

**RULES, REGULATIONS AND POLICIES OF THE INSTITUTION**  
**FOR THE ACADEMIC YEAR 2019-2020**

**I. 1.FACULTY RECRUITMENT PROCEDURE**

- Staff requirement for each department is collected well in advance by the office of the Principal and appropriate sanctions are obtained from the Management for creation of any new post or to fill up the existing vacancies.
- Advertisements are given in leading newspapers for the recruitment of the staff members for various positions.
- Scrolling announcements of vacancies are also displayed on the Institution's web site.**[implemented from the academic year 2016-2017]**
- The received applications for various departments will be scrutinized by the Scrutiny Committee constituted by the Principal.
- The shortlisted candidates are called for an interview through post/telephone and e-mail communication.
- The interview is conducted by the staff selection committee.
- The selection committee will recruit the faculty according to the affiliating university norms.

**Selection Committee**

Selection of the staff shall be made by a Selection Committee consisting of the following members constituted by the Management.

- The Principal
- Vice-Principal
- Head of the Department
- One /Two Subject Experts

The final selection of the short listed candidates will be done by the management.

## **Mode of Selection**

The following parameters are taken into account:

- Qualification
- Academic Record
- Experience
- Domain Knowledge
- Communication Skills
- Teaching Skill
- Research Performance

### **[Implemented from the academic year 2015-2016]**

- Personal Interview Performance

In addition to the above, other characteristics are decided by the Selection Committee.

## **Appointment**

- The candidates selected by the Committee will be informed over the phone, clearly indicating the faculty's position and the date of joining.
- The selected candidates will be issued with proper appointment orders duly signed by the Managing Trustee on the day of joining.

The candidates appointed will be asked to submit two Passport Size Photographs and the following original certificates for verification:

- X Mark sheet
- XII Mark sheet
- UG - Semester Wise Mark Sheets & Degree Certificate
- PG - Semester Wise Mark Sheets & Degree Certificate
- M. Phil. - Mark Sheet & Degree Certificate
- Ph.D. Degree Certificate

Service Certificate & Salary Certificate (if employed previously).

The appointed candidate will be on a probation period of one year during which period they are entitled to avail Casual Leave at the rate of one day for one completed month of service and they are not eligible for any other leave. However, they are entitled for 28 days vacation after the completion of one year of service in the institution.

## **2. SERVICE RULES**

- Appointment will be made based on the recommendations of the selection committee.
- Newly recruited faculty will be on probation for one year.
- Annual increment will be provided after the completion of one year which will be based on the self-appraisal issued to faculty members once in a year.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory.
- The evaluation of the faculty members is mainly based on the Teaching, Learning and Evaluation related activities and the minimum API score for this category is 60.
- The performance appraisal process also involves in assessing the co-curricular, Extension and Professional Development related activities of the faculty members and the minimum API score for this category is 15.**[implemented from the academic year 2016-2017]**
- The contribution of the faculty members towards Research & Academic and their participation in mentoring and institutional development are taken into account for the annual performance review system.
- Additional increment will be sanctioned for up-gradation of qualification.
- Eligible staff will be enrolled in the Employees Provident Fund Scheme.
- A six month prior notice should be given for resigning from the assigned duties.
- If any staff member is willing to get relieved without giving prior notice, then he/she will be required to pay the necessary compensation as desired by the management.
- It is not mandatory for the Management to accept the resignation from any staff members during the middle of the semester.

## **3. CODE OF CONDUCT: [implemented from the academic year 2016-2017]**

An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

- Every employee should maintain absolute integrity and devotion to duty at all times and shall do nothing to harm the dignity and prestige of the College.

- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institution.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she should inform HoD concerned about their absence.

