lecturer, CT Dept.	Member
Sri.Antony K A	Lecturer, CE Dept.	Member
Sri. Binoy Babu B	Lecturer, EC Dept.	Member
Sri. Bineesh Kumar P.V	W/I, ME Dept.	Member
Sri. Sarath Chandra Babu	Demonstrator, CH Dept.	Member

## Anti-Ragging Committee

1. Smt. Geetha C.M	Principal	Chairperson
2. Smt. Dhanya Raveendran	Lecturer, Computer Department	Co-Ordinator
3. Smt. Nisheeda Salam	Councillor, Ward No:6	Member
4. Sri. P.R Santhosh	Station House Officer, Kalamassery Police Station	Member
5. Sri. Haridas N.P	Senior Reporter, Mathrubhumi News Daily	Member
6. Sri. Renjith K U	Senior Development Officer, Rajagiri Outreach, Rajagiri College	Member
7. Sri. S.B Ali	P.T.A Vice President	Member
8. Sri. Saji T	Senior Superintendent	Member
9. Sri. Aneesh Raj	Lecturer, CH Dept.	Member
10.Sri. Sarath Chandra Babu	N.S.S Programme Officer	Member
11.Sri. Bineesh Kumar P.V	N.C.C Officer	Member

## Counselling Cell

Smt. Nijamol K. N	Asst. Professor of English	Co-ordinator
Smt. Alice Poulouse	Counsellor, Life member of Kerala Counsellors Forum	Member
Sri. Aby Varghese	Lecturer, CE Dept.	Member
Smt. Lizy Joseph	Lecturer, ME Dept.	Member
Sri. Jose K	Lecturer, EE Dept.	Member
Smt. Sheela K.K	Lecturer, CH Dept.	Member
Smt. Raji M.P	Lecturer, EC Dept.	Member
Sri. Antony P.V	Lecturer, CE Dept.	Member
Smt. Sheena S.S	Lecturer, AU Dept.	Member
Dr. Vidya Raman	Asst. Professor of Chemistry	Member

## Grievance Redressal Committee

Smt. Geetha C M	Principal	Chairman
Smt. Syama I J	Lecturer, CE Dept.	Co-ordinator
Sri. Rajesh P	HOD, EC Dept.	Member
Smt. Nimmy George	HOD, CT Dept.	Member
Smt. Lizy Joseph	HOD, ME Dept.	Member
Sri. Thomson Jacob	HOD, AU Dept.	Member
Smt. Jaya P S	HOD, EE Dept.	Member
Smt. Maria Lizzy K R	HOD, CH Dept.	Member
Sri. Santhosh Kumar C.T	HOD, CE Dept.	Member
Sri. Saji T	Senior Superintendent	Member
Sri. Saju B	Lecturer, CT Dept.	Member(System Admin)
Smt. Anusha A.K	Asst. Professor of Mathematics	Member

## Industry Institute Interaction Cell

Sri. Binoy Babu B	Lecturer, EC Dept.	Co-ordinator
Smt. Maria Lizy K R	HOD, CH Dept.	Member
Sri. Aneesh Raj	Lecturer, CH Dept.; Placement Officer	Member
Sri. Arun Chand	Lecturer, AU Dept.	Member
Smt. Subha K.A	Lecturer, CH Dept.; IEDC Co-ordinator	Member
Sri. Sunil Jacob	HR Manager, Popular Motor Corporation, Kerala	Member
Sri. Theo Rajan	Manager, BPCL, Cochin.	Member

## Institution Plan Implementation Unit - IPIU

1. Smt. Geethadevi R	Principal	Member
2. Smt. Jasmine K S	Head of Section, Electronics & Communication	Co-Ordinator
3. Sri. Thomson Jacob	Head of Section, Automobile Department	Member
4.Smt. Geetha C.M	Head of Section, Computer Department	Member
5.Sri. Antony K.A	Head of Section, Civil Department	Member
6.Sri. Chindu V	Head of Section, Mechanical Department	Member
7.Sri. Muraleedharan M.T	Head of Section, Electrical Department	Member
8.Smt. Maria Lizzy	Head of Section, Chemical Department	Member
9. Smt. Nijamol K N	Asst. Prof. of English, General Department	Member
10.Sri. Pradeep C.S	Workshop Superintendent	Member

## Internal Assessment Committee

Smt. Lizy Joseph	Lecturer, ME Dept.	Co-Ordinator
Smt. Anusha A K	Asst. Professor of Mathematics	Member
Smt. Elsa Babu	Lecturer, EE Dept.	Member
Sri. Saju B	Lecturer, CT Dept.	Member
Smt. Rizwana N A	Lecturer, EC Dept.	Member
Sri. Arun Chand	Lecturer, AU Dept.	Member
Smt. Sheela K K	Lecturer, CH Dept.	Member
Sri. Aby Varghese	Lecturer, CE Dept.	Member

## Internal Complaints Committee

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Sri. Jayaprasad V V	HOD, AU Dept.	Member
Sri. Chandrakumar N A	HOD, CT Dept.	Member
Smt. Alice Poulse	Counsellor, Life member of Kerala Counsellors Forum	Member
Smt. Mini K	Lecturer, CE Dept.	Member
Sri. Krishnadas V B	Lecturer, ME Dept.	Member
Smt. Raji M P	Lecturer, EC Dept.	Member
Sri. M.T Muraleedharan	Lecturer, ME Dept.	Member
Dr.Zeenath N A	Asst. Professor of Physics	Member
Sri. Rajesh Padmanabhan	HOD, EC Dept.	Member

