1.PERSONAL PROFILE

Name   :

Branch & Semester   :   Roll No   :

Admission Number   :   Date of birth :

Contact Number   : (R)
                                 (M)

Identification Mark :

Mailing Address   :

Email Id   :

Blood Group   :

Parent / Guardian Name:

In Case of Emergency, notify

    Name   :

    Relationship :

    Contact Number   : (R)
                                 (M)

    Address   :

Signature

ABOUT MBC

Mar Baselios Christian College of Engineering & Technology, Kuttikkanam, Peermade, is a self-financing institution for professional Education, affiliated to Kerala Technological University & Mahatma Gandhi University and approved by All India Council for Technical Education (AICTE), New Delhi. The College is owned and managed by the Malankara Orthodox Syrian Church, which plays a paternal role in the institution's establishment and operations. The institution focuses on offering baccalaureate degree programs in various Engineering streams.

In 2001, the College started functioning as a new generation Engineering College. Since its inception in the year 2001, the College has been on a steady path of growth and up-gradation. Our aim is to provide our students with the best possible facilities and the right training. We emphasize on teaching excellence and wholesome learning experience and strive towards making MBC a premier educational institution. With the various batches of students already passed out with flying colours, the College is well on to fulfil its long term objective of being a Centre of excellence as far as quality education and student life is concerned.

The College has continued its advancement as a centre for learning and public service coupled with excellent university exam results, high profile campus placements and cultural activities. The full time B.Tech enrolment of about 1600 students, the emphasis on teaching excellence, and the increasingly high proportion of students and teaching faculty residing in the campus highlight the personal collegiate atmosphere that makes the MBC Campus quite unique.

The college was founded by the late H.H. Dr. Baselios Marthoma Mathews II, the Catholics of the East and Malankara Metropolitan. Presently the President of the College is His Holiness Baselios Marthoma Paulose II, the Catholicos of the East and Malankara Metropolitan. H.H. Catholicos is the President of the Governing Board. The eighteen Governing Board Members are active in carrying out the functions of the college management.

Association Secretary

Adv. Biju Oommen

Director

Rev. Fr. Gigi P. Abraham

BAVA THIRUMENI PHOTO

MANAGEMENT

GOVERNING BOARD MEMBERS

PHOTOS

MAR BASELIOS CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Principal
Dr. Jayaraj Kochupillai

Students' Advisor and Chaplain
Rev. Fr. Eldho Saju
Dean Student Affairs

Dr. NIRMALA JOSEPH

COMMUNICATION ADDRESS

Address: College Office,MBCCET

Mar Baselios Christian College of Engineering &Technology
Kuttikanam, Peermade
Idukki, Kerala-685531

Address: Corporate office,MBCCET

Mar Baselios Christian College of Engineering &Technology
Catholicate Aramana, Devalokam
Kottayam, Kerala-686004

Phone

04869-233571, 04869-233572, 04869-233573

For Admission and further information:
75589933571,8289860011,9447071571

Email : mbc@mbcpeermade.com,hr@mbcpeermade.com

College website:*www.mbcpeermade.com*

IMPORTANT TELEPHONE NUMBERS

NAME	DESIGNATION	PHONE NUMBERS
Rev. Fr. Gigi P Abraham	Director	96050 20820
Dr. Jayaraj Kochupillai	Principal	88480 61345
Fr. Eldho Saju	Students' Advisor	89076 69243
Prof.Annie Chacko	Facualty Chairperson-External affairs.	9497791233
Prof.Elias Janson.K	Facualty Chairperson-Internal affairs.	9946441645
Dr.Nirmala Joseph	Dean-Student Affairs, HoD-Science And Humanities	9446856914
Dr.S Kamalakannan	HoD-Civil Engineering	8078396356
Dr. Shibu K R	HoD-Computer Science And Engineernig	94478 28147
Dr. Resmi N C	HoD- Electronics And Communication	95310 68819
Dr.V I George	HoD- Electrical And Electronics Engineering	94485 481011
Manikandan S	HoD- Mechanical Engineering	94963 38507
Shaiju Varghese	Deputy Office Manager	94471 19734
Prof.Resmara Shajahan	KTU-Coordinator	9446224393
Nikith K Zachariah	Public Relations Executive	9747031624

HOSTEL

Chief Warden: Dr. Jayaraj Kochupillai

Additional Chief Warden: Rev. Fr. Eldho Saju

Deputy Chief Warden (LH): Dr. Nirmala Joseph

Deputy Chief Warden (MH): Prof.Elias Janson.K

VISION

To provide a well rounded, student centric and vibrant learning experience that nurtures creativity, innovation and team spirit to develop intellectually competent and enterprising individuals ready for the challenges of the ever changing world.

MISSION

A center of excellence in technical education fostering socially committed premier professionals prepared to excel in the technology driven world.

QUALITY POLICY

We aim to provide quality education in career-oriented courses in engineering and technology emphasizing on development of self-confidence and skills, thus preparing the individual for a lifetime of learning and professional growth. This is achieved through continual improvement in all the management processes of institution.

COLLEGE COUNCIL:

The college council mainly consists of the members of the management representatives, Principal, Senior faculty members and nominees of the three councils listed below. The decision power regarding all the academic activities and the entire discipline of the college is for this council. The college council has got the full authority to amend the rules and regulations of the college.

1.Academic council:

It consists of the Principal, Students' Advisor, Heads of various departments, and the KTU Coordinator. They take all the major decisions regarding the academics of the college. The council meets on every Wednesdays. The decisions are conveyed to students through faculty advisors and vice- versa. The contact details of the members are attached.

2.Parent Teacher Association

The Parent Teacher Association (PTA) at MBC forms a strong partnership between parents and teachers as well as providing a common platform for purposeful interaction between the parents and teachers on the best ways in ensuring quality teaching and learning for the students thereby facilitating the proper and holistic education of the students.

The PTA functions with an executive meeting once a month and an annual general body meeting at least once in the year. The class PTA is after first series exam. Batch –wise PTA is also organized if necessary.

3.Students' Council

The students' council of MBCCET is elected every year from the student Representatives of each class. Election is handled by the staff advisor in charge of the council in the presence of the Principal and other staff members.

2.ACADEMIC SYSTEM

2.1 COURSES OFFERED:

2.1.1 B.Tech

To create technically skilled and globally competent engineering graduates who could offer creative solutions for everyday problems using top notch engineering skills.

Civil Engineering	:	60	Seats
Computer Science & Engineering	:	60	Seats
Electronics & Communication Engineering	:	60	Seats
Electrical & Electronics Engineering	:	60	Seats
Mechanical Engineering	:	60	Seats

2.1.2 Ph.D and Research

The Ph.D. guidance is given in streams of Science and Engineering under the regulations of APJ Abdul Kalam Technological University. To facilitate ideal atmosphere for creative thinking and novel ideas that will enhance research endeavors in the field of engineering.

3 .TEACHING LEARNING PROCESS:

The teaching learning process of MBCCET, is strictly under the orders and regulations of AICTE and APJ Abdul Kalam Technological University. The regulations given by the university are strictly followed to gain academic excellence and carrier oriented growth. Detailed regulations are available in the website.

https://www.aicte-india.org/

https://ktu.edu.in/eu/acd/academicRegulation.htm

In our campus, teaching learning process of is a system under six various departments. The Head of the Departments takes the lead role in carrying out the academics smoothly. The faculty of the departments are Post Graduate or PhD. holders. The academic system of our college strictly adhere to the academic calendar given by the university. Each course is taken by a faculty who is expert in those area and they are supported by senior faculty members in tutorial sessions. Practical and project- based learning makes MBCCET unique.

Faculty Advisory System

The faculty advisors play the key role in the academic growth of each student. The faculty advisory system is designed to give a one –to- one attention to all the students in each class. In the faculty advisory system of our college three faculty advisors will be in charge of each class. HOD of the department shall nominate Faculty Advisors for a class with the approval from the Principal. Twenty students will be under the guidance of a faculty advisor. The faculty advisors do the mentoring process twice in every month. The students who require additional care will be sent to the Professional Counsellor. Further help on this matter is also taken from external experts.

Role of Faculty Advisors

1. *The Faculty Advisors (FAs) are primarily responsible for the monitoring and control of all the affairs such as maintaining the student's record up to date, attendance, leave, performance, discipline and enforcement of uniform dress code etc. of all the students in their class. They will report any abnormalities in this regard to the HOD's promptly.*

2. *The Faculty Advisors may examine, the abnormalities noted by them and corrective actions taken such as giving warning or counseling as the case may be. They will report those matters to HOD which cannot be decided by them normally for instructions.*

3. *They will intimate the periodical status of the performance including university and series exam results and attendance % to the parents over phone or in writing, from time to time.*

4. *They will report the names of those students who are absenting unauthorized for more than 3 consecutive days to the HOD and intimate their parents over phone. This may also be communicated to the student counselor if required.*

5. *Class wise PTA meeting will be conducted once in every semester.*

6. *Faculty Advisors will interact with the students twice in a semester and submit the report to the HOD.*

7. *Class committees will be formed in every semesters and conduct 3 meeting in a semester. A register will be maintained for the minutes of the details of the meeting.*

<u>*Role of Chief Faculty Advisor (not limited to the following)*</u>

1. *Chief Faculty Advisor (CFA) is the custodian of all the details of the students of a particular class.*
2. *Chief Faculty Advisor will convene all the meetings ie. Class committee, Course committee etc.*
3. *Chief Faculty Advisor will assist students' for conducting Invited Talks, Value Added Courses, Industrial Visits/Educational Tour, Remedial Classes etc.*
4. *In the absence of CFA, a Faculty Advisor will act as CFA*

<u>*Remedial sessions for assisting the learning process*</u>

The slow learners will get Remedial Sessions after each internal exams.

