MACFAST
Igniting wisdom since 2001

STANDARD OPERATING PROCEDURES

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA

(MACFAST)

CONTENTS

Academic Activities Department Level

1. Teaching and Laboratories
2. Examinations
3. Students Project Work

Academic activities Institution level

1. Admission
2. Training, Placements and Mentoring
3. Connection with industries
4. Library

Maintenance

1. Civil
2. Mechanical
3. Electrical
4. Plumbing
5. Telecom
6. New installations

General Amenities

1. Canteen
2. Stationary Store
3. Dispensary
4. Anti-Ragging

Faculty development

1. Training, conferences and Workshop
2. Higher studies
3. Project proposals

STANDARD OPERATING PROCEDURE

Teaching and Laboratories

Preparation of Academic plan:

- The syllabus is reviewed by each faculty member who has been assigned the subject for the semester or year.
- They decide approximately the number of classes required to complete a particular unit based on the hours specified by the university.
- A lesson plan is prepared for each unit with regard to the expected number of classes to be taken.
- Identification of learning objectives and focus oriented topics in particular units of the paper.
- Finding assignment questions from units and seminar themes to assign to students.
- Model question papers for the semester exams are prepared which are to be discussed at the end of the semester.

Conducting classes:

Regular lessons begin each day at 9:00 a.m., immediately following Morning Prayer, and end at 4:15 p.m.

Faculty and students are expected to be in class by the start of the morning prayer.

Each faculty is in charge of the class for one hour.

At the start of each class hour, attendance is taken by calling each student by name.

The teacher must revisit the prior class topic at the start of the hour.

The lecture should be delivered in such a way that all of the students' attention is drawn to it and they remain engaged throughout the class.

The topic is summarised and the lecture is ended near the end of the class.

By the end of each month, the faculty must guarantee that the total attendance for the month is recorded in the appropriate department.

Evaluation of the student

Evaluation of the performance of the students in each semester is done course wise.

In each semester, there shall be two internal examinations and one model examination for each theory papers before the semester end examination. The average of the marks

obtained in the examinations will be taken as the weightage for internal assessment under the category of internal examination marks. Other internal assessments are done and weighed on the attendance percentage of the candidate along with the assignments submitted/seminars taken which are marked by the concerned faculty in the respective theory courses.

Laboratory work/Practical is assessed on the grounds of the candidates day to day lab work, on time submission of record book and model practical examination. An average of these marks is taken as the internal assessment.

In each semester, students shall complete all the experiments of their laboratory work specified in their syllabus and get their records certified by the concerned Head of Department.

Candidates who have not attended any of the exams or lab work shall be deemed zero marks in that particular test and no retest shall be conducted.

ATTENDANCE REGULATIONS

In the regular course, a minimum average attendance of 75% is necessary which is computed by totalling the number of hours/periods of lectures, practical and project work, held in every course as the denominator and the total number of hours/periods attended by the candidate in all the courses, as the numerator.

A true medical reason for a lack of attendance may be suggested, up to a maximum of 10%, providing the candidate has at least 65 percent attendance and the Principal is satisfied with the validity of the reasons.

Candidates who do not satisfy the required minimum attendance percentage are not eligible to attend the semester end final examination.

A candidate who does not meet the minimum attendance requirements or the minimum aggregate internal mark requirement shall be detained. Such candidates shall have to repeat the same semester.

SEMESTER END EXAMINATIONS

For each theory course, there shall be a semester end examination at the end of the semester. Practical exams are conducted at the end of each semester which includes viva voce and is held in the vicinity of one internal and one external examiner.

Project work is done in the final semester and evaluated at the end of the last semester which may include course viva and project presentations held in the presence of one internal and one external examiner.

CONDITIONS FOR PASS

A candidate shall be declared to have passed in the concerned course if he/she secures a minimum of 50% marks in theory and 50% marks in practical/project examinations with a minimum 50% mark in internal assessments put together.

Remedial classes

- Identification of students with backlogs or those require special attention.
- Allotment of faculty for each subject.
- Set up a timetable for the class after normal class hours by recognising free hours.
- Classes are conducted according to schedules that are made for this purpose only
- Attendance of the students are noted and recorded.

Discipline

- The faculty is present in the classroom at the very beginning of the class hour.
- Each faculty must handle the class for the specified period of time.
- There is strict maintenance of attendance throughout the semester.
- Students are not allowed to the first hour class 5 minutes after the commencement of the class.
- When a faculty intends to take leave, the information is given in advance to the HOD.
- Every day attendance is posted on the academic activity portal without fail.

