PERSONAL DATA SHEET OF THE STUDENT

Name:	Admission No :
Roll No :	Branch and Semester :
Date of birth :	Email ID:
Permanent Address :	Address for Communication:
Telephone No : (R) (M)	Telephone No : (R) (M)
Identification Marks:	
In case of emergency, notify: Name : Relationship : Contact No : (R) Mobile:	
Weight :	Height:
Blood Group:	

IMPORTANT PHONE NUMBERS		
MUSALIAR EDUCATION TRUST		
Chairman	Shri PI Sherief Muhammed	9447071703, 0468-2010000
General Secretary	Haji M Ibrahim Kutty IFS (Retd)	9447111703
Treasurer	Shri PI Habeeb Muhammed	9447022726
Trustee	Dr S Chand Basha IFS (Retd)	9447290238
Trustee	Shri I Safeer	

MEMBERS OF GOVERNING BODY		
Chairman	Dr S Chand Basha IFS (Retd)	9447290238
Member	Shri. P.I. Sherief Muhammed	9447071703, 0468-2010000
Member	Haji M Ibrahim Kutty IFS (Retd)	9447111703
Member	Shri. PI Habeeb Muhammed	9447022726
Member	Shri. PI Sheik Pareeth IAS (Retd)	
Member	Shri I Safeer	
Member	Shri George Jacob	
Member	Principal, MCET	9497780112

ADMINISTRATION AND ACADEMICS

Principal	Dr AS Abdul Rasheed	9497780112
Dean Academics (UG)	Gp Capt R Jayaprasad (Retd)	9497793971
Dean Academics (PG)	Dr LC Manikandan	9442227338
Dean Administration	Gp Capt R Jayaprasad (Retd)	9497793971
Director, MBA	Dr K Geevarghese	9447278722

HEAD OF THE DEPARTMENTS

Civil Engineering	Prof Leena VP	9447248904
Computer Science Engineering	Dr LC Manikandan	9442227338
Electronics & Communication Engineering	Gp Capt R Jayaprasad (Retd)	9497793971
Electrical & Electronics Engineering	Prof Sarath Raj	9446107944
Mechanical Engineering	Prof Ninan Chacko	8547222394

PG COORDINATORS

Electronics & Communication Engineering	Dr Renjith Thomas	9446115817
Computer Science Engineering(M Tech)	Prof Usha Gopalakrishnan	9847356565
Computer Science Engineering(MCA)	Prof Prachod P	9539807593

ADMINISTRATIVE STAFF		
Accounts Officer	Shri Muraleedharan N	9447494679
HR & Scholarships	Shri AN Ravindran	8547363295
University Coordinator	Shri Harikumar	9562116592
Men's Hostel Manager	Shri Shaji T	9747424110
Men's Hostel Warden	Shri Jalaludeen M	9747710807
Bus In-Charge	Shri Vinil Kumar B	8281435438
Ladies Hostel Warden	Smt Anitha	9496832433

OFFICE BEARERS OF PROFESSIONAL SOCIETY		
Name	Faculty In-charge	Contact No
Society of Automotive Engineers INDIA (SAEINDIA)	Prof Adarsh S Nair	9544139882
The Indian Society for Technical Education (ISTE) Students Chapter	Prof Leena V P	9447248904
The Institute of Electrical and Electronics Engineers (IEEE)	Prof Sarath Raj	9446107944
Institute of Electronics and Telecommunication Engineers	Prof Rahul R	9946323532
Computer Society of India	Prof Amrutha Vishnupriya	8547286346

OFFICE BEARERS OF CLUBS/CELL

Name	Faculty Coordinator	Contact No
Entrepreneur Club	Prof Vishnu Raj	8547503621
ISO	Prof Lijesh L	9995791799
NSS	Prof Pramod B	9496346771
UNAI	Prof Renukadevi	9446191038
College Union	Prof Lijesh L	9995791799
Music Club	Prof Jan Mary	9495220497
Alumni Association	Prof Arun R	9495151404
Photography Club	Prof Ansar Kareem	8281123827
Women's Grievance Cell	Prof Usha Gopalakrishnan	9847356565

GENERAL INSTRUCTIONS TO THE STUDENTS

1. Campus discipline

➢ Keep the campus absolutely clean and tidy.

➢ Abstain from noisy and ungainly activities within the college and hostels.

➢ Be eco friendly and quality conscious.

➢ Use 'Garbage bins' for disposing waste.

➢ Conserve energy, water and other valuable resources.

➢ Keep the classrooms, laboratories, equipments, furniture etc neat and in order.

➢ Park vehicles at the allotted locations only.

2. Student Discipline

➢ Greet the teacher properly.

➢ Follow specified dress code.

➢ Be punctual at all places – Classes, Labs, Functions etc.

➢ Maintain harmony among Classmates & College mates.

A well behaved student is always noted and acknowledged.

3. Use of English Language in the college campus

One of the major drawbacks observed in securing Campus Placement by students is their communication skill in English. All students should take this seriously and try to speak in English within the college campus so as to get over this difficulty.

4. Productive utilization time

The students are expected to spend their time productively in the library or with their tutors during intervals/off class hours in the campus.

5. Redress of grievance

Students should discuss their academic and non-academic matters with their 'Staff Advisors' first. Grievances, if any, be represented to HOD & 'Grievance Committee'.

MUSALIAR EDUCATION TRUST

The Musaliar college of Engineering and technology is managed by Musaliar Educational and charitable Trust, Kollam, which was founded in the year 2001 by a group of eminent educationalist and technocrats having vast experience in the educational and technical fields. The main objective of the Trust, derived from the vision of the dedicated, enlightened and farsighted members are:-

➢ To uplift the educational and technical skills of future generations by establishing and operating institutions with focus on professionalism and result oriented approaches.

➢ To define and impart quality education to practice and survive the levels of competition put forward by the changed global competitive professional scenario.

➢ To impart affirmative actions for the upliftment of the socially, educationally and economically challenged sections of society.

CONTENTS

1. COLLEGE

1.1　The Campus

The College is ideally located in a sprawling campus within the town limits of Pathanamthitta Municipality. Located along the Pathanamthitta - Malayalappuzha District Highway, the campus is easily accessible by road (about 10 Minutes drive from the Civil Station, Pathanamthitta). Frequent private and KSRTC buses provide cheap and easy accessibility to the campus.

