

Institution Policy / Guidelines




KNOWLEDGE INSTITUTE OF TECHNOLOGY (AUTONOMOUS)

Salem

JUNE 2025

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	KNOWLEDGE INSTITUTE OF TECHNOLOGY	
	(An Autonomous Institution)	
	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
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S. No.	CHAPTER – 1		
1	GENERAL SERVICE RULES		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
1.1	INTRODUCTION		
	These rules are claimed as “General Service Rules” of Knowledge Institute of Technology, Salem. These rules shall come into force with effect from the date of approval of the Governing Council of the College. They shall apply to the faculty and staff of all the categories of posts, whether temporary or permanent, under the employment of the College.		
1.2	DEFINITIONS		
	1	College	Knowledge Institute of Technology, Salem – 637 504
	2	Governing Council	Governing Council of the College
	3	Trust	Knowledge Institute of Technology Trust, Salem – 637 504
	4	President, Secretary, Treasurer	President, Secretary and Treasurer of KIOT Trust
	5	BoT	Board of Trustees of KIOT Trust
	6	Management	BoT of KIOT Trust
	7	Executive Chairman	Executive Chairman of the College
	8	Principal	Principal of the College
	9	Employee	The Employee of the College
	10	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
	11	Temporary	A member appointed initially for a limited period
	12	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
	13	Backward Class	The community declared so, by the Government of Tamil Nadu.
	14	Most Backward Class/DNC	The community declared so, by the Government of Tamil Nadu.
	15	SC/ST	The community declared so, by the Government of Tamil Nadu.

1.3	RECRUITMENT PROCEDURE	
	The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.	
1.4	SERVICE BOOK	
	Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service book be got from the Principal, from time to time.	
1.5	QUALIFYING SERVICE	
	The total period of service put in by an employee either in other Engineering Colleges or in KIOT shall be considered in all Engineering disciplines, Science and Humanities, MBA and MCA. However, for Science and Humanities, MCA, MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment. In case of faculty with polytechnic college experience, 50% of polytechnic experience will be taken into account if the polytechnic experience is after M.E. qualification or equivalent.	
1.6	EXTENSION OF TEMPORARY SERVICE	
	If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.	
1.7	REMOVAL OF PERMANENT STAFF FROM SERVICE	
	If the permanent staff is found not suitable / not satisfactory to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community or institution as a whole, a show cause notice shall be given to the individual by the Principal / Management. The explanation of the individual shall be placed before the appointing authority / management for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. If the performance is not satisfied, the management / Principal can give a three months' notice / salary in case teaching faculty or one-month notice / salary in case of supporting staff without issuing any showcase notice to remove him / her from the service.	

1.8	SENIORITY	
	The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total years of qualifying service rendered by him/her in the post. Seniority will be lost based on the number of LOPs availed.	
1.9	RESIGNATION BY EMPLOYEES	
	A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the academic year after completing one year of service and also completing all the academic work pertaining to the semester concerned. They should also give three months' notice in case of teaching faculty or one month notice in case of supporting staff in writing or remit 3 months' salary in case of teaching faculty or one month salary in case of supporting staff to the college in lieu of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in the notice period, appropriate recovery will be made.	
1.10	INCREMENTS	
	For increments, year of the service is calculated as on 1 st September each year. The increment will be given to the staff as decided by the management time to time by considering college admissions and financial position of the trust. An increment may be withheld by the competent authority if his/her conduct is not good or his/her work is not satisfied or there have been many LOPs during assessment period.	
1.11	RETIREMENT	
	Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.	
1.12	ANNUAL PERFORMANCE APPRAISAL REPORT	
	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. <ol style="list-style-type: none"> 1. Award of annual increments. 2. Award of special increments and awards for superior performance. 3. Award of career advancement and promotion. 4. Monitoring and recording of the regular growth of each faculty member. 	

1.13	POWER TO MODIFY THE RULES	
	<p>These rules are subject to modifications or amendments as may be made from time to time by the Governing Council / Management.</p> <p>If any dispute arises in the interpretation of these rules, the decision of the Management shall be final, based on the recommendation of the Governing Council.</p>	

	CHAPTER – 2				
2	QUALIFICATION NORMS				
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>				
2.1	<p>The qualification norms for appointment of Principal, Professor (P), Associate Professor (ASP) and Assistant Professor (AP), will be as per AICTE and Anna University Norms. The norms prevailing at the time of recruitment will be adhered.</p> <p>The norms of AICTE from the Academic Year 2019-20 are as follows</p> <p>For Faculty of Engineering & Technology (AICTE Norms)</p>				
	S. No.	Post		Qualification	Experience
	1	Assistant Professor	AP	BE / B.Tech. & ME / M.Tech. in relevant branch with 1st class or equivalent either in BE / B.Tech. or ME / M.Tech.	No Prior Experience is required, But Prior Experience is Preferable
	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 8 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	<p>Qualifications as above that are for the post of Associate Professor, applicable.</p> <p>Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p>	<p>Minimum of 10 years teaching/ research /industrial experience of which at least 3 years should be at the level of Associate professor. Or Minimum of 13 years' experience in teaching and / or Research and /or Industry.</p> <p>In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>
4	Principal		<p>Qualifications as above that are for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable.</p>	<p>Minimum of 15 years' experience in teaching /Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years' experience in teaching and/ or Research and/or</p>

				<p>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,</p> <p>the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>	
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MANAGEMENT PROGRAMMES

(As per AICTE Gazette Notification Dated: 01.03.2019)

S. No.	CADRE	QUALIFICATION	MINIMUM EXPERIENCE
1.	Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class.	2 years of relevant experience professional experience after acquiring the Master's degree.
2.	Associate Professor	Ph.D. degree in the relevant field and First class at Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND		
		At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
3.	Professor	Ph. D. degree in the relevant field and First class at Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND		
		At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR		
		At least 10 research publications at the level of Associate Professor in SCI/SCIE journals/ UGC /AICTE approved list of journals till the date of eligibility of promotion	

4.	Principal / Director for Stand-Alone Colleges	<ul style="list-style-type: none"> ❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI/SCIE journals / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor
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MASTER OF COMPUTER APPLICATIONS (MCA)

(As per AICTE Gazette Notification Dated: 01.03.2019)

S. No.	CADRE	QUALIFICATION	MINIMUM EXPERIENCE
1.	Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees	Experience not mandatory
		(OR)	
		B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees	Experience not mandatory
		(OR)	
		Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
2.	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
		AND	

		At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
3.	Professor	<p>Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch</p> <p style="text-align: center;">AND</p> <p>At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion</p> <p style="text-align: center;">OR</p> <p>At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion</p>	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
4.	Principal / Director for Stand-Alone College	<ul style="list-style-type: none"> ❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE journals / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor 	