Conducting students seminars

- Every Monday an hour is dedicated in the timetable for student seminar.
- One faculty member is made in charge for each session
- A separate attendance is taken and recorded.
- The students are instructed to select a topic of their interest related to science, technology, lifestyle and current affairs.

Establishment and maintenance of laboratories

- Whenever there is a modification in the syllabus, new laboratories are established by the concerned in charge and new guidelines are prepared.
- The responsibilities of the laboratory are shared among faculty in charge, lab technician and HOD.

- New labs are established whenever there is an introduction of a new course, modification of the syllabus or for the purpose of research work.
- As a part of the establishment, first the requirements of the lab are identified and sorted out. Lab equipment, furniture, electrical requirement are listed out.
- The necessities are then brought and installed.
- Records to be maintained include Procurement file, Stock register, Consumable file and Accession register.

Preparation/Upgrading of lab manuals.

- The preparation and upgrading of lab manuals procedures is applicable to all concerned laboratory incharge.
- The manual is prepared as per the curriculum and the required experiments are identified and included.
- The aim of the experiment, materials required, principle, experiment procedure, calculations or graphs are identified and listed.
- Summary of the experiment, references, precautions to be taken are also sorted out.
- Records and copies of the manual are maintained.

Upgrading/augmentation of labs

- Guidance is provided to update labs to meet the needs listed as per the new syllabus.
- The concerned lab in charge is responsible for the updating of labs.
- As per the modifications in the syllabus, the extra equipment requited is listed and procured.
- All the records regarding the upgrading of the labs are maintained.
- Purchase order, Stock registers, Accession registers are maintained as records.

Maintaining equipment in labs

- To ensure the perfect functioning of the equipment, guidelines are prepared before the commencement of classes in the semester by the concerned laboratory in charge.
- The inspection and maintenance is carried out throughout the working of the semester as well as after the completion of the classes.
- All the essentials including connecting cables and equipment performance are checked daily by the lab technician and repairing are done when needed.

- Service reports, Stock registers and office notes are recorded and maintained.

Budget planning

- The concerned HOD identifies the financial requirements and strategy for the concerned department.
- Planning is done prior to the start of the academic year/course.
- The lab in charge is contacted for information on the purchase of new equipment and lab requirements.
- Monthly or yearly budget estimation is done based on the lab in charge's requirements.
- Records of budget proposal and specific requirements of lab are maintained.

Examination

Internal examination

- In each semester, there shall be two internal examinations and one model examination for each theory papers before the semester end examination. The average of the marks obtained in the examinations will be taken as the weightage for internal assessment under the category of internal examination marks. Other internal assessments are done and weighed on the attendance percentage of the candidate along with the assignments submitted/seminars taken which are marked by the concerned faculty in the respective theory courses.
- Laboratory work/Practical is assessed on the grounds of the candidates day to day lab work, on time submission of record book and model practical examination. An average of these marks is taken as the internal assessment.
- In each semester, students shall complete all the experiments of their laboratory work specified in their syllabus and get their records certified by the concerned Head of Department which shall be assessed by the concerned faculty.
  Candidates who have not attended any of the exams or lab work shall be deemed zero marks in that particular test and no retest shall be conducted.

Semester End Examination

- For each theory course, there shall be a semester end examination at the end of the semester.

- Practical exams are conducted at the end of each semester which includes viva voce and is held in the vicinity of one internal and one external examiner.
- Project work is done in the final semester and evaluated at the end of the last semester which may include course viva and project presentations held in the presence of one internal and one external examiner.

PROJECT WORK

- The main course project is expected to be completed in the course's final semester.
- In addition to the major project, students are encouraged to perform a mini project.
- Students must select reputable industries/research organisations that will allow them to work on projects in their areas of specialisation. They should also provide information on how to gain approval from those organisations to carry out the project.
- Students then seek permission and approval from the relevant HOD and, finally, the Principal to work on a project in the organisation.
- Students are evaluated for their work after completing a project successfully.
- Students present their project work as part of their final examinations, which is followed by a viva voce. It is conducted in the presence of one internal and one external examiner, and the student's work is evaluated and appropriate grades are assigned.

STANDARD OPERATING PROCEDURES FOR ADMISSIONS

MACFAST is affiliated to the Mahatma Gandhi University, Kottayam, and approved by the All India Council for Technical Education (AICTE), New Delhi.

College was established in 2001 with the objective of offering the best courses in Business Management, Information Technology and Biosciences to mould eminent professionals over the years to confront the challenging demands of the corporate world and the world of science & technology.MACFAST has three departments. Admission procedures vary with respect to each department

DEPARTMENT OF MANAGEMENT STUDIES

Department of Management Studies offers MBA (Full Time) programme. The two year postgraduate programme (four semesters) is affiliated to Mahatma Gandhi University, Kottayam, Kerala, and approved by AICTE, New Delhi. It has a total of120 seats.

