FRANCIS XAVIER ENGINEERING COLLEGE
AN AUTONOMOUS INSTITUTION
ACCREDITED BY NBA

ISO 9001:2015 Certified | DST-FIST Supported Institution

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Vannarpettai, Tirunelveli - 627003, Tamil Nadu

Students Centric Policy

VISION

To provide education in Engineering with excellence and ethics and to reach the unreached.

MISSION

To create innovative and vibrant young leaders and entrepreneurs in Engineering and Technology for building India as a super knowledge power and blossom into a University of excellence recognized globally.

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i.   ABOUT THE COLLEGE

The Francis Xavier Engineering College, now an Autonomous Institution, came into being in the year 2000. This college is a Christian minority institution run by St.Xavier's Educational Trust with the vision of empowering the budding engineers with technical and entrepreneurial skill enabling them to contribute to the socio- economic augmentation of the nation. The college is located in a beautiful campus at Vannarpettai, the heart of Tirunelveli town exactly equi- distant about 3 kms from the main Bus Station, 4 kms from the City Railway Junction, and 38 kms from the nearest Airport at Vagaikulam, Tuticorin. It is well connected with all the neighbouring cities and towns and is easily reachable.

The institution was approved by AICTE and affiliated to Anna University Chennai. The Institution has all necessary requirements such as infrastructure, Lab facilities which includes Physics, Chemistry and basic Engineering labs, Library and Playgrounds. All the students at FXEC are given the opportunity to pursue first-rate and advanced technical education regardless of background, gender or financial constraints.

At present the FXEC is accredited by NBA with the sanctioned intake of 720 strength for UG and 210 strength for PG. Eight UG programmes are offered which include B.E Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and B.Tech Information Technology, Artificial Intelligence and Data Science, Computer Science and Business Systems. Seven PG Programmes such as M.E Computer Science and Engineering, Communication Systems, Power Electronics and Drives, Industrial Safety Engineering, M.Tech Information Technology, Master of Business Administration and Master of Computer Applications.

FXEC has an excellent infrastructure, Well-equipped Laboratories and Workshops, state-of-the-art Computer and IT Centres, Central Library, spacious Auditorium, Indoor Stadium, Play Ground with synthetic court, hygienic Canteen and separate Hostels for Boys and Girls. In our efforts towards academic excellence and growth, we have initiated action to bridge the gap between the institution and industry.

<div align="center">**STUDENTS CENTRIC POLICIES**</div>

1. STUDENT ADMISSIONS POLICY

The admission process is highly transparent and made in consonance with the state policy. The students (MANAGEMENT QUOTA) are selected for admission through the following procedures:

- By advertising in leading newspapers, websites and local cable TV
- By participating in educational and job fairs
- By displaying advertisements regarding the courses offered in the catchment area
- By erecting hoarding to attract public attention at vantage points
- Counseling the +2 students of nearby schools about the scope of the subjects and including them to opt for higher education
- Distributing pamphlets containing the profile of the college and fee structure to the +2 students and the public
- The selected list is exhibited in the notice board on the basis of the merits and the governments rules
- Our teaching faculty visit the nearby schools and create awareness on the admission procedure
- By following the proceedings of the Directorate of Technical Education, Chennai
- By strictly following the Government Reservation Policy

Application forms and prospectus can be obtained either in person from the admissions unit at the college office or from our group admission offices at select cities on payment of the prescribed fees.

To apply for a course please complete the application form and submit it to the admissions unit, Francis Xavier Engineering College along with photocopies of the required documents.

The following are the key stages in the admissions process:

- Applicant's eligibility for the course applied will be verified
- Shortlisted candidates will be informed about their selection
- Prospective students are advised to meet the Principal and the Selection Committee of respective colleges for a personal interview
- The final selection is done based on the marks secured in the qualifying examination and performance in the personal interview
- Candidates who are selected for admission would be asked to submit original transcripts, transfer certificate and other relevant documents and pay the required course fees and hostel fees (for students who opt for in-campus residential facilities)
- Post admission students will be informed of the course commencement date
- Upon fulfilling the admission formalities the students are provided with college identification cards and permitted to attend classes

Qualifying Examinations and Eligibility for B.E. / B.Tech. Degree Courses and M.E/M.Tech, MBA and MCA to be followed as per Anna University and Government Regulation.

2. SCHOLARSHIPS AND AWARDS
Government Scholarships
SC/ST SCHOLARSHIP- ELIGIBILITY PRESCRIBED BY THE GOVERNMENT OF INDIA.

Candidates who are citizens of India and who have obtained a minimum of 50% of marks in school leaving examination, namely Matriculation/Higher Secondary/ Indian School certificate Examination etc., are eligible for the scholarship. Students belonging to SC/SCA/ST/Adi-Dravida students converted to Christianity communities who are eligible under the ventrally assisted Adi-Dravida scholarship scheme (i.e. annual parental income is less than 2.5 lakhs in respect of SC/SCA/ST students and Rs.2.0 lakhs for Adi-Dravida students converted to Christianity)

- The scholar should maintain 90% attendance every year.

- The scholar should not be in receipt of any other

Scholarships/assistance from any other sources. The scholar can however accept the adhoc monetary help from the state government or any other source for meeting the expenses of boarding and lodging in addition to the scholarship amount paid under schemes.

- The awarding of scholarship is subject to good conduct and regularity of the student and should be renewed every year on promotion. The renewal application should be submitted before 15th July every year.

- The educational concessions available to scheduled castes and scheduled tribes are also extended to Christian converts from those communities.

Education fee for SC/ST students

Reimbursement of education fee scheme for the institution is available for SC/ST students who will be admitted both through single window counseling and management quota whose parental annual income does not exceed Rs.2,50,000/- and Rs 2,00,000 for SCC.

BACKWARD CLASS SCHOLARSHIPS ELIGIBILITY - PRESCRIBED BY THE GOVT. OF TAMILNADU.

- The candidate should belong to Tamil Nadu and to the Backward or Most Backward, denoticed communities so recognized by the government of Tamilnadu.

- The annual income of the parents or the Guardian should not exceed Rs.2,00,000/-The awarding of scholarship is subject to good conduct and regularity and should be renewed every year on promotion.

- The students who are eligible shall obtain the prescribed application form from the Principal's office and submit the same along with necessary enclosure before the stipulated date. Notification will be given well in advance and nature of scholarship and last date will be displayed on the notice board. Additional information about this scholarship can be had from the concerned staff in the college in the Administrative office.

- The students admitted under the Management Quota are not eligible for these scholarships. These scholarships are available to only those students who have been admitted under Government Quota.

3. LIBRARY RULES AND REGULATIONS

Library is the heart and soul of any institution. It is a center of acquiring, processing, preserving and disseminating information to the user community with the motto of empowering knowledge.

