*A sign of a **Good Leader** is not how many followers you have, but how many **Leaders You Create**.*

- Mahatma Gandhi

Criterion 6

Governance, Leadership & Management

List of QL and QN Metrics for Appeal

SI. No.	Criterion No.	Criterion Description	Website Link
QL Metrics for Appeal			
1	6.2.1	Perspective/Strategic plan and Deployment documents are available in the institution	
2	6.2.2	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism	
3	6.3.1	The institution has effective welfare measures for teaching and non-teaching staff	[View](#)
4	6.3.5	Institution has Performance Appraisal System for teaching and non-teaching staff	
5	6.5.5	Incremental improvements made for the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)	
QN Metrics for Appeal			
6	6.2.3	Implementation of e-governance in areas of operation: 1. Planning and Development, 2. Administration, 3. Finance and Accounts, 4. Student Admission and Support & 5. Examination	
7	6.3.4	Total number of teachers ATTENDING professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years	[View](#)
8	6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)	

6.2.3 Implementation of e-governance in areas of operation

Areas of e-Governance	Name of the Vendor with contact details	Year of implementation
Planning and Development	Impres ERP Software	2015
	Google Form	2009
	MS Office Excel	2009
Administration	Impres ERP Software	2015
Finance and Accounts	Tally	2013
	Impres ERP Software	2015
Student Admission and Support	TNEA Website for General Quota Students	2009
	DOTE Website , Govt. of Tamil Nadu	2009
	Impres ERP Software for Management Quota Students	2015
Examination	Anna University Exam Web Portal	2012
	Impres ERP Software,	2015

6.3.2 Number of teachers provided with FINANCIAL SUPPORT to attend conferences / workshops

Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Nos	92	126	112	78	32	44

6.3.3 Average number of professional development / administrative training programs organized by the institution

Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Avg. Nos	15	19	14	02	01	18

6.3.4 Number of teachers attending professional development programs

Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Nos	80	83	82	84	83	82

6.4.2 Funds / Grants Received from Non-Government Bodies, Individuals, Philanthropists (INR in Lakh)

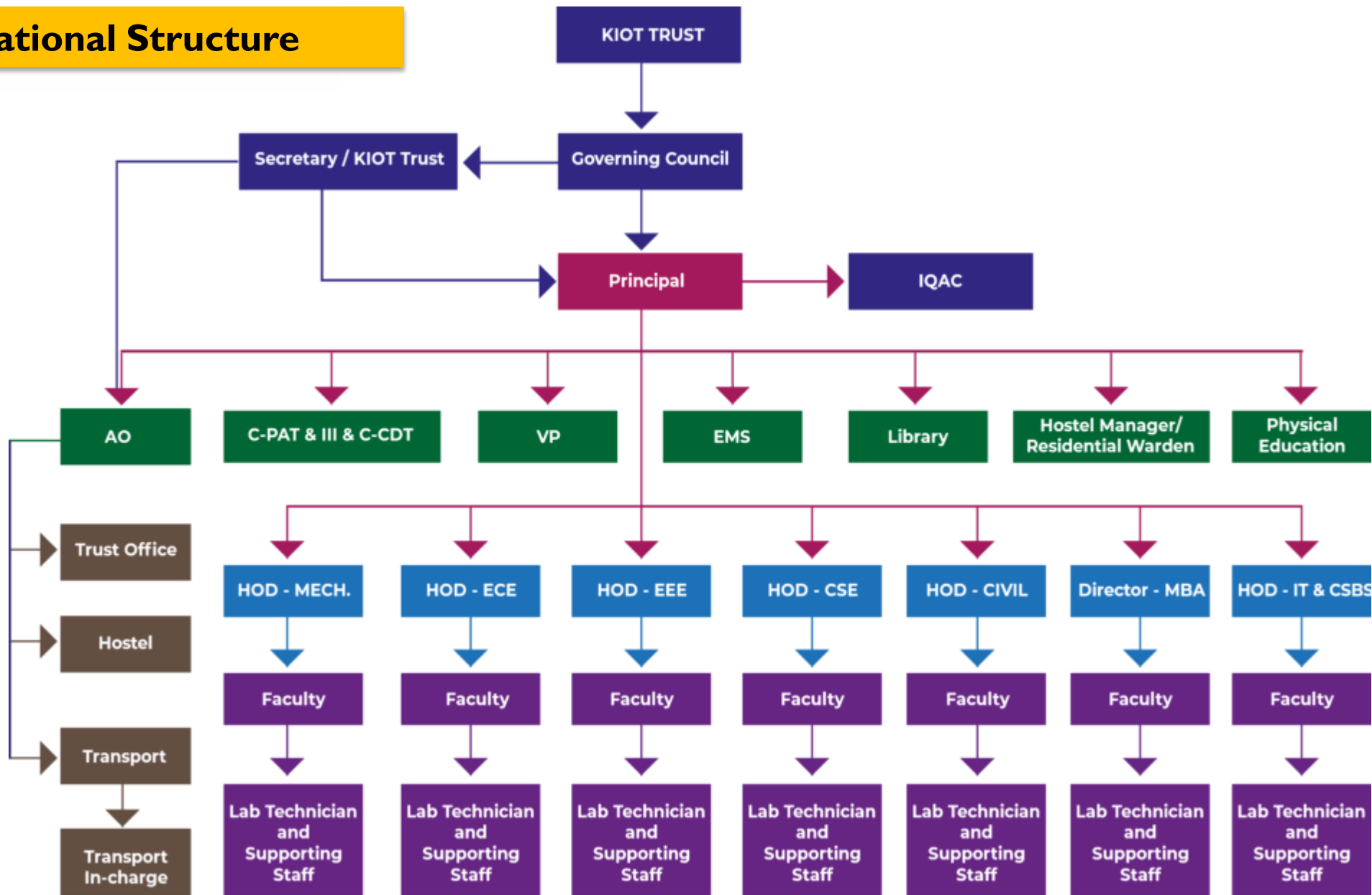| Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
(Rs. Lakh)	0.36	2.54	0.44	0.30	1.23	2.20

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture

Year	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Avg. Nos	15	30	24	20	20	-

6.5.4 Quality assurance initiatives of the institution

Year	AQARs prepared/ submitted. (Yes / No)	Academic Administrative Audit (AAA) and initiation of follow up action	Participation in NIRF. (Yes / No)	NAAC (Yes / No)	NBA (Yes / No)
2018-19	Yes	Yes	Yes	Yes	Yes
2017-18	Yes	Yes	Yes	Yes	No
2016-17	No	Yes	Yes	Yes	No
2015-16	No	Yes	Yes	No	No
2014-15	No	No	No	No	No

Organizational Structure

Leadership and Governance

Principal	• Academic: 30+ yrs, Research: 20+ yrs, Admin :15+ yrs • Global exposure: Visited 05+ Universities in the Top 100 Ranking • IIT-B Gold medalist (M.Tech) • Founder of KIOT Trust & KIOT
Directors	• 20+ Years of Academic & Admin Experiences • Well Connected with Industry and Academia • Policy and Strategy Development Exposure
HoDs	• 15+ Years of Academic & Admin Experiences • Good Research Background • Getting Many Sponsored Projects & Programs
Senior Faculty Members	• 10+ Years of Academic Experiences • Academic and Industry Experiences • PhDs / Pursuing PhDs

