

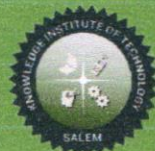
Institution Policies / Guidelines



National Assessment and
Accreditation
Council



NBA
NATIONAL BOARD
OF ACCREDITATION
B.E.
CSE | ECE | EEE | MECH



Beyond Knowledge

KNOWLEDGE

INSTITUTE OF TECHNOLOGY, SALEM

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

PM

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

June 2018



KIOT Dream Top 500 in the World Ranking by 2035




Dreams

**Dreams are not that you see in sleep,
Dreams are something that do not let you sleep**

தூக்கத்தில் வருவது கனவல்ல,
உன்னை தூங்க விடாமல் செய்வதே கனவு

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

 <i>Beyond Knowledge</i>	KNOWLEDGE INSTITUTE OF TECHNOLOGY	
	Approved by AICTE, Affiliated to Anna University, Accredited by NAAC and NBA (B.E : Mech., ECE, EEE & CSE)	
	Kakapalayam (PO), Salem – 637 504	www.kiot.ac.in

CONTENTS

S. NO.	CHAPTER NO.	DESCRIPTION	PAGE NO.
1	1	General Service Rules	2
2	2	Qualification Norms	5
3	3	Recruitment Procedure	8
4	4	Academic Procedure	9
5	5	Roles and Responsibilities	10
6	6	Code of Conduct for Faculty and Staff	11
7	7	Incentives and Welfare Measures for Faculty and Staff	14
8	8	Code of Ethics to Check Malpractices and Plagiarism in Research	15
9	9	Admission Policy	20
10	10	Guidelines for Scholarship Provided by KIOT Trust	21
11	11	Guidelines for Scholarship Provided by GoTN and GoI	23
12	12	Promotion Policy	24
13	13	Transparency in Administration	24
14	14	Decentralization of Powers and Delegation of Authority	26
15	15	Details of Statutory and Non-Statutory Committee and their Purpose	26
16	16	Guidelines for Purchase of Equipments and Other Items	28
17	17	Code of Conduct for Students	29
18	18	Code of Conduct for Hostel Students	30
19	19	Policy on Grievances and Redressal	31
20	20	Policy on Feedback Based Governance	31
21	21	Quality Policy	32
22	22	Green Energy Policy	32
23	23	IT Upgradation Policy	32
24	24	Consultancy Policy	34
25	25	Policy on Funds Mobilization and Optimal Utilization of Resources	35
26	26	Repair and Maintenance Policy	36
27	27	Waste Management Policy	36

S. No.	CHAPTER – 1	
1	GENERAL SERVICE RULES	
1.1	INTRODUCTION	
	These rules are claimed as “General Service Rules” of Knowledge Institute of Technology, Salem. These rules shall come into force with effect from the date of approval of the Governing Council of the College. They shall apply to the faculty and staff of all the categories of posts, whether temporary or permanent, under the employment of the College.	
1.2	DEFINITIONS	
	1	College Knowledge Institute of Technology, Salem – 637 504
	2	Governing Council Governing Council of the College
	3	Trust Knowledge Institute of Technology Trust, Salem – 637 504
	4	President, Secretary, Treasurer President, Secretary and Treasurer of KIOT Trust
	5	BoT Board of Trustees of KIOT Trust
	6	Management BoT of KIOT Trust
	7	Principal Principal of the College
	8	Employee The Employee of the College
	9	Approved Candidate A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment to a particular post or category
	10	Temporary A member appointed initially for a limited period
	11	Permanent A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority
	12	Backward Class The community declared so, by the Government of Tamil Nadu.
	13	Most Backward Class/DNC The community declared so, by the Government of Tamil Nadu.
	14	SC/ST The community declared so, by the Government of Tamil Nadu.
1.3	RECRUITMENT PROCEDURE	
	The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.	
1.4	SERVICE BOOK	

	Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service book be got from the Principal, from time to time.	
1.5	QUALIFYING SERVICE	
	The total period of service put in by an employee either in other Engineering Colleges or in KIOT shall be considered in all Engineering disciplines, Science and Humanities, MBA and MCA. However, for Science and Humanities, MCA, MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account if the polytechnic experience is after M.E. qualification or equivalent.	
1.6	EXTENSION OF TEMPORARY SERVICE	
	If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.	
1.7	REMOVAL OF PERMANENT STAFF FROM SERVICE	
	If the permanent staff is found not suitable / not satisfactory to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community or institution as a whole, a show cause notice shall be given to the individual by the Principal / Management. The explanation of the individual shall be placed before the appointing authority / management for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. If the performance is not satisfied, the management / principal can give a three months' notice / salary in case teaching faculty or one month notice / salary in case of supporting staff without issuing any showcase notice to remove him / her from the service.	
1.8	SENIORITY	
	The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total years of qualifying service rendered by him/her in the post. Seniority will be lost based on the number of LOPs availed.	
1.9	RESIGNATION BY EMPLOYEES	
	A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the academic year after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give three months' notice in case of teaching faculty or one	

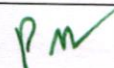
	month notice in case of supporting staff in writing or remit 3 months' salary in case of teaching faculty or one month salary in case of supporting staff to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in the notice period, appropriate recovery will be made.	
1.10	INCREMENTS	
	For increments, year of the service is calculated as on 1 st September each year. The increment will be given to the staff as decided by the management time to time by considering college admissions and financial position of the trust. An increment may be withheld by the competent authority if his/her conduct is not good or his/her work is not satisfied or there have been many LOPs during assessment period.	
1.11	RETIREMENT	
	Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.	
1.12	ANNUAL PERFORMANCE APPRAISAL REPORT	
	<p>The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic, research and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary and Principal shall review the reports and finalize. The assessment shall be used for the following purposes.</p> <ol style="list-style-type: none"> 1. Award of annual increments. 2. Award of special increments and awards for superior performance. 3. Award of career advancement and promotion. 4. Monitoring and recording of the regular growth of each faculty member. 	
1.13	POWER TO MODIFY THE RULES	
	<p>These rules are subject to modifications or amendments as may be made from time to time by the Governing Council / Management.</p> <p>If any dispute arises in the interpretation of these rules, the decision of the Management shall be final, based on the recommendation of the Governing Council.</p>	

PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

CHAPTER – 2				
2	QUALIFICATION NORMS			
2.1	<p>The qualification norms for appointment of Principal, Professor (P), Associate Professor (ASP) and Assistant Professor (AP), will be as per AICTE and Anna University Norms. The norms prevailing at the time of recruitment will be adhered.</p> <p>The norms of AICTE for Academic Year 2019-20 are as follows</p> <p>For Faculty of Engineering & Technology (AICTE Norms)</p>			
	S. No.	Post	Qualification	Experience
	1	Assistant Professor	AP	BE / B.Tech. & ME / M.Tech. in relevant branch with 1st class or equivalent either in BE / B.Tech. or ME / M.Tech.
	2	Associate Professor	ASP	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
	3	Professor	P	Qualifications as above that are for the post of Associate Professor. Or Minimum of 13 years' experience in teaching / research / industry of which 2 years post Ph.D. experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

			<p>Professor, applicable.</p> <p>Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p>	<p>experience in teaching and / or Research and /or Industry.</p> <p>In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>	
4	Principal		<p>Qualifications as above that are for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p>	<p>Minimum of 10 years' experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR /patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional</p>	



PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

				Practice of 10 years as certified by the Council of Architecture shall also be considered valid.	
2.2	Scale of pay as per – Pay commissions				
	S. No.	Post	Scale of Pay		
	1	Assistant Professor	Rs. 6,000 AGP in PB Rs. 15,600-39,100		
	2	Associate Professor	Rs. 9,000 AGP in PB Rs. 37,400 - 67,000		
	3	Professor	Rs. 10,000 AGP in PB Rs. 37,400-67,000		
	4	Principal	Rs. 10,000 AGP in PB Rs. 37,400-67,000 + special allowance Rs. 3000		
2.3	Qualification and Experience for Supporting Staff Position				
	S. No.	Post	Qualification	Experience	
	1	Lab Technician (Dept. Labs)	Diploma in the relevant field	Fresh / one year experience General knowledge in MS-Office is preferable	
	2	Lab Assistant (Dept. Labs)	ITI in the relevant field /10, +2	Fresh / one year experience	
	3	Office Assistant	10, +2 or Any degree	General knowledge in MS-Office is preferable	
	4	Computer Technician / Lab Programmer	Diploma in CS / B.Sc. (CS) or BCA	MS – Office and skills related to maintenance & trouble shooting is preferable	
	5	Junior Assistant (JA)	Any degree	Proficiency in MS – Office is preferable	
	6	Senior Assistant (SA)	Any degree	Must have served as JA for a minimum period of 5 years / proficiency in MS-Office is essential	
	7	Principal – PA	Any degree	Worked as JA / SA for minimum period of 10 years. Administrative skills, Record keeping skills, proficiency in MS-Office is essential	
	8	PED – Field Marker	-	Have necessary skills to carry out the work	
	9	Placement Executive	Any degree	Proficiency in MS – Office and good English communication skills are essential	
Note: For all the above position, age must be above 18 years and less 60 years					



	CHAPTER – 3		
3	RECRUITMENT PROCEDURE		
	1	In general, the following recruitment procedure is adopted. In April, every Academic Year, the department wise faculty and staff requirement is calculated and the required faculty and staff details are submitted by HODs. The faculty requirements are calculated based on AICTE & AU norms and workload.	
	2	The Principal reviews the details submitted by HOD and final requirements of faculty and staff are finalized	
	3	The faculty & staff requirements are submitted to the management and permission for recruitment is obtained.	
	4	Wanted Advertisement is given in leading English daily and Tamil daily (if required) with last date for applying. Faculty / staff wanted details are displayed in the college Website, as well.	
	5	After the last date, the applications received are screened by HOD and Principal. In general, applicants are called for interview on the specified date in the 1: 3 or 1:4 ratio.	
	6	The applicants will be interviewed by the Staff Selection Committee (SSC). The composition of the SSC is as follows: (a) The Secretary / Representation from the Management (b) The Principal / Director – Career Development and Training (CDT) / Director – Placement (PAT) / VP (c) HOD of the concerned department (d) 1 or 2 senior faculty of the department (e) External experts (if management decides)	
	7	Based on the approval of the Management, the Principal issues the appointment order.	
	8	The advertisement will be released in April / May and appointment process is completed in May / June and newly recruited faculty will join in June / July.	
	9	If there is any vacancy arises during the middle of the Academic Year, the Secretary, Principal and the HOD of the department concerned complete the recruitment of the faculty / staff.	
	10	In case of college side supporting staff, similar procedure is followed up to the interview stage. The selection interview is conducted by the secretary of the trust, principal and the department HOD concerned.	
	11	In case of Administrative, Maintenance, Hostel and Transport department supporting staff, the staff selection is carried out by the Secretary of the trust,	

	Principal and Administrative Officer.	
	The interview is conducted and faculty and staff are selected by the SSC. The Principal decides the pay scale and pay by mutual discussion with the candidate. The final faculty and staff shortlisted for appointment is submitted to the Secretary of the trust for approval, after the approval, the Principal issues the appointment order.	

	CHAPTER – 4	
4	ACADEMIC PROCEDURE	
4.1	Academic Calendar (AC)	
	For every semester, Anna University (AU) issues Academic Calendar (AC). Based on the AU – AC, college AC is prepared by HOD in-charge for AC, and circulated through EMS. Each Department prepares Department AC based on the college AC. The AC will consist of period of IATs, Model Exams, End semester University Exams, major activities during the semester (both at college level and department level) and working and holidays.	
4.2	IATs / Model Exams and Continuous Assessment Marks.	
	As per University Regulations, IATs will be conducted. In general, three IATs per semester with equal weightage in Continuous Assessment (CA) marks are conducted. As per R2017, CA marks are 20 and the end semester marks are 80. IATs are of 90/180 minutes duration and questions are set as per the university pattern incorporating CO, and Bloom's taxonomy level of questions. The Continuous Assessment or Internal marks will be calculated based on IAT performance.	
4.3	Absentees for Tests	
	Absentees for the test are not permitted. Leave or On-duty (OD) will not be sanctioned. If there are any absentees or OD on valid grounds, alternate test will be conducted for the students on evening hours with the permission of HoD and Principal. If a student is absent without any valid reason, he has to meet respective HoD with parent and get permission to proceed further.	
4.4	Remedial classes and Retests	
	If a student fails in IAT (<50% marks), the course faculty has to arrange remedial classes. It will commence immediately after the IAT. HOD will prepare the schedule for remedial classes and retest schedule in consultation with the Principal.	
4.5	Text books and Reference books	
	University syllabus specifies a text book (in general) and few reference books. The college issues a text book to the student. Enough copies of text book and reference books are available in the central library. In addition, faculty lecture notes, PPTs, previous year question papers, videos and MOOC course materials are provided by the faculty in the LMS/ or college Website. The students are expected to use these resources and develop the requested knowledge and score better in the examination.	

4.6	Student Attendance	
	The students have to secure the minimum attendance of 75% as per the University regulations in order to write the end semester examination. The relevant section of the university regulation has to be referred time to time.	
4.7	University Regulations and Guidelines	
	For the B.E. & M.E. Students, the university UG & PG regulations R2013 and R2017 are the final guidelines. The students and faculty are requested to follow them meticulously. EMS will issue circular then and there (if there are any changes) to the HODs through Principal. HODs will intimate the same to the faculty and students. Such details are available in the university website as well. It is the responsibility of each student & faculty to refer and follow such regulations time to time.	
4.8	Procedure for Final Year Project work: UG & PG (Refer University Regulations)	
4.9	Conduct of Laboratory Classes (Refer University Regulations)	
4.10	Other Aspects (Refer University Regulations)	

	CHAPTER – 5	
5	ROLES AND RESPONSIBILITIES	
5.1	Governing Body	
	The Governing Council is the highest administrative body of the institute and it meets once / twice in a year and its functions are given below:	
1	To monitor the academic and other related activities of the college	
2	To consider the recommendations of the Staff Selection Committee	
3	To review the important communications, policy decisions received from the University, Government, AICTE, etc.	
4	To pass the annual budget of the college	
5	To review the audited statements of accounts of the institute	
6	To consider the introduction of new courses and changes in intake for the next academic year	
7	To review the MoUs signed and industry collaborations	
8	To review the state-of-the-art equipment procured	
9	To review the faculty position of the college	
10	To review the faculty development initiatives and programs	
11	To review the admissions of the institute	
12	To review the academic performance of the students	
13	To review the students development activities	
14	To review the placement activities	

PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

5.2	Administrators	
1	Principal: Academic and administrative leadership for the institute based on the directions from the Secretary/KIOT and KIOT GC, he will administrate the college.	
2	Vice Principal: Works in consultation with the principal and the management in administering the academic and administrative activities.	
3	Director Placement (PAT) / Director Training (CDT): Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, industry linked labs/COEs, arranging ON/OFF campus placements for the students.	
4	Head of the Department (HOD): Takes care of academic and administrative responsibilities of the department under his preview. HoD has to take care of establishing and maintaining laboratories, teaching, research, consultancy and extension activities, faculty and supporting staff development as per the direction of the principal and management.	
5	Examination Management System (EMS): Ensures smooth conduction of Internal Assessment Test (IAT's), Model examinations, University theory and practical examinations and related activities.	
6	Librarian: Purchase, maintenance and monitoring the issue and return of books, journals, e-journals, CDs and other services to the students and faculty.	
7	Equipment and Facilities Maintenance Department (EFMD): The department takes care of maintenance of all common equipment and facilities in the college except those specific to the department laboratories.	
8	Transport Manger: Overall in charge for operation and maintenance of college buses, cars, and related activities	
9	Hostel Residential Warden: Overall in charge for hostel facilities, hostel mess, students discipline in the hostel and medical needs of hostel students during their stay in the hostel.	

	CHAPTER – 6	
6	CODE OF CONDUCT FOR FACULTY AND STAFF	
6.1	General	
1	College working hours is 9.00 AM to 4.50 PM for faculty, staff and students.	
2	Faculty should sign in the attendance register twice a day (8.45 AM – 09.00 AM in the morning and 4.45 PM - 5.15 PM in the evening) at the Department / Principal Office.	
3	All staff members should be available in the Institute during working hours and follow the dress code prescribed by the Principal / Management.	

4	Faculty should handle the theory, laboratory and other classes for the full duration.
5	University Examination work is mandatory for faculty as per Anna University Regulations.
6	The faculty in the college will be relieved from his duties on his request either by submitting three months' notice or on payment of three months' salary under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
7	The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the college.
8	The faculty / staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
9	The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns or by own.
10	The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
11	The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Principal should be obtained.
12	The faculty and staff members are encouraged to take up consultancy projects, however, with the permission of the Principal.
13	The faculty and staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.
14	The faculty and staff members shall not interfere in any matter not connected to their job requirements.
15	The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
16	All correspondence to the Management should be routed through proper channel (HOD, Principal and to the Management).
17	Faculty members should take active participation in co-curricular and extra-curricular activities.
18	Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
19	All the faculty should continuously update their knowledge by attending FDP, Seminars / Workshops etc., and by utilizing library resources.
20	A faculty member having teaching experience of more than 3 years is expected to publish at least one technical paper per year in peer reviewed journal. The technical paper may be an outcome of research / student project work.
21	Faculty promotions are considered during September each year considering his

		educational qualifications, experience, score in the Faculty Performance Appraisal and AICTE and University guidelines.	
	22	Faculty / staff should not deviate the said guidelines, if any deviations, the Principal / Management until take necessary disciplinary action.	
6.2	Leave Provisions		
	1	Central and State Government holidays will be holidays for the institution, in general.	
	2	Faculty/Staff is eligible for 12 days Casual Leave (CL) per academic year and 08 days Medical Leave per academic year. Medical Leave can be taken as Casual Leave as well.	
	3	Faculty/Staff should take leave with prior permission from HOD and Principal after proper alternate arrangement. Leave can also be informed over phone only in case of emergency.	
	4	Lady faculty/staff can avail 6 months maternity leave	
	5	Faculty/Staff can avail one hour permission twice a month. However, such a facility should be used only for essential needs.	
	6	Leaves cannot be accumulated and carried forward to the next academic year, in general.	
	7	Final sanction of the leave / vacation / OD is the discretion of the Principal and should not be treated as a fundamental right.	
6.3	Vacation		
	1	Teaching staff are normally eligible for three weeks' vacation per academic year, one week in winter and two weeks in summer, or three weeks in the summer.	
	2	Non-teaching staff are normally eligible for 10 days' vacation per year.	
	3	The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.	
	4	Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation. Proportionate days will be granted if the service is 6 – 10 months.	
	5	No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.	
	6	Personal On-Duties / leave will not be adjusted in the vacation in general. However Principal may permit based on genuine needs (like serious health issues, marriage).	
6.4	On – Duty Provisions		
	1	On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations, STTP and others), and Anna University Examination Duty (AUR, Invigilation, Practical Examinations and Valuations).	

2	Prior permission from the HOD and Principal with proper alternate arrangement is essential.	
3	A faculty can avail OD up to 10 working days per semester including university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.	
4	In general, faculty shall not be eligible for OD for the examination related works of other universities	

CHAPTER – 7		
7	INCENTIVES AND WELFARE MEASURES FOR FACULTY AND STAFF	
7.1	General	
1	Faculty and Staff can avail the college transport facility free of cost	
2	100% financial assistance will be provided for attending FDPs, professional and administrative development programs outside KIOT, along with on-duty (OD) within India.	
3	Faculty and Staff have to obtain prior permission from HoD and Principal to apply for attending programs related to professional and administrative development	
4	On-duty will be provided for attending such programs. Guidelines have to be followed to obtain OD.	
5	In each department, faculty and staff are given Best Faculty Award, Best Supporting Staff Award and Best Research Contribution Award with cash incentives during the College Annual Day based on the performance of the faculty and staff	
6	Cash incentives will be given for faculty, who produce academic results of more than 95% and above in the College Annual Day.	
7	Rs.1000/- and Rs.500/- cash incentives are given to faculty who receive awards and recognitions at National and State level.	
8	Faculty are honored with a shield in College Achievers Day function for R&D activities and for guiding the students in winning National level co-curricular activities such as technical contest, hackathon, paper presentation etc.,	
9	Rs.1000/- is given as marriage gift for faculty and staff.	
10	Faculty and staff can avail the eligible vacation, for his/her marriage or for medical treatment.	
11	Free accommodation is provided to faculty, who stay in the hostels.	

CHAPTER - 8		
8	CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH	
8.1	Academic Freedom, Integrity and Responsibility	
	<p>Academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations. Its basic elements include the freedom of scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate.</p> <ol style="list-style-type: none"> 1. Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas by the regulatory bodies like UGC, AICTE, Anna University and others 2. Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination. 	
1	Honesty: An academic community should advance the quest for truth, knowledge, scholarship and understanding by requiring intellectual and personal honesty in learning, teaching and research.	
2	Trust: An academic community should foster a climate of mutual trust to encourage the free exchange of ideas and enable all to reach their highest potential.	
3	Fairness: An academic community should seek to ensure fairness in institutional standards, practices and procedures as well as fairness in interactions between members of the community.	
4	Respect: An academic community should promote respect among students, staff and faculty: respect for self, for others, for scholarship and research, for the educational process and intellectual heritage, with any discrimination to gender, caste, race and religion.	
5	Responsibility: An academic community should uphold high standards of conduct in learning, teaching and research by requiring shared responsibility for promoting academic integrity among all members of the community.	
6	Legality: An academic community should observe valid legal norms related to the conduct and publication of research particularly in relations to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources and the laws of the state and country.	
7	Communication: An academic community should seek to make the results of its research as widely and as freely available as possible.	
8.2	Institutional Responsibilities	