2.2	Scale of pay as per – Pay commissions			
	S. No.	Post	Scale of Pay	
	1	Assistant Professor	Rs. 6,000 AGP in PB Rs. 15,600-39,100	
	2	Associate Professor	Rs. 9,000 AGP in PB Rs. 37,400 - 67,000	
	3	Professor	Rs. 10,000 AGP in PB Rs. 37,400-67,000	
	4	Principal	Rs. 10,000 AGP in PB Rs. 37,400-67,000 + special allowance Rs. 3000	
2.3	Qualification and Experience for Supporting Staff Position			
	S. No.	Post	Qualification	Experience
	1	Lab Technician (Dept. Labs)	Diploma/ B.Sc. 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			
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>			
	1	In general, the following recruitment procedure is adopted: In April of every academic year, the department-wise faculty and staff requirements are calculated, and the details are submitted by the HODs. The faculty requirements are determined based on AICTE and AU norms, as well as workload.		
	2	The Principal reviews the details submitted by the HODs, and the final requirements of faculty and staff are finalized.		
	3	The faculty and staff requirements are submitted to the management by the Principal, and permission for recruitment is obtained.		
	4	A recruitment advertisement is published in a leading English daily and Tamil daily, mentioning the last date for application. The faculty and staff requirements are also displayed on the college website and on social media 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	<p>The applicants will be interviewed by the Staff Selection Committee (SSC). The composition of the SSC is as follows:</p> <ul style="list-style-type: none"> (a) The Executive chairman / Representation from the Management (b) The Principal / Director – Career Development and Training (CDT) / Director – Placement (PAT) & Industry Institute Interaction / 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 is released in April or May, and the appointment process is completed in May or June. The newly recruited faculty join in June or July.
9	If any vacancy arises during the middle of the academic year, the Executive Chairman, Principal, and the HOD of the concerned department complete the recruitment of the faculty or staff.
10	In the case of college-side supporting staff, a similar procedure is followed up to the interview stage. The selection interview is conducted by the President of the Trust, the Principal, and the concerned department HOD.
11	In the case of Administrative, Maintenance, Hostel, and Transport department supporting staff, the selection is carried out by the President of the Trust, the Principal, and the Administrative Officer.
	The interview is conducted, and faculty and staff are selected by the SSC. The Principal decides the pay scale and pay through mutual discussion with the candidate. The final list of faculty and staff shortlisted for appointment is submitted to the President of the Trust for approval. After the approval, the Principal issues the appointment order.

	CHAPTER – 4	
4	ACADEMIC PROCEDURE	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
4.1	Academic Calendar (AC)	
	Under Autonomous System, CDDA prepares an Academic Calendar (AC) for each academic year and circulates it to all departments at the beginning of every semester. Based on this, each department develops its own AC. The Academic Calendar specifies the schedule for Internal Assessment Tests (IATs), model examinations, and end-semester examinations, major academic and co-curricular activities at both college and department levels and the list of working days and holidays.	
4.2	IATs / Model Exams and Continuous Assessment Marks	
	As per the Autonomous Regulations, Internal Assessment Tests (IATs) are conducted each semester. Generally, two or three IATs are held per semester, with equal weightage in the Continuous Assessment (CA) marks. As per R2021, the CA component carries 40 marks, while the End Semester Examination (ESE) carries 60 marks. Each IAT has duration of 180 minutes, and the question papers are set in accordance with the autonomous pattern, incorporating Course Outcomes (COs) and Bloom’s Taxonomy levels. The Continuous Assessment (internal) marks are calculated based on the students’ performance in the IATs.	
4.3	Absentees for Tests	
	Absence from the test is not permitted, and no leave or On-Duty (OD) will be sanctioned during the scheduled test period. In cases of absence or OD on valid grounds, an alternate test will be conducted with the prior approval of the Head of the Department (HoD) and the Principal. If a student is absent without a valid reason, the student must appear before the respective HoD along with a parent/guardian and obtain permission before being allowed to proceed further.	
4.4	Remedial Classes and Retests	
	If a student secures less than 50% marks in an IAT, the course faculty shall arrange remedial classes, commencing immediately after the completion of the IAT. The Head of the Department (HOD), in consultation with the Principal, will prepare the schedule for the remedial classes and the corresponding retest.	

4.5	Text books and Reference books	
	The autonomous syllabus generally specifies two prescribed textbook and a few reference books. The course faculty will upload the soft copy of the prescribed textbook in the Learning Management System (LMS) / Google Classroom (GCR) for student reference. Sufficient hard copies of the prescribed and reference books are also available in the central library. In addition, faculty lecture notes, PPTs, previous years' question papers, videos, and MOOC course materials are provided by the faculty through the LMS. Students are expected to make effective use of these resources to enhance their knowledge and perform well in examinations.	
4.6	Student Attendance	
	As per the Autonomous Regulations, students must secure a minimum of 75% attendance in order to be eligible to appear for the End Semester Examination. The relevant provisions of the autonomous regulations shall be referred to from time to time for any updates or clarifications.	
4.7	Autonomous Regulations and Guidelines	
	For B.E., M.E., M.B.A., and M.C.A. students, the respective Autonomous Regulations shall serve as the final guidelines. Students and faculty are expected to adhere to them meticulously. Any changes or updates will be communicated by CDDA to the HoDs through the Principal. The HODs shall, in turn, inform the faculty and students. Such updates will also be made available on the college website. It is the responsibility of each student and faculty member to regularly refer to and comply with the applicable regulations.	
4.8	Procedure for Final Year Project work: UG & PG (Refer Autonomous Regulations)	
4.9	Conduct of Laboratory Classes (Refer Autonomous Regulations)	
4.10	Other Aspects (Refer Autonomous Regulations)	

CHAPTER – 5	
5	ROLES AND RESPONSIBILITIES
<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
5.1	Governing Body
The Governing Council (GC) 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, UGC 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	Executive Chairman: He will get the directions from KIOT GC, KIOT Trust and services as overall Head to over see all the operations at the KIOT.
2	Principal: Academic and administrative leadership for the institute based on the directions

		from the Secretary/KIOT and KIOT GC, he will administrate the college.
3		Directors: Various director's positions will be created based on specific needs. Such Directors will focus on the specific tasks for the development of the Institution. Directors will report to Executive Chairman & Principal.
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		Controller of Examinations (COE): Oversees the planning, conduct, and evaluation of Internal Assessment Tests (IATs), Model Examinations, and End Semester Theory and Practical Examinations. Ensures timely result processing, maintains examination records, and upholds the integrity and confidentiality of all examination-related activities.
6		Examination Management System (EMS): Ensures smooth conduction of Internal Assessment Test (IAT's), Model Examinations, End Semester Theory and Practical examinations and related activities.
7		Librarian: Purchase, maintenance and monitoring the issue and return of books, journals, e-journals, CDs and other services to the students and faculty.
8		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.
9		Transport Manger: Overall in charge for operation and maintenance of college buses, cars, and related activities
10		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		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
6.1	General		
	1	College working hours is 9.00 AM to 4.40 PM for faculty, staff and students.	
	2	Faculty and Staff should record their attendance using the Fingerprint or Face recognition system twice a day (before 8.55 AM in the morning and after 4.45 PM in the evening) in addition to signing the attendance register at the respective 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	End Semester Examination work is mandatory for faculty as per COE guidelines.
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, other related activities in the college and AICTE and Anna University guidelines.
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 affiliated university guidelines.
	22	Faculty and staff should strictly adhere to the said guidelines. In case of any deviation, the Principal/Management shall initiate appropriate 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 PAID maternity leave.
	5	Faculty/Staff can avail one hour permission twice a month. However, such a facility should be used only for essential needs.
	6	Leaves cannot be accumulated and carried forward to the next academic year, in general.
	7	Final sanction of the leave / vacation / OD is the discretion of the Principal and should not be treated as a fundamental right.
6.3	Vacation	
	1	Teaching staff are normally eligible for three weeks' vacation per academic year, one week in winter and two weeks in summer, or three weeks in the summer.
	2	Non-teaching staff are normally eligible for 10 days' vacation per year.