Innovative Practices

- Domain Specific Training and Hiring Model (PAT-COE)
- Make-A-Product (MAP)
- 360° Personality Development
- Clubs & Forums
- HRD Cell for Faculty & Staff
- More focus on EDC – NISP + KISP – Incubation & Start-ups

HRD Cell

- Supporting continuous growth and development of its Human resources
- Organize short term and medium term training and development programmes
- To evolve measures to address the need of encouragement, motivation, appreciation etc.
- Providing guidance and motivation to the Faculty and Staff through various Trainings

Faculty / Staff / Students / Parents / Alumni / Outside Experts Representation in Various Bodies

Participative Management Practices
Principal Meeting with HoDs
HoDs meeting with Faculty and Staff
Participation Faculty in various Committees
Students / Parents / Alumni in various Bodies
Purchase Committee
Budget Process
Faculty Recruitment Committee
Class Committee Meeting
PAC & QIC

S. No.	Name of the Committee	Total Members	Faculty & Staff	Students	Parents	Alumni	Industry Expert	Others
1	Governing Council	21	6	-	-	-	6	9
2	IQAC	24	12	1	1	1	2	7
3	Anti Ragging	10	4	2	1	-	-	3
4	HRD	15	15	-	-	-	-	-
5	PAC	6	3	-	-	1	2	-
6	Anti-sexual & ICC	15	9	5	-	-	-	1
7	Planning & Monitoring	7	4	-	-	-	3	-
8	Grievances Redressal - Students	10	7	1	-	-	-	2
9	Grievances Redressal – SC / ST Students	12	7	5	-	-	-	-
10	OBC Cell	4	4	-	-	-	-	-
11	KIOT - ISP	11	3	-	-	2	5	1
12	Library Committee	24	15	9	-	-	-	-

Case Study: Improving Programming Skills for Students

- **Employer Feedback : Lagging in Technical Skills**
- Inputs from the Students
- Brainstorming at Department Level (HoD and Faculty)
- HoDs meeting with Principal and IQAC Coordinator
- **Purchase of E-Box and Skillrack portal**
- Course Announcement
- Execution of the Course
- Review & Evaluation at Regular Intervals
- Feedback at the End of the Course
- Final Review and Course Corrections

Decentralization

1. **Directors**
2. **Coordinators**
3. **Trainers**
4. **In-charges**
5. **Students**

Participants Level

1. Recruiter/Employer
2. Placement Director
3. Training Director
4. Training Coordinator
5. Trainers
6. Faculty In-charges
7. Students

KIOT STRATEGIC PLAN : 4 A - PHILOSOPHY	
Admissions and Outreach	**Courses: 7 UG, 5 PG (10 UG, 10 PG in 5 yrs)** **80 % + admissions up to 2017, 65 % + in 2020; (> 90 % in 2 Yrs)** **Spread: Mostly Salem Namakkal Districts; (30 % other Districts, 05 % other States)**
	Industry Tie-up to improve ME Admissions **ME - CSE (Cyber Security, Virtusa), ME - VLSI (Chip Verification & Testing, Tessolve),** **ME - EST(Embedded & Wireless, Tessolve), Total Investment in Software: (Rs. 60.00 Lakhs)**
Academics (Faculty, Curriculum, Labs, R & D, Innovation, Tie-ups)	**10 % Faculty with PhD (30% PhD in 5 Yrs)** **Research Centres: 01; All Dept in 3 yrs**
	π- Model Curriculum by incorporating Emerging Technology Areas **Focus on R & D Funding (in House + External)** **IPT and Startups: 10 and 05 in 5 Yrs** **MoU with 5 industries / Dept. for Curriculum Delivery in 3 Yrs** **MoU with 5 Foreign Univ .in 3 Yrs)**
Achievements (Placement, Entrepreneurship, Startups, Higher Education)	**90 % + wrt Registered for PAT,** **Avg. Salary Rs.3.02 LPA, Increase of 10 % Each Year**
	Focus on EDP, Innovation in the Curriculum **Higher Education: 10 % to Reputed Univ. Abroad** **30 % faculty to get PhD in 5 Yrs** **10 National level contests won / year in 3 Yrs**
Accreditation and Rankings	**2017: NAAC Accredited with B++, (Reaccreditation now for better Grade)** **2019: NBA Accreditation, 4 BE Courses, (All courses in 3 Yrs)**
	2021: Getting Autonomous Status in AY 2021-22 **NIRF Ranking: Top 200 in 5 Yrs**

Governing Council Members

Composition of Governing Council Members

S. No.	Description	Total Members
1	Members from KIOT Trust	3
2	Members from Industries	6
3	Members from Renowned Academic Institutions	3
4	Member Nominee from Anna University	1
5	Member Nominee from DOTE	1
6	Members from KIOT Faculty	6
7	Member Secretary	1
TOTAL		**21**

No.	Name	Position
1	**Thiru. R. Kumarasamy,** President, KIOTT, Salem	Chairman (Trust)
2	**Mr. V. Suresh Kumar, B.E.,** Secretary, KIOTT, Salem	Member (Trust)
3	**Mr. N.P. Sivaprasad, B.E.,** Treasurer, KIOTT, Salem	Member (Trust)
4	**Mr. P.R. Perumal, B.E.,** SGM, ITCOT Consulting & Service Ltd., Chennai.	Member (Industry)
5	**Dr. S. Paramasivam, M.E., Ph.D.,** Danfoss Industries Pvt. Ltd. Chennai.	Member (Industry)
6	**Dr. Padmanaban Ramasamy, M.Tech., Ph.D.,** Eishaa Networks Inc., Chennai	Member (Industry)
7	**Mr. Srikanth Narayanasamy,** Bosch limited, Bangalore	Member (Industry)
8	**Er. R.Sivalingam, B.E.,** MD, Sigaram Construction (P) Ltd., Erode	Member (Industry)
9	**Mr. V. Rajaraman, M.E.,** Director, Granite River Labs Tech. Pvt. Ltd., Bangalore	Member (Industry)
10	**Dr. P. Damodharan, M.E., Ph.D.,** AP, Dept. of ECE, IIITDM, Chennai	Member (Academic)
11	**Dr. P. Parthiban M.E., Ph.D.,** ASP, Dept. of Production Engg, NIT Trichy	Member (Academic)
12	**Dr. P. Navaneethakrishnan, M.E., Ph.D.,** Prof .& Head - Mech., KEC, Erode	Member (Academic)
13	**Nominee from University**	
14	**Dr. K. Venkatesan M.E., Ph.D.,** AP, Dept. of Metallurgical Engg., GCE, Salem	Member (DOTE Nominee)
15	**Dr. K. Visagavel, M.E., Ph.D.,** VP & Head - Mechanical Engg., KIOT, Salem	Member (Faculty)
16	**Dr. A. Stephen,** Director/ MBA, KIOT, Salem	Member (Faculty)
17	**Dr. N. Santhiyakumari, M.Tech., Ph.D.,** Prof. & Head - ECE, KIOT, Salem	Member (Faculty)
18	**Dr. V. Kumar, M.E., Ph.D.,** Prof. & Head - CSE, KIOT, Salem	Member (Faculty)
19	**Prof. B. Sasi Kumar, M.E.,** ASP - EEE, KIOT, Salem	Member (Faculty)
20	**Dr. M.Thangavel, M.E., M.B.A., Ph.D.,** Coordinator - IQAC, KIOT, Salem	Member (Faculty)
21	**Dr. PSS. Srinivasan, M.Tech.(IIT-B), Ph.D.,** Principal, KIOT, Salem	Member Secretary

