ADMINISTRATIVE POLICY
& PROCEDURES

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Chapter - 1

ABOUT THE TRUST

➢ **Name of the Trust:**

Parthsarathy Seeniammal Educational Trust

➢ **Registered Address:**

SH-113, Sarathy Nagar, Pudupedu village, Sriperumbudur Main RD, Kundrathur, Chennai – 600069

➢ **Registration Number:**

Registered under Document No.909/4 of 1997 with the Office of the registrar, Chennai.

➢ **Board of Trustees:**

Chennai Institute of Technology was established under the aegis of Parthsarathy Seeniammal Educational Trust. The Rules & Regulations for governance are framed by the Board of Trustees and Governing council.

➢ **Governing Council:**

The Governing body is formed by the Board of Trustees as per the guidelines prescribed by All India Council for Technical Education (AICTE) to manage the Institute activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements.

➢ **Vision of the Trust:**

To be an eminent centre for Academia, Industry and Research by imparting knowledge, relevant practices and inculcating human values to address global challenges through novelty and sustainability.

➢ **Mission of the Trust:**

- To create next generation leaders by effective teaching learning methodologies and instill scientific spark in them to meet the global challenges.
- To transform live through deployment of emerging technology, novelty and sustainability.
- To inculcate human values and ethical principles to cater to the societal needs.
- To contribute towards the research ecosystem by providing a suitable, effective platform for interaction between industry, academia and R&D establishment.
- To nurture incubation centres enabling structured entrepreneurship and start-ups.

Chapter - 2

GENERAL INFORMATION

➢ **Name of the Institution**

Chennai Institute of Technology, SH-113, Sarathy Nagar, Pudupedu village, Sriperumbudur main road, Kundrathur, Chennai – 600069.

➢ **Address of the Institution:**

SH-113, Sarathy Nagar, Pudupedu village, Sriperumbudur Main road, Kundrathur, Chennai – 600069

➢ **Contact Details Tel:**

+ 914471119111

➢ **AICTE Approval:**

F.NO.AB/AICTE/REG/2018

➢ **Anna University Approval:**

Lr No. 011/CAI/ Permanent Affln. /2019-20/2104

➢ **Vision of the Institution:**

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- To transform live through deployment of emerging technology, novelty and sustainability.

- To inculcate human values and ethical principles to cater to the societal needs.

- To contribute towards the research ecosystem by providing a suitable, effective platform for interaction between industry, academia and R&D establishment.

- To nurture incubation centres enabling structured entrepreneurship and start-ups.

➤ Working Hours

Sl.No.	Weekdays	Time	Holiday
1	Monday to Friday	8.00 AM to 03.00 PM	All Public holidays declared by the Government of Tamil Naduand local district administration. A working day may be declared as holiday depending on the need by the Institution.

Faculty members and staff shall remain inside the campus during their working hours

➤ Discipline

ID-card ad Dress code:

- All Faculty members and staff shall maintain formal Dress Code within the Campus. ID card shall be worn by all staff members inside the campus and shall produce the card when requested by the Administrative authorities at any time.

- The faculty must abide to the proper dress code (Gents staff should wear white shirt with proper grooming and black / brown formal shoes, ladies' staff should wear Saree) and ID card. For all the Institution level and Department level events / functions faculty member shall wear formal dress.

- All faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.

- Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.

- During the library hour of a class the faculty –in- charge should keep the students in Discipline.

➤ Bio Metric Entry:

On all working days, Faculty members and staff have to register their attendance in the Biometric system. The norms for registering bio metric attendance while coming – in and going – out are given below:

Sl.No.	Criteria	In – time	Out – time
1	Full day working	Before 8. 00AM	After 3.00 PM
2	Working during FN session only	Before 8.00 AM	After 12.00 PM
3	Working during AN session only	Before12.00 PM	After 3.00 PM
4	One-hour permission in morning	Before 9.00 AM	After 3.00 PM
5	One-hour permission in evening	Before 8.00 AM	After 2.00 PM
6	Late coming / Leaving	Before 8.10 AM	After 2.50 PM

Note: Faculty members doing full time research activity and full-time research scholars can have a flexible timing based on the need. However, they shall be inside the campus for a minimum period of 8 hours in a day, and accordingly they shall make bio metric attendance.

For the purpose of preparing salary bill, the Bio metric attendance of the faculty members and staff alone will be taken in to account.

➢ **Special Occasions and On Duty permission**

Faculty members and staff are permitted for late arrival in the morning and for early leaving from the campus in the evening only on special occasions or on duty permission with due approval from the competent authorities.

Chapter – 3

CLASSIFICATION OF EMPLOYEES

➢ **Hierarchy of Reporting**

A. Different faculty members / officers and staff shall report to higher authorities as given below:

Sl.No.	Category	Reporting Authority
1.	Principal	Chairman
2.	Director	Principal
3.	COE	Principal
4.	Heads of the Departments	Principal
5.	Program Coordinator	HOD/Principal
6.	Faculty Members	Heads of the Departments
7.	Office Manager	Principal
8.	Accounts Manager	Principal
9.	HR Manager	Principal
10.	Administrative Officer	Principal
11.	Librarian	Principal
12.	Library deputies and Staff	Librarian
13.	Physical Director	Principal
14.	Physical Education Department deputies and Staff	Physical Director
15.	Laboratory and Department Staff	Heads of the Departments
16.	COE deputies and staff	COE
17.	Hostel Chief Warden Warden Residential Warden / Deputy Warden	Principal Chief Warden Warden Warden
18.	Office Staff	Office Superintendent
19.	Store Staff, Purchase Staff	Accounts Manager
20.	Medical Staff	Administrative Officer
21.	Transport Head	Administrative Officer
22.	Security Head	Administrative Officer
23.	Maintenance Head	Administrative Officer

In the absence of reporting authority as stated above, the faculty members and staff shall report to next nominated person in charge.

B. Hierarchy Structure
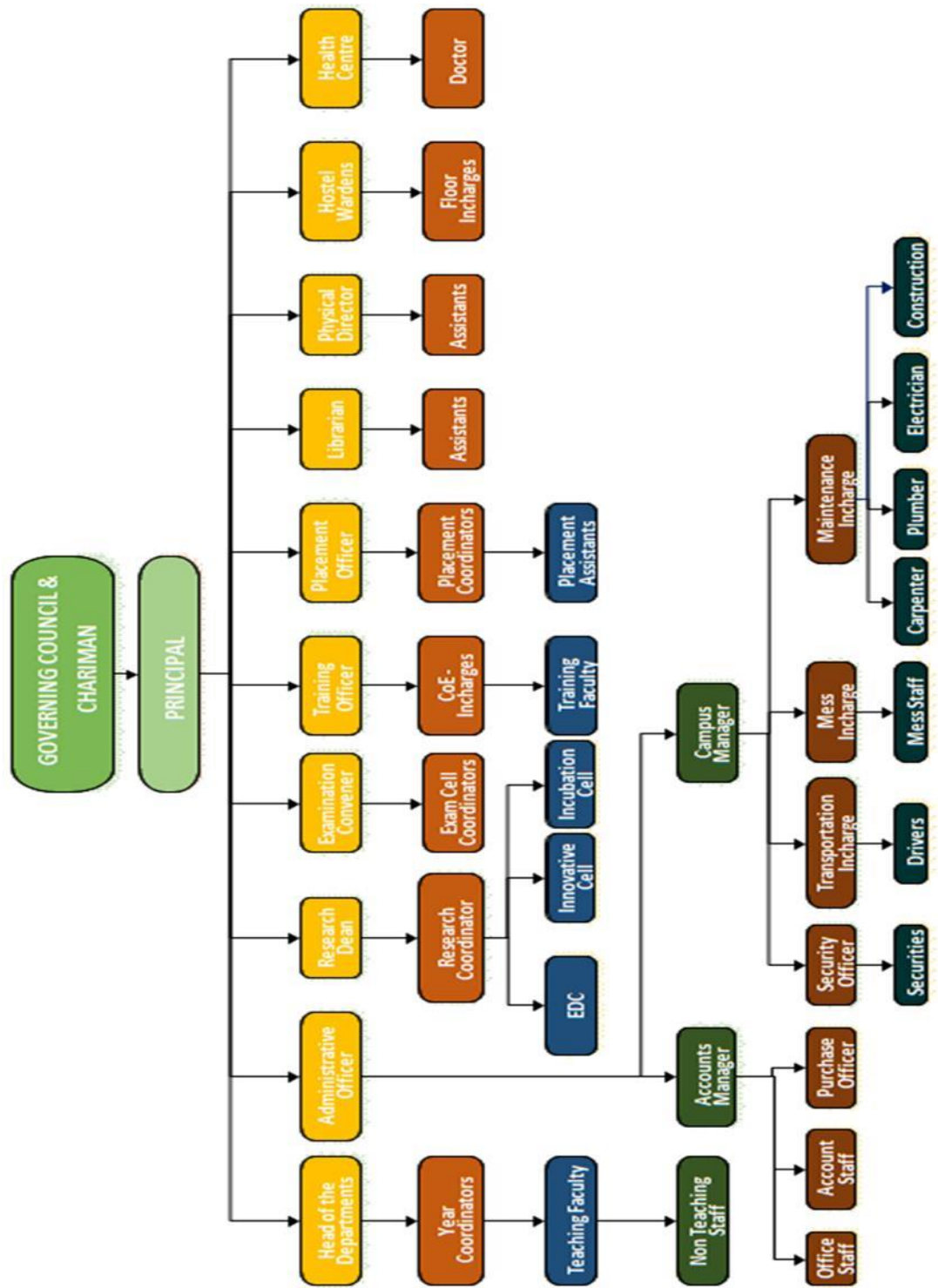
> **Duties and Responsibilities**

All employees of the Institution have their own duties and responsibilities, and they should

carry out all the tasks assigned to them with the best of their knowledge and dedication.

➢ **Principal**

- Principal should have the vision and leadership abilities to take the Institution forward with an overall development.
- Responsible for maintain the discipline and decorum in the College premises & regular rounds to all the buildings & hostel.
- Maintain the Administrative dept including monitoring of scholarship and collection of fees and maintain faculty, staff and student welfare.
- Organizing the statutory body meeting regularly
- Arrange and monitor AICTE and AU affiliation Inspections and Admission Process.
- NIRF, NBA and NAAC within stipulated time
- To Monitor the Industry Institute Interaction for Placements, Seminars, FDP, SDP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects.
- Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
- Establishing all the department labs with State of art facility
- MIS Report to the Chairman periodically
- To Plan, Prepare and monitor the Budget of the Institute
- Faculty and Staff Recruitment as per the AICTE & AU Norms
- To develop Academic calendar, Service rules and regulation
- HOD meetings, Parents meet, Faculty meeting periodically
- Monitor the feedback students, faculty and initiate remedial measures
- Website Maintenance and Update Periodically
- Monitoring the Professional Association, Club and sports activity and arranging various events to build up the image of the institute.
- Encourage the faculty and staff to participate and conduct FDP, Conference, Seminar and workshop to update their knowledge
- Developing the infrastructure as per norms of AICTE / AU
- Develop the research facility and motivate the faculty, staff and students to involve in it actively.

Administration:

- To conduct periodical meetings for the faculty members for effective administration of the Institution.
- To make the employees and students aware of the rules, policies and procedures laid down by the Institution and to ensure that they are complied with.
- To recruit faculty members and staff as per guidelines given by Anna University / AICTE / UGC.
- To purchase capital items, consumables etc. as required for the Institution.
- To implement and monitor the rules, regulations and norms of the Institution.
- To liaise with all statutory authorities such as Anna University, Directorate of Technical Education, AICTE, UGC, Accreditation agencies, State and Central government agencies.
- To plan and organize the meetings of Governing body, Academic council, Board of studies and all other autonomous status related meetings.
- To plan and organize Institutional level functions such as Graduation day, College day, Alumni day, Sports day, Hostel day and Parents meeting etc.
- To organize various programs to attract meritorious students to Institution and also ensure 100% admission.
- To execute any other tasks assigned by the Management.

Finance:

- To prepare annual budget, obtain approval from the Management and implement it.
- To sanction the cash advances, monitor impress cash for the conduct of day-to-day activities and for procurement of sundry items.
- Promotion of Co-curricular and Extracurricular activities:
- To monitor and promote technical and non technical, co curricular and extracurricular activites like Industry Connect, Seminars, Worksops, National / International conferences, FDPs / STTPs, Industry internships, Training and Placement, outreach programaes, Cultural club activites, Social media, public welfare etc.

➢ **Heads of the Departments**

- To monitor and carryout academic activities of the department under the guidance of the Principal.
- To obtain faculty feedback and take corrective actions.

- To plan and take the necessary actions for the improvement of department results and academic performance.
- To organize FDPs, Conferences, Workshops, and Guest Lectures and also any invitation is received from other colleges regarding seminars, paper presentations, our students have to be informed in their class room itself and advise them to participate.
- To coordinate and conduct practical /oral examinations as required for the benefit of the students.
- To Counsel the toppers to get university ranks and slow learners to clear all the papers Convene faculty meeting every week / fortnight with the following agenda.
  a. The progress of syllabus, daily tests, Assessment test.
  b. Submission of the marks.
  c. Behavior of the students in the class and Lab / Workshop.
  d. Completion of experiments in each Lab / Workshop.
- To train the students to meet the requirements of the stakeholders.
- To interact with the industry personnel and take projects and consultancy work to solve industry problems / to enhance productivity.
- The formation of groups to be done on or before July 30th every year. Finalize the title of the project work on or before August 31st every year.
- To publish Department Magazine / newsletter, at least one in a 6 month.
- Plan and conduct Parents and Teachers meet within one week from the university results announcement.
- Submit the budget of the department on or before March 30th every year.
- To explore the possibilities of getting funds for projects from different agencies.
- To Check the Lecture notes, Question bank, Lesson Plan, Lab manual in consultation with subject experts and advice the faculty concern to update if there is any modification and make it ready at least one week ahead of semester starting.
- To Check the faculty attendance, register regularly in the morning and arrangement of class for the staff on leave / OD / absent.
- To monitor the day-to-day activities of the department.
- To prepare academic calendar for the semester and academic year, in terms of activities, guest lectures, workshops, interaction with industry experts, alumni interactions etc., for the benefit of the student and faculty.
- To conduct regular meetings and interact with teaching and non-teaching staff as well

as the Class Representatives and committees to sort out any issue and queries related to academics.

