



SYED AMMAL ENGINEERING COLLEGE



NBA Accredited UG Courses: CSE & MECH

An ISO 9001:2015 certified Institution

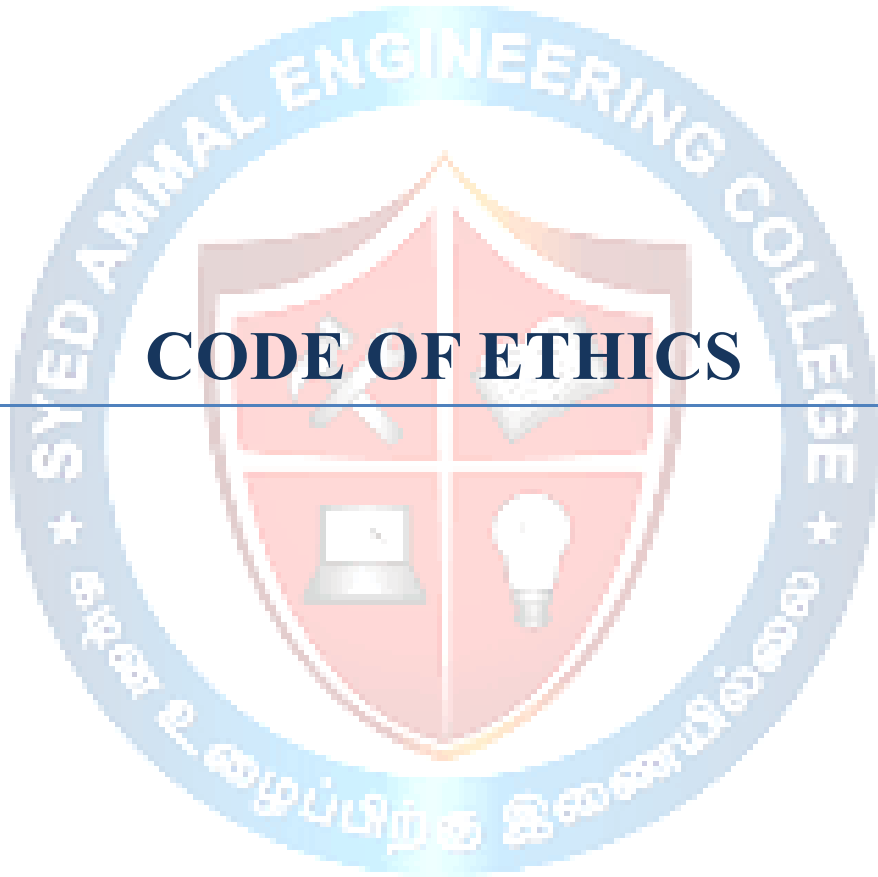
Dr. E. M ABDULLAH CAMPUS, RAMANATHAPURAM- 623502

RAMANATHAPURAM (DISTRICT), TAMIL NADU



POLICY DETAILS

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CODE OF ETHICS

ETHICAL STANDARDS FOR FACULTY MEMBERS

A Faculty Member

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students:
- to respect parents, teachers, elders
- to express the love of brotherhood to fellow students
- to accept and extend due respect to every religion and social grouping
- to love the Nation and commit their endeavours to their progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Faculty Member

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

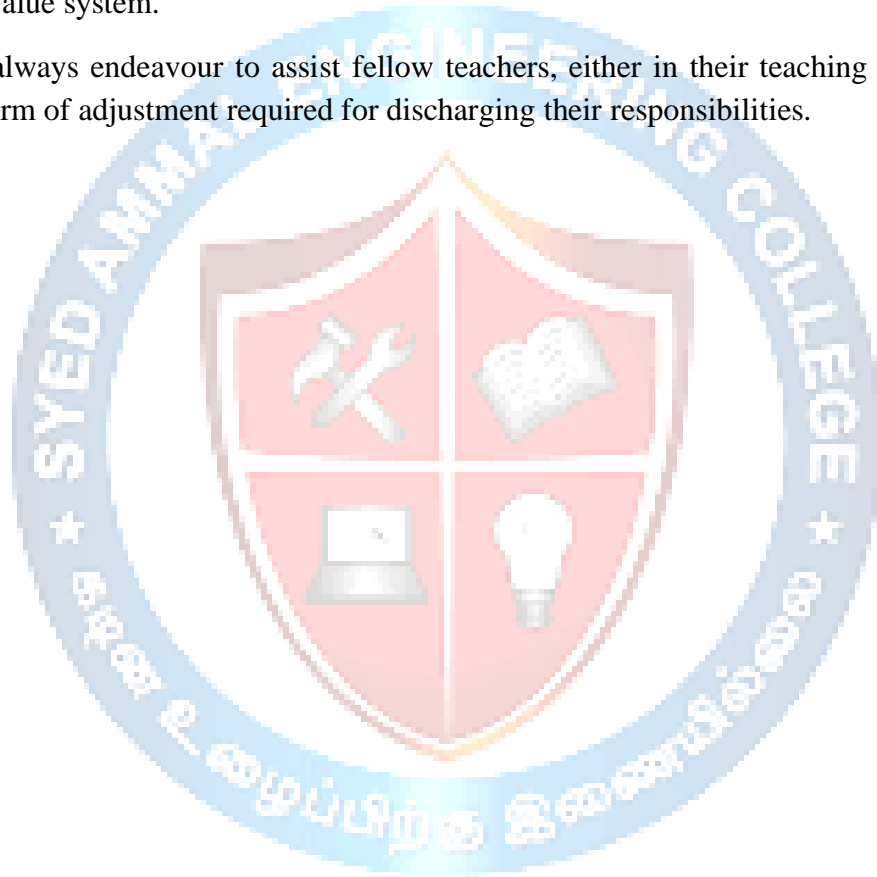
A Faculty Member

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions
- A Faculty Member
- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.