Institution Policy / Guidelines

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

Case Study : | **Employer Feedback : Company / Domain Specific Training : Implementation : Outcome**

Process

Recruiters Feedback →

CDT & PAT
Feedback Analysis

→

HoDs Meeting with Principal
Discussion & Decision making

→

Company / Domain Specific Training (CDS)

→

CDT & PAT
Discussion with Training Vendors

→

Finalize the CDS Training Vendors

→

CDT
Execute the Training Program

↓

PAT
Placement Drive

→

Good No. of Students Placed

Recruiters Feedback: Students Problem Solving Speed in Written Test Need to be Improved

S. No.	AY	CDS Training by	Recruiters	No. of Training Conducted	No. of Students Trained	No. of Students Placed
1	2018-19	FACE Coimbatore, Ethnus Bangalore & KIOT	TCS, CTS, Infosys & HCL	7	421	45
2	2019-20	FACE Coimbatore & Virtusa Chennai	TCS, CTS & Virtusa	3	384	60
			TOTAL	**10**	**805**	**105**

Students Interaction with Virtusa Experts

1. **On-Duty for FDP / WS / Conf. & Others - 20 Days per Year**
2. **100% Financial Support for FDP / WS / Conference & Others**
3. Vacation Leave - Faculty : 21 Days per Yr. & NTS : 10 Days per Yr.
4. **Casual Leave – 12 days CL + 8 days ML per Yr. (ML as CL)**
5. One Hr. Permission - 2 Times per Month
6. **Vacation Leave Adjustment for Wedding**
7. Wedding Gift of Rs.1000
8. PF contribution
9. Group Insurance to all Faculty and Staff
10. Incentive for 90% or 95% above University Results
11. **Free Transportation to all Teaching and Non - Teaching Staff**
12. Free Accommodation for Faculty Staying in Hostel
13. Induction Training Programs for New Faculty Members
14. **Best Faculty Award, Best Research Contribution Award & Best Non-Teaching Staff Award**
15. Staff Welfare Programs and Family Tour through Staff Club

Annual Day – Recognition for Univ. Results

Staff Club Tour

Details	5 Years Total
No. of Faculty Members received Incentives for producing 90% or 95% above University Results	**311 Faculty**
Total Incentives given to Faculty for Producing 90% or 95% above University Results	**Rs. 3.26 Lakh**
No. of Faculty Members received Best Faculty & Best Researcher Award	**53 Faculty**
No. of Non-Teaching Staff received Best Non-Teaching Staff Award	**35 Staff**
Total Incentives given to Best Faculty, Best Research contribution & Best Supporting Staff awardees	**Rs. 2.46 Lakh**
No. of Faculty Members received Marriage Gift	**61 Faculty**
Total Amount received as Marriage Gift	**Rs. 0.61 Lakh**
No. of Faculty Members attending various programs with 100% Financial Support	**678 Faculty**
Total Sponsorship for attending FDP / Workshop / Conference & Others	**Rs. 20.55 Lakh**

To improve teachers' own practice by identifying strengths and implementing the corrective action for further professional development

Process

Faculty and Supporting Staffs are assessed for each calendar year in Feb/March for the previous year EVEN & current year ODD Semester

Parameters

A : Teaching Learning Process (Max Marks 50)
B : Research and Consultancy (Max Marks 50)
C : Administration and Services (Max Marks 50)

Evaluation Criterion

Minimum Level Registered				
Category	A	B	C	Total (Min. Marks)
Maximum Marks	50	50	50	150
Assistant Professor	25	05	20	50
Associate Professor	30	20	30	80
Professor	30	30	40	100

Classification of Performance			
Category	Assistant Professor	Associate Professor	Professor
Below Average	< 50	< 80	< 100
Average	50 - 70	80 - 100	100 - 120
Above Average	>70	>100	>120

- **Corrective Actions are taken for Below and Average Performers**
- **Top Performers are Awarded in Annual Day Function**

Appraisal Form and Award – Best Faculty

PERFORMANCE EVALUATION FORM FOR FACULTY
Period of Assessment 01.01.2017 to 31.12.2017
Academic Year(AY): 2017 - 18

Name of the Faculty: P. SHANMUGA SUNDARAM
Department: ECE Designation: AP Qualification: M.E (Ph.D)

| Experience (Teaching) | Total AL: | Y: 7 | M: 9 | KIOT | Y: 7 | M: 9 | Industry | Y: 6 | M: 8 |

A Teaching Learning Process

A S.No	B Functional Area	C Maximum Points	D Minimum Target	E Actual Score	F Final Score	G Deviation (F – C)	HOD	Remarks
A1	% Pass in Tests / Model Exams : (Average Pass % in all Subjects for Odd & Even) : <60% = 0, 61% –70%= 1; 71%-80%= 2 ; 81%-90%=3 ; 91%-95%=4 ; 96%-100%= 5)	5	1	3	3	– 2		
A2	% Pass in University Exam : (Average Pass % in all Subjects for Even Sem of AY minus 1) : <75% = 0, 76% –80%= 2: 81%-85%= 4 ; 86%-90%=6 ; 91%-95%=8 ; 96%-100%= 10}	10	2	4	4	– 6		
A3	% Pass in University Exam : (Average Pass % in all Subjects for Odd Sem of AY) : <75% = 0, 76% –80%= 2: 81%-85%= 4 ; 86%-90%=6 ; 91%-95%=8 ; 96%-100%= 10)	10	2	0	0	–10		
A4	Students Feedback: (Out of 100) <60% = 0, 61% –70%= 1; 71%-80%= 2 ; 81%-90%=3 ; 91%-95%=4 ; 96%-100%= 5)	5	2	4	4	– 1		
A5	Activities for uplifting slow learners: (Proof for No. of Hours Coaching Class beyond regular working Time/ Subject/Sem) Less than 5 Hours: 0 6-10 Hours=2 ; 11-15 Hours=3; 16-20Hours=4; More than 20Hours=5)	5	5	5	5	0		
A6	Communication Skill Certificate -TOEFL/BEC (Min1)= 3; Refresher Courses/FDP/other Training attended(Min 1) =2 :	5	5	2	2	–3		

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
PERFORMANCE EVALUATION FORM FOR FACULTY
Period of Assessment 01.01.2017 to 31.12.2017
Academic Year(AY): 2017 - 18

Category	Teaching	Research	Service	Total
Assistant Professor	25	05	20	50
Associate Professor	30	20	30	80
Professor	30	30	40	100

