



Royal

COLLEGE OF ENGINEERING & TECHNOLOGY

(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



RCET POLICIES



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PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU

ADMISSION POLICY

Purpose:

To narrate the process of seeking and gaining admission to the college.

Scope :

To provide admission for eligible and qualified students

Responsibility : Programme Officer

Procedure:

Admission procedure

- The management entry candidate will deposit the tuition fee at the office.
 - Issue receipt for the fees deposited, indicating the course allotted and the type of entry (NRI etc).
 - Hand over list of documents and amount to be brought to the college for admission.
- Data Entry: - Candidates and their parents/guardian on arrival to the college will be attended to on 'first come first serve' basis. The candidates will be first attended by the office who will
 - Make entries in the application form, obtain the signature of candidate and parent in the print out, paste one photograph on the form and hand over to the candidate.
 - Hand over check list after making appropriate entries, entering the application number and signature of data entry section.
 - Issues one certificate bag with name tag
 - Direct candidate to the certificate verification section.
- Certificate Verification: - Two sections will be established. The certificate verification section will
 - Collect, check and verify all original certificates as per check list.
 - Ensure correct quantity of all copies of certificates, photographs etc are in order.
 - Return back candidates not in possession of documents with appropriate advice in a polite manner. Under no circumstance shall any candidate be allowed to proceed with the admission procedure provisionally without the concerned certificates / documents.
 - Collect all the required certificates, copies, photographs etc. as per check list and place them in the certificate bag, put the name label and keep them separately.
 - Certificate record is maintained.
 - Sign the check list after appropriate entries, hand over list and direct the candidate to the cooperative store table.
- H.O.D.:- HOD will verify the certificate and brief the students and parents about their branch of choice. And also make the students aware of the code of conduct, college discipline and dress code of college.
- Principal will check and verify entries in the check list. He will also advise / inform the candidate on following aspects
 - Scholarship schemes of the college, hand over application forms for the same giving date of submission.

- Any other matters concerning examinations, Govt. scholarships, Reservations etc.
 - Sign the check list and direct candidates to the Principal
- Principal: - Principal will interview the candidate and admit the candidate in case found suitable. The principal will endorse the same in the application form and check list. The original copy of the check list will be handed over to the candidate. The principal will advise the candidate on the following.
 - Date of Commencement of classes.
 - Academic matters.
 - Attendance.
 - Discipline
 - Personality development schedule.
- Accounts Section
 - Accountant will advise the candidate to deposit the following fees and deposit the bank receipted copy of challan
 - Tuition Fees
 - Caution deposit
 - University Affiliation Fee
 - University Matriculation & Recog. Fee
 - Admission Fees
 - University Sports Fee
 - University Union Fee
 - Athletics Fee
 - PTA Fund
 - Internet Fee
 - Hostel Fees
 - Candidates should be assisted to fill up the challan so that no mistakes are committed.
 - Issue hostel application form to those seeking hostel admissions.
 - On collection of bank receipted copy of challan, the accountant will fill up the check list, sign and direct the candidate to the Principal.
- Warden: - Candidates seeking hostel admission will meet the Warden and confirm hostel admission after depositing amount in the bank. The warden will advise the candidates on
 - Hostel rules, fees, canteen rules & fees etc.
 - Discipline
- The certificate bags containing original certificates and documents will be collected from the Principal and stored in the Admission office.

BUS SERVICE

Purpose:

To define the general activities provided by the college for transportation

Scope:

To provide safe and timely transportation facility for the students

Responsibility: Transport Officer

Procedure:

The Transport Officer will monitor the running of the College bus between the Start Points –COLLEGE – destinations. The duties of Transport Officer will be:-

- Ensure safety, discipline and well mannered behavior amongst students, staff and bus employees.
- Exercise control over the bus employees to prevent rash and reckless driving, adhering to traffic rules and etiquettes, cleanliness and maintenance of bus, personal behavior, adhering strictly to the laid down timings etc
- Prevent unauthorized travel (without valid bus pass) by any person(s).
- Report any untoward incident, misbehavior, condition of bus, late running of bus etc to the Principal /Management.
- Take appropriate actions as considered necessary at times of emergency situations / bus breakdowns / accidents / crisis situations.

The following will be monitored by the Transport Officer :-

- i. Adherence to timings.
- ii. Upkeep and maintenance of bus every year to get the fitness certificate.
- iii. Roadworthy state of the bus.
- iv. Proficiency of the driver is ascertained through valid driving license.
- v. Behavior of the driver.
- vi. Publishing of bus time table.