#### **4. JOB RESPONSIBILITIES [implemented from the academic year 2016-2017]**

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration
- Extension Services

##### **Academic Activities**

- Effective teaching and providing instructions in Class Room and Laboratory Curriculum Development
- Development of Learning Resources Material & Laboratory Development
- Student Assessment & Evaluation including examination work of University
- Students guidance & Counseling & helping their ethical, moral, and overall character development
- Keeping track of new knowledge and skills, help to generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
- Self-development through upgrading qualification, experience and professional activities

##### **Research & Consultancy**

- Carry out Research & Development Activities and Research Guidance with publications.
- Industry sponsored Projects
- Provide Consultancy and Testing Services to industries in order to promote institute industry interaction and R & D.

##### **Administration**

- Academic and Administrative management of the Department/Institution.
- Preparing project proposals for funding in areas of R & D work.
- Laboratory Development, Modernizations, Expansion, etc.

- Monitoring and Evaluation of Academic and research activities.
- Plan and implement Staff Development activities.

### **Extension Services**

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other user agencies
4. Promotion of entrepreneurship and job creation.
5. Providing technical support in areas of social relevance.

## **5. PROMOTIONAL & STAFF RECRUITMENT POLICY**

### **QUALIFICATION & EXPERIENCE REQUIRED FOR THE FACULTY POSITION**

S. No.	Designation	Qualification	Experience	Duration (years)
1	<b>Assistant Professor</b> a) Engineering/ Technology b) Science and Humanities c) MBA d)MCA	M.E./M.Tech.(with first class in B.E. or M.E.) I class in M.Sc. or M.A.and M.Phil. (Ph.D. preferable) I class in MBA and M.Phil. (Ph.D. preferable) I class in MCA and M.Phil. (Ph.D. preferable)	2 years experience is desirable. 2 years experience is desirable	0-4

2	<b>Assistant Professor (Sr.scale.)</b> a)Engineering/Technology  b) Science and Humanities  c) MBA  d)MCA	M.E./M.Tech. (with first class in B.E. or M.E. or both) Ph.D preferable  M.Sc./M.A. with I class and M.Phil. (Ph.D. preferable)  MBA with I class (M.Phil. and Ph.D. preferable)  MCA with I class ( M.Phil. and Ph.D. preferable)	Min of 5 years' experience as Asst. Prof.(or)Min 5 years' experience after PG Qualification(For Direct recruitment)	4-10
3	<b>Assistant professor</b> (selection grade)		5 years of experience as assistant professor. Senior scale.	
4	<b>Associate Professor</b> a)Engineering/Technology  b) Science and Humanities  c) MBA  d)MCA	M.E./M.Tech.(with first class in B.E. or M.E. or both and Ph.D  M.Sc./M.A. with I class and M.Phil. (Ph.D. preferable)  MBA with I class (M.Phil.and Ph.D. preferable)  MCA with I class (M.Phil.and Ph.D. preferable)	Min of 7 years' experience as AP	10

5	<b>Professor</b> a)Engineering/ Technology b) Science and Humanities c) MBA d)MCA	same as above in Associate Professor	Min of 10 years' experience out of which 5 years as Associate Professor with Ph.D.	13+Ph.D. Completed
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## 6. TYPES OF LEAVE

- Casual Leave ( CL)
- Compensatory Leave (CPL)
- Vacation Leave (VL)
- On-Duty (OD)
- Permission
- Maternity Leave (MTL)
- Regional Leave (RH)

### Rules for Availing Leave

#### ✓ Casual Leave (CL)

Casual Leave is not earned by duty but it is a concession given to faculty members so as to enable them to be absent in special circumstances, without such absence being treated as any other leave. A faculty member on CL is not treated as absent from duty. He /She is eligible to avail 12 days of CL in a calendar year. CL cannot be claimed as a matter of right and its grant is always subjected to the exigencies of service.

During the probation period, the faculty members will be granted CL in proportion to the actual period spent on duty. CL can normally be availed off only with prior approval of the Head of the Institution i.e. Principal **[Implemented from the academic year2016-2017]**.