Date: 21.03.2018

S.NO	NAME OF THE FACULTY & DESIGNATION	ACADEMIC EXPERIENCE TOTAL (YRS)	ACADEMIC EXPERIENCE KIOT (YRS)	SCORE A	SCORE B	SCORE C	TOTAL	REMARKS
1	Dr.N.Santhiyakumari	20.10	7.10	43	40	45	128	Target Achieved
2	Mr.P.Shanmuga Sundaram	7.9	7.9	28	20	43	91	Need to concentrate in consultancy work and patents (Received in 2016)
3	Ms.R.Hemalatha	2.10	2.10	32	15	40	87	Need to improve in research , publications and consultancy work
4	Mrs.M.Shenbagapriya	7.9	7.9	30	20	36	86	Need to improve in research , publications and consultancy work (Received in 2014)
5	Mr.K.Rajesh	6.10	6.10	25	15	41	81	Need to improve in research , publications and consultancy work
6	Mr.M.Chandraman	6.5	6.5	27	15	37	79	Need to improve in research , publications and consultancy work
7	Mr.V.Saravanan	13.6	7.7	22	21	35	78	Have to concentrate in university results , more than 90% (Received in 2015)
8	Ms.P.S.Sudarshana	4.10	4.10	37	5	30	72	Need to improve in research , publications and consultancy work (Received in 2017)
9	Mr.N.Vijayanandam	7.10	5.10	25	2	43	70	Need to improve in research , publiations and consultancy work (Received in 2017)

Faculty Appraisal Form & Consolidated Report

PREMIER INSTITUTIONS PROMOTED BY EMINENT ENGINEERING PROFESSORS
KNOWLEDGE INSTITUTE OF TECHNOLOGY BUSINESS SCHOOL SALEM
www.kiot.ac.in
KIOT : Accredited by NAAC

KIOT KBSS ANNUAL DAY AWARD 2018

This is to certify that
Prof.R.Hemalatha
Assistant Professor
Department of
Electronics and Communication Engineering
is awarded with
BEST FACULTY
in the Department
KIOT/KBSS Congratulates the Faculty for the Distinction Achieved

HOD   PRINCIPAL   SECRETARY

Best Faculty Award

Appraisal Form and Award – Best Supporting Staff

Supporting Staff Appraisal Form

Best Supporting Staff Award

Internal Financial Audit
• Audited by Trust Internal Audit Committee • Frequency: Quarterly

	Documents Audited
1	Cash Book
2	Bank Book
3	General Ledger
4	Account Head vs. Budget Allocation Head
5	Salary Register
6	Vouchers: Account Head, Date, Amount, Party Name, etc.
7	Cash Deposits into Bank
8	Bank Reconciliation Report (BRS)
9	Statutory Payments: PF, TDS & GST
10	Bank Loan Repayment
11	Asset Account
12	Liability Account
13	Maintenance: Buildings, Equipments, Electrical, etc.

External Financial Audit
• Audited by External Auditor appointed by KIOT Trust • Frequency: Quarterly

	Documents Audited
1	Check the Internal Audit Report
2	Cash Book
3	Bank Book
4	Ledger
5	Journal Register
6	Salary Register
7	Whether Statutory payment within due date
8	Whether OD & term loan renewed within due date
9	Whether loan received from trustees
10	Any major addition in Capital Asset
11	Bank Reconciliation Report (BRS)
12	Stock Register

Sources of Fund and Mobilization

- ✓ Students Fees (College, Transport & Hostel)
- ✓ Scholarship from Govt. and Private bodies
- ✓ Research Grants from 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 etc.

Optimal Utilization of Resources

- ✓ Monitored by Planning and Monitoring Committee (PMC)
- ✓ PMC collect budget requirements from various heads
- ✓ Inputs from Governing Council, IQAC, Strategic Plan and Institution priorities
- ✓ PMC and Principal prepare the budget and submit it to the Management for approval
- ✓ After the management approval, the respective HoDs / In-charges can utilize the allotted budget
- ✓ PMC monitors the utilization of budget on a regular basis
- ✓ PMC and IQAC ensure the optimal utilization of resources

IQAC Members

Composition of IQAC Members

S. No.	Description	Total Members
1	Member from KIOT Trust	1
2	Chairperson	1
3	IQAC Coordinator	1
4	Members from KIOT Faculty	12
5	Member from Renowned Academic Institutions	1
6	Members from KIOT Administration	2
7	Member from Local Society	1
8	Student from KIOT	1
9	Alumni Member of KIOT	1
10	Member from Employer	1
11	Member from Industries	1
12	Parent Member	1
	TOTAL	**24**

S. No.	Name	Position
1	**Dr.PSS.Srinivasan,** Principal / KIOT, Salem	Chairperson
2	**Mr.V.Suresh Kumar,** Secretary / KIOT Trust, Salem	Member from Management
3	**Dr.M.Thangavel,** Director – CDT / KIOT, Salem	IQAC Coordinator
4	**Dr.K.Visagavel,** VP & HOD / Mech., KIOT, Salem	Teaching Faculty
5	**Dr.A.Stephen,** Director/ MBA, KIOT, Salem	Teaching Faculty
6	**Dr.N.Santhiyakumari,** Professor & HOD / ECE, KIOT, Salem	Teaching Faculty
7	**Dr.V.Kumar,** Professor & HOD / CSE, KIOT, Salem	Teaching Faculty
8	**Dr.C.Muniraj,** Professor & HOD / EEE, KIOT, Salem	Teaching Faculty
9	**Dr.P.Manikandan,** Professor & HOD / Civil, KIOT, Salem	Teaching Faculty
10	**Dr.P.Rajendran,** Director / Placement, KIOT, Salem	Teaching Faculty
11	**Dr.P.Sachidhanandam,** HOD / IT & CSBS, KIOT, Salem	Teaching Faculty
12	**Prof.V.Saravanan,** Associate Professor / ECE, KIOT, Salem	Teaching Faculty
13	**Prof.M.Sathyanathan,** Associate Professor / Mech., KIOT, Salem	Teaching Faculty
14	**Dr.G.Sivanatarajan,** (IQAC Co-coordinator), ASP / Civil, KIOT, Salem	Teaching Faculty
15	**Prof.S.Dheepak,** (IQAC Co-coordinator), AP / Mech., KIOT, Salem	Teaching Faculty
16	**Dr.S.T.Ramesh,** Professor / Dept. of Civil Engineering, NIT, Tiruchirappalli	Academic Expert (External)
17	**Mr.D.Sakthivel,** Administrative Director / KIOT, Salem	Member (Administration)
18	**Mr.M.Gunasekaran,** Librarian / KIOT, Salem	Member (Administration)
19	**Mr.G.Shanmugaraju,** Managing Director / Lakshmi Stampings, Salem	Member from Local Society
20	**Ms.S.M. Elakkiah,** IV Year B.E (CSE) / KIOT, Salem	Student Member
21	**Mr.Karthik Raja Karnan,** CEO & Founder / MADique Technologies, Salem	Alumni Member
22	**Mr.Thiagu Dharmalingam,** HR – Recruiter / CTS, Coimbatore	Employer
23	**Mr.R.Venkatesh,** CEO / Real Time Gloven India, Globe Digital Service, Salem	Industrialist
24	**Mr.T.W.Zakir Ahamed,** Proprietor / Supreme Food works, Salem	Parent Member