The prime objective of Francis Xavier Engineering College Library is to provide the right information to the right readers of the institution at the right time in the right manner by bibliographic sources and full-text sources in the form of print as well as digital from the multi-discipline on Engineering, Technology, Science & Humanities, Management, General, etc., which are kept in separate places such as Stack Section, Reference Section, Periodical Section and Digital Section for easy to access exactly.

The collection of all kinds of resources is fully computerized with the help of AUTOLIB software. Apart from accessing printed collections, institutional users can access electronic resources faster as they desire by enabling Wi-Fi technology within the campus.

- The Library will remain open on all days except Sundays and government holidays.
- The Library works from 8.00 am to 7.00 pm (without any break)
- Registration should be done to become a Library member prior to using the Library resources.
- Students are allowed to Library only on production of their authorized / valid Identity cards.
- Books will be issued on presentation of the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- Students can keep the books for two weeks (14 days) at a time.
- Books should be returned on or before the due date, which is marked on the last page of the books issued.
- A fine of Rs.1 will be charged per day for late returning of books.
- UG Students will be issued 4 Books, PG Students 6 Books, Non-Teaching Staff 5 Books and Teaching Staff 7 Books.
- No member is allowed to pass on the Library books to anyone, who is neither a student nor a teacher of our College, inside or outside the College. They will do so under pain of fine or of suspension of membership of the Library.
- Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas, etc. inside the Library. These materials are to be kept at the property counter at their own risk.
- Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the property counter.
- Textbooks, printed materials and issued books are not allowed to be taken inside the Library.
- Using Mobile phones and audio instruments is strictly prohibited in the Library premises.
- Enter your name and sign in the register kept at the entrance counter before entering Library.
- Show the books and other materials which are being taken out of the Library to the staff at the entrance counter.
- The Librarian may recall any book from any member at any time and the member shall return the same immediately.

- ID cards are not transferable. The borrower is responsible for the books borrowed on his / her ID.
- Refreshment of any kind shall not be taken anywhere in the Library premises.
- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the Librarian.
- Each final year student shall obtain No dues certificate from the Library after returning all the books issued, and paying outstanding dues, if any.
- Students are required to handle the books / Journals very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the Library staff at the time of issue.
- SC / ST students of college can become a member of the book bank giving application along with caste certificate, by paying refundable membership fee of Rs. 500 for UG and Rs. 750 for PG for the full duration of course.
- Members of the book bank will be issued 4 text books for each semester. Books shall be returned within two days after the theory examination, otherwise a fine of Rs. 1 per day will be charged.
- This section has Encyclopedia, Dictionaries, Text Books and Reference Books etc. which are only available for reference. User can make use of these resources inside the Library premises only.
- In Journals section, Journals, General Magazines and News Letter are available. They are arranged department wise alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack and are meant only for reference within the Library.
- Members are requested to make use of Digital Library only for educational resources. Do not install or uninstall any program or service in any computer.
- Library building is under CCTV surveillance.

4. HOSTEL RULES & REGULATIONS

- The students who do not stay with the parents should stay in the hostel.
- At the time of admission to hostel, the college fee receipt has to be produced. A declaration agreeing to abide by the rules of the hostel has to be signed by the student and counter signed by the Parent/Guardian.
- On Admission, the student will be allotted a room by the hostel authorities. The allocation of the room is subject to change at any time, for administrative reasons. Students shall occupy only the rooms allotted by the authority and shall not shift to any other room of their choice.
- On allocation of the room, the student is to take possession of the room, furniture and fittings and ensure that everything is maintained in good order. Any damage will be claimed from the occupant immediately.
- Dismissal or suspension from the college will entail automatic dismissal or suspension from the hostel also.
- Before vacating the hostel, the students are required to remove all their personal belongings and handover the furniture and other items provided to them in good condition, to the hostel authorities. They are required to keep all the electrical fittings in their rooms intact.
- Damage to common properties of the hostel will be collected from all the students in that hostel.
- Students are required to clear outstanding arrears, if any, before vacating the hostel.
- Students are required to produce identity cards on demand, for verification of Identity.

- Students are expected to get prior permission before leaving the campus.
- Ragging is a criminal offence and it is prohibited. Those found committing any act of ragging would be dismissed from the hostel and the college.
- Use of Radios, Televisions, Tape Recorders, Cell Phones (Mobile Phones), Steel bureau or any other type of personal furniture, electrical, electronic appliances is not permitted. Cassette/CD players with headphones are permitted. Use of personal computers for academic purposes by students in the hostel is allowed after obtaining prior permission from the chief warden.
- Students are not allowed to write or paste anything on walls, windows or doors in the room or deface them in any way. Posters of any kind are not to be affixed on walls or in any other place; however calendars without pictures are permitted.
- Meetings of any kind can only be organised with prior permission of the chief warden.
- Students shall utilize the service of the dhobi authorized by the institution.
- Students are requested to be in their room during study hours and silent hours as per the schedule.
- Playing cards, smoking, consuming drugs or alcohol and possessing obscene pictures, posters, pornographic material, lethal weapons or inflammable materials are strictly forbidden.
- Cycles are to be parked in the sheds provided. Possession or use of two/ four wheelers by the hostel inmates is not permitted.
- Inmates are expected not to be in the hostel during class hours without the permission of the authority concerned.
- Inmates are expected to participate in all meetings and functions officially arranged for them by the authorities.
- Inmates are well advised to use the telephone facilities before 8.30 p.m. On working days and 9.30 p.m. on Sundays and other holidays.
- Parents and authorised visitors are permitted to visit the students between 4.15 p.m. and 6.30 p.m. on holidays.

LEAVE PROCEDURE FOR HOSTEL
The students may avail themselves of Hostel Leave whenever they leave the hostel for any reason. Application should be submitted in the prescribed form. Students are allowed to go home once in a month during the weekends. The hostel leave, which is required for overnight halts, should always contain date and the time of departure and arrival.

LATE PERMISSION
Prior permission should be obtained by those who wish to come late to the hostel after special class/ Laboratory work/ special practice for the sports and extracurricular activities.
The staff concerned (HOD/ Warden/Faculty Member/ Physical Director/Non- academic activity co-coordinator) should certify the permission slip.

VISITORS TO THE HOSTEL
TO LEAVE THE HOSTEL WITHOUT PRIOR PERMISSION IS AN OFFENCE
The parents or guests of the students can visit their wards in the hostel at the visitors' lounge. In the case of a woman student, the security at the women's hostel gate will verify the escort/visitor's authorization card.

