



FRANCIS XAVIERTM **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 unreachable.

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.

AS ON JUNE 1st, 2025

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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.

STUDENT CENTRIC POLICES

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 Encyclopaedia, 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 (T Shirt/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 authorized 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 POLICY

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 PvtLtd, 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 reflective 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:
 - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

I. Internships During Vacation:

1. The company identified for the internship must meet the following criteria for a maximum duration of 6 weeks:
 - The company must be listed in the DPIIT List.
 - The company must have been in existence for more than 5 years.
 - The company must have an annual turnover of at least 200 crore.
2. Internships should be completed during vacation periods (2 weeks, 4 weeks, or 6 weeks). If necessary, students can avail an additional two-week extended on-duty period.
3. If a student complete two weeks of their internship during the summer vacation, they will complete the remaining two weeks during the winter vacation at the same company.
4. The number of students from the same department who can intern in the same industry is limited to a maximum of 5, with a total limit of 20 students across all departments. A Central Verification team needs to be established to verify the internships.
5. Regular reviews of the internship progress are mandatory and should be conducted every 2 weeks.
6. After completing the internship, students must submit an internship report along with the required documents to the Internship Cell for verification.

II. Internships During Academics Session:

1. Students with any disciplinary actions are not allowed to pursue internships during the academic session.
2. Students from the 1st to the 6th semester are not permitted to take internships with outside organizations during the academic session.

3. Students in the 7th semester may be permitted to pursue internships during their academic session under the following conditions:
- For software companies, the package must be more than 4 LPA.
 - For core companies in the Mechanical, Electrical, Electronics, and Civil fields, the package must be more than 3 LPA.
 - Final-year (7th semester) students must have a minimum CGPA of 7.0 with no standing arrears.
 - An offer letter for Internship cum Placement or Placement is required
 - If a student wishes to attend a drive after receiving an internship cum placement offer from one company, the salary package from the next company must be at least double the amount of the internship cum placement offer.

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 non returning 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 co students, 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 4semesters
- Expulsion from the institution and consequent debarring from admission to any other institution
- Collective punishment: when the persons committing or a betting 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.