The college campus is spread over 15 acres of land and consists of many well designed multi-storied buildings which have all the state-of-the-art infrastructural facilities like Computer Centers, Electronics and Digital Laboratories, well equipped Mechanical and Electrical Workshops, Survey Lab and a well furnished Library with more than 10,000 recent volumes of engineering books and journals. The class rooms, drawing halls, seminar halls etc. are spacious and well designed to meet international standards for the academic activities.

The college, which is having minority status, is approved by AICTE/ Government of Kerala and affiliated to Mahatma Gandhi University, Kottayam, Kerala & Kerala Technological University.

1.2　Vision

To develop into a world-class pace-setter with distinct identity and character to meet the demands of a changing global technological competitive scenario.

1.3　Mission

- To impart quality Education in Engineering and Management by providing state of the art teaching learning method.

- To foster innovation in Technology and its application for meeting global challenges.

- Inculcate global awareness, communication skills, team building and ethical values.

- To collaborate with industry and R&D organization for developing knowledge and sustainable technologies.

- To facilitate research and innovation in various fields of Engineering and Management.

1.4   Courses Offered

UG Courses:-

COURSE	DURATION	DEGREE	INTAKE
Civil Engineering	4 yrs (8 Semesters)	BTech	60
Computer Science & Engineering	4 yrs (8 Semesters)	BTech	60
Electronics & Communication Engineering	4 yrs (8 Semesters)	BTech	30
Electrical & Electronics Engineering	4 yrs (8 Semesters)	BTech	30
Mechanical Engineering	4 yrs (8 Semesters)	BTech	120

PG Courses:

COURSE	DURATION	DEGREE	INTAKE
Electronics Engineering (VLSL & Embedded system)	2 yrs	MTech	18
Computer Science & Engineering	2 yrs	MTech	18
Master of Computer Application	3yrs	MCA	60

1.5   Faculty and Other Staff members

DEPARTMENT OF HUMANITIES & SCIENCE		
Sl. No	Faculty Name	Contact Number
1	Femi Susan Babu	9495216642
2	Shery George	9447357707
3	Girija Devi	9447797251
4	Vinijamol	9961030531
5	Dr Santhosh B	9447564033
6	Manasa R	9746966574

DEPARTMENT OF CIVIL ENGINEERING		
Sl.No	Faculty Name	Contact Number
1	Dr Bushra I	9633839684
2	Leena VP	9447248904
3	Dr Rajeev Kumar P	9539830377
4	Subhalekhsmi	9947202190
5	Shamila Habeeb	9496405135
6	Nisha Shekhar	9495554958
7	Bismi M Buhari	8129505859
8	Muhammed Murshid	9496848031
9	Athulya Sabu	8086468637

LAB STAFF		
Sl.No	Staff Name	Contact Number
1	Sasindran Nair	9946126486
3	Preethu P	9746266619
4	Jubairiyath	9544418283

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING		
Sl.No	Faculty Name	Contact Number
1	Dr LC Manikandan	9442227338
2	Usha Gopalakrishnan	9847356565
3	Simi I	9747903140
4	Shyma Kareem	9497377148
5	Ajesh F	9847688529
6	Jan Mary Thomas	9495220497
7	Deepa Thomas	9947818816
8	Anoopa S	8547140870
9	Prachod P	9539807593

10	Salitha MK	9446913033
11	Amrutha Vishnupriya	8547286346
12	Harsha Pushpan	8281667527
13	Sruthy R S	9496263079
14	Praseetha S Nair	9544309866
15	Giri S M	9745504279
16	Merin Mary Philip	9961750911

LAB STAFF

Sl.No	Staff Name	Contact Number
1	Binu VS	9446831144
2	Faseela MH	9961761352
3	Josmy Binu	9847985622
4	Renju	9447411131
5	Viji V	9645070751
6	Sajitha	9809174210

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING		
Sl No	Faculty Name	Contact Number
1	Gp Capt R Jayaprasad (Retd)	9497793971
2	Juby Raju	9447378036
3	Rejani S	9497614401
4	Lijesh L	9995791799
5	Nidiya Habeeb	9656409426
6	Raji Elsa Varghese	9846641459
7	Aneesh S Perumprath	9995242312
8	Sonia K S	9447556924
9	Radhika Rani MV	9496107948
10	Vishnu Raj	8547503621

11	Arun R	9495151404
12	Saju A	9497327688
13	Dr Renjith Thomas	9446115817

	LAB STAFF	
Sl.No	Staff Name	Contact Number
1	Archana S Kumar	9847794698
2	Rejitha Raj L	9656663495
3	Bushra Beevi B	9744631166
4	Gopalakrishnan K N	9895255651

DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING		
Sl.No	Faculty Name	Contact Number
1	Sarath Raj	9446107944
2	Renukadevi SM	9446191038
3	Sreerenjini K	9495427569
4	BlessyARahiman	9496991040
5	Ciya Paulose	9495204386
6	Anjali S	9447757648
7	Nizamoni	9946900742
8	Sarath S	

	LAB STAFF	
Sl.No	Staff Name	Contact Number
1.	K Radhakrishnan	09745079462
2.	Vinil kumar B.	08281435438
3.	Harikumar K M	09495311771
4.	Vineeth S	08089396983
5.	Raphymon M	09746746944

6.	Arun T	09895742548
7.	Abhilash	09744444901
8.	Abhijith	

ADMINISTRATIVE STAFF		
Sl.No	Staff Name	Contact Number
1.	Muraleedharan	9447494679
2.	Hari Kumar M G	9562116592
3.	T P Vinod	9847402776
4.	Kavitha	9539371023
5.	Jinu B Palackal	9495395510
6.	Vijayan	9387982010
7.	A N Ravindran	8547363295
8.	Amruth	9744417044
9.	Vahab V H	9744697728
10.	Abraham KA	8606328115
11.	Jaseem Basheer	9847466145
12.	Mohammed Rasheed	9447896006
13.	Muhammed Basheer	9961320274

1.6   Class Timing

The class timing is from 8:45 am to 4:10 pm except on Friday. First and Fourth Saturdays will be working day for the college.