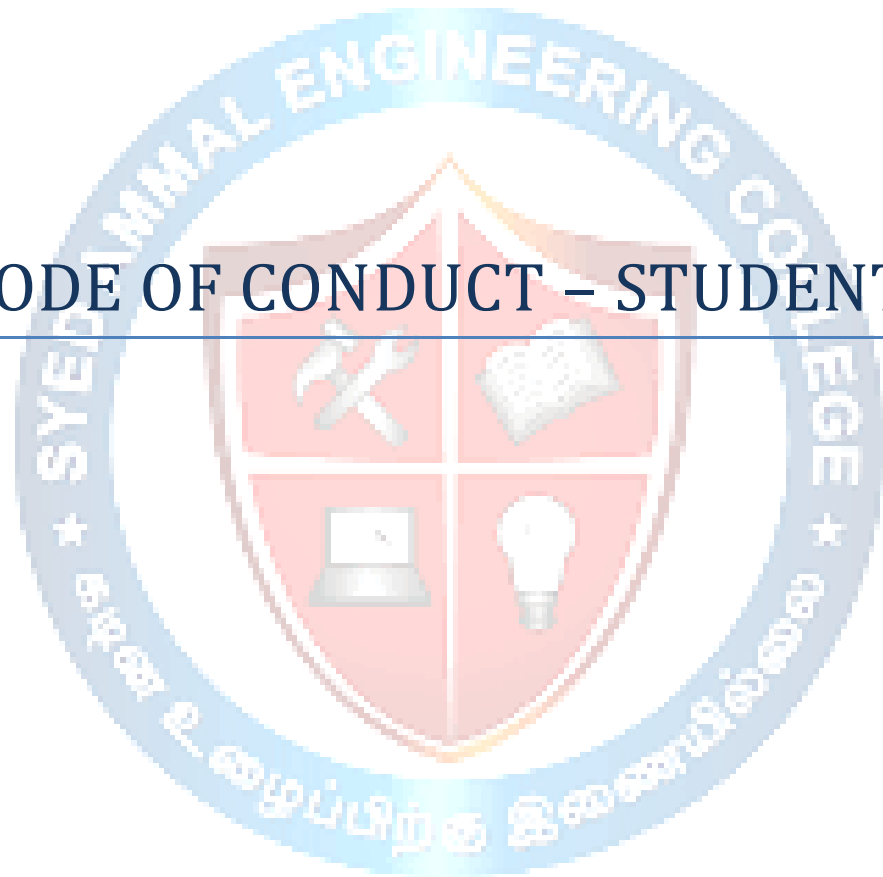
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.

A Faculty Member

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system.
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.



CODE OF CONDUCT – STUDENTS



CODE OF CONDUCT – STUDENTS

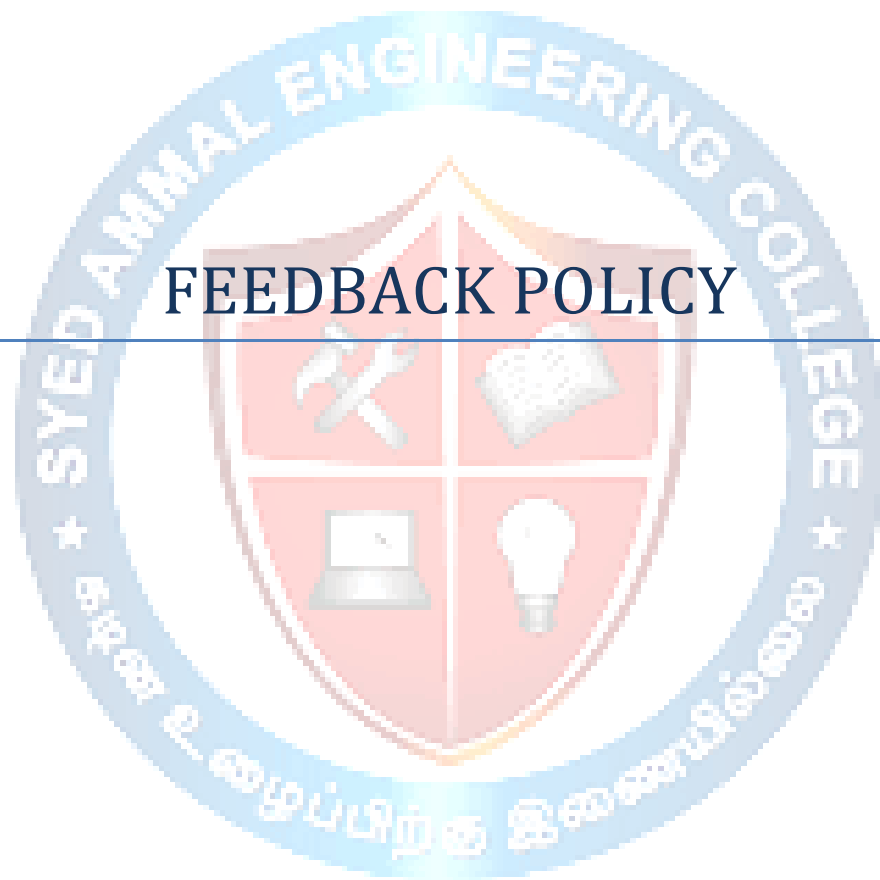
In order to create a conducive atmosphere for learning and make the students to become valuable citizen of the country, a code of conduct was framed for students as well for staff members. The code of conduct for students is informed to them and their parents through notices while they are admitted into the college during the first year/ second year. Apart from this, during each semester, the academic calendar is released and also contains the code of conduct of the students. The materials containing menace of ragging, punishment for ragging inside and outside the college campus and Toll free telephone number for anti-ragging committee is printed in academic calendar as well as displayed in all department notice boards, hostel notice boards and displayed in prominent places in the college.

Every student is bound to follow the rules and regulations of the college and maintain Strict discipline.

1. Ragging and smoking are strictly prohibited in the college and hostel premises. Ragging is not allowed even outside the college campus. Any violation will result in suspension / dismissal from the hostel / college.
2. Every student shall conduct himself / herself in every respect to cause no disturbance to the work of the classes or to fellow students.
3. Students should take the internal examinations and model examination as serious as their internal marks are awarded based on these. If one fails to attend or shows poor progress then their parent will be called for proper explanation. Further the permission to appear in internal /model exam depends on the attendance during the preceding working days.
4. No student shall take part in any activity of public movement, which the college authorities consider undesirable.
5. Every student shall handle the college property with utmost care. Damage caused to the college property will be added to the account(s) of the student (s) concerned in addition to disciplinary action.

6. Writing or scribbling on walls, furniture and classroom board is strictly prohibited. During the class hours, students are forbidden from going to the canteen or loitering somewhere. Any violation of it will be seriously viewed.
7. Furniture should not be moved from any hall without the knowledge of the concerned HOD.
8. Students are directed to discard wastes in dustbins placed in toilets, class rooms and canteen and are directed to co-operate with the administration in keeping the college and hostel campus clean and tidy.
9. Students who want to go out of the campus during regular class / lab. hours, tea break or lunch interval, they should get permission from the concerned Head of the Department and Principal.
10. Students should come to the class with the following dress code:-boys should tuck-in their shirt and wear shoes and girls can either wear saree or churidhar. They should definitely refrain from loitering in the campus wearing shorts, coming to class room wearing jeans pant, T-shirts, shirts with printed sceneries or write up on the back and any other fancy dress. Students found violating the dress code will be sent out of the class by the teacher concerned.
11. Students are strictly advised not to come to the college by two wheelers.
12. Students are not allowed to shout, hoot or whistle during the annual functions like the College day, Hostel Day, Sports Day or during inter-collegiate competitions and Guest Lectures etc. They should maintain the decorum of the college and are expected neither to leave in the middle of the proceedings of any meeting nor to be seen any where else.
13. Before proceeding to any curricular, co-curricular and extra curricular activities, the students should submit the ON DUTY form, duly signed by the concerned staff-in-charge and HOD to the Principal.
14. Students should be present only in the Language lab. / Internet lab. and not permitted to remain in the classroom during the hours allotted for these laboratories. They are not allowed to go to canteen or hostel during that hour.
15. Students are instructed to wear overcoat and shoes for practical classes without which they will not be allowed to do the practical.
16. Visitors / Guests or Parents will not be allowed to meet the student during the class hours except in case of emergency, for which the parent should get permission from the Principal through the college office.