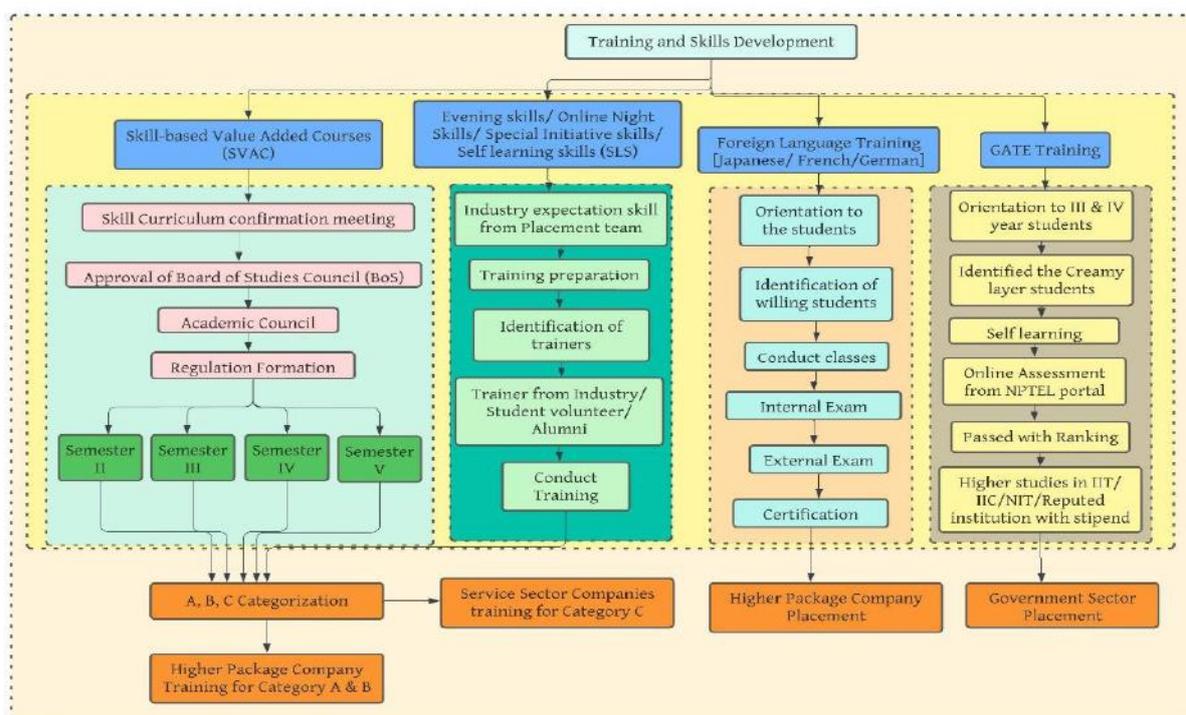
8. SKILL TRAINING POLICY

The Centre for Training and Skills Development in FXEC was established with the main objective of identifying the recent and coming technological domains and emerging trends in technological development, recognizing the training needs and resources, and distributing them to the departments for them to incorporate appropriate additions to the curriculum and introduce more realistic oriented syllabus and number of Skill-based Value Added Courses (SVAC) for the benefit of the students and their employability.

The Training and Skills Development provides students with hands-on experience in Foundation Skills, Department Specific Skills, Evening Skills, and Night Skills under faculty supervision.

Through the program, students will get acquainted with professional and technical skills. This program has paved the way for students to learn by discovering, enabling high levels of student-faculty interaction and thus expanding the level of research activity on campus. It also helps to identify and train potential candidates for the industrial-ready material. The faculty members' meticulous plan execution is based on industrial standards comparable to World Skills.

Info-graph



FOUNDATION SKILL TRAINING POLICY:

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	CIVIL
7	Concreting	
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	MECH	
12	Mantling and Dismantling of Motor Bike		
13	Mantling and Dismantling of Bicycle		
14	Mantling and Dismantling of Refrigerator		
15	Mantling and Dismantling of Air-Conditioner		
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 POLICY

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.
- HEIs 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.

STARTUP POLICY

Startup Provisions:

Eligibility: Students can start their startup from 2nd Semester onwards either interdisciplinary or multidisciplinary.

Mentorship: EDC Coordinator can act the Mentor for student startup.

Progress Evaluation: EDC director and COE will review the student's startup periodically.

On Duty Policy

- Final year students can avail 40% on-Duty through the parent department and Entrepreneurship development cell. The student must maintain a minimum of 60% attendance in their academic program.
- Startup students can be granted up to 10 days of OD per semester from the 2nd to the 6th semester, provided they submit a report to the EDC after utilizing the OD.

Startup as Final Year Project

Startups can be used as the basis for a final year project under the following conditions.

- Weekly and Monthly report should be submitted to the EDC Director and the HoD.
- The startups must be registered with DPIIT by the end of the 08th semester.

Guidelines for the students working in the campus Startup as Intern

- For working in the real time project in the campus startups, the interested student should apply to the Principal through Mentor, HoD, EDC Director and Academics professor
- Third-year students with a minimum CGPA of 7.5 and no standing arrears can apply for internships lasting up to 3 months.
- He/She has to attend the CAT and FAT examination without fail
- He/She has to sign the attendance register kept in the startup room and the same will be verified at the regular interval by the EDC office

- Once in two weeks the intern has to submit the report of work done in the startup duly signed by the intern and startup founder and submit a copy of the same to the EDC Director and the HoD of the respective department
- Depending upon the contributions made towards the project by the intern a honorarium ranges from Rs. 3,000 and above will be provided to the intern.
- Up to 10 students can be permitted as intern per startup.

11. CLUBS POLICY

- Technical Clubs
- Non - Technical Clubs

Objectives

In Francis Xavier Engineering college we have over all 33 clubs.

The objectives of a club can vary widely depending on its focus, but generally, clubs aim to provide a structured environment for individuals to pursue shared interests, develop skills, and foster a sense of community. Here are some common objectives:

- 1. Promote Interest and Participation:**
 - Foster interest in a particular field or activity.
 - Encourage active participation among members.
- 2. Skill Development:**
 - Provide opportunities for members to develop and enhance their skills related to the club's focus.
 - Organize workshops, training sessions, and practice opportunities.
- 3. Community Building:**
 - Create a sense of community and belonging among members.
 - Facilitate networking and social interactions.
- 4. Education and Awareness:**
 - Educate members and the broader community about the club's focus area.
 - Raise awareness on relevant issues and topics.
- 5. Events and Activities:**
 - Plan and execute events, competitions, and activities.
 - Engage members through diverse and engaging programming.
- 6. Support and Resources:**
 - Provide support and resources to members.
 - Offer access to materials, tools, and expert advice.
- 7. Leadership and Teamwork:**
 - Develop leadership skills among members.
 - Promote teamwork and collaborative efforts.
- 8. Community Service:**
 - Engage in community service and outreach activities.
 - Contribute positively to the local community.
- 9. Recognition and Achievement:**
 - Recognize and celebrate the achievements and contributions of members.
 - Provide platforms for showcasing talents and accomplishments.
- 10. Sustainability and Growth:**
 - Ensure the long-term sustainability of the club.
 - Attract new members and retain existing ones.

Club – Terms and conditions & Policy

1. Membership

1.1 Eligibility

- Membership is open to individuals who meet the criteria set by [Club Name].
- Maximum Limit for a club is 60 students.

1.2 Club Office barriers

- Office barriers should organise the events with the permission of club coordinators (President , Vice president, Secretary and year wise coordinators)

Termination of Membership

- The club reserves the right to terminate membership for any member who fails to comply with the terms and conditions or engages in behaviour detrimental to the club.

2. Code of Conduct

2.1 General Behaviours

- Members must conduct themselves in a manner that reflects the club's values and standards.
- Respectful behaviour towards all members and staff is mandatory.

2.2 Use of Facilities

- Members must adhere to all rules and regulations regarding the use of club facilities.
- Damage to club property will result in penalties and possible termination of membership.

2.3 Events and Activities

- Members are expected to participate in club events and activities in a respectful and inclusive manner.
- Each Semester there will be a minimum of 3 events.
- Activity should related social

3. Privacy Policy

3.1 Collection of Information

- The club collects personal information for membership administration and event organization.
- Information collected includes name, contact details, and payment information.

3.2 Use of Information

- Personal information will be used solely for the purposes of managing club activities and membership.
- The club will not share personal information with third parties without consent, except where required by law.

3.3 Security

- The club implements measures to protect the personal information of its members.
- Members are responsible for maintaining the confidentiality of their membership credentials.

4. Health and Safety

4.1 General Safety

- Members must adhere to all health and safety regulations while on club premises.
- In case of emergency, follow the instructions of club staff and emergency personnel.

4.2 Personal Responsibility

- Members are responsible for their own health and well-being while participating in club activities.
- The club is not liable for any injuries or health issues that arise during participation in club activities.