	3	The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.	
	4	Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation. Proportionate days will be granted if the service is 6 – 10 months.	
	5	No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.	
	6	Personal On-Duties / leave will not be adjusted in the vacation in general. However Principal may permit based on genuine needs (like serious health issues, marriage).	
6.4	On – Duty Provisions		
	1	On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations, STTP and others), and Autonomous 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 member may avail On Duty (OD) for up to 30 working days per year, including duties related to end-semester examinations. With special requests from the COE, the Principal may grant additional OD beyond this limit.	
	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		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
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	Partial Financial Assistance will be provided for attending FDPs, Conferences Professional and Administrative Development Programs outside KIOT, along with on-duty (OD) outside India.
4	Faculty and Staff have to obtain prior permission from HoD and Principal to apply for attending programs related to professional and administrative development
5	On-duty will be provided for attending such programs. Guidelines have to be followed to obtain OD.
6	In each department, faculty and staff are given Best Faculty Award, Best Supporting Staff Award and Best Research Contribution Award with cash incentives during the College Annual Day based on the performance of the faculty and staff
7	Cash incentives will be given for faculty, who produce academic results of more than 95% and above in the College Annual Day.
8	Cash incentives are given to faculty who receive awards and recognitions at National and State level.
9	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.,
10	Rs.1000/- is given as marriage gift for faculty and staff.
11	Faculty and staff can avail the eligible vacation, for his/her marriage or for medical treatment.
12	Free accommodation is provided to faculty, who stay in the hostels.
13	Course fee reimbursement for NPTEL / SWAYAM course completion.

	CHAPTER - 8
8	CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>
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 their findings, to publish data and conclusions without control or censorship, and to teach in the manner they consider professionally appropriate.

	<p>1. Academic integrity requires that academic research follow elevated professional standards, including appropriate research design and frameworks, adhere to high levels of research ethics and abide 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.</p> <p>2. Academic integrity is defined in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination.</p>
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 mutual respect among students, staff, and faculty, respecting themselves, others, scholarship and research, the educational process, and intellectual heritage, without any discrimination based on gender, caste, race, or 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 relation 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

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

CHAPTER - 9				
9				
ADMISSION POLICY				
<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>				
9.1				
Cut off Marks Calculation				
Board of study		Subject		Cut-off Calculation
STATE BOARD/CBSE		Mathematics (M)		M1 = Maths Reduced to 100
		Physics (P)		P1 = Physics Reduced to 50
		Chemistry (C)		C1 = Chemistry Reduced to 50
Engineering Cut-Off Calculation		: Cut-Off Mark = M1+P1+C1		
9.2				
Eligibility for BE Admissions				
No.	Community	% of marks eligible for B.E Programs		
		HSC academic	HSC Vocational	Lateral
		(Avg. of Mat, Phy., Che.)	(Avg. of Voc. T&P*)	(Overall % in Diploma)
1	General	45%	45%	50%
2	BC/BCM	40%	40%	45%
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			
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>			
10.1	AICTE Tuition Fee Waiver by KIOT Trust			
	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 AY 2022-2023, Rs. 35,000/- year during the period of study. 2. For students admitted from AY 2023-2024, Rs. 45,000/- 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	195.00 and above cut off marks in 12th exams for Regular I Year 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	190.00 – 194.75 cut off marks in 12th exams for Regular I Year B.E. admissions	
		Scholarship amount	Tuition fees only, during the period of study	

10.3	Economical Backward Scholarship (EBW) by KIOT Trust		
	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		
	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		
	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	Scholarship for Lateral Entry B.E. students by KIOT Trust		
	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	Transport fee Concession for Placement Eligible final year B.E. Students by KIOT Trust		
	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.	
10.8	Special Scholarship for 7.5% reservation Students hostel fee Concession by KIOT Trust		
	Name of the Scholarship	Hostel Fee Concession for 7.5% reservation Students	
	Eligibility	Students admitted through 7.5% scheme	
	Scholarship amount	50% of Hostel fee during the period of study	
10.9	Special Scholarship for PG Admitted Students		
	Name of the Scholarship	Scholarship for PG Admitted Students	
	Eligibility	Students Completed UG in Engineering Courses and joined in PG Courses	
	Scholarship amount	50K per Year during the period of Study	

CHAPTER - 11					
11 GUIDELINES FOR SCHOLARSHIP PROVIDED BY GoTN and GoI					
<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>					
11.1 Government of Tamil Nadu (GoTN) First Graduate Scholarship					
	No.	Eligibility	Annual income limit of Parents	Scholarship AMOUNT	
				Day-scholar	Hosteller
	1.	Students admitted through TNEA Anna University counselling	No Limit	Rs. 20,000/ year	Rs. 20,000/ year
	2.	First graduate in the family	No Limit	Rs. 25,000/ year*	Rs. 25,000/ year*
*Students Admitted From 2017-18 onwards					
11.2 Tamil Nadu Government BC & MBC Scholarship					
	1	Students admitted through TNEA Anna University counselling	Less than 2 Lakhs	Rs. 5000 - 6000 / year (Credited directly into student's bank account)	Rs. 7000 - 8000 / year (Credited directly into student's bank account)
11.3 Tamil Nadu Government SC & ST – Scholarship					
	1	Students admitted through TNEA Anna University counselling	Less than 2.5 lakhs for SC	Rs. 40,000 / year Tuition fees (Credited into college Account directly)	Rs. 10,500 / year (Credited directly into student' bank account)
			Less than 2 lakhs for SCC (converted Christian)	Rs. 4,500 / year Maintenance allowance (Credited directly into student' bank account)	

	2	Students admitted through Management Quota (MQ)	Less than 2.5 lakhs for SC	Rs. 70,000 / year Tuition fees (Credited into college Account directly)	Rs. 10,000 / year (Credited directly into student' bank account)		
			Less than 2 lakhs for SCC (converted Christian)	Rs. 4,500 / year Maintenance allowance (Credited directly into student' bank account)			
11.4	Tamil Nadu Government Farmer Scholarship						
	1	Sons/Daughters of Farmers	Father of the student should have Farmer ID Card	Rs. 6,500 / year (Credited directly into Father's bank account)	Rs. 6,500 / year (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	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
12.1	The institution follows the promotion policy as per the guidelines of AICTE (details are in chapter-	
12.2	If a faculty member meets the necessary qualifications and experience for promotion to the next level, they apply in writing to the Principal. The Principal places the request in the subsequent SSC meeting. If SSC recommends, the Principal obtains the management approval and issues the promotion order.	
12.3	Guidelines for Promotion of Research /AY 2024-25 Onwards	
1.	Research-Related Programs Participation	
	To enhance the faculty skills in their respective research areas, they are provided financial assistance to attend the workshops and to present their research articles at National and International Conferences. An approximate amount of Rs.2,000/- Per Faculty, will be given to hone their research skills.	
2.	Program By Research Forum'	
	To strengthen a research culture among faculty and students, provide them a platform to interact with research experts, and motivate them to apply for funding agencies. Activities can be planned to provide them with information and guidance.	
	A minimum of 6 activities (Seminars/Workshops/Hands-On) can be planned with the external resource persons. 3 activities per Sem can be planned.	
	Similarly, internal expertise, experience and research knowledge-sharing sessions can also be planned based on specific requirements.	
3.	Research Publication and Incentives	
	Faculty members are encouraged with incentives to publish their research findings in refereed journals. (About 100 paper @ Rs..3000/Paper)	
	Publication (Incentives)	