Eligibility

A pass in any Bachelor's Degree Examination of Mahatma Gandhi University or an equivalent degree of any other Universities duly recognized by Mahatma Gandhi University with not less than 50% marks in the aggregate for all parts of examination or a Master's Degree examination with 50% marks in aggregate. Under grading system, C Grade of Mahatma Gandhi University or equivalent thereto from other recognized Universities with not less than 50% marks in aggregate is required to become eligible for admission. A pass in any Bachelor's Degree examination is needed for SC/ST candidates. The Reservation Rules are applicable as per the Government and University norms in all the affiliated Colleges.

Candidates should possess a valid KMAT (Kerala MAT), CMAT or CAT score.

Admission Process

The admissions to the MBA full time programme is strictly on the basis of merit as determined by the entrance examinations KMAT Kerala / CMAT / CAT, and Group Discussion and Personal Interview conducted at the institution level. The college follows the guidelines and time schedule of Mahatma Gandhi University and Admissions Supervisory Committee (ASC) of the Government of Kerala.

- **Admissions – Components of Rank List**
- Entrance Examination Score: 80%.
- Group Discussion: 10%.
- Personal Interview: 10%.
- Based on the score in the entrance test, candidates are short-listed for Group Discussion and Personal Interview. While preparing the rank list, if there are the same index marks for more than one candidate, he/she will be ranked on the basis of actual marks obtained in the qualifying exam. Even after this, if there is a tie, they will be ranked on the basis of date of birth; i.e. the elder person is to be ranked higher. Based on the performance on the written test, group discussion and interview, the merit list will be prepared and published by the college.

DEPARTMENT OF COMPUTER APPLICATIONS

Department of Computer Applications of MACFAST offers two year Master degree programme approved by AICTE and affiliated to the MG University Kottayam, having an intake capacity of 120 students.

Eligibility

A pass with not less than 50% marks in any recognized Regular Bachelors Degree of minimum three years duration in any discipline with Mathematics at plus two level (OR) at

Graduation level with Mathematical Science (Mathematics /Statistics /Computer Science / Operation Research /Quantitative Techniques) as one of the Subjects.

– Or –

A pass with not less than 50% marks in BCA/BSc. Computer Science/ BSc. Information Technology/ B.Tech in Computer Science from a recognized University.

A pass in any Bachelor's Degree examination is needed for SC/ST candidates. The Reservation Rules are applicable as per the Government and University norms in all the affiliated Colleges. It is mandatory to pass the qualifying entrance examination conducted by the State Government- LBS.

Admission Process

The admission procedure in the affiliated colleges should be based on the norms stipulated by the Admission Supervisory Committee (ASC) and approved by Mahatma Gandhi University. The total seats are divided into two categories: 50% of the total seats come under Government Quota & 50% under Management Quota.

- Admission to Government Quota is through the allotment process based on the Kerala MCA Entrance rank list (LBS). The rank list shall be prepared on the basis of sum of following components:
- Entrance Examination Score 70%

- Academic Qualifications 20%
- Personal Interview 10%
- Total 100%

Admission to Management Quota is strictly based on merit based on their academic performance in the Qualifying degree and Personal Interview

SCHOOL OF BIOSCIENCES

There are 7 post graduate programs under school of Bioscience each offers varying number of seats.

M.Sc. Biochemistry

Eligibility

Graduation in Biological Sciences viz., Zoology, Botany, Biochemistry, Biophysics, Biotechnology, Biological Techniques & Specimen Preparation and Microbiology or Chemistry or MLT or Aquaculture

No of Seats: 20

M.Sc. Bioinformatics

Eligibility

Graduation in Biochemistry, Biophysics, Biotechnology, Plant Biotechnology, Bio-informatics, Botany, Zoology/Plant Biology/Chemistry/Computer Science, Computer Application, Electronics, Environmental Science, Mathematics, Microbiology, Physics and Statistics/M.B.B. S/ BE/B.Tech

No of Seats: 20

M.Sc. Plant Biotechnology

Eligibility

Graduation in Botany, Biochemistry, Biotechnology, Microbiology, Agricultural Science, Environmental Science M.B.B. S/ BE/B.Tech

No of Seats: 20

M.Sc. Food Technology & Quality Assurance

For M. Sc Food Technology & Quality Assurance there are 2 batches. First Batch 30 seats and second batch 12 seats.