➢ *Remedial Classes are scheduled based on the performance in the series examinations, module test, and university examinations.*

➢ *Evening and Night group study sessions are included in the academic schedule.*

➢ *Motivational talks, Expert Classes, Training Programs, Internships etc are also included along with the regular academic schedule.*

The various Departmental Associations actively support all students in their research interests and projects beyond the syllabus. The students of MBCCET actively participate in those associations. The industrial visits are arranged for a practical oriented learning for every batch.

There are various co-curricular and academic activities like quizzes, debates etc are provided to brace students to enhance their learning capabilities and excel in the study matters. The silent eco-friendly atmosphere to learn, the central library with vast collection of informative books and the calm hostel environment makes our campus a supreme choice for all.

4.FACILITIES

4.1 Faculty

MBCCET has a very good team of faculty who are always ready to help all the students in their academics at any time.

4.2 College Library

The MBC Central library was established in the year 2001.It follows an open access system. Books are classified according to Dewey Decimal Classification Scheme. Library membership is open to

all students and staff of the college. The seating capacity of library is 150. The average users per day is 100.

The library provides access for students to vast databases, full-text journals, audio-visual programmes in addition to an extensive collection of books. A fully computerized library, with an area of 450 Square metres, has more than 20000+ volumes of text books comprising 4000+ titles. The books are supplemented by CDs and microfilms.

4.3 Computer Facility

The Central Computing Facility in the campus supports the computing needs of the students and faculties through fully functional computer lab that houses around 80 computers. All are branded systems with TFT LCD monitor and with latest configuration. All the systems are in a single Local Area Network managed by three servers. Students get access to computer browsing, printing, scanning and other IT related services here. Many use the facility for practicing computer programming and other advanced level IT operations under the assistance of faculties and supporting staff. The facility functions from 9 A.M. to 6 P.M.

4.4 Placement Cell

The Department is exclusively functioning for training and placement activities. The department aims to mould employable engineering graduates by providing training on required skill sets. The department provides unique placement assistance for each and every student depending on the individual taste and preferences.

Employability enhancement workshops are organized well in advance to equip the outgoing students to face the recruitment and placement processes and to meet the corporate expectations. Training activities include induction programme for freshers, communication, motivation and soft skill development training for all students. training on business communication, GDs and Mock Interviews by HR professionals, Psychometric and Aptitude tests are organized for the students to sharpen their skills. Along with this, it takes initiatives in establishing industry-institute linkages, industrial Visits, Guest Talks by experts from different sectors, ToT programme for teaching faculty, formation of quality circles of students, facilitating different activities of various associations and clubs. The soft skill development club under the guidance of the department focuses on the development of the soft skills of the students. It aims at giving the students ample practice in Group Discussions, Job Interviews, Stress Interviews, Personality Development, Role Plays and many more. Each student is given individual attention and helps in developing their presentation skills, public speaking and inter-personal relationships.

4.5 College Alumni

MBCCET has got an Alumni Association which conducts alumni meet every year during Christmas holidays. The executive committee members are special invitees for every programmes of the institution.

4.6 CRiSE

Centre for Research Initiatives in Science and Engineering(C-RiSE).

The Centre for Research Initiatives in Science and Engineering (C-RiSE) identifies opportunities and strategies for enhancing MBCCET's research endeavors and its status as a prominent research institution.

4.7 CiTE

Centre for innovative Technology and Entrepreneurship

The Centre for Innovative Technology and Entrepreneurship of MBCCET wishes to foster innovation driven entrepreneurship among the faculty and students through mentoring and training. This inter-disciplinary initiative will provide opportunities to blend passions with the support, structure, and resources to address challenging problems with innovative ideas and researchers to launch new products and commercialize new technologies.

CiTE will undertake research and development projects based on individual or joint proposals from the students of MBCCET in collaboration with industries, business establishments, National and International Organizations.

" MBC has been recognized as an IEDC Centre by Kerala Startup Mission on 09.12.2016. "

4.8 Communicative Skills & Personality Development

MBCCET provides special training for the language skills and personality development. There are experts to train students for this in college itself

4.9 Student Council

MBCCET has got a college association to develop the leadership quality of students. Through this we motivate them to be better patriots and promote their skills to work in groups and organize various events.

4.9.1 Membership & Election to Student Council

All the students are the members of the college association. From every class we select representatives who will further select the students' council members in a totally democratic manner in the presence of Principal and faculty. The students' council will also have a representation of ladies.

The students' council consists of:

Sl No	Name of the post
1	The chairman
2	The Vice chairman
3	The General Secretary
4	Counselors to the University Union
5	The Editor of College Magazine

6	The Arts Club Secretary
7	The Sports club Secretary
8	Representatives (one from each group)
9	Lady Representative
10	Staff Advisor

4.10 Co-Curricular and Extra-Curricular Activities

4.10.1 Industrial Visit

As a part of the curriculum the students are promoted to make Educational tour/ Industrial visits based on the subjects they learn in that academic year. Any number of industrial visits can be arranged based on the permission from the authority but educational tour is allowed only once in a year.

1st Year

1. Educational Tour/Industrial Visit for one day will be sanctioned. [Between 5am-11pm]
2. Sightseeing is allowed only after the industrial visit of min.3hrs duration.

2nd Year

1. Educational Tour/Industrial Visit for one day will be sanctioned. If the industry is located more than 250 km away from the institution max. of 36 hrs will be allowed.
2. If a particular batch/class have not utilized the facility in the first year, they may visit 2 industries by utilizing 2 consecutive days.

3rd Year

1. Educational Tour/Industrial Visit should be limited to maximum of 2 days.
2. Sightseeing is allowed only after the industrial visit of min.5hrs duration.

4th Year

1. Educational Tour/Industrial Visit for 4 days will be sanctioned
2. 2-3 industries must be visited for a minimum of 10-12 hrs duration altogether.

If a particular batch/class have not utilized the facility in the third year, they may visit 3 industries by utilizing 6 consecutive days.

4.10.2 Arts Fest: THANDAVA

Thandava, the Intra-departmental Arts Fest is one of its kind at MBC. The college has always supported the co-curricular activities with the same importance as given to academic programs. Conducted under the leadership of the Student's Union, the event is guided and supported by the faculties of the college. Third Year Engineering degree students are the overall in charges of the program. The competitions not only bring out the talents in the students, but ultimately aim at the overall growth of the students.

The name of the event is taken from the word 'Tandavam' (also known as Tandavanrtya) which depicts the divine dance performed by God Shiva. Shiva's Tandava is described as a vigorous dance that is the source of the cycle of creation, preservation and dissolution. While the **RudraTandava** depicts his violent nature, first as the creator and later as the destroyer of the universe, even of death itself; the **Ananda Tandava** depicts him as enjoying.

4.10.3 Tech- Fest :SWASTIKA

Swastika, the National level Techno-Cultural fest provides remarkable moments in the history of MBCCET. The two day fest, in which participants from across the country compete, provides a plethora of events full of enthusiasm and excitement, a platform showcasing their hidden talents and exploring different aspects of their personality.

4.11 National Service Scheme (Tech) Unit

MOTO: NOT ME,BUT YOU

The main aim of NSS is personality development through social service. The NSS Unit of our college is a technical cell under Directorate of Technical Education. National Service Scheme is a student centered programme and it is complementary to education. It is a noble experiment in academic extension. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction.

NSS Unit of our college organize programmes in our college and in the adopted villages. Special weekly camps are arranged in the adopted villages which gives the students an exposure to the society and the awareness of social service.

4.12 Physical Education

Physical education is an integral part of any educational programme which is designed to promote the optimum development of an individual - physically, emotionally, mentally, socially and spiritually through total body movement in the performance of properly selected physical activities.

The primary aim of physical education is varied, based on the needs of the time and place. Most of the institutions' goal is to provide students with knowledge, skills, capacities, values, and the enthusiasm to maintain a healthy lifestyle into adulthood. Activities included in the programme are designed to promote physical fitness, to develop motor skills, to instill knowledge and understanding of rules, concepts, and strategies. Students learn to either work as part of a team, or as individuals, in a wide variety of competitive activities.

The Department of Physical Education at MBC is well equipped with modern infrastructure and includes activities like a green sports ground encompassing a 400 m athletic track, football, and cricket fields. A separate facility for handball and volleyball is also set up. A beautiful basketball court is situated on the quadrangle which is one of the centers of attraction in our College. Four shuttle badminton courts are maintained for both men and women. A well-equipped multi-gymnasium facility is available for both men and women and also have indoor game facilities such as table tennis, carroms, chess etc.

4.12.1 Physical Education Daily Activities

In order to enhance and promote Sports interest among the students, the Dept. of Physical Education promotes daily sports and fitness activities. A fully equipped Gym functions in the morning and evening for both staff and students. There is also a full time professional trainer to look after the gym training. Other sports activities like Cricket, Football, Basket Ball, and Volleyball are played daily by the students from 4.30 to 6.30 pm. Equipment for these are constantly updated and provided by the Dept.

4.12.2 Participation in KTU Games

Under the initiative of the Physical Education Dept. of MBC, college teams were sent to participate in various sports events organised by KTU in the present academic year. Our **Cricket Team** participated in the KTU Zonal Games and bagged **3rd Place** in the inter-collegiate Cricket Tournament & Mr. Nibin Binoy (S2 ECE) got selected in university cricket team. Men's and **Women's Badminton Teams** participated in the Inter-Collegiate Badminton Tournament and the Women's Team were the **Runners up**. College Teams also participated in Inter-Collegiate **Football**, **Volleyball** and **Basket Ball** competition and offered tight matches for the opponents.

4.12.3 Infrastructure and Facilities

The Physical Education Department is equipped with the following infrastructure:

Sl no	Play Grounds	Number
1	Foot ball	1
2	Cricket Field	1
3	Cricket practice field	1
4	Volley ball	1
5	Basket ball	1
6	Badminton court	4
7	400mt track	1
8	Gymnasium- multi-stationed	1
9	Table tennis with international standard board	2

4.13 College Fitness Centre

Aiming for the all-round development and growth of the students, MBC has a fully functional Multi-Gym for students and staffs. The college has separate gym equipment for boys and girls. Interested students can use the facility in morning and evening timings according to their convenience. The Gym is controlled and instructed by the Physical Education Faculty.

