

# Mount Zion College of Engineering & Technology

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## COLLEGE HANDBOOK

Rules and Regulations for Students,  
Teaching Staff & Non-Teaching Staff



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## Mount Zion College of Engineering & Technology - College Manual

### Prepared By

Document Owner(s)	Project/Organization Role
Mount Zion Christian Educational Trust	Mount Zion College of Engineering and Technology

### College Manual Version Control

Version	Date	Author	Change Description
1.0	01.01.2008	The Board of Management – Mount Zion Christian Educational Trust	The first version of framed rules and regulations.

**Note:** The content of a manual does not constitute nor should it be construed as a promise of admission or as a contract between Mount Zion College of Engineering & Technology and any of its students.

Mount Zion College of Engineering & Technology at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

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## INTRODUCTION

This document has been developed by Mount Zion Christian Educational Trust in order to familiarize students with Mount Zion College of Engineering & Technology and provide information about studying conditions, key policies, procedures, and benefits affecting students at Mount Zion College of Engineering & Technology.

### 1.1 Welcome

Welcome to Mount Zion College of Engineering & Technology! We are happy to have you as a new member of our family!

*This is a Christian College where the principles of the Bible: service to God and service to man are given the central place and Jesus is ever present as the Master Teacher.*

#### **The mission of Mount Zion College of Engineering & Technology:**

We shall mould a student who comes to Mount Zion into "A Complete Man" because we believe in "Making Man Whole". To develop his spiritual, mental and physical spheres is our aim. And in doing so we shall mould him to be responsible, disciplined, dignified, unique and talented citizen of this world. We shall achieve excellence in the field of Engineering and are determined to be the best Technical Educational Institution in our country. To do so we shall mobilize the best of our resources and prepare our students to be competent to meet the challenges in this complex and competitive field. We shall always "Strive for the best!" for the best is still to come. So we shall put our heart and mind into everything we do.

### 1.2 History

Mount Zion Christian Educational Trust was started in 1988 with the aim of providing quality education in the educationally backward district of Pudukkottai, Tamil Nadu. The Trust started a school by the name "Mount Zion Matriculation Higher Secondary School" in 1988. From humble beginnings, it has grown into the best school in Pudukkottai District. It regularly produces top rankers in the district and state in the XII and X standard board examinations. It also holds the distinction of having sent the highest number of students for higher studies in Medicine and Engineering into top ranked colleges purely on the basis of merit.

The Trust then decided to start an Engineering college in the year 2001. Mount Zion College of Engineering and Technology was thus started in 2001 with affiliation granted by Bharathidasan University. The college started functioning with three branches namely B.E - Computer Science and Engineering, B.E - Electronics and Communication and Engineering and B.Tech - Information Technology. At its inception, the intake of the college was 180 students and it has increased to much greater numbers now. It is now one of the most reputed engineering colleges in the area by virtue of its campus placements. Mount Zion College of Engineering and Technology since its first year has been placing the highest number of students into top notch Multi National Companies among engineering colleges in the region.

Mount Zion also has one of the largest campuses among engineering colleges in the area. It is located in a sprawling 100 acre campus with buildings nestled between trees. The college site was initially a farm before Mount

Zion Christian Educational Trust acquired it and hence it is still home to a large number of fruiting trees. The calm and serene environment invigorates the mind and the unpolluted atmosphere brings health to the body.

### **1.3 Authority**

The College is wholly administered by a private management and the Board of Management reserves its right to alter/amend/repeal/annul any or all of the rules and regulations.

### **1.4 Hierarchy of Authority**

1. Students may communicate any issues that need attention to the Class Coordinator/HOD/Principal/Director.
2. The Board of Management has absolute authority over all students.

### **1.5 Changes in Policy**

This manual supersedes all previous college manuals and memos.

While every effort is made to keep the contents of this document current, Mount Zion College of Engineering & Technology reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to students.

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## **2 STUDENT DEFINITION AND STATUS**

A “student” of Mount Zion College of Engineering & Technology is a person who regularly studies in Mount Zion College of Engineering & Technology on a full term basis.

### **2.1 Student Classification**

Mount Zion College of Engineering & Technology are classified either as full-time or lateral entry students. Only in the II Year, students will be admitted on lateral entry scheme.

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## **3 STUDENT POLICIES**

### **3.1 Equal Education Opportunity**

Mount Zion College of Engineering & Technology provides equal education opportunity. Admission decisions are based on merit and seat availability, and not on race, colour, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

### **3.2 Immigration Law Compliance**

All offers of admission are contingent on verification of the candidate’s right to study in India. On the first day of study, new students may be asked to provide original documents verifying his or her right to study and, as required by the law.

### **3.3 Student Background Check**

Prior to making an offer of admission, Mount Zion College of Engineering & Technology may conduct an admission-related background check. A comprehensive background check may consist of prior admission verification, professional reference checks, education confirmation, etc.

### **3.4 Student Admission Acceptance**

Admission shall always be in accordance with the norms prescribed by the Board of Management from time to time.

Students on receiving the admission order signed by the Registrar, must report to the Class Coordinator and submit a \_\_\_\_\_ which is signed by the Registrar. The student is required to sign a Statement stating that all the rules and regulations of the institution will be complied with.

Students studying in Mount Zion College of Engineering and Technology are governed solely by the rules and regulations laid down by the Board of Management.

### **3.5 Criminal Records/Proceedings**

When appropriate, a criminal record check is performed to protect Mount Zion College of Engineering & Technology's interest and that of its employees and students.

Any student involved in or having knowledge of criminal/civil proceedings shall inform the Management immediately of such proceedings.

### **3.6 New Student Orientation**

The formal welcoming process, or "student orientation program," is conducted by the management on the first working day for the first year students, and includes an overview of the college.

### **3.7 Personnel Records and Administration**

The task of handling personnel records and related administration functions at Mount Zion College of Engineering & Technology has been assigned to the Administrative Office. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Certificates
- Photocopy of Passport (if available)
- Photocopy of Date of Birth

All medical records, if any, will be kept in a separate confidential file.

Students appointed shall deposit their original certificates with the management on the date of their admission. The original certificates submitted by students at the time of admission to the college will be returned after completion of all registration / recognition / Approval processes in the University / DOTE: The course completion certificate, transfer certificate and conduct certificates will be issued only when the students complete the course satisfactorily, clear all the dues and leave the college.

### **3.8 Change of Personal Data**

Any change in a student's name, address, telephone number, marital status, etc., needs to be reported in writing without delay to the HOD/Administrative Office.

### **3.9 Passport**

Students who have a passport shall submit a photocopy of the passport to the Management.

Any student can apply for a passport or renewal of a passport only after obtaining a 'no objection certificate' from Management. While applying for such 'no objection certificate' information regarding the purpose of the visit, duration of the stay and the name of the countries, which he/she intends to visit, shall be furnished. On obtaining the passport, a photocopy of the passport shall be submitted to the Management.

