

## MANDATORY DISCLOSURE 2018-2019

Mandatory Disclosure		Updated on 20-04-2018
1	AICTE File No.	South-West/2016/1-3327345464
	Date and Period of Last Approval	10-04-2017
2	Name of the Institution	COLLEGE OF ENGINEERING MUTTATHARA
	Address of the Institution	ST:SEBASTIANS CHURCH ROAD
		VALLAKKADAVU P O
		THIRUVANANTHAPURAM
	City & Pin Code	695008
	State/UT	KERALA
	Phone Number with STD Code	'0471 2500211
	FAX Number with STD Code	'0471 2500211
	Office Hours at the Institution	9 AM to 5 PM
	Academic Hours at the Institution	From 9.30 AM To 4.15 PM
	Email	principal.cemt@gmail.com
	Website	www.cemuttathara.org
	Nearest Railway Station (Dist in km)	Trivandrum central
	Nearest Airport (Dist in km)	Trivandrum International Airport
3	Type of Institution	Govt. owned Self Financing
	Category (1) of Institution	
	Category (2) of Institution	
4	Name of the organization running the Institution	CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION (CAPE)
	Type of organization	Society
	Address of the Organization	CO-BANK TOWERS, 1ST FLOOR, P.O. VIKAS BHAVAN, THIRUVANANTHAPURAM-695 003, KERALA
	Registered with	Travancore –cochin Literary, Scientific and Charitable Societies Act-1955
	Registration Date	07-04-1999
	Website of the Organization	www.capekerala.org
5	Name of the Affiliating University	Kerala Technological University
	Address	CET Campus, Ambady Nagar, Thiruvananthapuram, Kerala 695016
	Website	ktu.edu.in
	Latest Affiliating period	
6	Name of Principal/ Director	Prof.Dr. Valsala G L
	Exact Designation	Principal
	Phone Number with STD code	04712500211
	FAX number with STD code	04712500211

	Highest Degree	PhD
	Field of Specialization	Electrical and Electronics Engineering
7	Governing Board Members	<ol style="list-style-type: none"> <li>1. Chairman- Hon'ble Chief Minister, Govt. of Kerala</li> <li>2. Vice Chairman- Hon'ble Minister for Co-operation, Govt. of Kerala</li> <li>3. The Secretary, Co-operation Department, Govt. of Kerala</li> <li>4. The Registrar of co-operative societies, Govt. of Kerala</li> <li>5. The Managing Director, The Kerala State Co-operative bank Ltd.</li> <li>6. Director of Technical Education, Govt. of Kerala</li> <li>7. Director of Medical Education, Govt. of Kerala</li> <li>8. One eminent expert in Technical education (Non official member) nominated by the state Government.</li> <li>9. One eminent expert in Medical education (Non official member) nominated by the state Government.</li> <li>10. One industrialist (Non official member) in the region to be nominated by the state Government.</li> <li>11. President, Kerala State Co-operative Bank Ltd.</li> <li>12 – 25. 14 Presidents of District Co-operative banks in Kerala.</li> <li>26. Member Secretary.</li> </ol>
	Frequency of meeting & date of last meeting	<p>The Board shall meet once in a year provided that the Chairman may, whenever he thinks fit and shall on the written requisition of not less than 9 members call a special meeting. Not less than 15 days notice shall be given of every meeting of the board and a copy of the proceedings shall be furnished to the State Government as soon as practicable after the meeting.</p> <p>The Executive Committee shall meet once in every 4 Months provided that the Chairman may, whenever he thinks fit and shall on the written requisition of not less than 4 members call a special meeting. Not less than 15 days notice shall be given of every meeting of the Executive Committee</p>
8	Academic Advisory body	Principal CEM– Chairman

		HOD CSE – Member HOD ECE – Member HOD EEE – Member HOD CIVIL – Member HOD ME– Member HOD DASH – Member HOD MATHS – Member
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	Frequency of meeting & date of last meeting	Monthly
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9	Organizational chart	Chairman (Hon'ble Chief Minister of Kerala)	
		Board of Governors	
		Executive Committee	
		Director	
		Academic	Project Management (PM)
		Principal	PM Team 1
		HOD ECE	PM Team 2
		HOD CSE HOD CIVIL	Chief Consultant/Advisor
			Consultant Civil -1 Asst. Engineers - 2
		HOD EEE	Consultant Electrical -1 Asst. Engineers - 2
		HOD DASH	Accounts
Administrative Officer	Accounts Officer – 1 Accounts Assistant -2		