S. No.	Journal	Amount Rs.
1	SCI	5000/-
2	Scopus/WOS	3000/-
3	Any UGC/AU	2000/-

Faculty Participation and Publications Target

Description	Professor	Associate Professor	Assistant Professor (>5 yrs.)*	Assistant Professor (2< Yrs. <5 yrs.)
Journal Publication (Total)	WOS/SCI: 1 Scopus: 2 (3)	WOS/SCI:1 Scopus:2 (3)	WOS/SCI:1 Scopus: 1 (2)	-
Paper Presentation at Conference	Optional	Optional	Optional	1
Patent	1	1	1	-
Funding	5.0 Lakhs	5.0 Lakhs	1.0 Lakh	-
Consultancy	1.0 Lakh	0.5 Lakh	0.25 Lakh	-
Events Attended Outside of KIOT Min.	1	1	1	1
MOOC Courses Min.	1	1	1	1
Events Organized **	1	1	-	-
***Conference Organized	1	1	1	-

*Total Teaching Experience.

** Events Conducted @ Technical Clubs or Technical in Nature.

*** All faculty with Ph.D. as a Team.

4.	Research Mentors/Advisors for Departments	
	<p>To Enhance the Research and Development activities of KIOT and to strengthen individual and collaborative research.</p> <p>It is decided to appoint Research Mentors for each department in their respective research domain.</p> <p>A research mentor with research experience in handling funded Research / Industry Projects will be preferable.</p> <p>The research mentor may be an academician or Industry Expert.</p> <p>The research mentors have to visit the department at regular intervals to review and guide the research activities of the department.</p> <p>An honorarium will be provided. General Guidelines _ 10k/Visit including TA/DA.</p> <p>No. of Mentors: 10. Mech — 02, ECE - 02, EEE - 01, CSE + - 02, MBA -02 and Civil — 01 No. of Meetings: 3-5 per AY</p>	
5.	Research Seed Fund	
	<p>The Institution provides support for research by faculty with seed funds given to each department every AY.</p> <p>Who Can Apply?</p> <p>Faculty Pursuing Ph.D. can avail</p> <p>Fund Range: 1.00 Lakhs— 2.50 Lakhs Per Faculty, for faculty creating the facility to do research. It can be more, if there are 2 or more faculty utilize the same facility.</p> <p>What for the seed fund is to be used?</p> <p>Research Facility Fabrication, Equipment (Hardware /Software). If external research facilities are used, rent/fee is paid for usage (Prior Permission is essential) and research-related Consumables (Prior Permission is essential).</p> <p>What is not permitted?</p> <p>Attending Programs, TA/DA/Registration Fees/Computers, Laptops, and general recurring expenses.</p> <p>How to get it?</p> <p>Apply with the prescribed format to the Seed Fund Committee (SFC) through the Principal.</p> <p>SFC will scrutinize and recommend to the Principal.</p>	

	If there are more proposals than the allotted funds, priority will be given based on Dept. wise Spread, No. of Years of Service @KIOT, Stage of Ph.D. and expected Outcome /Impact.	
	Expected Outcomes: Faculty have to publish a minimum of Two Research papers at SU/Scopus/WOS-indexed Journals/Patents.	
6.	Research Miscellaneous	
	Certain amenities like add-on tools @ existing software labs and support features with existing hardware laboratories for research-specific can be encouraged from case to case based on the necessity and outcome. The funds can be in the range of Rs. 5,000/- to Rs. 25,000/-.	
7.	Progress will be reviewed once in 2 weeks	

	CHAPTER - 13		
13	TRANSPARENCY IN ADMINISTRATION		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
13.1	General		
	<p>Transparency is operating in such a way that it is easy for others to see what actions are performed. Knowledge Institute of Technology, as an Autonomous Institution affiliated to Anna University and approved by AICTE, functions under the statutory and regulatory requirements of AICTE, NBA, UGC, and Directorate of Technical Education (DoTE).</p> <p>The institution maintains complete transparency in its financial, academic, administrative, examination, and auxiliary functions. All statutory and autonomous body decisions are implemented in a fair and open manner and are communicated to stakeholders.</p>		
13.2	Financial Transparency		
	1	Budget allocation is done for every academic year for each department and activity under relevant heads. Utilization of budget is tracked through internal and external finance audits Audited financial statements are displayed on the college website.	
	2	Salary transactions of every faculty and staff member are made only through bank transfer.	
	3	Faculty and staff members have access to salary details through acquaintance rolls.	