### **3.10 Safety**

The safety and health of students is a priority. Mount Zion College of Engineering & Technology makes every effort to provide safety to all its students on campus. Mount Zion College of Engineering & Technology's safety rules and regulations are the following:

- Safety Norms are to be adopted in day to day working. College is not responsible for any loss or damage.



- Students must carry their college ID cards with them at all times. Students are required to produce their Identity Cards / Bus Pass on demand when asked for by any college employee, whenever they are in the college campus and also when they travel using the college transport.
  - Students are advised to know the location of main Switch of Labs concerned as a safety measure.
  - Maintain general hygiene while in canteens and the campus in general. Throw away wastes only in Dustbins.
- Each student is expected to obey safety rules and exercise caution and common sense in all activities.

### **3.11 Campus Security**

Students are not allowed on Mount Zion College of Engineering & Technology property after hours without prior authorization from their Class Coordinator.

### **3.12 Personal Property**

The Mount Zion College of Engineering & Technology tracks lost and found properties. Persons seeking information about lost or found property may do so by contacting the Administrative Office. Mount Zion College of Engineering & Technology assumes no risk for any loss or damage to personal property and recommends that all students have personal insurance policies covering the loss of personal property left at the college campus.

Loss/Theft of ID Cards/Library Cards/Bus Pass should be informed to the HOD/Administrative Office without delay.

### **3.13 Health-related Issues**

Students who become aware of any health-related issue should notify their Class Coordinator, Principal and Director of health status as soon as possible.

### **3.14 Visitors in the Campus**

For safety and other considerations, only authorized visitors are allowed in the campus. When making arrangements for visitors, students should request that visitors enter through the main reception area and sign in and sign out at the front desk.

### **3.15 Admission of Relatives**

Mount Zion College of Engineering & Technology is pleased to consider for admission qualified applicants who are related to students.

### **3.16 Weather-related and Emergency-related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt college operations. In such instances, the Administrative Office will decide on the closure and will provide the official notification to the students.

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## **4 STANDARDS OF CONDUCT**

### **4.1 General Guidelines**

All students are urged to become familiar with Mount Zion College of Engineering & Technology rules and standards of conduct and are expected to follow these rules and standards faithfully in studying, doing their own work and conducting the college's business.

### **4.2 Attendance and Punctuality**

Mount Zion College of Engineering & Technology expects students to be ready to study at the beginning of assigned daily college hours, and to reasonably complete their study by the end of assigned study hours. Students should be punctual.

Any student who fails to satisfy the University norms for attendance will not be allowed to attend the concerned examination(s).

*Note:* Attendance is one of the factors for the Internal Marks.

A candidate will be permitted to appear for the University examinations, only if he / she

1. Puts in the required attendance
2. Maintains satisfactory academic progress and
3. Maintains Good conduct / character.

Attendance in tests and model examinations is compulsory. Leave will be granted in exceptional cases for valid reasons like hospitalization.

Attendance should not fall below 90% for the semester for reasons other than medical grounds. However, even in medical leave case, the attendance shall not fall below the university norms for attending University examinations. If attendance falls below the minimum attendance percentage set by the university even with Medical Leave, students will not be permitted to appear the University Examination and they have to repeat the Semester course.

#### **4.3 Study Schedule**

Students should maintain a copy of the timetable which can be obtained from the Class Coordinators.

#### **4.4 Absence and Lateness**

Students who arrive over 1 period late must resume study only after reporting to the Principal and submitting a letter detailing the reason for arriving late to study. Students must not leave the campus before the closing time of study for the day without obtaining the permission of the Principal/Registrar/HOD after submitting a written request.

Habitual late attendance, frequent early leaving of the campus, absence from college without obtaining prior sanction of leave will amount to gross misconduct attracting disciplinary action. Habitual late attendance is defined as late arrival upto 5 minutes on more than 2 occasions in a month.

From time to time, it may be necessary for a student to be late or absent from study. Mount Zion College of Engineering & Technology is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside college hours may arise. It is the responsibility of all students to intimate the HOD/Principal about their absence or the reason for being late.

Parents will be intimated on the student's absence by post and SMS.

A student absent for one period during a laboratory class shall be treated as absent for the complete session (Forenoon or Afternoon during that day)

If a student, identified to attend special class, (in the evening) is absent, he/she loses attendance for the whole day.

Two days of absence with leave letter will be permitted in a calendar month.

Students who take unauthorized leave three times in an academic year will be subject to disciplinary action.

#### **4.5 Unscheduled Absence**

Absence from study for three (3) consecutive studying days without proper notification will be considered a voluntary termination of the course.

#### **4.6 Accountability and Responsibility**

1. Students are required to wear their Identity Cards / Bus Pass (easily noticeable) whenever they are in the college campus and also when they travel using the college transport. Not wearing the identity card will be considered as an act of indiscipline.
2. Students should at all times be punctual to college. Students must be punctual and regular for lecture classes and submit assignments on records, homework etc., in time.
3. Students must not use abusive words but must be courteous and polite to the students and faculty. Students are expected to develop the habit of wishing inmates, faculty and elders.
4. During studying hours converse only in English with all students and staff members. Promoting conversation in English will help students in the future in their careers.
5. Students are encouraged to maintain good academic progress and good conduct.
6. Students should not miss theory classes and should anywhere else for any other work during Lecture hours.
7. Students must maintain strict silence in the classes, labs and must not wander about.
8. Students are to equip themselves with approved drawing materials, instrument boxes and record notebooks as required.
9. Students are required to perform satisfactorily in any of the additional academic/co-curricular/extra-curricular work assigned.
10. Students should maintain discipline at all times inside the laboratories and lecture halls and generally in the campus.
11. Students must not remain idle in the class. Utilize properly each minute of the class time.
12. Students must not directly or indirectly support students who indulge in any malpractices.
13. Male students are expected to keep a respectable distance from female students and vice versa.
14. Unnecessary gossiping and loitering in any of the labs, canteen and other areas within the college premises is not permitted.
15. Prior permission is required from lab-in-charge for doing Experiments / Project work in extra lab hours.
16. Students must not sell photocopied materials or books without the permission of the management.
17. Mobile Phones or Pagers are not allowed in college premises. Students must refrain from using mobile phones on campus.
18. Leisure time should be used for profitably. Any loose talk in the class room should be avoided. Students must not cause disturbance to fellow students. They must not criticize their colleagues or the management but be supportive and helpful. They must maintain a cordial relationship with other students, staff and foster team spirit.
19. Students must comply with the deadlines prescribed by the higher officials for completing a task.
20. If the students have not completed the assignment (subject wise), the student will not be permitted to attend the class and attendance will not be given till they submit the assignment.
21. Students must report to a higher official as and when required.
22. Failure to comply with the above rules will lead to issuance of memos.
23. Students will also be issued a memo for any other reason if the administration and management feels that a particular act by the staff is below the dignity of a staff.
24. A student who receives 3 memos in an academic year will lose the privilege of being considered for placement and other activities.
25. A student on receipt of a memo can give an explanation in writing within two days and further action rests with the Administration and Board of Management.