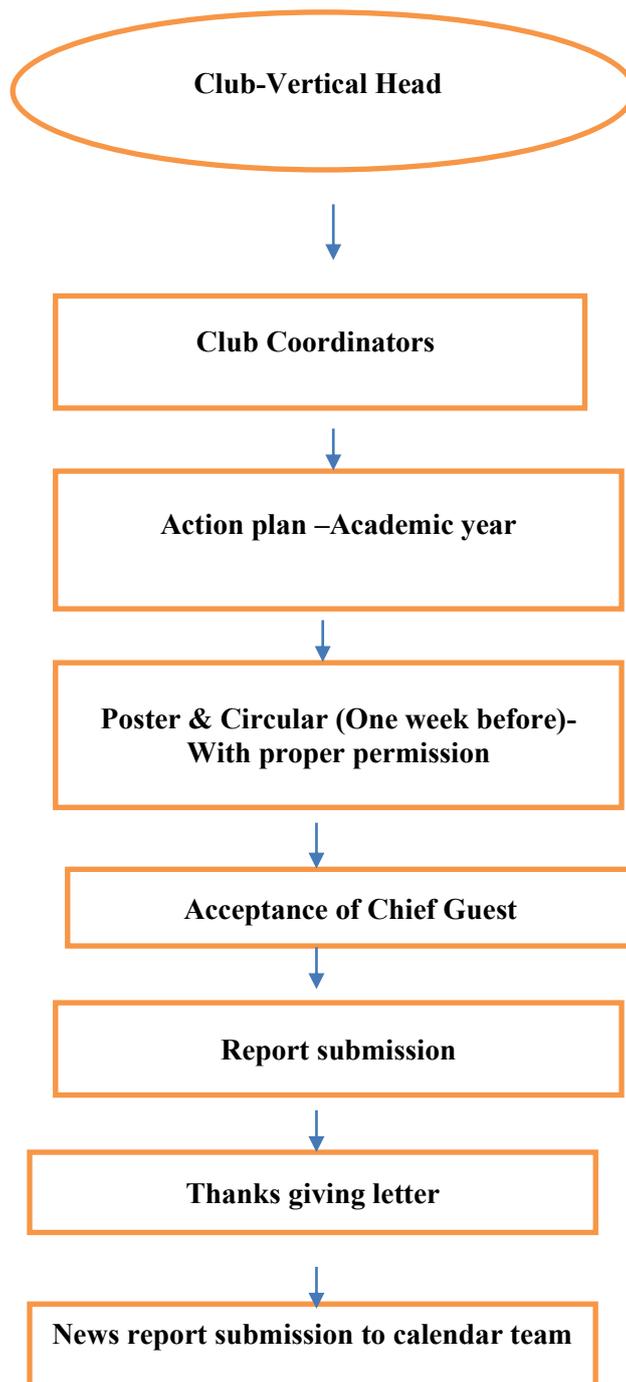
5. Amendments

- The club reserves the right to amend these terms and conditions at any time.
- Members will be notified of any significant changes to the terms and conditions.

6. Contact Information

- For any queries or concerns regarding membership, please contact [Club Contact Information].

Club Activity-Histogram



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.

13. INDUSTRIAL APPLIED LABS

I. Introduction:

Purpose: The industrial applied labs of Francis Xavier Engineering College offer students a unique opportunity to learn, practice, and innovate in skills that are highly sought after worldwide and engage in product development. These applied labs work beyond regular laboratories, motivating and preparing students to participate in national and international competitions. The Training provided in the Industrial applied labs ensures that students gain a deep understanding of real-world practical applications. This not only makes the students competent but also helps in getting placements in internationally renowned Industries.

Scope: The industrial applied labs at Francis Xavier Engineering College offer advanced training in high-demand global skills. These labs prepare students to prepare projects, and involve them in national and international competitions, and significantly improve their competencies, and help them be placed in multinational companies.

II. Student Selection Procedure.

- During the start of every Academic year a google form will be circulated to all the students get acceptance to join in the applied lab.
- The following are the minimum eligibility for joining an Applied Lab.
- Students need to have zero standing arrears.
- Students should take a test which is organized by the applied lab, which is followed by one to one-on-one interview by the applied lab in charge.
- On achieving the eligibility students will be inducted in the laboratory.
- As Applied lab is a very demanded area, seats are limited and not for all the students.

III. Responsibilities:

Responsibilities of IAL In-Charge.

- Applied Lab In-charge should be in the concern lab whenever they have no academic classes, as student might access the applied lab any time during the working hours.
- Every semester Applied Lab In-charges should update themselves by attending workshops and technical Faculty Development Programs.
- Prepare budget for the academic year before the semester starts.
- Every year the laboratory selection for the students will be done through ERP, intake will be based on first come first serve basis and based on the performance of the students in the applied lab interview by the lab In-Charge.
- Prepare a Laboratory Action plan before the start of every semester.
- If the lab students for the academic year is finalized, it is the responsibility of the applied lab in-charge to divide the students in to SSIG.
- Collect the students action plan from individual students, and consolidate it. Which that data day wise action plan should be prepared by the applied lab in-charge.
- Should Prepare Skill flow for the students for 6 semesters and update them periodically.
- Should Prepare a list of project / Product titles for each SSIG before the semester starts.
- Should prepare a List of National and International Competitions, and get it approved by the vertical head.
- Should offer one night skills every semester to the other laboratory students who are willing to upgrade their knowledge.
- Students should be appreciated through certificates after completing each and every performance indicator.
- It is the responsibility of the applied lab in-charge, to reach the students achievements to the marketing and social media team.
- After completing task (Training, Project development, Journal/Patent publication etc.) within 2 working days the document should reach the IQAC repository.
- Lab In-Charges will report to the Vertical Head of Industrial Applied Lab.

Responsibilities of Students:

- Each student must know their targets in the Industrial Applied Labs.
- Students selected for the applied lab should prepare an action plan for all the eight parameters of the applied lab.
- Should actively participate in national and international events without any hesitation.
- After completing every single event, it is the responsibility of the students to upload the certificate in the ERP which will, in turn, return as a score points.
- Student will be reporting to the Applied Lab In-charge.