✓ **Compensatory Leave (CPL)**

A faculty member may be granted compensatory leave if he/she is required to work on any holiday under the written orders from the Principal. It may be availed within six months from the holiday on which the duty is performed with the prior sanction of the leave by the concerned authority. The maximum number of Compensatory leaves that may be granted to a faculty member shall not exceed 10 days in an academic year. Compensatory leaves may be combined with Casual Leave or authorized public holidays subject to the condition that the total period of absence shall not exceed 10 days. Compensatory leaves may also be prefixed or suffixed to regular leave subject to usual conditions.

✓ **Vacation Leave (VL)**

A faculty member can avail vacation or portion of vacation only after the formal order from the Principal. A faculty member has to forgo the vacation period in case of special orders from the authorities concerned. The eligible period of vacation is as follows: [implemented from the academic year 2016-2017].

Category	Experience in the College	Summer Vacation	Winter Vacation
Teaching	One year completed	28 days	14 days
Non-teaching	One year completed	14 days	07 days

- The vacation leave shall be declared by the institution taking into consideration the actual number of working days so that the minimum requirements of working days per semester as stipulated by the University from time to time is satisfied.
- Unavailed summer / Winter Vacation cannot be combined with subsequent summer vacation. Also surrendering of vacation period for “claim of salary” cannot be allowed.

✓ **Maternity Leave (MTL)**

- Maternity leave may be granted to women faculty members without pay for a period of six months from pre-confinement rest to post confinement recuperation, at the option of the employee. The leave can be extended to another six months in case the faculty member faces



any health issue which requires further rest under the instruction of the doctor. In this case, a medical certificate should also be produced.

➤ Maternity leave may not be combined with leave of any other kind.

#### ✓ **On Duty (OD)**

In addition to the leaves sanctioned to the faculty members On Duty is also provided to facilitate the following:

(i) Outside assignments like External Invigilation / University Representatives / Central valuation.

(ii) Conferences / Seminars / Workshops organized in other institutions.

(iii) Research work.[implemented from the academic year 2015-2016]

The faculty members are eligible to avail 13 days OD in a semester out of which 6 days may be availed for attending exam duty, 3 days for attending Seminar / Conference / Workshop and 4 days for Ph.D. work.

The faculty members who have not yet registered for Ph.D. may avail 10 days OD for attending exam duty in a semester and 3 days for attending seminar / conference / workshop etc., The OD account will be closed at the end of every year. Any excess OD availed will be treated as leave on loss of pay.

#### ✓ **Permission**

The faculty members are given one hour permission twice in a month. The permission can be availed either in the morning or in the evening.

### **7. INCENTIVE SCHEMES FOR FACULTY & STUDENTS [implemented from the academic year 2012-2013].**

The primary objective of the following incentive schemes is to motivate the faculty members to undertake quality research, consultancy and other research related activities.

➤ The Institution offers On-Duty and sponsors the faculty members to attend seminars, conferences, workshops, symposiums, and Faculty Development Programmes in order to be in par with the growing industry expectations

- Various National/ International Conferences, FDPs, and workshops are organized at KIT to facilitate professional growth
- Certificates and cash awards are given to the faculty members for producing S grades and 100% results in Anna university theory Examinations, in recognition of their dedicated efforts
- Institution funds each department for the procurement of equipment, instruments and software to enrich research facilities in the department
- The faculty members are recognized with additional increments in completion of Ph.D.
- Periodical increments are given to the faculty members based on the self-appraisal issued at the end of every year
- Qualified and Experienced faculty members are promoted to higher cadres periodically
- The staff members are encouraged to present paper in the National / International Conferences and the Management gives financial assistance for Registration Fee and other travelling expenses[**implemented from the academic year 2015-2016**]
- Incentives are given to the faculty members for publishing the research paper in a reputed /refereed national/ international journal
- Faculty members who have taken efforts to write and publish books or monographs are encouraged by giving incentives. [**Implemented from the academic year 2016-2017**].
- The Faculty members are sponsored to attend Summer/Winter Schools and Faculty Development Programme organized at various Institutions
- KIT organizes Faculty Development Programmes for the existing and the new comers of the institution to promote a congenial work place environment among the faculty members.