#### **4.7 Academic Progress**

60% or more marks in each subject will be considered as satisfactory performance in class tests and model examinations.

#### **4.8 Internal Assessment Marks:**

The Internal Assessment system has been introduced by the Affiliating University. This will be calculated based on the performance parameters set by the Affiliating University. Internal Assessment Marks are computerised and therefore cannot be changed due to partiality by a teacher. They will be entirely reflective of the student's performance and effort.

The cases of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting every week/month. In case of default, counselling will be done. After second default, they will not be recommended for campus placement / given letter of recommendations for higher studies and they will have to bring their parents/guardians for a meeting with the Head of the Institution.

Failure to adhere to this Instruction will lead to disciplinary action.

#### **4.9 Lab Rules & Regulations**

The observation notebooks should be ready before the commencement of any experiment. Students should get the readings / calculations approved by the end of the lab session.

Students are expected to submit the records along with print outs (if necessary) in respect of a particular experiment during the next laboratory class.

Lab equipments should be handled carefully as per laid down instructions and generally with precaution. Students will have to pay for the breakages, if any. Any malfunctioning and damage of equipments must be informed to lab instructors for corrective actions or investigation.

Students are advised to know the location of main Switch of Labs concerned as a safety measure.

Morning and Afternoon breaks will not apply during lab sessions.

#### **4.10 Meal and Break Periods**

Students are allowed a one-hour lunch break generally between the hours specified by the Administrative Office.

Mount Zion College of Engineering & Technology encourages students to take a break and provides a rest period of ten minutes in the morning study period and ten minutes in the afternoon study period. Morning and Afternoon breaks will not apply during lab sessions.

Observe timings for going to canteens. During college hours (other than breaks), students must not visit canteens.

#### **4.11 Harassment/Ragging Policy**

Mount Zion College of Engineering & Technology does not tolerate harassment/ragging. Harassment/Ragging can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment/Ragging in any form is illegal and is strictly forbidden. Severe action will be taken against those who indulge in ragging, strike or any such undesirable activities. There is a grievance redressal mechanism and issues are to be thus sorted out. Any student found guilty of harassment/ragging will be immediately dismissed from the college and the University will be informed. Further, all necessary actions recommended by the Government will be taken.

#### **4.12 Sexual Harassment Policy**

Mount Zion College of Engineering & Technology does not tolerate sexual harassment Sexual harassment may include unwelcome sexual advances, requests for sexual favours, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating studying environment and prevents an individual from effectively performing the duties of their position. Any student found guilty of sexual harassment will be subject to disciplinary action.

#### **4.13 Violence in the College**

Mount Zion College of Engineering & Technology has adopted a policy prohibiting violence in the campus. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, ragging and/or coercion, which involve or affect Mount Zion College of Engineering & Technology or which occur on Mount Zion

College of Engineering & Technology or client property, will not be tolerated. Any student found guilty of violence in the campus will be subject to disciplinary action.

**4.14 Confidential Information and Nondisclosure**

By continuing admission with Mount Zion College of Engineering & Technology, students agree that they will not disclose or use any of Mount Zion College of Engineering & Technology's confidential information, either during or after their admission. No student shall in the performance in good faith of the duties assigned to him/her directly or indirectly release or disclose any official documents or any part thereof or information to any other person to whom he/she is not authorized to communicate such information or documents. Mount Zion College of Engineering & Technology sincerely hopes that its relationship with its students will be long-term and mutually rewarding. However, admission with Mount Zion College of Engineering & Technology assumes an obligation to maintain confidentiality, even after a student leaves admission at Mount Zion College of Engineering & Technology.

**4.15 Ethical Standards**

Mount Zion College of Engineering & Technology insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Mount Zion College of Engineering & Technology's great success story. When faced with ethical issues, students are expected to make the right professional decision consistent with Mount Zion College of Engineering & Technology's principles and standards.

**4.16 Dress Code**

Students of Mount Zion College of Engineering & Technology are expected to present a clean and professional appearance while inside the campus. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Mount Zion College of Engineering & Technology's reputation or image is not acceptable.

Male students are required to wear trousers and tucked-in-shirts with collar with shoes. T-shirts and Jeans and other casual wear are not permitted.

Female students are expected to wear Salwar Kameez or Churidars with duppattas neatly pinned. Half saris, skirts, jeans, frocks or any other indecent tight fitting dresses and casual clothes are not permitted.

In the interest of safety, no loose garments are permitted in the workshop / laboratories. Footwear used should be securely strapped at the heel. All students are to wear leather shoes in the workshops and also overcoats as needed. Female students are to wear shoes to the laboratories if required by the concerned lab.

**4.17 Use of Equipment**

Mount Zion College of Engineering & Technology will provide students with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Mount Zion College of Engineering & Technology — unless it is approved for a job that specifically requires use of college equipment outside the physical facility and such a request is signed by the Director.

**4.18 Use of Computer, Phone, Fax and Mail**

Mount Zion College of Engineering & Technology property; including computers, phones, electronic mail, fax, and voice mail, should be used only for conducting college business. Incidental and occasional personal use of college computers, phones, or electronic mail, fax and voice mail systems is permitted (with the permission of the Director/Chairman), but information and messages stored in these systems will be treated no differently from other college-related information and messages.

**4.19 Use of Internet**

Students are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for college purposes and must not interfere with student productivity.

**4.20 Smoking Policy**

No smoking of any kind is permitted inside any Mount Zion College of Engineering & Technology campus. It is totally prohibited.

**4.21 Alcohol and Substance Abuse**

It is the policy of Mount Zion College of Engineering & Technology that the college be free of illicit drugs and alcoholic beverages, and free of their use. As ours is an educational institution all students are forbidden from consuming liquor or taking "drugs" either in the campus or outside the campus while on campus or otherwise. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful study situations call for quick and sound decisions to be made.

**4.22 Morality**

No student shall involve himself/herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution or management. Every student shall maintain absolute integrity and attention to duty at all times and shall do nothing which is unbecoming of a student of the institution.

All students are expected to be positive role models for the student community.

**4.23 Strikes and Demonstrations**

No student shall associate and/or participate in a strike or incitement thereto or in similar activities which shall also include absence from study or neglect of duties for the object of getting a demand conceded by the superiors or the Management.