10	Student feedback mechanism on institutional Governance/faculty performance	Faculty performance is reviewed in every semester by taking performance appraisal of Staff from each class, as per AICTE norms.
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11	Grievance redressal mechanism For faculty,staff and students	A committee has been constituted as a 'Students grievance & redressal cell' to redress the grievances of the students of the college upon various matters. The committee will take up proper steps to maintain the discipline and other adequate functioning of the college and will suggest remedies for the grievances on a monthly basis.
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14	Admission Quota	General Quota
	Entrance test/admission criteria	Kerala Engineering Entrance Examination conducted by the Commissioner for Entrance Examinations, Trivandrum.
	Cut off/last candidate admitted	Cut off as decided by Commissioner for Entrance Examinations, Trivandrum
	Fees in rupees	Tuition Fee :Rs. 35000/-
	Number of Fee waivers offered	5 %
	Admission Calendar	
	PIO quota	Nil
	Admission Quota	Management Quota
	Entrance test/admission criteria	Kerala Engineering Entrance Examination conducted by the Commissioner for Entrance Examinations, Trivandrum.
	Cutt off/last candidate admitted	Cut off as decided by Commissioner for Entrance Examinations, Trivandrum
	Fees in rupees	Tuition Fee : Rs. 65000/-
	Number of Fee waivers offered	
	Admission Calendar	
	PIO quota	Nil

15	Infrastructural Information	<b>1.Available Built up area per student square metre</b> <b>2.Total Built up Area for the existing programme(s) 5032 SqM</b>	
	Classroom/Tutorial Room facilities	<b>Instructional Area for the existing programme(s)</b>	
	Computer Centre facilities	Number of Systems : 100 LAN facility : yes Number of Printers : 6 Operating Systems : Windows, Uduntu Softwares : Adobe 15 Nos., KOHA, Language Lab Software	

		Internet connectivity : Broadband 32 Mbps speed	
	Library facilities	Library - 400 SqM	
	Auditorium/ Seminar Halls/Amphi	Seminar Hall with Public addressing system	
	Cafeteria	Canteen available for students and staff.	
	Indoor Sport facilities	Nil	
	Outdoor sport facilities	Yes	
	Gymnasium facilities	Nil	
	Facilities for disabled	yes	
	Any other facilities		
16	Boys Hostel	No	
	Girls Hostel	No	
	Medical & Other Facilities at Hostel	Yes	
17	Academic Sessions	December to May ;June to November	
	Examination system. Year/Sem	Semester System.	
	Period of declaration or results	As per university norms	
18	Counseling /Mentoring	Yes	
	Career Counseling	Yes	
	Medical facilities	Yes	
	Student Insurance		
19	Student Activity Body		
	Cultural Activity	Yes	
	Sports Activities	Yes	

	Literary Activities	
	Magazine/Newsletter	Yes
	Technical Activities/Techfest	
	Industrial Visit/Tours	
	Alumni Activities	-
20	Name of Information Officer for RTI	Dr Valsala G L
	Designation	Principal
	Phone number with STD code	
	FAX number with STD code	
	Email	principal.cemt@gmail.com

Particulars	Total sanctioned intake (last 4 yrs. for Engg./Pharmacy/ HMCT/ Arch. etc. 2 yrs. MBA/ PGDBM and 3 yrs. for MCA)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)		2000	
Administrative Area (Carpet Area)		521	
Amenities (Carpet Area)		503	
Circulation & Others		800	
Total			

<u>Particulars</u>	
	Available in the institution
<u>Class Rooms</u>	5
<u>Tutorial Hall</u>	2
<u>Drawing Hall (*)</u>	2
<u>Computer Centre</u>	1
<u>Library</u>	1
<u>Laboratories &amp; workshops</u>	10