### **CONTINUOUS ACADEMIC MONITORING OF THE STUDENTS**

The institution ensures that every class has an advisor and two/ three tutors according to the strength of the class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the Head of the department concerned.

The following are the responsibilities of a class advisor:-

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of the students.

- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance.
- To attend the students welfare activities like awards, scholarships & industrial related activities (Industrial visit, Internship & Industrial Training)

## **1. CODE OF CONDUCT FOR THE STUDENTS**

1. Students should conduct themselves in a well-disciplined manner both inside and outside the campus.
2. Students should attend classes, functions and the other activities of the college in time.
3. Students should possess with them identity cards duly signed by the Principal. The cards will be issued to them immediately after admission to the college. They are expected to have their identity cards with lanyard always with them and especially at the time of examination.
4. No student is to leave the class room during the lecture without the permission of the faculty.
5. Use of cell phones inside the classrooms is not allowed.
6. Students should not loiter in the verandas; sit on the steps of the portico and staircases.
7. Scribbling on the walls and desks or doing any other kind of damage to the college property is strictly prohibited. Students responsible for any such wanton damage will be severely penalized.
8. No meeting of students of any kind shall be held in the college without prior written permission of the Principal. Similarly, no money shall be collected by any student from his\her classmates or others for any purpose.
9. No notice of any kind should be circulated among the students or fixed on the notice board without the prior written permission from the Principal.
10. Students are requested to read the notices displayed on the college notice boards. Ignorance of notice thus displayed will not be accepted as an excuse for failing to comply with it.
11. Students are forbidden from smoking inside the college premises. Students who are found using drugs or in a drunken state will be immediately dismissed from the college.
12. Students should park their vehicles in the space meant for parking. They are not allowed to drive the vehicle inside the campus.

13. Students are responsible for their belonging. The college will not be responsible for the loss of the property or money. Any property found in the premises should be handed over to the office with relevant details.
14. The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
15. Students are forbidden from organizing or taking part in strikes or demonstrations. They shall not also take part in any political agitation.
16. In all the academic or disciplinary matters the decision of the institute authorities shall be final.

## **2. DRESS CODE**

1. Male students should wear formal clothes with tucked-in shirts and black shoes.
2. Female students should wear either salwarkameez with neatly pinned dupatta. Hair should not be left loose.

## **V COLLEGE POLICY**

The college will function on all days from Monday to Friday in a week except on Government holidays. If required, a decision will be made to work on other Saturdays to fulfill the required number of working days in a semester as prescribed by the norms

**College Timing:** 8:30 a.m. to 4:15 p.m.

## **3. CONDUCT AND DISCIPLINE**

- All students shall be required to conduct themselves in a manner befitting the students of a professional institution of high reputation, within and outside the precincts of the College.
- The following additional acts by the students within or outside the precincts of the College shall constitute a gross violation of the code of conduct punishable as indiscipline.
- Lack of courtesy and decorum, as well as indecent behavior.

- Willful damage of property of the College/Hostel or of fellow students.
- Possession/consumption/distribution of alcoholic drinks and banned drugs.
- Mutilation or unauthorized possession of library material like books.
- Noisy and unseemly behaviour, disturbing peace in the college/hostel.
- Hacking in computer systems, either hardware or software or both.
- Any other act considered by the College as of gross indiscipline.

#### **4. ATTENDANCE AND LEAVE RULES FOR THE STUDENTS**

1. Students should be in the classroom before the faculty member enters.
2. The attendance will be taken every hour and any student not present in the class while the attendance is taken will be marked absent.
3. Students should apply for leave in advance in the prescribed format signed by him/her which should be submitted to HoD for prior permission.
4. Students are not permitted to go out during college hours without prior permission of the Principal.
5. When leave is availed due to unforeseen causes, the leave application should be submitted immediately on the day of absence with parent's/warden's signature.
6. When leave is availed due to sickness or hospitalization, Medical Certificate with prescription and bills should be submitted along with leave application.
7. If a student has less than 75% of attendance, he or she will not be permitted to appear for the current University Examinations.
8. If a student has taken any ordinary leave or medical leave or On-Duty leave or any other kind of leave, in a semester, all the leave period put together should not exceed 20% of the total attendance in that semester.