17. Students should not come late to the college. Late comers should meet the Principal and the HOD concerned before going to the class room.
18. Students should not take leave without leave letters. They should get prior permission from the staff-in-charge and get the leave letter duly signed by HOD & PRINCIPAL.
19. Students should obey and respect all staff members of all the departments.
20. Students are strictly prohibited from using cell phones inside the college and hostel campus.
21. Students coming by college bus should maintain high standard of discipline. They should not howl, hoot, whistle (or) make comments about the driver or any one traveling in the bus. They should have their bus pass always with them. It is also applicable for students coming by Government buses.
22. Students should co-operate with staff members to conduct coaching classes for slow learners. Severe action will be taken on absentees.
23. Students are advised to keep their identity cards always with them.
24. Taking any form of eatables in the classroom is strictly prohibited. Students are advised to take their lunch in the student's amenities center only.
25. Students should avoid the habit of standing on one leg and keeping the other leg on the wall or pillar in the corridor of the college building, hostel and other places during tea or lunch break.
26. Long conversation with opposite gender in the campus and during the Educational tour should be avoided.
27. The Principal reserve the powers to fine, suspend or even expel a student from the College / Hostel in the interest of the institution under disciplinary action. Once action is taken by the Principal, it will never be revoked under any circumstances. No influence or pressure will have any effect on the college or hostel authorities in this regard.
28. It is bounden duty and responsibility of all the students to uphold the name and reputation of the institution.
29. Rules and regulations have been framed for the welfare of the students to become best citizen of the country, to be a worthy son/ daughter of their parents and to be outstanding always in their life.



FEEDBACK POLICY

FEEDBACK POLICY

Syed Ammal Engineering College believes that an educational institution's teaching-learning system must be revised on a regular basis. The institution has implemented a feedback mechanism that incorporates comments from stakeholders in each programme to facilitate this process of on-going refining. This helps in the improvement of the teaching-learning process as well as the curriculum. The Institute collects feedback from students, faculty, alumni, and employers about curriculum using the mechanism outlined below.

Feedback Collection Process

- Using Google forms, Feedback forms with complete curriculum-oriented questionnaires are designed.
- Links are shared with stakeholders for collection of feedback and specific and a timeline has been allotted for the process.
- Receiving the response for each question.

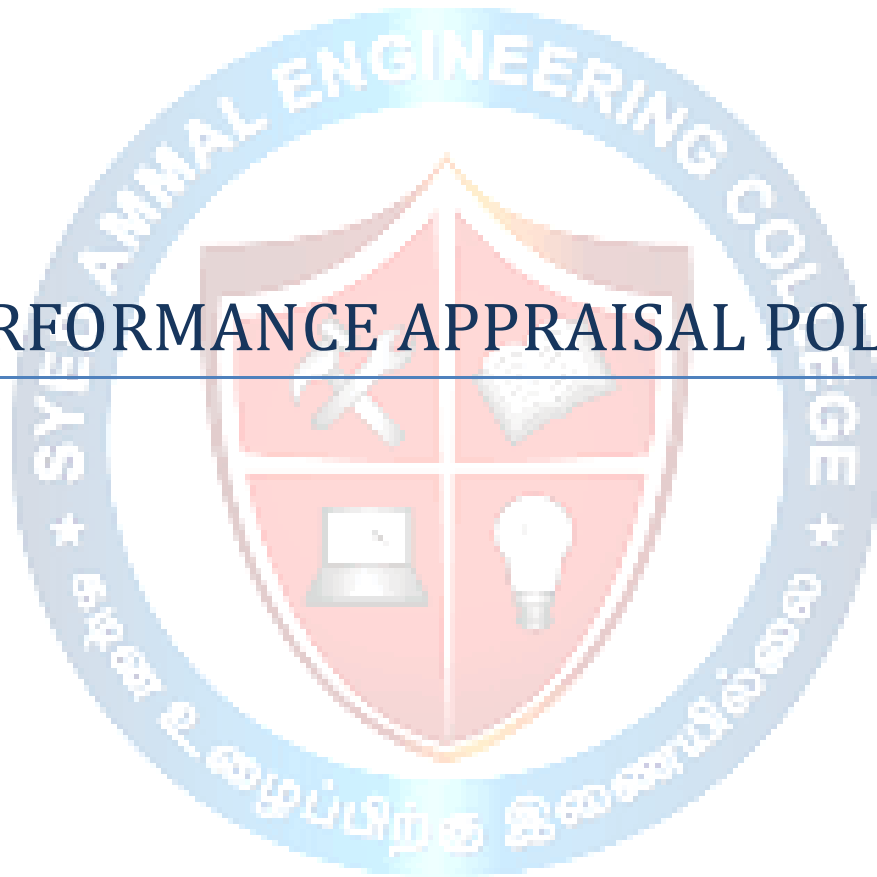
Feedback Analysis Process

- The analysis report has been generated by stakeholder wise and reviewed in department along with Placement Co-ordinator and IQAC Co-ordinator.
- Target has been set before the collection of feedback for each question. In the analysis, report, questions with response below the set target have been highlighted.
- In the Department meeting, actions are proposed and assigned to persons/committees/departments/units. If the response is much below the target level, special committee has been formed to take corrective actions.

Execution of action proposed

- The assigned persons/committees/departments/units/special committees plan and execute the action proposed by IQAC.
- The major curriculum gaps are identified and communicated to University.
- Based on the feedback received from stakeholder, add on courses are designed and offered. The curriculum of the existing add on courses are also updated as per employer recommendations to meet the industry expectations.
- Swayam NPTEL and spoken tutorial courses are suggested for students.

PERFORMANCE APPRAISAL POLICY



PERFORMANCE APPRAISAL POLICY

The Faculty Self Evaluation (FSE) helps to motivate the faculty and support them in understanding the changing needs of students as well as the society. All faculty members are insisted to fill the prescribed Proforma for self-appraisal. FSE system encourages the faculty members to provide excellent performance in teaching –learning and research activities. The institution has faculty self-evaluation system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the faculty and that is based on their academic, research and other curricular activities. The views of the employee filled in the prescribed proforma are reviewed by HOD's and Principal. The overall report is further reviewed by the chairman of the governing body and the governing body has the authority to take decisions based on the report. The records of the self appraisal will be kept confidential. The faculty self evaluation report reflects the continuous improvement of the individuals for ensuring the accomplishments of the overall organisational mission and vision. An effective and energetic performance of the employee plays a crucial role in managing the organisation in an efficient manner. The institution has designed a proforma to evaluate the performance of the faculty as mentioned below: 1.Teaching, Learning and Evaluation related activities 2.Research Publications and Academic Contributions 3.Professional and Personal Development related activities At the end of each academic year, the data pertaining to the above stated categories are collected from each faculty member. Based on the data collected, Academic Performance Indices (API) scores are calculated for each of the above mentioned categories. The Principal, in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are obtained for the award of career advancements and needed training to faculty members and for the promotion to next higher position in the institution level. Further, at the end of each semester, the institution conducts the feedback sessions to the students for each of the courses attended by them. The feedback forms in the form of questionnaire are collected to get the information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Principal and the Head of the Departments go through the feedback forms that are collected from the students and suggest most suitable and useful measures to improve the teaching-learning process in the institution and lead the institution to reach the level of the “centre of excellence”.