Japanese Language Training - A Case Study

- KIOT MoU with **ABK AOTS DOSOKAI**, Erode Chapter
- Started with 57 Students of First Batch in the AY 2015-16
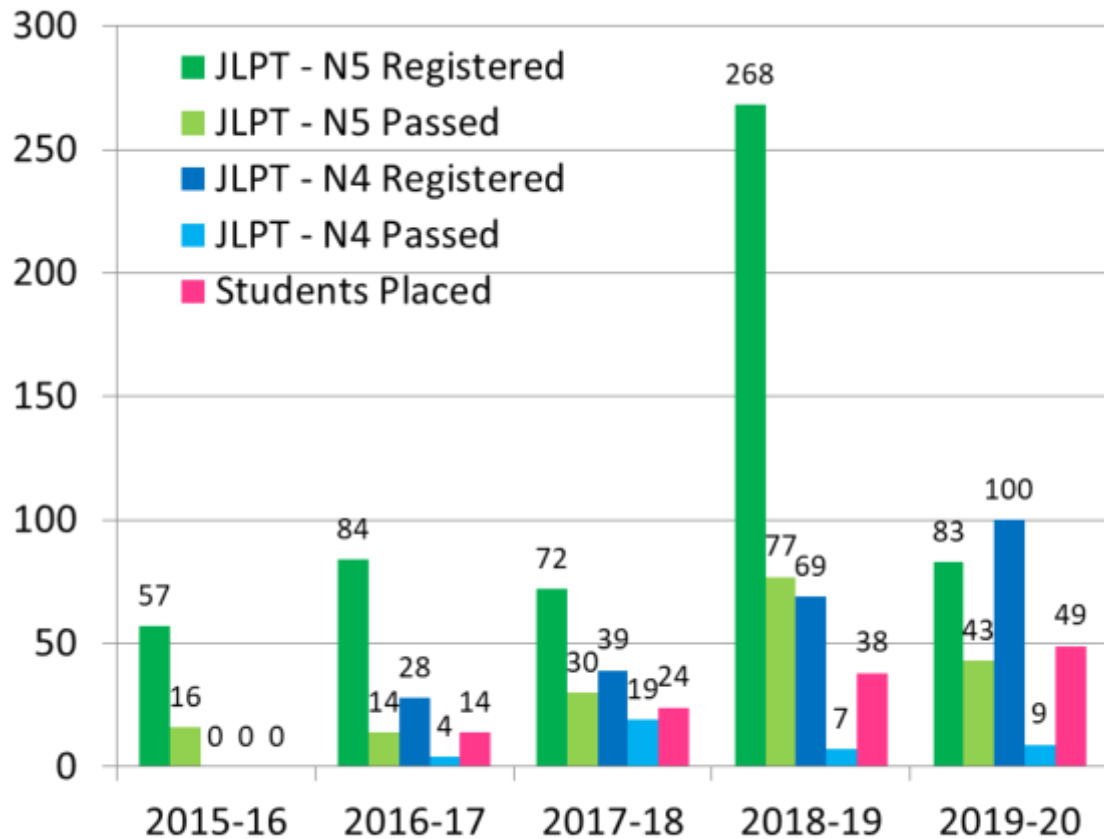
MoU Signing

No.	AY	Name of the Company	No. of Students Placed	Salary Per Annum (in Lakh)
1		Out Sourcing Inc.	12	18.50
2	2019-20	CTS	26	4.59
3		HCL	10	3.50
4		Fujitsu	1	3.00
5	2018-19	CTS	22	3.00
6		HCL	12	3.00
7	2017-18	HCL	10	3.00
8		CTS	15	3.00
9	2016 -17	CTS	9	3.24
10		HCL	4	3.00
Total			**121**	

Chart legend:
- JLPT - N5 Registered
- JLPT - N5 Passed
- JLPT - N4 Registered
- JLPT - N4 Passed
- Students Placed

2015-16: 57, 16, 0, 0, 0
2016-17: 84, 14, 28, 4, 14
2017-18: 72, 30, 39, 19, 24
2018-19: 268, 77, 69, 7, 38
2019-20: 83, 43, 100, 9, 49

Virtusa Data Analytics Laboratory

- Inaugurated in 2018

- Aim of the centre is to Setup Hadoop Cluster and write Complex Map Reduce Programs
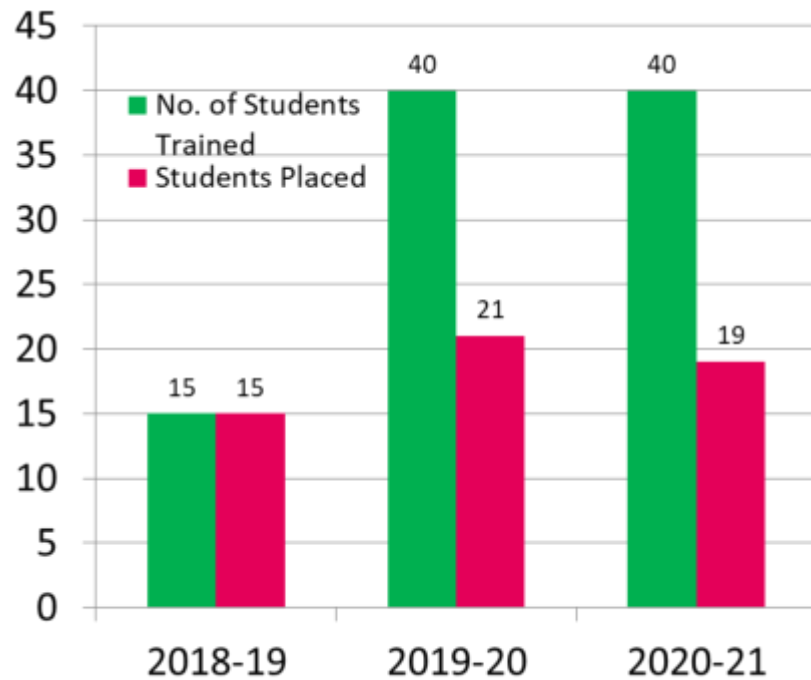
No.	AY	Name of the Activity	Date	Days	Participants
1	2020-21	**Virtusa COE Training 2021 Batch - .Net**	24.11.2020 to 28.02.2021	5	19
2	2019-20	**2016-20 Batch COE Training**	09.12.2019 to 14.12.2019 16.12.2019 to 19.12.2019	10	20
3		**Special Training For Virtusa Placed Students**	29.01.2020 & 30.01.2020 24.02.2020 & 25.02.2020	4	20
4	2018-19	**2017-21 Batch COE Training**	28.01.2019 to 31.03.2019	56	40
5		**2016-20 Batch COE Training**	29.11.2018 to 04.12.2018 28.01.2019 to 31.03.2019	13	40
6		**2015-19 Batch COE Training**	03.09.2018 to 09.03.2019	50	15
7		**2015-19 Batch Paid Intern @ virtusa, Chennai**	23.05.2018 to 20.07.2018	60	3
8	2017-18	**Faculty Training @ Virtusa, Chennai**	23.04.2018 to 01.06.2018	45	2
9		**Virtusa Placed Student (2014-18 Batch) COE Training**	02.01.2018 to 25.01.2018	17	
10		**C-DAC Training Data Science**	18.12.2017 to 21.12.2017 19.02.2018 to 22.02.2018	8	28
11		**Faculty Training @ Virtusa, Chennai**	28.08.2017 to 01.09.2017	5	4
			TOTAL	**273**	**191**