#### **5. WORKSHOP AND LABORATORY RULES**

1. The student should wear prescribed uniform/overcoats while doing experiments and follow the safety regulations of the workshop and laboratories.

2. Students should take care of tools, apparatus or other equipment given to them and should preserve the cleanliness of the laboratories and the workshop.
3. Care should be taken in handling the property of the institution and any damage caused casually or willfully will entail disciplinary action and recovery of cost.

#### **4. LIBRARY RULES**

1. The library is opened from 8:00 a.m. to 7:00 p.m. on all working days and from 8:30 a.m. to 4:30 p.m. on holidays and vacation days.
2. Silence should be maintained in the library.
3. Students should take care of the books without causing damage of any sort like folding or underlining.
4. Lending of books will be done only upon producing the identity card.
5. Books borrowed should be returned on or before the due date.
6. If books are not returned on the due date, fine amount will be collected.
7. In case of the loss of a book, the student will have to bear the responsibility for replacing it with a new one. If the book is not available, the actual cost of the book will be collected from the student.
8. Digital library can be used for accessing E- Journals and E - Books.
9. Internet access facility is also available for staff members and students for technical research and academic purposes.

#### **VI. SCHOLARSHIPS**

The Vijayalakshmi Palanisamy Charitable Trust offers several scholarships, fee waiver schemes, research assistance to meritorious and deserving students. Every year more than 200 students are benefitted with the scholarship worth rupees one crore.

##### **Vijayalakshmi Palanisamy Scholarship**

- Application for scholarships, loans, etc., should be submitted in the prescribed form to the Principal within 30 days from the date of reopening of the institution or admission of the candidate to the institution. Students should submit all the certificates required pertaining to

the nature of Scholarship or loan. No student will be permitted to hold more than one scholarship at a time.

- The concessions granted are liable to be withdrawn in case of misconduct such as participation in strike, involvement in ragging etc.
- The following scholarships and fee concessions are available for deserving students in UG & PG Programmes.

### **Government Scholarships**

The Institution supports in receiving other government scholarships like:

1. Adi-Dravidar and Tribal Welfare (SC / SCC / ST) student's scholarship.
2. Backward Class Welfare Scholarship ( BC / MBC / DNC) students scholarship
3. Educational Scholarship to the wards of Farmers under Tamil Nadu Agricultural Labourers (Farmers Social Security and Welfare Scheme)
4. Minority Scholarship (Christian, Muslim, Sikh, Buddhists, Parsi and Jain students scholarship )

## **VII. RULES**

### **1. ANTI-RAGGING RULES**

Ragging is display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational Institution. It also includes:

- a) Teasing, abusing, playing jokes on or causing hurt to such student or
- b) Asking the students to do any act or perform something which the student will not in the ordinary course willingly do.

Ragging within or outside any educational Institution is prohibited. Whoever directly or indirectly commits or participates in any practice of "Ragging" within or outside any educational institution shall be punished with imprisonment for a term which may extend to two years or shall also be liable to a fine which may extend to Rs.25, 000/-or even termination of the student with T.C. and the student cannot join in any other institution with that T.C.

- In conformity with Supreme Court judgments and directions, UGC guidelines and State Government Instructions, KIT is following a 'Zero-Tolerance Policy' towards ragging
- Any student accused and found guilty of ragging, will be severely dealt with, in accordance with the provisions of Law
- The institution has framed an exclusive anti-ragging committee to promote a safe and comfortable learning atmosphere for the students' community.