MESS GENERAL RULES
1. Only the inmates of the hostel are entitled to dine in the mess.
2. Students are expected to follow the direction given by the Warden.
3. Any damage to the mess utensils and furniture will have to be paid for by the boarders.

4. Students who are sick will be provided with sick diet on request.

5. Students are expected to be in the dining hall neatly dressed (TShirt/ Shirt and full pants). It is expected of them to enter the dining hall before the "Grace" is said.

6. Students are advised to behave with courtesy and decorum in the dining hall to enable the mess to function smoothly.

7. Washing of hands in plates is forbidden.

8. Students shall not waste food in the plates. Wastage is a social outrage and will also increase the mess bill.

9. Entry into the kitchen is strictly prohibited except for the hostel authorities.

10. Mess will remain open only during the scheduled timing.

11. No private cooking in the hostel rooms or the hostel premises is allowed.

12. Students are expected to treat the servers and workers with courtesy and consideration.

GRIEVANCES IN HOSTEL

For the benefit of students to bring out their opinions and suggestions for the improvement in the hostel and in the mess, a Hostel Welfare Committee is formed. The members of the committee meet once in a fortnight with the Chief Warden and Wardens to discuss various issues pertaining to the hostel and mess affairs. The Chief Warden shall call a meeting of this body once in three months.

ADDITIONAL CODE OF CONDUCT FOR WOMEN STUDENTS TO LEAVE THE CAMPUS:

a) Personal Reasons

Normally it is advised that the woman student is accompanied by an authorised escort while leaving the campus. For this, parents of the woman student shall give the name of three visitors/escorts to the chief warden along with their passport size photos for preparation of escort cards. In case the parents desire that their ward may be allowed to leave the campus on her own or as a group of women students during the permitted period on holidays they may the escort form and send it to the chief warden.

b) Official Trips

The women students will be accompanied by the staff members. Parents should provide their specific consent and absolve the college of any responsibility.

c) Representing the institution on project work

The Students who are willing to do their project work outside the Institution are expected to obtain their parents permission. Women students who represent and attend the events connected with the institute shall be permitted to go out of the hostel, only with the authorized member of the staff who arranges such events. Students are advised to be careful about the safety of jewellery and other costly articles. The college does not take responsibility for loss, theft or damage.

Women students, who want to visit the staff at their residence, or to go out of the college after college hours, are expected to obtain the signature of the Principal/chief warden on the permission slips.

5. ACADEMIC

All the academic programmes have been designed on the campus so as to accommodate the Institutional goals and the global needs. In this regard, Value Added Courses and Certificate Courses are introduced in addition the University curriculum. These value added courses are framed with great care by the board of studies and the Academic Team of our college.

- All the UG Programmes will be restructured giving emphasis to Applications in Industry and everyday life.

- All PG programmes will be restructured to include Applications and Research oriented.
- All the UG programmes will be restructured giving Communication English in First year and Third year.

The college research committee monitors the research activities on the campus to ensure that the needs of industries in and around Tirunelveli are duly met in accordance with our institutional goals.

The Institution Offers

- AICTE approved B.E , M.E , MBA and MCA Programmes

To make the learners become job creators, we offer

- Communicative & Functional English
- Spoken English

All Engineering students must have knowledge and skills in the area of his study. However, he must also have broad understanding of society and relationships. Character needs to be nurtured as an essential quality by which he would understand and fulfill his responsibility as an engineer, a citizen and a human being. Besides the above, several meta-skills and underlying values are needed for the youngsters joining the Engineering Degree.

To augment that, before start of the regular syllabus in the first semester as per AICTE Model Curriculum **14 days Freshman Induction Program** planned for the entire fresher's Which make the students to work closely with the newly joined students, in making them feel comfortable, allow them to explore their academic interests and activities, reduce competition and make them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and build character.

14 days Freshman Induction Program includes,

- Physical activity

- Creative Arts

- Universal Human Values

- Literary

- Proficiency Modules

- Lectures by Eminent People

- Visits to local Areas

- Familiarization to Dept./Branch & Innovations

To mould them into good citizens and good leaders, we offer

- Value education, environmental based education and Certificate and Diploma courses in Computer Software and Hardware

Priority is given to accommodate the changing global trends in the curriculum in the following ways

- By adopting CBCS pattern for first year UG and PG courses
- By offering 'Communicative English' course through Language Lab to improve the communication skills of all the final year UG students and all the PG students
- By taking up research projects by all UG and PG keeping in mind the global trends
- By introducing a course 'English for Competitive Examinations' to all final under-graduate and post-graduate students using language lab.

To equip the students to meet the global demands, the College provides

- Computer training to all students
- Free internet facility to Under Graduate, Post Graduate students, research scholars and the teaching staff. The students use the internet for browsing / E-mail
- E-assignments
- The Placement Cell organize the group discussions on various topics and test on arithmetic ability, reasoning, general knowledge, general English etc. to the final year students. All the outgoing students of various departments are empowered through this, to meet the experts of the interview board.
- Soft skill development programmes
- Personality development programmes

The Institution promotes value based education in the following ways:

- Offering choice based **Value Added Course** apart from the regular curriculum.
- Promoting values through a Certificate course on Civil, Mechanical, Electrical, Electronics, Computer Software and Hardwares.

By designing the following additional Value Added Certificate Courses (VAC) through the Curriculum Development Cell (CDC) of the Institution to meet the requirements of the learners

i) CATIA
ii) ORACLE Workforce Development Program
iii) Information Storage and Management
iv) Infosys Campus Connect Program
v) CISCO Certified Engineer – Certification.

Curriculum Designing and Development Cell is formed to take steps to tie up with

(i) IBM

(ii)   ORACLE India Pvt Ltd,New Delhi.
(iii)   EMC Corporation (EMC Academic Alliance Program)
(iv)   National Instruments
(v)   Texas Instruments
(vi)   CISCO.

Student Feedback System

Feedback from students has a legitimate and indeed indispensable contribution to make a monitoring and evaluation effective.
The purpose of teaching is to promote and enhance learning and as recipients of teaching, students are in a unique position to offer feedback on a staff from the learners eye-view.

• Feedback by the students about the course handling staff is collected for all courses

• Feedback collection process is done during Mid Semester and End semester

• Number of students participating in the process of feedback entry is also mentioned

• Feedback analysis process is taken based on the average

• The corrective actions taken towards rectifying the same is taken for those scored below 4

as an average is done by the HOD and Professor Academics.

There are two ways in which the feedback is collected from the students:

1.   Open feedback:

In the open feedback system, students can give their personal/general opinion about the infra structure, ambience and other facilities available in the institution to the following mail ids:

1.feedbacktomd@francisxavier.ac.in- General Feedback
2.womenwelfare@francisxavier.ac.in – Women grievance feedback
3.academic@francisxavier.ac.in –Academic related issues.