- To initiate recruitment of teaching & non - teaching staff as per rules laid down by the authorities.
- To execute any other work assigned by the Management/Principal.
- Effective utilization of infrastructure and manpower.
- Maintain good rapport with parents and alumni.

➢ **Teaching Faculty**

Teaching faculty include all cadres such as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

- To work sincerely to execute all duties related to academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and maintain student records, the Course file and personal file in appropriate format.
- To use innovative teaching aids / methods and ensure all students perform well.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/coordinate/attend various seminars/workshops/STTP/training programs.
- To work proactively in research and development activities.
- To perform other academic/administrative duties assigned by Head of the Department /Principal.
- To publish papers in the reputed journals.
- To obtain fund from funding agencies.
- To take projects from Industries and find solutions to enhance quality, productivity and cost reduction of the products.
- To guide students to take up internships and interdisciplinary projects.

➢ **Non-Teaching Staff:**

In charge: System and Technical Support

- To update and maintain institute website then and there and ensure compliance with Anna University / AICTE norms.
- To administer and maintain teaching aids, projectors, servers, firewalls, routers,

manageable switches UPS and batteries.

- To organize purchase of equipment / consumables / software's.

- To provide support for various software/ servers.

- To ensure continuous internet service during assigned hours.

- To give support to On-line exams, Seminar, Workshop, technical training / placement programmer.

➢ **Laboratory/ Technical Assistant:**

- Prepare the laboratories for smooth conduct of laboratory classes.

- Assist faculty and students during laboratory periods.

- Maintain stock register, Instrument Issue register, and maintenance register, condemned items etc.

- Installation of new equipment as well as maintenance of all equipment and instruments.

- Maintain and update the approved supplier list for equipment.

- Maintain and service the equipment and keep all instruments and equipment's in working condition.

- Keep the laboratory in a tidy condition.

➢ **Librarian / Library In-charge**

- Responsible for overall functioning of the library and ensure compliance with the Anna University / AICTE norms.

- To implement all library rules as defined by the management.

- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CDs, audio cassettes, e books, online resources etc. and renewal of books / magazines.

- To Develop information access aids such as indexes and annotated bibliographies, webpages, electronic path finders and online tutorials.

- To Get inter college library membership and arrange interlibrary loans of materials not available in our library.

- To display all technical articles, literature and new arrivals.

- To circulate & distribute magazines, literature etc. to faculty members & management and maintain records of the same.

- To execute any other work assigned by Management / Principal.

- To Maintain the stock of all the purchase, conduct audit in every semester, compile list of over dues and notify borrowers.

- To Plan and participate in fund raising drives and write proposals for research or project grants.

- To keep library timings and maintain discipline in the library.

➢ **Responsibility of Physical Education Director**

- To Develop and maintain the sports, games and gym facilities for both boys and girls.

- To Develop successful teams, both boys and girls in all the games and sports.

- Increase participation and competitive representation within all focused sports across the college.

- To Organize Inter college and interschool sports events every year and Conduct Yoga classes for hostellers in the evening and Day scholars as per the schedule

- Identify the potential students / players in various sports and games, motivate and provide special training to participate in various competitions at Zonal, State and National level competitions.

- To Organize inter department sports meet annually.

- Lead / Monitor / Participate in all extracurricular activities such as NSS, NCC, YRC camps organized by the college.

- As a member of Anti ragging committee and disciplinary committee visit the entire campus, hostel, bus stops to monitor the students.

- Develop the culture of practicing / playing daily and holidays to motivate the students to participate in various competitions and being healthy.

➢ **Training & Placement Department**

- Conduct Training & Placement activities effectively and ensure all students are well trained and perform in the interview.

- Take feedback from the companies and industries about the student's performance and accordingly reorient the training program.

- Decide and arrange personality development programs for students.

- Update and maintain the contact details of companies interested in recruitment activities.

- Invite companies for campus recruitment, to notify the students about the events and take necessary action.

- Place students in Core and IT related companies with higher salary package.

- Maintain a database and circulate to the staff and students so that the students concerned will prepare themselves for Placement.

- Interacting with Industries for Industrial visit and Training and Internship etc

- Coordinator for Signing MOU's with leading industries

- Consultancy Project – Department wise Planning and Execution

- Creating and maintaining Centre of Excellence with industrial tie up

- Plan, arrange and monitor Soft skill & core training through Centre of Excellences.

- Collecting feedback from the industry about our student's performance in their industry

Chapter - 4

RECRUITMENT POLICY

➢ **Recruitment Procedure:**

Teaching: (Assistant Professor/Associate Professor/ Professor/ Principal)

Non- Teaching: (Lab In charge / Librarian / Placement & Training)

Administration Staff:

i. **Approval of Faculty by the University:**

The institute will ensure that, all faculty members and staff are recruited as per the University norms.

ii. **Filling temporary vacancy:**

If vacancy of a faculty is to be filled in temporarily for a period not exceeding one semester, the HR Manager on the recommendation of the Principal shall initiate the process of temporary recruitment.

iii. **Creating a New Position:**

Requirement of a new position must be indicated by the Head of the Department and submitted to the Principal, who will review and assign the most appropriate title according to the job specifications in consultation with the competent authority. Reclassifications of vacant positions can be requested at any time during the academic year.

iv. **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. List of new openings shall be made available from time to time, in the Institute website.

v. **Closing Date:**

All classified positions are open for a specified period and if necessary, it may be extended.

➢ **Sanction of the post**

• Prior to the commandment of academic year respective HODs will finalize the faculty requirement based on the workload and AICTE/Anna University guidelines and submit to the Principal for approval.

• All the proposal submitted by the HODs of respective department will be verified by the

principal and be placed in the governing council for approval and sanction of the post. This procedure is followed both for new requirement and all for carrying advance.

➢ **Interview Conduction:**

- Interview Committee will consist of the Principal / Designated Authority, Academic Council members and the respective Heads of the department and Subject experts.

- The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

- Direct interview will be conducted for senior posts. Selection Committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council

➢ **Pay Fixation**

- Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.

- Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman of the Trust.

Chapter – 5

LEAVE NORMS POLICY

Leave is a provision to stay away from work for genuine reasons with the prior approval from the concerned authorities. It may be granted for a casual purpose or for a planned activity or on medical grounds or in extraordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly leave rules and norms have been categorized under various heads. On emergency and for important official work, employee may be called for duty during their leave period.

GENERAL PRINCIPLE REGARDING GRANT OF LEAVE

(a) Applicability

The provisions contained in the rules shall apply to all faculty members and staff of Chennai Institute of Technology.

(b) Authority to empower Leave

i.   Application of leave of all faculty members and staff shall be addressed to the concerned Head of the Department and he/she shall recommend and forward the same to the Principal for approval.

ii.   Application of leave of all the Heads of the Departments / Directors shall be addressed to the Principal for approval.

iii.   Medical leave can be availed by the production of medical certificate along with leave application form within two days.

(c) Rejoining of duty on return from Leave on medical grounds

i.   Any faculty or a staff member who has been granted leave on medical grounds shall produce a medical fitness certificate at the time of rejoining the duty.

ii.   Leave sanctioning authority can go for second medical opinion, if required.

(d) Types of Leave

The following types of Leave are admissible to the Faculty members and staff of the Institution.

i.   Casual Leave and Vacation

ii.   Maternity Leave

iii.   Medical Leave

iv.   On – Duty Guidelines

(i) Casual leave and Vacation

- Faculty and Staff members are eligible to avail one day casual leave for every completed month of service.

- Casual leave can normally be availed only with prior approval of the Head of the institution through HOD.

- Leave application should be submitted to the Head of the Institution (Principal) one day in advance / the day of availing leave after alternating the workload.

- In emergency cases whenever the staff member is unable to get prior sanction of leave, he / she should inform to the Head of the department concerned, over the phone after alternating the workload. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents.

- Faculty are eligible to avail maximum of 30 days (Winter 10 days & Summer 20 days) in a year as a Vacation after the completion of one academic year. Vacation period shall include Saturdays, Sundays and holidays (preceding / succeeding and in between).

- The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays and also the first day shall not fall on a Monday.

- Un-availed summer / winter vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.

- Faculty members must report to the duty on the next day of completion of vacation.

- The On Duty (OD) will be sanctioned for attending workshop, conference, FDP seminars and other duties such as practical examination, valuation, doctoral committee meeting etc.

- If a faculty / staff member is "Absent: for duty, for more than 2 times, without any intimation the vacation will be deducted from his / her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

- Faculty/Staff members are eligible to avail two 1hour permissions per month.

(ii) Maternity Leave

The leave can be granted to all lady staff subject to the following conditions:

- If the faculty has completed a minimum of 5 years of satisfactory service, then they are eligible for Maternity leave of six months with salary.

- The faculty should give an undertaking that they will work for two years after rejoining duty and to forego the vacation to the extent of 30 days in the succeeding vacation.

- The faculties with less than five years of experience can avail six months of leave for their maternity without salary compensation.

(iii) Medical Leave

- For treatment and hospitalization of serious complaints like T.B, Cancer, Leprosy, Heart Surgery, Kidney Transplantation (or) Retina Transplantation, etc the medical leave will be decided on the merit of individual case.
- For other ailments and hospitalization 15 days medical leave will be given on production of medical certificate and discharge certificate from recognized hospital.

(iv) On – Duty Guidelines

If the faculty representing the institution under on duty, they are strictly instructed to adhere following:

- Faculty should report on time to the respective venue.
- Under any situation he / she should avoid unnecessary arguments in the reporting college.
- The faculty must abide to the proper dress code (Gents staff should wear white shirt with proper grooming and black / brown formal shoes, ladies' staff should wear Saree) and ID card.
- The faculty should report to the concerned HOD daily and feedback should be given through mail.
- If there is any allowed expense, he / she must get prior approval from the Principal and detail of account should be settled on the next immediate day of reporting to duty, failing which will be adjusted in salary.
- Attendance report must be submitted on the reporting day, otherwise OD's will be considered as LOP.
- Faculty Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

Chapter – 6

POLICY STATEMENT AND CODE OF CONDUCT

➢ **General Policy**

a) **Equal Employment Opportunity:**

It is the policy of the Institute to provide equal opportunity to all employees and applicants for employment irrespective of religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion and compensation. Employees are not denied benefits, or subjected to discrimination in the Institute.

b) **Policy for the Physically Challenged:**

Discrimination is prohibited against any applicant / employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of person's disability; if a person is qualified and is able to perform the "essential functions" of the job with "reasonable accommodation."

c) **Drug and Alcohol-Free Workplace Policy:**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.:

  i. All employees shall abide by the institute's policy on prohibited substances; and

  ii. Inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

d) **Sexual Harassment:**

Sexual harassment of employees or students at the Institute is prohibited and is a criminal offence. The offender will be dismissed or other disciplinary action will be taken.

e) **Soliciting / Canvassing:**

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited in the college premises. All employees are prohibited from indulging in any personal activity utilizing

resources and facilities of the Institute. Any faculty found indulging in conducting tuition classes for personal benefits outside would be suspended with immediate effect.

f) Attendance:

Employees shall be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

g) Conflicts of Interest:

An employee of the Institute must avoid actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

h) Code of Conduct:

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Bringing discredit to the Institution
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institution

- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

i) Safety:

Safety on the job and care of property and equipment are the responsibility of all employees. Every effort should be made by employees to avoid carelessness.

j) Injury:

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and AO immediately. A qualified Nurse / Doctor is available in the campus with Medical Facility during working hours. Basic medicines are provided to all the employees and students at free of charge.

k) Confidential Information:

Employees handling confidential information shall not discuss or make information available to anyone without the approval of the Principal. Any person found sharing such classified information will have to face suitable disciplinary action against him / her depending on the severity of the matter.

l) Gifts:

Employees of the Institute shall not accept gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable obligations / considerations.

m) Political Activities:

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty. They shall not become members of any political party / outfit/ organization.

n) Disruptive Behavior:

The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research,

administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered as indiscipline act and is subject to disciplinary action that may include termination of services.

o) **Outside Employment:**

Employment outside the Institute is not permitted. The employee must discuss with the Head of the Department before involving in any activities. Double employment is prohibited.

p) **Malpractices:**

No employee indulges in or encourages any form of malpractice connected with examinations, admissions or any other unethical activities in the Institution.

q) **Revelations:**

Without prior permission from the Management no employee can give an interview or talk to media or publish any statement either by name or anonymously about issues related to institutional matters. The Employees contact the Principal immediately for assistance.

Chapter - 7

SALARY STRUCTURE

➤ **Type & fixation of Initial salary:**

In general, the type and fixation of initial salary will be as per norms of the Management following statutory requirements like those of the government pay scales, Anna University and All India Council of Technical Education (AICTE) norms.

Salary and Increments as per AICTE Pay Scale: Teaching and Non-teaching staff are eligible for pay scale as per their entitlement, qualification, experience and AICTE guidelines subject to the approval of the Management.

➤ **Debt Repayment and Monetary Responsibility:**

a. The Institute is authorized to withhold pay or deduct from pay amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

b. **Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly remitted to the employee account with the Designated Bank (currently at Axis Bank). Individual bank accounts are opened for all employees joining Chennai Institute of Technology within 7 day of their joining.

➤ **Higher remuneration:**

The institute can also pay higher remuneration on a case-to-case basis depending on the merit of the case and at the discretion of the Management.

➤ **Payroll Deductions:**

a. Income–tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the Management /Principal.

b. Income-tax: It is mandatory that all employees must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deduction at source for the year.

Allowance granted with salary:

Allowances are fixed at the discretion of management based on the performance or employee's contribution to the institute, and is considered to be a part of salary.

