



HR POLICY MANUAL

MRK INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

KATTUMANNARKOIL – 608 301

HR POLICY MANUAL

(MRK Institute of Technology – Administrative Regulations)

OUR VISION

To emerge as a sanctum of technical education to bring out self- fulfilled and adept engineers to meet the requirements of the society and posterity with nobleness, novelty, knowledge and education.

OUR MISSION

To disseminate high quality technical education to the rural mass with an endeavour to transform them as a responsible citizen.

To enriching the standard through high quality infrastructure and efficient teaching faculty.

To encourage research activities, development and teaching programmes on par with international students.

To mould the students who can facilitate the search of humanity for the knowledge.

INDEX

S. No.	Details	Page No.
1	Introduction	3
2	Preamble	3
3	Definitions	3
4	General Service Rules	4
5	Qualification Norms & Scale of Pay as Per-Pay Commissions	7
6	Code of Conduct for Faculty and Staff	8
7	Leave Provisions & On Duty (OD)	10
8	Staff Welfare Measures	11
9	Roles and Responsibilities	12
10	Admission Policy	14
11	Policy for Scholarship Provided By Chandravadhanam Educational Trust	15
12	Code of Conduct for Students	17
13	Policy on Feedback Based Governance	19
14	IT Upgradation Policy	20
15	E –Governance Policy	22
16	Alternate Energy Sources and Energy Conservation Policy	25
17	Degradable and non-degradable Policy Document	26
18	Green Campus Initiative Policy	27
19	Divyangjan Policy Document	28

1. INTRODUCTION

1.1 MRK Institute of Technology established in year 2009, is dedicated to the cause of imparting quality education in technical and professional areas.

2. PREAMBLE

2.1 Title, application and the authorities to interpret, clarify, modify and to amend.

2.1.1 The regulations contained in this ‘HR Policy Manual’ shall be called “The MRK Institute of Technology – Administrative Regulations”.

2.1.2 These regulations shall be applicable to all the employees of the College, including those appointed prior to adoption of these regulations by the College.

2.1.3 In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.

2.1.4 The management shall have the authority to modify, amend and repeal any of the provisions of these regulations.

3. DEFINITIONS

3.1 In these regulations, unless there is anything repugnant in the subject or context:

3.1.1 “Trust” means “Chandravadhanam Educational Trust”

3.1.2 “College” means “MRK Institute of Technology”

3.1.3 “Employee” means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages.

3.1.4 “Government” means the “Government of Tamilnadu”,

3.1.5 “Governing Body” means the Governing Body constituted as per the Bye-laws of the Trust.

3.1.6 “Head of the Department” means the Head Department of the respective department.

3.1.7 “Management” means the Governing Body.

3.1.8 “Managing director” means the Managing director of the Trust.

3.1.9 “Principal” means the head of the Institution.

4. GENERAL SERVICE RULES

1. RECRUITMENT OF FACULTY

The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement at national level. However, temporary vacancies at the level of Assistant professor are filled based on Walk-in Interviews, and advertisement in local dailies by constituting a selection committee with the Principal, the Head of the Department concerned, and one or two external experts in the field of specialization concerned as members.

2. QULIFYING SERVICE

The total period of service put in by an employee either in other Engineering Colleges or in National School Improvement Tool (NSIT) shall be considered in all Engineering disciplines, Science and Humanities. However, for Science and Humanities, 50% of services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account.

3. EXTENSION OF TEMPORARY SERVICE

If the appointing authority is to view that the work and conduct of the temporary staff have not been satisfied, that the notes/memos of warning issued to them had no avail, and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the of temporary service.

4. PROMOTION POLICY

Promotion of regular teaching staff, personal to them, is only through the Career Advancement Scheme as per the AICTE/UGC Regulations as amended from time to time and as adopted by the management depending on the availability of funds.

5. ANNUAL PERFORMANCE APPRAISAL REPORT

The faculty member shall submit an open and transparent performance report every year, containing the teacher's academic, research, and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The management and principal shall review the reports and finalize them. The assessment shall be

used for the following purposes. Award of annual increments. Award of special increments and awards for superior performance Award of career advancement and promotion.