2.   Midsem/Endsem feedback entry system.

A standard feedback questionnaire being administered on the students has 20 items listed below

STAFF EVALUATION BY STUDENTS

1. PLANNING & ORGANISATION

1.1 Teacher comes to class in time.
1.2 Teacher is well planned.
1.3 Aims/Objectives made clear.
1.4 Subject matter organized in logical sequence.
1.5 Teacher comes well prepared in the subject
2. PRESENTATION / COMMUNICATION

2.1 Teacher speaks clearly and audibly.
2.2 Teacher writes and draws legibly.
2.3 Teacher provides examples of concepts / principles. Explanations are clear and effective.
2.4 Teacher's pace and level of instruction are suited to the attainment of students.
2.5 Teacher offers assistance and counselling to the needy students

3. STUDENT'S PARTICIPATION

3.1 Teacher asks questions to promote interaction and reflecctive thinking.
3.2 Teacher encourages questioning / raising doubts by students and answers them well.
3.3 Teacher ensures learner activity and problems solving ability in the class.
3.4 Teacher encourages, compliments and praises originality and creativity displayed by the students.
3.5 Teacher is courteous and impartial in dealing with the students.

4. CLASS MANAGEMENT / ASSESSMENT OF STUDENTS

4.1 Teacher engages classes regularly and maintains discipline.
4.2 Teacher covers the syllabus completely and at appropriate pace.
4.3 Teacher holds tests regularly which are helpful to students in building up confidence in their acquisition and application of knowledge.
4.4 Teacher's making of scripts is fair and impartial.
4.5 Teacher is prompt in valuing and returning the answer scripts providing feedback on performance.

The above feedback analysis is done manually/Computer base.
Based on the feedback given by them, further enhancement and facilitation is carried over if necessary. The feedback of students are compared and analyzed for each and every staff member by the Principal, Head of the Department and Academic Coordinator. All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.

6. INTERNSHIP POLICY:

As per FXEC Regulation 2021 Division No 4.7.2, every student is expected to undergo In-plant training in any Industry/ organization during the programme of study. Every 2 weeks of Internship/Training at industry is equivalent to 1 credit. The credit will be awarded to the student after the submission of internship / training report to the Head of the Department. The report will be evaluated by a team of faculty members nominated by the Head of the Department for awarding the grade. Based on the recommendation by the team, the student will be awarded credits and the results will be sent to the Controller of Examinations after the approval by the Head of the Department. The students may undergo Industrial Training for a period as specified in the curriculum during summer / winter vacation to a maximum of 8 weeks during the entire duration of study. The final semester project period at Industry / Research organization will not be considered as industrial training / internship. The

maximum number of credits that can be earned from Industrial Training / Internship is limited to 4 as per table 4.

Table 4: Duration of Industrial Training / Internship

Duration of Industrial Training / Internship	Credits
2 Weeks	1
4 Weeks	2
6 Weeks	3
8 or more Weeks	4

Internship Report

After completion of Internship, the student should prepare an Adequacy and purposeful comprehensive report to indicate what he has observed and learnt in the training period. The report should be signed by the Faculty Mentor. The report will be evaluated by a team of faculty members nominated by the Head of the Department for awarding the grade. Based on the recommendation by the team, the student will be awarded credits and the results will be sent to the Controller of Examinations after the approval by the Head of the Department.

Guidelines

- Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.

- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
    o The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
    o The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

7. DISCIPLINARY REGULATIONS

a) **Interpretations of Regulations:** Disciplinary regulations at the College are set forth in writing in order to disseminate among the students and to understand the prohibited conduct stated hereunder.

b) **Inherent Authority:** The Disciplinary Committee (Hence forth to be referred to as DC) reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.

c) **Accountability:** Students may be accountable for their acts which constitute violations of code.

d) **Definitions:** In this code:

(1) Ragging means any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student or indulging in rowdy or undisciplined activities by an student or students which causes or is likely to cause annoyance, hardship or psychological harm to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher Education institutions in the country. The Government of Tamil Nadu has banned ragging in educational institutions (Govt. order No. 7 dt. 14/2/1997). Ragging constitutes one or more of any of the following acts:

- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping , forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

- Any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

(2) "Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property

(3) "Cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

(4) "Institute's premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the Institute.

(5) "Fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

(6) "Intentionally" means conduct that one desires to engage in one's conscious objective.

(7) "Violation" means an act or omission which is contrary to the Institute's published regulation or policy.

e) Prohibited Conduct: The following misconduct is subject to disciplinary action:

1. **Ragging** in any form is strictly prohibited and attracts severe consequences and punishment as per law.

2. Internationally causing physical harm to any person on college premises.

3. Intentionally initiating or causing to be initiated any false report, warning or threat.

4. Unnecessary interference in normal Department or Institute's sponsored activities, including, studying, teaching, research, college administration.

5. Intentionally or maliciously furnishing false information to the Department and about the Institute.

6. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.

7. Unauthorized use of computer hardware or software.

8. All forms of academic dishonesty, including cheating, fabrication, plagiarism, and collusion.

9. Theft of property or of services on college premises; having possession of stolen property.

10. Intentionally destroying or damaging Institute's property or property of others on the premises.

11. Failure to comply with the direction of Institute's officials, including campus security / safety officer, acting in performance of their duties.

12. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

13. Non-Payment of any type of fees on time to office, and nonreturning of library books on time or failure to pay any dues owed to the school.

14. Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of penalties as appropriate.

15. Unwanted and non-professional relationship or network with costudents, faculty members and other supportive service staff shall be subject to severe actions.

16. Derogatory remarks against any particular caste, religion, region, state or disadvantaged persons shall be punishable.

Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation and Complaint

(a)When the Disciplinary Committee receives information that a student has allegedly violated any code of conduct, the committee shall investigate the alleged violation. After completing the preliminary investigation, the committee may:

(I) dismiss the allegation as unfounded, either before or after conferring with the student; or (ii) proceed administratively and impose disciplinary action; or (iii) Prepare a complaint based on the alleged on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

(b)The Director or the committee may suspend a student immediately without prior notice for an interim period pending disciplinary proceedings. A student who is suspended on a interim basis shall be given an opportunity to appear before the committee within five (5) working days from the effective date of the interim suspension. With regard to ragging, depending upon the nature and gravity of the offence, the department shall take any one or any combination of the following action/s against the guilty.

- Cancellation of admission

- Suspension from attending classes

- Debarring from appearing in any test / examination or other evaluation process

- Debarring from representing their institution in any regional / National or International meet, tournament, youth festival etc.,

- Suspension / Expulsion from the hostel

- Rustication from the institution for period ranging from 1 to 4 semesters

- Expulsion from the institution and consequent debarring from admission to any other institution

- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

A hearing with the committee shall be limited to the following issues only.