	<p>The College Governing Council, Principal, Heads of Departments, Research Supervisors, Librarian, together with the faculty members are responsible for promoting and endorsing a transparent academic environment conducive to the application of the high professional and ethical practice for academic research.</p> <p>The Heads of Departments and Professors are expected to create and sustain a climate of mutual co-operation that facilitates the open exchange of ideas and the development of academics and research skills. They are also expected to ensure the provision of appropriate supervision and direction for researchers, in accordance with the nature of the individual academic discipline and associated mode of research. The Knowledge Institute of Technology (KIOT) is committed to the provision of appropriate direction of research and supervision for researchers. Supervisors are expected to adhere to the Code of Practice for Doctoral Supervision of the affiliating university, which delineates the supervisory relationship, the assessment of research progress, and the procedures to resolve problems in the supervisory relationship.</p>	
8.3	Training	
	<p>The Academic Departments should ensure that all researchers undertake appropriate training in research design, methodology, regulatory equipment use, confidentiality, data management, record keeping, data protection and publication, the appropriate use of licensed research resources and respect for the intellectual property rights of third parties. The Institute is also committed to preparing its administrative and support staff involved in record keeping and expects them to fully respect the principles and rules of the Code of Ethics in Academic Research.</p>	
8.4	Publication Practice and Authorship, Notification, Archiving and Depositing Copies of Research Publications with the Institutional Repository (IR)	
	<p>KIOT encourages the publication and dissemination of results of high quality research. It also expects that researchers will engage in the process of publishing and dissemination of their work responsibly and with an awareness of the consequences of any such dissemination in the wider media. Results should be published in a form appropriate to the academic discipline. The Institute requires that all individuals listed as authors accept responsibility for the contents of their publication and can identify their contribution to it. Authors should have participated sufficiently in the research to take public responsibility for the content. The Anna university has given access to plagiarism check software "Urkund" for its Recognized Research Supervisors. All the Ph.D. thesis and research articles related to Ph.D. degree are checked for Plagiarism at https://www.urbund.com/ and then processed for degree.</p>	
8.5	Conduct Rules for Research by Anna University	
	<p>Research Ethics:</p> <p>All individuals conducting research in connection with the University should incorporate appropriate consideration of ethical issues into the design and management of projects.</p>	

1	Research involving interaction with environmental issues, human subjects or communities should be informed by context specific ethical practice. Scholars must respect the human rights and dignities of all those involved in any inquiry project and must appropriately address questions of consent, power relations, deception, confidentiality and privacy. In particular, scholars must address a range of complex issues around developing and maintaining respectful and ethical relationships with research partners based on mutual respect for academic traditions and institutional circumstances. Information and/or complaints regarding the above issues shall be referred to the committee constituted by the Vice-Chancellor for necessary action.	
2	At the time of admission, each scholar must give an undertaking that he/she abide by the regulations.	
	Misconduct in research:	
3	Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments; Sexual harassment of other scholars; Contacting the examiner about thesis evaluation are the mode for misconduct.	
4	Submitting plagiarized work for an academic requirement. Plagiarism means representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.	
5	Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement.	
6	All complaints related to research activities or any matters relating to differences among scholars or complaints about the supervisor or seeking of any information related to research shall be addressed to the Director (Research). Only in the absence of any response, alternate measures shall be sought.	
7	Any scholar exhibiting misconduct, their registration will be cancelled. Such a scholar will not be eligible for readmission to any of the courses of this University. Further, if such scholar receives any fellowship from the University, it will be withdrawn and the fellowship has to be refunded from the date of the last award. Vice-Chancellor shall be the ultimate authority in imposing disciplinary actions against the scholars for acts of prohibited behavior.	
	Right to Appeal	
8	The scholar/scholars aggrieved by the action of any authority of the University can appeal to the Director (Research) and any scholar aggrieved by the action of the Director (Research) can appeal to the Registrar and then to Vice-Chancellor. The	

		decision of the Vice-Chancellor shall be final and binding on the scholars.	
	9	The scholar shall seek legal remedy about any matter with prior notice and only after their representations to the higher authorities have been negative.	
	10	If Supervisors are found to indulge in any of following acts, based on the severity of the complaint, the supervisorship will be cancelled for a specific duration and disciplinary action will be taken. i. Exploiting the services of the scholar for completing the academic tasks assigned to an individual. ii. Any act of financial extortion or forceful expenditure burden put on the scholar. iii. Any act of sexual abuse or abuse by spoken words, phone calls, short message service (SMS) through mobile, emails, posts, public insult leading to the discomfort to the scholar.	
	11	For Supervisors under suspension/ undergoing any disciplinary proceedings of the University, Supervisor-in-charge should be nominated by the Director (Research) based on the request of the Supervisor and / or the recommendation of the Head of the Department of the Supervisor. The Supervisor-in-charge shall function up to one year or till Supervisor resumes duty. However if the supervisor continues under suspension/ undergoing any disciplinary proceedings of the University for more than one year alternate supervisor shall be nominated by the Director (Research) based on the request of the Supervisor-in-Charge and the recommendation of the Head of the Department.	
8.6	Misconduct in Academic Research		
		Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others. Misconduct also includes any plan or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.	
8.7	Misconduct includes (and is not limited to) the following activities:		
	1	Plagiarism: The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement.	
	2	Piracy: The deliberate exploitation of ideas from others without proper acknowledgement	
	3	Abuse of Intellectual Property Rights: Failure to observe legal norms regarding	

	copyright and the moral rights of authors.	
4	Abuse of Research Resources: Failure to observe the terms and conditions of institutionally licensed research resources.	
5	Defamation: Failure to observe relevant legal norms governing libel and slander.	
6	Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.	
7	Personation: The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work.	
8	Fabrication and Fraud: The falsification or invention of qualifications, data, information or citations in any formal academic exercise.	
9	Sabotage: Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or willfully disrupting the experiments of others; or endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.	
10	Professorial misconduct: Professorial acts those are arbitrary, biased or exploitative. Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.	
11	Misconduct in formal examinations: Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices or any other material, except such as may have been supplied by the invigilator or authorized by the academic department. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.	
8.8	Mechanism for detecting plagiarism	
	<p>By using online plagiarism checking tools such as;</p> <ol style="list-style-type: none"> 1. https://smallseotools.com/plagiarism-checker/ 2. https://www.prepostseo.com/plagiarism-checker 3. http://plagiarisma.net/ 4. https://www.urkund.com/ <p>(Urkund software is offered by Anna University for approved research supervisors)</p>	

	CHAPTER - 9					
9	ADMISSION POLICY					
9.1	Cut off Marks Calculation					
	Board of study	Subject		Cut-off Calculation		
	STATE BOARD/CBSE	Mathematics (M)		M1 = Maths Reduced to 100		
		Physics (P)		P1 = Physics Reduced to 50		
		Chemistry (C)		C1 = Chemistry Reduced to 50		
	Engineering Cut-Off Calculation	: Cut-Off Mark = M1+P1+C1				
9.2	Eligibility for BE Admissions					
	No.	Community	% of marks eligible for B.E Programs			
			HSC academic	HSC Vocational	Lateral	
			(Avg. of Mat, Phy., Che.)	(Avg. of Voc. T&P*)	(Overall % in Diploma)	
	1	General	50%	50%	55%	
	2	BC/BCM	45%	45%	50%	
	3	MBC/DNC	40%	40%	45%	
	4	SC/SCA/ST	40%	40%	Pass	
9.3	Eligibility for M.E Programs					
	No.	Course	Eligibility			
	1	M.E	A Pass in a recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50% (45% in the case of candidates belonging to reserved category) in the qualifying degree examination			
9.4	Eligibility of various UG programs for M.E admission					
	No.	M.E. Specialization	Eligible B.E. / B.Tech. Programs			
	1	Industrial Safety Engineering	1. B.E / B. Tech. (All Branches)			
	2	Embedded System Technologies	1. Electrical & Electronics Engg.			
			2. Electronics & Communication Engg.			
			3. Computer Science & Engg.			
			4. Instrumentation & Control Engg.			
			5. Electronics & Instrumentation Engg.			
			6. Information Technology			
			7. Electronics Engg.			
			8. Instrumentation Engg.			