1.7   College Office Timing

The college office functions on all working days from 8:45 am to 4:10 pm except on Government holidays and college declared holidays.

1.8   Principal's Office

Visitors are allowed to meet the Principal during college working hours and also can be met other times after fixing appointment over phone (0468-2621431). Students can meet the Principal during college intervals.

1.9 Student's Hostel

Hostel is the home away from home for students. The Institute has suitably designed separate hostels for Ladies and Gents with a capacity of 420 students on shared accommodation basis with all facilities, for boarding and other recreational activities.

Facilities

(a)   The College has separate hostels for boys and girls provided with well furnished, ventilated and necessary amenities for students.

(b)   These include a spacious dining hall with seating capacity around 100 students at a time, indoor and outdoor games, studying/reading room and audio-video facilities.

(c)   The hostels provide good food at very reasonable rates, as the mess is managed by the students and mess supervisors, following a dividing system.

(d)   Wholesome foods with vegetarian and non vegetarian dishes are provided and special arrangements made for the students during religious fasting.

(e)   The Gents' hostel comprises of four floored building with total of 100 rooms with a capacity to accommodate 250 students.

(f)   The Ladies hostel has a total of 60 rooms in its five storey building with a capacity to accommodate 170 students. All men and women residents of the hostel are provided rooms on a triple sharing basis.

(g)   Overall administration and control of the Ladies Hostels shall be vested in the Chief Warden and Matron.

Admission to hostel is for one year, renewable every year at the discretion of the Authority.

1.10 Auditorium

A well-furnished auditorium with 1250 seating capacity is available in the campus. It is frequently used for Seminars, Technical and Non Technical events, Presentations, Cultural events etc of the college which facilitate the students to carry out their activities in the right environment, smoothly and with ease.

1.11 Sports

In the recruitment and selection by reputed firms and organizations, sports persons always get preference. The college facilitates different indoor and outdoor games like Volleyball, Basketball, Football, Badminton and Cricket. Students of the college have represented as teams at University Intercollegiate and other State level competitions. The following are some of the major achievement of the college:-

(a)   The college bagged second place in MG University inter zone Cricket Tournament during

the year 2008-09, second place in MG University.

(b) Third place in MG University Inter College Thaiconda Championship during the year 2013-2014.

(c) First place in Inter Engineering College Volleyball tournament held at St Gits College of Engineering, Pathamuttom. BMC College Sasthamkotta all Kerala inter engineering college volley ball tournament runner up MG University volley ball quarter finalist.

(d) Runner Up at all Kerala Inter Engineering College Football Tournament, March 2016 at IHRD College Adoor.

(e) Our College conducted All Kerala Inter Engineering College Volley Ball Tournament and Musaliar College Team were the winners.

(f) We celebrated National Sports Day at Trivandrum. Chief Guests were International Volley Ball player R Rajeev and Olympian Sebastian Xavier, Arjuna awardee.

1.12 Gymnasium

A modern and well equipped gymnasium with latest health equipments is made available to students and staff of MCET in the campus.

1.13 Student Uniform

Wearing of college uniform & Identification tag is mandatory for all students inside the campus during working days and for all college activities.

Prescribed Uniforms

Boys: Trousers with shirt tucked in. Girls: Shirt, Waist coat & Trousers
In workshop/Lab, students have to wear the dark blue shirt and trousers and shoes.
(Photographs attached in the annexure)

1.14 College Magazine

For encouraging and nurturing young thoughts, Musaliar College publishes college magazine every year, constituting members from first year to final year students. The college magazine is the canvas where young minds are attracted to create their own imprints through born artistic talents. The magazine invites writings and articles, paintings, and photography talents and so on from students and staff members. Prof Sreerenjini S is the Magazine Staff Editor.

2. B Tech COURSE OF APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

2.1 APJ Abdul Kalam Technological University (referred as 'KTU' in short)

(a) Kerala Technological University (a state government university) has come into existence on May 21, 2014 with an aim to give leadership to the technology related

policy formulation and engineering planning for the state.

(b)　The name changed to APJ Abdul Kalam Technological University subsequently.

(c)　It emphasizes to improve the academic standards of the graduate, post graduate and research programmes in engineering science, technology and management and regulate the academic standards of all colleges affiliated to the University.

(d)　The main thrust areas of the University are Research, Development and Innovation.

2.2　BTech Program of KTU

BTech Programme is a credit based programme having a normal duration of four academic years, spanning eight semesters. The maximum duration for a student to complete the programme is **six academic years spanning twelve semesters**. On meeting specific conditions, a student can get a B Tech (Honours) Degree or BTech with a Minor.

Salient features

(a)　Theory courses supplemented by practice/lab sessions.

(b)　New courses on Design Engineering, Sustainable Engineering, Design Project and Life & Professional Skills for all branches.

(c)　Academic calendar for curricular, co-curricular and extra-curricular activities and vacation for doing internship.

(d)　Provision for remedial/bridge courses/Language Lab, Micro projects etc. in the curriculum.

(e)　Facility for break of study to initiate start-up venture of product development.

(f)　Co-curricular and extra-curricular activities to develop soft skills, nurture team work and leadership qualities, to build entrepreneurial and trial blazing outlook etc. are made mandatory.

(g)　Provision to drop and change elective courses.

(h)　Option for students to acquire Minor & BTech (Honours).

(i)　Academic Audit to monitor teaching-learning process.

(j)　Committees for ensuring academic discipline & students' welfare and for addressing students' grievances.

2.3　B Tech Programme Structure

(a)　B Tech programme in all branches of study is structured on a credit based system

following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

(b) Each semester shall have 72 instructional days, followed by end semester examinations.

(c) There is the provision for a student to opt for Minor or BTech (Honours) at the end of the fourth semester, under specific conditions.

(d) The curriculum of any branch of the B Tech programme is designed to have a minimum of 160 academic credits and 2 additional pass/fail credits, for the award of the degree. Credits are assigned to courses based on the following general pattern:-

(e) One credit for each lecture hour per week for one semester.