Documents / Information required

- (a) Quality manual of college
- (b) Minutes of transportation meetings
- (c) Timing Schedule

REFERENCE:

Quality Manual

CANTEEN MANAGEMENT POLICY

Purpose:

To narrate the process involved in managing canteen facility

Scope:

To provide good and timely food for students

Responsibility:

Canteen Supervisor, Secretary

Procedure:

The canteen is run and managed by the Canteen manager under the supervision of the Secretary/CEO. The management allocated or releases a Advance amount for a week's purchase to the canteen supervisor ,at the end of the week ,he submits the bills and requests the amount for the next week. The management and Hostel warden checks the food in between and changes are made if necessary.

REFERENCE:

Quality Manual

HOSTEL

Purpose:

- To provide accommodation to the students who are far away from the college campus.
- To give training to the inmates of the hostel, how to get along with other inmates.
- The entire behavior of the inmates in the hostel will be viewed by steward/matron and resident tutors.
- Study habit of the inmates will be formulated by giving proper direction from the warden
- To ensure availability of good quality and hygienic food to Hostel inmates.
- To ensure the availability of resources and proper maintenance of infrastructure facilities.
- To ensure the maximum discipline among the inmates in the Hostel.
- To make them aware about the rules and regulation of the Hostel.
- To ensure the maximum percentage of results among Hostel inmates.

Scope:

To provide quality Hostel facility for the students

Responsibility, Authority and Communication:

Chief Warden/Warden (Chief Warden is the principal):

- Is the head of the both Hostels (Boys and Ladies)
- His decision shall be final in the interpretation of the rules and in all matters connected with the
- Hostel.
- Shall have the power to frame standing orders to regulate internal matters.

Resident Tutors:

- Resident tutors shall assist the Warden in exercising disciplinary control over the inmates.
- Resident Tutors are expected to give guidance in respect of their study and motivate them to the
- academic activities.
- They have to offer welfare measures to the Hostel inmates.
- Senior most resident tutor will be in charge of current duties of the warden during the absence of the

Warden.

Steward/Matron:

- He/she has to assist warden and resident tutors in maintaining discipline among Hostel inmates.
- He/she has to see that no student leave the Hostel, after the roll call, without permission of the Resident tutors/Warden.

- He/she has to see that the inmates should sleep and work in their own rooms.
- He/she is the custodian of all Furniture, equipments available in the hostel.
- He/she has to report about the loss/repair of any item in the hostel to the Warden/Administrator.
- He/she has to accompany the inmate to the hospital if she/he is not well.
- He/she has to do all possible helps to the inmates to the extent possible.
- He/she has to insist and control the cleaner and sweeper to maintain tidy atmosphere in the hostel

Methods of operation and control:

Admission:

- Admission is at present confined to the students of college.
- Applications for admission to the students should be addressed to the Warden, college.
 - The warden will have the right to refuse admission to any applicant without assigning reasons.
 - Staff members of the college may be admitted as regular boarders if there are vacancies at the discretion of the warden.
 - Guest members may be admitted in the hostel, if vacancies are then at the discretion of the warden

Deposit:

Each student on admission should pay a deposit as per current rate.

Allotment of Rooms:

Rooms will be allotted at the discretion of warden. Rooms once allotted will not be inter changed during the academic year. When there is change in room required by any inmate in necessitated situation, it will be done with the consent of the warden.

Catering:

Canteen provides food to the inmates as per menu approved by the committee. The statement of dues from members shall be put up on the notice board ordinarily on 1st working day of every month. Any complaint regarding the dues should be reported to the warden in writing by the food committee representation failing which no action will be taken about the complaint. The dues shall be paid on or before 12th of every month.

Code of conduct:

The Principal will be the Chief Warden of all hostels of the College

Every hostel will have a Warden appointed by the Principal from among the members of the faculty. Warden will be responsible for the running of the hostel, all aspects of students' stay in the hostel, the mess and student discipline. He will be assisted by the Resident Tutors (RT). RTs will be in direct control of students in all aspects of stay in the hostel, their study and discipline. The Steward (MH) and Matrons (LH) will look after routine

matters of the hostels and will assist the Resident Tutors for smooth running of the hostel and maintenance of discipline.

Hostel facilities are provided for facilitating the students for hassle-free study and disciplined life. The facility is offered only to students who need the facility for the above stated objectives.

