

# MANDATORY DISCLOSURE

**Academic Year 2023-24**



**Carmel College of Engineering & Technology, Alappuzha**

**Punnapra P O, Alappuzha, Kerala 688004**

**Ph: 0477-2287248,2287240**

**E-mail : [ccetalappuzha@gmail.com](mailto:ccetalappuzha@gmail.com), [office@carmelcet.in](mailto:office@carmelcet.in)**

<b>1</b>	AICTE Permanent ID:	<b>1-2182645451</b>
	Name of the institution	<b>Carmel College of Engineering &amp; Technology, Alappuzha</b>
	Address of the Institution	Punnapra P O, Alappuzha, Kerala - 688004
	Longitude & Latitude	9.4383° N, 76.3442° E
	Phone number with STD Code	0477-2287248,2287240
	Fax number with STD Code	0477-2287248
	E-mail	<a href="mailto:ccetalappuzha@gmail.com">ccetalappuzha@gmail.com</a>
	Website	<a href="http://www.carmelcet.in">www.carmelcet.in</a>
	Nearest Railway station (Distance in Km)	Alappuzha railway station 6.8 km
	Nearest Airport (Distance in Km)	Cochin International Airport Limited 89 km
	Category (1) on the Institution:	Christian Minority institution
	Category (2) on the Institution:	Co-Education

<b>2</b>	Name of the organization running of the Institution:	ST. JOSEPH'S CARMEL EDUCATIONAL AND CHARITABLE TRUST OF CMI, PUNNAPARA, ALAPPUZHA -4
	Type of the organization:	A Registered Charitable Trust

<b>3</b>	Name of the affiliating University/Board	APJ Abdul Kalam Technological University
	Address	CET Campus, Thiruvananthapuram, Kerala -695016
	Website	<a href="http://www.ktu.edu.in">www.ktu.edu.in</a>
	Latest affiliation period	2018-19

<b>4</b>	Name & Address of the Principal	Dr. Paul K Mathew Carmel College of Engineering & Technology, Punnapra, Alappuzha- 4
	Phone Number	0477-2287240, 9495254142
	E-mail	<a href="mailto:principal@carmelcet.in">principal@carmelcet.in</a>