(f) One credit for each tutorial hour per week for one semester.

(g) One credit for each laboratory/practical session of 2 or 3 hrs per week for one Semester.

(h) Lectures, Tutorials and Practical are indicated in the curriculum as L – T P followed by the Credits for them.

(i) If L – T – P is 3 – 1 – 0 the credit is 4; Likewise for 2 – 0 – 2 the credit is 3 and for 0 – 0 – 3 the credit is 1.

(j) No semester shall have more than six lecture based courses and two laboratory and/or drawing/seminar/project courses in the curriculum.

(k) Credit per semester shall not be less than 15or greater than 25 and cumulative credits shall not be less than 162 for BTech.

(l) No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.

(m) A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer.

(n) The academic programs of the University follow the credit system. The general pattern is as below:-

1 .Lecturer(L)per week	1 credit

1 Hr Tutorial(T) per week	1 credit
1 to 2 Hours Practical (P) per week	1 credit
3 to 4 Hours Practical(P) per week	2 credit

In addition to academics, students have to actively engage in co-curricular and extra-curricular activities. Points are allotted for such activities. On getting a minimum of 100 activity points, the student passes the course and earns 2 credits. The 2 credits earned as mentioned above are not counted for the CGPA, but is mandatory for the award of the degree.

2.4 Curriculum, List of Courses and Syllabi

(a) Every branch of study in the B Tech programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

(b) Courses are categorized as Core Theory (CT), Core Practice (CP) and Electives (EL).

(c) Each course has a course number. Course number includes the offering department or knowledge segment code and a three digit number. Knowledge segment code is used when a course is offered by any one or more departments with the same course content and syllabus.

(d) Curriculum and Syllabi are available in the website. The University follows Credit System for B Tech Programme and Credits are apportioned among the following knowledge segments:-

S. No.	Category	Code	Breakup of Credits
1	Humanities and Social Sciences including Management courses	HSMC	8
2	Basic Science courses	BSC	26
3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc	ESC	22
4	Professional core courses	PCC	76
5	Professional Elective courses relevant to chosen specialization/branch	PEC	15
6	Open subjects – Electives from other technical and /or emerging subjects ` as specified in the curriculum concerned.	OEC	03

7	Project work, seminar and internship in industry or elsewhere	PROJ	10
8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non credit
9	Mandatory Student Activities (Pass/Fail)	SA	2
		Total Credits	162

(e)   Please note that each course is given an Examination Slot (A, B, C…..) in the curriculum. This is for simplifying the End-Semester examination schedule. The semester examination schedule will give only the date and the corresponding slot, not the subjects. All subjects that are listed under Slot A will have the examination on that day. Please note the courses you are attending and their slots.

2.5   Staff Advisor/Counselor

All students will have faculty advisors whose role will be:-

(a)   To guide and help students on academics.
(b)   To monitor their progress in academics and advise them.
(c)   To counsel them and hand-hold them in any difficulty.

2.6   Course Registration and Enrolment

(a)   It is mandatory for students to register for the courses they want to attend in a semester.

(b)   Students admitted freshly to the first semester, are advised to register for all courses listed for the first semester. However, they do not have to enroll for the semester.

(c)   At the end of each semester, all students have to register for the courses they desire to study in the next semester. They have to enroll for these courses at the beginning of the new semester, based on the previous semester results. Students can make changes in the list of courses already registered for, at the time of enrolment.

(d)   Students should clear all dues including any fees to be paid before enrolment and should not have any disciplinary issues pending. They have to remit examination fee at the time of registration/enrolment.

(e)   The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed up to 7 working days from the stipulated ate, will attract a late fee.

2.7   Fee structure of the University

The approved Fee Structure for B Tech is as follows.

(a)   Student Administration Fee: Rs.1, 000/- per student (one-time fee collected at the time of admission).

(b)   Examination Fee: Rs.500/- per semester + Rs.200/- per theory paper. (at the time of registration of the courses).

(c)   Late Fee: Rs.500/-

The fee will be collected by the college.

2.8   Eligibility for writing the end semester examination

The eligibility criteria for appearing the end semester examination are:-

(a)   Minimum 75% attendance in each course.

(b)   No pending disciplinary action.

Students who do not meet the above eligibility criteria are awarded an FE grade and

have to register for the course again at the next opportunity.

2.9   Academic Assessment/Evaluation

(a)   There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except the Lab/ workshops courses for 1 & 2 semesters. The End Semester Examinations shall be conducted by the University. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.

(b)   The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VII and VIII Semesters shall be conducted in both the sessions.

(c)   Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below: 1. Theory Courses: 1: 2 2. Laboratory Courses: 1: 1 3. Project: CIE only 4. Seminar: CIE only.

(d)   Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum two in a

semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/Class work/ Course project.
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%
There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. Three days shall be utilised for conducting the internal evaluation test.			
Project work	(a) Work assessed by the project guide – 30% (b) Three member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee) (c) Final Evaluation by a three member Committee comprising of the department project coordinator, guide and an external expert. The external expert shall be an academician or from industry. The industry expert is preferred: 30% (d) One third of the project credit shall be completed in VII semester and two third in VIII semester.		
Seminar	The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report. (a) Attendance : 10% (b) Guide : 20% (c) Technical content : 30% (d) Presentation : 40%		

The CIE marks for the attendance (20%) for each theory, practical and drawing shall be

awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.

A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements:-

(a)   Fulfilled all the curriculum requirements within the stipulated duration of the course.

(b)   Earned the required minimum credits as specified in the curriculum for the branch of study

(c)   No pending disciplinary action.

Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.

Grading is based on the overall % marks obtained by the student in a course. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

Grade and Grade Points		
Grades	Grade Point (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C +	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P	5.5	50% and above but less than 55%
F (Fail)	0	Below 50% (CIE + ESE) or Below 40

		% for ESE
FE	0	Failed due to lack of eligibility criteria.
I	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
Classification of B. Tech Degree.	First Class with Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above

Equivalent percentage mark shall be = 10 * CGPA – 2.5

Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester	Allotted Credits.	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry.
First	17	17	Not Applicable	Not Applicable
Second	21	38	Not Insisted	Not Insisted
Third	22	60	Not Insisted	Not Insisted
Fourth	22	82	Not Insisted	Not Insisted
Fifth	23	105	21 Credits from S1& S2	Not Insisted
Sixth	24	129	Not Insisted	Not Insisted
Seventh	15	144	47 Credits from S1 to S4	09 Credits from S3 to S4
Eight	16	160	Not Insisted	Not Insisted

There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the University Examination Manual.

2.10   Break of Study

A student is permitted to have a break of study,

(a)   In case of accident or serious illness needing prolonged hospitalization and rest.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

(b)   In case the student has a bright idea and would like to initiate a start-up venture or develop a new project.

        Student who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal will evaluate the proposal by constituting an expert term consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

(c)   In case of any personal reason that need a break in study.

        Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

In all cases of break of study the maximum duration for completing the B.Tech programme will be twelve semester.

2.11 Calculation of SGPA/CGPA.

(a)   Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. $SGPA = \Sigma(C_i \times GP_i)/\Sigma C_i$, where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. $CGPA = \Sigma(C_i \times GP_i)/\Sigma C_i$, where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted.

(b)   CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points. For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA.

        Equivalent percentage mark shall be $= 10 * CGPA - 2.5$

2.12 Rules on Attendance

(a)   Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.

(b)   On medical ground the college Principal can relax the minimum attendance

requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire program period. In case of prolonged illness, break of study is permitted as per 2.10

2.13   BTech (Honours)

(a)   All BTech students are eligible to register BTech (Honours). However, their mandatory CGPA at the end of eighth semester shall be 8.5 or higher to be eligible for the award of B. Tech (Honours).

(b)   If a student fails in any course including the course chosen for B. Tech (Honours), he/she shall not be eligible to continue the BTech (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.

(c)   The student shall earn additional 20 credits to be eligible for the award of BTech (Honours) Degree.

(d)   Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified BTech (Honours) Elective courses of the respective stream. Credits for the BTech (Honours) Elective courses are deemed to be earned only on getting at least a grade 'C' or better in the composite evaluation.

(e)   A student shall not be permitted to select the normal elective courses of the respective BTech programs for attaining the credit requirements of BTech (Honours). The remaining 8 credits could be acquired through two MOOCs of the respective streams recommended by the Board of studies and approved by the Academic Council.

(f)   The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.

2.14   Minor in Engineering.

(a)   All B. Tech students shall be eligible to register for Minor in Engineering.

(b)   The Minor in Engineering registration shall be along with the registration of the 3rd semester.

(c)   If a student fails in any course of the minor, he/she shall not be eligible to continue the BTech Minor. However, the additional credits and grades thus far

earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.

(d) The student shall earn additional 20 credits to be eligible for the award of B. Tech Degree with Minor.

(e) Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these three courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.

2.15 Grace Marks for Sports /Arts Competitions.

(a) The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.

(b) The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.

(c) The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.

(d) Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.

(e) The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.

(f) Grace Marks shall not be redistributed from one semester to another semester.

(g) Grace Marks shall be awarded on the basis of performance in the respective semester.

(h) The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.

(i)   Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

2.16   Grace Marks for Persons With Disability (PWD)

(a)   A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.

(b)   The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.

(c)   Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University.

(d)   The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.

2.17   Discipline

There exists a Student's Welfare Committee and a Disciplinary Acton Committee (DAC), a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college.

2.18   Academic Malpractices

Every student is required to observe discipline and decorous behavior. Any act of indiscipline, misbehavior and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations will be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations will be reported to the Principal who in turn will refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee will recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to the Principal for action. The student can appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal will take a final decision on the matter. DAC will be headed by a department head and will have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal will be intimated to the Controller of Examinations of the University.

2.19 Leave of Absence

Students who want to take leave have to submit a leave letter to the teacher conducting the course. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

2.20 Ragging

Ragging of any nature is a criminal and non-bail-able offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the institute, along with his/her parent, is required to give an undertaking in this regard at the time of admission.

2.21 Eligibility for award of Degree

The award of BTech/BTech (Honours) degree will be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with academic regulations. A student will be eligible for the award of BTech Degree on satisfying the following requirements:-

(a)   Earned credits for all core courses and the Project.

(b)   Earned the required minimum credits as specified in the curriculum for the branch of study.

(c)   No pending disciplinary action.

2.22 Digital Courses

E-learning facility in all lecture based courses is provided free of cost to all students through M Tutor software.

2.23 Student Activity Points

KTU has introduced activity points to be earned by the students during their academic stay at the University covering extra-curricular and co-curricular activities. All students have to earn a minimum of 100 activity points from various activity segments listed to qualify for the B Tech degree. Two credits are given for this on a pass/ fail basis and is mandatory for getting the B Tech Degree. As no grade is given for these two credits, they are not included in the CGPA calculation. For lateral entry students joining from the third semester, the activity point requirement is 75. Points earned by the student will be indicated in the consolidated academic statement. Colleges shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis in the KTU portal. In case of NSS and NCC, points can be entered after the completion of two-year Programme. The portal for this will only be open for a specific time period. All documental proof for awarding the activity points should be obtained and kept with the college authorities to be verified by

the Academic Auditor. The main activity segments are as given below:-

  (i) National Initiatives

  (ii) Sports & Games

  (iii) Cultural Activities

  (iv) Professional Self Initiatives

  (v) Entrepreneurship and Innovation

  (vi) Leadership & Management

2.24 Frequently Asked Questions

(a) **What is the eligibility condition for admission to BTech course?**

Ans: See Clause 1 of 'Ordinance for Bachelor of Technology BTech (Honours)' given in the website.

(b) **How can one remit exam fee?**

Ans: Exam fee have to be remitted at the college.

(c) **How can register and enrolment of courses be done?**

Ans: Registration and enrolment can be done by paying the required fee at the college.

(d) **Who will award Student Activities Points?**

Ans: The Faculty Advisor.

(f) **If a student fails in end exam, will his/her internal evaluation marks be regulated in line with the end semester exam marks?**

Ans: No. It will be done when the student gets pass marks in supplementary examination.

(g) **How many chances will a student get to pass a course?**

Ans: A student will get maximum of six years to complete the BTech programme.