Reimbursement:

Employees are entitled for reimbursement of expenses if any, incurred by them for the Institute with the approval of the Principal

Chapter - 8

PROMOTION POLICY

- Promotion of an employee is from the present position to next higher position with more responsibilities or requiring more skill. Promotions are based on merit, performance and qualifications for the higher position. Any applicable pay rise on promotion will be decided by the Principal and the Management.

- Employees are encouraged to apply for any higher position for which they qualify.

- In the case of promotion to a higher post, the appointment and fixation of initial pay in the higher scale will be done as per the prescribed AICTE norms. A Committee constituted by the Chairman of the Trust will consider the cases of such promotions.

➢ **PROBATION**

Every person appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of the person appointed is not satisfactory during the period of probation, he/she will be issued a notice of warning at the end of the ninth month, and if his/her work continues to be unsatisfactory, his/her services will be terminated at the end of the one-year period. When the incumbent of any post is promoted to a higher post; he/she has to undergo probation of one year in the new post also.

Chapter 9

RESIGNATION/TERMINATION OF SERVICE POLICY

➢ A member of the Staff shall have his/her service terminated by giving one month notice or one month salary in lieu thereof, in case of temporary appointments or during probationary period. In case of staff on permanent service, the staff shall have to tender his/her resignation by giving three months' notice or three months' salary in lieu thereof. The notice shall be co-terminus with the end of the semester/academic year.

➢ The Chairman has the power to terminate the services of a member of the college for any of the following reasons:

    a. Serious misconduct and willful negligence of duty.

    b. Gross insubordination.

    c. Physical or mental unfitness.

    d. Participation in any criminal offence involving moral turpitude

The following rules for reliving faculty members:

a. The employee must return all documents, materials and items related to the Institution (to the concerned department) to get no dues clearance. Failure to do so will result in strict action against the employee.

b. Exit Interview shall be conducted for every faculty submitting resignation and the reason for leaving the institute is recorded.

c. The employee must get No Dues certificate / clearance duly signed by the concerned Head of the Department, other related department heads and submit to the HR Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.

d. Before getting relieved, such employees should hand over charge to the appropriate person in consultation with the Head of the Department and inform the same to the Principal. Head of the Department is responsible for initiating the necessary action to ensure that the property belonging to Institute and equipment are returned safely and in good condition.

e. Such relieved employee shall undertake not to divulge / disclose any confidential information relating to the Institution even after his/her relinquishment.

Chapter – 10

GUIDELINES ON TRAVELLING AND DEARNESS ALLOWANCE NORMS

The guidelines on TA / DA norms for faculty members and staff attending any official meeting / Conference / Workshop etc. are as follows:

➢ Faculty members and Staff who wish to attend Seminars, Conferences, Workshops etc. (if there is a registration fee or not) organized by any reputed higher learning Institutions / Organizations should submit a request in the prescribed format to the Principal through their respective HODs.

➢ The requisition form is to be submitted at least 15 days before the commencement of the programme.

➢ Necessary supporting documents required along with the requisition form have to be enclosed without fail.

➢ Train fare for the shortest route shall be reimbursed. In the case of non-availability of train service, either the minimum air travel / bus / cab fare shall be reimbursed as per the TA norms.

➢ One of the authors will be sponsored to present a paper in a Conference.

➢ The faculty members and staff after attending any programme must submit attendance certificate and a report. If possible, a similar programme can be arranged at Chennai Institute of Technology on the attended topic within 7 days from the date of return.

➢ The report should cover the following details:

▪ Details of topics covered in each session.

▪ Details / Profile of speakers / resource persons /guests / industry experts who attended the programme along with the contact details.

▪ Outcome of the programme

➢ The details of the expenditure incurred must be submitted within 7 days after attending the programme along with the receipt for the registration fee, self-attested bills of expenditure, if any, and attendance / participation certificate along with the report. If more than one faculty or staff had attended the programme, a combined expense details can be submitted.

> **Travel Allowance Entitlement for Outstation**

Designation	Class
HOD / Professor / equivalent	II A/C Sleeper*
Associate Professor	III A/C Sleeper* / AC Chair car
Assistant Professor	II Class Sleeper / AC Chair car
Non-Teaching and Admin Staff	II Class Sleeper / II Class sitting

* If the air fare for the travel is less than the train fare, air travel is permissible after due prior approval. On special occasions airfare will be sanctioned to the faculty members.

> **Daily Allowance (DA) Entitlement for Outstation programmes**

Designation	DA for attending conference / workshop / seminar		DA for attending all other official activities
	If Lunch is not included in the registration fee	If Lunch is included in the registration fee	
HOD/Professor/ equivalent	500.00	350.00	500.00
Associate Professor	400.00	250.00	400.00
Assistant Professors	350.00	200.00	350.00
Non-Teaching and Admin Staff	250.00	100.00	250.00

> **For attending self-supported FDP / Workshop / Seminar etc.**

Designation	Registration fee	Boarding and Lodging* expenses per programme day in Rs.		
		Tier 1 City*	Tier 2 City*	Local
HOD/ Professor/ equivalent	Actuals	2500.00	2000.00	250.00
Associate Professor		2000.00	1500.00	200.00
Assistant Professor		1500.00	1000.00	170.00
Non-Teaching and Admin Staff		1000.00	750.00	120.00

*The sponsorship for a programme will be decided by the respective HOD and Principal. On duty leave norms without disturbing the academic and other responsibilities will be given for attending the programmes,

In an academic year, HOD /Professor / equivalent can avail a maximum of Rs.15,000/-, Associate Professor can avail a maximum of s. 10,000/-, Assistant Professor can avail a maximum of Rs. 8,000/- and the Non- Teaching / Admin staff can avail a maximum of Rs. 3000/- after recommendation by the concerned heads of the department and approved by the Principal for attending self-supported FDP / Workshop / Seminar.

For Research Paper presentation in International Conferences

Faculty members are eligible to get financial assistance up to Rs. 50,000/- for attending conferences outside India to take care of their travel and other expenses. This assistance will be given once in two years and for the faculty who has completed a minimum of one-year service at the Institution.

➢ Faculty members and staff attending any official work within Chennai city may use their own vehicle. In such cases, for own car travel an allowance of Rs. 11.00/km and for own two-wheeler travel an allowance of Rs. 5.00/km will be reimbursed.

Note:

1. In case journey is performed in a car and more than one person from the Institution attending the programme in the same place, the fare will be reimbursed to one of the travelers at the applicable rates.

2. Tickets (including airfare, train, bus etc.), receipts of Taxi and Auto / Restaurant bill are to be attached along with the claim form.

Norms for Payment of Honorarium to resource persons for Guest Lecture / Seminar / Workshop / Meeting etc.

These guidelines shall be applicable for paying honorarium to the experts invited from Institution / Industry for delivering lectures in Workshop / Seminar or delivering key note address in conferences / symposia

(a) Rs. 5000/- per day at the level of Principal / Professor / Equivalent at institutional level and General Manager / Equivalent at industry level (Minimum engagement 2 hours)

(b) Rs. 3500/- per day at the level of Associate Professor / Equivalent at institutional level and Assistant General Manager / Equivalent at industry level (Minimum engagement 2 hours).

(c) Rs. 2500/- per day at the level of Assistant Professor / Equivalent at institutional level and Assistant Manager / Equivalent at industry level (Minimum engagement 2 hours).

If the expert is invited from outside Chennai, he / she will be provided with TA & DA as per norms.

Note:

1.   As a special case, based on the importance of the program and resource persons, additional allowance / remuneration may be sanctioned at the discretion of the authority.

2.   Faculty members and staff can both avail advance and submit the bills for actual expenditures incurred after the programme with refund of balance amount if any or they can incur the expenditure and get reimbursement of the same.

In all the cases, claim will be sanctioned based on the category only, even if the expenses are more than the allowable value.

Chapter 11

AWARDS / INCENTIVES FOR FACULTY AND STAFF

❖ **General**

- Staff Members producing 100% in the theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates.

- Faculty members are awarded Rs 5,000/- and Rs 10,000/- for publishing papers in Scopus journal and SCI journal publications respectively.

- Faculty will be awarded merit certificate and memento for the following activities:

  1. Publishing books, Patents and Copy rights.

❖ **Higher studies**

The management shall encourage faculty members to upgrade their knowledge and, in this context, shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

❖ **Patent and IPR**

- The inventors shall be the owner for all the intellectual property inventions, which includes patent and the inventions invented or created by the inventors/creators who include faculty members, research scholars, those who make use of the resources of the Chennai Institute of Technology, Chennai.

- The inventions created by the College personnel without using college resources and created outside their assigned/normal duties of teaching/research shall be owned by the inventors and the revenue generated out of such inventions shall be shared in the ratio of 75:25 between the inventor and College respectively.

- If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to Chennai Institute of Technology, Chennai the concerned industries and Chennai Institute of Technology Chennai shall own the IP. This however will not apply to those IP that are covered under specific Memorandum of Understandings (MoU's) where the action shall be carried out as per the provisions of the MoU's. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared the Chennai Institute of Technology, Chennai and the sponsoring agency on case-by-case basis, as per MoU / Agreement/Undertaking between Anna University Chennai and the outside agency.

❖ **Patent fee**

i. The college pay 100% of the patent registration expenditure.

ii. The patent renewal fees will be paid by the college for the first seven years in all cases when patent is taken by college name.

iii. If it is joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the college can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

❖ **Revenue sharing**

The revenue sharing arrangements are as below:

1. 30% (Thirty Percent) of the total revenue (lump sum payment, royalty or any other form) accruing from the commercial exploitation of IP owned by the college shall be credited to Inventors. 70 % of the revenue shall be credited to the college.

2. The college bears the charges incurred for processing and acquisition of intellectual property rights and the college shall bear the maintenance charges for the first years or till commercialization, whatsoever is earlier.

3. Conversion/Transfer of IP
   The college shall anytime share the ownership of the IP with the prior consent wit inventor. In such condition inventor shall be the co-owner of the invention and the college, shall be instrumental in process of conversion

❖ **Other Terms and Conditions**

- Free bachelor accommodation / transportation and food shall be provided to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).

- Avoid taking leave when the semester classes are going on.

- Avoid availing permission / late arrival every month as a routine habit.

- Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.

- The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.

- Promotions and Increments are given to the eligible faculty / staff members after the successful completion of one year of service based on their overall performance appraisal.
- Staff members are permitted to pursue higher studies, as part time programmers, while serving in the Institution.
- Faculty members are allowed to do Ph.D course work through Anna University recognized research Centre, which is also available within the Institution.
- Management shall pay complete fee for Patent registration and the revenue generated will shared as per the agreement signed.
- Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties. All the faculty are covered with PF, and Group Insurance.
- There is No Loss of Pay concept for availing leave.

Chapter 12

RESEARCH AND DEVELOPMENT POLICY

Strength of an Educational Institution is measured by research productivity, knowledge generation and innovation. The attainment of these activities depends upon the alignment of faculty with all the aspects of research initiatives being undertaken at the Institution level. Chennai Institute of Technology (CIT) aims to achieve excellence in research and strives to be one of the top 100 Institutions in India in research frontier.

At CIT, we believe in shaping an inclusive and supportive research culture for all towards achieving this goal.

This document provides research and consultancy policy and reward schemes.

Objectives:

- Creating an ambience to nurture research
- Promoting inter and multi-disciplinary research
- Publishing papers in journals of international repute and in conferences
- Creating quality human resources for scientific research
- Providing valuable consultancy services to the industry community
- Encouraging and motivating the faculty members for their research output by financial support and by awards

CIT Research Promotion Support Schemes

The Institution recognizes the research carried out by its faculty members and research scholars by granting incentives for publishing papers, contribution to h-index of the Institution through citations, funded projects, consultancy works and patents.

I.   Incentive Schemes

A.   Publications

(i)   (a) Publication of Research Papers

Faculty members are expected to publish all the research findings in the form of technical papers in the Web of Science indexed / Scopus indexed journals having high Impact factors.

Web of Science

S. No.	Norms	Incentive in Rs.
1	For First Author	10,000/-
2	For Second Author	5,000/-

Scopus

S. No.	Norms	Incentive in Rs.
1	For First author	5000/-
2	For Second author	2,500/-

(b) For Co-authoring with Higher Learning Institutions like IITs / IISc and top ranked universities abroad in addition to the above incentive a special incentive of Rs. 10,000/- will be given.

(c) High Impact journal papers

For every paper published in a journal with more than 5 impact factors, the first and corresponding author will get an additional incentive of Rs. 5,000/- and Rs. 2,000/- respectively.

(d) Collaborative Research Publications

Papers with National collaboration (premier institutions like IITs, IISc, NITs), An additional incentive of Rs. 3,000/- for the first author and Rs. 2,000/- for the second author shall be given.

Papers with International collaboration (Top 200 QS ranked University / Institutions) - An additional incentive of Rs. 5,000/- for the first author and Rs. 3,000/- for the second author shall be given.

Policies for Journal Publications:

- Affiliation must be Chennai Institute of Technology.
- Applicable only for papers published in Science Citation Index (SCI) Journals / Web of science / Scopus

- Faculties are encouraged to publish joint research papers with experts from Tier-1 Institutions / Industries.

(e) Authoring Books

In order to improve the teaching skills and to improve the subject knowledge, faculty members can publish text books with leading publishers with ISBN. They can also author book chapters

S. No.	Norms	Incentives in Rs.
1	Text/ Reference Book published by an International publisher with an established peer review System	15,000/-
2	Partial contribution to edited knowledge-based volumes published by international publishers	5,000/-
3	Articles in reputed National Newspapers	1,000/-

B.   Sponsored Projects?

All the faculty members are encouraged to do research works. Faculty members after joining the Institution shall affiliate themselves with any one of the Special Interest group functioning at their departments according to their specialisation / area of interest.

All the faculty members are encouraged to prepare and submit research proposals to funding agencies seeking funds to carry out the research work. Faculty members have to refer the latest research papers published in that area before writing the proposals. Centre for Research of the Institution will provide all the assistance in preparing the research proposal.