MAINTENANCE POLICY

MAINTENANCE POLICY

The Principal interacts with the Planning Committee and submits a report regarding physical, academic and support facilities to the Governing Body for getting approval and implementation. The HODs, faculty, non-teaching staff, and other service personnel are charged with the upkeep of the facilities under their supervision. They later report to the Principal for infrastructure maintenance if they needed. The physical, academic, and support facilities are audited and inventoried on an annual basis for assessment and evaluation. Maintenance of Physical Facilities The institution has an auditorium which is adequately used for conducting various programs like symposium, Seminars, conferences, convocations, etc.,

The institution has a separate team of staff members, plumbers, carpenters, and electricians to maintain the infrastructure. The main building and physical infrastructures such as the power supply, carpentry, painting, and so on, of the classrooms and the entire campus are maintained on a regular basis throughout the year, and major repair works are completed during summer vacation. The college has a well-maintained generator system to ensure that power is available at all times. Technical requirements and other infrastructure facilities are maintained on a regular basis by a separate electrical and technical maintenance team. Fire extinguishers and First Aid Kits are maintained on a routine basis and are refilled before their expiry dates. Each department has a sufficient housekeeping staff for general cleaning of classrooms, labs, auditoriums, seminar halls, playgrounds, restrooms, and roads etc., The college offers transportation to the students and faculty members.

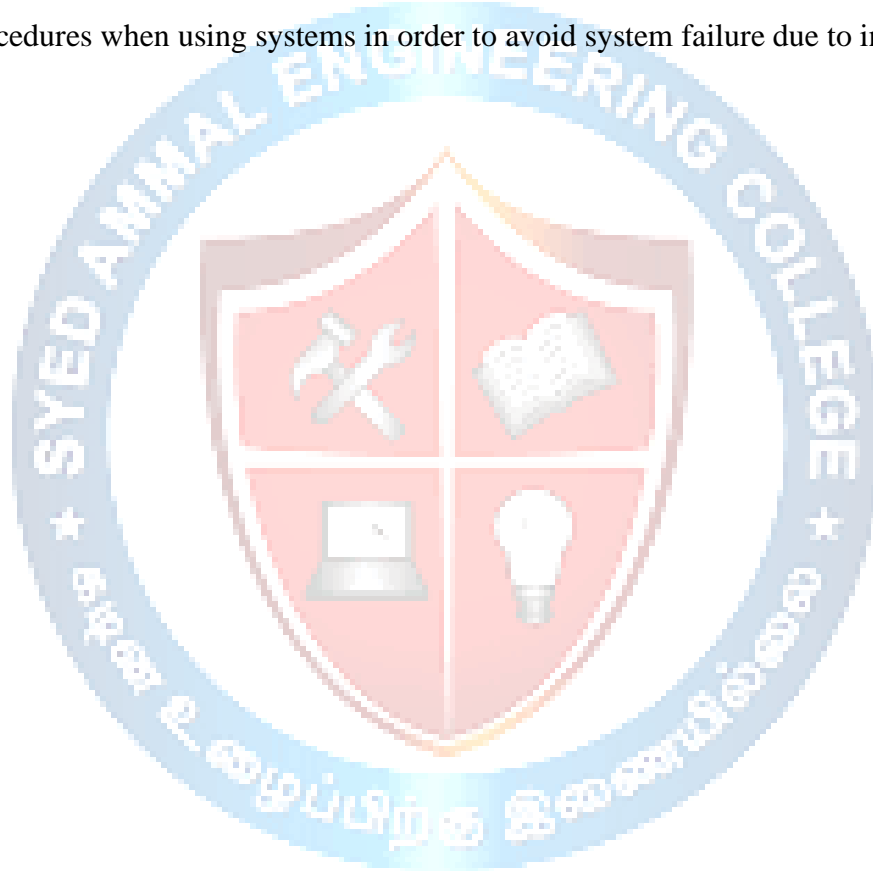
The transportation committee has been formed to address and resolve transportation challenges. There are sufficient parking facilities for two-wheelers and four-wheelers. For safety reasons, sufficient security personnel have been assigned. CCTV cameras have been installed in strategic locations for the safety of staff and students. Maintenance of Academic facilities
Classrooms: Academic facilities such as classrooms and seminar halls are checked and maintained by Members of the technical team on a regular basis. The required classroom facilities are provided by the respective departments, and any repair or damage is identified immediately. Furniture and classroom equipment are cleaned and maintained on a regular basis.
Laboratory Equipment: The stock register is kept on each department to keep track of the chemicals, glassware, and other laboratory equipment. Each departmental laboratory has lab

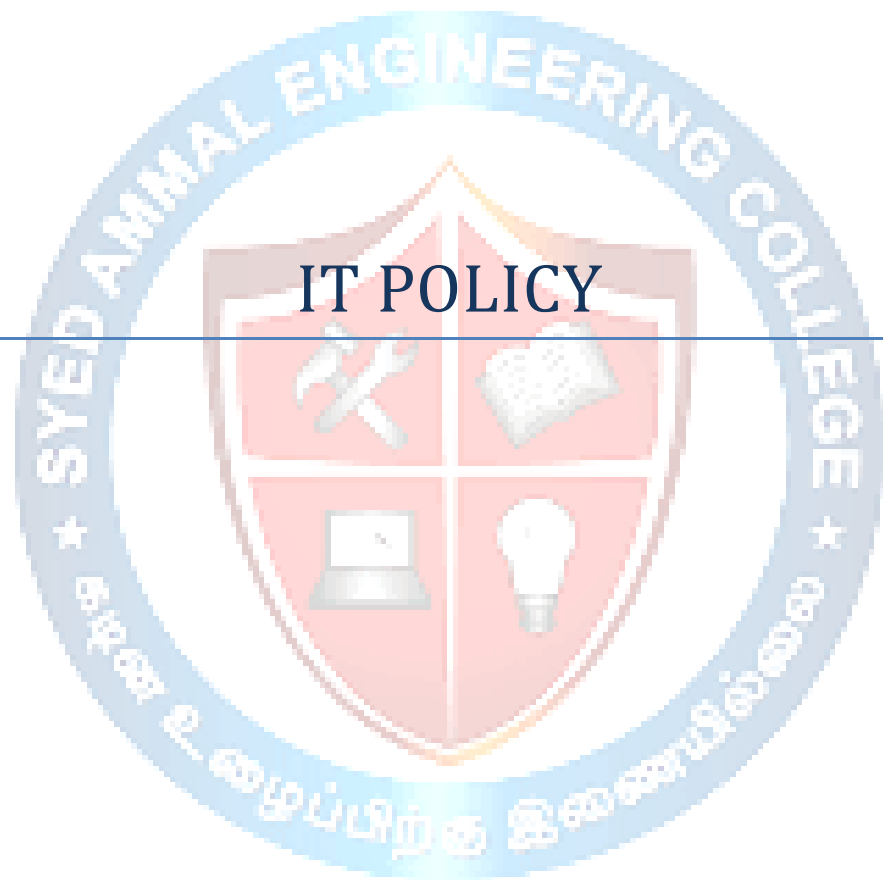
assistant and lab attendants for the proper maintenance of the laboratories. For any kind of maintenance or repair, the laboratory staff in-charge is informed to report to the Head of the Department, and she/he forwards it to the Principal and the repair work is carried out by the concerned service person. In the case of any maintenance is required, the instruments and equipment are serviced by the suppliers from whom they were purchased. A separate maintenance record is kept with the details of maintenance entries, such as the name of the instrument, date, and the repair description. First aid box and fire extinguisher are provided wherever necessary.