Eligibility

Graduation in Science or Technology having Food Science, Food Technology, Chemistry, Biochemistry, Physics, Botany, Zoology, Family & Community Science, Microbiology or Nutrition as one of the subjects or Graduation in Microbiology with Nanotechnology/B.Voc

M.Sc. Phytomedical Science & Technology

Eligibility

Graduation in Biotechnology, Pharmacology, Biophysics, Medicine, Veterinary Science, Biochemistry, Chemical Science and other biological sciences, BAMS/BHMS/BSMS/B Pharm/ BE/B.Tech

No of Seats: 20

M. Sc. Bionanotechnology

Eligibility

Graduation in Chemistry, Physics, Biochemistry, Biotechnology, Bioinformatics, Microbiology, Botany/ Plant Science, Forestry, Zoology/Animal Science, Life Sciences, Nanotechnology, Biophysics, Environmental Science, Food Science, Electronics,

Agriculture, /B.Voc. Agriculture, M.B.B. S/ BE/B.Tech, MLT, B.A.M.S., B.S.M.S. and B.V.Sc.

No of Seats: 20

M. Sc. Biotechnology

Eligibility

Graduation in in Biological Sciences viz, Zoology, Botany, Biochemistry, Biophysics, Biotechnology, Biological Techniques & Specimen Preparation and Microbiology or Chemistry/M.B.B. S/ BE/B.Tech

No of Seats: 16

Admission Process

Total seats offered in each M.Sc. programme are divided as 50% University seats & 50% management seats.

For merit seats admission, the candidate has to apply through Mahatma Gandhi University Postgraduate Central Allotment process or MGU PG CAP. The portal will be opened every year after the publication of graduation programme results.

Admission to Management Quota is strictly based on merit based on their academic performance in the Qualifying degree and Personal Interview

SOPs FOR MENTORING, TRAINING AND PLACEMENTS

Mentoring

General reference for all involved in Training, Placement and Mentoring. This includes:
- Mentoring, Training and Placement cell
- All Mentors
- Faculty members and
- Newcomers and serving students.

The mentor-training-placement programme is a student monitoring activity that begins the day a student enrols in the institute and ends when he is placed appropriately.

Prior to the programs beginning,

- HODs submit a complete list of mentors for the first and second years from each department to the mentoring committee.

- Mentors must complete a basic training course on how to utilise the MTP forms for mentoring.
- Assigning mentors to first- and second-year students in each department.
    - Provide the mentors with a list of the mentees' names, student ID numbers, and contact information (name, address, phone number, and email address).
    - Make appointments for mentors to meet with potential mentees.

At the time of Admission/Registration

- Mentors (of the respective departments) shall assist students in filling out the Master Student Information form, and the forms should be kept in the MTP file by the concerned mentors.
- Mentors should communicate directly with their mentees as soon as possible to introduce themselves and offer assistance.

During mentoring sessions

- Mentors must communicate with the mentee at least twice each semester as given in the schedule.
- Mentors must keep accurate records of communication with his or her mentee(s).
- Mentors must treat mentees courteously, respectfully and patiently in all circumstance and keep confidential all information shared by the mentees with them.
- Use MTP forms to maintain count of the mentee's progress at various phases of the mentee's course and to keep track of the details of meetings with the mentee.
- Report any urgent issues to parents, the HOD, or the Principal.
- Inform the training officer of any mentee deficiencies that need to be addressed.

Upon the conclusion of the last mentoring session

- Mentors must keep full records of their interactions and activity with mentees in their MTP file, and this form must be sent to the alumni cell with all of the mentee's pertinent information.
- Mentee archival records must be retained for two years or until the mentee graduates from college, whichever comes first.

Placement and training

Placement Overview

All intakes of the batch are being introduced to the college placement through the placement orientation given during the beginning of each semester. The semester wise activity list also will be shared during the induction and the students will be introduced with online and offline training methods.

The need analysis of the students with regard to placement will be also done after the induction. The need analysis will clearly spot the areas to be given prior importance with regard to each student. The students are being introduced with different activities and industry interactions, there by the students will be able to identify the various skill set available in the industry and which all are relevant to the students.

The placement training are organised for MBA, MCA and Biosciences in each semester, so that the students will be more confident in facing the interview process. Mock placement day is also organised to students to get the real feel of corporate interview procedures. The recruiters will visit the campus during the 3rd and 4th semesters of MBA, MCA and Biosciences.

Placement process and requirements

At MACFAST placements are led by the student placement committee under the supervision of the Placement Officer and Faculty through a process that optimizes the interests of both the students and the companies. The student cell get involved in the process right from corporate interactions to pre-placement talks and other coordinating activities during the placement process.