- A student, once admitted to the hostel, shall on no account, leave the hostel without the permission of the warden.
- Rooms once allotted will not be interchanged during the academic year.
- Inmates should keep their rooms, beddings and belongings neat and tidy. They should keep up decency and decorum in their living and manners.
- Inmates of hostel will be responsible for the safety of the articles issued to them for use. They should not tamper with the electrical installations, sanitary fittings, furniture and other articles of the hostel. If any damage is done, compensation will be levied from the persons responsible for the damage.
- Inmates should keep their valuables under lock and key. The Management will not be responsible for loss as a result of carelessness.
- All inmates must be in their rooms by 6.30 pm in the case of LH and by 8.30 pm in the case of MH. Permission should be obtained from the Resident Tutor for coming in or for going out in case of emergency.
- Inmates are not permitted to remain in the hostel during class time without the explicit permission of the warden.
- The Matrons/Steward will take roll call of the inmates after 6.30 pm in LH and after 8.30 pm in MH, when all inmates should be in their rooms.
- If any of the inmates leaves the hostel without prior permission, the matter should be reported to the Resident Tutor by the Steward /Matron immediately. The Resident Tutor should report the matter to the Warden for further necessary action.
- 8 pm to 10 pm for LH and 9 pm to 11 pm for MH are study times. During the study time, all inmates should engage themselves in studies. No body shall disturb the silence..
- Inmates are expected to switch off fan and light after use and lock the rooms when they are going out.
- Shouting, reading aloud, singing, playing stereo or musi system and such other acts causing disturbance to other inmates inside the hostel are

forbidden. Inmates are not permitted to convene meetings of any sort anywhere in the hostel or its premises.

- No celebrations of any sort will be permitted in the hostel without the written permission of the Warden.
- Smoking using drugs and consuming alcoholic drinks in the hostel premises are strictly prohibited.
- Inmates are not to indulge in fighting and using abusive language in the hostel premises.
- Use of crackers and fireworks inside the hostel building are prohibited.
- Warden and RTs will have the complete rights to inspect the rooms at any time in the presence of the inmates.
- Any inmate who violates the hostel rules or cannot follow the hostel rules shall be required to leave the hostel without notice.

Holidays:

The hostel will normally be closed during the Onam, Christmas and at the end of the semester. However the warden will consider applications for studying in the hostel during the holidays.

Quality criteria for operation and control:

Routine inspection is to be done by the Warden.

Monitoring and measurements:

Steward/Matron , Resident tutors and Warden monitors their responsibilities as mentioned in the method of operation of control

Documents / Information required:

- (a) ISO 9001-2000 awareness book
- (b) Quality manual of COLLEGE
- (c) Minutes of Mess meetings.
- (d) Inmates list and Profile.
- (e) Attendance register.
- (f) Movement register.

Records:

- (a) Canteen Complaint registers.
- (b) Canteen monthly feedback report.

HOUSE KEEPING POLICY

Purpose:

To define the procedures for the maintenance of College campus and other housekeeping activities.

Scope:

Maintenance of College buildings, classrooms, toilets, premises, gardens, display boards and general housekeeping.

Responsibility:

House Keeping In-charge

Procedure:

- The total College campus, which includes, buildings and blocks, gardens and landscape are properly maintained and ensured for its effectiveness in order to have proper environment to serve the staff and the students.
- The College name board and direction boards and all other display boards are cleaned at periodic intervals and maintained for its legibility and clarity at all times.
- All the classrooms, staff rooms, office, laboratories, other halls, toilets, etc. are neatly maintained periodically.
- The Housekeeping In-charge intimates the housekeeping staff whenever he/she finds any unwanted waste items are scattered or dispersed. He/she also ensures the proper removal of those in time.
- Necessary waste paper baskets are provided at different locations for depositing the waste.
- Cleaning and maintaining the premises shall be inculcated as a regular habit among students and others. On no account papers of any form are scattered anywhere in the premises.
- Any defects in the infrastructure facilities like, buildings, laboratories, halls, toilets, and other areas, display boards, etc., are noticed and intimated to the manager at the earliest to take corrective actions at the earliest.
- All the records are properly placed and maintained in remarked locations with proper identification

REFERENCE:

Quality Manual

MAINTENANCE WORK

Purpose:

To narrate the process involved in general civil repair works

Scope:

To provide quick and quality civil/electrical maintenance and repairs

Responsibility:

Primary Responsibility – Electrical maintenance In-charge & Site Supervisor
Secondary responsibility - Management

Procedure:

All complaints related to Civil, Electrical and plumbing is recorded in the complaint book kept at the reception. Complaint book is inspected by Electrical maintenance In-charge/ Site Supervisor. If any additional items are required for attending the complaints, it is done with the sanction of the Management.

Major Complaints or modification work is reported to the management. The management will set a contractor and Electrical maintenance In-charge/ Site Supervisor is responsible for the supervision of the work.

REFERENCE:

Quality Manual

PURCHASE POLICY

Purpose:

To define the Purchase system

Scope:

The Purchase requirements of various departments and sections of this institution are being met by the purchase department.

Responsibility:

Purchase Officer:

1. The purchase Officer will make enquiries with the suppliers and other traders regarding the quality, price etc. of the items required.
2. All the local purchases are arranged by the Purchase Officer.
3. He will invite quotations from the suppliers for various products when it is approved by the Management.
4. He will make negotiations to his level with the suppliers prior to approval of the Management.
5. He will conduct the purchase committee Meeting.
6. He will ensure the speedy arrival of the products.
7. He will manage the purchase office and all other purchase activities.