Sports: To develop the necessary sports skills, the college offers various sports facilities to the students such as necessary sports equipment, courts, grounds, etc., which is well utilized by the students and staff. The playground is cleaned and all the courts are marked before the start of the academic year. Sports facilities like gymnasium, indoor and outdoor are provided and maintained by physical education personnel. Stock verification of the sports equipment is conducted at the beginning of the academic year.

Library: The working hours of the library is from 8:55am to 5.00pm. All the books in the library are arranged according to their classification. The Library supports staff members to help in maintaining the books and the other infrastructure in the library. Students are allowed inside the library only after ensuring their valid identity card. Books are issued only on their identity card. Students are instructed to check the books while borrowing and they will be responsible for damage at the time of return. Books should be returned on or before the due date stamped, if they returned after the due date, fine will be charged for the delayed period. If the books are lost, and then the students shall replace the same edition or the latest edition of the book. The students can access the reference books in the reference section. A regular stock verification process is carried out by the separate staff members. A file is maintained, which contains the stock verification reports achieved at distinct intervals. Physical verification of the library stock is the manner carried out every academic year. It gives the overall picture of the available books in the library. On request from each department, a list of required books are prepared and procured for the next academic year. There is a library committee which allows in guiding the library for powerful offerings. The library committee meets at regular durations for selection of books. The departmental library is taken care of by the staff in-charge of the library in each department and the support staff.

Computers: The college has an adequate number of computers. Computers are maintained by the internal faculty members. Each computer laboratory has a technical staff, who ensures proper handling of computers. All relevant software's, such as browsers, Microsoft Office, lab software, and antivirus software, are installed and maintained by each department. All laboratories are maintained on a regular basis. The responsible lab programmers and system administrator manage minor technical issues that arise with computers. Power backup is implemented on the main server and accessories. The log book keeps track of how information and communication technology is used for teaching and learning. Students are taught to properly observe standard operating procedures when using systems in order to avoid system failure due to incorrect use.

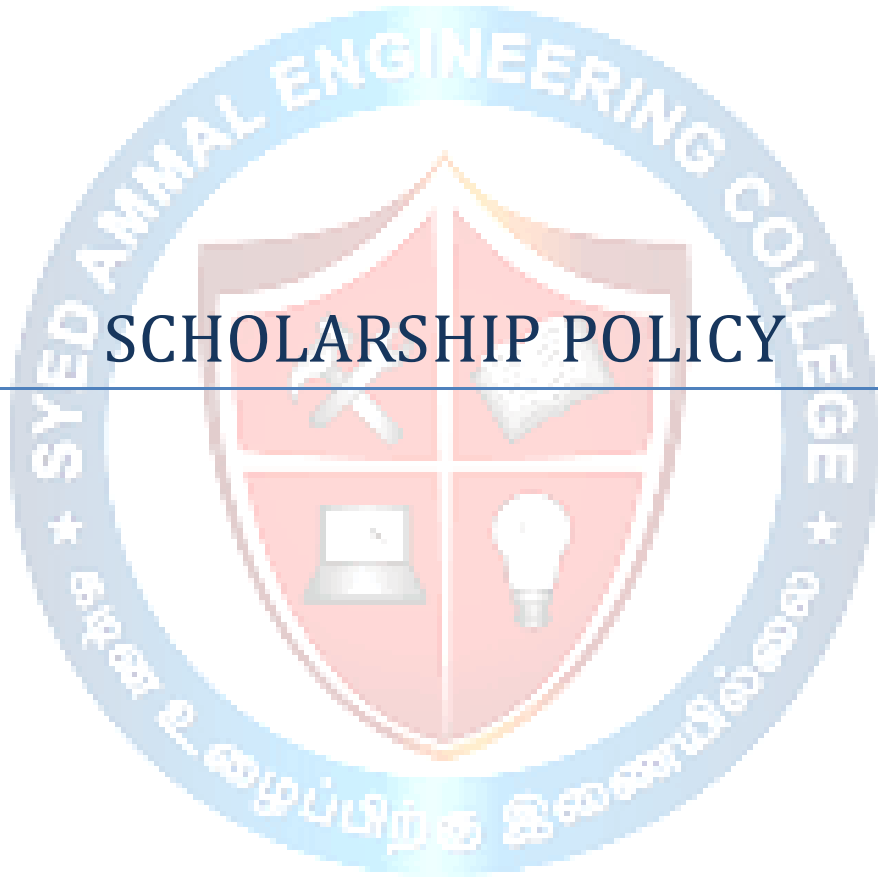




IT POLICY

IT POLICY

Syed Ammal Engineering College has very good IT facility and it updates its IT infrastructure periodically. Totally 591 computer systems are available in the campus as standalone and as client-server systems (as Linux server, Data base servers, File server etc.). The institute has the state of art, well-furnished computer laboratories with 562 computers exclusively available for the students. With extended star topology, all the computer systems in the computer laboratories and in other places are inter-connected through un-manageable 1 Gbps D-Link and Digisol switches. For knowledge enrichment through the online/web contents our college has very good internet connectivity of speed above 50Mbps with Airtel Lease Line. Since all the computers in the campus connected to the LAN through Cat 6 UTP cable and optical fiber cable as a backbone, internet is accessible for all the computers. The institute has a language laboratory with software for communication, student console and audio/video materials to develop the communication skills for both the faculty and students. 24/7 internet facility is available to the faculty and student laptops through 21 Wi-Fi outdoor access points spread across the college and hostels. These are equipped with En-genius long-range access points, Tenda long-range access points and Airgrid. These Wi-Fi hotspots provide service to students as well as to faculty community for their personal laptops for computing, communication and presentation requirements. Open-source squid cache proxy is use as both the proxy server and as the firewall for the access control. Also the institute has CR50iNG - 10.6.3 RC-1 for the security purpose. As well as surveillance cameras are installed at strategic locations of the campus for safety and security purpose.