	3	Computer Science & Engineering	9. Software Engg.	
			1. Computer Science & Engg	
			2. Electronics & Communication Engg.	
			3. Information Technology	
			4. Computer Hardware & Software	
			5. Electronics Engg.	
	4	VLSI Design	6. Software Engg.	
			1. Electrical & Electronics Engg.	
			2. Electronics & Communication Engg.	
			3. Computer Science & Engg.	
			4. Instrumentation & Control Engg.	
			5. Electronics & Instrumentation Engg.	
			6. Information Technology	
			7. Electronics Engg.	
			8. Instrumentation Engg.	

	CHAPTER - 10			
10	GUIDELINES FOR SCHOLARSHIP PROVIDED BY KIOT TRUST			
10.1	AICTE Tuition Fee Waiver by KIOT Trust			
	1	Name of the Scholarship	AICTE Tuition Fee Waiver by KIOT Trust	
		Eligibility	1. Students admitted through Government Quota only. 2. Given only for 5% of approved intake based on cut-off marks, admitted over and above the sanctioned intake.	
		Scholarship amount	1. For students admitted up to ACY 2016 – 2017, Rs. 20,000 / year during the period of study. 2. For students admitted from ACY 2017 – 2018, Rs. 25,000 / year during the period of study	
10.2	Merit Scholarship by KIOT Trust			
	1	Name of the Scholarship	Merit Scholarship by KIOT Trust (Category - I)	
		Eligibility	1. 195.00 and above cut off marks in 12th exams for Regular I Year B.E. admissions. 2. 95% and above for Lateral Entry (LE) B.E. admissions	
		Scholarship amount	Tuition fees and other college fees during the period of study (Transport / Hostel fees are to be paid)	
	2	Name of the Scholarship	Merit Scholarship by KIOT Trust (Category - II)	
		Eligibility	1. 190.00 – 194.75 cut off marks in 12th exams for Regular I Year B.E. admissions 2. 90.00% - 94.99% for Lateral Year (LE) B.E. admissions	
		Scholarship amount	Tuition fees only, during the period of study	

10.3	Economical Backward Scholarship (EBW) by KIOT Trust			
	1	Name of the Scholarship	EBW Scholarship by KIOT Trust	
		Eligibility	Earning parent deceased and/or family income is less than Rs. 2,50,000 / year and studying well in academics.	
		Scholarship amount	Rs. 5,000 to Rs. 50,000 per year for the sanctioned period	
10.4	Scholarship for outstanding sports persons by KIOT Trust			
	1	Name of the Scholarship	Scholarship for outstanding sports persons by KIOT Trust	
		Eligibility	Students with First, Second and Third Place in sports events at State / National level.	
		Scholarship amount	Tuition Fees / Tuition Fees and other Fees during the period of study	
10.5	Scholarship for KIOT Alumni by KIOT Trust			
	1	Name of the Scholarship	Scholarship for KIOT Alumni by KIOT Trust	
		Eligibility	KIOT Alumni who pursue PG degree at KIOT/KBSS	
		Scholarship amount	Rs.10,000 per year during the period of study	
10.6	Talent Reward Examination (TRE) based scholarship for Lateral Entry B.E. students by KIOT Trust			
	1	Name of the Scholarship	Talent Reward Examination (TRE) fee concession for L.E. Students	
		Eligibility	1.Students who score 'A' grade in TRE (or) 2.Students who score 'B' grade in TRE	
		Scholarship amount	1.Rs. 10,000 per year for 'A' grade students during the period of study 2.Rs. 5,000 per year for 'B' grade students during the period of study	
10.7	Fee Concession for Placement Eligible Students by KIOT Management			
	1	Name of the Scholarship	Fee Concession for Placement Eligible Students by KIOT Management	
		Eligibility	All final year B.E. Students who are eligible for appearing placement drive.	
		Scholarship amount	1.Registration Fee for VIT Consortium 2.Registration Fee for BEC Certification 3.Rs. 100/- concession/day for In-house training during their Hostel stay	
10.8	Transport fee Concession for Placement Eligible final year B.E. Students by KIOT Trust			
	1	Name of the Scholarship	Placement eligible final year B.E. Students who avail Transport facility.	
		Eligibility	Placement eligible final year B.E. Students.	
		Scholarship amount	30% of variable component of the Transport fee during the final year.	



PRINCIPAL

 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 KAKAPALAYAM Po., SALEM - 637 504.

CHAPTER - 11						
11 GUIDELINES FOR SCHOLARSHIP PROVIDED BY GoTN and GoI						
11.1 Government of Tamil Nadu (GoTN) First Graduate Scholarship						
	No.	Eligibility	Annual income limit of Parents	Scholarship AMOUNT		
				Day-scholar	Hosteller	
	1	1. Students admitted through TNEA Anna University counselling 2. First graduate in the family	No Limit	Rs. 20,000/ year Rs. 25,000/ year*	Rs. 20,000/ year Rs. 25,000/ year*	
				*Students Admitted From 2017-18 Onwards		
11.2 Tamil Nadu Government BC & MBC Scholarship						
	1	Students admitted through TNEA Anna University counselling	Less than 2 Lakhs	Rs. 5000 - 6000 / year (Credited directly into student's bank account)	Rs. 7000 - 8000 / year (Credited directly into student's bank account)	
11.3 Tamil Nadu Government SC & ST – Scholarship						
	1	Students admitted through TNEA Anna University counselling	1. Less than 2.5 lakhs for SC 2. Less than 2 lakhs for SCC (converted Christian)	Rs. 40,000 / year Tuition fees (Credited into college Account directly) Rs. 4,500 / year Maintenance allowance (Credited directly into student' bank account)	Rs.10,500 / year (Credited directly into student' bank account)	
	2	Students admitted through Management Quota (MQ)	1. Less than 2.5 lakhs for SC 2. Less than 2 lakhs for SCC (converted Christian)	Rs. 70,000 / year Tuition fees (Credited into college Account directly) Rs. 4,500 / year Maintenance allowance (Credited directly into student' bank account)	Rs.10,000 / year (Credited directly into student' bank account)	
11.4 Tamil Nadu Government Farmer Scholarship						
	1	Sons/Daughters of Farmers	Father of the student should have	Rs. 6,500 / year (Credited directly	Rs. 6,500 / year	



PRINCIPAL

 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 KAKAPALAYAM Po., SALEM - 637 504.

