


CARE 
COLLEGE OF ENGINEERING

(Approved by AICTE and Affiliated by Anna University, Chennai)
27, Thayanur, Trichy - 620009.

**COLLEGE
POLICY
DOCUMENTS**

J. Prathap

PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 009.

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VEHICLE POLICY DOCUMENT

- The Vehicle shall be used only by proper license holder.
- Vehicle pass is mandatory for all the students and staff members and it shall be acquired from the admin office upon filling the Vehicle Permit Form
- The vehicle users are subject to present their permit pass upon their entry in the campus.
- The vehicles shall not be used inside the campus beyond the parking spot.
- For local commuting inside the campus, only cycles may be used.
- If the vehicle is changed, the permit shall also be updated accordingly

CARE GROUP OF INSTITUTIONS

VEHICLE PERMIT FORM

1. Name (In Capitals) : _____
2. Department : _____
3. Employee No/Reg. No : _____
4. Address : _____
5. Mobile No : _____
6. Type of Vehicle : _____
7. Vehicle Brand Name : _____
8. Registration No of Vehicle : _____
9. Year of Manufacturing of Vehicle : _____
10. Color of Vehicle : _____
11. Name of Registered Owner : _____
12. Relationship of the Owner : _____
13. Do You have valid License : YES/NO (License No: _____)
14. Does the Vehicle has got Valid Documents : Insurance: YES / NO
15. Are you self-driving or any driver is engaged : _____
16. If, driver engaged, Name & Mob No. of driver: _____

I Hereby declare that the above information is true and correct to my knowledge and I request the Institution to provide me the vehicle permit to ply my vehicle inside the campus. In case of any damage to college Men/Material due to my negligent driving, I agree to reimburse the loss.

Date: _____

Signature of the Staff

FOR OFFICE USE ONLY

Application Received on: _____

Vehicle Permit Allotment Sl.No: _____

Date of Issue: _____ Valid up to: _____

Cost of Sticker Received / Not Received: _____

Signature of Operation Department

S. Phani
PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620009

Fig. Vehicle Permit Form Sample

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POLICY DOCUMENT ON PLASTIC BAN

- The CARE College of Engineering is maintained to be a GREEN campus with major landscapes covered with greeneries.
- To adhere to the serenity of campus, it is strictly advised to not use plastics inside the campus.
- It is encouraged to use cloth made or Jute made bags to carry things.
- In unavoidable situations to use the plastic, it is insisted to recycle the plastic as many times as possible before disposing.
- Littering of plastic in and around the campus is strictly banned to protect the environment and the greeneries.
- Separate dustbins are allocated for Biodegradable and Non-biodegradable wastes and they must be used accordingly.
- The dustbins are to be cleared at regular intervals and the non-biodegradable wastes are to be segregated based on their nature and to be disposed in the prescribed manner without affecting the ecosystem.


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POLICY ON CONSERVATION OF ENERGY AND ENVIRONMENT

"Nurture the Nature to have a better Future"

The Care Group of Institutions explicitly enforces the following statement of policy in regard to Conservation of Energy and Environment to be followed by all the college personnel.

Classrooms:

- The Lights, Fans and any other switches must be turned off when not in use.
- Ensure all the appliances are turned off while leaving the classroom.
- Don't leave the laptops unattended with the chargers turned on and plugged in to the laptops.
- Make use of the lights during the day time only when its mandatory.
- Keep your classrooms clean by disposing the waste properly in the designated dustbins.

Laboratories:

- The Lights, Fans and any other switches must be turned off when not in use.
- Exercise care in handling the electrical machineries/equipment and turn them off after experimenting.
- Ensure all the appliances are turned off while leaving the classroom.
- In experiments involving chemicals, use them effectively and ensure to return the unused materials to the lab in charge in the prescribed manner.
- Exercise care while handling the burners in the laboratories and ensure to turn the gas input off after experimenting.
- The computers must be turned off properly while not in use and while leaving the lab.
- Ensure to shut all the water taps properly after using them.


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Restrooms:

- Turn off the taps/health faucets properly after using them effectively.
- Don't leave the tap open with running water.
- In case of water cut-off, ensure to close the tap properly and inform the operations manager. Any breakage while handling the plumbing accessories should also be informed properly.
- The water cisterns installed in the restrooms have separate knobs for Half Flush and Full Flush. Use them effectively depending upon the need.
- Turn off the lights when not in use and when leaving the restroom.

Cafeteria:

- The drinking water provided via the water doctor appliances in the campus are treated with reverse osmosis and should be handled efficiently.
- Don't wash your hands using the drinking water.
- The Lights, Fans and any other switches must be turned off when not in use and when leaving the cafeteria.
- Don't waste food and the leftovers must be disposed properly in the respective dustbin placed near the wash area.
- Dispose the snack wrappers properly in the designated dustbins as they are segregated and recycled.
- After washing, shut the taps properly and don't leave the taps with running water.
- In case of water cut-off, ensure to close the tap properly and inform the operations manager.

Corridors:

- Don't throw the waste in and around the campus. Dispose them properly in the designated dustbins kept at regular intervals in the campus.
- Don't disturb the flora along the corridors and don't pluck the flowers/ leaves from the plants. If you like it, let it live as it is.
- Use the pathways to walk in and around the campus and don't walkover the lawn area.


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POLICY ON INSTITUTIONAL FACILITIES

- All the classrooms, laboratories, drawing halls, seminar halls, cafeteria, toilets and the admin block can be reached via ramps.
- Preference shall be given to the physically challenged persons while using the ramp.
- The wheel chair facility shall be availed from the college upon request from the admin block.
- Any assistance required for the physically challenged persons shall be provided via the helpers of the respective gender of requestor.
- Suitable assistance will be provided to any student to attend the examinations with prior request from the Anna University.
- In order to avail the facilities such as human assistance, scribe, screen reading etc for the physically challenged persons, the students shall raise a requirement immediately upon the announcement of the examinations.
- Any student with temporary injuries shall also apply for assistance during examinations with proper certificate from a registered medical practitioner and approval from the anna university.
- The disabled friendly washrooms are to be used only by the physically challenged persons and all the other members are requested to use the normal toilet based on gender upon any situation.
- Signage boards are provided in campus at all the respective places and shall be used as a guide to commute inside the campus.
- No unnecessary crowds or group walks shall be engaged in the pathways/ corridors of the college building.
- Our campus encourages and expends a lot on horticulture to protect the serenity of the campus and it shall also be carried out by all the students/staff members in the campus.
- For any further queries/complaints on any of the college facilities, the college admin shall be contacted via any mode and the request shall be accomplished immediately depending upon the severity of the request.



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