## 5. Governance

### 5.1 Memembers of Governance

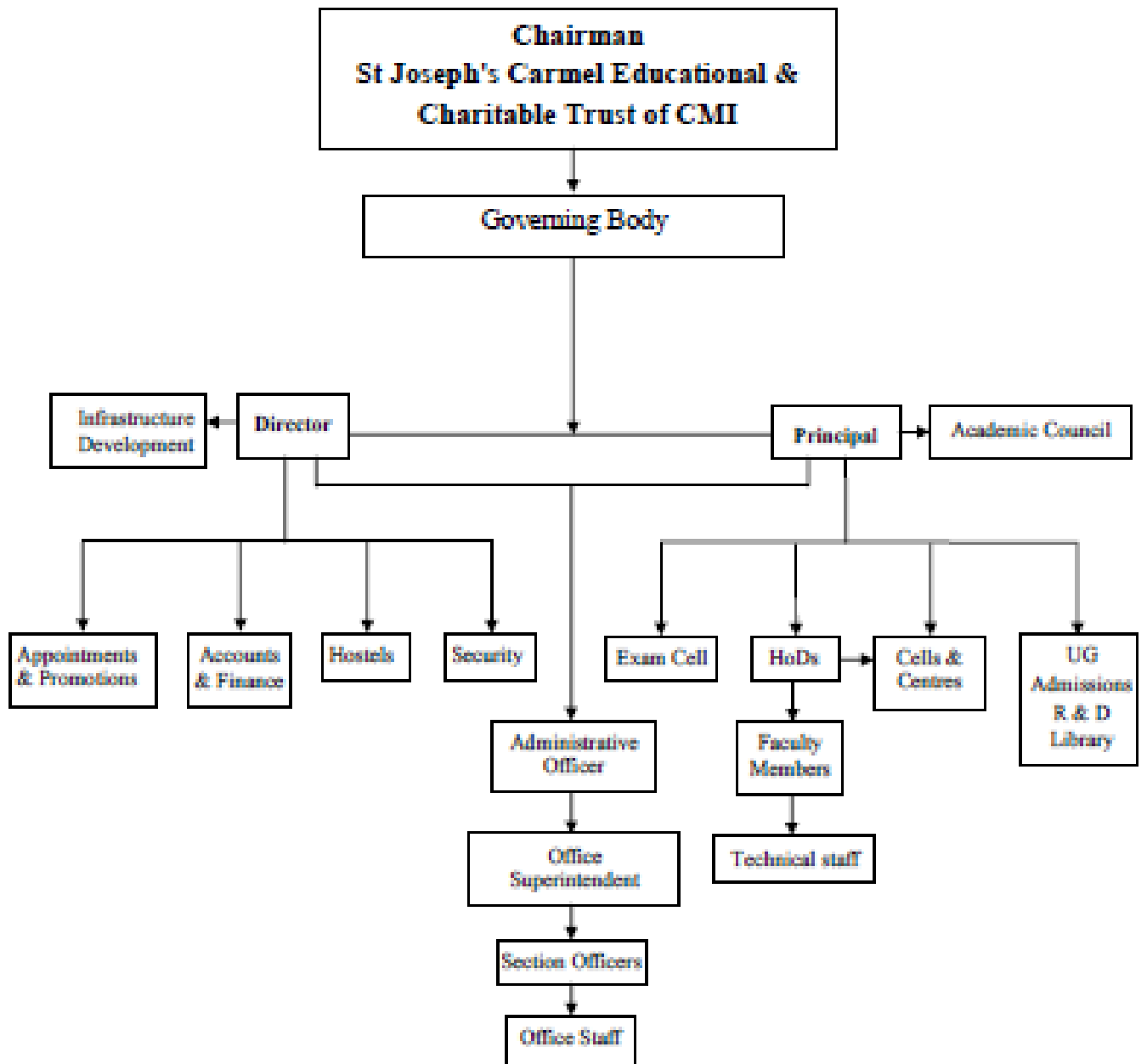
Sl.No	Name	Designation	Brief Background
1	Fr. Mathew Arekalam CMI	Chairman	Chairman, ST. Josephs carmel educational and charitable trust of CMI, Punnapra.
2	Fr. Bijo M D CMI	Director	Member, ST. Josephs carmel educational and charitable trust of CMI, Punnapra.
3	Fr. Justin George	Director	Member, ST. Josephs carmel educational and charitable trust of CMI, Punnapra.
4	Fr. Kunjumon Job	Member	Member, ST. Josephs carmel educational and charitable trust of CMI, Punnapra. HOD of Civil engineering Department, Carmel Polytechnic College, Punnapra
5	Fr. Antony	Member	Member, ST. Josephs carmel educational and charitable trust of CMI, Punnapra. Lecturer in Civil engineering Department, Carmel Polytechnic College, Punnapra
6	Fr. Siji	Member	Member, ST. Josephs carmel educational and charitable trust of CMI, Punnapra. Lecturer in Civil engineering Department, Carmel Polytechnic College, Punnapra

### 5.2 Members of the Academic Advisory Board

Sl.NO	Name	Brief Background
1	Dr. Paul K Mathew	Principal, Carmel College of Engineering & Technology, Alappuzha. Former Principal Mar Athanasius College of Engineering, Kothamangalam.
2	Dr. Susan Jacob	HOD, Department of Civil Engineering, Carmel College of Engineering & Technology, Alappuzha. Former Managing Director, Kerala Water Authority
3	Dr. Sarath K.S	HOD, Department of Electrical & Electronics Engineering, Carmel College of Engineering & Technology, Alappuzha
4	Dr. Jayaprasad G	HOD, Department of Mechanical Engineering, Carmel College of Engineering & Technology, Alappuzha
5	Prof. Anoop R S	HOD, Department of Computer Science & Engineering, Carmel College of Engineering & Technology, Alappuzha