## **2. HOSTEL RULES**

### **a. Admission and Accommodation**

1. Accommodation in the hostel will be terminated at the end of each academic year and members who desire to avail the hostel facility shall apply for readmission at the beginning of every academic year.
2. The chief warden may refuse admission to any student who does not abide by the rules and regulations of the hostel.
3. Every student must give an undertaking in writing that he/she will abide by the rules of the hostel and that he/she will submit to any disciplinary action imposed on him by the authorities. This shall be confirmed in writing and in a declaration form by the parent/guardian.
4. After admission, no student should vacate the hostel without the written application by the parent/guardian and without the permission of the warden.
5. Allotment of rooms shall be made by the deputy warden under the orders of the chief warden.
6. No room shall be allotted to any member without payment of hostel fee for the whole year at the office.
7. Rooms once allotted for years are not interchangeable Students must occupy the rooms allotted to them and not change rooms without the permission of the deputy warden concerned. **[implemented from the academic year 2016-2017]**
8. The hostel management is not responsible for the loss of property left in the rooms due to negligence of inmates.



9. No student should avail leave on the preceding and the ensuing days of the holidays without obtaining valid permission in advance. If anybody flouts this condition he/she will lose hostel accommodation.
10. No student is allowed to use any electrical appliances like heater, iron box, TV, etc., in the room.
11. Guests are not allowed either to enter or to stay in the hostel.
12. Visitors intending to see the students should necessarily produce the identity card issued by the college authorities.
13. If any difficulties or problems are put forth by the inmates it should immediately be brought to the notice of the deputy warden.
14. All the inmates, in case of availing any outing, should reach the hostel campus by 6 p.m.
15. The mess bill should be settled in the beginning of the semester.
16. The electrical fittings, furniture and other appliances provided in the hostel should be preserved in good condition. Damage done to the hostel property will be made good by recovering the cost or repair of the materials.

#### **b. Hostel Mess Timings**

1. The hostel provides both vegetarian and non-vegetarian food at subsidized rates. Food will be served in the mess during the following timings:
  - Breakfast : 07:30 a.m. - 08:15 a.m.
  - Lunch : 12:00 noon - 01:30 p.m.
  - Tea : 05:00 p.m. - 05:30 p.m.
  - Dinner : 07:15 p.m. - 08:30 p.m.
2. Mess timing should be followed strictly. No meal or Tiffin will be served after the closure of the mess.
3. Guests are not permitted under any circumstances.
4. No resident is permitted to carry food in utensils to their rooms.
5. Transfer of one member's food to another person is not allowed on any account.
6. No inmate will be provided food in the mess, at the time of joining, without the production of the rent receipt.

7. Student inmates shall not interfere with the work of cooks or other servants or indulge in any argument with them. Cases of misconduct of hostel employees shall be immediately reported to the warden with full particulars.
8. Members shall not give any tips to the servants or cooks in the hostel.

### **C. Discipline inside the Hostel**

1. A high standard of discipline should be maintained.
2. Attendance will be taken at 6:30 a.m. and 9:00 p.m. every day. All inmates should be present in the hostels and ensure their attendance. If anybody fails to give attendance, he/she will face the risk of expulsion from the hostel.
3. All inmates should get prior permission (out pass) from the warden to go out between 10:00 a.m. to 6:00 p.m. on holidays and from 4:30 p.m. to 6:00p.m.on working days (only for emergency purposes).
4. Girl inmates may go out for purchases etc., only on holidays with the assistance of the deputy warden (or) her representative.
5. Eve teasing and ragging is strictly prohibited. Any student found involved in the dastardly act of ragging will be expelled from the college hostel.
6. Inmates should refrain from anti-social activities and should not indulge in drug abuse etc.
7. Scribbling or writing anything on the wall or the structure of the hostel or the college and also pasting of posters is strictly prohibited.**[implemented from the academic year 2015-2016]**
8. Furniture issued to boarders shall not be taken out of their rooms at any cost. Any such item found outside rooms will be confiscated by the hostel authorities.
9. Students are not allowed to put up notice or convene meeting of any sort within the hostel premises.
10. Failure to abide by any of the above conditions will result in expulsion of the students from the hostel.