(i) The reliability of the information concerning the student's conduct, including the matter of his or her identity; and

(ii) Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college function. After the hearing, the committee or designee may modify the interim suspension as reasonable to protect the interest of student and college.

(2) Summons

(a) The committee shall summon a student regarding an alleged violation of this code by sending the student a letter. A copy of the letter shall be sent to the student at this or her

last known address as it appears in the records of the Office and a copy of which shall be delivered personally to the student.

(b) The letter shall direct a student to appear at a specific time and place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the code of conduct which has been violated.

(c) The committee has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

8. SKILL TRAINING

FOUNDATION SKILL TRAINING

S.No	Skill List	Skill Organized Department
1	MS OFFICE USING PACKAGES, C Programming	CSE
2	LCD PROJECTOR, Mantling & Dismantling	
3	Software Installation	AIDS
4	Working with Multimedia Softwares and MS Access	CSBS
5	Computer Hardware Mantling, Dismantling and Network Trouble-shooting Techniques	IT
6	Design your dreams with: CANVA, FIGMA, and ALEXA	
7	Concreting	CIVIL
8	Field Mapping & Modelling	
9	Wi-Fi configurations and applications	ECE
10	Identification of Electronic Components and I/O Devices	
11	Smart Applications using Arduino and Sensors	
12	Mantling and Dismantling of Motor Bike	MECH
13	Mantling and Dismantling of Bicycle	
14	Mantling and Dismantling of Refrigerator	
15	Mantling and Dismantling of Air-Conditioner	

Sl.No	Name of the Skill		Department
16	Mantling and Dismantling of Gas Stove		
17	Mantling and Dismantling of Grinder		
18	Mantling and Dismantling of Mixer		
19	Mantling and Dismantling of Induction Stove		
20	Mantling and Dismantling of Ceiling FAN		EEE
21	Mantling and Dismantling of Stabilizer		
22	Domestic and Industrial Wiring		
23	Mantling and Dismantling of Iron Box		

Special Initiative Skill

Sl.No	Name of the Skill	Department Organizing the Skill
1	Interior Design	Civil
2	Plan Reading	Civil
3	BOQ preparation (Bill of Quantity)	Civil
4	Web Applications for Everybody	CSBS
5	Business Analytics with R Studio	CSBS
6	Cloud Computing, C Programming, Python Programming	CSE
7	Product Development Using Composite Fabrication Techniques.	Mech
8	Safety in Engineering	Mech
9	CNC Programming	Mech
10	Data handling and visualization technique	IT
11	Advanced Networking concepts with content built by AWS experts	IT

12	The Complete SQL Bootcamp 2022 - Data Querying Essentials	IT
13	Full Stack Java developer	IT
14	Analog circuit design using LTSPICE	ECE
15	Innovative project using 8051 & PIC Microcontroller	ECE
16	MATLAB for Image Processing	ECE
17	ML Model Deployment and SQL interfacing in Python	AIDS
18	Programming practices in C	AIDS
19	Design of Electrical & Electronics Circuits using Proteus	EEE
20	Design of Testing of Electronics prototype Circuit	EEE
21	Hands on Training of Power converters	EEE
22	Electrical CADD	EEE
23	LAB VIEW Training	EEE
24	Full Stack Development	
25	JDBC Programming in JAVA	

9. PLACEMENT POLICY

1. The placement facility is available for all the students registered with placement Cell.
2. A student can attend all the campus interviews until He/She gets an appointment order.
3. It is mandatory for the students to attend aptitude and other trainings (Programming/GD/Personal Interview) failing to which students will not be allowed to participate in any placement activity.
4. Business professional dress Code is mandatory for students to be present in the campus recruitment programme, failing which students will not be allowed to appear for campus interview.
5. Students must keep their identity card with them at the time Preplacement talk/Test/GD/Interview and produce the same when demanded by the visiting team or their representatives.
6. For Preplacement talks, students should be present at least 15 minutes before the scheduled time at the venue and be seated. Delay in reporting will disqualify the student from recruitment process. Students should be punctual and once the HR People or company representative enter the venue all doors will be closed and no entry to the students.

7. Canvassing with the company personal will disqualify the candidature of the student. If the students face any difficulty or have any queries, they should contact the member of Placement cell only. Students should not contact the recruiter directly. This should be strictly followed.

8. Any student, who has received offer letter, must inform the placement office and submit the photocopy of the same as soon as possible.

9. Student should submit their full information to Placement cell to participate In campus recruitment programs. Also students need to check their information regularly and update the same whenever required. As this information will be shared with the industries. If nay student failed to fill or update the information He/She may miss the opportunity to participate in the campus recruitment drives.

10. A nice ambience should be maintained by the students during the placements/recruitment programs. Any behavior bringing disgrace to the institute will not be tolerated and strict action will be taken against such students. Students should follow professional etiquettes. If found guilty such students will be disqualified from further placement activity.

11. Any breach of these rules shall lead to the student getting debarred from the placement process.

12. During the campus recruitment program a student who opts for the written test should mandatorily appear for the GD/Interview also, failing which He/She will be debarred from the campus recruitment Program for all other subsequent companies. Students should have positive approach towards placement drives.

13. Those students, who do not wish to participate for any recruitment process, must inform the placement office in advance, so as to give opportunity to other students.

14. If market situation and job scenario necessitates a revision in the placement policy, it will be done in a manner so as to maximize the benefits to the students community as a whole

10. ENTREPRENEURSHIP SUPPORT

National Innovation and Startup Policy - For Students and Faculty

Vision

- Creating an entrepreneurial eco-system to inspire the engineering and Management students to become future Entrepreneurs through Start-ups.

Mission

- To create Incubation Centres to promote Innovation and Product Development
- To create multipurpose tech park to promote innovation and startup
- To promote 100 tech-based student start-ups within 2030.

Policy Objectives

- Mentoring the students who are having innovative ideas to convert the same to Prototype.
- To motivate students to convert their Detailed Project Reports (DPRs) and projects into viable B-plans.
- Promoting innovation and ensuring patent filing

- Organising Angel Investors meeting to present the ideas and Prototype products to get necessary financial support
- Preparing students for successful launching of their start-ups
- Providing technical and infrastructure support for the student's start-ups
- Providing consultancy services by strengthening the support infrastructure in the thrust areas such as Electrical & Electronics, Renewable energy, Information Technology (IT), Internet of Things (IoT), Artificial Intelligence (AI), Machine Learning (ML), Digital Manufacturing, 3D Printing and Software-as-a-Service (SaaS).
- CSR funding would be targeted to promote corporate and private Incubators. These Incubators shall also serve as an innovation sandbox to solve problems faced by the business establishments which in turn, shall support startups with access to platform, test bed, data, handholding etc.