6	Dr. Sreeni K G	Professor, Department Of Electronics & Communication Engineering, College of Engineering Trivandrum. ( University Nomine)
7	Prof. K U Abraham	Professor (Rtd) , M A College of Engineering, Kothamangalam. ( Academician)
8	Dr. J . Issac	Former Principal , M A College of Engineering, Kothamangalam. ( Academician)
9	Mr. Joy Sebastian	CEO, Techgentsia software Technologies ( Industrial Representative)
10	Asst. Prof. Krishnanunni M	Assistant Professor, Academic Coordinator CCET
11	Asst. Prof. Anet Jose	Faculty Representative

<b>5.3</b>	Frequency of the Board Meeting and Academic Advisory Body
	Once in every Year



Organizational Chart

## GRIEVANCE REDRESSAL CELL (GRC)

### Grievance redressal Committee

Sl.No	Name	Designation	Mobile number	Email id
1	Dr. Paul K Mathew	Principal	9495254142	<a href="mailto:principal@carmelcet.in">principal@carmelcet.in</a>
2	Dr. Susan Jacob	HOD,CE	9447475156	<a href="mailto:hodce@carmelcet.in">hodce@carmelcet.in</a>
3	Prof. Anoop R S	HOD CSE	9947219464	<a href="mailto:hodcse@carmelcet.in">hodcse@carmelcet.in</a>
4	Prof. Krishnanunni M	Asst Prof	9846690499	<a href="mailto:krishnanunni@carmelcet.in">krishnanunni@carmelcet.in</a>

10	Establishment of Online Grievance Redressal Mechanism
	An Online Grievance Redressal Mechanism for faculty, staff and students is available in the college website URL: <a href="https://carmelcet.in/grievance">https://carmelcet.in/grievance</a>

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Council. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block.

### Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell is constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### **MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF**

The students are the main stakeholders in any institution imparting education, and it is our endeavour to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for Redressal of their grievances as under:

The Grievances may broadly include the following complaints of the aggrieved students

- a. Academic
- b. Non-Academic
- c. Grievance related to Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance regarding conducting of Examinations
- h. Harassment by colleague students or the teachers etc.

It is good to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality. To realize the primary needs of the

students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted.

The cell is intended to find solutions for problems like, (i) Sexual harassment - any kind of physical or mental harassment (ii) Complaints regarding class room teaching - class room management, completion of syllabus, teaching methods, etc., if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. Students and staff complaints □ □ Department grievance committee □ □ Institute level grievance committee

There will be Grievance Redressal Committees at the Department / Institute to deal with the grievances of the students and staff.

**1. Department level Grievance Redressal Committee will be as under:**

- i. Head of the Department - Chairman
- ii. Up to 3 (three) faculties to be nominated by the Head of Department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

**2. Institute level Grievance Redressal Committee will be as under:**

- i. Principal - Chairman
- ii. Up to 3 (three) senior faculties to be appointed by the Head of Institute as members

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

**Procedure for Redressal of Grievances**

- 1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HOD, then the same should be placed before the Department level committee.



2. If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of thereply from the Department level committee.

3. The convenor of Institute grievance committee, after verifying the facts and the papers concerned and having discussion within the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.

- While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.
- The student will submit the application of Grievance or appeal to the Department level committee or Institute grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

**Scope:**

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

**Functions:**

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

### **RESPONSIBILITY FOR REDRESSAL**

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of grievance

Redressal and shall furnish report on grievance Redressal position to the Principal. Powers:

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.

- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter. - Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Principal. The nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rule of the institute.