The prepared research proposal will be scrutinized by the Research committee of the Institution and the committee will provide necessary guidance for modification if any in the proposal. If the proposal funding amount is more than 25 Lakhs, an expert from Industry may be invited to scrutinize the proposal. All the scrutinized proposals will be forwarded to the respective funding agencies.

The incentive scheme is as detailed below:

S.No.	Category	Name	Percentage of Share
1	Funded Research Projects from Govt. organizations, R & D Organizations, Industry, University and approved non – Govt. organizations.	Principal Investigator	5% of the Received Fund after receiving the fund [wherever the submission of Utilization Certificate (UC) is essential every year for the release of the fund then the incentive will be given only after the submission of Utilization Certificate (UC) on pro rata basis for each year]
		*Co - Investigator (one member)	Total of 2.5% of the Received Fund will be shared [wherever the submission of Utilization Certificate (UC) is essential every year for the release of the fund then the incentive will be given only after the submission of Utilization Certificate (UC) on pro rata basis for each year]
	* If more than one Co-investigator - 2.5% will be shared equally		

Terms and Conditions

i)   Both PI and Co- PI are eligible for the award.

ii)   For sanctioned amount not received by the Institution form the funding agencies, the Investigator will receive only Certificate of Appreciation.

C.   h - index

For the faulty members whose papers newly contributed to the h-index during the period Jan – Dec every year will be awarded with a cash prize of Rs. 5000/-.

D.   Seed Money

      i)   Faculty members are encouraged to apply for seed money from funding agencies or industries relevant to their field of interest.

      ii)   CIT management will consider seed money for the research projects, if the proof of concept is established by the faculty. In such cases, the Research Committee (RC) may recommend for the award of seed money up to five lakh rupees from the Management to carry out the initial research based on the quality and importance of the of the research proposals.

After successful completion of initial research using the seed money, the faculty members shall apply to receive grants from funding agencies for further progress of the research work.

E.   Consultancy Work and Testing services

Department has to undertake consultancy works by utilizing their faculty expertise and the infrastructure facilities of the Institution. Consultancy works may be carried out even beyond the Institution working hours. Departments shall approach different Government departments and industries for the consultancy work.

CIT Institute of Engineering and Technology follows a unique Incentive scheme to reward the faculty for the Consultancy Project works carried out in the respective year. The incentive scheme is as detailed below:

S.No.	Category	Percentage of Share
1	Individual / Team using the expertise and Institution resources.	Ratio of 40:60 is shared between Institution and Individual / Team respectively.
2	Individual / Team using the Institution resources only like testing services.	Ratio of 60:40 is shared between Institution and Individual / Team respectively.

F.   Executive Development Programs

To train the nearby industry persons, faculty member shall conduct the Executive training

programme by utilizing the expertise of our faculty members in the industry premises. They may also participants from industries to the Institution premises to conduct the programme.

For the faculty members who are conducting such programme will be given Rs.3000/- for a full day session and Rs.1500/- for a half-day session as incentive.

G.   Faculty Support Scheme

The following support schemes are available to promote research:

 i. In order to have a good network with the academic and research community it is essential that all faculty members should become members in reputed professional bodies. Depending on the value addition the Institution will get out of the membership, the Management may sponsor the membership fee to all faculty members who become member of the Professional bodies.

 ii. Research Work Spaces: Dedicated work space for researchers and interfaces with industry and global research organizations are provided to all researchers.

 iii. Travel support for attending conferences: As per the travel norms researchers will be provided financial support for attending National and International conferences.

 iv. Access to e- resources for promoting learning and development.

 v. Research awards as recommended by the Research Committee.

 vi. Research café meetings – Informal interactions within the campus to help researchers discuss research gaps and to share best practices.

H.   Research Associates / Research Assistants

In order to complete the research work in the minimum possible time, Principal Investigator may request for the appointment of Research Associates / Research Assistants. Based on the need, the research committee will recommend the Principal / Management to appoint the Research Associates / Research Assistants. The appointed Research Associates / Research Assistants will be supported by the Institution for a maximum period of twelve months from the date of commencement of the project beyond which the Principal Investigator shall continue their appointment if needed on receiving sponsored research funding.

I.   Institutional Fellowship for Ph.D. candidates

This fellowship is open only to candidates opting the Ph.D. programme at CIT as full-time candidates.

All candidates applying for this fellowship have to appear for an interview conducted by the Research committee and those who qualify will be offered a fellowship of Rs. 20,000/- per month for a period of three years. Scholars with a valid GATE score will get an additional stipend of Rs. 5,000/- for a period of three years.

J.   Research Scientist

Faculty members who have been appointed / assigned as full-time research scientist shall take up research related activities only. They shall not be given any other academic and administrative activities. Their roles and responsibilities are as follows:

Roles

- Carrying out research activities in their field of specialization.
- Establishing research facility at the Institution.
- Receiving research grants from the Government and Private funding agencies to set up infrastructure facilities and to carry out the research.
- Collaborating with research scientists of premier Institutions and Industries and to carry out collaborative researches.
- Guiding the full time research scholars for Ph.D programmes, if recognized by the university as research supervisor.
- Guiding the budding research at the Institution.

Responsibilities

- Publishing technical papers in high impact factor journals with a set target of a minimum of 4 papers in a year.
- Receiving grants from Government and Private funding agencies with a set target of minimum one major project with a funding of more than 10 lakhs and minimum 2 minor projects with a funding between 5 lakhs and 10 lakhs in a year.
- If recognized by the University as a research supervisor, then has to guide a minimum of 4 full time / part time research scholars at any point of time.
- Filing and publishing of patents with a set target of minimum 5 patents in a year.

K.   Grouping of Faculty members based on their interest

In order to provide amble opportunity and also to have more protective time to carry out the research activities, faculty members are given opportunity to align themselves in any of the following three categories:

Category	Description
A	Faculty members who are interested in full time research work only.
B	Faculty members who are interested in taking both research and Academic work on par with each other.
C	Faculty members who are interested only in Academic activities.

Yearly Targets	Category A	Category B	Category C
Workload	Faculty members shall devote their time fully for research activities only. They need not take up any academic activities. However, if they are willing, they can take one theory or Laboratory course and guide students' project work.	Faculty members will be given 50% academic workload based on their cadre. Remaining 50% time they have to devote for research related activities.	Faculty members shall be given only academics related activities and their performance shall be evaluated based on the faculty assessment criteria.
Journal Publication	Minimum 4 technical papers in highly cited web of science indexed / Scopus indexed journals	Minimum 2 technical papers in a highly cited web of science indexed / Scopus indexed journals	To concentrate on students, inter disciplinary projects and consultancy work. Minimum 2 interdisciplinary projects and consultancy to the tune of not less than Rs.25,000/-.
Grant	Should get minimum one major project with a funding of Rs.10 Lakhs and above and two minor projects with a funding	Should get minimum one major project with a funding of Rs.5 Lakhs and above and two minor projects with a	

	between Rs. 5 Lakhs and Rs. 10 Lakhs.	funding between Rs. 2 Lakhs and Rs. 5 Lakhs.	
Patent	File and Publish minimum 5 Patents	File and Publish minimum 2 Patents	
Guiding Research Scholars	If recognized by the University as a research scholar, then has to guide minimum 4 research scholars at any given time	If recognized by the University as a research scholar, then has to guide minimum 2 research scholars at any given time	
Domestic and International Collaboration	Minimum 2 collaborations with Premier academic Institutions / Research organizations in India and abroad.	Minimum 1 collaboration with Premier academic Institutions / Research organizations in India and abroad.	
Other Responsibilities	Developing prototypes / virtual models / proof of concept in support of their research findings and to submit the proposal for seeking seed money to pursue the research work. Visiting research laboratories at DRDO / ISRO / CSIR and	Developing prototypes / virtual models / proof of concept in support of their research findings and to submit the proposal for seeking seed money to pursue the research work.	Should produce 100% results, Should impart skill training to the students to get placements with higher salary packages.

		other premier Institutions / organizations on regular basis and to carry out collaborative research work. Guiding the budding researchers (Faculty and students) at the Institution		
Incentives		Faculty members under this group are not eligible for any of the incentives within their set targets. However, when their contribution is exceeding the set targets then they shall be given the incentives as per the research policy mentioned under category A to G	Faculty members under this group are eligible for 50% of the incentives for their contribution within their set targets. However, when their contribution is exceeding the set targets then they shall be given full incentives as per the research policy mentioned under category A to G	Their achievements in Journal publications, filing and publication of patents and receiving grants will be suitably awarded as per the incentives awarded for different achievements

Chapter 13

INCUBATION AND STARTUP POLICY

❖ The objective of CIT Business Incubation Centre is to promote technology-based entrepreneurship through innovation and thereby to facilitate the real time application of knowledge for social use.

❖ CIT has adopted this Incubation policy to provide guidance and management structure to facilitate the development of entrepreneurship

❖ The scope of this document is to define the policies and procedures for the operational matters related CIT Business Incubation Centre.

❖ This policy is subject to periodical review and amendments. It will be the responsibility of the companies admitted to CIT Business Incubation Centre to update themselves from time to time on amendments in the Incubation Policy and Procedures.

❖ CIT reserves the rights to make an exception of all or any of the terms and policy for a particular company or a promoter on a case-to-case basis.

➢ **Incubation Eligibility**

1. Any person desirous of availing incubation facilities shall incorporate a private / public limited company under the Companies Act and apply in the prescribed format along with the required documents. No application for incubation shall be entertained if the applicant has not incorporated a private/public limited company under the Companies Act.

2. The companies promoted by the faculty of CIT shall be governed by the Faculty Entrepreneurship Policy as approved by the Institution. The companies promoted by students are eligible to apply for incubation provided the student is not actively engaged with the company beyond any engagement which may be permitted by the Institution.

3. A company if promoted by regular Government staff or Employee shall be granted incubation only upon the submission of 'No Objection Certificate' from the competent authority or employer. However, companies having employee as shareholders are eligible to apply for incubation.

4. Any company that is engaged or proposing to be engaged in imparting educational courses and/or training programs including vocational trainings or is planning to undertake such activities during or after its incubation at CIT Business incubation Centre is not deemed eligible for incubation and their application will not be entertained.

- **Incubation Admission Procedure**

All the applicants shall have to read and agree to the terms and conditions of the incubation. Then their application shall be processed.

Stage 1: Submit Executive Summary / Business Plan

As a first step in the admission process, the prospective company/ Aspiring Entrepreneur should submit an Incubation Application containing the Business plan, Certificate of incorporation and Memorandum & Articles of Associations. CIT Business Incubation Centre then shall present the executive summary to an internal evaluation committee for comments on technical and business facility idea.

- **Evaluation criteria are as follows**:

Some representative criteria will be applied for evaluation (not limited to these)

1. Strength of the product idea in term of its technology content, innovation, timeliness and market potential
2. Profile of the core team / promoters
3. Intellectual Property generated and the potential of the idea for IP creation, if any.
4. Financial / Commercial viability and 5-year projections of P&L, Balance sheet and cash flows.
5. Funds requirement and viability of raising finance
6. Time to market
7. Break-even period
8. Commercial potential, demand and requirement in India
9. Scalability

STAGE 2 : Presentation to Evaluation Committee of CIT Business Incubation Centre

If the initial evaluation of the business plan / executive summary is positive, CIT Incubation Centre will arrange a meeting with the company founders. During which, the company will be expected to present a business plan to the evaluation committee. This presentation will be followed by discussion. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed about the final decision after the presentation. The presentation through video conference is also permitted.

The evaluation committee will comprise of representatives of CIT Incubation cell along with technical, financial and other experts.

> **Research & Due Diligence**

Throughout the application process, or on a needed basis CIT Business Incubation Centre will perform research and due diligence of the company, the Management team, the Industry, and the current and future competitive elements facing the business. CIT Business Incubation Centre may require further information from the applicant, and may ask the applicant to revise the executive summary and/or presentation. CIT Business Incubation Centre may at its discretion seek advice of various government bodies like DSIR. DST, TDB, NSTEDB, MCIT, MSME, etc.

Non – Disclosure

CIT Business Incubation Centre adheres to strict confidentiality throughout the application process. However, CIT Business Incubation Centre will not sign on any 'non-disclosure' agreements.

> **Infrastructure and Services Provided to Incubates**

Upon admission to CIT Business Incubation Centre, the following facilities will be offered to the incubated companies on an individual basis:

- Office space
- Computers – Up to two on rental basis. More than two can be availed at market rates.
- Printer and Scanner.
- Internet connection.
- Phone connection- Each company has to pay the rentals and bills at actual.
- Standard furniture as decided by CIT Business Incubation Centre.
- One accommodation to Director/Promoter depending upon the availability (one room in hostel)

Common Infrastructure – CIT Business Incubation Centre will provide a common pool of hard and soft infrastructure to be shared by all incubated companies. The following resources are provided:

- Photocopying machine
- Document scanner
- Library: Management Books, Subscription to IT, Business, Management and Trade journals and Newspapers.
- Meeting/Conference room with projection equipment
- Tele or Video conferencing facilities

> **Institute Infrastructure -** CIT Business Incubation Centre facilitate access to the Institute

infrastructure or laboratories as per the norms of CIT

Services: CIT Business Incubation Centre may associate with professionals for accounting, IP, legal and management expertise on a part – time basis. The incubated companies can avail their required services. Any direct services provided to an incubate would have to be paid for by the incubate to the service provider.

➢ **Conflict of Interests**

In case of any conflict of interests, the decision of the CIT Business Incubation Centre shall be final and binding upon the parties.

Disclaimer:

CIT Business Incubation Centre does not guarantee success and/or feasibility of the technology transferred from the Institution. CIT Business Incubation Centre or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold CIT Business Incubation Centre or any person representing them harmless from any loss including damage, penalty.

➢ **Agreements:**

All Incubates shall enter into the following agreements with the Institution:

1. Incubation Agreement: Contains rules and other incubation norms, considerations, equity holding, etc. (Applicable to all)

2. Seed - Fund Agreement: Contain rules of disbursement and repayment. (Applicable to incubates availing seed-fund)

3. Technology Commercialization Agreement: Applicable to incubates using technology or IP developed by **CIT.**

➢ **Intellectual Property**

The Promoter Company / Entrepreneur should fill an IP (if applicable) declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubated company.