6. RESIGNATION

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year.

7. RETRENCHMENT

Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months' salary in lieu thereof. However, they can be considered preferentially for an appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to the availability of funds.

8. TERMINATION OF SERVICES

The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.

The management reserves the right to terminate the service of an employee whether probationer or regular on giving three months' notice or three months' Salary in lieu thereof.

The Governing Body may terminate an employee whether temporary, probationer, or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

9. RETIREMENT

The age of superannuation for teaching staff will be 60 years and for all other categories of staff 58 years. Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age

of retirement by superannuation during the middle of the academic year may, however, be permitted to continue in service till the close of the academic year, if the management decides the continuation on of service.

10. MISCELLANEOUS

- ✓ Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and a review by a committee constituted by the Secretary.
- ✓ No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
- ✓ 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, primarily in his relationship with the members of the Governing Body, Principal, staff, students and visitors to the College
- ✓ No employee shall interfere in the affairs of the administration departments/library and other agencies, allied to the College directly or indirectly
- ✓ A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Principal or any other competent officer, who is duly delegated of the powers by the Principal.
- ✓ Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to the availability of funds and the decision of the management.

5. QUALIFICATION NORMS & SCALE OF PAY AS PER – PAY COMMISSIONS

	CADRE	QUALIFICATIONS AND EXPERIENCE
1	ASSISTANT PROFESSOR	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.
		Pay Band: 15,600 - 39,100+AGP Rs. 6,000/- In addition to basic pay (Rs. 15,600/-) and AGP, candidates will also be eligible for DA. H.R.A as admissible.
2	ASSOCIATE PROFESSOR	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
		Pay Band: 37,400 - 67,000+AGP Rs. 9,000/- In addition to basic pay (Rs. 37,400/-) and AGP, candidates will also be eligible for DA. H.R.A as admissible.
3	PROFESSOR	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.
		Pay Band: 37,400 - 67,000+AGP Rs. 10,000/- In addition to basic pay (Rs. 40,890) and AGP, candidates will also be eligible for DA. H.R.A as admissible.

6. CODE OF CONDUCT FOR FACULTY AND STAFF

1. An employee of the college shall devote his whole time to service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.

2. 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, particularly in his relationship with the Principal, Staff, Students and Visitors to the college.

3. 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 object whatsoever expect for routine, farewell and felicitation functions connected with the college.

4. No staff member of the college shall, engage himself/herself in coaching privately, students for any remuneration.

5. No employee shall, expect with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the college.

6. No employee shall, expect 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.

7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state legislature or the parliament or take part in any other election as independent or on any party ticket.

8. No employee shall take part in any act or movement, such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the college to disrepute, nor shall he/she resort to media with his/her grievances.

9. An employee not, without the knowledge and approval of the Principal & management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.

10. The Governing Body in exercising the provisions of these regulations, shall exercise the power, after giving the employee concerned, an opportunity to explain/defend his/her case.

11. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before re-joining duty.

12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior.

13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

14. Any employee of the college can give his representation to the Principal and if necessary to the management with written permission, shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his/her service or affairs of the college.

15. While in office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time.

Do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall, engage directly or indirectly in any trade or business

7. LEAVE PROVISIONS & ON-DUTY

Leave Provisions:

1. Leave regulations shall be applicable to all the employees of the college.
2. Faculty / Staff is eligible for 12 days of Casual Leave (CL) per academic year.
3. Faculty/Staff should take leave with prior permission from HOD and the Principal after proper alternate arrangements.
4. Leave can also be informed over the phone only in case of emergency.
5. Faculty/Staff can avail 182 days of maternity leave.
6. Faculty/Staff can avail of one-hour permission twice a month. However, such a facility should be used only for essential needs.
7. Leave cannot be accumulates and carried forward to the next academic year, in general.
8. Final sanction of the leave/vacation/OD is the discretion of the principal and should not be treated as a fundamental right.
9. Providing 1-hour permission two times a month for faculty and staff.