SCHOLARSHIP POLICY

SCHOLARSHIP POLICY

Student Support and Progression: Our Institution has 2009 students from diverse background. To meet the needs of the students, student support service of our college is administered through a faculty advisory system. Department has faculty advisor system where 10-15 students are allocated to each faculty member for counseling and to improve the academic performance of the students. The Institution offers scholarship and financial assistance to academically strong and economically weak students. On an average of 71% of students are benefited by scholarships and freeships provided by the government. 43% of students are benefited by the scholarship/concession provided by the institution besides government schemes during 5 years. The Training and Placement Cell of the college extends its service in the form of career guidance, resume building, soft skill training, technical training etc. It also supports campus recruitment in the form of pre-placement talk. 563 students are benefited from the training in the year 2020-21. 74% of students benefited from the training over 5 years. 28% of students are benefited by career counselling and guidance for competitive examinations offered by the Institution during the last five years. Library has materials for students who prepares for the competitive exams. Departments encourage students to participate in State, National and International level of curricular and co-curricular events.

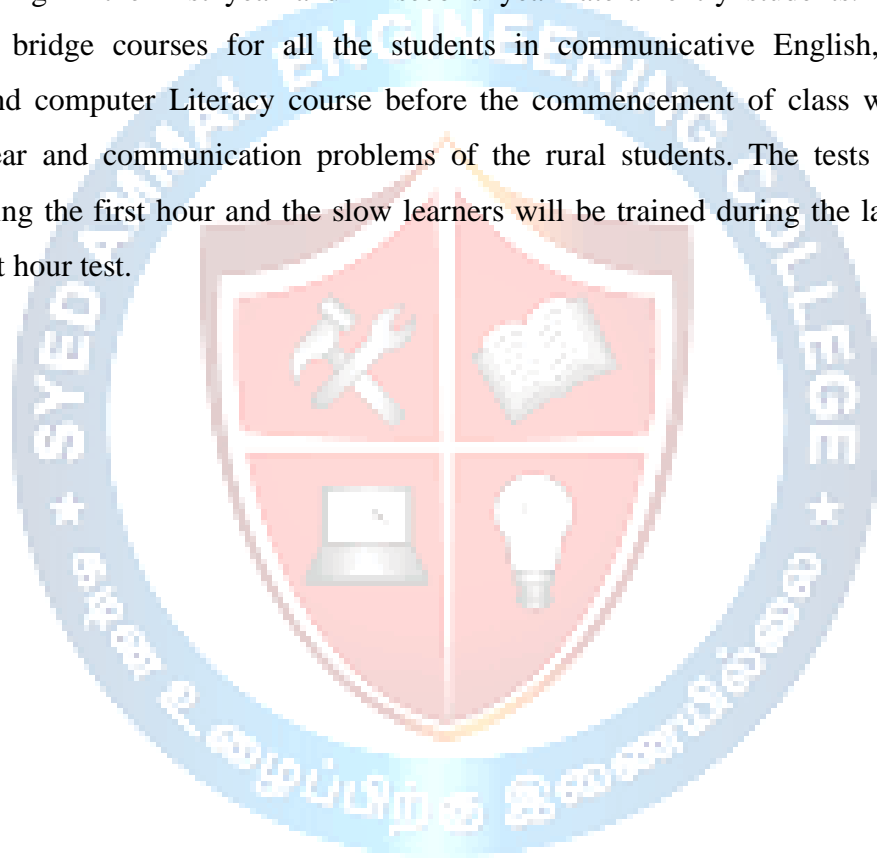
Syed Ammal Engineering College is functioning under the Syed Ammal Trust which contribute fund to develop construction of buildings, Procurement of equipments, furniture's and consumables such as books, chemicals and glassware's. Scholarship is also provided for the meritorious, poor and needy students by the trust.

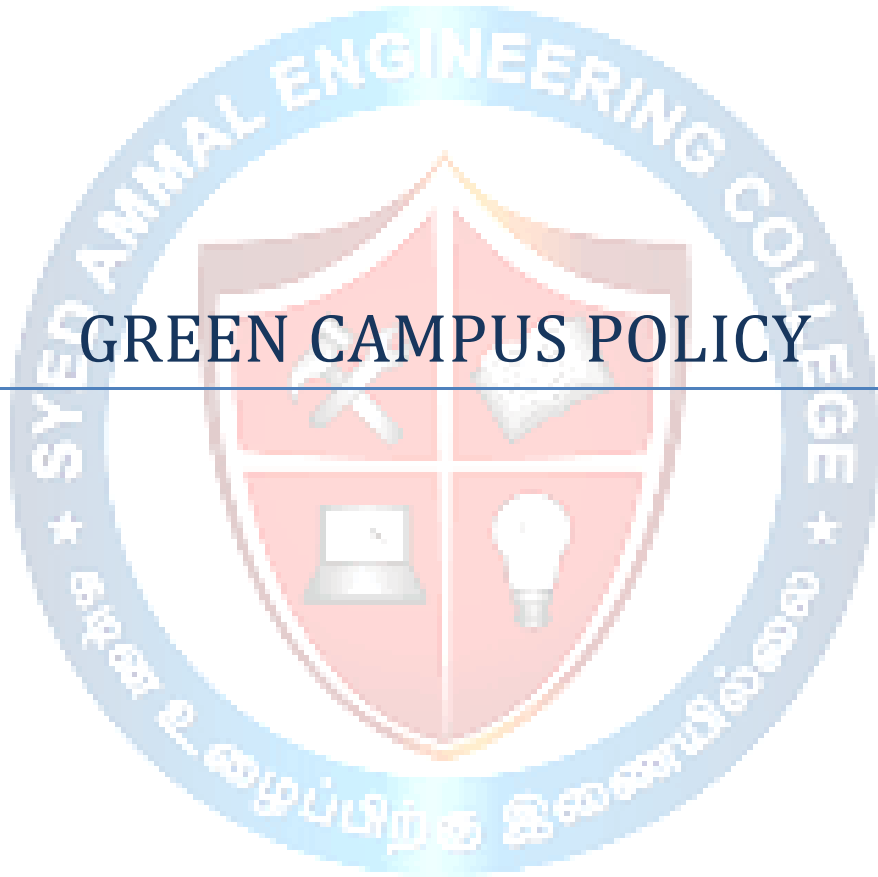


SLOW LEARNERS POLICY

SLOW LEARNERS POLICY

Programmes for Slow learners: Review of their class attendance and internal test performance. Remedial Classes are conducted by the subject experts beyond working hours which is not a part of their time-table. Effective mentoring and for the welfare of the students, 20 students are allotted to a faculty mentor. Short form of notes in the poor performance subjects is given to them instead of learning from books A bridge course and a test are also conducted to the students entering in the first year and in second year lateral entry students. The Institution conducts the bridge courses for all the students in communicative English, mathematical foundation and computer Literacy course before the commencement of class work. This will reduce the fear and communication problems of the rural students. The tests are conducted regularly during the first hour and the slow learners will be trained during the last hour if they fail in the first hour test.