			Farmer ID Card	into Father's bank account)	(Credited directly into Father's bank account)	
11.5	National Scholarship					
	1	Students belong to Minority communities (Muslims, Christians etc.)	Less than 2 Lakh	Rs. 25,000 / year (Rs.20,000 is credited into college account and Rs. 5,000 is credited into student account)	Rs. 25,000 / year (Rs.20,000 is credited into college account and Rs. 5,000 is credited into student account)	

	CHAPTER – 12					
12	PROMOTION POLICY					
12.1	The institution follows the promotion policy as per the guidelines of AICTE (details are in chapter-					
12.2	If a faculty attains necessary qualification and experience for the promotion to the next level, he / she apply in writing to the principal. The Principal places the request in the subsequent SSC meeting. If SSC recommends, the Principal obtains the management approval and issue the promotion order.					

	CHAPTER - 13					
13	TRANSPARENCY IN ADMINISTRATION					
13.1	General					
	Transparency is operating in such a way that it is easy for others to see what actions are performed. Knowledge Institute of Technology operates under the statutory and regulatory requirements of AICTE, NBA, UGC, Anna University and Directorate of Technical Education (DoTE). The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.					
13.2	Financial Transparency					
	1	Budget allocation is done for every academic year for each departmental activity under each head. Utilization of budget is tracked through internal and external finance audits. Audited statements are displayed in college website.				
	2	Salary transaction of every faculty and staff member is done through bank account				
	3	Faculty and staff members know their colleagues salary through salary acquaintance				
	4	Institution equally provides financial support to teaching/ non-teaching faculty to attend faculty development program, workshop, conferences and training program for				

		gaining knowledge, academic growth and also for collaborations that would facilitate healthy academic and research ambience	
13.3	Administrative Transparency		
	1	KIOT follows the guidelines given by governing council and administrative committee to make the institution expenditure by proper planning of yearly budget	
	2	The information concerning to administration, rules, and code of conduct are available as policy documents in the HR policy manual for the faculty and in the college handbook for the students. Policy details are available in the college website	
	3	Regular meetings are conducted by governing council. Any changes in the policies are updated to the faculty members and students through meeting and circulars	
13.4	Academic Transparency		
	1	IQAC cell is functioning to carry out the review of academic process and enhance the quality in the academic activities.	
	2	In the beginning of every semester, academic calendar and schedule is given to all faculty and students.	
	3	Students and Staff have given Separate login in ERP software and Separate college Mail id is given to all students for easy communication	
	4	In ERP, Course plan and notes are prepared and entered by the respective course faculty before the semester starts	
	5	Faculty gives academic advice to students to improve scores while distributing internal assessment test answer scripts.	
	6	Marks and daily attendance are uploaded in ERP software for analysis of students.	
	7	Internal assessment marks and attendance percentage is updated to parents regularly through SMS/Whatsapp to the registered phone number.	
	8	Class committee meetings are conducted thrice in a semester to get the grievances in academic matters and it is addressed by HoD.	
	9	Students can verify their internal marks in Anna University web portal.	
	10	Students can get their university answer scripts and apply for revaluation	
	11	Decisions are taken by the Principal on discussion with the HoDs and other executives on all relevant matters. Regular meetings MoMs of such decisions are circulated to all faculty and staff members.	
	12	Regular meetings of hostel students are conducted to know and improve the quality of food items	
	13	All circulars from principal are circulated and get sign from teaching and non-teaching faculty members, read in all classes and displayed on the notice boards.	
	14	Faculty/Students achievements and placement details are updated regularly in college website	
13.5	Auxiliary functions		
	All the functions relating to purchase, library, sports, mess and hostel are well transparent. There are committees for the respective activities which ensure transparency.		

	CHAPTER - 14	
14	DECENTRALISATION OF POWERS AND DELEGATION OF AUTHORITY	
14.1	General	
	<p>The organizational structure of the institution has KIOT management represented by Secretary, Principal, Various functional heads, HODs, Faculty and supporting staff with clear roles and responsibilities.</p> <p>The Principal of the institution assisted by Vice-Principal, Directors and department's heads carries out the policies of the governing council. Faculty members of the concern departments are working under the guidance of HoD</p>	
14.2	Organizational Structure	
14.3	The roles and responsibility are discussed in Chapter-5 and Chapter-15	

	CHAPTER - 15	
15	DETAILS OF STATUTORY AND NON-STATUTORY COMMITTEE AND THEIR PURPOSE	
15.1	Statutory Committee	
1	Governing Council	Overall administration and approvals
2	Internal Quality Assurance Cell (IQAC)	To improve quality and maintain documents
3	Planning and Monitoring Committee	For overall planning and execution
4	Academic and Administrative Audit Committee (AAA)	To carryout AAA at the completion of each semester

5	Anti-Sexual Harassment Cell & ICC (WEC)	To handle all gender related issues	
6	Grievance and Redressal Committee for Students	To redress the grievances of students	
7	Grievances & Redressal Committee for Faculty & Staff	To redress the grievances of faculty and staff	
8	Grievances Redressal and Empowerment Committee for SC / ST Students	To redress the grievances of SC/ST students and improve their quality of life	
9	OBC Cell	To redress the grievances of OBC students and improve their quality of life	
10	Discipline and Welfare Committee	Planning for the welfare of the students and monitoring the discipline of the students	
11	Anti-Ragging Committee and Anti-Ragging Squad	To monitor ragging and taking preventive steps	
12	Equal Opportunity Cell	To promote everyone's right to equal opportunities	
13	Library Committee	To improve the effective utilization of the library	
14	Program Assessment Committee (PAC) (Dept. Wise)	To assess the CO, PO and PSO mapping and assess the attainment of PO and PSO	
15	Quality improvement Committee (QIC) (Dept. Wise)	To find the curricular gaps in attaining PO and PSO attainment and suggest ways and measures	
15.2	Non-Statutory Committee		
16	Centre for Placement and III (PAT & III)	To increase the Institution Industry Interaction and Placements	
17	Centre for Career Development and Training (CDT)	To offer structured training program on ethics, values, soft skills, placement and provide career guidance	
18	Human Resource Development (HRD) Cell	To enhance the Academic, Administrative and Mentoring skills of faculty and nurture the necessary culture in the institution	
19	Research Committee and Research Forum	To create research culture and increase the research, publications and citations	
20	i-Can Club for Slow Learners	To improve the performance of slow learners	
21	Equipment & Facilities Maintenance Department (EFMD)	To maintain the equipment and facilities in the campus	
22	Social Media Cell	To create social media content and	



PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

			discriminate among the stakeholders	
	23	Curriculum Design and Development (CDD) Cell	Focuses on the creation of the overall course blueprint, mapping content to learning objectives	
	24	Examination Management Systems & Examination Reforms (EMS & ER) Cell	To conduct IATs, University examinations and maintain related documents	
	25	AICTE Initiative Implementation Committee	To monitor the program of various AICTE and MHRD initiatives	
	26	Outreach and Admission Committee	To plan and execute outreach programs and help in admission of students	
	27	Entrepreneurship Development Cell (EDC) & IPR Cell	To create innovative climate in the campus, awareness on IPR and increase patent filing	
	28	MED – Institute Innovation Council (IIC) & KIOT – ISP (Innovation and Start-Up Policy Cell)	To create a vibrant local innovation ecosystem	

CHAPTER - 16				
16	GUIDELINES FOR PURCHASE OF EQUIPMENTS AND OTHER ITEMS			
16.1	General			
	1	Faculty / laboratory in-charge / Department in-charge identify the list of items / Equipment's / Software to be purchased.		
	2	HoD of the department concerned reviews and forwards the purchase request along with approximate cost to the Principal.		
	3	After Principal approval, the purchase request is sent to the management approval.		
	4	After management approval, the faculty concerned calls for quotation from venders. Minimum three quotations are necessary.		
	5	Faculty prepare the comparative statement and final recommendation for purchase either based on minimum cost or quality of product / item is forwarded to the management through HoD and Principal.		
	6	Either the management / purchase committee / BOTM approves the purchase.		
	7	Then the faculty prepares the purchase order as per the approval and the Principal sends the purchase order.		
	8	If the item / product are received, its quantity, quality and other aspects are verified. If it is found to be satisfaction, then faculty prepare the details for bill payment. The payment is made through the Principal and Trust office.		
	9	The items are entered into the proper stock register before paying the bill, the stock entry is signed by the HoD, Principal and Administrative officer.		