Parameters covered in

Academic Audit by IQAC

1. Course File

2. Lesson Plan

3. Lecture Notes

4. Question Bank

5. Tutorial / Assignment

6. Log Book

7. Innovative Teaching Practice

8. Percentage of Syllabus Coverage
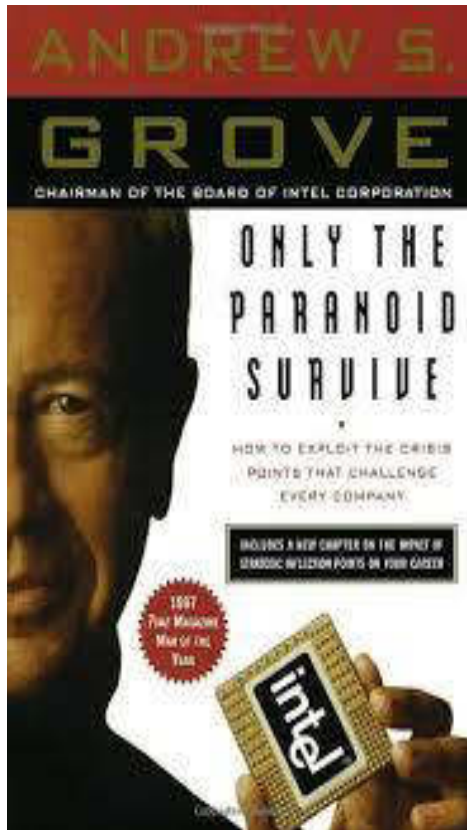
9. CO Attainment

10. Class Advisor Files

Parameters covered in Administrative Audit by IQAC

1. Academic Calendar

2. Subject Allocation for Faculty

3. Class Committee Meetings

4. Department Level Faculty and Staff Meetings

5. Students Performance (IAT) Review and Remedial Classes

6. University Results and Improvement Measures

7. ICT, LMS and ERP usage by Faculty

8. CO-PO-PSO Attainment and Curriculum Improvement

9. Offering Certification Course (CC), Value Added Course (VAC) and Vacation Educational Training (VET)

10. Conduction of PAC and QIC Meetings

Totally 50 Parameters are Audited

No.	Observations of NAAC Peer Team Visit	Improvements Made
1	Statutory meetings and record keeping to be organized better	• Meetings – Conducted as per schedule • Record keeping – Well maintained
2	To improve diversity of the students admission in various programs	• More outreach program - Conducted. (Knowledge Fest, Mission 3A, Career Guidance, Centum Makers & Kalam in You). • Number of students admitted from other districts: 17% (AY 2020-21).
3	Attempts be made to seek academic autonomy	• Applied for NAAC reassessment to improve the score from B++ to A or A+. • Application will be submitted to get Autonomous status for the AY 2021 – 2022 • NBA Accreditation (CSE, EEE, ECE and MECH).
4	Faculty compensation and cadre ratio to be improved	• Faculty Promoted as Associate Professor (Since Jan. 2017): 04 Nos. • Faculty are encouraged to complete Ph.D. for improving the cadre ratio.
5	On campus residential facility to be initiated	• The facility will be established in the year AY 2022 - 2023.
6	Better delegation of administration and financial powers at all levels	• Financial powers to the Principal, Directors and HODs. • The funds are utilized by the concerned authorities.
7	Budgetary process to be improved to seek better stakeholder involvement	• The department budget is prepared by the HODs based on the requirements. • Placement and training budget are prepared from suggestions given by the students, parents and employer feedback.

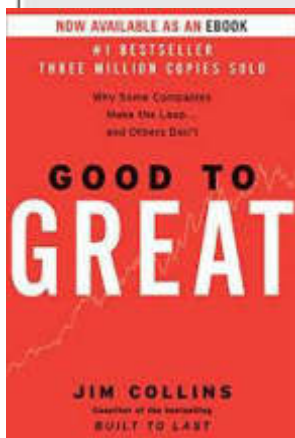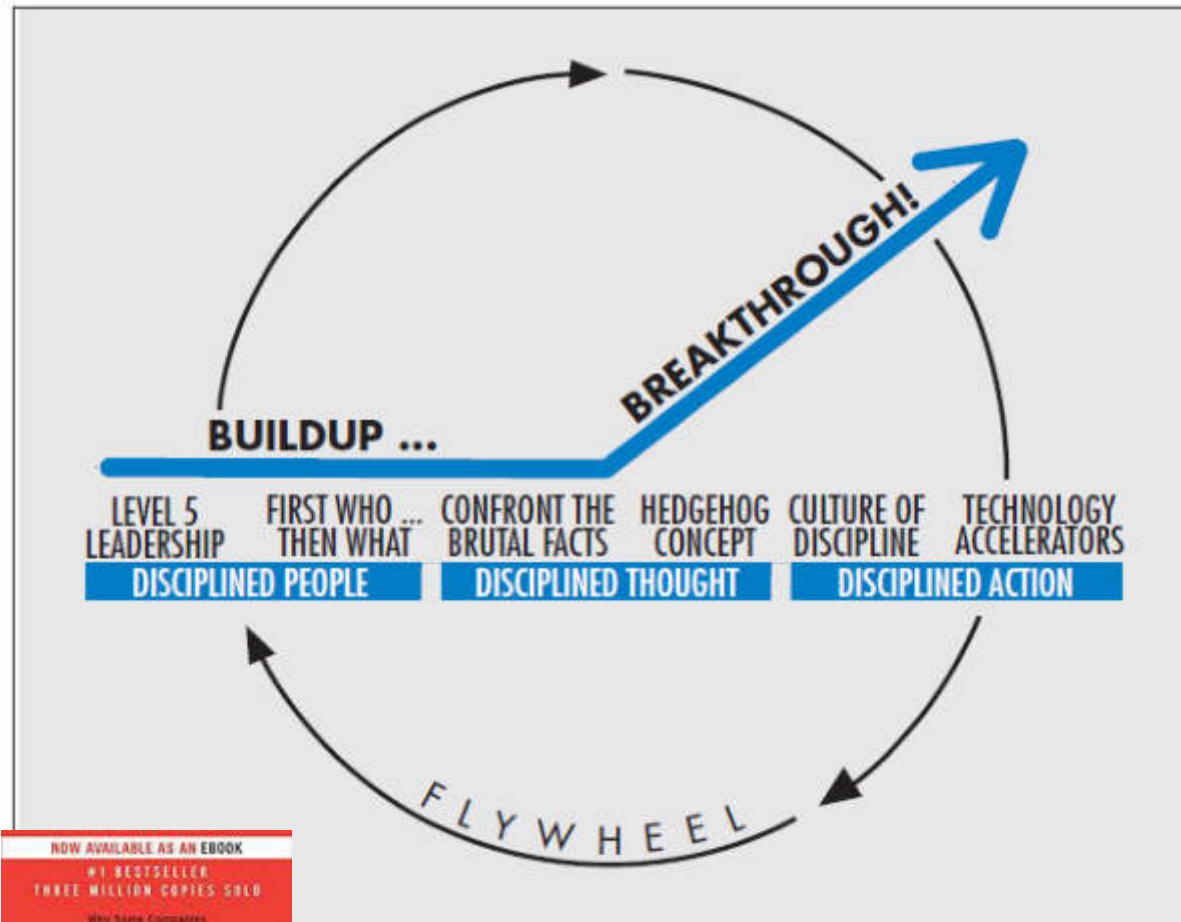| No.	Observations of NAAC Peer Team Visit	Improvements Made
8	Regular laboratory works needs to be strengthened in terms of quality	• Inferences Component is added for each experiment. • COs are written and COs - POs mapping are done as per NBA. • Experiential learning based softwares (E-Box, Skillrack & Code N Pro) are provided for programming skills.
9	Research publications to be attempted in more reputed journals	• Faculty are motivated to publish research papers in the refereed journals. • No. of publications in the Journals notified on UGC website in the last five years : 100
10	In-house support for seeding research, student scholarship etc. to be enhanced through initiatives like corpus funds	• Financial support to develop working models (SAE Competition) • Students scholarships by KIOT Trust: TFW, MERIT, EBW, Sports, Alumni, LE & Special Scholarship. Students scholarships by External Bodies: First Generation graduate, BC/MBC, SC/ST, Minority & Pragathi Scholarship. • 100 % financial support for faculty to attend conferences.
11	The consultancy potential to be realized to its full	• Faculties are encouraged to carryout more consultancy works.
12	Sports facilities to be enhanced	• The sports facilities are being enhanced in a phased manner.