1. Strategies and Governance

- Investment in the entrepreneurial activities should be the part of the institutional financial strategy.
- Minimum 1% of the total annual budget of the Institution should be allocated for funding and supporting innovation and startups related activities.
- Bringing in external funding through government (state and central) such as DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged.
- To support technology incubators, academic institutes may approach private and corporate sectors to generate funds, under CSR as per Section 135 of the Company Act 2013.
- Institute may also raise funding through sponsorships and donations. Institute should actively engage alumni network for promoting Innovation & Entrepreneurship (I&E).
- To establish processes and mechanisms for easy creation and nurturing of Startups/enterprises by students (UG, PG, Ph.D.), staff (including temporary or project staff), faculty, alumni and potential startup applicants even from outside the Institutions.
- Students who are under incubation, but are pursuing some entrepreneurial ventures while studying should be allowed to use their address in the institute to register their company with due permission from the institution.
- Importance of innovation and entrepreneurial agenda should be known across the institute and should be promoted and highlighted at institutional programs such as conferences, convocations, workshops, etc.
- Micro action plan should also be developed by the affiliated institutes to accomplish the policy objectives.
- Product to market strategy for startups should be developed by the institute on case to case basis.

2. Startups Enabling Institutional Infrastructure

- To create facilities within their institution for supporting pre-incubation (e.g. IICs as per the guidelines by MHRD's Innovation Cell, EDC, IEDC, New-Gen IEDC, Innovation Cell, Startup Cell, Student Clubs, etc.) and Incubation/ acceleration by mobilizing resources from internal and external sources"
- This Pre-Incubation/Incubation facility should be accessible 24x7 to students, staff and faculty of all disciplines and departments across the institution.
- HEls may offer mentoring and other relevant services through Pre-incubation/Incubation units in-return for fees, equity sharing and (or) zero payment basis. The modalities

regarding Equity Sharing in Startups supported through these units will depend upon the nature of services offered by these units."

3. Nurturing Innovations and Startups

- Allow faculty and staff to take off for a semester I year (as sabbatical/ unpaid leave/ casual leave/ earned leave for working on startups and come back. Institution should consider allowing use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort.
- The seniority and other academic benefits during such period may be preserved for such staff or faculty. Start a part-time/full time MS/ MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and nurturing a startup company. AICTE has already issued guidelines for a similar program"
- In return of the services and facilities, institute may take 2% to 9.5% equity / stake in the startup/ company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that institute has no legal liability arising out of startup."
- The institute should normally take much lower equity share, unless its full-time faculty/staff have substantial shares). Other factors for consideration should be space, infrastructure, mentorship support, seed funds, support for accounts, legal, patents etc."
- For staff and faculty, institute can take no-more than 20% of shares that staff / faculty takes while drawing full salary from the institution; however, this share will be within the 9.5% cap of company shares, listed above.
- Students entrepreneurs should be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute.
- HEI should allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the institute) to work on their startups and re-join academics to complete the course.
- Student entrepreneurs may earn academic credits for their efforts while creating an enterprise. Institute should set up a review committee for review of start up by students, and based on the progress made, it may consider giving appropriate credits for academics.

4. Product Ownership Rights for Technologies Developed at Institute

- Product development and commercialization as well as participating and nurturing of startups would now be added to a bucket of faculty-duties and each faculty would choose a mix and match of these activities (in addition to minimum required teaching and guidance) and then respective faculty are evaluated accordingly for their performance and promotion.
- Institutions might also need to update/change/revise performance evaluation policies for faculty and staff as stated above.

5. Organizational Capacity, Human Resources and Incentives

- Institute should recruit staff that has a strong innovation and entrepreneurial/ industrial experience, behaviour and attitude. This will help in fostering the I&E culture.
- Faculty and departments of the institutes have to work in coherence and cross-departmental linkages should be strengthened through shared faculty, cross-faculty

teaching and research in order to gain maximum utilization of internal resources and knowledge.

- Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.

11. CLUBS

- Technical Clubs
- Non - Technical Clubs

TECHNICAL CLUBS

FX Robotics Club

The Inauguration meeting of FX ROBOTICS CLUB for the academic year 2021-2022 was held on 25.04.2022 between 3.10 to4.00PM in EEE department Control and Instrumentation Lab. The meeting was conducted by Dr. A. Ravi and Mrs.S.Chithra. The club coordinators welcomed the club members and gave a brief note about the club and its functionalities.

The President and Vice-President were elected.

- President: Mr.M.Vignesh B.E(Mechatronics),I MBA
- Vice president: Mr.G.Antto Britto, I AI&DS

The forth coming club activities was discussed and planned. The Activities discussed upcoming programs such as Guest Lecture, Circuit Debugging, Quiz, Technical event and so on. The meeting ended with the note of thanks from the coordinators.

FX IPR Club

Vision

To enable our students to maximize their potential for creating innovative technologies and the value they derive from it and integrated Intellectual Property services.

Mission

To create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge.

Objectives

- To create an awareness about IPR for faculties and students of the University
- To conduct workshops, seminars and training course on IPR
- To disseminate knowledge on patents, patent regime in India and abroad and registration aspects
- To impart training on future endeavors regarding patent filing processes
- To encourage faculty members and scholars to go for patentable works

Scope of the policy

1. Patenting Club shall guide and help the faculty members and students of Francis Xavier Engineering College in patentability assessment and to apply for various IPRs such as Invention(s), Designs, Integrated Circuit Layouts and other creative works.

2. The faculty members/students desirous of filing a patent or for any other IPR application would be given the necessary advice and guidance by the IPR cell.
3. Invention disclosure/Patent/Trademark and similar documents are to be treated as confidential and would be maintained confidentially by the signing of a Non-Disclosure.

Activities Planned

SL.NO	Date	Title of the Program
1	07.05.2022	Guest Lecture on History of Intellectual Rights
2.	14.05.2022	Guest Lecture on filling patent applications
3.	21.05.2022	Guest Lecture on Branding and Trademarks
4.	28.05.2022	Guest Lecture on Industrial design
5.	04.06.2022	Guest Lecture on Geographical identifications
6.	11.06.2022	Hand on training for patent search

Club Coordinators

1. Dr.N.Muthukumaran, Professor/ECE
2. Dr.A. Andrew Roobert Associate Professor/ECE

FX Techno Club

We are changing the world with technology – Bill Gates

The Inauguration meeting of FX Techno club for the academic year 2021-2022 was held on 25-04-2022 between 3.10 to 4.00PM in APJ Block IV IT Classroom. The meeting was conducted by Ms.Rajapriya, AP/CSE and Ms.Agnes Joshy, AP/IT. The club coordinators welcomed the club members and gave a brief note about the club and its functionalities. They also interacted with the students about the plan for the activities in the next academic year.