GREEN CAMPUS POLICY

GREEN CAMPUS POLICY

SOLID WASTE MANAGEMENT

At our Institution, solid wastes are collected by placing separate dust bins at various locations for biodegradable and Non-biodegradable waste. The garden trimmings generated from our college garden and cow dung from our cattle reared is utilized for preparing manure. They are dumped into the compost pit and manure is used for trees & the garden at our campus. Paperless communication is followed at our institution. WhatsApp and e-mail is followed for sending information among the staff members. We also encourage staff members for utilizing one-sided papers.

LIQUID WASTE MANAGEMENT

Wastewater from our college canteen is collected separately and used for watering plants and trees inside our campus using truck. Wastewater from toilets are collected in the septic tanks and disposed periodically. Wastewater from our ladies hostel is treated with Sewage Treatment Plant (STP). The treated water is utilized for fodder cultivation and the sludge derived is used as manure for fodder cultivation. Sprinklers are installed in our college garden to provide controlled and judicious utilization of water.

BIOMEDICAL WASTE MANAGEMENT

Sanitary napkins from the ladies restroom are disposed by incinerating in the Sanitary Napkin Incinerator.

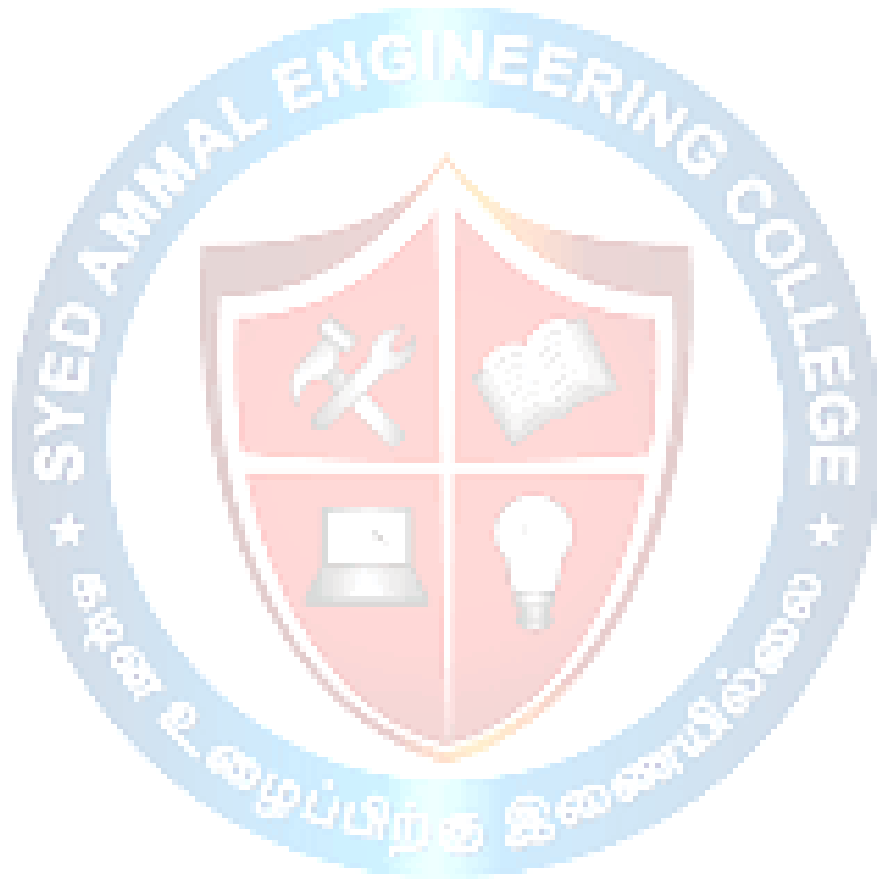
WASTE RECYCLING SYSTEM

The examination papers and metal scraps are collected and sent for recycling periodically by local vendors.

E-WASTE MANAGEMENT

Our Institute acknowledges the need to have a sustained focus on proper e-waste handling procedures and adequate disposal methodologies. Along with the hardware recycling techniques for e- waste management, we can also use cloud storage for the reduction of e- waste production. Thus we promote the concept of "Live in the Cloud" among our students. The major sources of e-wastes at our college are outdated computer monitors, printer cartridges, mouse, keyboards, etc.. These are periodically disposed back to the suppliers through buy back schemes.

Refilling of the printer cartridges is done outside the college campus. We use network printer in our computer lab to reduce the number of independent printers. There is low awareness on hazards of e-waste among the general public. We actively advise the students on how to handle the e-waste so that we can maximize the recovery and minimize the waste generation.





DISABLED PERSONS POLICY

DISABLED PERSONS POLICY

The objectives of the policy is

1. To ensure that the design of the building is built with the ramp/lift for supporting the disabled persons.
2. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities are provided for disabled persons.
3. To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts are displayed within the visible and touchable distance..
4. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast will be more evident to everyone and particularly helpful for persons with visual impairments.
5. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.
6. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material; screen reading.