On-Duty (OD)

1. Duty leave will be granted to faculty for a maximum number of 15 days per academic year for the following purposes.
2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.
3. On-Duty (OD Career Development Course work) permission can be availed for official work (assigned by the college), development program (FDP, Conferences, Workshops, Research work, Examinations, STTP, and others), and Anna University Examination and Valuation)

8. STAFF WELFARE MEASURES

1. Free transport facility provided to teaching and non-teaching staff.
2. Financial assistance will be provided for attending FDPs. Workshop, Professional and administrative development programs, outside NSIT, along with on-duty (OD) within India and financial assistance will be provided for book publishing.
3. Providing financial support towards membership fees of professional bodies.
4. On-Duty will be provided for attending programs and PhD research work. Guidelines have to be followed to obtain OD.
5. Cash incentives will be given to faculty, who produce academic results of 100% in the college annual day.
6. Cash incentives are given to faculty who receive awards and Rs.1000/- and Rs.500/- recognitions at the National and State level.
7. Rs.2500/- is given marriage gift for faculty and staff.
8. Faculty can avail the eligible vacation for his/her marriage or medical treatment.
9. Free accommodation is provided to faculty who stay in the hostel.
10. Employee Provident Fund (EPF)

9. ROLES AND RESPONSIBILITIES

9.1. Governing Body

The governing council is the highest administrative body of the institute and it meets once/twice a year its functions are given below.

1. To monitor the academic and other related activities of the college.
2. To consider the recommendations of the Staff Selection Committee.
3. To review the important communications, policy decisions received from the University, Government AICTE, etc.
4. To consider the introduction of new courses and changes in intake for the next academic year.
5. To review the MoUs signed and industry collaborations.
6. To review the state-of-the-art equipment procured.
7. To review the faculty position of the college.
8. To review the faculty development initiatives and programs.
9. To review the admission of the institute.
10. To review the academic performance of the students.
11. To review the students development activities.
12. To review the placement activities.

9.2 Principal

The Principal is the Head of the Institution and is the central figure in the organization of the institution and therefore, his duties, responsibilities and activities, thereto are multi- divergent.

He is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, University and the government.

9.3 Head of the Department

Each department will be under the overall control of Head of the Department.

The Head of the Department is responsible for co-ordination of all the activities of the Department while involving himself in all spheres of activity, He recommends the provision of the necessary academic and administrative space, equipment and machinery, stationery & furniture, and the financial requirements of the departments, besides the requirements of the faculty, non-teaching, ministerial, and other supporting staff.

9.4 Placement Officer

Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, industry linked labs/COEs, arranging ON/OFF campus placements for students.

9.5 Examination Management System Coordinator

Ensures smooth conduction of Internal Assessment Exam (IAE), Model examinations, University theory, and practical examinations, and related activities.

9.6 Librarian

Overall in charge for operation and monitor the issue and return of books, journals, e-journals, CDs, and other services to the students and faculty.

9.7 Transport Manager

Overall in charge for operation and maintenance of college buses, cars, and related activities.

9.8 Hostel Residential Warden

Overall in charge of hostel facilities, hostel mess, students discipline in the hostel and medical needs of hostel students during their stay in the hostel.

9.9 Director of Physical Education

Physical Director motivates and imparts intensive and Physical Training, organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobic so as to enable them to maintain good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman sprit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution, think beyond self (by way of developing healthy inter personal relations).