PRINCIPAL

	CHAPTER - 17		
17	CODE OF CONDUCT FOR STUDENTS		
17.1	General		
	1	Students are subject to rules of conduct and behavior framed by the authorities of the College.	
	2	Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.	
	3	Students should reach the college on time.	
	4	Students should converse only in English inside the campus.	
	5	Students should wear their I.D. Cards in the campus and in the college bus compulsorily.	
	6	Students should maintain absolute discipline inside the class rooms as well as the college premises.	
	7	Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.	
	8	Girls should wear chudidhars with dupatta pinned on either sides of the shoulder.	
	9	During laboratory classes, students should wear their lab uniforms properly.	
	10	Students should be punctual to classes and attend their work with devotion.	
	11	Students should acquaint themselves in time with the notifications put up on the Notice Board.	
	12	Students should not be permitted roaming outside the class room or out of the college during class hours.	
	13	During class hours, students are not permitted to visit office, Principal, HoD or Class Advisors.	
	14	Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses and doors or breaking the furniture is a violation of discipline and will be severely punished.	
	15	Students should use dustbins for throwing garbage and any unwanted material.	
	16	Students are not allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.	
	17	Students shall not enter the college premises in intoxicated state and should not possess such materials.	
	18	Usage of cell phones inside the classrooms is not permitted.	
	19	If a student's behavior goes wrong, the parent of the student concerned should come and meet the Class Advisor and the Head of the Department.	
	20	Boys and girls interaction on personal grounds is strictly not permitted.	

PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

21	There should not be exchange of greetings, photos, gift articles or letters between boys and girls.	
22	Students are not allowed to visit the residents of the students of opposite gender.	
23	Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.	
24	Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.	
25	Ragging of any kind is strictly prohibited.	
26	The students will fully obey various rules and laws laid shown by State and Central Governments, honorable High Court and honorable Supreme Court of India regarding prevention of ragging, on use tobacco and alcoholic products, possession and use of weapons, explosives, possession and use of drugs of any kind and other discipline related matters	

	CHAPTER - 18		
18	CODE OF CONDUCT FOR HOSTEL STUDENTS		
18.1	General		
1	Both the hostels (Gents/Ladies) are managed by Deputy Wardens staying in the hostel.		
2	The students can approach the wardens for help, guidance and grievance redressal.		
3	At the time of hostel admission, a duly completed Personal Data Form of the student has to be submitted to the warden.		
4	Any change of address / telephone number of the parent / local guardian has to be intimated to the hostel warden.		
5	Rooms once allotted to the students will not be changed.		
6	During study hours, the rooms should be kept open.		
7	Watching TV is permitted only at leisure time.		
8	Lights, fans, water heater, etc. should be switched off when not in use.		
9	The rooms, common areas and surroundings should be kept clean and hygienic.		
10	In case of any damage or loss to hostel property, the cost will be recovered from the respective student		
11	As per the Supreme Court order, ragging of students is totally banned. If there is any violation, the students will be dealt with very severely, including expulsion from the college.		
12	Consumption of alcoholic drinks/ smoking in the hostel premises is strictly prohibited.		
13	Students should not invite day scholar students to the hostel rooms.		
14	The visit of men students to the women's hostel and vice versa is restricted.		



PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

	15	If any student wishes to be away from the hostel during weekend, holidays or any other time, he/she has to get prior permission from the warden and has to be in the hostel before 7.00 pm	
--	----	--	--

		CHAPTER – 19	
19		POLICY ON GRIEVANCES AND REDRESSAL	
19.1	General		
	1	The Students, Parents, Faculty, Staff and Public can express any of the grievances in a very transparent manner. The grievances submission form is available at KIOT website www.kiot.ac.in .	
	2	In addition, suggestion boxes are available at KIOT trust president office, Principal office and each HOD office. Any stakeholder can meet the principal and submit his grievances in person or through mail (principal@kiot.ac.in)	
	3	All the grievances are addressed is rectified within 7 to 10 days by the Principal of the college / President of the Trust.	

		CHAPTER – 20	
20		POLICY ON FEEDBACK BASED GOVERNANCE	
20.1	General		
		Anything that need to be improved, need to be measured. Feedback is one such very effective measurement method, which is effectively used in the improved administration. In general feedbacks are taken at the following occasions:	
	1	Feedback on curriculum gap and enrichment (from Students, Faculty, Parents, Alumni and Employers).	
	2	Feedback on Teaching - Learning imparted by faculty for each subject at the middle of the semester and the end of the semester (from the students attending the class)	
	3	Feedback taken on syllabus coverage, overall Teaching–Learning process, examination and evaluation and support systems at Class Committee Meetings (CMM) (two or three CMMs per semester per class) from selected group of students.	
	4	Feedback from outgoing students, each year on Infrastructure, academics and facilities.	
	5	Feedback at the end of each major programs/events (Non formal / Value added courses and FDPs.	
20.2	Structure of the Feedback System		
		The structure of the feedback form is Likert's 5 point scale (Strongly agree, Agree, Not sure, Disagree and Strongly Disagree or Excellent, Very Good, Good, Average and Poor)	



PRINCIPAL

 KNOWLEDGE INSTITUTE OF TECHNOLOGY
 KAKAPALAYAM Po., SALEM - 637 504.

20.3	Corrective Action	
	The feedbacks are consolidated and Presented in the HODs meeting with Principal. In the HODs meeting , feedbacks are analysed and corrective actions are taken wherever needed	

	CHAPTER – 21	
21	QUALITY POLICY (w.e.f. 01.01.2010)	
21.1	General	
	To pursue and continuously improve global standards of excellence in all our endeavors. At each stage of planning, faculty members are involved in setting the targets and progress is reviewed at frequent intervals.	

	CHAPTER – 22	
22	GREEN ENERGY POLICY (w.e.f. 01.01.2018)	
22.1	General	
	1 Constructing the buildings with more natural ventilation and lighting there by conserving the use of electricity.	
	2 Replacing conventional lighting system with energy efficient lighting systems at 20% per year level.	
	3 Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.	
	4 Installing solar PV power generation systems to meet the base demand in 5 years.	
	5 Encouraging faculty, staff and students to use common transport facilities to reduce the carbon footprint.	