1. In case the incubated company is desirous of using the Intellectual Property of CIT like patent, software code, copyright, design registration, developed product, etc, then the company shall make such request in writing to CIT Business Incubation Centre. The terms and conditions for such IP licensing shall be decided by the Institution.

2. The company shall inform if any students have worked on the technology and if their work will be incorporated in the product(s)

3. The company shall inform if any IP has been generated as a result of the collaborative work with faculty members (who are not promoters) and is being incorporated into the products.

4. The company shall inform if any CIT infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the products

5. The company shall inform about the agreement if any, with CIT that the IP has been assigned to the company for commercialization.

6. The entrepreneur would have the option of first purchasing rights of IP from CIT and then being incubated or assigning equity to CIT in lieu of the direct payment to the Institute.

7. The incubate would maintain a register with the details of any IP (patents, licenses, copyrights, etc.) that has been brought into the company prior or during their stay at CIT Business Incubation Centre. Also, any IP developed during the stay would be maintained in the register.

Notwithstanding anything written above, the IPR will be governed by Centre of IPR of CIT.

> **Seed Funding**

CIT Business Incubation Centre may provide seed money in the form of seed loan subject to the availability of funds / grants / schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and shall be based on the merits of each company. Further, the admission to CIT Business Incubation Centre shall not automatically entitle the companies to seed loan.

A company desirous of getting seed loan may submit an application for seed fund after three months of incubation at CIT Business Incubation Centre. The seed loan will be sanctioned based on the eligibility criteria as decided by CIT Business Incubation Centre. It would also be subject to the terms stipulated as per the seed funding guidelines of CIT.

One of the criteria for approval of the seed loan will be the contribution brought in by the promoters to the capital of their companies. CIT Business Incubation Centre will have the sole discretion to sanction or reject an application for seed loan and the decision of CIT Business Incubation Centre in this regard shall be final. CIT Business Incubation Centre is not bound to give any reason in case an application for seed loan is rejected.

Though seed loan may be sanctioned at the time of approval of the proposal for admission,

disbursement shall be subject to CIT Business Incubation Centre head's satisfaction over the progress made by the company.

Not with standing anything contrary contained herein, the Seed fund sanction and disbursal shall be governed by CIT.

Consideration

CIT Business Incubation Centre will charge the incubates for infrastructure and services, seed loan and Intellectual Property. This payment would be in the form of service charges and equity share as per the following details. Liability free (paid-up) Equity would be assigned to CIT Business Incubation Centre for providing incubation facility and infrastructure services in all cases.

Infrastructure and Services: For a company with the office space of 176 sq.ft. and 2 PCs, the service charge works out to a minimum of Rs. 1280/- per month as per the following calculation*.

Office rent at Rs.5 per sq.ft. per month for 176 sq.ft.	Rs. 880.00
PC rental at Rs. 200 per PC per month (2 PCs)	Rs. 400.00
Internet connection per login per month	As charged by the IT-SIM
Electricity charges including air – conditioning	At actual
Telephone Bills	At actual
Accommodation	At actual
Space more than 176 sq.ft.	Rs. 10 per sq.ft.
Occupancy after one year incubation period	Rs. 50 per sq.ft.
Occupancy after two years of incubation period	Rs. 100 per sq.ft.
Occupancy or any accommodation after the expiry of incubation period	At commercial rates

*CIT Business Incubation Centre may at its discretion revise the rates from time to time

The incubates would have the option of deferring 50% of the rent till the time they exit from KPRIET Business Incubation Centre. For the deferred amount, an interest rate of 5% per annum would have to be paid back at the time of exit or converted into equity.

➢ **Business Plan Template**

The following template can be used for creating a comprehensive business plan. Though the sequence shown is not mandatory, the plan must cover all the sections listed in the template.

1. Introduction / Company overview
2. Concept / Proposition / Product description
3. Market opportunity
4. Competition survey
5. Development Plan and milestones
6. Marketing plan
7. Management / Organizational chart
8. Financials
9. Risks and de- risking strategies
10. Appendix

Special Provision for Pharma & Biotech companies

For Pharma and Biotech companies, the time to market the product is generally more than the product made by the non-Pharma/Biotech companies. This is mainly due to the unique nature of the product and the number of regulatory procedures required to be followed before the commercial launch of the products. In such cases, the incubate company may request for extension of the incubation period. CIT Business Incubation Centre may grant such extension based on the requirements of the incubate.

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AGREEMENT

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➤ **Terms and Conditions**

CIT Business Incubation Centre ("Centre") is pleased to host your company ("User") on the following terms and conditions.

➤ **Rules and Regulations**

The User is bound by the rules and regulations of CIT Business Incubation Centre and CIT Institute of Engineering and Technology("Institutions") at all times.

➤ **Fixtures and Fittings**

- The user must maintain the fixtures and fittings within the Centre in good working condition. Any damage or defect of the fixtures and fittings must be reported immediately to the CIT BIC.

- The User is not allowed to make any alterations or remove any fixtures and fittings from the Centre. The User who negligently and willfully damages the buildings, fixtures and fittings in the premises, or permit them to be so inflicted

or damaged, save for reasonable wear and tear, or whose acts or omissions shall in the opinion of the Management, be deemed negligence or willful default by the User, shall be required indemnify Institution for the cost of repair or replacement.

- The User is responsible for the cleanliness of the rooms and the passageways within the Centre at all times. The User is not allowed to cause any obstruction, whether by depositing or leaving any item, moveable or otherwise, within the room(s) or anywhere in the Centre and its surroundings.

- Littering is not allowed. The User shall ensure proper disposal of rubbish into litterbins. Large items or items which have environmental consequences have to be disposed as per Government of India regulations.

➢ **Installation of Equipment**

The User has to obtain permission from the Management to use or install electrical appliances in the Centre. The User shall not install or use machines or any other apparatus that may cause heavy power surge, high frequency voltage, current or air borne noise.

Telephone

- Installation cost for telephone lines is borne by the Centre. The User is responsible for the monthly subscription fees, if any, and the full cost for replacement of faulty phone – jacks, cabling or any other replacement / repair arising from the use of the phone line.

- The Management is not liable for any dispute that arises between Telecom company and the User concerned.

The User shall be provided a maximum of four access cards during the tenancy if the premises involve security screening. Any additional/ replacement/damage or loss of access card will be charged at 50 Rs. per piece. The User shall be obliged, by the end of the effective date of termination or expiry of the tenancy, to return all the access cards to the Management.

Conduct

The Management will not hesitate to evict the User from the Centre for the following offences which are strictly prohibited

- Unauthorized entry into another Users space
- Crime or theft of any kind
- Use of abusive language, alcohol consumption, fighting, gambling, smoking and use of drugs

- Tampering and /or dismantling of fire – fighting equipment

- Possession of objectionable materials or display of them: and

- Keeping, receiving or transmitting computer objectionable data files using personal computers.

➢ **Visitors**

Visitors after office hours are not allowed within the Centre without prior permission from the Management. If permission is granted, the conduct of the visitor is under the responsibility of the User.

Others

- The Management reserves the rights to:
  - Revise or amend the existing terms and conditions as and when deemed necessary;
  - Introduce new terms and conditions as and when deemed appropriate; and
  - Gain access into Users space at the Centre at all times, when deemed appropriate

- The Centre shall not be responsible for the loss or damage of the Users belongings

- The User is responsible for protecting (through insurance or other means) their belongings housed in the Centre.

- The Centre may provide equipment and software sponsored by the companies. If the User wishes to use the sponsored facilities, the User must enter into separate agreements with the sponsors.

➢ **Disclosure of Information**

The User is required to declare immediately to the Management the amount of funding received.

IPR and Copyright

- The User is bound by the IPR policies of the Institution specific to the Centre as notified or amended from time to time.

- The User will ensure that there is no violation of intellectual property rights (IPR) and Copyright laws either in our Country or internationally where relevant. The User bears full responsibility for any such violations, and will also be considered to have breached the Institutions rules and regulations if they have committed such violations.

- The Institution and the Centre welcome the use of IPR belongings to the Institution or its faculty, and will be pleased to discuss its use and licensing as appropriate.

Requirements

The Centre bears the full costs for utility and maintenance of the Centre. This cost is partially recuperated from the User through the following:

Space and Service Fees

- The User pays a nominal monthly maintenance charge of this payment is kept in arrears until the User obtains external funding.

- An extension beyond the first 6 months may require additional charges which could take the form of equity. Such matters result in explicit written agreement between the Centre and the User.

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Acceptance

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I, as a User of the Centre, have read, understood and agree to comply with the above.

Name :   Signature :

Date : _____

For and on behalf of:

_____

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(Name of the Company)

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Chapter - 14

DISCIPLINARY ACTION POLICY

- It is obligatory on the part of every employee to maintain discipline and proper conduct at work. Employees should be aware of the performance, that are expected from them and about the consequences in case they are not met. Disciplinary actions will be taken on errant staff. The primary purpose of taking disciplinary action is to maintain and improve standards and create an excellent working environment.

- Disciplinary procedure will be taken at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

- The management / trust shall be at liberty to take necessary disciplinary action against any faculty / staff Members for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Other Policies:

❖ **Security and Vigilance on campus:**

Campus is equipped with a security office and supporting system. Everyone in the campus should positively participate, and cooperate with the security personnel on all verifications and assist the security personnel if he/she suspects anything odd in the campus. Cameras are also installed in prominent locations for monitoring.

❖ **Private Coaching / Outside Employment Policy**:

No employee should be involved in private coaching without prior permission of the Principal. Also, an employee should not engage in any other employment (part time or full time) at any other place. Double employment is prohibited. Disciplinary action will be taken on such employees.

❖ **Internet Facility policy:**

Employee of Chennai Institute of Technology can use the internet facility for office and academic purpose. Employee is not permitted in sending unsolicited mails through Chennai Institute of Technology internet facility for personal purposes. They should not download materials from internet without proper acknowledgement of original source. Watching /

downloading / posting violent / political and pornographic material will invite severe disciplinary action.

❖ **Nonsmoking, non-alcohol and no-tobacco chewing policy:**

CIT has no tolerance policy regarding smoking, drinking alcohol, tobacco chewing and usage of drugs in the campus. It is viewed seriously and strict disciplinary action will be taken against such employees found indulging in any of these activities.

❖ **Keys deposition Policy:**

College main office keys are deposited with the security office. Department key are deposited in the college office keyboard. Department classrooms, labs, staff room keys are deposited in the department office keyboard. This hierarchy shall be followed by all employees.

❖ **Vehicle parking policy:**

Employee is required to park the vehicles preferably at the designated parking slots. Parking of vehicle that hinders the movement of person / vehicle is prohibited.

Chapter 15

FACULTY NORMS – QUALIFICATIONS AND EXPERIENCE

Engineering and Technology

Cadre	Qualification	Experience	Scale of Pay
Assistant Professor	B.E. / B.Tech. & M.E. / M.Tech. in relevant branch with 1st class or equivalent in any one of the degrees.	Freshers or Experience not mandatory.	(Rs. 6,000 AGP in PB Rs. 15,600-39,100)
Assistant Professor - Senior Grade	Qualifications as above that is for the post of Assistant Professor and Registered for Ph.D. and Course work completed.	Minimum **5** years after completing M.E. / M.Tech.	(Rs. 7,000 AGP in PB Rs. 15,600-39,100)
	B.E. / B.Tech. & M.E. / M.Tech. with 1st class and Full time Ph.D.	Minimum **1** year in Institution / Industry.	
Assistant Professor – Selection Grade	Qualifications as above that is for the post of Assistant Professor – Senior Grade and Ph.D. completed	Minimum **8** Years after completing M.E. / M.Tech. Or Minimum **3** Years after completing Ph.D.	(Rs. 8,000 AGP in PB Rs. 15,600-39,100)
Associate Professor	Qualifications as above that is for the post of Assistant Professor – Selection Grade and should be a recognized supervisor by the affiliating University for guiding research scholars.	Minimum **10** years, out of which **3** years must be after obtaining Ph.D., and Published a minimum of 6 papers in Web of science / Scopus indexed Journals <u>after obtaining Ph.D</u>.	(Rs. 9,000 AGP in PB Rs. 37,400-67,000)
Professor	Qualifications as above that is for the post of Associate Professor and Post-Doctoral degree is preferred	Minimum **13** years, out of which **5** years as Associate Professor, and Published 10 papers in Web of science / Scopus indexed Journals (or) equivalent Book writing, Patents publication, consultancy work, received funding of minimum 5 Lakhs and	(Rs. 10,000 AGP in PB Rs. 37,400-67,000)

Cadre	Qualification	Experience	
*Principal of Engineering College	* Ph.D. Degree First class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology. * At least two successful Ph.D guided as supervisor / Co-Supervisor and minimum 8 research publication in SCI 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.	should have guided minimum 2 research scholars for their Ph.D. completion	(Rs.1,44,200/-) + 3000/-