10. ADMISSION POLICY

1. Cut off Marks calculation.

Board of Study : State Board / CBSE

Subject : Mathematics (M), Physics (P) &

Chemistry (C) Cut off Calculation : $M+(P/2)+(C/2)$

2. Eligibility for B.E Admissions.

Community	Percentage of Marks eligible for B.E Programs		
	HSC academic	HSC Vocational	Lateral
	(Avg.of Mat, Phy, Che)	(Avg.of Voc.T&P)	(Overall % in Diploma)
General	50%	50%	55%
BC/BCM	45%	45%	50%
MBC/DNC	40%	40%	45%
SC/SCA/ST	40%	40%	Pass

3. Eligibility for M.E programs.

S. No	Course	Eligibility
1	M.E	A pass in a recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50%(45%in the case of candidate belonging to reserved category in the qualifying)

4. Eligibility of various UG programs for M.E admission.

S. No	M.E. Specialization	Eligible B.E./B.Tech.Programs
1	Computer science & engineering	1.Computer Science & Engineering 2.Electronics & Communication Engineering 3.Information Technology 4.Computer hardware and software 5.Electronics Engineering 6.Software Engineering
2	Thermal Engineering	1.Mechanical Engineering 2.Production Engineering 3.Energy Engineering 5. Mechatronics 6. Aeronautical Engineering

11. POLICY FOR SCHOLARSHIP PROVIDED BY MRKIT TRUST

Chandravadhanam Educational trust and MRK Institute of Technology is proud to offer Educational scholarship for students. Our educational scholarship for aspiring students are a testament to our commitment to providing individuals with the opportunity to pursue a world – class Education.

General Eligibility Requirements

1. Meeting the minimum criteria does not automatically guarantee the applicant a scholarship. It is subject to approval by the TRUST.
2. Scholarships are awarded on a first come, first served basis.
3. Last application will not be entertained.
4. The MRKIT Education scholarship is only applicable to tuition fees. (within 4 years of award period)
5. The Scholarship is only valid for the programme in which the applicant has enrolled or applicant's duration of study at the MRK Institute of Technology, Kattumannarkoil.
6. The scholarship is not exchangeable for cash or other alternatives.
7. The scholarship recipient must be enrolled as a full-time student at MRKIT & must continue to be a student at MRKIT for the duration of the program

Scholarship Category: Category -1

Name of the Scholarship: Merit Scholarship by Chandravadhanam Educational Trust

Eligibility:

- (a) 190.00 and above cut off marks in 12th exams for Regular for B.E First year Admission.
- (b) 90% and above for in Diploma for Lateral Entry (LE) B.E. Admission.

Scholarship amount:

100% of Tuition fees and other college fees during the period of study (Transport/ Hostel fees and examination fees are to be paid)

Category -2

Name of the Scholarship: Merit Scholarship by MRKIT

Eligibility:

- (a) 180.00 and above cut off marks in 12th exams for Regular for B.E First Year Admission.
- (b) 75% and above for in Diploma for Lateral Entry (LE) B.E. Admission

Scholarship amount:

75% of Tuition fees and other college fees during the period of study (Transport/ Hostel fees and examination fees are to be paid)

Category -3

Name of the Scholarship: Economical Backward Scholarship (EBS) by MRKIT.

Eligibility:

(a) Parent earning deceased and /or family income is less than Rs.2,50,000/year for the sanctioned period.

Scholarship amount:

Rs.5000 to Rs.50, 000 per year for the sanctioned period.

12. CODE OF CONDUCT FOR STUDENTS

1. Students are subject to rules of conduct and behavior framed by the authorities of the College.
2. Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
3. Students should reach the college on time
4. Students should converse only in English inside the campus
5. Students should wear their I.D. Cards in the campus and in the college bus compulsorily
6. Students should maintain absolute discipline inside the class rooms as well as the college premises.
7. Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.
8. Girls should wear chudidhars with dupatta pinned on either sides of the shoulder.
9. During laboratory classes, students should wear their lab uniforms properly
10. Students should be punctual to classes and attend their work with devotion
11. Students should acquaint themselves in time with the notifications put up on the Notice Board.
12. Students should not be permitted roaming outside the class room or out of the college during class hours
13. During class hours, students are not permitted to visit office, principal, HOD or Class Advisors.
14. Students should keep the classrooms and college premises absolutely neat and clean
15. Disfiguring and scribbling on the walls, college buses, and doors or breaking the furniture is a violation of discipline and will severely punished
16. Students should use dustbins for throwing garbage and unwanted material
17. Students shall not enter the college premises in intoxicated state and should not possess such materials
18. Usage of cell phones inside the classrooms is not permitted
19. If a student's behavior goes wrong, the parent of the student concerned should meet the Class Advisor and the Head of the Department
20. Boys and Girls interaction on personal grounds is strictly not permitted
21. There should not be exchange of greetings, photos, gift articles or letters between boys and girls
22. Students are not allowed to visit the residents of the students of opposite gender.
23. Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal

24. Students are not allowed to form any type of unauthorized union/meeting and not allowed to celebrate birthday and any form of parties.
25. Ragging of any kind is strictly prohibited.

13. POLICY ON FEEDBACK BASED GOVERNANCE

1. Feedback on curriculum gap and enrichment (from Students, Faculty, parents, Alumni and Employers)
2. Feedback on Teaching - Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending be class)
3. Feedback taken on syllabus coverage, overall Teaching-Learning process. examination and evaluation and support systems at class committee Meetings
4. Feedback from outgoing students, each year on Infrastructure, academics, and facilities.
5. The structure of the feedback form is 5point scale (Very Good, Good, Fair, need to improve)
6. The feedback is consolidated and Presented in the HODS meeting with the principal. In the HODs meeting, feedback are analyzed and corrective actions are taken wherever needed.

14. IT UPGRADATION POLICY

1. IT Infrastructure includes hardware, software, network resources and services.
2. In addition, the college has various software such as College wide common software like Microsoft Campus License, ERP and Tally etc., Besides, all the departments have various domain specific software.
3. Hardware & Software procurement
4. For any IT equipment procurement or up gradation, Head of the Department (HOD) ought to take prior approval from the Principal
5. Identify the vendor and make an order based on the comparative analysis. High quality items are to be purchased

Hardware Repair & Maintenance:

1. Technicians are expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly
2. If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement. Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator

Hardware Up gradation:

1. MRKIT always recommends branded PC Models such as HP, DEL and Zenith. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an II budget increase.
2. Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.
3. The up gradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment.
4. Lower configuration systems can be utilized for basic programming practices.
5. A prior approval of specifications and requirement by the principal is essential.
6. Any disposal or scraping of be adopted. components, the college e-waste management policy has to be adopted.

Software Up gradation:

1. Up gradation or new purchase of software will be made as per the curriculum requirements and industry standards.
2. Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.
3. Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.

Internet Upgradation

1. Internet bandwidth will be increased each year based on the need and AICTE/AU guidelines.

15. E-GOVERNANCE POLICY

Electronic governance or e-governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide to enhance the exchange of information, communication, transactions and integration various standalone systems and services, thereby creating the transparent, paperless and automated data system.

Objectives:

Implementation of E-governance in all the functioning units of the Institute.

e-Governance will provide simpler, transparent and effective system to handle the data in one roof.

- To make the paper free campus.
- To make Wi-Fi enabled campus
- To provide ICT enabled Classrooms
- To establish a fully automated Library
- To monitor and control all the activities of the college.

Polices:

The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & accounts, admissions, teaching-learning process, etc. The policy is formulated to have complete, transparent and well documented data.

Website:

In general, institute website **www.mrkit.in** will act as an information centre for the stake holders and it will reflect the activities carried out inside the college. So policy is made to disseminate all the details in the website like Circulars, Governing Committee details, all the departmental activities, important notices, courses offered, etc. For this purpose, policy is made to have a separate system administrator, who's role is to made the regular updates and to maintain the website.

Administration:

For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us to create an accessible student database. The system also helps to save time and the whole process reduces paper usage.

Finance and Accounts:

The accounts of the College are maintained under cash basis of accounting. Fees are collected and details are maintained digitally. The records of students receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Class wise report of fees to be received and the actual fees received are reconciled after every semester with the help of the software. Staff salary is also maintained in the system.

Student Admission and Support:

Being a non-autonomous body we follow the Director of Technical Education (DOTE) for approval of students to take up the degree programmes. Hence all the information regarding student admission, registration, Transfer are done in the DOTE web portal. After the approval process is cleared for the student the complete details of the students are uploaded and maintained in the university web portal.

The system also helps save time and the whole process reduces paper usage. During admissions, to enter data of a new student and generate roll number. The student data like student and parents mobile number, Email id, hostel room information, permanent address, etc. will updated once a year as per request.

Examination:

The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with help of web portal. For Internal evaluation, objective type pattern examinations are conducted through Google form. Internal evaluation grades are also uploaded online. Computerized result analysis is used to generate individual student reports which help faculty to plan remedial and additional coaching for slow learners.

Library:

Library Policy has been taken to automate the library process. It is also decided to bring the software for the library process automation. Policy has been made to maintain the stock in the software. The policy has been taken to update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly. Policy to been taken to have bar code mechanism to lend the books and to have the entry through bar



code. Policy has been taken to have Graphical User Interface. Unicode support with Multilingual Search and export facility for most reports.

16. ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

1. Replacing conventional lighting system with energy efficient lighting at 20% per year.
2. Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.
3. Installing solar PV power generation systems to meet the base demand in 5 years.
4. Encouraging faculty, staff and students to use common transport facilities to reduce the carbon emissions.
5. The institution has a green audit performed on a regular basis by an approved agency.
6. The institution has energy audit conducted by authorized auditors / auditing agency to find out the status of energy utilization of the college.
7. Along with green audit, the institute also conducts environment audit on a regular basis.

17. DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority

1. Solid Waste Management:

Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard.

2. Liquid Waste Management

The non-reusable liquid waste is sent through proper drainage to the corporation drainage system.

3. E-Waste Management

E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste

4. Water Recycling System

Rain water is collected from the main building, hostels, open auditorium, canteen and all other building in the college. The entire rain water is diverted to the rain water harvesting pit near the entrance of the college.

5. Hazardous Chemical and Radioactive Waste Management

Hazardous chemicals are not used in the laboratories. Acids in diluted form are used in chemistry laboratories, which are discharged directly to the drainage. No radioactive elements of any form are used in the campus and thus its waste is not generated in the campus.

18. GREEN CAMPUS INITIATIVE POLICY

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture. Continuing to develop and implement an integrated green campus policy, our Institute implements the following practices towards establishment and maintenance of green campus.

1. **Restricted entry of vehicles:**

- (a) Entry of motor vehicles is strictly prohibited inside the campus.
- (b) Separate parking facilities for those vehicles are provided in front of the main gate. Our college transport facilities are maintained with proper fume testing certificate.

2. **Use of Bicycle/ battery powered vehicles:**

Our campus has student made Battery-powered vehicles for in-house transportation. Students are instructed use bicycle in order to reduce pollution inside the campus.

3. **Pedestrian- friendly pathways:**

MRK Institute of Technology campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards.

4. **Ban on use of Plastic:**

In order to have the awareness on the hazardous effects of the plastic usage, our college is implementing some awareness boards like sign boards, digital displays to discourage the use of single use plastic items inside the campus.

5. **Landscaping with trees and plants:**

As per the green practices in the campus, MRK Institute of Technology is moving in the direction of a Green Institution by planting more trees in and around the campus. Many herbals plants and fruit trees have been planted to make optimal use of the land available. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus.

19. DIVYANGJAN POLICY

Our institution has constituted the following policy to ensure disabled friendly and barrier free environment for the disabled people to live with equal opportunities in the College provides.

- (a) College provides mechanized tools, like wheel chair.
- (b) College provides disabled friendly infrastructure like ramp and lift facilities.
- (c) College provides disabled friendly restrooms that can be approached with wheel chairs.
- (d) Signage boards are placed in all prominent places to ensure movement and to access to the needed facilities.
- (e) College provides Braille blaster open software in helping the blind disabled people access study material and reference content.
- (f) College provides scribe for writing the Exam and, as per the regulation of Anna University it provides additional hours for writing the examination.