- There are two main placement activities on campus pre-placement talk/corporate presentation: Pre-placement presentation enables organizations to inform students about the company's business, work culture, organizational structure, career and growth opportunities.
- We recommend a 30 minute presentation and a 15 minute Q & A session. Presence of senior executives and alumni helps create a better impact.
- On campus recruiting Companies can plan a visit to the MACFAST campus for conducting placement interviews and making job offers to suitable students during placement season.
- MACFAST Corporate relations provide complete support to the visiting companies at every stage of the placement process. Placement cell is well equipped with ample infrastructure in Terms of Testing halls, Auditorium for presentations, Pre-Placement Talks, Written Tests, Interview and Group Discussion are made as per the requirement of the visiting companies.

Placement procedure:

- The placement departments send placement invitation letters to the companies enclosing a brief summary of the courses available.
- The company will send a Letter or Email with a brief company profile, job profile and details on campus recruitment drive.
- The company can visit the campus for a Pre-Placement Talk either before the selection processes or can combine it with the final recruitment.
- On receiving an information file, the placement office announces the requirements of the company, asking interested students to submit resumes, which are then handed over to the company.
- The company is required to shortlist candidates from the application pool and eligibility data file sent and send the same with short listed candidates to the Placement Office at the earliest.
- A mutual convenient date is finalized for the selection processor.
- The company is required to furnish the final list of students preferably on the same day, or as soon as possible, after completion of the selection process.
- The offer letters need to be sent to the Placement Office for handing over to the students. Offer acceptances (from the students) received, will be sent to the company by the Placement Office.

Campus Placement Policy for Students: Rules and Regulation General Instructions to students:

- Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator. Failing which the candidate will be marked absent for the particular drive.
- Student who fails to attend the placement drive, whether on or off campus subsequent to his/her consent for attending the same will be ineligible for upcoming two on campus drives.
- Each student will be given a maximum of five attempts in campus placement drive.
- Students, once selected will not be allowed further in any placement drive until and unless there is a rise of Rs 50,000 in the annual package offered.
- Students should come in formal dress along with hard copies of the following:
  1. Updated resume
  2. Hall ticket if applicable
  3. Passport size photo
  4. Copy of documents duly attested.
- The students should maintain punctuality for all events.
- All the queries regarding placement drives etc will be handled by the coordinators.

Eligibility & Registration

- All the students who expect to graduate from the institute by the end of academic year and are seeking employment may register for campus placement.
- Campus Placement is a facility provided for the students.
- Only those students who are interested should register.
- Only these registered students are allowed to participate in campus placement.
- Only those students who are eligible as per the company's criteria can register via the link sent on class group email address.
- No Student will be entertained in CRP after the deadline of registration.

Information to be filled

1) All the information filled-in by the student in each of the registration form has to be true. If found Incorrect, the student will not be allowed for any placement activity of the college till the end of the academic year.

2) It is the responsibility of the student to check announcements or notices / updated information / shortlisted names etc. sent by the placement cell on class group email addresses.

Absenteeism

once a student has registered for a company, it is mandatory for him or her to appear for all the selection process of that company unless rejected midway by the company. Any student who withdraws deliberately in the middle of the selection process he may be disallowed from placement till the end of the academic year.

Attire

Wearing formal attire and college ID card during the recruitment process is Mandatory.

Disciplinary action

Disciplinary action will be initiated against students involved in any unethical practices in any stage of College Recruitment Process.

Resume

- Students should submit the resume as per the template provided by the College.
- The details of the resume have to be genuine. If any student found violating this rule, will not be allowed for the placement till the end of the academic year.
- Students should mention all the skill sets, interested areas of working in their resume.

Pre-Placement Talk(PPT)

- Pre-Placement Talk (PPT) is conducted by the recruiters explaining the students about the detailed job profile, service agreement etc. The students are requested to

clarify all their doubts during this talk regarding CTC, Fixed pay, variable pay, service contract period etc.

- All registered students must attend that company's PPT.
- Students are required to remain present at least 15 minutes before the scheduled time of PPT or aptitude test. Late comers will not be allowed to appear for the process; this will be treated as absentee for the process.

Transportation facility

If there are more than 25 students then only college will arrange the transportation facility for the off campus pool drives.

Ineligibility from the placement activity

1) Students who have less than 80% attendance.
2 Students who fail to achieve 100% attendance target in placement training.
3) Student registers to attend a company's interview and on the day of interview doesn't turn up.
4) If there is a misbehaviour/indiscipline on the part of the student during the interview process.

Pre-placement preparation:

Communication, networking and relationship building with the potential recruiters.