Science and Humanities

Cadre	Qualification	Experience	
Assistant Professor	Al least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fluffing the above qualification, candidate should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D candidates shall be exempted from the required of NET/SLET/NET.	Experience not mandatory	(Rs. 6,000 AGP in PB Rs. 15,600-39,100)
	B.Sc. & M.Sc. in relevant subject with First class, M.Phil and Ph.D. in relevant subject.	Nil	
Assistant Professor - Senior Grade	Qualifications as above that is for the post of Assistant Professor and Ph.D. completed.	Minimum **5** years, as Assistant Professor or Minimum **3** years after completing Ph.D.	(Rs. 7,000 AGP in PB Rs. 15,600-39,100)
Assistant Professor – Selection Grade	Qualifications as above that is for the post of Assistant Professor – Senior Grade and should be a recognized supervisor by the University for	Minimum **8** Years, out of which **5** years as Assistant Professor – Senior Grade or	(Rs. 8,000 AGP in PB Rs. 15,600-

	guiding research scholars.	Minimum **6** Years after completing Ph.D. Also Published a minimum of 2 Papers <u>after obtaining Ph.D.</u> in Web of science / Scopus indexed Journals.	39,100)
Associate Professor	Qualifications as above that is for the post of Assistant Professor – Selection Grade and should be a recognized supervisor by the University for guiding research scholars	Minimum **10** years, out of which **3** years must be after obtaining Ph.D. Or Minimum **8** Years after completing Ph.D. and Published a minimum of 6 papers in Web of science / Scopus indexed Journals after obtaining Ph.D. and received funding	(Rs. 9,000 AGP in PB Rs. 37,400-67,000
Professor	Qualifications as above that is for the post of Associate Professor and Post-Doctoral degree is preferred	Minimum **10** years, out of which **6** years as Associate Professor, and Published 10 papers in Web of science / Scopus indexed Journals(or) equivalent Book writing, received funding of minimum 5 Lakhs, Minimum 2 Patents publication, Consultancy work to a minimum of Rs.25,000/- and should have guided minimum 2 research scholars for their Ph.D. completion	(Rs. 10,000 AGP in PB Rs. 37,400-67,000)

Research Activities

Position	Qualification	Experience	Salary
Junior Research Fellow (JRF)			
Senior Research Fellow	As per AICTE / UGC and as mentioned in the funding sanction letter by the funding agency		
Research Associate			

Chapter 16

FACULTY APPRAISAL SCHEME

Sl. No.	Parameters	Max Score (100)	AP	AP(Sr) / AP with Ph.D.	AP(Sel) / Asso. Prof.	Prof.	Ind. Heads	HoD
	RESEARCH – 15% - 40%							
1	Journal (2 quality publication) (5x2) / One Publication in International conferences supported by Professional societies like IEEE, ACM, ASME, SAE etc. and one Journal Publication	10	10	10	10	10	10	10
2	Book Chapters (1 quality publication)	5	5	10	20	30	30	30
3	Research Grant (1 Grant ≥ 10Lakhs) / Seed money From Management up to 5 Lakhs.	10						
4	Patent (2 publications) (2.5x2)	5						
5	Consultancy 1,000 - 10,000 – 2 marks 11,001 – 20,000 – 5 marks 20,001 – 30,000 – 8 marks 30,001 – 50,000 – 10 marks	10						
6	For Ph.D. Supervisors – 1 successful completion of Ph.D. candidate.	5*						
	TOTAL (minimum required)		15	20	30	40	40	40
	PROFESSIONAL DEVELOPMENT – 5% - 35%							
7	Attending (2 days) Seminar/Workshop/Conference/etc.,	10	10	-	-	-	-	-
8	1-week FDP&1-week internship / 2 weeks internship	10	10	10	5	-	-	-
9	MOOC certification (Minimum two)	10	10	10	10	10	-	-
10	Training to Industry personnel / Article in Newspaper/Magazine/Media / Awards and Recognition / Resource person (in conference / workshop / seminar / FDP etc.)	5	5	5	5	5	5	5
11	Member in board of Industry / Member in Statutory Committees of Academic Institutions.	5*						
12	Industry Joint publications	2*						
13	For Ph.D. Supervisors – 1 successful completion of Ph.D. candidate.	5*						
	TOTAL		35	25	20	15	5	5
	SERVICE TO INSTITUTE / DEPARTMENT – 10% – 40%							
14	Principal / Institution	15	5	5	5	10	15	15
15	HOD / Department	15	5	5	5	10	15	15
16	Lab Development	10	-	5	5	10	10	10
	TOTAL		10	15	15	30	40	40

	ACADEMICS OUTCOME – 15% - 40%							
17	Student feedback +IQAC Audit report	5 + 5	10	10	10	10	10	10
18	Best Practices in Teaching / Teaching Aids	5	5	5	5	5	5	5
19	Mini Projects	5	5	5	5	-	-	-
20	Interdisciplinary Project (Minimum 2 dept. students) / Guiding students to participate and won laurels in National level competitions	10	5	5	5	-	-	-
21	Results	15	15	15	10	-	-	-
	TOTAL		40	40	35	15	15	15
	GRAND TOTAL		100	100	100	100	100	100
	Eligibility Score for Increment		70 % and above					

*Significant achievements considered for eligibility score.

Chapter 17

CONFERENCES, COURSES & WORKSHOPS

- All the faculty members must strive to publish papers in reputed National and International journals.

- At least one author, in the case of multiple authorship, should present the paper in the conference.

- Participation is subject to the condition that academic / examination work does not suffer.

- In case of workshop / FDP / SDP, Junior and Middle level staff are to be encouraged. Preference will be given to those who have not participated in any Course / Workshop during the academic year.

- A copy of the course material is to be deposited in the department Library with information to the Principal.

- A brief report on conference / course / workshop must be given immediately after return from the programmed.

- All the HoDs should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops in collaboration with funding agencies / Industries.

Chapter – 18

DELEGATION OF FINANCIAL POWERS

➢ **Financial powers of the Chairman**

All financial powers shall be vested with the Chairman as he is the sole signatory of the Trust for spending along with a senior member of the Trust.

➢ **Financial powers of the Vice Chairman / Secretary**

- The Vice Chairman/ Secretary, they shall be vested with full financial autonomy to assure adequate control on Financial systems.
- To appoint and fix the remuneration for teaching / non-teaching staff of the college and also sanction increments as per norms.
- To make investment decisions and also arrange for resource mobilizations to meet the financial requirements of the college.
- To purchase fixed assets within the limits authorized by the Chairman and the budget of the college.
- To authorize payment of purchase bills and to confirm oral sanctions given, if any, to the Principal / HODs etc. over and above their delegated powers.
- To delegate the financial powers down the line in cases of exigencies.
- To introduce adequate control systems to enforce financial discipline.
- To enter into contract for any service or work.
- The Vice Chairman / Secretary shall exercise powers vested with them judiciously for the effective Management of the financial system of the college.
- All the decisions taken by the Vice Chairman / Secretary with regard to the management of funds shall be subject the rectification by the Governing Body.

➢ **Financial Power of Principal**

The Principal shall be delegated with financial powers up to a maximum of Rs. 1Lakh for any academic, co – curricular / extracurricular activities or for any one of the following from the approved annual budget.

- To authorize purchase of consumables for laboratories over and above the powers of the Heads of the departments.

- To organize the guest lecture, seminar, conference, symposium, cultural events in the campus.
- To sponsor faculty / staff for any academic or co- curricular / extracurricular activities.
- To authorize any expenses which he may deem essential.

➢ **Financial powers of the Heads of the departments**

The Heads of departments shall be sanctioned an impress cash of Rs. 5000/- each to meet the following expenses.

- To meet the expenses towards urgent purchase of consumables for the laboratory.
- To meet small non – recurring expenses.
- To pay for the TA/DA or other expenses of the departmental staff within the permitted levels.
- To incur any other expenditure that may be deemed necessary.

Chapter – 19

IPR and Patent Policy

Intellectual Property Rights (IPRs) are legal right that protects creations and/or inventions resulting from intellectual activity in the Institutions.

CIT has its IPR policy which will serve the purpose of creating awareness on converting potential ideas into IPR and protecting the IPRs which belong to the Institution and inventors. The policy is detailed below:

The intellectual properties can be broadly listed as follows:

a)   Patent: is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem.

b)   Copyright: is an exclusive right given to the author of the original literary, architectural, dramatic, musical and artistic works; cinematograph films; and sound recordings.

c)   Trade/Service mark: means a mark capable of being represented graphically and which is capable of distinguishing the goods or services of one person from those of others and may include shape of goods, their packaging and combination of colors

> ➢ **PURPOSE**

CIT has formulated this policy for the management of intellectual property right to:

1. Provide a conducive environment leading to development of intellectual property
2. Facilitate, encourage, promote and safeguard scientific investigation and research and the freedom of the faculty/ scholars involved in R&D
3. Promote, facilitate and provide incentives to the members of the community of creators who take initiatives to transfer institute intellectual property to the public under this policy
4. Enable the institute to secure sponsored research funding at all levels of research
5. Make the institute a leading academic research institution
6. Make the creator of IPR aware of the applicable laws and rules for ensuring their compliance

> ➢ **OBJECTIVES**

The objectives of the policy are as follows.

1. To promote academic freedom and safeguard in creation of intellectual property at the institute

2. To promote IPR culture.

3. To preserve the academic freedom to publish the research results and to make them aware that if they do decide on public release, the patent system cannot be brought in to play thereafter.

4. To ensure that once they decide explore the prospects of commercialization of IP, they must disclose it to the Institute, while continuing to keep the information confidential until patent applications are being processed; and

5. To ensure the release of institute's rights relating to an IP, back to the researcher where institute decides not to pursue the opportunity for commercialization.

➤ **For whom this is meant**

This policy covers all the faculty members, students and also persons engaged in sponsored schemes and projects, from government and any other initiatives of the Institute as well as visiting scientists/professors/personnel who participate in the research work carried out at the Institute.

➤ **What Constitutes Intellectual Property**

- IP is an intangible knowledge product resulting from the intellectual output of the inventors, namely faculty, staff and students of the Institution. IP thus is an outcome of in-house or sponsored research, industrial consulting or other forms of collaborative R&D.

- Any product of the human intellect which is unique, novel and unobvious and which qualifies for protection under relevant acts of the government governing to patents, copy rights and so on, and developed at CIT BELONGS TO the Institute. IP can be of the following forms: know-how, and other proprietary concepts, solutions, procedures, including an invention, scientific or technological development, and even computer software, genetically engineered microorganisms and business models and other forms as the need arises.

- The above forms of IP can be protected, under domestic and international law. It can then be protected within the country or abroad. The office of the intellectual property cell (IP Cell) deals with all activities relating to Intellectual Property of the Institution.

- The product of the intellect can have potential for faculty entrepreneurship. Such activities will ensure that the intangible IP reaches a tangible product / service that can be marketed. The office of Entrepreneurship Development Cell (EDC) handles all activities related to entrepreneurship of any faculty.

➢ **Ownership**

➢ **In – House Research**

All rights in respect of investigations carried out at the Institute shall vest in and be the absolute property of the Institute except in respect of the activities carried out jointly with other Institutions or agencies or under a sponsorship by an agency, in which case the ownership will be decided and agreed upon mutually.

➢ **Sponsored Research**

Intellectual Property Rights (IPR) of inventions arising out of research projects undertaken on behalf of the sponsoring agencies shall be taken jointly in the name of the Institute and sponsoring agencies, when the sponsoring agencies bear the cost of filing and maintaining of the IPR equally. If the sponsoring agencies are not forthcoming, the Institute at its discretion may file the application with absolute ownership and Institute will meet the entire cost of filing and protection of IPR.

➢ **Collaborative Research**

All intellectual property jointly created, authored, discovered, invented, conceived or reduced to practice during the course of collaborative research undertaken jointly by Institute with collaborating Institutions, shall be jointly owned, and the Collaborating Institutions will be requested to bear the cost of filing and maintenance of IPR. In case the Collaborating Institutions are not forthcoming to bear fully the cost of filing and maintenance, if considered expedient by the Institute, the Institute will share the cost equitably with the Collaborating Institutions. Where the Collaborating Institutions are not forthcoming for filing joint IPR application, the Institute at its discretion may file the application with absolute ownership and Institute will meet the entire cost of filing and protection of IPR.

➢ **Copyright**

- CIT shall be the owner of work, including software created by CIT personnel with significant use of CIT resources.

- If the Institute foresees a gainful return from copyrights it may initiate steps to file and protect such copyrights and share the financial benefits with the inventor on terms and conditions of the Institute.

- CIT shall be the owner of copyright on all teaching or technical materials developed by CIT personnel as part of any of the academic programmes at CIT. The authors shall have the right to use the non – funded technical material in his / her professional capacity. If the teaching or technical materials are prepared by the author on behalf of CIT, the copyright will be equally shared between the institute and the author. As any exception, CIT shall not claim ownership of copyright on books and publications authored by CIT personnel.

- Any IP generated when an inventor from the Institute works in a University or company abroad / in India on EOL/Sabbatical leave/earned leave, will be jointly owned by CIT and the University/Company.

➢ **Technology Transfer**

- The Intellectual Property of the Institute held either in the name of CIT or jointly with other Institutions/Industry will be marked for commercial exploitation under agreements involving technology transfer, licensing and revenue sharing models.

- The IP Cell shall identify potential licenses(s) for the IP to which CIT has ownership. In case of joint ownership, the Organizations/Industry which has sponsored the activity, will have the first right to commercially utilize and exploit intellectual products emanating from the collaboration activity, whether or not the same have been formally protected by patent(s). The licensing to commercially exploit would involve technology transfer fee and also royalty payment from the first date of such commercial exploitation for a period that will be as mutually agreed upon.

- In the event of the other collaborating organization/industry not undertaking the commercial exploitation within reasonable period of two years from the first date of development of the technology, CIT reserves the right to transfer the said know-how to a third party for its commercial exploitation and use. In such instance, however, CIT shall share the net proceeds from such commercial assignments, in equal measure with the collaborating organization/industry in the ratio 1:1.

- CIT would endeavor to exploit the IP by commissioning a Technology, Management Agency and thereby bring to favorable light the IP produced by its inventor(s). The inventor(s) may seek CIT to assign the rights to them after a certain holding period.

➤ **Revenue Sharing**

- The revenue sharing out of licensing of IP and royalty would be shared in the appropriate ratio (currently, this ratio is 75:25) between the inventor(s) and the Institute. If CIT reassigns the right of the IP to its inventor(s), the inventor(s) shall reimburse all the costs incurred by CIT, which include protection, maintenance, marketing and other associated costs.

➤ **Infringements, Damages, Liability and Indemnity**

- As a matter of policy, CIT shall, in any contract between the licensee and CIT, seek indemnify from any legal proceedings including this, but not limited to manufacturing defects, production problems, design guarantee, upgradation and debugging obligations.
- CIT shall also ensure that CIT personnel have an indemnity clause built into the agreements with licensee(s) while transferring technology or copyrighted material to licensees.