Six Forces Diagram

Concept of Infextion Point and Need for Innovation
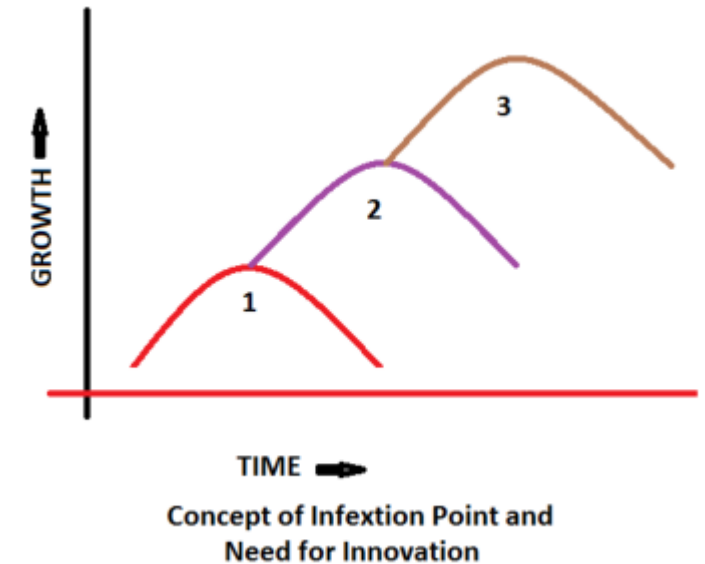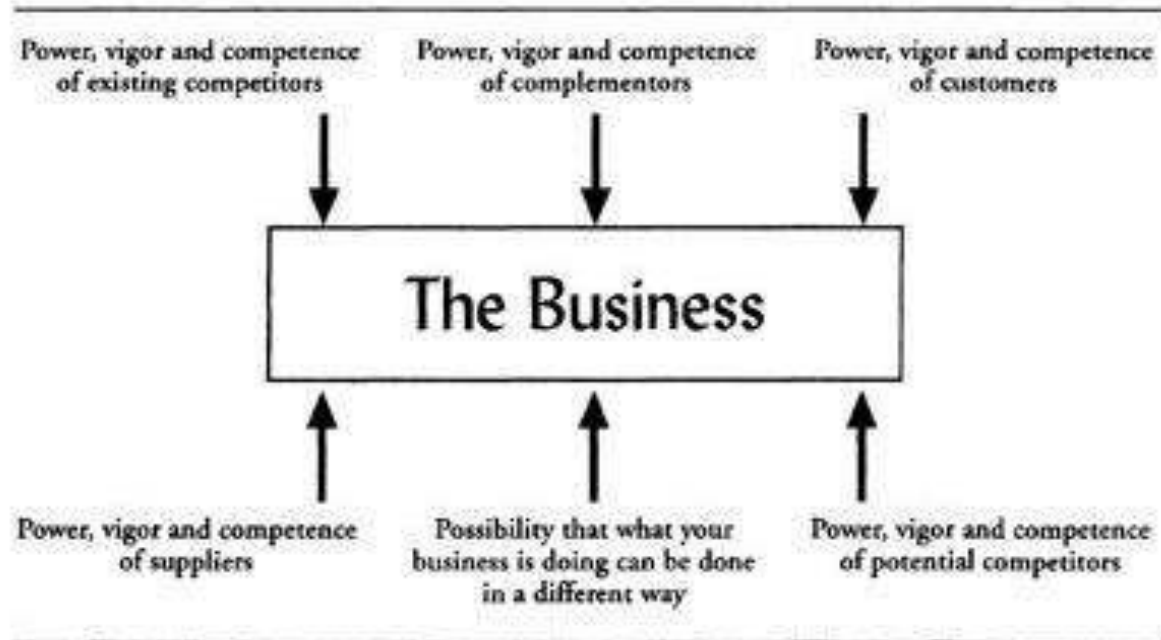
Phase-1: 2009-15: **Establishment – Placements**
Phase-2: 2015-20: **ILL, PAT-COE, MAP, Domain Specific MoU and Training**
Phase-3: 2020-25: **Autonomous, π - Model Curriculum, More Focus on PhD, R&D, Publications, IPR, Incubation, Start-ups, ICT Enabled, ONLINE/MOOC**

BUILDUP ...

BREAKTHROUGH!

| LEVEL 5 LEADERSHIP | FIRST WHO ... THEN WHAT | CONFRONT THE BRUTAL FACTS | HEDGEHOG CONCEPT | CULTURE OF DISCIPLINE | TECHNOLOGY ACCELERATORS |

DISCIPLINED PEOPLE — **DISCIPLINED THOUGHT** — **DISCIPLINED ACTION**

F L Y W H E E L

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THREE MILLION COPIES SOLD
Why Some Companies Make the Leap... and Others Don't

GOOD TO GREAT

JIM COLLINS
Coauthor of the bestselling
BUILT TO LAST

KIOT = Leadership + Right People + Focus on Outcome + Freedom to Confront + Culture + Tech Usage

- **Mgmt with Academic Decision Making**
- **Reasonable Global Exposure**
- **Committed Faculty & Staff**
- **High Faculty Retention**
- **Enough Academic Freedom**
- **Student Friendly Environment**
- **Focus on Experiential Learning**
- **Focus on Innovation & Creativity**
- **Focus on Overall Personality Dev.**
- **Feedback based Administration**
- **Fully Committed to Place the Students**
- **Good Industry Connect**
- **Satisfied Alumni, Parents & Recruiters**
- **Good Reputation in the Public**