Invitation to potential recruiters to visit the Institute. Continuation of placement activities after the stipulated period, till all the students are placed.

General follow-up, joining formalities and other administrative activities.

Grooming and training of the candidates for the placements so that their chances of selection increase. The students are trained on aspects like:
1. Facing Interviews
2. Facing Group Discussions.
3. Professional Resume Writing,
4. Cracking Aptitude Exams.
5. Skill Development Sessions & Programs.
6. Preparing Mock Exercises.
7. Recruitment and Placement Sessions.
8. Arranging Seminars & Technical talks
9. Basic Grammar

The Objective of the Activity is:

- To Bridge the gap that currently exists between the Industry and fresh professionals for recruitment purposes.
- To minimize Stage fear.

- To build confidence among students.
- To make students know the Importance of Training & Placements.
- Make them prepared for further training sessions and placements. This important activity is vital to enable the students to achieve their desired career objective.

Assessment & Training:

Training programmes are designed in all semesters according to the syllabus to be covered under each area. For MBA graduates there will be seven days of training program on predetermined subject areas and one mock day for all students. MCA graduates will be having five days of training sessions and one mock placement day and for Bioscience there will be two days of training programmes to students in covering up all the portions and making them ready to face the interview.

Starting your placement:

The students can register for the placement through the online registration link provided by the corporate relations, and all the correspondence are made officially through either college email id or official whatsapp group of the college. The eligible and interested students can register through the registration link as well as intimating through student representatives.

Post placement

The shortlisted students have to send self-attested copies of certificates to the companies and forward the copy of the offer letter to placement@macfast.org. If the students are not joining in the shortlisted companies they should intimate the corporate relations with an explanation for not accepting the offer.

SOPs for LIBRARY

Library Guidelines

Following are the library guidelines which must be followed in and around the library

- Silence must be observed in and around the library.
- Students on entering should record their details in the visitors register.
- All types of combine studies and group discussions are prohibited in the library.
- Those who need guest user (outsiders) membership have to get prior permission from principal/Librarian of the college, along with a reference from higher authority of the respective institution.
- Students visiting the library should show, on demand, their identity card to the library staff without which library services may be refused to them.
- Students are not allowed to take any books into the library stack room. (one note book may be taken into the reading room).

- Use of laptops other than for academic purpose is strictly prohibited in the library.
- Students are expected to co-operate with the staff/ students Library assistant who is in charge of the section.
- Any complaints regarding the library services and staff/student library assistant should be first informed to Librarian.
- Each student will be given three borrowers card and one overnight reference issue card. One book at a time may be borrowed against each card. When the book is returned to the library, the cards will be given back.
- Students are expected to take care for the safety of the card issued to them. The student to whom card is issued will be responsible for all the books borrowed against the card.
- Whenever a student has to get a 'no dues' certificate from the library he/she has to surrender all library books, all four cards issued and college identity card to the library.
- To borrow books form the library, find out the required book with the help of online catalogue or with the assistance of library staff. Then handover the book along with the borrowers' card and your identity card to library staff to imprint the due date label and issue the book.
- Members must, on receiving the books, examine them and report to the library staff any damage found therein. If they fail to do so they will be held responsible for any damage detected afterwards. The person will have to pay thrice the amount cost of the material for replacing the same.
- A book borrowed should be returned on or before the date last marked on its date label. An overdue charge of Rs.1 will be levied for each day. Maximum amount of due to library will be Rs. 50. All the service will be suspended to the user when the maximum limit is reached.
- The books taken for overnight reference should be returned on the next working day as soon as the library opens. Otherwise an over dues charge of two rupees for each hour will be levied from the defaulter. Those who fail frequently to return overnight reference will have to face disciplinary action taken.
- Those who took books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books/ any damage caused to any library belonging will be viewed as serious matter.
- When a borrowed book is lost by a member he/she must report the matter to the librarian immediately, fill in the necessary form and get back his/her card. Otherwise he/she will have to pay not only the cost of replacing the book but also the fine accumulated until the card is returned.
- The librarian can refuse to issue the same book to same user repeatedly if it is necessary material for others.

- The maximum loan period for a particular book will be 28 days (the students have to renew the book on or before 14th day of issue). CD ROM and other materials will be issued for overnight use only. Project reports, thesis etc will not be issued or to any person at any circumstances.
- Photocopying of the reports, thesis etc will not be allowed on any circumstances.
- Rare books, books of very high cost art book etc may not be issued for use outside the library.
- The librarian can recall from a borrower any book at any time.
- The book bank issues must be returned after the university examinations within 7 days, violation of this will lead to Rs 10 fine.
- Any type of misbehavior inside the library toward staff/ students library assistants/ fellow user will be viewed seriously.
- All services (including book bank) of the library may be suspended to any one violating the rules of the library.
- Faculty members are supposed to renew the books issued to them once in a month.
- Overnight reference of library books are canceled.
- Rare books are not for issue outside the library and it is only for reference purpose.