➤ **Conflict of Interest**

- The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.

➤ **Dispute Resolution**

- In case of any disputes between CIT and the inventor(s) in the implementation of the IP policy, the inventor(S) and appeal to the Principal of CIT. Efforts shall be made to address the concerns of the inventor(s) by developing and instituting an arbitration mechanism and arrangement. The Principal's decision in this regard would be final and binding on both Institute and inventor.

➤ **Jurisdiction**

- As a policy, all agreements to be signed by CIT will have the jurisdiction of the courts of Coimbatore and shall be governed by appropriate laws in India.

➤ **Financial Assistance**

- **CIT** has the provision to get the liability incurred over the intellectual property

developed in this institute. As a support to inventor, Management shall provide the following financial assistance to the faculty members:

- Patent filing fee Rs. 8900/-
- Patent FER respond fee Rs. 7500/- for expert advice.
- Patent after granting Maintenance fee for 20 years. (approx. Rs. 50,000/- per year).

By the above support the institution gets the commercialization amount in the ratio of 40% and 60% to inventor.

In addition, CIT may provide a seed money of maximum of Rs. 1,00,000/-

To avail the financial assistance, faculty members filing the patent has to affiliate the Institution name along with their name(s).

Chapter - 20

PURCHASE PROCEDURE

For the purchase of new equipment / material / consumable the following procedure is to be followed by all staff members,

Raising Proposal: When new requirement is required for a department, a proposal is made in the prescribed format by the respective department through College Management System (CMS).

Accounts / Store: The proposal is sent to the accounts department and store for verification. The accounts officer checks the proposal and verifies whether the raised proposal is within budget or not and then cleared.

Approval: The proposal raised is approved in the following order

        a)   Department HOD

        b)   HR Manager

        c)   Principal

        d)   Chairman / Management

Purchase Department: The approved proposal is sent to the purchase department. The purchase manager collects 3 best quotations and submits the proposal along with the quotations to the Management for approval.

Management Approval: The Management will verify the proposal and upon concurrence from Principal and based on the quote attached, will approve the best proposal.

Purchase Order: Upon getting approval from the Management, the purchase manager will raise Purchase order to the vendor approved by the management.

Material Delivery: The supplier will deliver the material / equipment to the college upon receiving the Purchase order.

Gate Entry: Gate entry seal will be embossed on the Original Bill, when the material is brought to the college.

Store Entry: The material delivered is then taken to the store and entered in Stock register (GRN – Goods Received Note). Without PO and Gate entry, the material will not be taken inside the Store.

Material checking: The material delivered is inspected for its quality by the store in- charge and the concerned department staff, who raised the proposal.

Department Use: After verifying the material and quality confirmation, the material is issued to the concern department. A record is maintained for every material issued in the store.

Chapter-21

HOSTEL RULES

1. Hostel admission is open to all full time UG, PG students and Research scholars of CIT. Preference will be given to out station students and it is subject to availability.

2. Fresh applicants as well as senior students are allotted rooms only after the payment of hostel fees.

3. Admission to the Hostel will be cancelled if incorrect or false information is furnished.

4. Students are strictly forbidden from using personal gadgets / home appliances like audio/video music systems, hot plate, electric iron, cooker, immersion heaters etc. Students should not tap electricity other than the points provided for the purpose.

5. Students are expected to use the electrical appliances and furniture's provided in the room in an efficient manner, without causing any damage.

6. Students are advised to keep their belongings under lock & key and to lock their rooms whenever they go out.

7. Students are advised not to keep expensive jewelry, heavy cash or any other valuables in their rooms. The hostel management will not own any responsibility for the theft / loss of the above property left in the rooms.

8. Students should not entertain vendors of petty items in the hostel campus. However, licensed laundry / washer man shall be permitted to enter the hostel.

9. Students are not allowed to play any kind of sports inside the Hostel premises.

10. No student is permitted to entertain any un authorized person or ex-student of this institution or other institutions in the hostel.

11. Students are strictly prohibited from forming / engaging in any procession or indulging in any unauthorized group activities.

12. Students should not arrange any function, meeting, or religious gathering within the hostel campus without permission of the authorities

13. Students involving in business, collection of funds, compelling others to join in some organization as a member etc are not permitted under any circumstances. Violation led to expelling from the hostel and further disciplinary action.

14. Students of the hostel are not allowed to make any complaint as a group. Individual petitions should be addressed to the Warden and grievances will be attended by Hostel committee.

15. No one shall indulge in politics, violence, rioting or instigate communal feelings or have

dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.

16. No student shall absent himself from the hostel without prior permission from the deputy warden.

17. The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college norms and inform the deputy warden.

18. Students securing less than 75% attendance in a semester in college will not be permitted to stay in the hostel for the subsequent semesters.

19. Management Representatives are empowered to check the hostel rooms at any time. In case of lady's hostels, inspection will be carried out in the presence of the deputy warden/supervisors.

20. Charges for any damages to the property as well as to the furniture and fixtures caused by student/students' negligence will be recovered from the student/students staying in that room.

21. Activities involving recreation or exercises shall be carried out in such a way that students should not cause any damage to Hostel property in the Hostel premises. Any damage caused by way of such activities shall be collected as dues from the concerned students.

22. If students face any difficulty in adjusting with the roommate and are unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected not to involve their parents or guardians, in such cases.

23. None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated.

24. Students should return to their rooms by 8.30 pm and maintain absolute silence during study hours up to 10.00 pm.

25. If any student plans to stay away from the hostel after 9.00 pm, they shall plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden will not suffice. Information sheets must contain the place where they have planned to go as well as the contact number. Permission from their parents in writing / e mail is mandatory for staying outside the hostel.

26. Smoking & consuming liquor and use of drugs inside hostels and common areas are not permitted. If any student indulges in such activity will be expelled from the hostel.

27. No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary

action as per college rules.

28. Cooking in hostel room is not permitted.

29. College reserves its right to cancel admission of undeserving students without giving any reason.

30. College reserves its right to revise the Hostel fee and rules every year.

31. Misconduct or infringements of rules & regulations and activities by students which adversely affect the reputation of the college will make them liable for severe disciplinary action and even expulsion from the Hostel & College.

32. Ragging in any form is a criminal offence and will be dealt with appropriately.

Hostel Fee Payment

1. Students who wish to avail hostel facilities shall pay the hostel and mess fee well in advance before the commencement of classes. A circular notifying the last date of payment of Hostel fee will be issued by the Principal.

2. Only after the payment of the Hostel fees, room allotment will be made and the students will be permitted to stay in the Hostel.

3. If anyone discontinues in the middle of the academic year, the fee may be refunded as per the hostel fee refund policy.

Chapter-22

TRANSPORT RULES

1. Availing the facility of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.

2. Students who want to use the college transport should submit the College Transport Request Form along with a photo to the college in the beginning of the academic year.

3. The boarding/dropping point should be given clearly in the requisition form.

4. Once a student applies for and obtains a bus pass the transport fee will be charged for 6 Month /12 Months.

5. The transport fee should be paid in the beginning of the year. If a student wishes to discontinue the college transport facility in the middle of the academic year, the transport fee will be refunded as per the refund policy.

6. The transport fee will be notified every year and is subject to change'

7. Students are requested not to damage the seats or any other parts of the Bus during travel. In the case of misbehavior. The student/students will be penalized, disciplinary action will be taken. The use of bus facility by such student/students may be decided on case-to-case basis.

8. All the students traveling in the college transport should carry the bus pass/ID Card and produce the bus pass/ID Card at any time if demanded by the Driver or the Bus In- charge.

9. Students traveling in the bus without a bus pass/ID Card will be fined an amount of Rs. 500/- each time and if necessary disciplinary action will be taken.

10. Students should not change the boarding / dropping point, or routes without proper permission from the transport officer and such request will not be entertained during the middle of a semester.

11. Students traveling in the college transport should not create any disturbance to other students or faculty and staff members.

12. Strict discipline should be maintained inside the college bus.

13. All the students/parents should be aware of the transport rules of the college and Ignorance of the same will not be an excuse for any violations.

14. In case of any dispute, the decision of the Management will be final.

15. The college can change, alter, amend any of the above rules at any point for which students are bound to obey.

Chapter-23

FEES REFUND POLICY

The following are the different types of fees paid by the students of CIT:

1. Tuition Fee and other fees for the Institution.
2. Hostel Fee to avail hostel facility.
3. Transport Fee to use bus facility.

After the payment of the applicable fee, if the students opt for discontinuing, the following refund norms will be applicable.

1 Tuition Fee

For every year of study, students shall pay the Tuition fee at the commencement of the academic year. However, in certain circumstances students can pay the fee in two terms (semester wise). Principal shall issue a circular mentioning the last date for payment of tuition fee.

After the payment of tuition fee, if any student wishes to discontinue, then the fee paid by him/her shall be refunded as detailed below:

(i) Student has paid the fees but has not attended a single class

For first year students, if the student opted for discontinuing within one week after the payment of fee and without attending any classes, a sum of Rs.1,000/- will be deducted towards administrative expenses and the balance fee will be refunded.

For first year students, if they opt for discontinuing within one month after payment of fee and without attending any classes, a sum of Rs.25,000/- will be deducted towards administrative expenses and the balance fees will be refunded.

(ii) Student has paid the fee and has attended the classes before discontinuing

a) If a student has attended up to one month of regular classes, then a sum of 50% of the total fee paid will be deducted and the balance fee will be refunded.

b) If a student has attended up to three months of regular classes then a sum of 70% of the total fee paid will be deducted and the balance fee will be refunded.

c) If a student has attended one semester regular classes then he is not eligible to get the refund of tuition fee.

(iii) Issue of Transfer Certificate based on Disciplinary issues

For the students who were involved in any of the indiscipline acts and if the disciplinary committee recommends for issuing TC to the student no refund of fee will be made to

the student.

2. Hostel Fees

Students those wish to avail the hostel facility shall pay the hostel fees before the commencement of the academic year. After the full payment only, the room will be allotted and the student can occupy the hostel room. After payment of fee, if the student wants to discontinue from the hostel, then the fee paid by him/her shall be refunded as detailed below.

i. **Student has paid the fees but not occupied the room and has not dined in the mess**

A sum of Rs.5000/- will be deducted as administrative expenses and the balance fee will be refunded.

ii. **Student has paid the fees and has stayed in the hostel before vacating the hostel**

For the students who have stayed in the hostel up to 8 months in an academic year, a sum of Rs. 5000/- towards administrative expenses and a sum of Rs.5000/- for each month of stay will be deducted and the balance amount will be refunded. If the student had stayed in the hostel for more than 8 months, then no refund will be given.

iii. **Students who are expelled from hostel based on disciplinary issues**

If a student is expelled from the hostel on grounds of indiscipline, the recommendations of the disciplinary committee will be final.

3. Transport Fees

Students those who are wish to avail the college bus facility shall pay the transport fees before the commencement of the academic year. After the full payment only, the seat will be allotted in the paid route. After payment of fee, if the student wants to discontinue, a sum of Rs. 2500/- towards administrative expenses plus 10% of the transport fee paid by the students for each month (up to 8 months) will be deducted and the balance amount will be refunded.

Beyond 8 months of availing transport facility, no refund will be made.

Chapter-24

SCHOLARSHIP POLICY

CIT Institute of Engineering and Technology is fully committed to its Institutional Social Responsibility. Besides being proactive in uplifting the educational standards and qualification of students, the Institution is enthusiastic to encourage and motivate bright students to acquire higher education at an affordable cost by providing additional benefits and facilities to academic and sports achievers.

I   Scholarship schemes at the time of admission for all UG Programmes

i.   Merit Scholarship

CIT Merit scholarship is awarded to meritorious students, based on their performance in the qualifying examinations.

a.   CIT Scholarship Test

Every year the Institution conducts a scholarship test for the aspirants in the name CIT Scholarship test. This test is open to all the students who are studying in +2 / Equivalent. Based on their performance, the students will be awarded grades and accordingly scholarships are awarded as detailed below:

Grade	Criteria	Scholarship (Rs.)
A	≥ 95% marks	100% Tuition fee waiver
B	85% to 94% marks	75% Tuition fee waiver
C	75% to 84% marks	50% Tuition fee waiver
D	70% to 84% marks	25% Tuition fee waiver

The number of scholarships under each grade shall be decided based on the intake of each branch and the number of applications received for admission to each branch.

b.   CIT Merit Scholarship

This scholarship is given to meritorious students based on their performance in the +2 / equivalent examinations as detailed below:

Cut – off marks*	Scholarship	Remarks
≥ 190	Rs. 4,00,000 /-	At the time of admission

		Rs.1,00,000/- will be awarded and the same will be continued in the subsequent years after the fulfillment of the terms and conditions mentioned in this policy)
185 to 189	Rs. 3,00,000/-	At the time of admission Rs.75,000/- will be awarded and the same will be continued in the subsequent years after the fulfillment of the terms and conditions mentioned in this policy)
175 to 184	Rs. 2,00,000/-	At the time of admission Rs.50,000/- will be awarded and the same will be continued in the subsequent years after the fulfillment of the terms and conditions mentioned in this policy)

* Subject to revision from time to time

c.   CIT First Graduate Scholarship

Students who are admitted into first year course of study under Management Quota and, if they belong to first graduate in the family, with cut – off marks of $\geq$ 100 are eligible to get a scholarship equivalent to the amount given by the Government of Tamandu to the First Graduate students who got admission under counseling for the duration of 4 years.

d.   Joint Entrance Examinations (JEE)

Those who have secured qualifying marks in the Joint Entrance Examinations (JEE) 100% Tuition fee shall be waived. For the subsequent years, they have to maintain 8.00 CGPA every year.

ii.   **Special Scholarship**

   a. **Children of Employees of CIT Institute**

   Children of employees of CIT Institute will be given 50% Tuition fee waiver as scholarship. To avail this scholarship, the employee should have completed at least one year of service in any of the organizations of CIT Institute.

   b. **Siblings of CIT Institution Students / Alumni / Employees of CIT Institute**

   Siblings of students currently studying in CIT Institutions/ Alumni / Employees of CIT Group will be given 25% scholarship in the Tuition fee.

   c. **Scholarships for Economically weaker students**

   With a view to uplifting and to provide equal opportunity to the economically weaker students, CIT offers 100% Tuition Fee waiver to top 5 students from economically weaker sections* and students who lost both their parents / earning parent / single girl child.