**Exclusions:**

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

**Establishment of Anti Ragging Committee**

Anti-ragging committee has been constituted with the following members for the academic year 2023-24

Sl.No	Constituent Member	Designation	Contact Number
1	Dr. Paul K Mathew	Principal	9495254142
2	Fr Justin Alukkal	Director	9497589058
3.	Dr Jayaprasad G	HOD/ ME	9495133686
4	Dr. Susan Jacob	HOD/CE	9447475156
5.	Dr. Sarath K S	HOD/EEE	9745005199
6.	Prof. Anoop R.S	HOD/CSE	9947219464
7.	Mr. Vineeth	Lab Instructor – Civil	9562525248
8	Akhil Biju	Student S7 CE	9495485462
9.	Akshay Jayadevan	Student S7 EEE	8138953027
10.	Faslu Rahman	Student S5 ME	9633222083
11	Jiyamol Antony	Student S3 CE	9142023874
12.	Adithya Dev V	Student S1 ME	8129724586
13	Ancy George	Student S1 CSE	6235614187
12.	Najeeb M	PTA Nominee	9447207731
13.	Mr. Laisad Muhammed	Circle Inspector , Punnapra Station	9497980293
14	Mr. Sasi Chekkathara	Panchayath Member	9995820592
<b>8</b>	Student feedback mechanism on Institutional Governance/ faculty performance		
<b>8.1</b>	Students of Each Year are enrolled under a staff who acts as a class advisor. Academic or non-academic matters are taken up by the advisor of each batch. In Classes Like Civil and Mechanical half the students of the class will be controlled by one faculty member.		

	During each semester the group advisor will coordinate a parents meeting to get feedback from parents
<b>8.2</b>	Class Committee: During the beginning of each semester, Head of the department will form a class committee for each class. Committee will meet twice in a semester and review the academic progress.
<b>8.3</b>	Student evaluation on Faculty members: The students of each class evaluate the faculty members taking classes for that particular semester in their own class as per the standard questionnaire. The results of feedback are communicated to the respective HOD's and discussed with faculty members.

## 11. Departments

**Name of the department : Civil Engineering**

Courses Offered	Civil engineering
Level	UG
First Year Approval by AICTE	2014
Year Wise Sanctioned intake	60
Professional Society membership	ISTE

### **Major Laboratories/ Facilities**

Environmental Engineering Lab  
 Geotechnical Engineering and Road Lab  
 Strength of Materials and Concrete Lab  
 Structures Lab  
 Surveying Lab  
 CAD Lab

### **Faculty**

SI.NO	Name of the Faculty	Designation
1.	Dr. SUSAN JACOB	Professor & HOD
2.	Mrs.ROOPA V	Assistant Professor
3	Mrs.PRAVEENA S	Assistant Professor
4	Mr.ARUN KUMAR	Assistant Professor
5	Mrs.SHERRY ROSE JOSE	Assistant Professor
6	Ms.DEVI P SASI	Assistant Professor

7	Mr.VINAY MAHEW	Assistant Professor
8	Mr.JAYAKRISHNAN P B	Assistant Professor
9	Mr.ELIAS THOMAS	Assistant Professor
10	Dr.VISHNUT B	Assistant Professor
11	Dr.JIJI KRISHNA	Assistant Professor
12	Dr.JINCE ROSE	Assistant Professor

**Name of the department : Mechanical Engineering**

Courses Offered	Mechanical Engineering
Level	UG
First Year Approval by AICTE	2014
Year Wise Sanctioned intake	60
Professional Society membership	ISTE

**Major Laboratories/ Facilities**

Advanced Manufacturing Lab  
Heat Engines Laboratory  
Advanced Heat Engine Laboratory  
FluidMechanicsandMachineryLaboratory  
CAD/CAM Laboratory  
MechanicalMeasurementsLaboratory  
Heat Transfer Laboratory  
Computer Centre  
Mechanical Machine Shop  
Mechanical Workshop

**Faculty**

Sl.NO	Name of the Faculty	Designation
1.	Dr. JAYAPRASAD G	Professor & HOD

2.	Mr.KRISHNANUNNI M	Assistant Professor
3.	Mr.RENJI PHILIPOSE	Assistant Professor
4	Mr.ARUN JOSE TOM	Assistant Professor
5	Dr. KIRAN	Associatet Professor
6	Mr. RAHUL R	Assistant Professor
7	Dr. VIPIN NAIR	Assistant Professor
8	Mr. FEBIN FELIX	Assistant Professor
9	Mr. SUBIN MARKOSE	Assistant Professor
10	Mr. AJITHMON ANTO	Assistant Professor
11	Mr. VIPIN G NAMPOOTHIRI	Assistant Professor
11	GEORGE K V	Workshop Superintendent