The president and Vice president were elected. They were

- President :Mr.Jebin, I AI&DS
- Vice president :Mr.Pravin Kumar, I IT

The students said that coding contest, puzzle contest, design contest and various activities can be conducted for the technical improvement. The meeting ended with the thanks note from the coordinators.

"Technology is best when it brings people together"

NON-TECHNICAL CLUBS

FX Enviro Club

The first meeting of ENVIRO Club was held on 25/04/2022. Ms. Jeno Blessy M AP/CIVIL & Dr. Kohila AP/EEE, Co-ordinators of Enviro Club initiated the meeting. The meeting started as per the time with the introduction about enviro club and its activities. The main

objective of the club has been discussed. Around 50 students attended the meeting. Sriram (I Year- CIVIL) & Divya (I Year- CSE) were selected as president of Enviro club. Caroline Grace (I Year- CSE) & Prithivaraj Vimal (I Year- Mech) were selected as Vice- President of this club. Finally the meeting was concluded with encouraging the students in protecting the environment.

FX Readers Club

Effective reading is the most important avenue of productive learning. The aim of this club is to make the students understand that reading skill is essential for academic success, acquire knowledge and enhance one's personality.

FX Readers Club meeting was held on 25th April 2022 at 3.10 pm in the Central Library. Mr. T. Prabu (Librarian, Central Library) welcomed the members and Mrs. A. Sivagami (Assistant Professor / Maths) briefed out the details of the FX Readers Club around 25 students attended this meeting. Mr. V. Sankar Giri (1st year IT) selected as a President and Mr. S. Mohamed Nafil (1st year EEE) selected as a Vice President. Then we discussed the future activities of our Club, First we planned to organize an essay writing contest on "MY FAVOURITE BOOK" The meeting ended at 4.00 pm with vote of thanks by Mrs. P. Anishya (Assistant Professor / CSE).

Club Coordinators:

- Mrs. P. Anishya, Assistant Professor / CSE
- Mrs. A. Sivagami, Assistant Professor / MATHS
- Mr. T. Prabu, Librarian

Objectives

- To motivate FXECians to read.
- To initiate them into the joy of reading.
- To prepare them to taste the power of information.
- To explore the pleasures of 3 "R" s-Read, Relish & Review.
- To help them turn Literacy Barriers into Literacy Treasure Hunt.
- To create an atmosphere for them to enrich, empower, excel & emulate critical reading strategies
- To break language barriers with book battalions.
- To equip them to travel on information super highways.
- To bring book fans, book fanatics, book lovers, book hunters, book connoisseurs under one canopy.

Activities

- Visit to Book Fair
- Book Expo
- Quiz
- Essay Writing Contest
- Story Narration Contest
- Creative Idea Contest, etc...

FX English Proficiency Club

English is the most spoken language in the world, it has become a common language for all types of printed and electronic media in many countries. Being proficient in English language

helps one to adapt more easily to a different culture, and communicate with those who speak other languages. It certainly becomes a valuable asset during job interviews, as it can open up employment opportunities worldwide. In order to be successful in the workplace, one needs not only good education and an accredited degree but also good communication skills.

The FX English Proficiency Club was inaugurated on 25th April 2022. The members of the club attended the meeting conducted from 3 pm in AK207. The Inaugural started with a welcome note by the Club Coordiantor, Mrs. Shala F John. Ms. Partricia Mabel Juliana P of II IT was elected as the president of the club and Mr. Lewish Festus Graceton J of II Mech was elected as the Vice President. Students representatives who registered for the club were selected to be the secretary of the Club. Ms. Harini Gomathy, S, I ECE, Stella D, I CSE, Rachel Santhini R, I CSBS, Joyce Meyer W, II IT, and Giftson Raj D, III Mech were identified as secretaries of the club. Further, the finalisation of events to be conducted for the academic year were discussed and the below activities were finalised.

1. Spell Bee – Incharge , Mr. Lewish Festus Graceton, II Mech
2. Word Rap - Incharge, Ms. Jerlin, I AI&DS
3. Word Art - Incharge, Ms. Patricia, II IT
4. Word Hustle - Incharge, Ms. Aishwarya, III IT
5. Debate - Incharge, Mr. Mukunthan , III IT
6. Extempore / Elocution - Incharge, Ms. Harini, I ECE

The students were motivated to take charge of every event for the smooth conduct of the club activities. The meeting ended by 4.00 pm.

Club Patron: Dr.V.Velmurugan Principal	President: Ms.Patricia Mabel Julia P,II IT	Secretary Harini Gomathy S,I ECE
Faculty Coordinators: Mrs.Shala F John AP/English Ms.Angel Anbu Nila AP/English	Vice President: Mr.Lewis Festus Graceton J II Mech	Stella D, I CSE Rachel Santhini R, I CSBS Joyce Meyer W, II IT Giftson Raj D, II Mech

FX Creativity Club

The Inauguration meeting of FX CREATIVITY club for the academic year 2021-2022 was held on 25-04-2022 between 3.10 to 4.00PM in APJ Block AK204. The meeting was conducted by P.Sooriabrabha, AP/MATHS and N.Jeyasree, AP/MATHS, Dr.T.Manimozhi Prof/MATHS. The club coordinators welcomed the club members and gave a brief note about the club and its functionalities. The president and Vice president were elected. They were

- President : Ms.Karthika I IT
- Vice president : Mr.Sathya I CSBA

The meeting ended with the thanks note from the coordinators.

"There is no innovation and creativity without failure"....

FX Photograph Club

The Inauguration of FX Photography Club for the Academic Year 2021-2022 was held on 25th April 2022 between 3 PM to 4 PM in APJ Block - AK 202. The meeting was conducted

by the club coordinators Ms Nishan A H, AP/IT & Mrs A Reshiya Antony, AP/Maths. The club holds about 52 inter-disciplinary students. The club coordinators welcomed the club members and gave a brief note about the club and its functionalities. They also interacted with the students about the plan for the activities in the upcoming months. Co-ordinately elected Madasamy N of II CIVIL as the President and Tamil Selvan P of II CIVIL as the Vice President. It was been planned to organize an activity on the theme of the Special day – World Day for Safety and Health at Work (28th April 2022). They are all asked to submit the photographs (without editing's and filters) based on the theme before 7PM on that occasional day. It was announced to join the Google Classroom through the link (Invite link: https://classroom.google.com/c/NTA3MTgxOTkwMDk0?cjc=e5nmz3q) shared on our Club Whatsapp Group (Invite Link: https://chat.whatsapp.com/HURRdUJEYI0JReGg9l1BDW).