Store Keeper:

Store is attached with the purchase department.

1. All purchases are entered in the purchase register kept in the store.
2. He will verify all the purchased items and the items to be kept in the store will be arranged in the order.
3. All the bills are to be entered in the Stock register and will issue Goods Receipt Note.
4. He has to place indents to the purchase officer to purchase the needed items.
5. Issue of items to the faculties and other staff members as per their demand.
6. Maintenance of store records etc.

Purchase Assistant:

1. All the clerical works related to the local purchase and all other purchases.
2. Preparation of Note files
3. Maintenance of purchase registers & other records.
4. Issue of purchase order.
5. Verification of bills and submission of the same to Accounts department.
6. Maintenance of files and register etc.

Procedure:

Purchase Order:

For all items other than local purchase items, purchase order is issued to the supplier after considering the concerned department's suggestions. The purchase order is issued in printed format after completing all formalities such as inviting quotations in necessary cases, confirmation of the quality of goods, suitability in accordance with our specification.

Purchase Register:

This register is maintained by the purchase department. All requests from the departments and other sections orally and in writing are registered in this register and registration number is given on the request. The register shows the expected date of delivery of the goods ordered, date of delivery of the product and the quality of the goods as recommended by the user department. There are various column in the register which shows the department from where the request is made, whether the request is in oral or in writing, purchase order no. amount, expect date of delivery, actual date of delivery, date of stock entry made, remarks of the user department etc. once, the purchase order is approved, the same is sent to the supplier for the execution of the order.

Supplier Selection:

This department has kept a purchase register to register all the requirements of various departments and sections. For all high value items, quotations are invited from competent suppliers as per our vendors list. The quotations so received will be verified and a comparative statement is prepared. This statement along with the quotations and the file is sent to the user department in order to find out whether the product conforms to specified purchase requirements. The expected time of delivery of the product will also be checked. After getting the consent of the user department, the file is placed before the purchase committee. Then the purchase order is issued to the supplier in a printed format. The terms of the supply agreed by both the parties are mentioned in the purchase order. The ability of the supplier to supply the required product in accordance with the institutions requirements will also be verified. For low value items, enquiries are made with various traders and considering the quality and the price, order is given and local purchase is made.

Record of the approved suppliers:

There is a vendors list showing the details of vendors item wise and from time to time, the list is updated.

Data related to suppliers credential:

The efficiency of the supplier is calculated on the basis of the quality of their product and time taken for the delivery of the product etc. However, we do give importance to the suppliers with clean track record with regard to the quality of the product and the delivery of the product in the expected date.

Supplier Communications:

For all high value purchase items, we will build a file in which communication will; be made in writing with the suppliers and finally purchase order is issued in a printed format. Communications regarding local purchase are made over phone. For all essential communications, records are made in the life. The department and the user

department will ensure the adequacy of specified purchase requirements prior to the issuance of the purchase order to the supplier. The user department will make the inspection and other activities to ensure that the product ordered meets the specified purchase requirements.

Goods Receipt note:

The store is also attached with the purchase department. All the items purchased are entered in the stock register kept in the stores and the entry will be recorded on the bill and goods receipt note is issued. Entries are made by the user department in their stock register also.

Supplier Performance related data:

A data is mentioned with regard to expected date of delivery, quality of the goods as certified by the user department, so that assessment about the ability and dependability of the supplier can be made.

Supplier evaluation procedure and record:

The performance of the supplier is assessed on the basis of the quality of the goods, time taken for the delivery of the goods etc. and grade is given to each party annually. While preparing the performance related data, the following things are considered.

- Expected date of delivery
- Actual date of delivery
- Quality of the product as certified by the user department

On this basis, evaluation about each supplier is made, 60% weightage is given for the quality and 40% for the delivery.

Supplier re-evaluation Procedure & Records:

If the supply is found delayed abnormally and the products are of substandard, there is no other alternative, but to blacklist such suppliers. After a given period, if the services of the supplier are found to be worthy, we will again assess his performances from other buyers. Samples of his goods and pamphlets will be invited to assess and re-evaluate his performance. If necessary, spot inspection by the user department will be made.

SECURITY SERVICES

Purpose:

To process involved managing security services

Scope:

To provide Security services in and around college premises.

Responsibility:

Security Head, Secretary

Procedure:

A strong and efficient security service is provided in the campus. Securities are also provided in the Hostel (BOYS/GIRLS). The general Duties of the securities are

- To avoid entering of strangers
- To check students with ID cards enter the campus
- To collect attendance slip from classes and given to principal
- To close and open all major rooms in the campus
- To Conduct security checks in and around the campus during night hours
- To close and ensure students in the hostel on or before curfew time. else to be reported to warden/matron
- To distribute notices from principal

Reference:

Quality Manual