**Name of the Department : Electrical and Electronics Engineering**

Courses Offered	Electrical & Electronics Engineering
Level	UG
First Year Approval by AICTE	2014
Year Wise Sanctioned intake	60
Professional Society membership	ISTE

**Major Laboratories/ Facilities**

Computer Lab  
 Electrical Measurements Lab  
 Electrical Machines Lab  
 Electrical Workshop  
 Electronics and Microprocessor Lab

**Faculty**

Sl.NO	Name of the Faculty	Designation
1.	Dr. SARATH K S	Professor & HOD
2.	Mrs.ANET JOSE	Assistant Professor
3.	Mrs.SHANI S J	Assistant Professor
4	Mrs.GEETHU KRISHNA	Assistant Professor
5	Mrs.NISHA PRAKASH	Assistant Professor
6	Mr.VISHNU S	Assistant Professor
7	Mr.ATUL THOMAS	Assistant Professor

8	Mrs. CHINNU MARIAM	Assistant Professor
9	Mrs. ANJU D	Assistant Professor
10	Dr. SREEDIVYA	Assistant Professor
11	Mrs DHANYA S LAL	Assistant Professor
12	Ms. KAVYASREE	Assistant Professor

**Name of the Department : Computer Science & Engineering**

Courses Offered	Computer Science Engineering
Level	UG
First Year Approval by AICTE	2017
Year Wise Sanctioned intake	60
Professional Society membership	ISTE

**Major Laboratories/ Facilities**

Computer System Lab  
Software Engineering Lab  
PC Lab  
Networks Lab

**Faculty**

Sl.NO	Name of the Faculty	Designation
1.	Prof.ANOOP R S	Professor & HOD
2.	Mrs. DIVYA V L	Assistant Professor
3.	Mrs. SYAMALA S	Assistant Professor
4	Mr. ARUN P KUTTAPPAN	Assistant Professor
5	Dr. SUJITHRA M S	Assistant Professor
6	Dr. REJI RAVI	Associate Professor
7	Mrs. JOSEMARY JOSE	Assistant Professor
8	Mrs. SREEJA NAIR	Assistant Professor
9	Mrs. APARNA	Assistant Professor
10	Dr. REMYA	Assistant Professor
11	Fr. JUSTIN ALUKKAL	Assistant Professor
12	Mrs ANUSMITHA	Assistant Professor
13	Mrs. PREETHY PRABHAKAR	Assistant Professor

**Name of the Department : Basic Science & Humanities**

**Faculty**

Sl.NO	Name of the Faculty	Mobile number
1.	Dr. NARAYANAN NAMPOOTHIRY	Professor & HOD
2	Mrs.SURYAKALA S	Assistant Professor
3	Mrs. MEERA R	Assistant Professor
4	Mrs SREEJA SUBASH	Assistant Professor
5	Mr MARTIN	Assistant Professor
8	Prof.VARGHESE K J	Physical Director

**12. Admissions**

Sl.NO	Name of the Course	Pgm. Type	No. of Seats Sanctioned	Year of Approval
<b>1</b>	CivilEngineering	UG	60	2014
<b>2</b>	Mechanical Engineering	UG	60	2014
<b>3</b>	Electrical & Electronics Engineering	UG	60	2014
<b>4</b>	Computer Science & Engineering	UG	60	2017

<b>13</b>	<b>Admission Procedure</b>
	50% of the seats are under Government Quota, allotment to the same will be made by the Commissioner of Entrance Examinations (CEE Kerala). Remaining 50% seats are under Management Quota and the admission will be made strictly on the basis of merit, which includes NRI seats also.

<b>14</b>	<b>Computing Facilities</b>	
	Internet Bandwidth	100 Mbps
	Number of System	350
	Total number of system connected by LAN/WIFI	100%
	Major software packages available	Microsoft OVS E
		Kaspersky Endpoint Security for Business
		Autocad 2017 Free Edu. Version
		SolidEdge
MATLAB		
Linways		