**4.24 Solicitations and Distributions**

Solicitation for any cause during studying time and in studying areas is not permitted. Students are not permitted to distribute non-college literature in study areas at any time during studying time.

**4.25 Participation in Enquiries, Politics, Associations, etc \*\*\*\***

No student shall accept without the prior sanction of the management to be a witness in any enquiry conducted by any person, committee or authority: however, this rule shall not apply to the evidence given before an authority appointed by the Government, or Parliament or State Legislature or any judicial authority or in any departmental enquiry ordered by the Management.

No student shall be an office bearer of or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities. If any question arises, as to whether any party is a political party or whether any movement or activity falls within the scope of this rule, the decision of the Management shall be final and binding.

No student shall participate or otherwise use his influence in any manner or take part in an election to any legislature or Parliament or local authority. Provided that the student is qualified to vote at such an election he/she may exercise his/her franchise to vote but when he/she does so, he/she shall give no communication as to the way in which he/she proposes to vote or persuade to vote. Seditious propaganda or the expressing of derogatory sentiments by a student shall be regarded as sufficient ground for dispensing with his/her services. No student can propose or second the nomination of a candidate at an election or act as a polling agent.

No student shall have except with the prior permission of the management, recourse to the press for vindication of any official act which has been the subject matter of adverse criticism or attack or defamatory matter.

No member shall accept, without the previous permission of the management from any person, compensation of any kind for any malicious prosecution brought against him/her or a defamatory attack against him/her unless such a compensation has been awarded by a competent authority.

No student shall be a member, representative or office bearer of any association representing or purporting to represent the student/member unless such an association satisfies the following conditions.

1. Membership of the association shall be confined only to the students studying in the institution and open to all students.
2. The association shall not communicate in any manner with any political party or organization or participate in any political activity.
3. The association shall not in any way be connected with or affiliated to any association or federation of association.
4. The association shall not issue or publish or maintain any periodical publication except with the permission of the Management.
5. The association shall not indulge in any activities detrimental to the growth and functioning of the institution.
6. The association shall not indulge in any activities defaming the Institution or the management or other colleagues or superiors.
7. The association should have been started with the written permission of the Management.

No student shall engage himself or participate in any activity which is antiseccular or which tends to create disharmony in any society, or in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the State and the relationship between State and the Centre, relationship between the Management and the Government both at the Centre and at the State.

#### **4.26 Complaint Procedure**

Students who have a job-related issue, question, or complaint should first discuss it with their immediate Class Coordinator. If the issue cannot be resolved at this level, Mount Zion College of Engineering & Technology encourages students to contact the Director/Chairman.

#### **4.27 Corrective Procedure**

Unacceptable behaviour that does not lead to immediate dismissal may be dealt with in any of the following manners:

1. Oral Reminder
2. Written Warning - Memo
3. Counselling Session
4. Suspension
5. Termination

##### **4.27.1 Suspension**

The Management has got absolute right to place any student under suspension for any breach of rules mentioned herein or any other inappropriate behaviour.

##### **4.27.2 Disciplinary Proceedings**

The Principal shall be the Disciplinary Authority in respect of all students and the Director shall be the Appellate Authority.

Any student aggrieved by the order of the Disciplinary Authority may prefer an appeal to the Appellate Authority within 2 days from the date of the order of the Disciplinary Authority. The order of the Disciplinary Authority is valid till the verdict of the Appellate Authority is given. The Appellate Authority shall pass an order within 45 days on receipt of an appeal from the aggrieved student.

If an enquiry is deemed necessary, an Enquiry Officer shall be appointed by the Director who shall conduct the proceedings of the enquiry in a venue chosen by the enquiry officer. If the venue is other than the campus, the delinquent student shall be entitled to T.A as admissible. In the course of an enquiry, the student has to defend himself/herself and in the case of students who are not literates, they will be allowed to be defended by another

students studying in the institution if the delinquent student so chooses. Enquiry officer may be appointed either from among the members of staff or from among outsiders.

The order passed by the Appellate Authority will be final and binding.

#### **4.27.3 Punishment**

Violation of any or all of the rules and regulations mentioned herein and those enforced from time to time, shall entail termination without notice. Any student who has committed gross violation of any of the rules and regulations of the College will be dismissed from the college without notice. Any staff member found in breach of the code of decent conduct will be terminated summarily without notice.

#### **4.28 Crisis Suspension**

A student who commits any serious violation of Mount Zion College of Engineering & Technology policies at minimum will be suspended pending an investigation of the situation. Following the investigation, the student may be terminated without any previous disciplinary action having been taken.

#### **4.29 Transfer Policy**

Mount Zion College of Engineering & Technology does not permit a student to transfer to another department after he/she has registered for a course.

#### **4.30 Outside Admission**

*Add something here about what will be done about the fees if they apply in another college*

#### **4.31 Expulsion**

After the application of disciplinary steps, if it is determined by management that a student's performance does not improve, or if the student is again in violation of Mount Zion College of Engineering & Technology practices, rules, or standards of conduct, following a Decision-Making Leave, admission with **Mount Zion College of Engineering & Technology** will be expelled.

#### **4.32 Exit Feedback**

In a voluntary separation situation, Mount Zion College of Engineering & Technology management would like to conduct an exit feedback to discuss the student's reasons for leaving and any other impressions that the student may have about Mount Zion College of Engineering & Technology.

#### **4.33 Return of College Property**

Any Mount Zion College of Engineering & Technology property issued to students, such as computer equipment, electronic equipment, keys, parking passes, etc., must be returned to Mount Zion College of Engineering & Technology at the time of termination. Students will be responsible for any lost or damaged items.

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## **5 OTHER BENEFITS**

### **5.1 Educational Assistance/Scholarships**

Mount Zion College of Engineering & Technology believes that education leads to self improvement and recognizes that the skills and knowledge of its students are critical to the success of the organization. In that vein, Mount Zion College of Engineering & Technology encourages students and is willing to provide scholarships.

#### **5.1.1 Merit Scholarships**

Freshmen Scholarships are awarded by the Board of Admissions to students applying to the College with exceptional academic records. This scholarship for the first academic year reflects Mount Zion College's commitment to excellence in academic achievement.



1. Percentage in Qualifying Examination for Engineering: over 83%
  - a. Scholarship Amount: Rs.5,000
2. Percentage in Qualifying Examination for Engineering: over 91%
  - a. Scholarship Amount: Rs.10,000

Engineering Scholarships are awarded by the Board of Admissions to undergraduate students of Engineering with exceptional academic records. This renewable scholarship for the current academic year reflects Mount Zion College's commitment to excellence in academic achievement.

1. Percentage in Qualifying Examination for Engineering: over 80%
  - a. Scholarship Amount: Rs.5,000
2. Percentage in Qualifying Examination for Engineering: over 90%
  - a. Scholarship Amount: Full Scholarship (i.e., the tuition fee for the current academic year will be waived)

### **5.1.2 Athletic Scholarships**

Mount Zion College Athletic Scholarships are awarded each year to outstanding entering freshman athletes with strong academic potential. The awards range from several hundred rupees to full scholarships. Please contact the Administrative Office for more information.

### **5.1.3 Adventists @ Mount Zion Financial Aid**

Mount Zion is an approved unit under Southern Asia Division. Students, whose parents are employees, can get educational allowances and aid from their respective units. Please contact your Union or Conference president for more information. Terms & Conditions for this Financial Aid are subject to change by Southern Asia Division.

## **5.2 Placement**

Students at Mount Zion College of Engineering and Technology will automatically be accepted into the placement program if they have no/one arrear in the University Examinations. Other students who wish to join the placement program will have to pay a nominal fee.

The cases of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting every week/month. In case of default, counselling will be done. After second default, they will not be recommended for campus placement and they will have to bring their parents/guardians for a meeting with the Head of the Institution.

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## **6 TIME-OFF BENEFITS**

### **6.1 General Instructions**

Granting of Leave is purely at the discretion of the Class Coordinator.

No student shall remain absent after the expiry of his/her leave period without obtaining prior sanction for extension of leave. Such overstay will be treated as misconduct. Leave letters must be given in advance except in unforeseen circumstances. Only when a leave application is signed, is the leave deemed to have been granted.

Where it is not possible to obtain the leave letter, it should be submitted within a day after reporting to the college or within 2 working days from the commencement of leave whichever is earlier.

Prior permission should be obtained before availing leave. Leave letters should be countersigned by Parents/Guardians/Hostel warden. All students must first get the leave applications signed by the concerned HOD and then by the Principal also.

**6.2 Holiday Policy**

All Mount Zion College of Engineering & Technology students will be given the government holidays only. Students may refer to the Semester Calendar for details on Holidays.

**6.3 On Duty Leave**

On Duty Leave will be granted to students to attend paper presentations, or any other duties related with the Institution.

**6.4 Vacation Time**

Students are entitled to vacation leave only at the end of the semester(s), which will depend on the University Examination Schedule.

**6.5 Medical/Sick Leave**

Leave on medical grounds will be accepted only in genuine cases subject to:

1. Production of a proper medical certificate from a Regd. Medical Practitioner.

Such a medical certificate should accompany the requisition for leave and at the time of rejoining college, a certificate of fitness issued by a Regd. Medical Practitioner should be produced. The Management reserves the right to instruct the student to appear before any medical practitioner for medical examination, before sanctioning the leave.

Leave letters on medical grounds should be accompanied by Medical Certificate.

**6.6 Extended Disability Leaves**

If a period of disability continues beyond the 12 weeks provided for within the Medical Leaves of Absence section, a student may apply in writing for an extended disability leave.

**6.7 Study Leave**

Study Leave will depend on the University schedule for examinations. Refer to the Semester Calendar and Bulletin Board for the last working day, and University Timetable to determine the study leave.

**6.8 Personal Leaves of Absence**

In special circumstances, Mount Zion College of Engineering & Technology may grant a leave for a personal reason. Personal leaves of absence must be requested in writing and are subject to the discretion of management and the Administrative Office.

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**7 STUDENT COMMUNICATIONS**

**7.1 Open Communication**

Mount Zion College of Engineering & Technology encourages students to discuss any issues they may have with a co-student directly with that person. If a resolution is not reached, students should arrange a meeting with their Class Coordinator. If the concern, problem, or issue is not properly addressed, students should contact the Director. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any student for appropriate usage of Open Communication channels is unacceptable.

**7.2 Class Meetings**

In order to keep the communication channels open, Mount Zion College of Engineering & Technology typically implements a once-a-month college-wide class meeting with the student council appointed from each class. Students receive communications from Administrative Office about the agenda and discussion topics every month.

### **7.3 Bulletin Boards**

Mount Zion College of Engineering & Technology has bulletin board(s) where students can find organizational announcements, news/events, and discussions about specific topics. The student is responsible for reading necessary information posted on the bulletin boards.

### **7.4 Suggestions**

Mount Zion College of Engineering & Technology encourages all students to bring forward their suggestions and good ideas about making Mount Zion College of Engineering & Technology a better place to study and enhancing service to Mount Zion College of Engineering & Technology students. Any student who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

Students are advised to give their suggestions and feedback regarding their difficulties either directly to the class Coordinator/HOD/Principal/Director or through the suggestion box which is provided at various points in the college.

### **7.5 Closing Statement**

Successful studying conditions and relationships depend upon successful communication. It is important that students stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect study at Mount Zion College of Engineering & Technology.

### **7.6 Saving Clause**

The rules framed herein for the conduct of the College shall supersede the rules framed earlier that are not in consonance with the rules presently framed

## **8 Instructions to the Staff Members**

### **8.1 Working Days and Working Hours**

The Working days are from Monday to Friday in a week except Govt. Holidays. However, during Internal Tests, in the event of shortage of working days to complete the syllabus, and University Examinations Sundays may be converted as working days. The list of holidays for each semester will be clearly indicated in the Academic schedule.

- **On all Working days, the Class work will be from 9.00 am to 4.30 pm.**

All Faculty members and Non-teaching Staff have to reach the College campus before 8.50 am and leave the campus after 4.30 pm. They need to mark their finger print in biometric and note time in the Attendance software in the respective department both in the morning during arrival and in the evening before departure. The Faculty members should be in the Classrooms/Laboratories five minutes before the commencement of each theory class/practical class

### **8.2 Dress Code and General Appearance**

Gent Faculty members are advised to wear light coloured formal Shirt and dark coloured trousers. They should tuck-in their shirts and wear formal belt and black/brown shoes. Lady Faculty members should wear formal Saree with Blouse and formal Chappals/Cut- shoes. All the faculty members are expected to come groomed properly. They should also wear a white coat while taking a class and laboratory.. Non-Teaching Staff shall wear formal dress with formal Shoes/ Chappals. All should wear their identity cards regularly.

### **8.3 Coffee break/Tea break and Lunch interval**

There will be a coffee break/tea break for a period of 15 minutes both in the forenoon and in the afternoon as given in the time table. The lunch interval will be for a period of 40 minutes as mentioned in the time table. All the faculty members and laboratory staff should follow these timings regularly. The lunch break for office staff and library staff shall be between 12.35 to 1.15 pm. Lunch will be provided to both teaching and non-teaching staff in the staff canteen at subsidized rate.

#### 8.4 Cleanliness, House Keeping and Energy Conservation

All teaching and non-teaching staff should maintain the tables, chairs and rooms allotted to them neat and clean. They should get their offices cleaned on regular intervals. Whenever they move out of their place, they have to switch off the lights, fan / AC, computers, printers, etc. **All are responsible in conserving the energy.**

#### 8.5 Leave / Absenteeism / Permission & Casual Leave (CL)

Each faculty member & non-teaching Staff shall avail 1 day CL per month subject to a maximum of 12 days per academic year.

- Casual leave can be availed with the prior permission from the principal by submitting the duly filled-in leave application, before the date of leave and recommended by the HOD/Incharge. In case of emergency and unavoidable circumstances, the faculty member/non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application has to be submitted as soon as they resume the duty.

##### (a) Absenteeism

- Leave without written prior permission/oral information will be treated as 'Absent'.

##### (b) On-Duty Leave (OD):

- The Faculty members shall avail the following on-duty leave with prior permission from the principal:
- Hall Superintendent / University Representative duty for Anna University examinations: 7 days per semester.
- External Examiner duty for Anna University examinations – eligible faculty members shall be permitted as per the order received from the zonal office.
- Central Evaluation duty for Anna University examinations – approved evaluators shall be permitted as per the order received from the zonal office.
- Research project presentation/consultancy assignment/participation in conference/seminar/ workshop/FDP etc. –5 days per semester.
- The non-teaching staff shall avail on-duty leave for college related works with prior permission from the principal.

##### (c) Earned Leave:

Faculty members and non - teaching staff members who have completed **1 year of service** in our Institution are eligible for a **Earned leave of 2 days per semester.**

##### (d) Vacation Leave:

- Faculty members who have completed 1 year of service in our Institution are eligible for a vacation leave of 2 weeks during summer and vacation leave of 1 week during winter.
- Non-teaching staff members who have completed 1 year of service in our Institution are eligible for a vacation leave of 10-days during summer.

##### (e) Permission:

The faculty members and non-teaching staff shall avail permission for 1-hour to attend an urgent work on any working day without affecting their academic work/normal work. Each faculty member and non-teaching staff member shall avail 2 such permissions in a month.

### **8.6 Academic Work**

- An academic schedule comprising the details of reopening date, working days, holidays, internal Tests, model examination, last working day, university examinations, etc., based upon the Anna University's academic schedule shall be prepared by the principal's office for each semester before the commencement of classes and a copy of the same be given to all departments, for proper implementation.
- Time table shall be prepared by each department and implemented after due approval from the HOD and the Principal.
- All faculty members shall prepare lesson plans for the theory subjects, laboratory plans for practical subjects and obtain the approval of HOD on or before the date of commencement of classes, for implementation.
- Faculty members shall prepare tutorial plans for subjects as mentioned in the curriculum and implement the same as per the time table.
- Faculty members shall make use of NPTEL videos/ and other e-learning modules for facilitating enhanced learning by the students.
- All faculty members must prepare well and teach effectively to enable all students in the class to understand the lessons and hence learn.
- Each faculty member must aim to produce 100% result in the subject taught by him/her. In any case the result of each subject should be greater than 90%.
- In order to encourage meritorious performance, the faculty member(s) who produce 100% result in theory subject(s) in the University Examination will be encouraged and honoured per semester and a certificate of appreciation.
- The overall performance of the faculty members will be linked to their increments and promotions.
- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses, Lodging expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals

### **8.7 Participation in Workshops, FDP, Conferences/ Seminars/ and Publications in Journals**

- Each faculty member should participate in at least 1 conference/seminar/workshop/FDP, etc., in a semester subject to a maximum of 2 such participations in a semester.
- The college will sponsor the registration fee, boarding expenses, Lodging expenses and travel expenditure (actual Bus fare / Train fare – to and fro) for participation in Regional/National conferences.
- Each faculty member must present/publish at least one paper per year in National/International Conferences/Journals

### **8.8 Participation in Sponsored Research and Consultancy work**

Every faculty member in addition to the regular academic work shall participate in carrying out sponsored research and consultancy work. They should singly/jointly prepare project proposals in emerging areas and submit to various

funding agencies for grant. After receiving the fund, they should execute the project and complete it successfully as per the terms and conditions of the sponsoring agency. The institute shall award an honorarium to the chief coordinator/co-coordinator or principal investigator/co-investigator of the funded project with an amount equal to 2% of the total grant (1% at the time of receiving the grant and the remaining 1% after successful completion of the project). The honorarium will be subject to a maximum ceiling of Rs.2,00,000/-.

For consultancy grants, the coordinator/investigator shall be eligible for an honorarium of 40% of the revenue earned and the remaining 60% of the revenue has to be retained by the college for providing infrastructural facilities such as power, water, machinery/equipment, etc., to accomplish the consultancy activities. If any man power such as lab technicians, office assistants, co-staff are utilized in carrying out the consultancy activity, the Coordinator / Investigator has to pay 10% of the revenue from his share as honorarium to them.

### **8.9 Organizing Workshops, FDP, Conferences /Seminars/ Guest lectures**

- Each department shall organize at least one conference/seminar/workshop, FDP, etc., during every academic year.
- College shall sponsor Rs.20000/- per year to each Department for organizing a conference/seminar/ workshop/FDP, etc.
- Every department shall conduct at least 2 Guest lectures/special lectures per semester to impart knowledge on current affairs and beyond syllabus. College shall sponsor Rs.5000/- per guest lecture / special lecture. In addition, boarding facility and actual travel expenditure will be provided.

### **8.10 Encouraging faculty members to pursue Higher Studies (Ph.D.)**

- Faculty members interested in pursuing Ph.D. on Part- Time basis shall submit an application to the management through the principal seeking permission for registration.
- The college shall grant 3 ODs per semester to the Ph.D. scholars to meet their supervisors for discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first semester/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 1 month during summer vacation to enable him/her writing the thesis for submission.

### **8.11 Assessment, Promotion policy**

All faculty members and non-teaching staff will be assessed for their performance during every year. The faculty members will have 3 levels of assessment, namely (i) Assessment by the students during each semester, (ii) Self-assessment during each academic year, and (iii) Assessment by the reporting officers/ superiors. The performance of the non-teaching staff will be assessed by their reporting officers and superiors. The faculty members and non-teaching staff are eligible for promotion as per college procedures, AICTE norms and university regulations.

### **8.12 Self-Discipline, Work ethics and involvement**

Discipline, Ethics and Dignity at work place. staff are permitted to use Mobile phones only in their office/at sitting place. They should not carry Mobile phones to the Classroom/ Tutorial room/Laboratories/Seminar Hall/Drawing Hall/ Meeting/Function. If required on special occasions, they need to report to the college on holidays or during vacation to accomplish the urgent and important work. They should not resign in the middle of the semester/academic year. They should always bear in mind that they form an integral part of the Institution and actively involved in the Institutional building process with involvement and dedication. They have to abiding the college rules, university regulations and AICTE norms in force from time to time. In addition faculty members are

advised to carry out the research and submit without any plagiarism and duplications. The faculty member(s) who violate the college rules and university regulations and indulge in any indisciplinary activities will be dealt with strictly as per the provisions of disciplinary measures of the college and the university in force from time to time.