Timings:

Morning: 6 A.M. to 7.30 A.M.

Evening: 4.30 P.M. to 6 P.M.

4.14 Chapel

The Chapel in the campus serves as the center of worship for all faiths. In addition to the main worship area, it contains space for religious activities, meditation, counseling and similar events.

4.15 Co-operative society

The college co-operative society provides all the stationery items, books, and all other necessary study materials required for the students. It is open during all the break times.

4.16 College Canteen and Cafeteria

The college canteen at MBC is known for serving homemade quality dishes at reasonable rates to students, staff and visitors. The Well-furnished functions on all working days as one of the sort after places in the campus, not only for physical refreshment but also for creative discussions and fond memories. The canteen is open from 7.30 A.M. to 8.00 P.M.

Along with the college canteen, MBC has a Co-operative Society Store, functioning inside the campus, to provide snacks and refreshments. The quality of the food in the store is supervised and maintained by a faculty-in-charge. The Co-operative Store is open from 8.30 A.M. to 5.00 P.M. on all working days including Saturdays.

4.17 Campus ATM

A 24*7 ATM of SBI functions within the campus.

4.18 Residence for Students

There are four separate hostel facilities for ladies and gents. The hostel buildings have generators for back up and water geysers. Chief warden, additional chief warden, deputy chief warden, wardens and faculty residing in hostel look into the academics of students and monitor them regularly.

4.19 College Bus Facility

MBC offers transportation facilities to day-scholars and faculties for an easy access to the college. There are seven college buses for to-and-fro travel from Pampady, Kumily, Kattappana on week days and Kottayam, Parumala and Adoor on weekends. The college buses have experienced drivers and supporting staff for a comfortable travel.

Daily Trips

PAMPADY	
PLACE	**TIME**
Pampady	6.50 am
14th Mile	7.00 am

PONKUNNAM	
PLACE	**TIME**
Ponkunnam	6.50 am
Kanjirapally	7.00 am

Ponkunnam	7.15 am
Kanjirapally	7.25 am
Mundakayam	7.50 am
Kuttikanam	8.25 am

Mundakayam	7.50 am
Kuttikanam	8.25 am

KUMILY	
PLACE	TIME
Kumily	7.20 am
Chottupara	7.30 am
Vandiperiyar	7.40 am
55th Mile	7.50 am
Pambanar	8.00 am
Peermade	8.20 am
Kuttikanam	8.25 am

KATTAPANA	
PLACE	TIME
Kattapana	7.15 am
Kanchiyaar	7.30 am
Vellilkankandam	7 45 am
Chappath	8.00 am
Elappara	8.20 am
Kuttikanam	8.25 am

Weekend Trips

ADOOR	
PLACE	TIME
Adoor	6.00 am
Pathanamthitta	6.15 am
Ranny	6.30 am
Mundakayam	7.45 am
Kuttikanam	8.15 am

THIRUVALLA	
PLACE	TIME
Parumala	5.50 am
Thiruvalla	6.15 am
Changnacherry	6.25 am
14th Mile	7.00 am
Mundakayam	7.50 am
Kuttikanam	8.25 am

KOTTAYAM	
PLACE	TIME
Kottayam (KSRTC)	6.35 am
Manarcad	6.50 am
Pampady	7.00 am
14th Mile	7.10 am
Ponkunnam	7.25 am
Kanjirapally	7.35 am
Mundakayam	8.00 am
Kuttikanam	8.30 am

4.20 REMITTANCE OF FEES

The college fees shall be remitted by the students or parents directly in the college office. The fees can also be paid through the college account by account transfer. The details of the college account can be collected from the college office. Hostel fees are also paid in the college office itself.

4.21 COMMITTEES

4.21.1 Anti-Ragging

Ragging is a criminal offence and Supreme Court/UGC/AICTE/State University has framed regulations on curbing the menace of ragging in higher Educational Institutions, and have issued

strict orders to punish the students indulging in ragging. They are liable for the following punishable actions:

- They will be suspended and dismissed from the College.
- They will be handed over to the police for the criminal offence and may be sentenced to jail term of 2 ½ years.

In order to prohibit, prevent and eliminate the scourge of Ragging, an Anti- Ragging Committee has been constituted with following members. Students can contact the members for any ragging incidents. Anti- Ragging Committee for the year 2018-19 is constituted with following members

Sl.No	Name	Designation
1	Dr. Jayaraj Kochupillai, Principal	Chairman
2	Dr. Nirmala Joseph, Dean - Student Affairs	Coordinator
3	Mr. Edin , AP/Physical Education	Member
4	Prof. Sijimol A S, AP/CSE	Member
5	Prof. Aju John, AP/ME	Member
6	Prof. Vishnu V Gopi, AP/ECE	Member
7	Prof. Griesh R, AP/EEE	Member
8	Prof. Dhaniesh J Danam AP/CE	Member
9	Sub Inspector of Police, Peermade	External Member
10	President, Peermade Grama Panchayath	External Member
11	Member (Ward-1), Peermade Grama Panchayath	External Member
12	Thankachan, PTA President	Parent Representative
13	Albin S Mathew, S7 ECE	Student Representative
14	Bibin Philip Kurian , S5 EEE	Student Representative
15	Joel Joshi, S3 CSE	Student Representative

4.21.2 Women Cell

MBC CET has got a wing of women's cell to hear the grievances of women of the college. It has been working very well during all the past years. Faculty representatives lead the committee during each academic year.

4.21.3 Grievances and Appeals committee:

This is the committee formed to hear the grievances of parents and students who are under any disciplinary action taken on any grounds by the authority of the college. Students can prove their innocence in front of this committee for further steps.

4.21.4 Student's welfare committee:

This committee gives enough support to students to uplift them in all their activities. The students' can give their suggestions to the members of this committee that will help in the growth and development of the institution. This committee takes care of the welfare of the students.

4.21.5 Disciplinary Action Committee

Disciplinary Action Committee for the year 2018-2019 is constituted with following members.

Sl.No	Name of Faculty	Designation
1	**Prof. Elias Janson, HoD/ECE**	**Chairman**
2	Prof. Griesh R, AP/EEE	Member
3	Prof., Snehapriya Sebastian, AP/EEE	Member
4	Prof. Vishnu V Gopi, AP/ECE	Member
5	Prof. Aleyamma Varghese, AP/SH	Member
6	Prof. Anie T Thomas, AP/SH	Member
7	Prof. Sunil Dutt, AP/ME	Member
8	Prof. Anu Nair, AP/ME	Member
9	Prof. Anila Agel P R, AP/CE	Member
10	Prof. Dhaniesh J Danam, AP/CE	Member
11	Prof. Sijimol A S, AP/CSE	Member
12	Prof.Anju Rachel Oommen AP/CSE	Member

5 GENERAL RULES, REGULATIONS AND CODE OF CONDUCT

5.1 Introduction

Mar Baselios Christian College of Engineering and Technology, Kuttikkanam Peermade, is fully owned and managed by Malankara Orthodox Syrian Church. Besides adherence to Christian values and Service MBC is bound to Truth, Trust and Transparency as its pillars. MBC CET is a fully residential campus where students, faculty & staff exhibit a very cordial relation with utmost sanctity and harmony. In the strive for excellence MBC believes that mutual respect, moral values and most importantly discipline and integrity that is crucial for the development of the institution as well as its students. Discipline is also important to develop a sense of responsibility among the budding engineers.

Students form the pivotal element in the smooth functioning of an institution and hence MBCCET is committed to being student-friendly. MBCCET provide various platforms like Students Council, Students welfare committee, Grievance redressal Committee, Anti ragging Committee, Women cell and all other mechanisms at every level to cater to the needs of the students, these efforts are expected to be reciprocated in the form of good conduct and behavior by the students.

This set of rules, regulations and Code of Conduct is intended to guide the students to be aware of their social and moral responsibilities in the campus as individuals and as budding products of this institution. Kindly understand that these isn't an exhaustive list as separate rules are binding for ragging related and University examinations by AICTE and APJ KTU respectively. Also college has issued specific regulations regarding Industrial training and visits as well as hostel rules which are included in this book.

5.2 College working days

Timings & general rules

1. College working days are from Monday to Friday, and 2 Saturdays in a month (As decided by Principal and Council)

On all working days (Except first & last working day):

- 8.50 am to 4.10 pm - Regular Classes
- 4.10pm - 4.40 pm Time for Student –faculty interaction

2. First working day: 9.20 am – 04.40 pm, Last working day: 8.50 am-3.30 pm

3. Students entering the campus after 9.00 am are directed to enter your names in the register provided in the security office. This is also applicable to anyone who leaves the campus before class disperses. Visitors are strictly not entertained during the college working hours

4. Visitors Timings:

COLLEGE : CLASS TEACHERS & HODs: 10.30 am - 02.30 pm.

　　　　　　: PRINCIPAL: 11.30 pm - 02.30 pm.

　　　　　　: DIRECTOR: Prior Appointment

 HOSTEL VISIT TIMING: Only on Holidays and Sundays: 9.00 am to 6. 00 pm

5. All requisition letters for student certificates, loans, Industrial visit permission, all ODs, Medical certificates, Permission, Hostel matters including permission and leave should be addressed to The Principal MBCCET.

6. All the requisition letters for Bonafide certificates, Scholarship forms, studentship certificate, Course certificate, Project and In-plant training permission, Hostel admission etc. letters should be addressed to the Principal via Chief faculty advisor CFA/FA and HOD before submitting in office.

7. No student is allowed to go outside the campus during the lunch hour.

8. OUTPASS: Special permission may be availed from CFA & HOD to move out of the campus during working hours. This facility may be utilized for medical emergency and other special cases as decided by HOD.