KIOT STRATEGIC PLAN : 4 A – PHILOSOPHY (Already Discussed)	
Admissions and Outreach	Courses: 7 UG, 5 PG **(10 UG, 10 PG in 5 yrs)** 80 % + admissions up to 2017, 65 % + in 2020; **(> 90 % in 2 Yrs)** Spread: Mostly Salem Namakkal Districts; **(30 % other Districts, 05 % other States)**
Academics **(Faculty, Curriculum, Labs, R & D, Innovation, Tie-ups)**	10 % Faculty with PhD **(30% PhD in 5 Yrs)** Research Centres: 01; **All Dept in 3 yrs**
	π- Model Curriculum by incorporating Emerging Technology Areas **Focus on R & D Funding (in House + External)** **IPT and Startups: 10 and 05 in 5 Yrs** **MoU with 5 industries / Dept. for Curriculum Delivery in 3 Yrs** **MoU with 5 Foreign Univ .in 3 Yrs)**
Achievements **(Placement, Entrepreneurship, Startups, Higher Education)**	90 % + wrt Registered for PAT, Avg. Salary Rs.3.02 LPA, **Increase of 10 % Each Year**
	Focus on EDP, Innovation in the Curriculum **Higher Education: 10 % to Reputed Univ. Abroad** **30 % faculty to get PhD in 5 Yrs** **10 National level contests won / year in 3 Yrs**
Accreditation and Rankings	2017: NAAC Accredited with B++, **(Reaccreditation now for better Grade)** 2019: NBA Accreditation, 4 BE Courses, **(All courses in 3 Yrs)**
	2021: Getting Autonomous Status in AY 2021-22 **NIRF Ranking: Top 200 in 5 Yrs**

Institution
Policy / Guidelines

KNOWLEDGE
INSTITUTE OF TECHNOLOGY, SALEM
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

| 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

	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 – 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. These rules 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 this 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 satisfactory, 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 satisfactory, 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 1st 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 satisfactory or there has 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**	
	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. 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**	
	These rules are subject to modifications or amendments as may be made from time to time by the Governing Council / Management. 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.	

			CHAPTER – 2		
2			**QUALIFICATION NORMS**		
	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. The norms of AICTE for Academic Year 2019-20 are as follows **For Faculty of Engineering & Technology (AICTE Norms)**				
2.1	**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.	Minimum of 5 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.
	3	Professor	P	Qualifications as above that are for the post of Associate	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years'

				Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	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. 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.
	4	Principal		Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years' experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor. or 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. 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. In case of Architecture, Professional

		Practice of 10 years as certified by the Council of Architecture shall also be considered valid.	

Scale of pay as per – Pay commissions

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	S. No.	Post	Scale of Pay
2.2	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

Qualification and Expense for Supporting Staff Position

	S. No.	Post	Qualification	Experience
2.3	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 Lab Technician / 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 are 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 – Carrier 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 concerned department complete the recruitment of the faculty / staff.	
	10	In case of college side supporting staff, similar procedure is followed upto the interview stage. The selection interview is conducted by the secretary of the trust, principal and the concerned department HOD.	
	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 follows 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	

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 conduct 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 can not 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 week's 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 follow to obtain OD.	
	5	In each department, faculty and staff are given with 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	The 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**	
		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. 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**	

	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. 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.	
8.3	**Training**	
	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.	
8.4	**Publication Practice and Authorship, Notification, Archiving and Depositing Copies of Research Publications with the Institutional Repository (IR)**	
	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 a plagiarism check software "Urkund" for its Recognized Research Supervisors. All the Ph.D. theses and research articles related to Ph.D. degree are checked for Plagiarism at https://www.urkund.com/ and then processed for degree.	
8.5	**Conduct Rules for Research by Anna University**	
	Research Ethics: All individuals conducting research in connection with the University should incorporate appropriate consideration of ethical issues into the design and management of projects.	

	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**		

	By using online plagiarism checking tools such as;
	    1. https://smallseotools.com/plagiarism-checker/
	    2. https://www.prepostseo.com/plagiarism- checker
	    3. http://plagiarisma.net/
	    4. https://www.urkund.com/
	(Urkund software is offered by Anna University for approved research supervisors)		

		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**			

		% of marks eligible for B.E Programs			
No.	**Community**	**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.	

			9. Software Engg.	
	3	Computer Science & Engineering	1. Computer Science & Engg	
			2. Electronics & Communication Engg.	
			3. Information Technology	
			4. Computer Hardware & Software	
			5. Electronics Engg.	
			6. Software Engg.	
	4	VLSI Design	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 Inhouse 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.	

		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* *Students Admitted From 2017-18 Onwards	Rs. 20,000/ year Rs. 25,000/ year*	
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' bank account)	Rs. 7000 - 8000 / year (Credited directly into student' 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	

			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 to necessary qualification and experience for the promotion to the next level, he / she applies 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.	

<table>
<tr><td colspan="2" align="center">CHAPTER - 14</td><td></td></tr>
<tr><td>14</td><td align="center">DECENTRALISATION OF POWERS AND DELEGATION OF AUTHORITY</td><td></td></tr>
<tr><td>14.1</td><td>General</td><td></td></tr>
<tr><td></td><td>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.

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</td><td></td></tr>
<tr><td>14.2</td><td>Organizational Structure</td><td></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>14.3</td><td>The roles and responsibility are discussed in Chapter-5 and Chapter-15</td><td></td></tr>
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<table>
<tr><td colspan="4" align="center">CHAPTER - 15</td><td></td></tr>
<tr><td>15</td><td colspan="3" align="center">DETAILS OF STATUTORY AND NON-STATUTORY COMMITTEE AND THEIR PURPOSE</td><td></td></tr>
<tr><td>15.1</td><td colspan="3">Statutory Committee</td><td></td></tr>
<tr><td></td><td>1</td><td>Governing Council</td><td>Overall administration and approvals</td><td></td></tr>
<tr><td></td><td>2</td><td>Internal Quality Assurance Cell (IQAC)</td><td>To improve quality and maintain documents</td><td></td></tr>
<tr><td></td><td>3</td><td>Planning and Monitoring Committee</td><td>For overall planning and execution</td><td></td></tr>
<tr><td></td><td>4</td><td>Academic and Administrative Audit Committee (AAA)</td><td>To carryout AAA at the completion of each semester</td><td></td></tr>
</table>

	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	

			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 incharge / Department incharge identify the list of items / Equipment's / Software to be purchased.	
	2	HoD of the concerned department reviews and forwards the purchase request along with approximate cost to the Principal.	
	3	After Principal approval, the purchase request is sent to management approval.	
	4	After management approval, the concerned faculty 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 approve 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.	

		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.	

	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 land 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 alholic 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.	

	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. In addition any stakeholder can meet the principal and submit his grievances in person or through mail (principal@kiot.ac.in)	
	3	All the grievances addressed 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)	

20.3	**Corrective Action**		
	The feedbacks are consolidated and Presented in the HODs meeting with Principal. In the HODs meeting , feedback 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 equipment 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	_Responsibility: 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	_Responsibility: Technician, Lab Faculty Incharge, System Administrator and HoDs_	
23.5	**Software Upgradation**		
	1	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.	

	2	Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.
	3	**Responsibility:** *Technician, Lab Faculty Incharge and System Administrator*

		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 a 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 constancy, 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.		

	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 litres/day processing capacity near gents 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.	