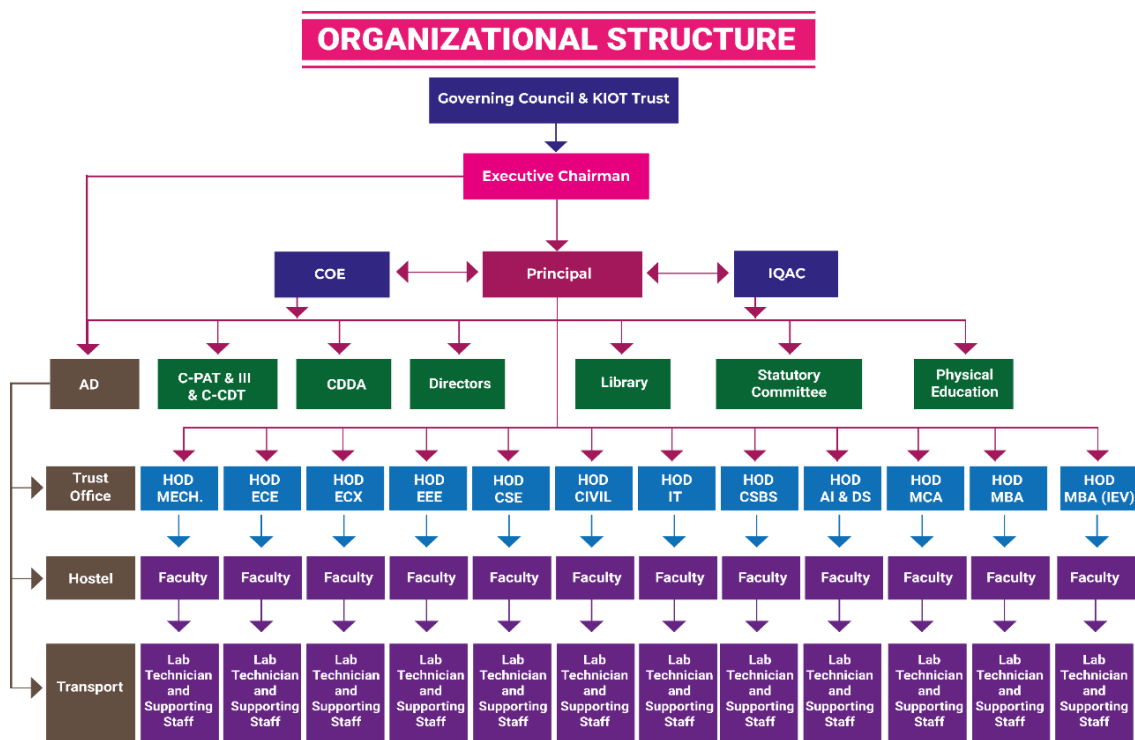
	4	Institution equally provides financial support to teaching/non-teaching staff to attend faculty development programs, workshops, conferences, and training programs for academic and professional growth and also for collaborations that would facilitate healthy academic and research ambience.
	5	Funds allocated for autonomous activities such as Board of Studies, Academic Council meetings, Examination Cell functions, and curriculum development are maintained with full accountability.
13.3	Administrative Transparency	
	1	The institution follows the guidelines of the Governing Body, Academic Council, Finance Committee, and other statutory/autonomous committees for policy and decision-making.
	2	Policy documents relating to administration, service rules, and code of conduct are available in the HR policy manual for faculty and the College Handbook for students. These are also accessible on the college website. Any changes in policies are updated through circulars, official communication, and website announcements.
	3	Regular meetings of Academic Council, and other committees are conducted. Any changes in the policies are updated to the faculty members and students through meeting and circulars. The approved minutes are circulated to relevant stakeholders.
13.4	Academic Transparency	
	1	The Internal Quality Assurance Cell (IQAC) reviews academic processes and ensures continuous quality enhancement.
	2	Academic calendar and schedule are shared with all faculty and students at the beginning of every semester.
	3	ERP access is provided to faculty and students and a 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	As an autonomous institution, curricula and syllabi are designed and approved through transparent processes involving Board of Studies (BoS) and Academic Council, with representation from industry, alumni, and external experts. Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are published on the website, and course mapping is open for review.

	6	Included in Examination Transparency	
	7	Daily attendances are uploaded in ERP software for analysis	
	8	Class Committee meetings are conducted thrice in a semester to address academic grievances. Hods address the grievances reported.	
	9	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.	
	10	Included in auxiliary functions	
	11	All circulars from Principal are circulated by email all the HoDs and relevant faculty, staff and students.	
	12	The achievements of Faculty/Students and placement details are updated regularly in college website	
13.5	Auxiliary functions		
	<ul style="list-style-type: none"> • All purchase, library, sports, mess, and hostel functions are handled through committees to ensure transparency. • Hostels maintain open communication channels for student feedback on food and facilities, with regular review meetings. • Major auxiliary services like skill development initiatives, industry collaborations, and placement activities are documented and shared with stakeholders. 		
13.6	Examination Transparency (New)		
	The Controller of Examinations (CoE) operates independently to ensure fairness, confidentiality, and integrity in all assessments.		
	Both internal and external experts are involved for setting question papers and evaluation as per approved guidelines.		
	Examination schedules, paper-setting policies, evaluation norms, and revaluation procedures are made available for transparency.		
	Internal and end-semester results are published within the stipulated timeline and uploaded on the student portal.		
	Answer scripts of internal assessments, assignments, and other evaluations are returned to students for review.		

	Internal marks are regularly shared with parents via SMS/WhatsApp. Students can verify internal marks in the ERP.	
	Students can obtain end semester answer scripts and apply for revaluation or retotaling through defined procedures.	
	A clear mechanism exists for addressing student grievances related to examinations and evaluations.	

	CHAPTER - 14	
14	DECENTRALIZATION OF POWERS AND DELEGATION OF AUTHORITY	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
14.1	General	
	<p>The organizational structure of the institution consists of the KIOT Management represented by the Secretary, Executive Chairman, Principal, Directors, various functional heads, COE, Heads of Departments (HoDs), faculty, and supporting staff — each with clearly defined roles and responsibilities.</p> <p>As an Autonomous Institution, the decision-making framework integrates statutory and academic bodies such as:</p> <ul style="list-style-type: none"> • Governing Council • Academic Council • Board of Studies (BoS) • Finance Committee • Controller of Examination • Internal Quality Assurance Cell (IQAC) <p>These bodies ensure participatory governance and empower decision-making at all operational levels.</p> <p>The Executive Chairman assisted by the Principal, Directors, Controller of Examinations, and HoDs, implements the policies and strategic directions approved by the Governing Body and Academic Council.</p> <p>Faculty members of each department function under the leadership of the HoD, with academic, research, and administrative responsibilities delegated appropriately.</p>	

14.2 Organizational Structure



The organizational hierarchy reflects functional decentralization to promote efficiency, transparency, and accountability. The structure ensures:

- Academic autonomy in curriculum design, assessment, and pedagogy at the department level through BoS and Academic Council approvals.
- Administrative autonomy for HoDs in planning departmental activities, managing resources, and monitoring faculty performance.
- Empowerment of the Controller of Examinations for independent conduct of internal and end-semester assessments.

Functional committees for finance, research, placements, training, and student welfare with defined authority and accountability.

14.3 The roles and responsibility are discussed in Chapter-5 and Chapter-15

CHAPTER - 15			
15	DETAILS OF STATUTORY AND NON-STATUTORY COMMITTEE AND THEIR PURPOSE		
<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>			
15.1	Statutory Committee		
1	Governing Council		Overall administration and approvals
2	Internal Quality Assurance Cell (IQAC)		To improve quality of various activities of the institution and maintain documents. To execute all accreditation and ranking related activities NBA, NAAC, NIRF etc.
3	Planning and Monitoring Committee		For overall planning and execution
4	Academic and Administrative Audit Committee (AAA)		To carryout AAA at the completion of each semester and carrying out the improvement measures.
5	Anti-Sexual Harassment Cell / Internal Compliant Cell (ICC) / Woman Empowerment Cell (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	Anti-Drug Committee		To monitor & prevent drug-free environment in the campus.