9. No students is allowed to roam around the campus after 6.30pm. Once located CSO shall report to Principal with the details of the student. Even after repeated warning a student is found in the campus after 6.30pm parents will be summoned.

10. Parents are advised to refrain from recommending their students to stay outside the campus. The college is not responsible to any activities of such students outside the campus.

11. For availing Casual leave, Out pass and retest separate forms are available in the office/with CFA, students shall make use of it.

5.3 TRANSPORT

1. Our college buses shall cover the following places on the first working day in a week and last working day.

    Kottayam, Kottarakara, Parumala. Kattapana, Kumily and daily trips from Pampady, Mundakayam, Kattapana, Kuttikkanam and Kumily.

    Change in the timings of the college bus (if any) will be intimated through PA system. Advanced seat booking facility available.

2. All the day scholars are advised to utilize college bus facility. No private vehicles (4 wheelers) are allowed. Hence, parents are kindly requested not to provide four wheelers or any other vehicles to your wards to come to the college. Students using two wheelers need to wear helmets compulsorily.

3. All day scholars should board the college bus which is allotted to them in proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in

the evening. They are not allowed to board any bus other than the one which is allotted to them.

4. Students are strictly directed to respect the privacy of co-travelers in the bus

5.4 ATTENDANCE

Even though the requirement of APJ KTU Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists ON 100% attendance for theory and the laboratory classes, so that students can perform well in the model and university exams.

1. Maximum number of permissible leaves is 5 days considering 72 working days in a semester to avail full credit in the internal assessment.

2. Parents are informed about the absence of their son/daughter by SMS in the following cases

   a. Absent/ Leave

   b. One-hour absence will also be intimated.

3. Students are advised to maintain good attendance percentage per subject so as to avoid FE grade or course repeat.

5.4.1 GENERAL LEAVE RULES

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave

1. **ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE CHIEF FACULTY ADVISOR (CFA) THROUGH THE FACULTY ADVISOR (FA) AND HOD.** Absence without leave letters will be viewed seriously.

2. **For Availing One Day Leave:** Leave letter should be submitted on the previous day or immediately on the following day - Leave letter may be signed by the students themselves

3. **For Availing Two Days Leave:** Leave letter should be submitted before leaving the campus and parents shall intimate CFA regarding the same. Hostellers shall inform the warden (for hostellers). Parents be kind enough to call the chief faculty advisor (CFA) or the faculty advisor(FA) .

4. All medical leaves should bear the sign of CFA/HOD and endorsed by the Principal within 7 days from the date of completion of leave. The intimation for the same is to be done by respective parents.

5. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

6. **For Availing three or More Days leave:** For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective faculty FA/ CFA and HOD.

7. Students are not allowed to **extend their leave** along with any festival or long holidays such as Christmas, Easter, Ramzan, Onam, Ed-ul-fitar etc. Half day leave is also not allowed (at the beginning of Holiday and on the day of reopening. This can invite moral punishments.

8. **Mass absence** (i.e. more than 15% of the students) from the class is strictly not permitted. If violated respective department will be taking remedial actions.

9. **Absence for series Tests I, II and Model Theory Examinations and Model Practical Examinations is strictly not allowed other than medical reasons (intimation to CFA, a must). Retest is not allowed**

5.4.2 DUTY LEAVE/ OUTSIDE DUTY(DL/OD)

Prior permission need to be sought for all the leaves listed below from CFA/FA and HOD (maximum of 5 duty leaves per semester for the following cases), but should come within the specified limit of 25%.

1. Students who have participated / won prizes during Intra-department events (Technical fest/ paper presentation/Arts/Sports/Games) will be allowed to avail OD to participate in the similar events in other colleges / Universities.

2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'.

3. For Non-technical / Cultural events: OD will be given, after furnishing certificates of achievement or certificate of participation.

4. Students are advised to utilize the facility to gain activity points as per the regulations of APJ KTU

5.5 ID CARD

ID card will be provided to each student with his / her name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus. Replacement of ID card will be done once an application is forwarded to System Administrator through CFA/CT/ and HOD and Principal

1. If damaged/Lost – Fill the application for replacement of ID card; get it forwarded by HOD and CFA and submit the form along with a fee of Rs.100/- for replacement.

2. Change of Address**:** If there is any change in the address or contact number, parents should inform the respective CFA of their ward immediately.

3. In case of any misbehavior or violation of the college rules, ID cards of the students will be confiscated (Any faculty in authorized to do so) and it will be retained with CFA/FA/DAC members till the enquiry is over.

5.6 DRESS CODE

All the students in the campus should be neatly dressed - on all days including during all Examinations.

BOYS: All the boys are expected to wear pants and shirts with over coat (Color and material as specified by the college) formally stitched. Low waist stitching is not allowed. Uniforms are provided by the college. Shirts neatly tucked in, and shoes or decent chapel. However, no students will not be allowed to enter the Labs without shoes in general (Follow the respective Department rules). Boys should come with well-groomed hair and shaped beard to attend the classes.

GIRLS: Follow the uniform given from the college only. No changes are allowed. coloring/ bleaching the hair and wearing leggings (Stretch pants) not allowed.

NOTE: Separate rules are binding for certain laboratories of some departments for safety issues. Students are supposed to follow the same

FORMAL DAY: College has declared every Wednesday as "Formal Day"

5.7 ELECTRONIC GADGETS

As per the **Govt. and Court Order**, possession and use of cell phones in the college premises is strictly not allowed. **Principal have authorized respective departments to conduct periodic inspections. Those students using mobile phones in the academic area will invite remedial actions. Once confiscated the following rules apply.**

1. **If the students are found to use mobile phones during class hours, it will invite heavy actions and the mobile will be retained within the college for 6 months and** later it will be handed over to parents. This is treated as a severe disciplinary issue and may invite suspension too.
2. Repeated violation – Confiscation of the gadget/s and one week suspension.
3. For day scholars' facility is provided in the reception counter to surrender their mobiles.
4. For hostellers refer to hostel rules for mobile usage.

5.8 REPEAT EXAMINATION

Repeat Examinations: A Single examination covering all the modules will be conducted after the second series examination for a duration of 1 hr.Repeat examinations will be conducted only for the following cases:

1. Absence due to genuine Medical reason – Hospitalization with all Medical Documents – Parents should inform the CFA/FA immediately after the hospitalization and Parents should report and submit all the Medical Documents to the CFA/CT on the first day of their ward returning to the college
2. OD granted in advance for Sports, Symposium and Cultural events by the Principal.(University events and National level events only)

5.9 INDISCIPLINE AND REMEDIAL ACTIONS

Nature of Indiscipline	Remedial action
Found alcoholic in campus/ Found using any sort of drugs	Fine of Rs 10,000/-; Parent should meet the HOD and Principal; 2 days Compulsory social service at college nominated location.
Caught for physical fighting with	Immediate Suspension pending enquiry, one proved guilty by DAC and 5 days

any student in the campus	social service
Misbehavior towards any faculty/staff/or department	HOD to seek immediate report from CFA, based on the same suspension recommendation by HOD to Principal up to 2 days.
Misbehavior with the College Security guards	Chief security officer has to report directly to Principal with student(s) details.
Misbehavior in the college Bus	In charge of the bus shall directly report to Principal. Principal shall take necessary actions **[Also a senior faculty is appointed as the 'faculty in charge' of the Bus shall report the same too.**
Indiscipline during college Activities/Functions/ Intercollege Events held at MBC	Immediate suspension pending enquiry. Further actions according to the recommendation by DAC
Indiscipline during college Activities/Functions/ Intercollege Events held at Other colleges [Defaming the name of the college]	Immediate suspension pending enquiry. Further actions according to the recommendation by DAC (Principal shall decide based on recommendation). Compulsory social service
Continuous violation of Dress Code, ID card by a student	CFA shall be maintaining the record of the same. Based on the recommendation of the CFA, HOD can suspend the attendance of the student up to one day.
Misbehavior reported during Industrial visits/Tour	Principal and take the decision based on the report of the HOD and faculty in charge of the tour
Usage of any abusive language towards ladies. Any student can give the complaint to CFA	Once proved will be suspended up to 2 days and further actions according to the recommendation by DAC. Compulsory social service
Ragging	Govt. Rules shall apply.

5.10 HOSTEL RULES

1. Hostel residents should strictly follow the hostel timings given below.
    a. To enter the Hostels   : Before 6:30 PM (Boys)

        Before 6:15PM (Girls)

    b. Play Time & TV Time   : 4.30 PM to 6.15 PM(Sunday :1.30 PM to 6.30 PM)
    c. Prayer Time : 6.15 PM   to 6.45 PM
    d. Study Time   : 8.00 PM   to 11.00 PM
    e. Holidays (except Sunday) Study Time: 10.00 AM to 12.00 PM & 8.00 PM to 11.00 PM

2. The college authorities/ hostel wardens/resident tutors/security staff have full authority to check any room in the hostel at any time with or without any intimation.

3. Residents must wear their identity cards (with MBC hologram) while entering the hostel. They should be in possession of the identity cards at all times for verification.

4. Residents must strictly follow the study time. Room door should remain open during the study time. Any other activity during this time will be considered as a breach of the hostel rules.

5. Residents are not permitted to change the allotted rooms. Personal belongings should be kept on their own risk and lock the allotted room safely. Unauthorized entry to other rooms is punishable.

6. Laptops/Tablets are not allowed in the hostel rooms (except final years). Wardens/Resident Tutors/security staffs are authorized to confiscate the gadgets from

those who are violating this and deposit with the Chief Warden. Laptops/Tablet may be used in the common room only for academic purposes (Up to third years) with the prior written permission from the Head of the Department and Principal.