(h) **Will the University issue mark details on request?**

Ans: No. The University will issue grade cards only.

(j) **Can a student skip some courses during regular semester and register in subsequent semester?**

Ans: Yes, except in semesters 1 & 2. In any case, the maximum duration for completion of the programme is 6 years**.**

(k) **Will the University publish model question paper or question paper pattern?**

Ans: Question paper pattern will be published.

(l) **How much choice will be available in questions for end semester exam?**

Ans: It will vary for different subjects.

(m) **If a student breaks study and continues after one academic year and meanwhile the curriculum is changed, shall he/she register for courses in the previous curriculum or changed curriculum?**

Ans: The Academic Committee of the University will suggest the equivalent courses to be studied.

(n) **Does the University award ranks for each branch?** No.

(o) **Is there provision for inter college transfer in higher semesters, if vacancy arises?**

Ans: If both the college agree (relieving and admitting colleges) college transfer is permitted.

(p) **Is migration/eligibility certificate required for admission?**

Ans: There is no need to obtain Eligibility/Equivalency/Matriculation Certificates from KTU for admission.

3. FEE COLLECTION

(a) Students can pay the fees in cash to the office or through a demand draft in the name of "Musaliar College of Engineering & Technology, Pathanamthitta". Fee can be remitted through Account Transfer and details for Bank Transfer are as below:-

**Account Name: Musaliar College of Engg & Technology, Pathanamthitta A/c
No: 4802005900000013,
Bank: Punjab National Bank, Pathanamthitta**

IFSC: PUNB 0480200

(b) Tuition fee and other special fees for the first year B Tech students are collected in one installment at the time of joining the college. For the II, III, IV years, these fees are collected at the beginning of the academic year.

(c) For MBA, MCA and M. Tech student's fees are collected in two installments at the beginning of the respective year and the beginning of the semester.

(d) Examination fee is collected as per the notification from the university and the fees is payable at the college office.

4.   LIBRARY

The Library provides access for the students to vast database, full text journals, and audio visual programs in addition to an extensive collection of books. The college has more than a 15,000 volumes of text books comprising of 3000+ titles. The collection of books is perfectly organized using the international classification scheme for the better access. The issue section has more than 7000 books to its credit and the reference section is equipped with latest title including foreign ones apart from those prescribed by the university scheme and syllabus.

4.1   Rules and Regulations of Library

(a)   All the personal belongings such as textbooks, notebooks, files, briefcases, umbrellas etc. should be kept at the property counter. However calculator and plain paper for taking down notes can be brought inside the Library.

(b)   The Library is kept open on all working days from 9 am to 4:30 pm.

(c)   Strict silence should be observed within the Library. The member must show his / her identity card when demanded by the Library staff.

(d)   Writing or underlining in the books, periodicals, maps etc. is not allowed.

(e)   The person in whose name a book / periodical is issued will be held responsible for the care of the same. He will have to bear the compensation for any damage or loss.

(f)   A member can borrow only the allotted number of books at a time from the Central Library.

(g)   The period of loan will be 14 days including the day of issue. If a member fails to return the book on the 15th day, a fine of Re. 1/- per day per book will be levied thereafter for a week. From the second week onwards a fine of Rs. 5/- per day per book will be levied. If a student is absent on medical grounds the payment of fine will be waived off with the recommendation of the concerned Head of the Department. No further issue of books will be made till all the dues are cleared.

(h)   A book, which is temporarily in special demand, may be lent for a shorter period than 14 days. The librarian may at any time terminate loans.

(i)   Members are not allowed to sub-lend the books borrowed from the Library.

(j)   No book shall be issued which in the opinion of the Librarian is not in sufficiently good condition for safe handling.

(k)   Periodicals are regarded as reference books.

(l)   New books received will be displayed for a fortnight on a separate shelf. These are available for issue at the end of the fortnight.

(m)   In case a ticket is lost, the matter must be reported to the Librarian. A duplicate ticket may be issued against payment of a fine of Rs 50/-. Tickets will have to be returned to the Librarian at the time of leaving the College. In case tickets are not returned, a fine of Rs. 50/- per card is charged while leaving the college.

(n)   If a book / books borrowed from the Library is / are lost, the matter must be reported to the Librarian immediately. The member has to replace the same or later edition of the same book lost / damaged within a week's time. If the replacement is not possible the following will be the procedure to recover the cost of the book lost / damaged:-

(i)   For a foreign book: The cost of the book converted as per the current conversion rate of the foreign currency plus 300% of the cost.

(ii)   For an Indian book: Printed price of the book plus 300% of the price.

(iii)   Periodicals: Same as above (i) and (ii).

4.1.1   A student leaving the College before or after completing the course has to produce a Non-Liability Certificate from the Librarian for getting any certificate from the College.

5.   LEAVE

5.1   Duty leaves

(a)   Duty leave will be granted for approved curricular and which leave is applied for and in any case within five working days, and submitted to the HoD within 10 days after the leave period.

(b)   The Senior Advisor can first endorse applications if the staff member in charge of the concerned activity is not immediately available, and the recommendation of the staff member can be obtained later.

(c)   Late application for duty leave will not be considered.

5.2   Other leaves

(a)   For any kind of absence, leave applications must be submitted to and get it sanctioned by the HoD.

(b)   Medical Certificate/ letter from parent or guardian should support leave for longer duration (say exceeding 3 days).

(c)   Such leave application should be submitted on the day on which a student is reporting back to the College.

(d)   Late applications will not be entertained. Absence without leave will be considered as an offence.

6. CAREER GUIDANCE AND PLACEMENT UNIT (CGPU)

The CGPU in MCET functions as two wings - the placement wing and the training wing. This Unit is organized by the Placement Officer, under whom; there are department-wise officers and student representatives who monitor all the training and placement activities. We have our Alumni associated with well established companies worldwide and we do maintain tie-ups and association with a range of companies including Wipro, Tata Consultancy Services etc.

6.1 Training Wing

The college has imparted Soft Skills and Aptitude Training Program into the regular curricular from First Semester till Seventh Semester, so that the students admitted to the college would be industry/Placement ready before he/she comes to the Final year of the course. The process of Training and placement is handled by the CGPU.

6.2 Placement Wing

As the student's career is of utmost importance, we make them to focus on their potentials to explore the possibilities of getting them into the right industry. The Placement Wing process is initiated with a clear focus on all levels of companies which matches different academic levels of students. The department is well equipped with excellent infrastructure to support every stage of the placement process. Arrangement for Pre-Placement Talks, Interviews, Group Discussions, etc. is all handled by the Placement Wing.

The major activities of the Wing are:-

(a)   To equip the students with skill development programs & communication practices for placements.

(b)   Co-operating reputed companies for campus placement.

(c)   Arranging visits to various industries to provide practical orientation to students.

(d)   Arranging project works at reputed companies in and outside Kerala and abroad.

(e)   Arranging talks by eminent personalities on personality development and leadership qualities.

7. FACILITIES AND AMENITIES

7.1 College Bus

The College buses are available from towns like Harippad, Kayamkulam, Anchal, Kunnicode, Pathanapuram, Changanassery, Thiruvalla, Chengannur, Pathanad, Mallappally, Bharanikkavu, Adoor, Kottarakkara etc covering all nearby areas. The students and staff who wish to avail the bus facility should take semester/ yearly pass from college office.

7.2   Student Store

The student store has been established with the objective of helping students in the purchase of books, stationery and all other general requirements, at moderate rates. All transactions of the store by way of sale shall be on the ready money system. The store will be kept open on all working days between 9 a.m. to 4.10 p.m.

7.3   College Canteen

The Canteen should not be used as a place for gossip and other leisure activities. Students are expected to buy meal coupons in advance. Extreme care may be taken not to spill food particles on the table and floor while eating. The students are expected to leave the Canteen as soon as the finish their meals or snacks.

7.4   Co-Curricular Activities

Varieties of co-curricular activities are arranged for the personality development of students. Cultural and literary activities are encouraged through various clubs in the college. Students can opt for membership in any of the clubs namely Literary club, Debate, Quiz club, Entrepreneurship cell, Blood Donor's Forum, National service scheme(NSS), Instrumental music, TRDI cell, Yoga & Meditation.

7.5   Amenity Centre for Students

The College has established Amenity room for girls and boys separately. It can be used for rest, study, changing of dress and taking lunch. Students are not expected to use the Amenity Centre for any unauthorized activity. They are expected to keep these rooms neat and tidy without spilling food items on the table and floor while eating. It also provides a platform for students to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves.

7.6   Vehicle Parking Facility

As per the directive from Kerala Government, students are not permitted to bring powered vehicles (two wheelers and four wheelers) inside the main academic campus. Parking sheds are provided near the main entrance and at the western side of Civil Engineering Department. Students have to park their vehicles in the parking spaces earmarked for that purpose. Parking is at owner's risk.

7.7   Professional Society Activities

The college has student chapters of professional societies such as Indian Society for Technical Education, Computer Society of India, Forum of Computer Science, Institution of Electrical and Electronics Engineers, Institution of Electronics & Telecommunication Engineers, Society of Automotive Engineers of India etc to expose the students to the current developments and practices in various branches of Engineering. All students are expected to

become members of one or more professional societies and participate in their activities so as to keep themselves updated of the various developments in the respective engineering fields.

7.8 Parent Teachers Association

Parent Teacher Association of Musaliar College of Engineering and Technology has been very active and vibrant. It has been an effective and supportive forum for the maintenance of the discipline as well as sustenance of academic excellence in the campus. The activities of the PTA are decided and implemented by an Executive Committee. The Executive Committee consists of the Principal, Deans, all Department Heads and selected members from the parents of all semesters. The Executive committee is elected/nominated by Annual General Body Meeting. The general body meets once in every year and the Executive committee, as per requirement. Class wise PTA is conducted twice every semester (during the start of semester and before the second series exam) to intimate the parents about the present performance of their wards at the college.

7.9 NSS Wing Activities

The NSS Technical Unit (Unit No.223) is very active in the college. Prof Pramod B is the Program officer. NSS Unit consists of 120 members and the student's core committee consists of 7 members. Some of the programs under taken by MCET NSS unit are Anti Ragging Awareness Programs, Arts Promotion Program, Blood Donation Camps, Clean Campus Program, De-addiction Programs, Donations for Disabled, Health and Energy Conservation Program. An active group of MCET NSS volunteers participated in the environmental preservation activities at Sabarimala.

7.10 Industry linkage

Musaliar College of Engineering and Technology stands 4th in Industry Linkages among all the colleges in Kerala. Initiatives from the college include the Startup Village and the Musaliar production centre. Musaliar Startup companies have been getting business orders from Kerala Tourism Department, Kerala Lottery Association, KSIDC etc.

7.11 United Nations Academic Impact (UNAI)

The college is accredited to UNAI program this year. It provides a global reputation for the institution as UNAI is aligned with the United Nations. Its motto is to bring up our students for the society with research activities and through sharing culture along with their education, to feel from within and to spread the concept of global citizenship. UNAI is guided by ten universal principles for continued membership and UNAI members are expected to carry out at least one activity in support of these principles. The listed principles areas are:-

(a)   Commitment to the United Nations Charter

(b)   Human rights.

(c)   Educational opportunity for all.

(d)   Higher education opportunity for every interested individual.

(e)   Capacity-building in higher education system.

(f)   Global citizenship.

(g)   Peace and conflict resolution.

(h)   Fighting poverty through education.

(i)   Sustainability.

(j)   Inter- cultural dialogue and understanding – "unlearning intolerance".

7.12   Reprographic Center

A reprographic centre with printing and photocopying facility is available in the campus on payment basis at moderate rates.

7.13   Musaliar Startup Zone

The idea of 'Musaliar startup zone' is one of the farsighted initiatives by Musaliar Educational Trust with an objective to motivate and transform the engineering students from job-seekers to innovators and entrepreneurs. The "Trust" supports with infrastructure, facilities and finance the students as well as Alumina for starting ventures at the Startup Zone. The "Musaliar Startup Zone" was inaugurated by Hon. Minister for industries and sports, Kerala, Shri A C Moideen. Five companies are already functioning in the Startup Zone which includes "Musaliar Lamps", a solar lamp project funded by KSIDC and the "Root five Solutions", a company registered with Techno Park.

7.14   The Innovation Entrepreneur Development Centre

The Innovation Entrepreneur Development Centre (IEDC) "Musaliar Bootcamp" is also functioning in the startup zone funded by Kerala Startup Mission. Musaliar Bootcamp was one among the 25 outstanding IEDCs in Kerala during the year 2015-2016.

7.15   Portal Information

It is a facility provided to all parents and students to view their attendance and marks of examination anytime anywhere in the world. The parents can track the student's full academic background which enables them to determine the performance of the student throughout the year.

8   DISCIPLINE AND CODE OF CONDUCT

8.1   Ragging

It is brought to the notice of all students and other various stakeholders that ragging is a criminal offence and AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July 1, 2009 (available on AICTE web portal aicte-india.org) on curbing the menace of ragging in AICTE approved Technical Institution, in order to prohibit, prevent and eliminate the scourge of ragging. Ragging is prohibited inside or outside the college and it is a criminal offense. As per the ragging act, any physical or mental harassment to any junior student by senior student (need not be first year alone) is termed as ragging. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence and to promptly deal with the incidents of ragging, Anti- Ragging Committee is working in the college as per the direction of the Supreme Court and all students and parents are repeatedly informed. Any kind of the ragging should be reported to the committee immediately. Students indulging in such attempts if found guilty will be expelled from the college and the matter will be reported to the police as per the provision of the "PROHIBITION OF RAGGING ACT 1998" for taking action.

Students in distress owing to ragging related incidents can access the Toll Free Helpline 1800- 180-5522 or write to the Registrar, KTU, MBA Block, CET Campus, Thiruvananthapuram -695016 or email: university@ktu.edu.in

8.2   Attendance

In a professional college 100% attendance is necessary to carry on studies smoothly. Attendance will be marked at the beginning of each period by the teacher engaging the class. All leaves of absence will be reported to the parents on the same day. However in extreme emergency cases students may apply for leave to the Staff Advisor which may be considered by HoDs and approved by the principal, as per merits.

8.3   Women's Grievance Cell

This cell is formed with the aim of providing a platform for the girl students and female staff member to represent grievances, if any.

8.4   Fine

The college rules and regulations are to be strictly followed by the students in the college. Students violating the uniform code (includes improper dressing, not wearing ID Cards, shoes etc.) will be fined.

9   ADMISSION TO HOSTEL

Students who need hostel accommodation must apply for the same in the prescribed admission form (available at the college office) with two passport size photographs and remit

the caution deposit in the college office.

9.1   Hostel rules and regulations

(a)   The students themselves should take care of their own personal belongings, especially, cash and valuables. Hostel authorities will not responsible for any losses.

(b)   Those who want to go out of the hostel campus should take prior permission from the Warden.

(c)   During the working hours, no one is allowed to remain in the hostel, without the permission of the Warden.

(d)   Use of any intoxicating item (alcohol, drugs etc) or even the possession of it will invite disciplinary actions.

(e)   Ragging and other indecent activities are banned in the hostel.

(f)   Hostel inmates should return to the hostel by the specified time.

(g)   Hostlers are expected to observe complete silence throughout the study time and night rest.

(h)   All inmates of the hostels should report in time for meals.

(i)   Students are not expected to enter the kitchen or give instructions to kitchen staff.

(j)   Students should not waste food.

(k)   Extra electrical fitting in the room and use of any electrical appliances like iron box, radio, stereo, T.V, heater etc are prohibited.

(l)   Students are not allowed to change the room assigned to him/her.

(m)   The students should not throw waste through the windows. They can use the dustbins provided.

(n)   Parents must visit the hostel at least twice in a year to enquire about the general conduct and progress and study of their ward.

(o)   Outside students are not permitted in the hostel.

9.2   Mess Bills payment

(a)   Mess bill for a month is calculated based on dividing system.

(b)   Mess bill would be published before 5th of every month.

(c)   The last day of payment will be the 10th of the month. In case of default Rs 50 will be levied per week as fine.

(d)   The mess bill together with the hostel rent and electricity charges for a month should be paid before 10th of every month.

10   IDENTIFY YOUR STRENGTHS & WEAKNESSES.

10.1   Causes of poor achievements by students

(a)   Failure to plan.

(b)   Unclear objectives.

(c)   Failure to set priorities and time limits.

(d)   Poor scheduling.

(e)   Lack of self discipline.

(f)   Over confidence.

(g)   Unnecessary tension.

10.2   Time Wasters

(a)   Too much socializing and distracting friendships.

(b)   Unwanted visitors.

(c)   Addiction to TV, Radio, Internet, Mobile phones, Social media etc.

(d)   Too much priority for extracurricular activities.

(e)   Laziness.

10.3   Attitudinal Excellence for Engineers

(a)   Be an ardent practitioner of karma and believe in the dictum "work is worship".

(b)   Give preference to your duties over your rights.

(c)   Show due regard to elders, peers and superiors.

(d)   Live a life guided by principles of ethical morality.

(e)   Build up a positive self-esteem.

(f)   Develop an attitude of gratitude.

10.4 Skills

    (a) **Personal Skills**

        (i)   Decision making.

        (ii)   Problem solving.

        (iii)   Time management.

        (iv)   Stress management.

    (b) **Job skills**

        (i)   Leadership skills

        (ii)   Team work skills

        (iii)   Quality awareness

        (iv)   Punctuality

        (v)   Adjusting to work environment

MUSALIAR COLLEGE OF ENGINEERING & TECHNOLOGY

PATHANAMTHITTA

APPLICATION FOR LEAVE

1. Name of student   :

2. Class   :

3. Leave of absence required on   :

4. Reason   :

5. Any class examination during the period :

6. Any submission to be made during the above period :

7. Total number of periods granted so far :

8. Date of application   :

9. Reason for not applying in advance :
   In the case of late application

10. Signature of applicant   :

11. Signature of the parent   :

12. Remarks of Advisor with Signature, Name & date :

13. Remarks of HoD with Signature, Name & date :

Approved/ Not Approved

Date: Principal

For Office Use only