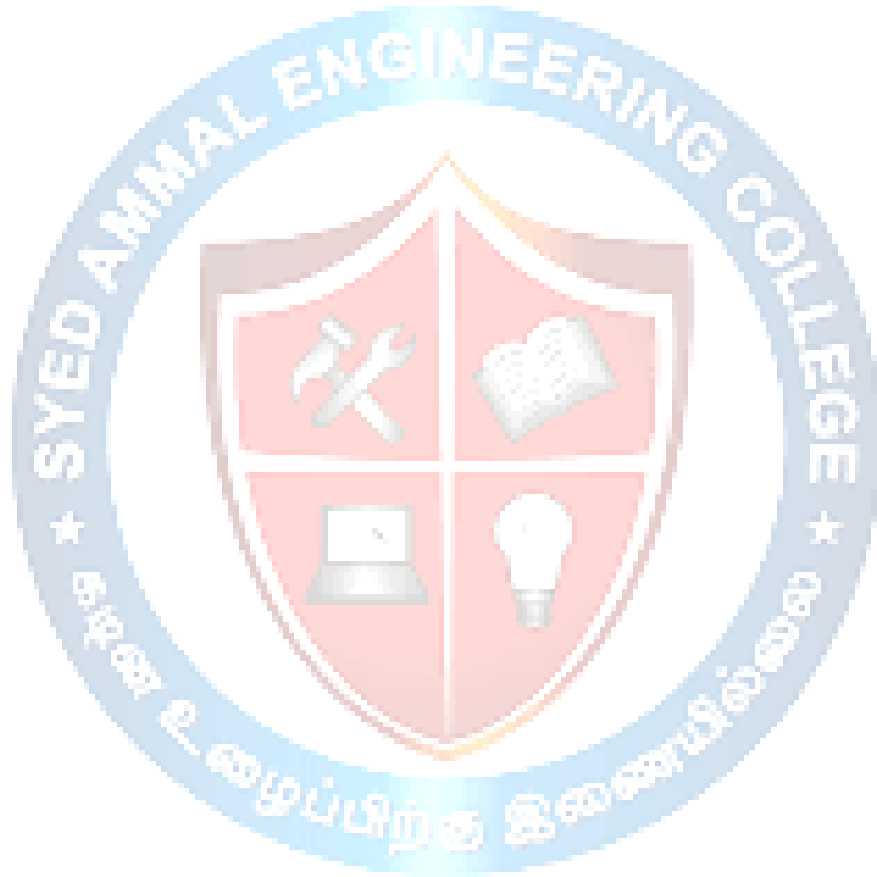
E-GOVERNANCE POLICY

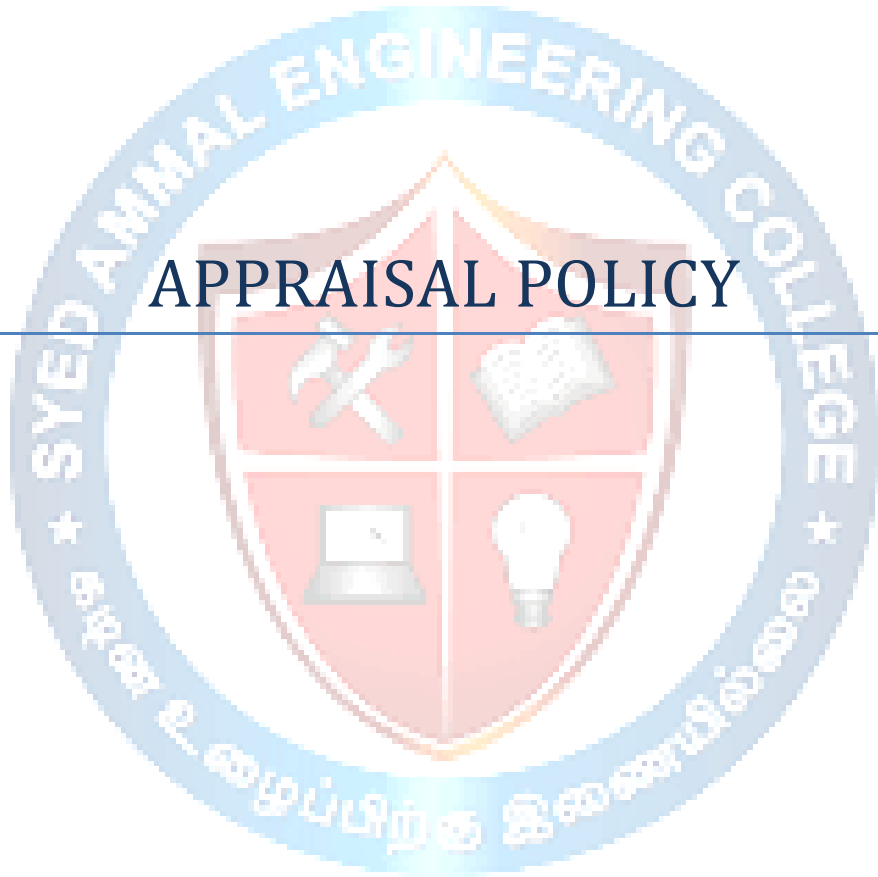
E-GOVERNANCE POLICY

The policy has been split into many operational areas for ease of use. These operating areas are illustrative, and the society retains the right to introduce e-governance in areas not mentioned here.

1. Website: The College's website has been updated in order to reflect the activities done since the website can serve as a reflection of the college's operations, with information about all activities, important announcements, and other items readily accessible to visitors.
2. Student Admission: The College processes all admission processes through online. The Flair tool has been applied to academic, undergraduate, postgraduate and Ph.D., programs. An agreement can be made for this reason with a reputable banking institution, preferably the Canara bank, with whom the college maintains all of its accounts.
3. Accounts: The institution uses Flair server tools to keep track of its financial management. However, new accounting techniques and compliances have necessitated the acquisition of additional software. Based on the data in the software, all other auditing processes can be completed easily.
4. Library: E-learning services for the benefits of teachers and students have been enhanced. Internally, the library is currently using flair tools. Newer e-learning materials, such as journals, can also be listed and subscribed based on the library advisory committee's recommendations for the forth coming academic year.
5. Administration: The majority of the college administration was done through ICT-based technology to provide a hassle-free, convenient operation. Employees tracked their leave remotely; receive e-copies of their pay certificates by using this tool.
6. Examination: Exams are also conducted through online mode in compliance with University guidelines. Filling out test forms, photocopy forms, collecting examination papers, uploading scores, and so on must all be done online. When dealing with exams and jobs, utmost privacy and confidentiality must be upheld.

7. Alumni: In order to strengthen alumni interaction, a separate alumni portal has been started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.





APPRAISAL POLICY

APPRAISAL POLICY

The Faculty Self Evaluation (FSE) helps to motivate the faculty and support them in understanding the changing needs of students as well as the society. All faculty members are insisted to fill the prescribed Proforma for self-appraisal. FSE system encourages the faculty members to provide excellent performance in teaching –learning and research activities. The institution has faculty self evaluation system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the faculty and that is based on their academic, research and other curricular activities. The views of the employee filled in the prescribed proforma are reviewed by HOD's and Principal. The overall report is further reviewed by the chairman of the governing body and the governing body has the authority to take decisions based on the report. The records of the self appraisal will be kept confidential.

The faculty self evaluation report reflects the continuous improvement of the individuals for ensuring the accomplishments of the overall organisational mission and vision. An effective and energetic performance of the employee plays a crucial role in managing the organisation in an efficient manner. The institution has designed a proforma to evaluate the performance of the faculty as mentioned below:

- (i) Teaching, Learning and Evaluation related activities
- (ii) Research Publications and Academic Contributions
- (iii) Professional and Personal Development related activities

At the end of each academic year, the data pertaining to the above stated categories are collected from each faculty member. Based on the data collected, Academic Performance Indices (API) scores are calculated for each of the above mentioned categories. The Principal, in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are obtained for the award of career advancements and needed training to faculty members and for the promotion to next higher position in the institution level. Further, at the end of each semester, the institution conducts the feedback sessions to the students for each of the courses attended by them. The feedback forms in the form of questionnaire are collected to get the information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Principal, Head of the Departments

goes through the feedback forms that are collected from the students and suggest most suitable and useful measures to improve the teaching-learning process in the institution and lead the institution to reach the level of the centre of excellence.

Maximum Level Registered				
Category	A	B	C	Total
				(Min. Marks)
Assistant Professor (Up to Five Years)	92	3	5	100
Assistant Professor (Five to Ten Years)	88	6	6	100
Associate Professor	83	12	5	100
Professor	74	20	6	100

Classification of Performance			
Category	Assistant	Associate	Professor
	Professor	Professor	
Below Average	< 50 Marks		
Average	50-90 Marks		
Above Average	> 90 Marks		

- **Corrective Actions will be taken for Below Average Performers**
- **Top Performers are awarded with Cash Award**