7. As per the decision of the PTA general body the mobile phone timings are follows
   a. **First years and second years**: 4:30 PM to 7:15 PM (Mobile phones should be submitted to the warden daily before 7.15 PM)
   b. **Third years**: Mobile phones should be submitted to the warden daily during the study time. However, Deputy Chief wardens of respective hostels, shall implement additional restrictions by considering the request of parents and teachers.
   c. **Fourth years & PG students**: Students shall keep mobile phones with them under switched off mode during study time.

8. Hostel inmates are not permitted to take food items from mess hall to their rooms. In the case of sick students, food/tea can be served in their room with prior permission of warden/resident tutor.

9. During regular class hours, entrance of the hostel remains locked and residents are not permitted to enter the hostel, without the authorization of the warden along with the written recommendation of the HOD.

10. Consumption of Alcohol/Drugs in any form, smoking cigarette and playing cards are strictly prohibited in the hostel. If anything found in a room, all the inmates are equally responsible, even if they are not involved.

11. Any Festival/Birthday celebrations/noisy group programs in any forms is banned inside the hostel.

12. Hostel Residents should submit out pass, duly signed by the hostel manager, to security office to go outside the campus during morning/evening.

13. Day scholars and visitors are not allowed to enter the hostels. Their entry is permitted in visitor's room with the permission of the warden.

14. Hostel Residents should go out of the hostel with prior written permission of the authorities for any purpose including religious activities and enter their names in the movement register while they leave and enter the hostel. Unauthorized absence is punishable.

15. Sports goods except Shuttle/Badminton rackets are not permitted to keep inside the rooms. Damage to any hostel property will be treated as severe punishable offence.

16. Shouting loudly, whistling, playing in verandas, playing music system loudly, affixing posters, photographs, wallpaper, indecent posters, disfiguring of walls and glass panels, use of objectionable language, etc. are strictly prohibited and punishable.

17. Use of electrical appliances such as heaters, electrical irons etc. are strictly prohibited.

18. Lights in the rooms should be switched off from 12.00 AM to 5.00 AM. Those who would like to continue their studies even after this time may use the special study rooms.

19. Residents going out of the hostel should be presentable/in proper dress code.[In front of the college gate, canteen, stores, hospital, etc.]

20. Hostel Residents are not permitted to leave the campus/hostel without the written permission of the higher authorities.

21. Unauthorised absence (more than 10 days) in the hostel is not permitted. Such residents will be removed from the hostel. They must clear their mess bill before leaving hostel. They will also have to pay the hostel rent of that semester.

22. Residents are not permitted to stay outside the hostel. Staying outside is not allowed and is punishable.

23. Residents in the hostel are not allowed to alter the arrangements in the Mess hall /Rooms and is punishable.
24. Residents can vacate the hostel only at the end of the academic year in the proper manner otherwise he/she should pay rent for the current academic year.
25. The fine amount as decided by the authorities will be levied from those who are violating hostel rules.

5.11 FITNESS CENTRE RULES

5.11.1 GYM Rules

1. Timings from   a) 6.30 – 7.30 am   - MH-1 (First and third years) 4.30- 6.30 pm - MH-2 (2nd and 4th years)
2. Use proper dress code inside the gym. (track suit or shorts, t-shirts& towel)
3. Footwear are not permitted inside the gym.
4. Maintain proper discipline inside the gym.
5. Gym will have closed on non- working days.
6. Members are liable to pay fine in case any damages incurred.
7. Keep the equipment's at its original position after usage.
8. Members should obey the instruction given by the staff-in-charge/instructor

5.11.2 Health Club Rules

1) Timings from 6 am-7.30 am and 4.30pm-6pm
2) Use proper dress code inside the gym (track suit or shorts, t-shirts& towel).
3) Footwear are not permitted inside the gym.
4) Maintain proper discipline inside the gym.
5) Gym will have closed on non- working days.
6) Members are liable to pay fine in case any damages incurred.
7) Keep the equipment's at its original position after usage.

Members should obey the instruction given by the staff-in-charge/instructor

5.12 RULES OF THE LIBRARY

1. On regular working days library opens at 8.00 am and closes at 6.00 pm and on non-regular working days library opens at 9.00 am and closes at 3.30 pm.
2. No student will be permitted to enter the library without uniform and identity card.
3. On entering the library, students shall write their name, class etc in the gate register.
4. Students are not permitted to take their personal belongings (bags, umbrellas, personal books, printed matters, jackets, files, etc…) inside the library. These things have to be kept in the belongings room at the entrance. Students are permitted to take only one notebook or few sheets of paper into the library.
5. Strict silence should be observed in the library.
6. Group discussion/ group study and doubt clearance are not allowed in the library.
7. All the B-Tech students are allowed to borrow 3 books at a time and MTech students are allowed to borrow 5 books, for a period of 15 days   and after that an overdue charge of Rs 1/- per day will be levied.
8. Books should not be returned on the issued date.
9. Books in the reference section will not be issued in any case.

10. Those who read reference books, please write accession number, name of student etc in the reference read register.
11. Those who use digital library, please write their details in the register.
12. Members shall not bring library books issued to them inside the library.
13. Use of mobile phone is strictly prohibited inside the library.
14. Members are responsible for any damage caused by them to the books or any other property belonging to the library & shall be required to pay the penalty imposed upon them by the librarian.
15. The members caught tearing pages /stealing of books will be suspended forthwith for using the library facilities and college will initiate further disciplinary action against them.
16. If the book has any complaint, that complaint should be reported at the circulation counter before taking the book. Otherwise, the complaint will not be considered.
17. If in the case of book has lost, students have to replace the latest edition of the books or to pay the triple cost of the book.
18. Members leaving the library should stop at the exit so that the materials borrowed or taken out of the library by them may be checked.
19. The library rules may be altered, modified or amended from time to time.
20. Any infringement of the above rules may lead to the cancellation of the membership.
21. Any controversy regarding the interpretation of any of these rules has to be settled by the principal

5.13 EXAMINATION RULES

Instructions to students for the university examination

1. Students should occupy their seats inside the examination hall at least 15 minutes prior to the commencement of the examination.

2. Students may leave examination hall only after 2hours and 30 minutes.

3. Students should tie up their answer sheets at least 10 minutes before the final bell. After the final long bell, hand it over to the invigilator.

4. Do not write your name or register number in any part of the answer book except in the space provided for it in the front page.

5. Do not take answer book outside the Examination Hall.

6. No student will be allowed to leave the examination hall without the permission of the invigilator.

7. Students should strictly follow the dress code. Without proper dress code they will not be admitted to the examination hall under any circumstances.

   a. They should wear proper uniform.

   b. Shirts must be properly tucked in.

   c. Boys are not allowed to wear jeans, low waist pants etc.

   d. Not allowed to wear workshop uniforms.

   e. Should wear formal footwear. (Chappals/ slippers are not allowed.)

   f. Boys are not allowed to wear wrist bands, ear studs etc.

8. Students should wear ID cards with Tag and should be displayed. They are not permitted to keep it inside the pocket. Anyone who lost the ID card or tag should collect a new one from the System Administrator before the examination.

9. Students are not allowed to take mobile phones even in switched off mode to the examination hall.

10. Only transparent pouches are permitted inside the examination hall.

11. Sharing of any commodity inside the examination hall will not be entertained. Students should bring their pen, pencil, scale, rubber, calculator, watch etc.

12. Candidates are prohibited from bringing any book or portion of book, manuscripts or papers of any description to the examination hall.

13. Any permitted books (Data book, Clark's tables etc.) should be duly attested by the concerned staff-in-charge. Any other writing is not allowed and will be considered as a copy. All permitted photo copies must be spirally bound and duly attested by the concerned staff-in-charge.

14. Students are prohibited from communicating among themselves or with any person outside the examination hall. Any disturbances made inside the examination hall will be treated as malpractice. Any candidate found violating these will be send out of the hall immediately.

15. Do not attempt any cases of malpractice including exchange of materials, discussions, passing question papers, answer papers, copying from bits or from others etc.

16. Students should keep their belongings in the rooms allotted for them. Any commodities found near by the examination hall or rooms other than the permitted ones will not be returned back.

17. The Chief Examination Controller has all the right to take any necessary action against any student with immediate effect.

Instructions to students for the series examination

1. Students should occupy their seat inside the examination hall at least 5 minutes prior to the commencement of the examination. Students coming late will not be admitted to the examination hall at any circumstances.

2. Students are permitted to leave the examination hall only after the completion of the examination that is after the final long bell.

   a. Students should tie their answer sheets 5 minutes before the final bell.

   b. After the final long bell hand it over to the invigilator.

   c. No student will be allowed to leave the examination hall without the permission of the invigilator.

   d. Violation of any of these may cause rejection of your answer sheets.

3. Students should strictly follow the dress code. Without proper dress code they will not be admitted to the examination hall at any circumstances.

   a. They should wear proper uniform.

   b. Shirts must be properly tucked in.

   c. Boys are not allowed to wear jeans, low waist pants etc.

d. Should wear formal footwear. (Chappals/ slippers are not allowed.)

e. Boys are not allowed to wear wrist bands, ear studs etc.

4. Student should wear ID card with Tag and display it. They are not permitted to keep it inside the pocket. Anyone who lost the ID card or tag should collect a new one from the System Administrator before the examination.

5. Students are not allowed to take mobile phones even in switched off mode to the examination hall. Mobile phones found inside the examination hall will not be returned at any circumstances.

6. Only transparent pouches are permitted inside the examination hall.

7. Sharing of any commodities inside the examination hall will not be entertained. Students should bring their pen, pencil, scale, rubber, calculator, watch etc.

8. Candidates are prohibited from bringing any book or portion of book, manuscript or paper of any description to the examination hall.

9. Any permitted books (Data book, Clark's tables etc.) should be duly attested by the concerned staff-in-charge. Any other writing is not allowed and will be considered as a copy. All permitted photo copies must be spirally bound and duly attested by the concerned staff-in-charge.