Library collections

- Reference
- Project Works
- Malayalam And English Literature
- Journal And Magazine
- MACFAST Publication
- Faculty And Student Publications
- Question Paper And Syllabus
- Non-Book Materials
- Newspaper
- Competative Collection
- Rare books
- Bound Volume
- Book Bank
- Microsoft Collections

Book bank

The collection consists of prescribed text-books. This collection will be loaned out for one semester to the students. The text-books to be included in this collection are recommended by university prescribed syllabus. The Students have to pay a consolidated amount at the time of admission. The amount collected so will be refunded at the time of leaving the institution. The book bank scheme is basically for MBA and MCA Students.

Book Reservation

The library will arrange to deliver the book materials to the designated pick up location as soon as possible. When the reservation material is available in the library immediately inform the user through phone. If user finds a book or material in the library catalogue but it seems to be issued to someone or it's not on the shelf you may consider using reservation service. A reader can reserve one book at a time.

STANDARD OPERATING PROCEDURES FOR MAINTENANCE

Civil Work
Building maintenance, Painting

➤ Identify the problem as reported
➤ Identify contractors for maintenance
➤ Invite quotations for maintenance work.
➤ Calling vendors for negotiations
➤ Finalize the agreement
➤ Place the work order
➤ Cost of maintenance is sent to accounts department for payment through proper channel

Records maintained
Works register
Mechanical work
Lift, UPS, AC, Lab equipment, Motors etc.

➤ Identify the problem as reported
➤ Internal technician identify the problem with the equipment for rectification
➤ If can't solve by the internal technician, identify person/company who can rectify the issue
➤ Verify whether it is covered as AMC/ Warranty period
➤ If under AMC/Warranty period, calls the person/company for repair works
➤ If not under AMC/Warranty period calling vendors for work quotations and negotiations
➤ Finalize the agreement
➤ Cost of maintenance is sent to accounts department for payment through proper channel

Records maintained
AMC Document of the equipment
Work agreement
Electrical Equipment Maintenance

➤ Identify the problem as reported
➤ Internal technician identify the problem with the equipment for rectification

- If can't solve by the internal technician, identify person/company who can rectify the issue
- Finds the solution
- Cost of maintenance is sent to accounts department for payment through proper channel

Plumbing work Maintenance
- Identify the problem as reported
- Identify contractors for maintenance
- Calling vendors for negotiations
- Finalize the agreement
  Place the work order

Telecom maintenance
- Telephone, Cables
- Identify the problem as reported
- Inform BSNL Company for rectification

New Installation
- List out specifications
- Invite quotation
- Compare the price and specifications
- Placing the purchase order
- Calls the company for installation
- Payment bills are send to accounts department through proper channel

General Amenities

1. **CANTEEN**
   College Canteen
   - The college has a spacious canteen on campus that is managed by the college administration. Students and employees of the college are served with a choice of south Indian meals and snack products at a greatly reduced cost and of the best quality.
   - The canteen features a large and sanitary kitchen that serves nutritious and hygienic meals to the employees and students. Food is cooked with RO-treated water. Canteen is open from 9:00am to 5:00pm on all working days.

2. **Stationary Store**
   All stationary items are sold in the store at a reasonable price set by the college administration. It also supplies refreshments to the college's employees and students, such as packaged snacks, cakes, and beverages.

3. **Dispensary**

- The institution has a well-maintained dispensary unit with a doctor and the necessary devoted personnel for continuous medical support.
- Medical facilities are offered for boys and girls separately with a consultation room and wards for the students to rest in case of illness.
- When visiting the doctor, every student must sign a register and, if necessary, follow up.

ANTI RAGGING

The legal definition of ragging is:

Ragging means the doing of any acts which causes, or is likely to cause any physical, psychological, or physiological harm of apprehension or shame or embarrassment to a student and includes,

1. Teasing or abusing or playing practical joke on or causing hurt to any student.
2. Asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.