**Note:** All kinds of leave as mentioned above have to be availed only with the prior permission from the principal by submitting the duly filled-in leave Application, one-day before the date of leave and recommended by the HOD. In case of emergency and unavoidable circumstances, the faculty member / non-teaching staff shall intimate the leave to the HOD and principal's office and the leave application should be submitted as soon as they resume for duty. The faculty member(s) have to necessarily make alternative arrangements for his/her teaching work with other faculty member(s). In case of on-duty leave for examination or related works, copies of letters/orders received from the university or concerned authorities have to be enclosed with the leave application. After completing the on-duty, the faculty members shall submit the attendance certificate, progress report/status report, as applicable, to the principal's office when they resume duty.

**These rules and regulations are subject to change from time to time**

## **9 General Instructions to the Staff Members**

### **9.1 General Instructions:**

- Make sure you are in the class on time – never be late. The first period is to be engaged from the first minute – don't be walking on the corridors after the bell is rung.
- Take your own chalk and duster to the class (Can be collected from Mr. Naresh). Never send students out to get things you need for your class.
- Medium of instruction is to be strictly in English only.
- Keep all the windows and doors open in the class. This is extremely important. Even if an LCD Projector/OHP is being used, all doors and windows are to be kept open.
- Clean the board after your lecture is over – this is basic teaching etiquette.
- Please switch off unnecessary electrical appliances (fans, tube-lights) when not in use – wherever you find them.
- All periods are to be conducted in a dignified manner. No unnecessary noise should come from any class. If a staff experiences any difficulty in conducting the class in such manner, bring it to the notice of the Director/Principal/HOD's.
- Never take your mobile phones to the class. Do not take it and put it in silent mode. The complete concentration of the staff has to be in the delivery of the subject.
- Staff members are expected to be role models to students – in all aspects – both on and off campus. Dress neatly – wear ID card & shoes at all times. The ID Card must be out of the pocket at all times. Make sure that your clothes are formal - well pressed and neat. Shirts are to be tucked in. Look well groomed and clean shaven. This applies even to the non teaching staff.
- If the office of the Chairman/Director/Principal/Registrar/Academic Coordinator/HOD's requests any details (of files, etc.,) or summons you, make sure that you oblige immediately. Penalties will be enforced for non-compliance
- Never share confidential information with others – Do not keep confidential details on your pen drive.
- Staff members are not to take unnecessary leave. Never inform leave over phone unless it is unavoidable emergency.
- Wish all your superiors and fellow staff members. Respond warmly when a student wishes you – this is basic courtesy.
- Listen to students for their feedback. Their needs are to be taken care of. Bring to the notice of the Director and Principal any such needs. Take a personal interest in their development and well being.

- Staff grievances are to be reported to the HOD's/Principal. If there is inadequate response, kindly bring it to the notice of the Director/Chairman.

## 9.2 Attendance Instructions:

- Discourage students from coming late to the class. Attendance roll call is to be the first affair of the lecture hour. It must be completed within the first 5 minutes and during the roll call, call the students by their name and not the roll/SPR No.
- Attendance must be taken very carefully and Lab attendance is to be taken during the first and last lab periods. If a student is absent in either the first or last lab period, the student should be marked absent for the entire 3 periods/session.
- Enter the attendance details into the computer in the Attendance Software the same day.
- Class coordinators are to monitor if any student who is present in the forenoon periods is absent in the afternoon periods and bring this information to the notice of the Director/Principal immediately. This means that the class coordinators should visit their respective classes at least once in the forenoon and once in the afternoon session and verify the attendance.
- The attendance log sheets must be photocopied and submitted to Mrs. Melda after every Cycle Test and the original should be filed in the course log book.
- Class coordinators are to collect the leave letters from students. Leave letters have to be submitted in advance unless the cause is an emergency. ODs should be submitted before the student takes leave – and Medical Certificates are to be submitted on the very next day the student attends class. OD Forms and Medical Certificates are to be submitted on the same day it is received to Mrs. Melda. The forms are available at the photocopying center.

## 9.3 Lab Instructions:

- Students should not be allowed to work in the lab without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID Card, send the student to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.
- All the Laboratory exercises are to be completed – do not leave anything out. If any equipment/consumable is needed for conduct of the lab, inform the Director, Principal and HOD about it immediately.
- Staff that handle labs that involve programming (Computer, Electronics, etc.) should make sure that the student writes the algorithm and draws the flowchart in the observation note and the record note.
- Students without Observation and Record Notes are not to be allowed in the lab. Those with incomplete observation/record notes should not be allowed in the lab.
- Make sure that the student completes the observation note in the same lab session and the record note must be submitted during the next session without fail.
- No breaks during lab. If a student requests a break, don't send them during the regular break but when the scheduled break is not in effect.

## 9.4 Lecture Instructions:

- Students should not be allowed in the class without the ID Card. The ID Card must be out of the pocket at all times. If the student is found without an ID card, the student should be sent to the office immediately and allow the student back only after written authorization has been obtained from the Director/Principal/Registrar.
- Ensure that you have prepared for the entire lecture period. Not a single minute should be wasted
- Under no circumstances are staff members should not let students out of the class even if the lecture is over. Keep them engaged – revise previous topics. Use the time gainfully.
- Don't exceed your lecture period (even if a break/lunch follows the period) – it causes inconvenience to students as well as the next staff.



- Make sure that the Lesson Plan is completely written before you engage the classes and stick to it. The entire syllabus is to be completed within the stipulated time.
- The percentage of the portion to be completed before each cyclic/model test is given in the Semester Lesson Plan. Follow it, and inform the Director/Principal/HOD if completion is behind schedule and give a plan for completion of syllabus.
- Download animation, pictures from the Internet to enhance your lectures. Make sure that you visit the NPTEL website and search for lectures related to your subject. Make sure that you go through the complete series before you go for the first lecture period. (Google NPTEL for the website)
- Course Log Book should be taken to the class – syllabus completion will be verified to see if it is in line with the Lesson Plan.
- Class visits will be random – and visits will be made by the Chairman/Director/Principal/Academic Coordinator/HOD's.
- HOD's are to verify the completion of the syllabus every week. Details of subjects which are not in conformance to the Lesson Plan are to be brought to the notice of the Principal/Director/Academic Coordinator. Once in two weeks, the completion will be verified by the Principal. The Director will verify the same once a month.
- Ensure that all the notes of the students are corrected every week by the staff. Write comments and sign the last page signifying that the notes till that page are complete