10. Students are prohibited from communicating with each other and with any person outside the examination hall. Any disturbances made inside the examination hall will be treated as malpractice. Any candidate found violating these will be send out of the hall immediately.

11. Any case of malpractice including exchange of materials, passing question paper, answer paper, copying from a bit, copying from each other or asking anything to anyone will cause the rejection of your answer sheets. They will not be permitted to sit for the remaining examinations and may lead to cancellation of all the written examinations.

12. Students should keep their belongings in the rooms allotted for them. Any commodities found near by the examination hall or rooms other than the permitted ones will not be returned back.

13. The Chief Examination Controller has all the right to take any necessary action against any student with immediate effect.

5.14 GUIDE LINES FOR INDUSTRIAL VISIT

1. HOD/CFA/FA shall approach principal for preliminary sanction at least 15 days before the scheduled dates.

2. All arrangements of the tour should be made only after obtaining preliminary sanction from the Principal.

3. Advance towards the bus charges/ accommodation should be paid only through the Faculty Advisor/ H.O.D and that too only after the preliminary sanction is obtained.

4. Educational Tour/Industrial Visit will be permitted only after producing the permission letter from Industry.

5. Educational Tour/Industrial Visit should be conducted during long holidays without affecting the regular academics. However, one day visits shall be conducted on Saturdays or on a day before a holiday.

6. All industrial visits of 4th year and 3rd year students shall be planned to the reputed industries in Kerala, Tamil Nadu, Karnataka, Telangana and Andhra Pradesh only. Industrial visits of 1st year and 2nd year students shall be planned to the reputed industries in Kerala Only.

7. Educational Tour/Industrial Visit will be sanctioned only if more than 80% of strength of the class is accompanying. Students under suspension are not eligible for educational tour.

8. Students shall nominate tour coordinators (one boy and one girl, if girl students are there) with the approval of Chief Faculty advisor/HOD. The tour coordinators are responsible for (1) Preparation of detailed tour plan (2) Getting the approvals from various authorities in the prescribed format (Use Form No . ETRV-1).

9. CFA/FA and accompanying faculty members along with tour coordinators shall approach the Principal for final approval by submitting Form No. ETRV-1 with annexures 1 to 11.

10. Educational Tour/Industrial Visit will be sanctioned only if two faculty members/bus are willing to accompany the students. Also if there are girl students, there must be a female faculty member. If necessary one parent shall also accompany the students.

11. The accompanying faculty members in consultation with HoD shall cut short the study tour at any point of time of the tour in occurrence of any inappropriate incidence (violation of travel plan, tour manual, misbehavior, disobedience, accident, etc) during the tour.

12. The accompanying faculty members should give a daily report to CFA/HOD/Principal through SMS/Voice call.

13. All students participating in the IV must produce consent letter from their parents in the prescribed format.

14. The amount to be collected per student should be approved by the CFA / H.O.D.

15. Tour coordinators should produce the detailed expenditure statement/account of the IV to the CFA /HOD immediately after the tour.

16. No bus journey is allowed at nights (11 p.m to 5 a.m). as per the govt. order No. 11170/J2/13/H.Edn dated 27.05.2013.7. The bus journey has to start from college campus itself and return to the college campus within the stipulated time.

17. CFA/FA and accompanying faculty members should insist all students to prepare and submit a detailed report in prescribed format within one week from the date of return of Industrial visit/Educational tour) to HoD.

18. Students undergoing Industrial visit/training should compulsorily carry college ID card.

19. The accompanying faculty members are eligible for duty leave and one compensatory off if Educational Tour/Industrial visits exceeds 24hour.

20. A medical kit with first aid facilities and medicines for common health problems should be compulsorily stocked by the tour coordinators.

CFA/HOD should see that all Educational Tour/Industrial Visits are strictly follow the general guidelines and year wise guidelines mentioned.

6.CONTACTS (MAIL ID ONLY)

6.1 ADMINISTRATION DEPARTMENT:04869 233571/72/73/76

Sl No	Name	Designation	Email ID
1	Dr. Jayaraj Kochupillai	Principal	Drjayarajkochupillai@mbcpeernade.com
2	Fr. Eldho Saju	Students Advisor	freldhosaju@mbcpeermade.com

6.2 CIVIL ENGINEERING DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 251/252

Sl No	Name	Designation	Email ID
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3	**Dr.Sheelu Jones**	Assistant Professor	drsheelujones@mbcpeermade.com
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17		Lab Instructor Grade-II	vishnukumars@mbcpeermade.com

6.3 COMPUTER SCIENCE & ENGINEERING DEPARTMENT:04869 233571/72/73/76 EXTENSION CODE: 211/212

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5	**Sijimol A. S.**	Assistant Professor	sijimolas@mbcpeermade.com
6	**Rahul Ajithkumar**	Assistant Professor	rahulajithkumar@mbcpeermade.com
7	**Anju Rachel Oommen**	Assistant Professor	anjuracheloommen@mbcpeermade.com

8	**Shilpa Rajan**	Assistant Professor	shilparajan@mbcpeermade.com
9	**Detty M Panicker**	Assistant Professor	dettympanicker@mbcpeermade.com
10	**Aryalakshmi R**	Assistant Professor	aryalakshmir@mbcpeermade.com
11	**Nissu Simon**	Assistant Professor	nissusimon@mbcpeermade.com
12	**Deepu Jacob**	System Administrator	deepujacob@mbcpeermade.com
13	**Thejal Laly Jose**	Lab Instructor Grade-I	thejallalyjose@mbcpeermade.com
14	**Manoj Mathew**	Lab Instructor Grade-II	manojmathew@mbcpeermade.com
15	**Asha V.K**	Lab Instructor Grade-II	ashavk@mbcpeermade.com
16	**Jomy Alex**	Lab Instructor Grade-II	jomyalex@mbcpeermade.com

6.4 ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 221/222

Sl No	Name	Designation	Email ID
1	**Dr.V I George**	HoD	robinsanto@mbcpeermade.com
2	**Sneha Priya Sebastian**	Assistant Professor	snehapriyasebastian@mbcpeermade.com
3	**Arunlal L**	Assistant Professor	arunlall@mbcpeermade.com
4	**Resmara S.**	Assistant Professor	resmaras@mbcpeermade.com
5	**Fini Fathima**	Assistant Professor	finifathima@mbcpeermade.com

6	Thasni S	Assistant Professor	thasnis@mbcpeermade.com
7	R. Griesh	Assistant Professor	rgriesh@mbcpeermade.com
8	Dany Jennez	Assistant Professor	danyjennez@mbcpeermade.com
9	Venma Prabhash	Assistant Professor	venmaprabhash@mbcpeermade.com
10	Shehanas K Salim	Assistant Professor	shehanasksalim@mbcpeermade.com
11	Raju T.M.	Lab Instructor Grade-II	rajutm@mbcpeermade.com
12	Mobin M.	Lab Instructor Grade-II	mobinm@mbcpeermade.com
13	Noble Baby	Lab Assistant	noblebaby@mbcpeermade.com

6.5 ELECTRONICS AND COMMUNICATION ENGINEERING DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 201/202/203

Sl No	Name	Designation	Email ID
1	Dr. Resmi N C	HoD	resminc@mbcpeermade.com
2	Elias Janson K.	Associate Professor	eliasjansonk@mbcpeermade.com
3	Anu Mary Mathew	Assistant Professor	anumarymathew@mbcpeermade.com
4	Tom J. Kuriakose	Assistant Professor	tomjkuriakose@mbcpeermade.com
5	Maria Joseph	Assistant Professor	mariajoseph@mbcpeermade.com
6	Vishnu V Gopi	Assistant Professor	vishnuvgopi@mbcpeermade.com
7	Syamol Saseendran	Assistant Professor	syamolsaseendran@mbcpeermade.com

Sl No	Name	Designation	Email ID
8	**Neethu Susan Rajan**	Assistant Professor	neethususanrajan@mbcpeermade.com
9	**Dr. Rahul Krishna**	Assistant Professor	rahulkrishnan@mbcpeermade.com
10	**Dr.Ramu R**	Assistant Professor	ramur@mbcpeermade.com
11	**Almaria Joseph**	Assistant Professor	almariajoseph@mbcpeermade.com
12	**Julimol Roshy**	Lab Instructor	julimolroshy@mbcpeermade.com
13	**Bobby George**	Senior Lab Assistant	bobbygeorge@mbcpeermade.com
14	**Devajan A.**	Lab Assistant	devajana@mbcpeermade.com

6.6 MECHANICAL ENGINEERING DEPARTMENT04869 233571/72/73/76 EXTENSION CODE: 231/232

Sl No	Name	Designation	Email ID
1	**Manikandan S.**	HoD	manikandans@mbcpeermade.com
2	**Biju Chacko**	Assistant Professor	bijuchacko@mbcpeermade.com
3	**Sunildutt**	Assistant Professor	sunildutt@mbcpeermade.com
4	**Arun Thomas George**	Assistant Professor	arunthomasgeorge@mbcpeermade.com
5	**Anu Nair**	Assistant Professor	anunairp@mbcpeermade.com
6	**Febin Felix**	Assistant Professor	febinfelix@mbcpeermade.com
7	**Aju John**	Assistant Professor	ajujohn@mbcpeermade.com
8	**Libin V Korah**	Assistant Professor	libinvkorah@mbcpeermade.com
9	**Aby Alias**	Assistant Professor	abyalias@mbcpeermade.com
10	**Jino Mathew**	Assistant Professor	jinomathew@mbcpeermade.com

11	**Dr. Abdul Rahman K.**	Assistant Professor	abdulrahmank@mbcpeermade.com
12	**Amjath Siyad**	Assistant Professor	amjathsiyad@mbcpeermade.com
13	**Dr.Shaibu V B**	Assistant Professor	drshaibuvb@mbcpeermade.com
14	**Thomas P. Varughese**	Lab Instructor Grade-II	thomaspvarughese@mbcpeermade.com
15	**Lenu Peter**	Lab Instructor Grade-II	lenupeter@mbcpeermade.com
16	**Anilkumar E.S.**	Lab Instructor Grade-II	anilkumares@mbcpeermade.com
17	**Vishnu Kumar S**	Lab Instructor Grade-II	vishnukumars@mbcpeermade.com