## Internal Quality Assurance Cell (IQAC)

1. Smt. Geethadevi R	Principal	Chairman
2. Smt. Jasmine K S	Head of Section, Electronics & Communication	Convenor
3. Sri. Thomson Jacob	Head of Section, Automobile Department	Member
4.Smt. Geetha C.M	Head of Section, Computer Department	Member
5.Sri. Antony K.A	Head of Section, Civil Department	Member
6.Sri. Chindu V	Head of Section, Mechanical Department	Member
7.Sri. Muraleedharan M.T	Head of Section, Electrical Department	Member
8.Smt. Maria Lizzy	Head of Section, Chemical Department	Member
9. Smt. Nijamol K N	Asst. Prof. of English, General Department	Member
10.Sri. Pradeep C.S	Workshop Superintendent	Member

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3. Sri. Thomson Jacob	Head of Section, Automobile Department	Member
4.Smt. Geetha C.M	Head of Section, Computer Department	Member
5.Sri. Santhosh Kumar C T	Head of Section, Civil Department	Member
6.Smt. Lizy Joseph	Head of Section, Mechanical Department	Member
7.Smt. Jaya P S	Head of Section, Electrical Department	Member
8.Smt. Maria Lizzy	Head of Section, Chemical Department	Member
9. Sri. Saji T	Senior Superintendent	Member
10.Sri. Pradeep C.S	Workshop Superintendent	Member
11.Student representative	Magazine Editor	Member
12.Student representative	Poly Union Councillor	Member

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Sri. Arun Chand	Lecturer, AU Dept.	Member
Sri. Sabu K H	Lecturer, CT Dept.	Member
Smt. Smitha Joseph	Lecturer, EE Dept.	Member
Smt. Ashy Rose Francis	Demonstrator, CE Dept.	Member
Sri. Jaison K Joseph	Trade Instructor, EC Dept.	Member

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3. Sri. Thomson Jacob		Member
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5.Sri. Antony K.A		Member
6.Sri. Chindu V		Member
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8.Smt. Maria Lizzy		Member
9. Smt. Nijamol K N		Member
10.Sri. Saji T		Member
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Smt. Beena P M	Lecturer, CH Dept.	Member
Smt. Lizy Joseph	Lecturer, ME Dept.	Member
Smt. Syama I J	Lecturer, CE Dept.	Member
Smt. Ambika P K	Lecturer, EC Dept.	Member
Sri. Varun Babu	Workshop Instructor, AU Dept.	Member

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Smt. Sheena S S	Lecturer, AU Dept.	Co-Ordinator
Sri. Binoy Babu B	Lecturer, EC Dept.	Member
Smt. Nimmy George	Lecturer, CT Dept.	Member
Smt. Layana K A	Lecturer, EE Dept.	Member
Smt. Jaisa Jamal	Lecturer, CE Dept.	Member
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Sri. Prasad Thomas	Workshop Instructor, ME Dept.	Member
Smt. Beena P M	Lecturer, CH Dept.	Member
Smt. Sreebala N P	Senior Clerk	Member

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Smt. Rizwana N A	Lecturer, EC Dept.	Member
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Smt. Veena R	Lecturer, CE Dept.	Member
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Smt. Nimmy George	Lecturer, CT Dept.	Member
Smt. Chitra N	Lecturer, CE Dept.	Member
Sri. Arun Chand	Lecturer, AU Dept.	Member
Sri. Antony K A	Lecturer, CE Dept.	Member
Smt. Beena P M	Lecturer, CH Dept.	Member
Sri. Jose K	Lecturer, EE Dept.	Member
Sri. Pradeep C	Lecturer, ME Dept.	Member

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Smt. Sushama K K	Lecturer, CE Dept.	Member
Smt. Sheela K K	Lecturer, CH Dept.	Member
Sri. Vineeth V	Lecturer, EE Dept.	Member
Sri. Sabu K J	Lecturer, CT Dept.	Member
Sri. Ramachandran V	Lecturer, AU Dept.	Member
Sri. Prasad Thomas	Demonstrator, ME Dept.	Member
Sri. Jaison K Joseph	Trade Instructor, EC Dept.	Member

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Sri. Shine George	Lecturer, AU Dept.	Member
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Smt. Raji M P	Lecturer, EC Dept.	Member
Sri. Sabu K J	Lecturer, CT Dept.	Member
Sri. Sarath Chandra Babu	Demonstrator, CH Dept.	Member
Sri. Prasad Thomas R.T	Demonstrator, ME Dept.	Member

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Smt. Raji M P	Lecturer, EC Dept.	Member
Smt. Sheena S S	Lecturer, AU Dept.	Member
Smt. Sheela K K	Lecturer, CH Dept.	Member
Smt. Jany James	Demonstrator, CT Dept.	Member
Smt. Jayasree M P	Trade Instructor, CE Dept.	Member

## IMPORTANT TELEPHONE NUMBERS

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