Following types of abuses and activities will be termed as ragging:

1. Physical abuse, for example, forcing to eat, drink or smoke, forcing to dress or undress.
2. Verbal abuse, for example swear words and phrases, direct or indirect derogatory references to the persons appearance, attire, religion, caste, family or chosen field of study.
3. Forced activity, for example
   - Seniors' chores, such as duplicating notes and cleaning rooms.
   - Failure to attend classes. Not being permitted to study.
   - Staying up late or waking up at inconvenient times
   - Singing, dancing, or any other sort of performance.
   - Using profane language, as well as shouting

Ragging also constitutes one or more of any of the following acts:

1. Any act by any student or students that have the effect of taunting, treating, or handling with rudeness a fresher or any other student, whether by words said or written or by an act.
2. Any student or students engaging in noisy or undisciplined behaviour that causes or is likely to cause annoyance, hardship, bodily or physiological harm, or raises dread or apprehension in any fresher or other student.

3. Asking any student to do anything that he or she would not normally do and that has the consequence of producing or generating a sense of shame, humiliation, or embarrassment in such a way that it negatively affects the physique of such a fresher or any other student.
4. Any act by a senior student that hinders, disrupts, or disturbs any other student's or freshers usual academic activity.
5. Using a fresher or any other student to do academic assignments that have been allocated to an individual or a group of students.
6. Any act of physical abuse, including all variations, such as sexual abuse, homosexual assaults, stripping, forcing indecent and vulgar acts, gestures, causing bodily harm, or any other hazard to health or person.
7. Any act of financial extortion or forced expenditure burden imposed by students on a fresher or other student.
8. Any act of abuse involving spoken remarks, emails, posts, or public insults, as well as receiving distorted pleasure, vicarious or sadistic joy from actively or passively engaging in the distress of newcomers or other students.
9. Any conduct that has a negative impact on the mental health and self-confidence of a fresher or any other student, with or without the purpose to obtain sadistic pleasure or to demonstrate power, authority, or superiority by a student over any fresher or other students

FACULTY DEVELOPMENT

To preserve its educational quality, the college places a premium on faculty professional development, reward, and recognition.

The institution commits to provide dedicated support and direction by providing:

- The ability to plan and develop skills, knowledge, and qualifications;
- The ability to participate in professional development activities that strengthen their capacity for improvement.

1. Training/Workshops/Conferences
- Faculty who wish to attend any conferences or training must apply to the Principal through the HOD.
- The Principal examines the situation and makes a suggestion to management.
- The institute grants on-duty leave during the period, which is reviewed by management and found to be useful.
- If financial assistance is required, it is given based on the applicant's eligibility.

2. **Higher Studies**
   - If the faculty member wishes to pursue a PhD full-time, three years of unpaid leave will be provided.
   - If a faculty member is pursuing a part-time PhD, leave is given if he or she is required to complete course work.
   - The management decides whether or not to grant financial aid based on the faculty's importance and performance.
   - The institution should receive an annual status report from the faculty.
   - Before re-joining the institute, the faculty member shall submit the degree completion certificate.

3. **Project Proposals**
   - Eligible faculty members are encouraged to apply for projects financed by the institute or external research agencies such as the AICTE, UGC, and DST.
   - The institute's research committee, chaired by the Principal, requests that the faculty submit proposals.
   - The proposals must be submitted to the Principal via the HOD.
   - The research committee examines the proposal and either approves it or suggests changes.
   - Once the faculty has been given the projects, he or she must report on the project's progress to the research committee on a regular basis.
   - When the project is done, the faculty must submit the accounts to the office to be audited, and then submit the audited accounts to the financing authority together with a utilisation certificate.

Connecting with industries

Academia- Industry Interface could be defined as interactive and collaborative arrangement between academic institutions and business corporations for the achievement of certain mutually inclusive goals and objectives.MACFAST is of the view that professional schools have to move beyond the phenomenon of 'working with employers' towards the concept of 'working with partners'. The collaboration between the two is dynamic and complex. A synergistic relationship has to be carved between the professional schools and the industry so that both can benefit and also contribute to enhancing the entire teaching-learning process.

1.1 Activities of MICS

- Exposing students to state-of-the-art tools that the industry uses to encourage them to see the benefits and limitations of these tools and to think of better solutions. Students would thus have a general idea of what is available and what their future employers expect.

- Providing software courses for students majoring in various disciplines

- Engaging students in long term projects which involve large systems, large groups, and dealing with end users. This would teach students different aspects of analysis, design and implementation by involving the reuse, understanding, modification and extension of existing software.

- Interaction of faculty with the Project Managers of the Companies. This would help in understanding the industry standards and their current projects.

- Conducting seminars by employed professionals of the industry. This would introduce awareness of the existing projects amongst students so they can develop their knowledge to fit into the spectrum.

- To provide soft skill training courses as per the needs of the industry

- Undertake Consultancy Assignments for the industry.

Programs by MICS:

- Academy to Industry

- Industry to Academy

- Start-up incubation center

- Entrepreneurship Development Initiatives

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala