

POLICIES AND PROCEDURES

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1. FEEDBACK POLICY ON CURRICULUM AND SYLLABI

The feedback policy of Panimalar Engineering College (PEC) on curriculum is designed to ensure that the educational programs provided are effective in meeting their goals.

1. Purpose:

The purpose of this feedback policy is to ensure continuous improvement and alignment of the curriculum and syllabi with educational goals, industry standards and student's needs. Regular feedback from students, faculty and stakeholders is essential for maintaining the relevance, quality and effectiveness of our educational offerings.

2. Scope:

This policy applies to all courses and programs offered by the institution. It encompasses feedback on both the curriculum (overall structure and content of programs) and syllabi (specific course content, delivery, and assessment methods).

3. Feedback Sources:

Feedback will be collected from the following sources:

- **Students:** Direct feedback from students who are actively engaged in the educational programs.
- **Faculty Members:** Inputs from faculty members who design and deliver the curriculum.
- **Alumni:** Feedback from alumni who have graduated and entered the workforce, providing insights into the practical application of their education.
- **Employers:** Feedback from employers who hire graduates, assessing how well-prepared the graduates are for industry roles.
- **Academic Peers:** External faculty members who review curriculum and syllabi periodically.

4. Feedback Analysis and Action:

- **Data Analysis:** Feedback will be systematically collected, analyzed, and summarized. Quantitative data will be statistically analyzed, and qualitative data will be thematically analyzed.
- **Action Plans:** Based on feedback, specific action plans will be developed to address identified issues.
- **Implementation:** Changes to the curriculum and syllabi will be made in accordance with the institution's governance processes. This may include revisions to course

content, teaching methods, and assessment strategies.

- **Follow-Up:** Regular follow-up will ensure that changes have been effectively implemented.

DETAILS OF FEEDBACK ON CURRICULUM AND SYLLABI

STAKEHOLDER	REMARKS
Students	At the time students complete the program, feedback is collected on the curriculum and syllabus through an exit survey. It is believed that having gone through the entire curriculum, the learning experience of the students would qualify them to provide valuable feedback from their perspective on the curriculum and syllabus. By actively seeking and utilizing student feedback, institutions can create a learning environment that is more engaging, relevant, and effective. This feedback helps in aligning the curriculum with student expectations and industry demands, ultimately enhancing the overall educational experience.
Faculty Members	Faculty members play a crucial role in providing feedback on the curriculum and syllabi. Their insights are invaluable for ensuring the academic programs are robust, relevant, and effective in meeting educational goals. By actively involving faculty members in the feedback process, academic institutions can leverage their expertise and experience to continually refine and enhance the curriculum and syllabi, ultimately improving the overall educational experience for students.
Alumni	The academic departments, both directly and through the college Alumni Association, maintain constant contact with their alumni for various interactions, including obtaining feedback. With experience in specific industries, alumni are well-positioned to evaluate and provide

	<p>feedback on the curriculum and syllabus of their respective programs, informed by their professional experiences. By incorporating alumni feedback into curriculum planning and review processes, institutions can ensure that their programs remain relevant, responsive to industry needs, and effective in preparing students for successful careers. This collaborative approach strengthens the connection between academic offerings and the evolving demands of the professional world.</p>
Employers	<p>Specific experts are identified and engaged to provide feedback on the curriculum and syllabus of relevant courses. These experts are typically professionals with significant experience and expertise in their respective fields. By obtaining their insights, the academic departments aim to understand how effectively the curriculum caters to the current and future needs of various industries. By actively seeking and incorporating employer feedback into curriculum planning and review processes, institutions can enhance the employability of their graduates and strengthen their partnerships with the industry. This collaborative approach ensures that educational programs produce graduates who are well-prepared to contribute effectively in their chosen professions.</p>
Academic Peers	<p>Feedback from academic peers is an essential component in the process of refining and improving the curriculum and syllabi. Academic peers, often from other institutions or departments, provide an external perspective that can help ensure the curriculum remains current, comprehensive, and academically rigorous. Incorporating feedback from academic peers ensures that the curriculum and syllabi are critically evaluated from multiple perspectives, leading to a more robust and high-quality educational offering. This process helps in maintaining academic excellence and relevance, ultimately benefiting the students and the institution as a whole.</p>

2. MENTOR-MENTEE POLICY

Effective mentoring involves mentors providing relevant support to mentees by sharing their experiences and knowledge, as well as encouraging the student development through constructive feedback and reflective practices.

Objective:

The objective of mentorship is to provide personalized guidance and support to mentees, helping them navigate academic challenges, develop technical and professional skills, and prepare for successful careers in engineering.

To ensure a vibrant and satisfied learning environment, leading towards a successful career in professional and personal life.

Types of Counseling Rendered:

- Personal Counselling
- Academic Counselling
- Career Counselling

Mentor Mentee Mechanism:

- The Head of the Department assigns the list of mentees groups consist of 20 to 25 students, for each faculty mentor.
- During the initial meeting, mentors will gather personal and academic information from each mentee to establish a solid understanding of their backgrounds and foster a positive relationship between mentor and mentee.

Responsibilities of Mentor:

- Mentor meetings should be conducted twice in a semester or more often if needed.
- Mentors must be aware of every assigned mentee's background and mentally support them through proper counselling when required.
- Mentors should guide and motivate their mentees in the right direction to solve problems during their engineering graduation.
- Mentors should develop a healthy relationship with their mentees to address their personal grievances if the situation demands.

Responsibilities of Mentee:

1. Maintain a healthy relationship with the mentor.
2. Attend counselling meetings twice in a semester and more if needed.
3. Share their academic performance and reason for any anxiety in the internal

assessment and university examination.

4. Specify their individual support needed from mentor for improvement.

Expected Outcomes:

- Through mentorship, mentees gain self-awareness, develop problem-solving skills, and build confidence in their abilities.
- The system also facilitates for holistic development of students through enhancing the employability of students and their aspiration to higher studies.
- Mentors help mentees navigate stress, setbacks, and challenges, promoting mental health and resilience.
- Mentors encourage mentees to explore research opportunities and innovative projects, enhancing their academic experience.

3. CONSULTANCY POLICY

Objective:

To create a framework that facilitates effective consultancy activities at Panimalar Engineering College.

General Principles of Consultancy:

1. Faculty members are encouraged to engage in consultancy work within their respective areas of expertise.
2. Consultancy services must get approval from the Head of the Institution (HoI) before they are undertaken.
3. It should not interfere with the primary responsibilities of the faculty member or the department.
4. Consultancy services must align with the best interests and objectives of the Institute.
5. In the context of consultancy services, the consultant should not directly or indirectly get associated with any activity that could be deemed unethical or inappropriate.
6. The institute encourages two kinds of consultancy services including Individual Consultancy and Team Consultancy. Individual Consultancy is offered by an individual faculty member in his/her individual capacity. Team Consultancy is offered by a team of faculty members from the same discipline or different disciplines of the Institute.

Circumstances under which Consulting Activity may be permitted:

1. The organization calling for consultancy services from faculty members or the department shall write to the HoI specifying the expertise required, otherwise faculty could also seek the permission of the HoI.
2. In considering whether or not permission will be given for consultancy activity, the HoI will consider such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest, and the use of institution resources.
3. The faculty or a group of faculties engaged in the consultancy work shall periodically report the progress of the consultancy work to the HoI through Head of the Department (HoD).
4. A MoU may also be signed between the department and the industry/organization to define the nature, scope and commercials involved with consultancy work and the copy of the same should be submitted to R&D cell.
5. For any outside visits leave as due is to be availed by the concerned staff members. Special Casual leave or duty leave may be permitted at the discretion of the Principal.

Publications:

Research publications arising from consultancy work shall include the faculty affiliation of the college and the acknowledgement for the facilities used by the college.

Intellectual Property Rights:

Patents arising from consultancy works if applicable shall be jointly published in the name of the authors and the institute.

Policy for Revenue Sharing in Consultancy:

Consultancy work can bring financial benefits both to the institution and its employees. Revenue sharing will be based purely on the resources utilized and man power used. Each consultancy may differ in terms of the capital and the consumable as well as HR resource cost. At the end of the consultancy project, the consultant shall submit a report on costing of the project.

Other Commercial Rules:

1. The utilization of institute facilities and resources is permitted for consultancy work.
2. Consultancy meetings with organizations may be held at the Institute, and it is expected that any facilities used will be duly acknowledged.

Conclusion:

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

4. PUBLICATION AND PLAGIARISM CONTROL POLICY

The institute is committed to produce and promote original highest quality research, without any sort of plagiarism while encouraging academic freedom and state-of-the-art thinking. Carrying out research works and writing the paper without plagiarism are professional and they do bring credit to the authors, result in proper utilization of resources and the editors, reviewers will also be impressed. As such, this policy and the plagiarism scale documents would be applicable to all stakeholders within the institute.

Objective:

- To develop a framework for deterring, detecting and dealing with plagiarism consistently across all faculty members of the Panimalar Engineering College.
- To ensure the institution academic integrity, students, scholars and staff must be discouraged from practicing plagiarism.
- To produce standard publications with highest level of quality and honesty in all the academic pursuits of teachers and students and supports their research activities.

Definition of Plagiarism:

Plagiarism is the presentation of someone else's work, words, images, ideas, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resources) whether published or not, as one's own work, or alternatively appropriating the work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including programs/software, websites, circuits, etc.) of others, without properly citing the source or without permission.

Plagiarism is not reliant on evidencing intent. It is assumed that where plagiarised elements are found, the author intended them to be there, and that where content has been paraphrased, the author intended this to disguise the process of appropriation. However, the absence of intent can be considered when determining individual penalties for plagiarism.

Examples of Plagiarism Include:

1. Copying, translating or paraphrasing contents without acknowledging sources.
2. Compiling sections of the work written by others.
3. Consenting to another's request to copy one's research.
4. Submitting one's own, or another's, previously published research.
5. Submitting work as one's own when it has been made by a group.
6. Copying the work of others, without their knowledge and presenting it as your own.
7. Using professional writers to produce work for submission on your behalf.

In the context of a university environment, plagiarism is a form of academic misconduct. A student shall be guilty of plagiarism if he/she:

- Infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;
- Plagiarises by stating, or implying, original authorship of someone else's written or creative work and/or by incorporating such work or material, in whole or in part, into his or her own work without properly acknowledging or citing the source.

Institute Policy for Plagiarism:

1. The institute subscribes Turnitin plagiarism checker for similarity checking of research articles and student project reports.
2. Research Scholar should submit the copy of Urkund/Turnitin plagiarism check report of articles and thesis to the concern supervisor before submitting to the Journal/Conference/Institute/University. In the case of scholars who have committed the act of plagiarism in the Thesis/journal publication, his/her Thesis/degree shall be forfeited and his/her research registration shall be cancelled and also he/she shall be debarred to register for any other programme in the University.
3. For the abetment of above such action, the recognition of his/her Supervisor ship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period.
4. If plagiarism is detected in the Publications/Thesis of any other scholar under the same supervisor, the recognition of his/her Supervisor ship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars, besides other disciplinary action.

5. RESEARCH PROMOTION POLICY

Research and Development activities in emerging areas are increasingly crucial in educational institutions, alongside adopting effective teaching and learning processes. To support this, an Institutional Research Policy has well defined and it is applicable to all faculty members, students, and staff involved in any research activities within the institution. This policy covers fulltime and part time research scholars, as well as contract-based employees. All research activities must adhere to the guidelines outlined in this Institutional Research Policy.

Objectives:

- To encourage all researchers to continuously enhance their expertise in their specialization, in alignment with the Industry standards.
- To ensure high level of efficient and effective teaching, research support to facilitate faculty members, ensuring the continuous development of the institution.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To encourage under graduate, post-graduate and doctoral students to conduct in-depth studies and complete their project work, whether as part of the curriculum or for national and international competitions, ultimately leading to innovative research outcomes.

Research Promotion Policy:

- Researchers should uphold the highest standards of honesty and ethical conduct in all their research activities. This includes ensuring the accuracy and integrity of data, avoiding any form of plagiarism or misrepresentation, and respecting the rights and confidentiality of research subjects.
- Researchers should make every effort to publish the outcomes of their research as papers in reputed journals and conferences. This helps disseminate their findings to the broader scientific community and contributes to the advancement of their field. Before submitting their work for publication, authors must verify that their papers adhere to the permitted plagiarism limits set by the respective journals or conferences to maintain academic integrity. Once the paper is accepted for publication, it should be informed to the publication coordinator of the college.
- All Investigators carrying out sponsored projects must obtain the necessary approvals for equipment purchases. They should also maintain a properly tagged inventory to ensure the effective utilization of these resources.

- The progress report, as mandated by the sponsoring agencies, must be submitted on time. Additionally, the audited financial statements should be prepared and submitted promptly upon the project's completion.
- Researchers shall collect medical data regarding personal information and privacy in accordance with the ethical guidelines governing the use of such data. Approval from the college's ethical committee constituted by the college should be obtained wherever necessary.
- The research team will offer guidance and suggestions to enhance the institution's research activities.

Incentive Benefits:

Research incentives aim to recognize and reward research excellence and innovation. The institution provides encouragement and support to enhance research, publications, patents, and travel, both domestically and internationally as needed. Incentive benefits are determined by publication quality and funding agency contributions. Revisions to incentive benefits will be made as needed to ensure they remain effective and aligned with organizational goals. This process will be responsive to changing circumstances and requirements, allowing for adjustments to be made promptly and appropriately.

6. SEED MONEY GRANT POLICY

Panimalar Engineering College seed grant is a funding initiative that has been fostered to encourage faculty to pursue competitive research in current happening areas of national and international importance. Research is the navigator of the flagship of knowledge, which delivers a new energy, fabricates state-of-the-art facilities, encourages publications and promotes innovation amongst faculty members.

Objectives:

- To encourage the faculty members to propagate their innovative ideas through Seed Proposals, which can be further translated in to major research projects and submitted to the external agencies for funding.
- To promote inter-faculty collaboration in emerging areas.
- To promote generation of Intellectual Property rights (IPR) and Product/Process development as per to the new impending technologies.

Policy Statement:

- Faculty members having a Ph.D. degree or pursuing Ph.D. are eligible to apply as Principal Investigator (PI) for the Seed Money Grant.
- The PI at the time of submission of application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.
- At any time, a PI can submit only one application. However, he/she can be a Co-Investigator in more than one proposal.
- The provision of seed money grant is for a maximum period of two years. In case of any delay in the projects, it is expected from PIs/Co-PI to take the extension of the project from Research Co-ordinator accordingly.
- Normally, a grant up to Rs 2 Lakhs may be rewarded based on the merit of the proposal and decision of the Dean Research. However, there should be no such ceiling for cutting edge research & development work based on its necessity and availability of funds.
- The PI of the project can associate a team of UG/PG students and he/she is responsible for the conduct of the research in accordance with the institute research policy.
- The PI should submit a progress report every six months in the prescribed format for evaluation by the committee and in case, if it is found that adequate progress is not made,

further funding will not be released.

- The PI should submit a completion of project report, statement of expenditure and utilization certificate on the completion of the project.
- In case PI leaves the institute before the completion of project, a Co-Investigator from will assume responsibility as PI.
- Research Co-ordinator should review and monitor the progress of the sanctioned project periodically and submit the report to the management.
- After completion of the seed project, the final report must be prepared as per the prescribed format and submitted to the office of Research Co-ordinator for record purpose.

Additionally:

- If sanctioned, the applicant should be able to carry out the project on their own and not outsource it.
- All research done on Seed-Money project will be carried out within the premises, and faculty and students should obtain prior permission from the Head of the Institution to work outside the premises.
- The proposal should be based on the applicant's own original ideas, and should not be based on work or assignments given to others or mandated for students.
- While researchers are encouraged to extend the project to their Ph.D., they should not take their Ph.D. as a part of it for the seed-money project.
- It is advisable to show your proposals to research and development team and get critical feedback for novelty, quality, relevance, ethical considerations, impressive and formal presentation before submission.

Expected Outcomes:

1. The projects completed should lead to publications in Scopus/SCI journals and Patent Grant.
2. The projects completed should lead the students of their own startups.

7. CODE OF ETHICS FOR RESEARCH

Panimalar Engineering College believes in a judicious combination of teaching and research for the benefit of the student community at large. The Institution envisages innovation and technological development through its R&D cell. It has plans to cultivate academic and research collaborations with national and international universities, government agencies and industries to meet the immediate needs of society and the industry. The Institution has a focused research policy and the research facilities are updated using the funds received from government and non-government agencies.

Code of ethics for research gives an insight to the faculty/scholars about the ethical practices to be practiced during their research process. Ethics is understanding the difference between what you have a right to do and what is right to do.

Objective:

- To create a framework that facilitates effective research works at Panimalar Engineering College.
- To motivate faculty to pursue doctoral and post-doctoral assignments at various national and international universities and organizations of repute.
- To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.

Research ethics involves application of fundamental ethical principles in performing scientific research. The ethics that researchers should follow are listed below.

- Researchers should have the welfare of the research participant in mind as a goal and strive for the benefits of the research to outweigh the risks.
- Researchers should minimize financial and other influences that could bias their research results.
- Researchers should demonstrate honesty, confidentiality and truthfulness. They should not fabricate data, falsify results, or omit relevant data. They should report findings fully, eliminate bias in their methods, and disclose underlying assumptions.
- The scholar shall not publish research articles with similar contents in part or full in more than one journal, which would result in Self Plagiarism.
- In the case of scholars who have committed the act of plagiarism in the Thesis/journal publication, UGC/Anna University regulations will be followed for actions against him/her and his/her supervisor.

- Research Scholar should submit the copy of plagiarism check report to the concerned supervisor for a research paper before submitting to the journal/Conference. The research scholar Synopsis/ Thesis should accompany plagiarism report while submitting the same to Center for Research, Anna University.
- All PG Students' thesis should include the copy of Plagiarism check report. Minimum level of similarity is allowed for Ph.D. Thesis, Synopsis and Post Graduate Thesis.
- Researchers should minimize attempts to reduce the benefits of research on specific groups and to deny benefits from other groups
- Researchers should not exploit, or take unfair advantage of, research participants
- Researchers should engage only in work that they are qualified to perform, improve their skill sets, choose appropriate research methods, statistical methods, and sample sizes to avoid misleading results
- Researchers should engage in ethical research and promote ethical behaviours through practice, publishing and communicating, mentoring, teaching, etc.
- Researchers are expected to be honest in reporting methodology, test protocol adopted and their findings.
- Researchers should have moral responsibility of not to deceive fellow colleagues, collaborators, sponsors or funding agencies and the public.
- The Supervisors shall endorse the candidates to publish their research work in reputed (Scopus/ SCI/SCI-E/ESCI) indexed conferences/Journals/Workshops.
- Research proposals submitted by the faculty/scholars should be ethical.
- Researchers should be responsible in using authorized research resources, and respecting others' intellectual property rights.

8. LIBRARY POLICY

Our Central Library is one of the major highlights of the college. It is 4187 square meter air conditioned central library that has a seating capacity for CL-I 176 students & CL-II 140 students. The Collection Library has a total collection of 1,18,327 books relating to various subjects. The excellent reading hall in the library assures peaceful and conducive environment to promote a spirit of continuous learning for the students equipped with reference books, hand books, dictionaries and encyclopedias. The Library provides a wide range of books and periodicals responding to the varying needs of the academic community by involving the faculty, students and the administration in the development and periodic assessment of the library services and resources. It also offers a peaceful environment for the optimum use of library materials and schedules the hours of service with professional assistance. It assists for computing resource plans and automation processes, having offered physical facilities and required equipments.

Vision:

To improve the engineering, technology, and fundamental science teaching-learning process for teachers and students in order to foster excellence in research and innovation.

Mission:

The aim is to foster a stimulating learning environment by providing a diverse range of printed and electronic resources that support creativity and intellectual development.

Objectives:

To establish policies for the purchase of new books and technical journals, as well as guidelines for book reservations, loan periods, and returns. Additionally, to create a peaceful reading atmosphere for patrons within the library.

Policy Statements:

1. The Faculty, Staff and students of panimalar Engineering college are the members of the Library.
2. The Library is kept open on all day from 7:30 A.M to 8:00 P.M.
3. Library tickets are issued only on production of identity cards, for Faculty 5 and students 4 tickets.
4. Each ticket is meant for only one book.
5. The tickets issued are not transferable.
6. The books should normally be returned on or before the due date positively. Fine is

levied for late return of books.

7. The Library user must produce the identity card when entering the Library.
8. Books will be issued from the library to the members only in exchange of Library borrowers tickets.
9. No user shall deface the library books by underlining, scribbling notes in the margins etc.,
10. All users are requested to protect library books as their own property.
11. Books taken out of the shelves for reference should be left on the reading tables.
12. Students are not allowed to carry anything inside the library. Personal belongings are to be left outside, at the entrance of the library.
13. Periodical publications, Dictionary, Reports, Proceedings, Reference sources etc, Will not be lent out.
14. All members and the Library staff are requested to observe complete silence inside the library.

Book Issue Policy:

All Students, Faculty, Administrative staff and supporting staff of the college are entitled to become members of the central library. The membership application forms can be obtained from circulation counter and should be submitted through proper channel. Each student is given 4 library cards and Staff 5 cards. Books are lent to students for 15 days & for staff for 6 Months and can be renewed with 15 days. Fine is levied for late return of books.

Book Lost:

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition of the book including the fine of Due dates after getting permission from the librarian.

Digital Library:

The Digital library subscribes AICTE Recommended 4 E-journals Packages & 1 E-Book package (803) and 8527 Free E-Books List is shown in below. These covers more than 6,927 E-journals, transactions, magazines, conference proceedings and Standards. More than 12,000 new pages are added per month. It provides access to more than million full - page PDF images, including all original charts, graphs, diagrams, photographs and illustrative material.

Reference Section:

The reference section of the library has rich collection of International editions of Reference books, Hand books, Conference proceedings, Encyclopaedias, GATE/IELTS/GMATE Exam Books Civil Service Exams (IAS,IPS,IFS),BANK Exam, INCOME TAX Exam, RAILWAY Exam, LIC,TNPSC Exams & all Category of Entrance Exams.

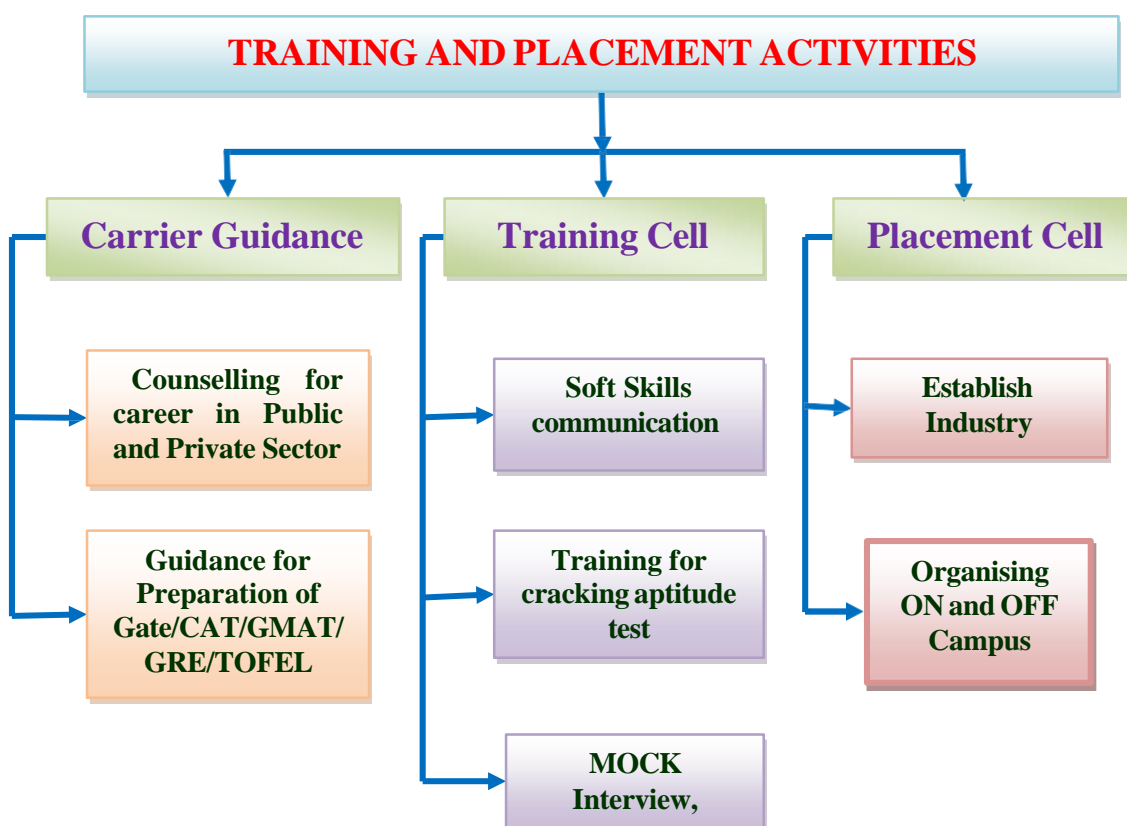
Periodicals:

The library has separate periodicals section and subscribes 343 International and National periodicals. The library receives regularly Journals, news letters from organizations and societies provides the staff and students latest informations in technical education, research and development activities. The Central library is a member of INDEST-AICTE Consortium. Through this consortium, it subscribes 6927 National & International E-Journals including IEEE-(ASPP&POP), Elsevier-SCOPUS, EBSCO HOST & Mc-Graw Hill (Engg E- books),. Constant addition 8527 E-Books in all the fields of Engineering, Management, Basic Science and Humanities is the regular feature of our library. Every effort has been made to obtain all titles recommended by the faculty.

Journal Purchase Policy:

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

9. PLACEMENT AND TRAINING POLICY



The Placement Office invites all recruiting organizations to actively participate in the Placement at PEC. We consider the placement process vital and provide extensive support to ensure students find the right opportunities that align their career interests with recruiter expectations, facilitating a successful match.

The Institute Placement Team consists of the Training & Placement Officer (TPO), Department Placement Coordinators

The team consistently strives to achieve 100% placement results at PEC, ensuring it remains the preferred destination for recruiting organizations. This success is made possible through the support and full cooperation of all students.

Objectives:

- Ensure a 100% of students placed in reputable companies.
- Equip students with technical and professional skills needed by industries.
- Facilitate partnerships with companies for internships and projects.
- Provide guidance and mentorship for career development.
- Conduct transparent and equitable placement procedures.

Placement Procedure for Companies:

- ❖ **Pre-Placement Talks (PPTs):** Companies present an overview of their organization, work culture, job roles, career prospects, and compensation packages to the students.
- ❖ **Registration:** Interested students register for the placement process by submitting their resumes and other necessary documents.
- ❖ **Short listing:** Companies shortlist candidates based on their resumes, academic records, and other criteria specified in the job description.
- ❖ **Aptitude and Technical Tests:** Shortlisted candidates may be required to take aptitude tests, technical tests, or both to assess their skills and knowledge.
- ❖ **Group Discussions (GDs):** Candidates who clear the tests participate in group discussions on various topics to evaluate their communication, teamwork, and leadership skills.
- ❖ **Technical Interviews:** Candidates undergo technical interviews to assess their subject knowledge, problem-solving abilities, and technical competencies.
- ❖ **HR Interviews:** Final interviews with the HR team focus on assessing the candidate's fit with the company culture, communication skills, and overall personality.
- ❖ **Offer Letters:** Successful candidates receive offer letters detailing the job role, compensation package, and other terms and conditions.
- ❖ **Acceptance:** Candidates review the offer letters and formally accept the offers, often within a stipulated timeframe.

On-boarding: Accepted candidates undergo an on-boarding process, which includes joining formalities, orientation, and induction programs to integrate them into the company.

Student Eligibility Policy:

- ✓ Upon completion of their 6th semester, all eligible students are required to formally register with the Training and Placement Office (TPO) using the provided proforma.
- ✓ Eligible students must maintain a minimum aggregate CGPA as defined by the institute and meet specific criteria set by each recruiting organization or company, which may vary.

- ✓ Students involved in disciplinary cases will be disqualified from participating in the campus placement process.
- ✓ Attendance at all institute-sponsored training programs is mandatory for students.
- ✓ Students intending to pursue higher education in India or abroad, or pursue alternative career paths outside the TPO, must notify the TPO in writing before the commencement of their 7th semester.
- ✓ During job fairs, students are expected to attend as directed by the TPO.

Campus Placement Policy:

- ✓ All students meeting the specified eligibility criteria are eligible for recruitment.
- ✓ Students without a confirmed offer at the time of application have an equal opportunity to apply for positions with any of the companies scheduled for their selection process.
- ✓ Once placed in a company, students are permitted to explore other opportunities with companies offering higher salary packages.
- ✓ Students are prohibited from requesting any organization to delay an offer, as such requests will be considered a serious breach of placement norms.
- ✓ Selected students are required to provide an undertaking as per the prescribed format.
- ✓ It is important to note that placement with any organization is not guaranteed or a right. The institute provides an equitable platform to all eligible students in accordance with placement guidelines.

10. TEACHER TRAINING POLICY

The Teachers Training Policy of the institute is formulated with the guidelines prescribed by AICTE's Comprehensive Technical Teachers training policy. The policy is designed based on the modern requirements with due consideration of the practical scenario in self-financing Professional Technical institutes. As specified by AICTE the training requirements of the faculty is broadly classified into two sub categories based on the teacher needs.

1. Faculty Induction Program to be provided just after joining the institute.
2. In-service training program for specific requirements.

Further a separate training policy for the supporting staff and Technical assistants is formulated.

Objectives:

- To recognize the training needs at different levels of career and for various categories of teachers with consideration of present technical education state and the faculty expectation.
- To propose the training program structure and contents at different levels.
- To facilitate training through the industry, institutions and government agencies.
- To provide and monitor the quality of training through appropriate resource persons and resource material.
- To identify latest trends in technology through Industry Institute Interaction and provide appropriate trainings.
- To develop healthy, technology oriented academic and research culture in the institute.

1. Faculty Induction Programme:

The objectives for training newly recruited faculty include:

- Orientation about the modern age technical teaching and the knowledge about the millennial learners, present challenges in teaching technology, the requirement for working as a team, taking responsibility, realizing ones' duties and expectations of stakeholders.
- A comprehensive analysis of the teaching-learning process, the need for an outcome based education, the dissemination of the details about Academic and R&D Policies of institute.
- Imparting knowledge about the proper use of Modern ICT tools and effective teaching learning strategies.
- A briefing about the best practices in teaching, laboratory development and content* delivery.

- The knowledge on developing Industry Institute Interaction and developing research* attitude.
- Orientation about various feedback mechanism and faculty performance appraisals with its significance.
- Awareness about laboratory development, financial procedures, various clubs and activities and legal implication etc.
- Imparting the knowledge of the administrative setup and the hierarchy to be followed in the institute and also about grievance mechanisms.

2. In-Service Training:

- Motivate to take part in various Refresher Modules, STTPs, and FDPs for knowledge updating, developments in Niche areas and key areas in the concerned fields.
- Provision of Training in research, funding agencies, project works, consultancy etc.
- Trainings in the laboratory development course and content delivery improvising.
- Innovation, IPR, Entrepreneurship related trainings.
- Training on OBE, NAAC, NBA accreditation etc.
- Training in Education technology.
- Training in developing MOOC and publishing books and monographs.
- Training on leadership and team managements.
- Training on establishing effective interaction with monitoring and collaborating agencies.

3. Non Teaching Training:

- Refresher Modules for knowledge updating, newer developments and thrust areas in the respective fields.
- Trainings on Servicing and maintenance.
- Trainings on office automation for support of administrative purpose.
- Training on stock maintenance and inventory control.
- Effective training on in-house developments and skills development courses.
- Training on documentation and technical writing skills.
- Computer literacy on administrative tool.

4. Training Policy Implementation:

The management provides the following for effective implementation of training to the faculty members by means of the policies explained below.

- Provision of paid leaves and on duty to faculty for attending the faculty development programs.
- Heads of department and Training coordinators arrange for FDP in campus with the

support of management and provide training on specific topics with very minimum financial commitment from faculty.

- Providing weightage for FDPs attended and other trainings in the Performance appraisal of faculty which is monitored every year.
- Giving preference to faculty with certifications during subject allocation.
- Management provides partial or full funding for specific training when recommended by head of the Department or Principal for quality training.
- Provisions of free transport and other amenities for any industrial related training.
- Management remunerates industrial experts for providing in house trainings.
- Faculties are given a target of attending minimum 2 faculty training each semester.

5. Expected Outcome:

It is strongly believed and expected that the Comprehensive Training Program as envisaged in this policy document if properly implemented, will improve the quality of technical education provided by the Institute. The institutional environment, discipline and motivation of students/ teachers will also boost up, thus improving the quality of teaching-learning processes. The grooming in professional skills, values and attitudes will have a profound impact on shaping up the young minds and transforming them into socially responsible technical professionals.

Organization of continuous in-service training programs will help the teachers to keep themselves abreast with the latest developments and also correlate their teaching to the prevailing practice and indigenous development. It will also promote a culture of continuous learning from the seniors and ensure a cohesive teamwork within the department as well as institutions. A major area of student-teacher interaction outside the classroom, which is presently conspicuous by its absence, will also develop, enabling proper mentoring, counseling and healthy personality development among the students.

11. E-WASTE MANAGEMENT POLICY

Panimalar Engineering College (PEC) recognizes the growing concern of electronic waste (e-waste) and its potential impact on human health and the environment. To address this critical issue, the E-waste Management Committee (EMEC) has been established to minimize e-waste generation and provide comprehensive guidelines for its responsible management within the college campus. This policy document outlines the scope, objectives, and procedures for effective e-waste management at PEC, aiming to achieve a clean, green, and sustainable environment. Additionally, it emphasizes the importance of continual monitoring, improvement, and adherence to evolving e-waste management practices. Regular reviews and revisions of this policy document will be conducted to ensure its relevance and effectiveness.

Objectives:

The primary objectives of this E-waste Management Policy are:

- **Minimize e-waste generation:** PEC strives to adopt strategies that reduce the overall amount of e-waste produced within the college campus. This includes promoting equipment reuse, extending equipment life spans through proper maintenance practices, and encouraging responsible procurement of electronic devices.
- **Sensitize stakeholders:** The college recognizes the importance of educating and raising awareness among all stakeholders, including students, faculty, staff, and administrators, regarding proper e-waste management practices. This will be achieved through targeted awareness campaigns, workshops, and information dissemination initiatives.
- **Safe handling and storage:** PEC prioritizes the safe handling and storage of e-waste within the campus premises. This includes establishing designated collection points, implementing appropriate storage protocols to prevent environmental contamination or accidents, and ensuring adherence to best practices during e-waste collection and transportation.
- **Empowered e-waste management team:** A dedicated team will be formed and equipped with the necessary knowledge and expertise in e-waste management procedures and environmentally responsible recycling methods. This team will be responsible for overseeing all aspects of e-waste management at PEC.
- **Cost-effective and responsible recycling:** PEC aims to ensure the safe and cost-

effective recycling of e-waste. Collaborations with authorized e-waste recycling facilities will be established to ensure proper processing and resource recovery from e-waste.

- **Promote equipment maintenance:** The policy encourages the implementation of appropriate preventative maintenance practices for electronic equipment within the college. This proactive approach aims to extend equipment life spans and reduce the need for premature replacements, thereby contributing to e-waste minimization.

Legal Framework:

All personnel involved in handling electronic equipment and hazardous materials at PEC will be thoroughly familiarized with the E-Waste (Management) Amendment Rules, 2018. This legal framework outlines the responsibilities and regulations for responsible e-waste management in India. Furthermore, compliance with various national and international environmental protection legislations pertaining to hazardous/radioactive/chemical waste disposal will be strictly enforced.

Guiding Principles:

The following principles underpin the E-waste Management Policy at PEC:

- **Environmental conservation:** PEC prioritizes environmental sustainability and recognizes the detrimental effects of improper e-waste disposal practices. The policy emphasizes the adoption of methods that minimize environmental pollution and promote resource conservation.
- **Safe disposal:** The college prioritizes the safe handling and disposal of e-waste to ensure the well-being of students, staff, and the entire campus community. Responsible e-waste management practices will be implemented to eliminate potential health and safety hazards.
- **Policy framework:** The establishment of clear, transparent, and well-defined guidelines for e-waste management at PEC is crucial. This policy document serves as a comprehensive framework outlining the expectations and procedures for all stakeholders involved.

Responsibilities of the E-Waste Management Committee(EMEC):

The EMEC plays a critical role in overseeing the effective implementation of this policy. Its primary responsibilities include:

- **E-waste identification:** The EMEC will undertake ongoing efforts to identify e-waste within the college premises. This includes conducting regular inventories of electronic equipment and establishing procedures for flagging equipment nearing the end of its useful life.
- **E-waste collection:** The committee will facilitate the collection of e-waste at designated points within the campus at regular intervals, typically at the end of each semester. These designated collection points will be clearly marked and accessible to all stakeholders.
- **Disposal approvals:** The EMEC will work in collaboration with a designated Disposal Committee responsible for reviewing and recommending appropriate disposal methods for collected e-waste. This committee will ensure that all disposal methods comply with relevant environmental regulations.
- **Executing recommendations:** The EMEC will oversee the execution of recommendations provided by the Disposal Committee. This may involve arranging for the transportation of e-waste to authorized recycling facilities or implementing other approved disposal methods. The EMEC will also be responsible for preparing detailed reports outlining the e-waste disposal process for the college management.
- **Stakeholder engagement:** The EMEC will actively solicit and consider feedback and suggestions from all stakeholders regarding e-waste management practices at PEC.

12. GREEN CAMPUS POLICY

Panimalar Engineering College is a Green Campus place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives:

- To sensitize the students and the staff to minimize the use of polluting products and use environment-friendly products and services.
- To insist the importance of cleanliness for a healthy life
- To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Rangoli Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, Guest Lectures, Talks, etc.
- To insist the students and employees not to use their vehicles and pollute the environment
- To insisting them to keep the environment clean and not to use plastic inside the college campus.

Initiatives Taken To Implement The Clean and Green Campus Policy:

The Union Minister for HRD, Shri Prakash Javadekar conferred Swachhta Ranking Awards 2018 for higher educational institutions in New Delhi. 51 higher educational institutions have been selected for Swachhta Ranking Awards in 8 different categories among 2069 institutions applied.

Panimalar Engineering College was adjudged as the No.1 cleanest campuses among technical College (Residential Category) in the country in 2018 ranking. Our institution has played the lead role not only in campus hygiene but also by adopting villages around our area for promoting hygiene through awareness creation and other assistance.

The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities

Landscaping with Trees and Plants

- Ban on Single-Use Plastic
- Observance of Green Thursday to Restrict the Use of Petrol/Diesel Vehicles
- 30 KV Solar Plant in the College
- Street Lights Controller
- Use of LED Bulbs/Tubes and Power Efficient Equipments
- Solar Water Heater in the Girls' Hostel
- Rainwater Harvesting
- Biogas Plant
- Paperless Office and Communication
- Environmental Air Quality Monitoring of Amravati City and the Establishment of 'Continuous Ambient Air Quality Monitoring Station'
- Solid Waste Management
- Laboratory liquid waste management system through percolation system
- Hazardous Chemical Waste Management
- Water Management
- E-waste Management
- Display Boards to Promote Environmental Sensibility on College Campus
- Installation of Incinerator in the Girls' Common Room
- Observance of Days to protect and Nurture Environment
- The Green, Environmental and Energy Audit
- Dedicated Section for the Environment Consciousness in a creative Wall Magazine

Modernity of Toilets & Water Supply Systems:

The institution has modernized toilets separately for boys, girls and faculty with marble flooring, 24 hours' water facility. Toilets are cleaned minimum six times each day with cleansers. The entire faculties, students other nonteaching employees drink clean RO water for drinking and the rejected RO water is used for flushing and maintaining the Garden.

Technology for Solid and Liquid Waste Management:

The solid waste is converted to manure by a technique called Indian-Bangalore method. About 12 pits each of 2m deep having sloping bottom has been constructed. As per the testing done, the compost obtained contains good proportion of N, P₂O, and K₂O which gives good yield to the in-house vegetable gardens. Alternatively, vermi compost pits are also available to

generate manure for the in-house organic farming & vegetable garden.

Hostel Kitchen Facility:

The Institute has a well ventilated, pest free and magnificent mess with marble seating arrangements. The college mess hall has a total seating capacity of 2,500 persons. It has a most sophisticated kitchen with the total area of 33,000 sq ft with ultra modern equipments that includes 9 boilers, 11 cookers (including 2 milk cookers + 4 idly cookers with 240 capacity), dough mixing machine, vegetable cutters, potato peelers, cake & biscuit ovens.

Separate rooms are provided for cylinders, stores, sweets, ice creams, vessels and workers. There are 30 cooks, 320 suppliers (200 gents, 120 ladies) and 30 vessel cleaners. Separate area is allocated for vegetarians and non-vegetarians. In-house bakery unit caters to the snacks for the entire people in the campus.

Campus Greenery:

Nearly 40 percentages of our college is surrounded by lush green campus.

Solar Panels:

As part of a long-term commitment to increase clean, renewable energy generation, solar panels have been installed in all the four hostels which cater to the electricity requirement of the hostels.

Innovative Systems:

Battery operated vehicles designed by students for in-campus transport to reduce pollution
Vermi compost for in-house gardening
Napkin Vending machine for personal hygiene
Sewage water treatment plant to recycle waste water for organic vegetable farming
E-waste management by making house hold decorative items by students
Plastic free campus initiative
Usage of vacant land to cultivate vegetables required for cooking
Rain water harvesting in all buildings

Tobacco Free Educational Institution Certification:

Panimalar Engineering College Received the certificate from government of Tamilnadu, Directorate of Public Health and Preventive Medicine, State Tobacco Control Cell on 31.05.2022 valid up to 31.05.2025 with an assessment score of 97/100 with certificate number 0044/2022.

13. ENVIRONMENT AND ENERGY USAGE POLICY

The Environment and Energy Usage Policy of Panimalar Engineering College, Chennai, is to optimize energy use a systematic way to minimize its impact on the environment. The policy implies to explore the renewable energy resources to find out substitute natural resources as solution to the energy crisis.

This policy document outlines the principles and actions to promote sustainable environment and energy usage within the organization. It aims to reduce environmental impact, enhance energy efficiency, and foster a culture of sustainability among all stakeholders.

1. Objectives:

- Minimize the environmental footprint of organizational activities.
- Promote the use of renewable energy sources and energy-efficient technologies.
- Ensure compliance with relevant environmental regulations and standards.
- Encourage continuous improvement in environmental and energy performance.
- Raise awareness and educate stakeholders on sustainable practices.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian- friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED bulbs in the complete campus to save energy.
- To develop systematic waste management mechanism
- To develop rain water harvesting unit, To monitor and respond to emerging environmental and energy issues.
- To take additional measures to continuously improve our energy consumption.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.
- To train our employees and students through our NSS, YRC to make them “Go Green Specialists” and partners to plant trees each year.

2. Scope:

This policy applies to all employees, departments, and stakeholders involved in the operations and activities of the organization. It covers areas such as energy consumption, waste management, water usage, and procurement practices.

3. Environmental and Energy Principles:

- **Sustainability:**
 - Prioritize actions that promote long-term environmental sustainability.
 - Integrate sustainable practices into all aspects of operations.
- **Compliance:**
 - Adhere to all relevant local, national, and international environmental laws and regulations.
 - Implement industry best practices and standards for environmental management.
- **Efficiency:**
 - Enhance energy efficiency in buildings, equipment, and processes.
 - Monitor and reduce energy consumption through regular audits and improvements.
- **Renewable Energy:**
 - Promote the use of renewable energy sources such as solar, wind, and bio energy.
 - Invest in renewable energy projects and technologies.
- **Waste Reduction:**
 - Implement waste reduction, reuse, and recycling programs.
 - Minimize hazardous waste and ensure safe disposal.
- **Water Conservation:**
 - Use water efficiently and reduce water waste.
 - Implement water-saving technologies and practices.
- **Sustainable Procurement:**
 - Procure environmentally friendly products and services.
 - Evaluate suppliers based on their environmental performance.

4. Implementation Strategies:

- **Energy Management:**
 - Conduct regular energy audits to identify areas for improvement.
 - Set energy reduction targets and track progress.
 - Upgrade to energy-efficient lighting, heating, and cooling systems.
 - Implement automated energy management systems.
- **Renewable Energy Projects:**
 - Install solar panels or other renewable energy systems on-site.
 - Purchase green energy from certified providers.
 - Explore opportunities for renewable energy partnerships and investments.
- **Waste Management:**
 - Establish a comprehensive waste management plan.
 - Implement recycling programs for paper, plastics, metals, and e-waste.
 - Reduce single-use plastics and encourage reusable materials.
- **Water Conservation:**
 - Install water-efficient fixtures and appliances.
 - Implement rainwater harvesting and grey water recycling systems.
 - Conduct regular water usage assessments and reduce consumption.
- **Training and Awareness:**
 - Provide training programs on environmental and energy policies.
 - Raise awareness through workshops, seminars, and campaigns.
 - Encourage stakeholder engagement and participation in sustainability initiatives.
- **Monitoring and Reporting:**
 - Establish key performance indicators (KPIs) for environmental and energy performance.
 - Conduct regular reviews and report progress to stakeholders.
 - Use feedback to continually improve policies and practices.

5. Roles and Responsibilities:

- **Leadership:**
 - Commit to and support the implementation of this policy.
 - Provide necessary resources and foster a culture of sustainability.
- **Environmental and Energy Team:**
 - Develop and oversee the implementation of action plans.
 - Monitor performance and ensure compliance with regulations.

- **Employees:**
 - Adhere to the policy and participate in sustainability initiatives.
 - Identify and report opportunities for improvement.
- **Suppliers and Partners:**
 - Comply with the organization's environmental standards.
 - Collaborate on sustainability projects and improvements.

6. Review and Continuous Improvement:

- Regularly review and update the policy to reflect new regulations, technologies, and organizational goals.
- Encourage continuous improvement through innovation and stakeholder feedback.
- Celebrate successes and recognize contributions to environmental and energy goals.

7. Conclusion:

The commitment to sustainable environment and energy usage is crucial for the long-term success of the organization and the well-being of the community. This policy provides a framework for achieving these goals and fostering a culture of environmental responsibility.

14. WASTE MANAGEMENT POLICY

Panimalar Engineering College is committed to maintaining a safe workspace and a clean environment. This policy on Waste Management and Green Campus Initiatives aims to ensure proper waste segregation at the source, converting most of it into value-added eco- friendly products, and disposing of the remaining waste in an environmentally responsible manner. This approach aligns with the Un Sustainable Development Goals (SDGs) and complies with national environmental laws and regulations.

Objectives:

1. **Promote a Holistic Approach:** Foster an integrated approach to waste management, resource conservation, and green initiatives on campus.
2. **Compliance with Legislation:** Ensure waste management practices meet all legislative requirements.
3. **Sustainable Resource Use:** Encourage the responsible use of environmental resources to benefit present and future generations.
4. **Define Roles and Responsibilities:** Clearly outline roles and responsibilities for waste management and green initiatives.
5. **Raise Environmental Awareness:** Spread awareness about environmental sustainability among students and staff.

Responsibilities Of The Waste Management Committee:

Coordinator:

- **Setting Environmental Performance Indicators:** Establish indicators to measure the effectiveness of waste management.
- **Annual Reporting:** Report annually to the institution on the progress of waste management initiatives.
- **Training:** Provide relevant training for personnel involved in waste management.
- **Information Coordination:** Gather and coordinate information from enforcement agencies regarding waste management.
- **Incident Investigation:** Investigate any incidents or spills related to hazardous and general waste management.

Heads of the Departments/Section In-Charge:

- **Hazardous Waste Management:** Ensure hazardous waste is not disposed of through general or recycling streams.
- **Waste Disposal Systems:** Implement appropriate waste disposal systems, including segregation and the 4Rs (Reduce, Reuse, Recycle, Recover).
- **Stakeholder Awareness:** Ensure all stakeholders are aware of waste management and green initiatives policies and procedures.

Students/Faculty:

- **Responsible Disposal:** Dispose of waste according to set policies and procedures.
- **Reporting Issues:** Report any challenges or problems in implementing waste management initiatives to the Head of Department.

Policy For Waste Management:**Solid Waste Management:**

The institution adopts a 'Waste Hierarchical Approach' to reduce, reuse, recycle, and recover waste products, thereby minimizing landfill waste and maximizing recycling opportunities.

Action Plan:

1. **Waste Avoidance and Minimization:** Disseminate information on technological options to avoid and minimize waste.
2. **Segregation:** Segregate waste into biodegradable and dry waste (plastic, metal, wood) as per the Solid Waste Management Rules 2016.
3. **Composting:** Compost wet waste from canteens/mess and use the compost in campus green areas.
4. **Recyclable Materials:** Hand over recyclable materials to authorized waste-pickers, recyclers, or urban local bodies.
5. **Biodegradable Waste Processing:** Process and dispose of biodegradable waste through composting or other suitable technologies on campus, and responsibly dispose of non-biodegradable wastes via authorized collectors or agencies.

Water and Wastewater Management:

The institution strives to conserve water, adopt rainwater harvesting, and sustainably treat and dispose of wastewater in compliance with guidelines from the Central Ground Water Authority (CGWA) and the National Green Tribunal (NGT).

Action Plan:

1. **Treatment Plants:** Establish sewage and grey water treatment plants to recycle treated water for landscaping and non-potable uses.

Green Campus Initiatives:**Green Audit:**

The institution conducts annual Green Audits to identify and enhance environmental sustainability, focusing on water, waste, energy, and biodiversity management.

Green Master Plan:

The Master Plan includes augmenting campus infrastructure compliant with environmental norms as per GEM, IGBC, and GRIHA standards. It focuses on energy efficiency, minimizing waste generation, and optimizing resource usage.

Energy Conservation:

The institution aims to reduce energy consumption and utilize renewable energy sources. Initiatives include identifying and addressing energy wastage, replacing fluorescent lights with LEDs, and installing solar panels.

Water Management Plan:

The institution adopts a sustainable water management plan to prevent wastage and promote recycling and reuse of water. This includes installing efficient fixtures, rainwater harvesting units, and practicing sustainable horticulture.

Reduction of Carbon Footprint:

Efforts to reduce carbon footprints include plantation drives and adopting cleaner, eco-friendly methods. This policy aims to create a sustainable and eco-friendly campus environment through responsible waste management and green initiatives.

15. MAINTENANCE POLICY

Panimalar Engineering College is committed to effectively maintaining its academic and physical facilities to ensure optimal utilization of resources and to minimize wear and depreciation. The institution adopts well-defined and systematic procedures for the regular maintenance of infrastructure, ensuring a safe, clean, and conducive environment for teaching, learning, and research. This policy aligns with institutional quality standards and supports sustainable campus management practices.

Objectives:

1. **Ensure Infrastructure Efficiency:** Maintain academic and physical facilities in optimal working condition.
2. **Promote Preventive Maintenance:** Reduce breakdowns through regular inspection and preventive measures.
3. **Enhance Resource Utilization:** Ensure effective and efficient use of available resources.
4. **Define Roles and Responsibilities:** Clearly outline duties of staff involved in maintenance activities.
5. **Support Quality Learning Environment:** Provide a clean, safe, and well-maintained environment for students and faculty.

Responsibilities of the Maintenance Committee:

Coordinator:

- Establish maintenance schedules and performance indicators.
- Ensure timely execution of preventive and corrective maintenance.
- Maintain records and documentation of maintenance activities.
- Coordinate with departments for infrastructure upkeep.
- Monitor compliance with safety and quality standards.

Heads of Departments / Section In-Charge:

- Ensure proper maintenance of laboratories, classrooms, and departmental facilities.
- Maintain records such as Maintenance Registers and stock verification reports.
- Supervise preventive and breakdown maintenance activities.
- Ensure calibration and servicing of equipment at regular intervals.
- Implement corrective actions based on audit and inspection reports.

Faculty / Students:

- Use institutional facilities responsibly.
- Report any damages or maintenance issues to the concerned authorities.
- Follow guidelines to maintain cleanliness and proper usage of infrastructure.

Policy for Maintenance:**Laboratory Maintenance:**

The institution ensures that laboratories are maintained to provide a safe and effective working environment.

Action Plan:

1. Daily cleaning of laboratories to maintain hygiene.
2. Routine preventive maintenance of equipment on a daily/weekly basis.
3. Immediate breakdown maintenance in case of equipment failure.
4. Maintenance Registers to record all activities.
5. Annual stock verification by IQAC-appointed committee.
6. Periodic painting and upkeep of laboratory infrastructure.
7. Scheduled calibration of equipment to ensure accuracy and efficiency.

Classroom and Library Maintenance:

The institution maintains classrooms and library facilities to support effective teaching and learning.

Action Plan:

1. Daily cleaning and maintenance of classrooms.
2. Systematic organization of library into subject-specific sections.
3. Assignment of unique accession numbers for all books.
4. Arrangement of books subject-wise for easy access.
5. Regular monitoring and maintenance of library resources.

Sports Facilities Maintenance:

The institution ensures proper upkeep of sports infrastructure to promote physical well-being.

Action Plan:

1. Supervision by the Physical Director.
2. Regular inspection and maintenance of sports facilities.
3. Coordination with support staff for upkeep and scheduling.
4. Ensuring safe and optimal usage of sports infrastructure.

Transport and Utility Maintenance:

The institution maintains transport and essential utility systems efficiently.

Action Plan:

1. Transport operations managed by the Transport Manager.
2. Regular maintenance and inspection of vehicles.
3. Supply of safe drinking water through RO systems.
4. Regular operation and maintenance of RO plants.

Water and Wastewater Management:

The institution ensures sustainable management of water resources.

Action Plan:

1. Operation and maintenance of Sewage Treatment Plant (STP).
2. Monitoring wastewater treatment and disposal.
3. Ensuring compliance with environmental standards.

Housekeeping and Campus Maintenance:

The institution maintains cleanliness and greenery across the campus.

Action Plan:

1. Regular sweeping and cleaning of buildings, library, and hostels.
2. Maintenance of hygienic conditions across campus.
3. Upkeep of trees and plants to promote eco-friendly surroundings.
4. Continuous monitoring of campus cleanliness and aesthetics.

Conclusion:

This Maintenance Policy ensures the systematic upkeep of academic and physical facilities, supporting a safe, efficient, and sustainable campus environment. Through regular maintenance practices and clearly defined responsibilities, the institution aims to enhance the overall quality of infrastructure and promote a conducive atmosphere for academic excellence.

16 SUSTAINABLE DEVELOPMENT GOALS (SDGS)

Introduction

The United Nations Sustainable Development Goals (SDGs) are a set of 17 interconnected global objectives adopted by all UN Member States in September 2015 as part of the 2030 Agenda for Sustainable Development.

These goals aim to address the world's most pressing social, economic, and environmental challenges — including poverty, inequality, climate change, environmental degradation, peace, and justice — to ensure prosperity for both people and the planet by the year 2030.

The SDGs apply universally, requiring coordinated global action among governments, civil society, academia, and the private sector.



1. No Poverty



Focus Area: Eradicate extreme poverty globally. Goal: End poverty in all its forms everywhere.

Key Targets:

- Eradicate extreme poverty (people living on less than \$1.90 a day).
- Implement nationally appropriate social protection systems.
- Ensure equal access to resources and opportunities for all.

Importance: Poverty reduction is fundamental to achieving other SDGs, including health, education, and equality.

Global Progress: Global poverty fell significantly before COVID-19, but recent crises have reversed gains in many regions, especially Sub-Saharan Africa.

2. Zero Hunger



Focus Area: End hunger and promote sustainable agriculture.

Goal: End hunger, achieve food security, and improve nutrition. Key Targets:

- Ensure access to safe and nutritious food for all.
- Double agricultural productivity of small-scale farmers.
- Promote sustainable food production systems.

Importance: Hunger and malnutrition undermine development and human potential.

Progress: Agricultural innovation has improved yields, but climate change and conflicts threaten food security globally.

3. Good Health and Well-being



Focus Area: Ensure healthy lives for all.

Goal: Promote well-being at all ages.

Key Targets:

- Reduce maternal and child mortality.
- End epidemics like AIDS, malaria, and tuberculosis.
- Achieve universal health coverage (UHC).

Importance: Health is a foundation for human development and economic stability.

Progress: Life expectancy has improved, but access to healthcare remains unequal in many regions.

4. Quality Education



Focus Area: Inclusive and equitable education.

Goal: Ensure inclusive and quality education and promote lifelong learning.

Key Targets:

- Ensure all children complete free primary and secondary education.
- Promote affordable technical and higher education.
- Eliminate gender disparities in education.

Importance: Education empowers people to break the cycle of poverty.

Progress: Global literacy rates have risen, but quality education access is uneven, especially post-pandemic.

5. Gender Equality



Focus Area: Empower women and girls.

Goal: Achieve gender equality and empower all women and girls.

Key Targets:

- End discrimination and violence against women.
- Ensure equal participation in leadership and decision-making.
- Guarantee reproductive rights and equal access to resources.

Importance: Gender equality accelerates economic growth and social progress.

Progress: Representation of women in parliaments is improving, but wage gaps and gender-based violence persist.

6. Clean Water and Sanitation



Focus Area: Access to safe water and sanitation.

Goal: Ensure availability and sustainable management of water and sanitation for all.

Key Targets:

- Achieve universal access to safe drinking water.
- Improve water quality and wastewater management.
- Protect and restore water-related ecosystems.

Importance: Water is essential for health, environment, and economic stability.

Progress: Billions now have improved access, but rural and marginalized communities remain vulnerable.

7. Affordable and Clean Energy



Focus Area: Sustainable energy for all.

Goal: Ensure access to affordable, reliable, sustainable, and modern energy.

Key Targets:

- Increase the share of renewable energy globally.
- Double the rate of energy efficiency improvement.
- Expand energy infrastructure in developing regions.

Importance: Clean energy drives sustainable economic growth and climate action.

Progress: Renewable energy capacity has grown rapidly, but global dependence on fossil fuels remains high.

8. Decent Work and Economic Growth



Focus Area: Inclusive economic growth and employment.

Goal: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

Key Targets:

- Sustain per capita economic growth.
- Increase productivity and innovation.
- Protect labor rights and promote safe working environments.

Importance: Decent work enhances living standards and social inclusion.

Progress: Global unemployment rates have improved, yet informal employment and inequality persist.

9. Industry, Innovation, and Infrastructure



Focus Area: Build resilient infrastructure and foster innovation.

Goal: Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation.

Key Targets:

- Develop sustainable and inclusive industrialization.
- Increase research and innovation investment.
- Support affordable and equitable access to information and communication technologies (ICT).

Importance: Industrial growth drives productivity and job creation.

Progress: Developing countries are investing in infrastructure, though digital divides remain.

10. Reduced Inequalities



Focus Area: Reduce inequality within and among countries.

Goal: Reduce income inequality and social exclusion.

Key Targets:

- Achieve income growth for the bottom 40% of the population.
- Promote social, economic, and political inclusion.
- Ensure safe migration and mobility of people.

Importance: Reducing inequalities fosters social cohesion and peace.

Progress: Inequality remains high, both between and within nations, especially post-COVID- 19.

11. Sustainable Cities and Communities



Focus Area: Make cities inclusive, safe, and resilient.

Goal: Make cities inclusive, safe, resilient, and sustainable.

Key Targets:

- Ensure access to safe housing and transport.
- Improve urban planning and reduce environmental impact.
- Protect cultural and natural heritage.

Importance: Over half the world lives in cities — urban sustainability is vital for global progress.

Progress: Many cities are adopting green infrastructure, but urban sprawl and pollution persist.

12. Responsible Consumption and Production



Focus Area: Sustainable resource use.

Goal: Ensure sustainable consumption and production patterns.

Key Targets:

- Reduce waste generation through recycling and reuse.
- Encourage sustainable corporate practices.
- Promote sustainable tourism and green procurement.

Importance: Efficient resource use reduces environmental degradation.

Progress: Awareness is rising, but global material consumption continues to increase.

13. Climate Action



Focus Area: Combat climate change and its impacts.

Goal: Take urgent action to combat climate change and its impacts.

Key Targets:

- Strengthen resilience and adaptive capacity to climate-related hazards.
- Integrate climate measures into national policies.
- Improve education and awareness on climate issues.

Importance: Climate change threatens every SDG and global security.

Progress: Many nations are adopting renewable energy, but greenhouse gas emissions are still rising.

14. Life Below Water



Focus Area: Conserve oceans and marine resources.

Goal: Conserve and sustainably use the oceans, seas, and marine resources.

Key Targets:

- Prevent and reduce marine pollution.
- Protect coastal ecosystems.
- Regulate fishing and end overexploitation.

Importance: Oceans regulate climate and support billions of livelihoods.

Progress: Marine protected areas are expanding, but ocean acidification and plastic waste remain critical.

15. Life on Land



Focus Area: Protect ecosystems and biodiversity.

Goal: Sustainably manage forests, combat desertification, halt and reverse land degradation, and halt biodiversity loss.

Key Targets:

- Ensure conservation and restoration of terrestrial ecosystems.
- Combat desertification and deforestation.
- Integrate ecosystem values into national planning.

Importance: Healthy ecosystems are essential for human survival and climate balance.

Progress: Deforestation is slowing in some areas, but biodiversity loss continues globally.

16. Peace, Justice, and Strong Institutions



Focus Area: Promote justice and inclusive societies.

Goal: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all, and build effective, accountable institutions.

Key Targets:

- Reduce violence and crime.
- Combat corruption and ensure justice.
- Develop transparent and inclusive institutions.

Importance: Peace and governance are central to achieving all SDGs.

Progress: Many countries are reforming judicial systems, but conflicts and human rights abuses remain concerns.

17. Partnerships for the Goals



Focus Area: Strengthen global partnerships.

Goal: Strengthen the means of implementation and revitalize the global partnership for sustainable development.

Key Targets:

- Mobilize financial resources and technology.
- Promote global trade and policy coherence.
- Support multi-stakeholder partnerships and data monitoring.

Importance: Cooperation among nations, private sector, and civil society is essential for all other SDGs.

Progress: Partnerships are increasing, but funding and technology gaps hinder progress in developing regions.

Conclusion

The 17 SDGs form an integrated blueprint for peace, prosperity, and sustainability for both people and the planet. Achieving them requires collective global commitment, innovative policies, inclusive partnerships, and sustained financial investment.

While significant progress has been made in many areas, ongoing global challenges — including climate change, inequality, and conflict — require intensified efforts before 2030. The SDGs are not independent goals but interconnected pillars of a sustainable future for all.