	13	Equal Opportunity Cell	To promote everyone's right to equal opportunities	
	14	Library Committee	To improve the effective utilization of the library	
	15	Program Assessment Committee (PAC) (Dept. Wise) (for NBA)	To assess the CO, PO and PSO mapping and assess the attainment of PO and PSO	
	16	Quality Improvement Committee (QIC) (Dept. Wise) (for NBA)	To find the curricular gaps in attaining PO and PSO attainment and suggest ways and measures to improve them.	
	17	Board of Studies (for Each Dept.)	To design, update, and recommend curricula, syllabi, and academic content, ensure alignment with industry and research trends, and maintain the quality and relevance of academic programs in the respective discipline.	
	18	Standing Committee for AC	To receive all its recommendation of BOS and prepare necessary inputs for conducting the AC.	
	19	Academic Council (AC)	To plan, review, and approve academic policies, curricula, regulations, and programs, ensuring the institution's academic quality, standards, and compliance with statutory requirements.	
	20	Finance Committee	To prepare, review, and recommend the institution's budget, monitor financial performance, ensure proper utilization of funds, and advise on policies for effective financial management and accountability.	
	21	Controller of Examination (COE)	Responsible for conducting examinations, publishing results on time, and ensuring the confidentiality and smooth functioning of all exam-related activities.	
	22	Result Passing Board (RPB)	It verifies and approves examination results, ensuring accuracy, fairness, and compliance	

			with academic regulations before publication of results.	
15.2	Non-Statutory Committee			
	1	Centre for Placement and Industry Relations (PAT & IR)	To increase the Institution Industry Interaction and Placements	
	2	Centre for Career Development and Training (CDT)	To offer structured training program on ethics, values, soft skills, placement and provide career guidance	
	3	Human Resource Development (HRD) Cell	To enhance the Academic, Administrative and Mentoring skills of faculty and nurture the necessary culture in the institution	
	4	Research Committee and Research Forum	To create research culture and increase the research, publications and citations	
	5	i-Can Club for Slow Learners	To improve the performance of slow learners	
	6	Equipment & Facilities Maintenance Department (EFMD)	To maintain the equipment and facilities in the campus	
	7	iStart Eco System <ul style="list-style-type: none"> • (iStart KIOT MX incubator Foundation • AICTE IDEA Lab • Incubator Innovation Council • IPR Cell) 	To promote innovation and entrepreneurship, support idea generation and prototype development, facilitate intellectual property rights (IPR) filing, implement institutional innovation policies, manage incubation and startup activities, and coordinate initiatives like EDP, IIC, NISP, KISP, and Idea Lab for nurturing student and faculty innovators.	
	8	Cyber Security Cell	To ensure the safety and integrity of the institution's digital infrastructure, monitor and prevent cyber threats, promote cyber hygiene through awareness programs, handle cyber security incidents, and enforce policies for secure use of IT resources.	

	9	Social Media Cell	To create social media content and disseminate among the stakeholders	
	10	Curriculum Design Development and Assessment Cell (CDDA) and Examination Reforms	To Plan, design, update, and evaluate curricula to ensure relevance, quality, and alignment with learning outcomes. To monitor innovative, transparent assessment and evaluation practices.	
	11	Examination Management Systems (EMS)	To conduct IATs, University examinations and maintain related documents	
	12	QP Scrutiny and Answer Script Evaluation Committee	To review question papers for quality, relevance, and adherence to syllabus and examination guidelines, ensure fairness and accuracy in answer script evaluation, and maintain the confidentiality and integrity of the assessment process.	
	13	AICTE Initiatives Implementation Committee	To monitor the program of various AICTE and MHRD initiatives	
	14	Outreach and Admission Committee	To plan and execute outreach programs and help in admission of students	
	15	Credit equivalence Committee	To evaluate and approve the credit equivalence of courses, activities, and certifications in line with academic regulations.	

CHAPTER - 16

16	GUIDELINES FOR PURCHASE OF EQUIPMENT AND OTHER ITEMS	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
16.1	General	
1	Faculty / laboratory in-charge / Department in-charge identify the list of items / Equipment's / Software to be purchased.	
2	HoD of the department concerned reviews and forwards the purchase request along with approximate cost to the Principal.	
3	After Principal approval, the purchase request is sent to the management approval.	
4	After management approval, the faculty concerned calls for quotation from vendors. Minimum three quotations are necessary.	
5	Faculty prepare the comparative statement and final recommendation for purchase either based on minimum cost or quality of product / item is forwarded to the management through HoD and Principal.	
6	Either the Management / Purchase Committee / BOTM approves the purchase.	
7	Then the faculty prepares the purchase order as per the approval and the Principal sends the purchase order.	
8	If the item / product is received, its quantity, quality, warranty 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
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>
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 kind is strictly prohibited.
26	The students will fully obey various rules and laws laid shown by State and Central Governments, honorable High Court and honorable Supreme Court of India regarding prevention of ragging, on use tobacco and alcoholic products, possession and use of weapons, explosives, possession and use of drugs of any kind and other discipline related matters
27	Any dispute among students may be reported to concern HOD and Principal immediately
28	Students wear good helmet when come to college in Two-Wheeler and keep Driving license with them.
29	Valuable items like gold ornaments, Laptop, mobile, cash and other items keep it in own custody.

CHAPTER - 18	
18	CODE OF CONDUCT FOR HOSTEL STUDENTS
<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
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
16	Personal water heaters and iron box are not allowed inside hostel for electrical safety
17	Washing machines are installed in hostel, use it carefully

18	Valuable items like gold ornaments, Laptop, mobile, cash and other items keep it in own custody.	
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	CHAPTER – 19		
19	POLICY ON GRIEVANCES AND REDRESSAL		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
19.1	General		
	1	The Students, Parents, Faculty, Staff and Public can express any of the grievances in a very transparent manner. The grievances submission form is available at KIOT website www.kiot.ac.in .	
	2	In addition, suggestion boxes are available at KIOT trust president office, Principal office and each HOD office. Any stakeholder can meet the Principal and submit his grievances in person or through mail (principal@kiot.ac.in)	
	3	All the grievances are addressed is rectified within 7 to 10 days by the Principal of the college / President of the Trust.	

	CHAPTER – 20		
20	POLICY ON FEEDBACK BASED GOVERNANCE		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
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 improving the administration / Academic. 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).	
	6	Various statutory and non-statutory committees like Internal compliance committee (POSH), OBC Committee, SC/ST Committee, Labor Committee, Etc.,	
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, feedbacks are analyzed and corrective actions are taken wherever needed	

	CHAPTER – 21		
21	QUALITY POLICY (w.e.f. 01.06.2025)		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
21.1	General		
	To pursue and continuously improve global standards of excellence in all our endeavors.		

	CHAPTER – 22		
22	SUTAINABILITY AND GREEN ENERGY POLICY		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
22.1	Purpose		
	<p>The Green Energy Policy aims to promote the adoption, generation, and efficient use of renewable energy within Knowledge Institute of Technology. It seeks to reduce the institution’s carbon footprint, encourage sustainable energy practices, and create a model campus for environmental responsibility, in alignment with national and global sustainability goals.</p>		
22.2	Scope		
	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All academic, administrative, and hostel buildings of the institution. • All faculty, staff, students, visitors, and contractors using energy resources on campus. • Any new infrastructure or renovation projects undertaken by the college. 		
22.3	Objectives		
	<ul style="list-style-type: none"> • Renewable Energy Adoption – Increase the proportion of energy from renewable sources (solar, wind, biomass, etc.). • Energy Efficiency – Reduce electricity consumption through efficient appliances, smart systems, and behavioral changes. • Awareness & Education – Incorporate green energy concepts into curriculum, research, and student activities. • Compliance – Meet or exceed national and state renewable energy and environmental standards. 		
22.4	Green Energy Initiatives		
	22.4.1	Renewable Energy Generation	
		<ul style="list-style-type: none"> • Install rooftop solar photovoltaic (PV) systems on academic blocks, hostels, and administrative buildings. • Explore wind and hybrid renewable energy systems where feasible. • Promote solar-powered street lighting and water heating systems. 	