Benefits for the Students:

Students Can Improve their knowledge in the concern technology.

If a Student wins in an event/completion, the registration fee along with the TA will be provided to the student.

Percentage of amount refund:

National	
1 st Prize	100 %
2 nd Prize	50 %
3 rd Prize	25 %
International	
1 st Prize	100 %
2 nd Prize	75 %
3 rd Prize	50 %

Responsibilities of Lab Interns:

- Should prepare a Lab manual and videos for the skill training provided by the applied lab.
- One lab intern will be responsible for a monthly magazine, others should coordinate with him and prepare monthly magazines every month. It should be circulated before the 5th of every month.
- Should be available in the applied lab even in the absence of the applied lab in-charge the interns should take the responsibility of guiding the students.
- Applied Lab Interns should be in the applied lab after working hours if any students want to access the applied lab.
- Applied Lab Interns need to report both to Vertical Head as well as Applied Lab In-Charge.

IV. Privileges of the Applied Lab In-charges

1. Relaxation in workload (Only one Theory Paper)
2. No Additional Departmental Works (NBA, NAAC, or any file Maintenance)
3. Will not get any additional responsibility as Mentor, FA, year coordinator, etc.
4. No Exam Invigilation duties.
5. Relaxation in time (If worked a few hours additionally on the previous day, relaxation will be provided to punch in biometrics for 2 hours)
6. If worked on any holidays, Compensation Leave will be provided.
7. Attendance/Leave Approval for Applied Lab In-Charges will be with the Industrial Applied Lab Vertical Head.
8. If any of the lab In-charges are accompanying students for any event, the TA/DA expenses for the lab in-charge will be provided by the College management.
9. For filing patents for students along with the lab In-charge, with the applicant as college, management will sponsor an amount of Rs.6600/- for filing the patent.

V. Equipment procurement and usage

Material procurement process

- Based on the finalized titles of the projects and products to be developed each applied lab in-charge should prepare a budget.

- The budgets from all the Industrial Applied Labs will be consolidated and verified by the Vertical Head of Industrial Applied Lab.
- M-Team Professors will verify the budget and discuss it in the core team meeting.
- Once the Core Team Approves the budget, Vertical head will get it signed from the Founder Chairman and a copy of the approval will be handed over to the accounts team.
- Based on the applied necessity funds will be released from the accounts for purchasing the materials for the applied lab.

Material Usage

- Once the materials are purchased it should be registered in the college purchase stock.
- A Stock register should be maintained in the applied lab which should record all the material purchases and it should be periodically updated and counter signed by the vertical Head.
- It is the responsibility of the Lab -In-charge and Interns to maintain the materials purchased.
- Any material which is the property of the institution should not be taken out of the college by any student unless it is required for the project display or project competition.

VI. Targets

Performance Indicators	I Year	II Year	III Year
SIS Training	1	2	2
Project Development	1/SSIG	1/SSIG	1/SSIG
Paper Presentation	2/SSIG	1 each	1 each
Competition	2/SSIG	4/SSIG	4/SSIG
Journal Publication	NA	N/2	N/2
Product Development	NA	N/2	N/2
Patent Publication	NA	N/2	N/2
Internship	Implant Training 2 Weeks	2 Weeks Internship	2 Weeks Internship

VII. Students Score Points Details:

https://wiki.franciscxavier.ac.in/index.php/Rules_for_Awarding_Scores

VIII. Applied Lab In-Charge Score Details (Updated):

Performance Indicators	Range of Scores	Points
Training Modules	1500 to 3000	1
	3001 to 4500	2
	4501 to 6000	3
	6001 to 7500	4
Projects Developed	1500 to 3000	1
	3001 to 4500	2
	4501 to 6000	3
	6001 to 7500	4
Competitions	1500 to 3000	1
	3001 to 4500	2
	4501 to 6000	3
	6001 to 7500	4
Paper Presentation	1500 to 3000	1
	3001 to 4500	2
	4501 to 6000	3
	6001 to 7500	4
Journal Publication	1000 - 1500	1
	1500 - 2500	2
	2500 - 3500	3
	3500 & Above	4
Products Developed	1500 to 3000	1
	3001 to 4500	2
	4501 to 6000	3
	6001 to 7500	4
Patent Publication	1000 - 2000	1
	2000 - 3000	2
	3000 - 4000	3
	4001 & Above	4