The meeting was ended with Thanks note by the President, Vice- President and Club Coordinators.

The total number of students enrolled for FX Photography Club was about 52 which include the students of all the disciplines. The details of registered students such as their discipline, Register number & Batch has been listed as follows, who will be co-ordinately involved in the organizing the upcoming FX Photography Club events.

FX Radio Hub Club

Students FX Radio hub Club is functioning in our department. Dr.M.Suresh Chinnathampy, AP/ECE, Mr.B.Pradheep T Rajan, AP/ECE, are the coordinators of the club. The club has organized an initial meeting on 25.4.2022 and explain about the events which will be going to conduct in the club in the upcoming days. The events which are all going to conduct are Super singer, Radio Jockey, Radio Awareness programme, Debate, Song creation, Instrument play etc... Mrs.J.Friska, HOD/ECE has motivated the students and faculty members. The students and the faculty members enjoyed the evening in a useful manner.

Radio is the most common platform for Mass Media, as it is quoted as the 'Theatre of Mind'. The community radio gives voice at the root level social and economic development. The FX Radio Hub of Francis Xavier Engineering College has organized some basic events by the students dated on 25.4.2022during 3.15PM-4.00PM. The team as a whole worked together and motivated the students to learn many things and improve their skills. The event begun with a successful and grand start.

FX Red Ribbon Club

The Inauguration meeting of FX Red Ribbon Club was held on 25-04-2022 between 3.15 to 4.00PM in MCA Department. The meeting was organised by. R. Albert Paulin Michael, AP/MCA. The Club In charge welcomed the club members and gave an Introduction note about Red Ribbon club and its functionalities. Forthcoming club activities also were discussed. The Activities discussed includes various events such as Blood Donation camp, Health Awareness camp and other social service activities. The president and Vice president and Volunteers were elected. The meeting ended with the thanks from the coordinator

National Service Scheme

Francis Xavier Engineering College NSS team organized NSS Club Meeting in the Main Auditorium at FXEC on 25-04-2022 from 03.00 pm to 04.00 pm. This meeting has elected president, wise president, and upcoming events. The Engineering students of I, II, and III year students nearly 150 students participated. This Program was encouraged by our Principal Dr. V. Velmurugan and this event was coordinated by Dr. R. Suman NSS Program officer, and other staff members are motivated.

ENGLISH LANGUAGE AND COMMUNICATION TRAINING

Communication Skills Boot Camp - Level 1

This boot camp is structured Level 1 & Level 2 to give the learner a competitive edge with regard to communicative skills. Courses Numbered 1-4 are Level 1 and Courses numbered from 6-9 are Level 2. Each Course below has 5 steps (tasks) for 1 hour each# + 1 online session (1 hour on Fridays)* with the trainer. On completion of the task and the online session the learner shall register for the offline Assessment.

- Not mandatory - The learner shall join the online class at his/her sole discretion.

- Mandatory - Need to be completed by every learner to appear for the offline Assessment^ conducted for the purpose of testing the skill acquired.

Each topic numbered 1-9 mentioned below will have Offline Assessments. It is mandatory for all the II & III, IV Year Students. The students who score less than 7.5/10 for each topic will have to reappear for the Assessment.

The time schedule of the offline Assessment for Reading Skills will be announced as and when you complete the steps involved under each course.

Reading Skills - (3 Minutes) Total 10 Marks

- Advanced Vocabulary & their usage.

- Use of proper punctuation while reading.

- Using proper intonation and stress patterns.

- Pronunciation of select 100 words

- Speed Reading Techniques.

2. Self Introduction - (3 Minutes) Total 10 Marks

- Personal Information (2 Marks)

- Usage of phrases to talk about the skills & professional experience in-depth (Max 10 phrases to be used) (5 Marks)

- Talking about Additional Qualities/achievements/hobbies and the like (3 Marks)

3. Conversation on a given topic with an Artificial Intelligence (AI) Partner - (2 to 3 Minutes) Total 10 Marks

- Dialogue Structure (2 Marks)

- Questions formation (1 Marks)

- Responding to the questions (1 Marks)

- Express opinions and substantiating (1 Mark)

- Language features (2 Marks)

- Limited/repetitive use of linking words (1 Mark)

- Posture (2)

    ### 4. Group Discussion on a given topic (8 Member Team - for about 10-15 Minutes) Total 10 Marks

- Initiating (1 Marks)

- Use of proper phrases (4 Marks)

- Sharing of opinion (3 Marks)

- Leadership Skills (2 Marks)

    ### 5. Interview Questions (5 Minutes) Total 10 Marks

- Answering the 5 questions appropriately - (10 Marks)

    ### Communication Skills Boot Camp - Level 2

    ### 6. Extempore - (3 Minutes on a given topic) Total 10 Marks

- Opening of the talk with a quote (1 Mark)

- Understanding of the concept (1 Mark)

- Sentence formation (4 Marks)

- Confidence (1 Mark)

- Closing note (1 Mark)

- Use of vocabulary related to the topic (2 Marks)

    ### 7. Listening and Speaking - (2 Minutes of Listening & 3 Minutes of Speaking) Total 10 Marks

- Listening and answering question (5 Marks)

- Speaking (5 Marks*)

- Content (2 Marks*)

- Delivery of the content (3 Marks*)

    ### 8. Project Presentation (10 Minutes) - Topic shall be chosen by the individual. Total 10 Marks

- Thoroughness of the ideas presented and the analysis (2 Marks)

- Clarity and coherence of the content (2 Marks)

- Clarity of the presentation (2 Marks)

- Effective use of facts, statistics and details (1 Mark)

- Lack of grammatical and spelling errors (2 Marks)

- Design of the slides (1 Mark)

9. Talk on a Technical Topic - (5 Minutes) Title and points will be given at the time of Presentation Total 10 Marks

- Flow of ideas (5 Marks)

- Sentence Construction (2 Marks)

- Lack of grammatical and spelling errors (3 Marks)

12. SERVICE UTILIZATION

Service facilities are available in the campus to repair furniture, lights, broken and leaking taps, blockages in the sanitary pipes etc. Students who come across these defects in the hostels shall report the same to the Warden of their respective hostels. The institution provides ample opportunities for all students to have healthy and cordial relationship with all senior and junior fellow students. For redressal of any grievances contact the Head of the Department/ Principal. The college aims at raising professionals of high academic and moral caliber. Therefore, necessary infrastructure and amenities are provided for the healthy development of soul, mind and body of every individual. The rules that have been given are mainly for ensuring harmonious living and to inculcate self-discipline in the student for a successful future as young and dynamic engineers.