	22.4.2	Energy Efficiency Measures	
		<ul style="list-style-type: none"> • Replace conventional lighting with LED /energy-efficient fixtures @ 20% per year level. • Use energy-efficient HVAC systems in laboratories and seminar halls. • Install smart metering and energy monitoring systems to track consumption. • Implement automatic power shutdown system for idle equipment. 	
	22.4.3	Green Campus Operations	
		<ul style="list-style-type: none"> • Encourage daylight-based classroom design to reduce artificial lighting usage in the new buildings and wherever possible in the existing buildings. • Use battery storage systems to maximize renewable energy utilization. • Reduce diesel generator dependency by hybrid systems with solar. 	
	22.4.4	Procurement & Infrastructure Guidelines	
		<ul style="list-style-type: none"> • All new construction must follow green building norms released by the state / central governments • Preference for energy-efficient rated equipment in procurement. • Vendors must meet environmental compliance standards. 	
	22.4.5	Education, Research & Community Engagement	
		<ul style="list-style-type: none"> • Offer student projects, internships, and research on renewable energy. • Conduct workshops, seminars, and exhibitions on green energy. • Collaborate with industry and government bodies for pilot projects. • To introduce Sustainability related courses in autonomous curriculum • To form clubs and forums to promote Green Energy and Sustainability 	
	22.4.6	Roles & Responsibilities	
		<ul style="list-style-type: none"> • Green Energy Committee – Plan, monitor, and review policy implementation. • Electrical & Maintenance Department – Install, maintain, and audit renewable energy systems. • Faculty & Students – Participate in awareness campaigns and research projects 	
	22.4.7	Monitoring & Evaluation	
		<ul style="list-style-type: none"> • Conducts annual energy audit and maintain the reports. • Set yearly renewable energy generation and efficiency improvement targets. 	

	22.4.8	Funding & Support	
		<ul style="list-style-type: none"> • Seek funding from MNRE, AICTE, UGC, and CSR initiatives. • Allocate a percentage of the infrastructure budget for green energy projects. 	
22.5		Policy Review <ul style="list-style-type: none"> • The Green Energy Policy will be reviewed every Three years by the authorities. • Amendments will be made based on industry trends, regulatory changes, and institutional priorities. 	

	CHAPTER – 23		
23	IT Upgradation Policy		
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
23.1	Purpose		
	This IT Policy outlines the guidelines, standards, and procedures for the proper use, security, and management of information technology resources at Knowledge Institute of Technology. It ensures that IT resources are used ethically, legally, efficiently, and in support of the college’s academic, administrative, and research missions.		
23.2	Scope		
	This policy applies to: <ul style="list-style-type: none"> • All faculty, staff, students, research scholars, visiting faculty, alumni, and guests using the institution’s IT resources. • All IT assets owned, leased, or managed by the institution, including networks, servers, computers, laptops, projectors, Wi-Fi devices, software, email systems, and data. • Access to IT resources whether on-campus or remotely. 		
23.3	IT Infrastructure - Overview		
	1	IT Infrastructure includes hardware, software, network resources and services. At KIOT, as on 01.06.2025, there are 1100+ computers, 12 servers, 60 laptops and 75 printers available.	

	2	In addition, the college has various software such as College wide common software like Microsoft Campus License, iStack ERP etc., Besides, all the departments have various domain specific software.	
23.4		Usage Guidelines	
		<p>Users must:</p> <ul style="list-style-type: none"> • Use IT resources solely for academic, research, and administrative purposes. • Follow all applicable laws including Copyright Act, IT Act, and data protection regulations. • Respect intellectual property rights and software licensing agreements. • Avoid accessing, creating, or distributing obscene, offensive, or malicious content. • Not engage in hacking, phishing, or other unauthorized activities. 	
23.5		Hardware & Software Procurement	
	1	For any IT equipment procurement or upgradation, Head of the Department (HoD) ought to take prior approval from the Principal and submit to the purchase committee.	
	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.	
23.6		Hardware Repair & Maintenance	
	1	The entire campus IT infrastructure is maintained by System Administrator and technicians. Technicians are expected to check all the lab equipment's 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: Technicians and System Administrator.	

23.7	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 In-charge, System Administrator and HoDs	
23.8	Software Upgradation		
	1	Existing software will be upgraded with newer versions each year or at regular intervals.	
	2	Upgradation or new purchase of software will be made as per the curriculum requirement and industry standards.	
	3	Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.	
	4	Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.	
	5	Responsibility: Technician, Lab Faculty In-charge and System Administrator	

23.9	Internet						
	1	At present the Internet bandwidth is 1.0 Gbps through fiber connections. It will be increased each year based on the need and guidelines from statutory bodies.					
		<ul style="list-style-type: none"> • Access to campus networks will be provided through secure authentication (user ID and password). • Wi-Fi usage will be monitored for compliance with policy. • Bandwidth will be allocated to ensure equitable use and prevent misuse (e.g., high-volume personal downloads). 					
	2	Email & Communication Systems					
		<ul style="list-style-type: none"> • Official communication will be done through the institution-provided email IDs (e.g., rkcse@kiot.ac.in). • Mass mailing is permitted only to the groups assigned with individual email account. • Spam, Phishing attempts, and suspicious messages must be reported immediately. 					
23.10	Firewall						
		Campus networks are protected by Tacitine Firewall . Unwanted resources are blocked by the firewall.					
		<table border="1"> <thead> <tr> <th>Default Block Category in Firewall</th> <th>Applications Blocked</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Standard malwares • Weapon • Phishing and fraud • Militancy and Extremist • Gambling • Pro-Suicide and self-Harm • Criminal Activity • Intellectual Piracy • Anonymizers • Sexually Explicit • Nudity • Advertisements </td> <td> <p><u>Students</u></p> <p>Instagram, Telegram, Facebook, Online Games and other social media platforms</p> </td> </tr> </tbody> </table>	Default Block Category in Firewall	Applications Blocked	<ul style="list-style-type: none"> • Standard malwares • Weapon • Phishing and fraud • Militancy and Extremist • Gambling • Pro-Suicide and self-Harm • Criminal Activity • Intellectual Piracy • Anonymizers • Sexually Explicit • Nudity • Advertisements 	<p><u>Students</u></p> <p>Instagram, Telegram, Facebook, Online Games and other social media platforms</p>	
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23.11	Obsolescent Removal						
	1	Computer systems and other related hardware which are beyond upgradation, will be replaced with new systems / hardware following the e-waste disposal policy.					

	2	Based on the curriculum and research needs, existing software will be replaced with new / recent software.	
23.12	Policy Review		
		<ul style="list-style-type: none"> • The IT Policy will be reviewed every Three Years or need base by the authorities. • Amendments will be made based on industry trends, regulatory changes, and institutional priorities. 	

	CHAPTER – 24		
	CONSULTANCY POLICY		
24	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>		
24.1	Objective		
	<p>The Consultancy Policy of Knowledge Institute of Technology provides a structured framework for faculty members, departments, and research centers to undertake consultancy assignments.</p> <p>The objective is to:</p> <ul style="list-style-type: none"> • Encourage faculty to apply their expertise to solve real-world industrial and societal problems. • Strengthen industry–academia collaboration. • Generate additional resources for the faculty and institution. • Enhance the professional competence and visibility of the college. 		
24.2	Scope		
	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All consultancy activities undertaken by faculty members, research staff, and technical staff of the college. • Both individual consultancy (based on faculty expertise) and institutional consultancy (using college resources, laboratories, and facilities). • Consultancy assignments from industry, government organizations, NGOs, start-ups, and other academic institutions. 		