6.7 SCIENCE AND HUMANITIES DEPARTMENT;04869 233571/72/73/76

EXTENSION CODE: 261/262

Sl No	Name	Designation	Email ID
1	**Dr. Nirmala Joseph**	HoD	nirmalajoseph@mbcpeermade.com
2	**Prathibha Philip**	Assistant Professor	prathibhaphilip@mbcpeermade.com
3	**Rengitha M. Thomas**	Assistant Professor	rengithamthomas@mbcpeermade.com
4	**Aleyamma Varghese**	Assistant Professor	aleyammavarghese@mbcpeermade.com
5	**Divyamol V**	Assistant Professor	divyamolv@mbcpeermade.com
6	**Rosina Xavier**	Assistant Professor	rosinaxavier@mbcpeermade.com
7	**Anie T. Thomas**	Assistant Professor	anietthomas@mbcpeermade.com
8	**Fathima Kalam Madathil**	Assistant Professor	fathimakalam@mbcpeermade.com

9	**Akhila Ashok**	Assistant Professor	akhilaashok@mbcpeermade.com
10	**Minnu Mariam Jacob**	Assistant Professor	minnumariamjacob@mbcpeermade.com
11	**Jithin Varghese**	Assistant Professor	jithinvarghese@mbcpeermade.com
12	**Edin K Abraham**	Assistant Professor	edinkabraham@mbcpeermade.com

6.8 HOSTEL DEPARTMENT04869 233571/72/73/76

EXTENSION CODE: LH1:401, LH2: 402, MH1: 403, MH2: 404

Sl No	Name	Designation
1	**Radhika Menon**	Hostel Matron
2	**Jayachandran V.**	Hostel Manager
3	**Sabu**	Hostel Manager
4	**Susan Paul**	Hostel Matron

6.9 LIBRARY DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE: 131/132

Sl No	Name	Designation
1	**Sunu P. Raju**	Librarian Grade-III
2	**Jijy Abraham**	Librarian Grade-IV
3	**C.T. Cherian**	Library Assistant
4	**Manjumol P. Varghese**	Library Attender
5	**Shinoy C.**	Vehicle Attender

6.10 OFFICE DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE:112/114/115/116/117

Sl No	Name	Designation
1	**Shaiju Varghese**	Deputy Office Manager
2	**Raji Abraham Chandy**	Deputy Office Manager
3	**Biju Kuriakose**	Assistant Office Manager
4	**Gimmy K. Cherian**	Assistant Office Manager

6.11 PROJECT DEPARTMENT:04869 233571/72/73/76

EXTENSION CODE:141

Sl No	Name	Designation
1	**Cheriyan Thomas**	Civil Construction Supervisor
2	**Anil C. Kuriakose**	Electrician
3	**Jijo Abraham**	Electrician
4	**Babu K.**	Plumber

6.12 SECURITY STAFF:04869 233571/72/73/76

EXTENSION CODE:171/172/173/174

Sl No	Name	Designation
1	**Pious Mathew**	Chief Security Officer
2	**Shaji G**	Security Officer
3	**Sebastian P.J.**	Security Staff
4	**Thomas P.M.**	Security Staff
5	**Rajan K.**	Security Staff
6	**Uthaman P.K.**	Security Staff
7	**Jose M.L.**	Security Staff
8	**Ipe K. Thomas**	Security Staff
9	**Pradeep T**	Security Staff
10	**Vinodkumar**	Security Staff

6.13 SUPPORTING STAFF:04869 233571/72/73/76

EXTENSION CODE:119/118/112

Sl No	Name	Designation
1	**Bibin Thomas**	Store In Charge
2	**Sijo K.J.**	Office Assistant
3	**Louis Lave G.**	Driver
4	**Johnson Mathew**	Driver
5	**Chacko C.C**	Driver

6	**Thomas C. C**	Driver
7	**Chacko Ulahannan**	Driver
8	**Johny Kunjumon**	Driver
9	**Joseph Thomas**	Driver
10	**Antony K.C.**	Senior Attender
11	**Jomon K.K.**	Attender
12	**Kuriachen P Mathew**	Vehicle Attender
13	**Kochumon Varghese**	Vehicle Attender
14	**Oommen M. Koruthu**	Vehicle Attender
15	**Alby M.M**	Attender
16	**Binu P.C.**	Attender

Academic Calendar

Odd Semester(2021-22)

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Academic Calendar - November 2021 to March 2022
B.Tech S1/S3/S5, B.Arch S1/S3/S5, B.Des S1/S3, BHMCT S1/S3, MCA S3, MBA S3, Int MCA S3, M.Tech S1, M.Arch S1, M.Plan S1

Nov-21				Dec-21				Jan-22			
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Mon	1		1	Wed	1	First CC Meeting	25	Sat	1		44
Tue	2		2	Thu	2	Course Selection and Mapping Ends(B.Arch S3, B.Tech S3,MCA S3, MBA S3,Int MCA S3,B.Arch S5)	26	Sun	2		
Wed	3		3	Fri	3		27	Mon	3		45
Thu	4	Deepavali		Sat	4		28	Tue	4		46
Fri	5		4	Sun	5			Wed	5		47
Sat	6		5	Mon	6	Course Selection and Mapping Begins(S1 BHMCT/ B.Arch/ B.Des/ B.Tech/ M.Arch/M.Plan/M.Tech)	29	Thu	6		48
Sun	7			Tue	7		30	Fri	7	First Series test to be completed(S3 B.Des/B.Arch/ B.Tech/BHMCT/MCA/MBA/Int MCA, B.Arch S5, B.Tech S5)	49
Mon	8	Commencement of classes(B.Des S3)	6	Wed	8		31	Sat	8		
Tue	9		7	Thu	9	Student Enrollment of all first semester UG & PG Programmes Ends.	32	Sun	9		
Wed	10		8	Fri	10	Course Selection and Mapping Ends(S1 BHMCT/ B.Arch/ B.Des/ B.Tech/ M.Arch/M.Plan/M.Tech)	33	Mon	10		50
Thu	11		9	Sat	11			Tue	11		51
Fri	12		10	Sun	12			Wed	12		52
Sat	13			Mon	13		34	Thu	13		53
Sun	14			Tue	14		35	Fri	14	First Series test to be completed (S1 BHMCT/B.Arch/B.Des/ B.Tech/M.Arch/M.Plan/ M.Tech)	54
Mon	15	Commencement of classes (B.Arch S3, B.Tech S3, MCA S3, MBA S3,Int MCA S3, B.Arch S5)	11	Wed	15		36	Sat	15		55

Tue	16		12	Thu	16		37	Sun	16		
Wed	17		13	Fri	17		38	Mon	17		56
Thu	18	Commencement of classes (B.Tech S5,BHMCT S3)	14	Sat	18			Tue	18		57
Fri	19		15	Sun	19			Wed	19		58

Day	Date	Event	No.	Day	Date	Event	No.	Day	Date	Event	No.
Sat	20		16	Mon	20			Thu	20		59
Sun	21			Tue	21			Fri	21		60
Mon	22	Commencement of classes (BHMCT S1 , B.Arch S1,B.Des S1 , B.Tech S1)	17	Wed	22			Sat	22		61
Tue	23	Course Selection and Mapping Begins(B.Tech S5,B.Des S3, BHMCT S3)	18	Thu	23			Sun	23		
Wed	24		19	Fri	24			Mon	24		62
Thu	25	Course Selection and Mapping Ends(B.Tech S5,B.Des S3,BHMCT S3)	20	Sat	25	Christmas		Tue	25		63
Fri	26	Course Selection and Mapping Begins(B.Arch S3, B.Tech S3,MCA S3, MBA S3, Int MCA S3,B.Arch S5)	21	Sun	26			Wed	26	Republic Day	
Sat	27		22	Mon	27		39	Thu	27		64
Sun	28			Tue	28		40	Fri	28	Second CC Meeting	65
Mon	29	Commencement of classes(M.Arch S1, M.Plan S1, M.Tech S1)	23	Wed	29		41	Sat	29		66
Tue	30	Student Enrollment of all first semester UG , PG Programmes begins.	24	Thu	30		42	Sun	30		
				Fri	31		43	Mon	31		67

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Academic Calendar - November 2021 to March 2022

B.Tech S1/S3/S5, B.Arch S1/S3/S5, B.Des S1/S3, BHMCT S1/S3, MCA S3, MBA S3, Int MCA S3, M.Tech S1, M.Arch S1, M.Plan S1

\nFeb-22				\nMar-22			
Days	Date	Description	Class	Days	Date	Description	Class
Tue	1	Exam Registration Begins (All Programmes)	68	Tue	1	Maha Sivarathri	
Wed	2		69	Wed	2		91
Thu	3		70	Thu	3	Third CC Meeting (S1 BHMCT/ B.Arch/ B.Des/ B.Tech/M.Arch/M.Plan/ M.Tech	92
Fri	4		71	Fri	4		93
Sat	5		72	Sat	5		94
Sun	6			Sun	6		
Mon	7		73	Mon	7	Publish IA Marks(S1 BHMCT/ B.Arch/ B.Des/ B.Tech/M.Arch/M.Plan/M.Tech)	95
Tue	8		74	Tue	8		96
Wed	9		75	Wed	9	Class Ends Publish Attendance(S1 BHMCT/ B.Arch/B.Des/ B.Tech/ M.Arch/M.Plan/M.Tech)	97
Thu	10	Exam Registration Ends (All Programmes)	76	Thu	10		98
Fri	11		77	Fri	11		99
Sat	12			Sat	12		
Sun	13			Sun	13		
Mon	14		78	Mon	14		100
Tue	15		79	Tue	15		101
Wed	16		80	Wed	16		102
Thu	17		81	Thu	17		103
Fri	18		82	Fri	18		104
Sat	19	Second Series test to be completed(S3 B.Des/ B.Arch/ B.Tech /BHMCT /MCA/MBA/Int MCA, B.Arch S5, B.Tech S5)	83	Sat	19		105
Sun	20			Sun	20		
Mon	21		84	Mon	21		106
Tue	22		85	Tue	22		107
Wed	23	Third CC Meeting (S3 B.Des/ B.Arch/B.Tech/ BHMCT/MCA/ MBA/Int MCA, B.Arch S5, B.Tech S5)	86	Wed	23		108
Thu	24		87	Thu	24		109