#### 9.5 Test/Retest/Examination Instructions:

- Staff members are to keep track of the dates when they are to conduct their fortnightly tests and retests.
- To start with, write the questions for the weekly test on the board. Printed question papers may be provided later on. Answer sheets will be provided from the Exam Section. However, one printed copy of the question papers of all tests are to be filed in the corresponding log book.
- All test papers are to be promptly evaluated and given to the students.
- All test/retest papers after correction (within 2 days of the exam) must be submitted for verification (along the marks log sheet) to the HOD/Principal/Director. Verification should be done within a day of submission of the corrected answer sheets to the HOD's. It should be given back to the student after verification.
- The students should be encouraged to file the answer sheets for future reference. During evaluation of answer scripts, write feedback.
- It is the responsibility of the staff to ensure that all their students pass all the fortnightly tests. If they fail in the test, retests must be conducted till the students pass.
- Submit the photocopy of the Marks Log Sheet in the Course Log Book at the end of every fortnightly test/cyclic test/exam to the Examination Cell. Do not submit the statement of marks in any other format. If any department/Director/Principal/etc., requests for a copy of the marks, the photocopy of the Marks Log Sheet only should be submitted and not in any other format.

### 10 Student coordinators - Responsibilities

#### 10.1 Class representative

Class representative should ensure that he conveys the status of academic matters to the teachers concerned. They help teachers continually, listen and engage the students to improve teaching, learning, assessment and academic activities.

#### 10.2 Attendance coordinator

Attendance coordinators should work for educational institutes to monitor the individual attendance performance on a regular basis. Hence the attendance coordinator plays an important role in implementing discipline among students to minimize lack of attendance in the class.

### **10.3 Subject coordinator**

A **subject coordinator** should analyse the learning capacity of the individual student. They also ensure whether the students are showing interest in all subjects equally. They play a key role in supporting, guiding and motivating teachers.

### **10.4 Library coordinator**

The primary duty of a library coordinator is to collect the information from library up to date level. They motivate the students to enter into the library to update their technical knowledge through various media like daily newspapers, technical magazine, ICT tool, encyclopaedia, digital library and leading journals etc.,

### **10.5 Time table coordinator**

They follow the guidelines of the prescribed norms of AICTE/UGC to allocate the work force category wise. Also they should provide the timetable well in advance to follow their task scrupulously.

### **10.6 Lab coordinator**

A Laboratory Coordinator is responsible for coordinating activities in the lab. Particularly they are familiar in using all equipment's and also they are capable in demonstrating the experiments to all students.

### **10.7 Placement and Training**

Placement and training plays a major role in shaping up the career goals of students. It is the dream of every engineering student to get placed in a top notch organization. They have to keep in touch with all MNCs companies to recruit our students. a need based intensive training will be conducted.

### **10.8 Exam coordinator**

Provide support and respond to inquiries related to examinations. Also they should provide the examination related information in advance to prepare the students to write the exams well.

### **10.9 Co-curricular coordinator**

Develop systems and procedures to manage the physical and emotional safety of all students participating in the co-curricular sporting and activities program.

### **10.10 Extra-curricular Events coordinator**

An extracurricular activity or extra academic activity (EAA) is an activity, performed by students, that falls outside the realm of the normal curriculum of college education.

### **10.11 Notice board coordinator**

The NB coordinator shall display the information on the Notice Board (only the latest arrivals) and remove the outdated information.

### **10.12 Facility coordinator**

Facility coordinator supports all facilities to all faculty and students now and then. They are always roaming the college to ascertain the facility needs and also fulfil their needs immediately.

### **10.13 Website/Magazine/News coordinator**

Their main jobs is connecting all media into a information hub. Through which all employees of the college can access the information through this portal.

### **10.14 Women's grievances redressal cell**

The functions of the cell are to purely safeguard the rights of women students, faculty and staff and also to provide a platform for listening to their complaints.

**10.15 Grievance re-dressal cell**

Students 'Grievance re-dressed helps in Cell; Upholding the dignity of the College by ensuring free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship.

**10.16 Energy audit cell/Green campus cell**

Green audit is defined as an official examination of the effects the college has on the environment. To maintain clean campus, they have to preserve the environment within the campus such as promotion of energy savings, recycling of waste, water use reduction, Rain water harvesting etc.

**10.17 Department cell (societies) coordinator**

The objective of Institutional Social Responsibility (ISR) is to inculcate social awareness among faculty and students.

**10.18 Active Industry Institute Interaction ( Cell III )**

An active Industry Institute Interaction Cell (III Cell) has been functioning in the College. The function of the Cell is to promote closer interaction between the academia as well as industries to make a broader linkage with the institution.

**10.19 Carrier guidance**

Career guidance process helps students to understand their strengths and weaknesses. It also provides an idea for developing their personality developments and also possessing skill set.

**10.20 Discipline coordinator /Anti Ragging Committee**

Anti – Ragging committee is always carefully watching all the students in the campus once they get admitted. To conduct meeting whenever required and discuss relevant issues, in consultation with the authority of the Institution.

**10.21 Syllabus coordinator**

Academic Coordinators are responsible for effective implementation of curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.

**10.22 Feedback coordinator**

The Feedback Coordinator plays a major role in strengthening the quality of education by collecting feedback from all employees and discuss the matter immediately. The solved problem will be intimated to all employees for information.

**10.23 Gate Exam coordinator**

GATE Coordinator facilitates the students to prepare vigorously to quality in the GATE examinations. For that, they have to arrange the special coaching classes apart from their regular studies.

**10.24 NPTEL course coordinator**

NPTEL coordinator is making awareness on NPTEL courses among staff and students to learn more advanced courses. To take this initiative, the coordinator encourages the staff and students enroll into the NPTEL portal.

**10.25 Daily class report coordinator**

The Daily class report coordinator ensures that the regular classes are running smoothly and more informative. They have to monitor the effectiveness of each class and inform the outcome of each class to the Head of the Department for information and action.

**10.26 Cultural coordinator**

Cultural Coordinator reports the events of the cultural theme to the Principal via the Director for conducting program in the college premises. For that, they have to identify, a team of students who excel in the cultural activities.

**11 ACKNOWLEDGMENT**

I acknowledge that I have received a copy of the Mount Zion College of Engineering & Technology College Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Mount Zion College of Engineering & Technology college policies I should direct them to my Class Coordinator or the Administrative Office.

I know that Mount Zion College of Engineering & Technology college policies and other related documents do not form a contract of admission and are not a guarantee by Mount Zion College of Engineering & Technology of the conditions and benefits that are described within them. Nevertheless, the provisions of such Mount Zion College of Engineering & Technology college policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that Mount Zion College of Engineering & Technology, at any time, may on reasonable notice, change, add to, or delete from the provisions of the college policies.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