	CHAPTER – 23	
23	IT UPGRADATION POLICY (w.e.f. 01.06.2017)	
23.1	IT Infrastructure - Overview	
	1 IT Infrastructure includes hardware, software, network resources and services. At KIOT, as on 01.06.2017, there are 900 computers, 10 servers, 57 laptops and 55 printers available.	
	2 In addition, the college has various software such as College wide common software like Microsoft Campus License, Impres ERP etc., Besides, all the departments have various domain specific softwares.	
23.2	Hardware & Software Procurement	

	1	For any IT equipment procurement or upgradation, Head of the Department (HoD) ought to take prior approval from the Principal.	
	2	Identify the vendor and make an order based on the comparative analysis. High cost items are to be purchased through college purchase committee.	
	3	Bulk Procurement by combining the requirements of similar equipment should be encouraged to achieve optimum cost benefits.	
23.3	Hardware Repair & Maintenance		
	1	Technicians are expected to check all the lab equipments on a daily basis and ensure that all the machines are working properly.	
	2	If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement, Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator.	
	3	<u>Responsibility:</u> Technician and System Administrator	
23.4	Hardware Upgradation		
	1	KIOT always recommends branded PC Models such as ACER, HCL and Zenith. The department will track required PC configuration and components for new laboratory programs or courses and will submit a request in the next available budget cycle for an IT budget increase.	
	2	Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.	
	3	After the completion of the warranty period, Department may implement the Annual Maintenance Contract (AMC) for the equipment depending on the criticality of its usage with the approval of the Management.	
	4	The upgradation of equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy-back mechanism depending on the specifications and performance parameters of the equipment.	
	5	Lower Configuration Systems can be utilized for the basic programming practices.	
	6	A prior approval of specifications and requirement by the Principal is essential.	
	7	Any disposal or scraping of components, the college e-waste management policy has to be adopted.	
	8	<u>Responsibility:</u> Technician, Lab Faculty In-charge, System Administrator and HoDs	
23.5	Software Upgradation		
	1	Existing software will be upgraded with newer versions each year.	
	2	Upgradation or new purchase of software will be made as per the curriculum requirement and industry standards.	

	3	Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.	
	4	Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.	
	5	Responsibility: Technician, Lab Faculty In-charge and System Administrator	
23.6	Internet Upgradation		
	1	Internet bandwidth will be increased each year based on the need and AICTE / AU guidelines.	
23.7	Obsolescent Removal		
	1	Computer systems and other related hardware which are beyond upgradation, will be replaced with new systems / hardware following the e-waste disposal policy.	
	2	Based on the curriculum and research needs, existing software will be replaced with new / recent software.	

	CHAPTER – 24		
24	CONSULTANCY POLICY (w.e.f. 01.06.2018)		
24.1	Objective		
	To establish a framework to support consultancy activities at Knowledge Institute of Technology.		
24.2	Eligibility		
	1	This policy applies to all the faculty members and staffs at Knowledge Institute of Technology.	
	2	The faculty members involving in conduct of consultancy service can avail On-Duty for industrial visit and meeting industry person for discussion related to consultancy work.	
	3	The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.	
24.3	Circumstances under which consulting activity may be permitted		
	1	The organization requiring consultancy services from faculty members or the department shall write to the principal indicating the expertise required.	
	2	The principal on receiving the request from the organization shall inform to the department concerned.	
	3	The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.	
	4	The principal will take into account the factors such as the responsibilities and commitments of faculty member(s), potential conflicts of interest and the use of Institutional resources.	
	5	Consultancy agreement may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of principal.	

	6	The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.	
24.4	Remunerations		
	1	The net revenue generated is the total consultancy fee paid minus all the expenses involved. Remuneration to the faculty member (or) a team of faculty involved will be 50% of the net revenue. In case of team of faculty, the total remuneration will be distributed according to the role played by the individual faculty. In case of any disputes, the decision of the principal will be final.	
24.5	Publications		
	1	Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.	
24.6	Intellectual Property Rights		
		College IPR may be used where not in conflict with rights of third parties or any commercialization plan.	

	CHAPTER – 25		
25	POLICY ON FUNDS MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES (w.e.f. 01.06.2018)		
25.1	Funds Mobilization		
		The institution regularly analyses ways to enhance the revenue through various sources on a yearly basis. The various possible sources of fund for Higher Education Institutions (HEI) are student fees (college, transport and hostel), scholarship from Government and private bodies, Research grants from various funding agencies, corporate CSR funds, MODROB / FDP / STTP and similar grants, faculty consultancy, IPR and startup dividends, offering online / MOOC courses, offering services to external parties using the equipment / computers / software and other similar services related to HEIs.	
25.2	Optimal Utilization of Resources		
		Institution has its vision, long term and short term goals. Planning and Monitoring Board (PMB) seeks budget requirements for various heads with inputs from Governing Council and IQAC. Based on current academic year budget vs. expenditure and priorities for the next academic year, budget is prepared by the PMB and Principal and submitted to the management for approval. After the management approval, the respective HoDs / In-charges can utilize the allotted budget for the specific purpose. PMB monitors the utilization of budget on a regular basis. Both PMB and IQAC ensure the optimal utilization of resources.	

PRINCIPAL

KNOWLEDGE INSTITUTE OF TECHNOLOGY
KAKAPALAYAM Po., SALEM - 637 504.

CHAPTER – 26		
26	REPAIR AND MAINTENANCE POLICY (w.e.f. 01.06.2017)	
	The institution has building infrastructure, electrical equipments, furniture and fittings, IT infrastructure (Computers, Printers, Scanners and networking), CCTV camera surveillance system, laboratory equipments and sports items. The maintenance requirements vary as daily, weekly, fortnightly, monthly, quarterly, half yearly and yearly. Repair and maintenance schedule is prepared accordingly and implemented. The laboratory that requires calibration is carried out as per the specified requirement. In case of software, Annual Maintenance Contract (AMC) is signed wherever necessary and upgraded on a yearly basis. Equipment Facility Maintenance Department (EFMD) monitors the implementation of Repair & Maintenance (R&M) work.	

CHAPTER – 27		
27	WASTE MANAGEMENT POLICY (w.e.f. 01.06.2017)	
	KIOT has waste management policy for effective handling of solid, liquid and e-wastes.	
27.1	Solid Waste Management	
	1	Solid waste such as metal scraps and paper waste are collected at a common point and sell to vendors once in 6 months or as and when required.
	2	Food and Vegetable wastes from hostel and canteen are collected and give to outside farmers, who feed the cattle.
	3	Debris are composted in composting yard and used as manure for trees and shrubs in KIOT campus.
	4	Campus is declared as plastic free. However, the minimum plastic waste generated is collected and sell to vendors for recycling.
	5	Old batteries are sold to vendors for recycling.
27.2	Liquid Waste Management	
	1	College has Sewage Treatment Plant (STP) with 45,000 liters / day processing capacity near gent's hostel. All waste water generated is treated using STP. Additional STP will be installed near ladies hostel if the ladies hostel occupancy goes up.
	2	The treated water is utilized for watering the lawns, trees and plants with the help of drip irrigation.
	3	The diluted chemicals and solutions (liquid waste) from environmental and chemistry laboratories are disposed effectively by running water in sinks.
	4	Waste lubricant oils are collected and sold to vendors for recycling.
27.3	Carbon foot print reduction	
	1	To reduce the emission of carbon dioxide, all faculty, staff and students are encouraged to use the public transport or KIOT college bus. The college runs 36 buses covering 75 km radius on each working day and about 2000 students and staffs use the facility.
27.4	E-waste Management	
	1	All e-waste generated are sold to vendors for recycling.