Days	Date	Description	Class	Days	Date	Description	Class
Fri	25	**Publish IA Marks (S3 B.Des/ B.Arch/B.Tech/ BHMCT/MCA/ MBA/Int MCA, B.Arch S5, B.Tech S5)**	88	Fri	25		110
Sat	26	**Second Series test to be completed (S1 BHMCT/ B.Arch/B.Des/ B.Tech/ M.Arch/M.Plan/M.Tech)**	89	Sat	26		111
Sun	27			Sun	27		
Mon	28	**Class Ends Publish Attendance (S3 B.Des/ B.Arch/B.Tech/ BHMCT/ MCA/ MBA/Int MCA, B.Arch S5, B.Tech S5)**	90	Mon	28		112
				Tue	29		113
				Wed	30		114
				Thu	31		115

Intermediate Semester(2021)

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Academic Calendar - September 2021 to January 2022

B.Tech S7, B.Arch S7 & S9, BHMCT S7, MCA S5, Int MCA S5,S7&S9, Evng Tri Sem MBA S7

		Sep-21				Oct-21				Nov-21	
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Wed	1	**Commencement of classes(B.Arch S9, MCA S5, Int MCA S5,S7&S9)**	1	Fri	1		22	Mon	1		43
Thu	2		2	Sat	2	**Gandhi Jayanthi**		Tue	2		44
Fri	3		3	Sun	3			Wed	3		45
Sat	4			Mon	4		23	Thu	4	**Deepavali**	
Sun	5			Tue	5		24	Fri	5		46
Mon	6	**Commencement of Training (B.Arch S7)**	4	Wed	6		25	Sat	6		47
Tue	7		5	Thu	7		26	Sun	7		
Wed	8	**Commencement of classes (MBA Evng S7)**	6	Fri	8		27	Mon	8		48
Thu	9		7	Sat	9			Tue	9		49
Fri	10		8	Sun	10			Wed	10	**First Series Test to be Completed(B.Tech S7)**	50
Sat	11			Mon	11		28	Thu	11		51
Sun	12			Tue	12	**First CC Meeting**	29	Fri	12	**Exam Registration Begins**	52
Mon	13	**Commencement of classes (BHMCT S7)**	9	Wed	13		30	Sat	13		
Tue	14		10	Thu	14	**Mahanavami**		Sun	14		
Wed	15		11	Fri	15	**Vijayadasami**		Mon	15	**Second CC Meeting**	53
Thu	16		12	Sat	16		31	Tue	16		54
Fri	17		13	Sun	17			Wed	17		55

Day	Date	Event	No	Day	Date	Event	No	Day	Date	Event	No
Sat	18			Mon	18	Course Selection, Reg and Mapping Begins	32	Thu	18	Exam Registration Ends	56
Sun	19			Tue	19	Milad-i-Sherif		Fri	19		57
Mon	20		14	Wed	20		33	Sat	20		58
Tue	21	Sree Narayana Guru Samadhi Day		Thu	21	First Monthly Report B.Arch S7	34	Sun	21		
Wed	22		15	Fri	22		35	Mon	22		59
Thu	23		16	Sat	23		36	Tue	23		60
Fri	24		17	Sun	24			Wed	24	Second Series Test to be Completed(BHMCT S7, Evening MBA S7)	61
Sat	25			Mon	25	Course Selection, Reg and Mapping Ends	37	Thu	25		62
Sun	26			Tue	26		38	Fri	26	Publish IA Marks(BHMCT S7)	63
Mon	27	Commencement of classes (B.Tech S7)	18	Wed	27		39	Sat	27	Class ends Publish Attendance (BHMCT S7)	64
Tue	28		19	Thu	28		40	Sun	28		
Wed	29		20	Fri	29	First Series Test to be Completed (All programes except B.Tech S7)	41	Mon	29	Second Monthly Report B.Arch S7	65
Thu	30		21	Sat	30		42	Tue	30	Publish IA Marks (MBA Evening S7)	66
				Sun	31						

		Dec-21				Jan-22	
Days	**Date**	**Description**	**Class**	**Days**	**Date**	**Description**	**Class**
Wed	1	Class ends Publish Attendance (Evening MBA S7)	67	Sat	1		86
Thu	2		68	Sun	2		
Fri	3		69	Mon	3		87
Sat	4	End Sem Exam Starts (BHMCT S7)	70	Tue	4		88
Sun	5			Wed	5		89
Mon	6		71	Thu	6		90
Tue	7		72	Fri	7		91
Wed	8	Second Series Test to be Completed (MCA S5, Int MCA S5,S7&S9, B.Arch S9)	73	Sat	8		
Thu	9		74	Sun	9		
Fri	10	Third CC Meeting	75	Mon	10		92
Sat	11			Tue	11	Publish IA Marks (B.Tech S7)	93
Sun	12			Wed	12	Class ends Publish Attendance (B.Tech S7)	94
Mon	13	End Sem Exam Starts(Evening MBA S7)	76	Thu	13	Third Monthly Report B.Arch S7	95
Tue	14		77	Fri	14	Pongal	
Wed	15	Publish IA Marks (MCA S5 ,Int MCA S9, B.Arch S9)	78	Sat	15		
Thu	16		79	Sun	16		
Fri	17	Class ends Publish Attendance (MCA S5,Int MCA S5,S7&S9, B.Arch S9)	80	Mon	17		
Sat	18			Tue	18	Training End for B.Arch S7	
Sun	19			Wed	19		
Mon	20			Thu	20		
Tue	21			Fri	21	Submission of all documents related to training B.Arch S7	
Wed	22			Sat	22		
Thu	23			Sun	23		
Fri	24			Mon	24	End Sem Exam Starts(B.Tech S7)	
Sat	25	Christmas		Tue	25		
Sun	26			Wed	26	Republic Day	
Mon	27	End Sem Exam Starts (MCA S5 Int MCA S5,S7&S9, B.Arch S9)	81	Thu	27		
Tue	28		82	Fri	28	Completion of Evaluation of Training B.Arch S7	

Wed	29		83	Sat	29	**Publish Marks for Training B.Arch S7**	
Thu	30		84	Sun	30		
Fri	31	**Second Series Test to be Completed (B.Tech S7)**	85	Mon	31		

CONNECTION TELEPHONE NUMBERS

Sl No	Dept/Office	Ext No
1.	President	101
2.	Director	102
3.	Principal	103
4.	Bursar	105
5.	Student Advisor	106
6.	Admission Office	109
7.	BAMS – Staff in Charge	110
8.	Reception	111
9.	Office Common	112
10.	Office Superintendent	114
11.	Office Accounts	115

12.	Office Att/University	116
13.	Office Cash	117
14.	Principal's Front Office	118
15.	Store	119
16.	TP -Placement Officer	121
17.	LI- Librarian	131
18.	LI –Library	132
19.	PR- Project Office	141
20.	PR- Housekeeping	142
21.	PR- Electricians	143
22.	IT- Data Centre	151
23.	IT - Server Room -1	152
24.	IT – Maintenance Room	153
25.	KTU Exam Control Room	161
26.	MGU Exam Control Room	162
27.	SE - Security Main Gate	171
28.	SE - Security LH Gate	172
29.	SE - Security Main Gate	173
30.	SE - Security Main Gate	174
31.	Canteen	181
32.	Co-operative Society	182
33.	Chappel	191
34.	Conference Hall	192
35.	PTA Seminar Hall	193

36.	2nd Floor Auditorium	194
37.	EC- HOD	201
38.	EC-Dept	202
39.	EC-Dept Annex(2nd Floor)	203
40.	EC - Lab	204
41.	EC- Lab2	205
42.	EC- Systems Lab	206
43.	CS – Dean	210
44.	CS - HOD	211
45.	CS – Dept	212
46.	CS – Computer Centre	214
47.	CS – Programming Lab	215
48.	CS – Project Lab	216
49.	EE – HOD	221
50.	EE- Dept	222
51.	EE – Lab	223
52.	EE- Workshop	224
53.	ME – HOD	231
54.	ME- Dept	232
55.	ME- Workshop	233
56.	ME- Labs	234
57.	ME- CAD/CAM Lab	235
58.	CE- HOD	251
59.	CE- Dept	252

60.	CE- Lab	253
61.	SH- HOD	261
62.	SH –Dept	262
63.	SH- Physical Education	271
64.	Ladies Hostel – 1	401
65.	Ladies Hostel – 2	402
66.	Men's Hostel – 1	403
67.	Men's Hostel – 2	404

FACULTY'S REMARKS

S1…………………………………………………………………………………………
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UNDERTAKING BY THE STUDENT

I, …………………………………………………………... (Full Name), Department of

………………………………………., admitted to MBCCET, have gone through all the

information regarding the college, given in the handbook. I hereby affirm that, I will obey all

the rules and regulations of the institution with pride and privilege and agree to accept any

disciplinary action/s taken, if I violate them.

Name…………………………………....

Signature……………………………………

UNDERTAKING BY THE PARENT

I   …………………………………………………………………   parent

of………………………………………… ………………..here by, agree to see that my

son/daughter obeys all the rules nd regulations of this institution.

Name……………………………………..

Signature…………………………….............

POSTERS COLLAGE