24.3	Definitions		
	<ul style="list-style-type: none"> • Consultancy: Professional services provided by faculty/staff in their field of expertise for a fee or free cost. • Institutional Consultancy: Assignments that involve the use of the college's infrastructure, equipment, and staff support. • Individual Consultancy: Assignments based solely on the expertise of the faculty without using institutional resources beyond their own intellectual input. • Testing & Certification: Laboratory-based assignments for testing, analysis, or calibration. • Net Revenue: Total project cost – all expenses incurred 		
24.4	Guidelines - 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 competency of the faculty & staff, responsibilities and commitments of faculty & staff 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 / Executive Chairman through the HoD of department and Director Consultancy	
	7	Any use of college laboratories, equipment, software, or manpower for consultancy must be recorded and approved.	
	8	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.	
	9	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.	

24.5	Net Revenue Sharing & Financial & Legal Compliance		
	Net Revenue Sharing <ul style="list-style-type: none"> Principal will issue general guidelines for revenue sharing for each academic year. Certain deviations are permitted depending upon the nature of the project. 		
	Financial & Legal Compliance <ul style="list-style-type: none"> All consultancy payments shall be received through the college's designated bank account. Taxes (GST, TDS, etc.) will be deducted and remitted as per government regulations. The college shall issue invoices, receipts, and necessary documentation to clients. 		
24.6	Confidentiality & Intellectual Property (IPR)		
	<ul style="list-style-type: none"> The faculty and college shall maintain confidentiality of client information and data. IPR generated during consultancy will be governed by the terms of the MoU/contract. If the college's facilities or resources contribute to an invention, shared or full ownership will be applicable. College IPR may be used where not in conflict with rights of third parties or any commercialization plan. Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college. 		
24.7	Reporting & Documentation		
	<ul style="list-style-type: none"> The faculty member must submit a Consultancy Completion Report within 10 days of project closure through proper channel. The report must include work done, outputs delivered, and financial summary. Annual consultancy summaries shall be included in the Institutional Annual Report. 		
24.8	Policy Review		
	<ul style="list-style-type: none"> The Consultancy Policy will be reviewed every Three years by the authorities. Amendments will be made based on industry trends, regulatory changes, and institutional priorities. 		

CHAPTER – 25		
25	POLICY ON FUNDS MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
25.1	Funds Mobilization	
	<p>The institution regularly analyses ways to enhance revenue from various sources on a yearly basis. The possible sources of funds for Higher Education Institutions (HEIs) include student fees (college, transport, and hostel), scholarships from government and private bodies, research grants from various funding agencies, corporate CSR funds, MODROB/FDP/STTP and similar grants, faculty consultancy, IPR and startup dividends, online/MOOC courses, and services offered to external parties using equipment, computers, software, and other similar resources related to HEIs.</p>	
25.2	Optimal Utilization of Resources	
	<p>The institution has its vision, along with long-term and short-term goals. The Planning and Monitoring Board (PMB) seeks budget requirements for various heads, with inputs from the Governing Council and IQAC. Based on the current academic year's budget versus expenditure, and the priorities for the next academic year, the budget is prepared by the PMB and the Principal and submitted to the management for approval. After receiving management approval, the respective HoDs/In-charges can utilize the allotted budget for the specified purpose. The PMB monitors budget utilization on a regular basis, while both the PMB and IQAC ensure the optimal utilization of resources.</p>	

CHAPTER – 26		
26	REPAIR AND MAINTENANCE POLICY (w.e.f. 01.06.2025)	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
	<ul style="list-style-type: none"> • The Institution has building infrastructure, electrical equipment, furniture and fittings, IT infrastructure (Computers, Printers, Scanners and networking), CCTV camera surveillance system; laboratory equipment's and sports items. • The maintenance requirements vary as daily, weekly, fortnightly, monthly, quarterly, half yearly and yearly. 	

	<ul style="list-style-type: none"> • 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. • Director - Infrastructure & Management (Dir-IM) will oversee all the activities. 	
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	CHAPTER – 27	
27	WASTE MANAGEMENT POLICY (w.e.f. 01.06.2025)	
	<i>Framed and implemented w.e.f. 01.01.2018, Latest update w.e.f. 01.06.2025</i>	
	<p>KIOT is committed to environmental sustainability and follows a comprehensive waste management policy for the effective handling of solid, liquid, and e-wastes, as well as for reducing carbon footprint. As an Autonomous Institution, KIOT aligns its waste management practices with institutional policies, statutory guidelines, and best practices recommended by regulatory bodies such as AICTE, UGC.</p>	
27.1	Solid Waste Management	
	<ul style="list-style-type: none"> • Solid waste such as metal scraps and paper waste is collected at designated points and sold to authorized vendors every six months or as required, following due documentation. • Food and vegetable waste from hostels and the canteen is collected and provided to local farmers for cattle feed. • Organic debris is composted in the campus composting yard and used as manure for trees, shrubs, and gardens. • The campus is declared a plastic-free zone; any minimal plastic waste generated is collected and sold to authorized recyclers. • Old and unserviceable batteries are disposed of through authorized vendors in compliance with hazardous waste disposal regulations. 	
27.2	Liquid Waste Management	
	<ul style="list-style-type: none"> • The college operates a Sewage Treatment Plant (STP) with a capacity of 45,000 liters/day to treat wastewater. An additional STPs will be installed as required. • Treated water is reused for landscaping and greenery maintenance through drip irrigation systems. • Diluted chemicals and solutions from Environmental and Chemistry laboratories are safely disposed of through continuous-flow sinks, ensuring compliance with laboratory safety protocols. 	

	<ul style="list-style-type: none"> Waste lubricant oils are collected and sold to authorized recyclers in compliance with environmental regulations. 	
27.3	Carbon foot print reduction	
	<ul style="list-style-type: none"> To minimize CO₂ emissions, faculty, staff, and students are encouraged to use public transportation or KIOT's dedicated bus service. The college operates 36 buses covering a 75 km radius daily, benefiting around 2,000 students and staff, thereby reducing individual vehicle use. Awareness programs on sustainable commuting and energy conservation are periodically conducted. 	
27.4	E-waste Management	
	<p>All e-waste generated, including obsolete electronic equipment, is inventoried and sold to authorized recyclers in compliance with e-waste management rules.</p> <p>Functional but surplus equipment is donated to schools, NGOs, or community centers to extend the product lifecycle before disposal.</p>	
27.5	Monitoring and Compliance (<i>Autonomy-specific addition</i>)	
	<ul style="list-style-type: none"> Annual environmental audit reports, including waste management metrics, are presented to the Governing Body and disclosed in the college's Annual Report and website. Waste management initiatives are integrated into the Institutional Development Plan to meet the objectives of Sustainable Development Goals (SDGs), particularly Goal 12 (Responsible Consumption and Production) and Goal 13 (Climate Action). 	

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