   *The definition of economically weaker section will be as per the Government norms.

iii.   **Sports Scholarship**

   Sports scholarships are awarded to students who have outstanding record in sports. Students who have participated in the State / District level competitions conducted by accredited Sports Boards are eligible for these scholarships as detailed below.

   a. **Students who have represented in the State Level Sports**

   Students will be given full scholarship in College fees and Hostel fee / Transport fee. To avail the scholarship under this category, the students shall submit the Form 2 issued by competent authorities.

   b. **Students who have represented in the District Level Sports**

   Students will be given full scholarship in Tuition fee. To avail the scholarship under this category, students shall submit the Form 3, issued by the competent authorities.

Terms and Conditions:

The above scholarship scheme shall be followed at the time of **admission to the first-year course at CIT** only. For continuation of the scholarships in the subsequent years of study,

the student shall fulfill the following:

Criteria	Terms and conditions for the continuation of scholarship in the subsequent years		
	I i (a), (b), (c) & (d)	I ii (a),(b)&(c)	II (a) & (b)
Academic Performance	Students shall maintain a minimum 8.00 CGPA at the end of every academic year without any standing arrear to continue the scholarship for the next academic year (For purpose of Scholarship/tuition fee waiver, the CGPA score will not be rounded off to the next higher figure, for example, if a student has secured 7.99 CGPA, he / she will not be eligible to receive the scholarship). Students who fail to secure a CGPA OF 8.00 at the end of an academic year will become ineligible to receive the scholarship in the subsequent academic year. In such cases, students will be given one more opportunity (only once in the entire duration of the course) to improve their performance in the subsequent semesters. And if they secured a minimum of 8.00 CGPA at the end of that academic year without any standing arrear, they will become eligible to avail the	Students shall clear all the subjects and should not have any standing arrear at the end of every academic year to continue the scholarship for the subsequent academic year Students who fail in any subject at the end of an academic year will become ineligible to receive the scholarship in the subsequent academic year. In such cases, students will be given one more opportunity (only once in the entire duration of the course) to improve their performance in the subsequent semesters. And if they again clear all the subjects at the end of that academic year, they will become eligible to avail the scholarship for the subsequent academic year. However, the student shall pay the full Tuition fees for the said academic year. For example, if a student who availed the scholarship for his/her first-year study has failed in one or more subjects at the end of the	

	scholarship for the subsequent academic year. However, the student shall pay the full Tuition fee for the said academic year. For example, if a student who availed the scholarship for his/her first year of study, had failed to secure a minimum of 8.00 CGPA at the end of the first year, his/her scholarship will be discontinued for the Second year. He / She has shall pay the full Tuition fee for the second year. If the same student secures a minimum of 8.00 CGPA at the end of the second year, then he /she will be given scholarship for his / her third year of study	first year, his/her scholarship will be discontinued for the Second year. He / She shall pay the full Tuition fee for the second year. If the same student clears all the subjects at the end of the second year, he /she will be given scholarship for his / her third year of study
Attendance	Should maintain 90% in all semesters during the period of scholarship.	Should maintain 75% in all semesters during the period of scholarship.
Sports Achievements	NA	NA	Students have to represent the College sports team and to win laurels in the University zonal matches and also in other District / State / National Level Tournaments based on the category under which they are availing the scholarships.
Discipline	Should not have indulged in any in- disciplinary activities.	
Renewal	Students availing scholarships have to submit requisition letter for renewal of scholarship every academic year to the Principal through their HODs.	

II.   Scholarship scheme for all PG Programmes

In order to promote research and encourage meritorious students to pursue post-graduate studies, these scholarships given to meritorious students admitted into first year PG Programmes at CIT.

Category	CGPA Scored in UG Programme	Scholarship amount	Stipend
General	Students who secured 8.00 CGPA and more	100% Tuition fee waiver	Rs. 8,000/- per month (excluding the exam and vacation periods)
CIT Alumni & Siblings / Children's and siblings of Employees of CIT Institute	Students who secured 8.00 CGPA and more	100% Tuition fee waiver	Rs. 8,000/- per month (excluding the exam and vacation periods)
	Minimum Eligible CGPA as prescribed by Government of Tamil Nadu	50% Tuition fee waiver	-

To continue the scholarship for the II year, the student has to secure a minimum 8.00 CGPA in the respective category at the end of the first year.

All the students who receive the scholarship shall involve themselves in research activities undertaken in their departments along with faculty members and each student has to publish a minimum of 1 technical paper in SCI / Scopus indexed journals every year. Joint authors among the students will not be accepted for the purpose of the scholarship.

III   **Scholarship scheme for Full Time Ph.D. Students**

This scholarship is open to candidates opting for Full Time Ph.D. programme at CIT.

All candidates applying for this scholarship shall appear for an interview conducted by the Research committee and those who qualify will be offered a scholarship / stipend of Rs. 25,000/- p.m. for a period of three years. Scholars with a valid GATE score will get an additional scholarship / stipend of Rs. 5,000/- for a period of three years.

All the full time Ph.D scholars who receive the scholarship shall undertake research activity at the Institution and shall publish a minimum of 2 technical papers in SCI /

Scopus indexed journals and file / publish minimum one patent every year. They shall also submit research grant proposal along with their research supervisor and receive a minimum of one minor project during their first year of research and get minimum one major project during the second year of research.

IV. **Scholarship scheme for meritorious students studying in second, third and final year classes**

Based on the academic and overall performance of the students, scholarships are given during every academic year to motivate them to perform well in the subsequent years

In each branch of study, the first and second top academic performers in each year will be given a scholarship of Rs. 10,000/- and Rs. 5,000/- respectively and this amount will be waived off from their Tuition fee.

Incentive Schemes

I. **Best all-round Outgoing student of UG Programmes**

From the outgoing batch of UG programmes, one boy and one girl student will be selected based on their overall performance (Curricular, Co-curricular and Extracurricular) during their course of study and shall be adjudged as Best all round outgoing student of the year and shall be awarded a citation and a cash award of Rs. 50,000/- each in a specified function.

II. **Best Academic Performers**

From the outgoing batch of UG programmes, in each branch a topper will be given a citation and a cash award of Rs. 25,000/- each during graduation day. If there are more than one student in each place then the incentive will be suitably divided and awarded.

III. **Incentive for National Level Achievements in Sports**

During the course of study, if any student wins Gold medals at the National Level sports competition, then an incentive of Rs. 25,000/- will be awarded.

IV. **Incentive for International / National Level Achievements in Technical Events**

This incentive is awarded to the students to encourage and motivate them to participate in the technical events at International / National level conducted by Professional societies, Professional clubs like IEEE / ACM / SAE / IIChE / AICTE etc., and Premier Institutions like IITs / NITs.

For the students who have won the first place in the technical events / project expo / paper presentation / hackathon / coding contest etc., an incentive of Rs. 25,000/-will be given.

If a student team comprising more than one student has won the first place in the same category, then the incentive amount will be equally divided and awarded to the team members.

For attending the final round of the above-mentioned competitions, the Institution will provide TA / DA to the students and the Students welfare committee will make the final decision on this.

General:

- Wherever the Management is awarding the scholarship or Tuition fee waiver, the students who are receiving the same shall be treated as admitted under Government Quota. In case of non-continuance of the scholarship or Tuition fee waiver due to non-fulfillment of the conditions, the Tuition fee will be collected as per the Government quota fee fixed for that academic year.

- Admission committee / Sports committee / Student's welfare committee will scrutinize the scholarship proposals and make recommendations.

- All the scholarship / incentive schemes mentioned above are subject to the discretion of CIT Management every year. The amount of scholarship to be awarded and the number of scholarships under each scheme will be decided by CIT Management from time to time. CIT Management has all the right to withdraw any scholarship scheme without prior notice to the students.

- If any student becomes eligible to receive scholarship in more than one scheme mentioned above, he /she will be awarded scholarship / incentive in any one as per the choice of the students.

V. Assistance to Scholarships awarded by the State and Central Government and other agencies

CIT provides assistance to all the students to avail the various scholarships awarded by the state and central Government and by other agencies based on the eligibility. Separate section is functioning at the college office to help and guide the students to avail these scholarships.

Chapter -25

IN HOUSE GREEN CAMPUS PLOICY

INTRODUCTION

Chennai Institute of Technology (**CIT**) run by Parthasarathy Seeniammal Educational Trust (Registered) is located in Pudupedu, a village in Kundrathur Taluk of Kancheepuram district in Tamil Nadu. CIT is approved by AICTE New Delhi and Affiliated to Anna University Chennai. NBA and NAAC accredited institute with DSIR-SIRO recognized and UGC 2(f) and 12 (B) recognized status. Chennai Institute of Technology has research facilities in addition to the regular academic laboratory facilities, which includes Industrial robotics, Industrial Automation, Additive Manufacturing & Reverse Engineering, New Energy Technology (Solar & Wind).

CIT is committed to develop its campuses as places where education is combined with environmentally friendly practices to promote Sustainable Development. CIT protects its own environment with its green campus initiative and keeps pollution free campus. Environment development is its basic work with the educational policies implemented on the campus. Environmental conscious administration, the management and the students of the college look after the environment carefully and do tree plantation. It's our own responsibility to preserve the work done on the campus related to the environment. Our green policy is meant for the following:

- Sustainability Policy
- Infrastructure Policy
- Energy Policy
- Waste Management Policy
- Water Conservation Policy

SUSTAINABILITY POLICY

Preamble

Over the past 10 years, Chennai Institute of Technology, Chennai (CIT_Chennai) has tried to incorporate the concepts of sustainability into campus operations, growth and curriculum, to encourage sustainability through the transfer of knowledge to the community.

To further mark CIT Chennai outstanding contribution to campus sustainability, which has been freely expressed via various means of communication, including speeches by environmental experts and various strategic plans. This Sustainability Strategy sets out the guiding principles for future generations to achieve sustainable excellence and to promote environmental consciousness.

General Statement

CIT Chennai pledges to cherish sustainability values, abide by sustainability practices, advance knowledge of sustainability and achieve excellence in sustainability.

Goals

The goals of the sustainability policy are:

1. To establish on CIT Chennai campus a teaching, learning, and research environment conducive to sustainability;
2. To implement sustainable initiatives within the campus environment;
3. To include sustainability-related topics, where appropriate/possible, in CIT Chennai academic programmes and research;
4. To transfer knowledge of sustainability to the wider community.

Implementation

1. Academic and Research

CIT Chennai will strive for excellence in education and research by integrating sustainability concepts into programme curricula, research activities and increasing awareness of sustainability among faculty, staff and students through promotional activities, campaigns and cultural development.

2. Campus Operations

CIT Chennai will comply with all relevant environmental laws and regulations and remain vigilant against the possibility of negative environmental consequences in all its operations and

procurements, with a view to minimizing negative environmental effects and conserving resources.

4. Campus Development

CIT Chennai will assess the environmental, socio-economic impact of all campus development initiatives, incorporate sustainable design and construction features, and implement stringent monitoring and evaluation mechanism for all related works.

4. Knowledge Transfer and Outreach

With a view to building a sustainable global community, CIT Chennai will encourage all members to participate in sharing knowledge and achievements derived from research efforts and good practices with local and global communities and enable these communities to develop their own educational and research programmes.

5. Continuous Improvement

CIT Chennai will apply a mechanism of continuous review with a view both to improving sustainability performance in terms of policy and practice. CIT_Chennai will also seek to develop new policies and practices in the light of ongoing global developments and stakeholders' expectations.

INFRASTRUCTURE POLICY

General Statement

The Chennai Institute of Technology, Chennai (CIT Chennai) is committed to enhancing the environmental quality of its campus and to adopting environmentally responsible methods in the future development of the campus. Careful considerations are given with respect to minimizing disruptions to the environment, the efficient use of resources, the mobility of people, effective spatial arrangements, reduction in waste production and carbon emission, effluent and exhaust control in vehicles with maintenance of human health, and cost-effectiveness throughout the lifecycle of developments.

Goals

The goals of the policy are:

1. To obtain green building rating

2. To develop an environmentally friendly campus that enhances teaching, learning and provides a balanced ambience for the well-being of all CIT Chennai stakeholders.

Implementation

CIT Chennai will:

1. Consider and address throughout the life-cycle of all campus developments, issues related to planning, siting, design, construction, operations and maintenance, renovation, mobility of people and human health as far as practicable so that its campus is developed in an environmentally-responsible manner with barrier free access.

2. Apply self-developed Key Performance Indicators (KPI) to assess the environmental friendliness of major developments on campus. Additionally, the institute will formulate and regularly review all its operations and maintenance programmes with a view to maintaining building performance standards relating to energy efficiency, water conservation and carbon reduction, indoor air quality.

3. Actively promote sustainable development within the institute as well as the wider community

ENERGY POLICY

General Statement

The Chennai Institute of Technology, Chennai (CIT Chennai) is committed to responsible energy management and carbon emission reduction. It intends to meet this commitment through energy-efficient design and practices in all its development initiatives and in respect of its premises, plant and equipment, and in respect of such other of its activities as may entail environmental considerations.

Goals

The goals of the policy are:

1. To enhance awareness of the need for energy conservation;
2. To incorporate energy efficient design into all buildings;
3. To comply with relevant energy legislation, standards, regulations and code of practices, and obtain energy efficiency recognition;

4. To attain energy efficiency and reduce carbon emission through proper maintenance as well as monitoring and auditing of campus operations and practices;

5. To make energy efficiency an essential consideration in related procurements

6. To achieve quantifiable management goals that to help drive overall performance.

Implementation

CIT Chennai will:

1. Incorporate energy efficient features in all buildings especially new buildings and also in the refurbishment of existing buildings. To that end, it will require its consultants and contractors to practise energy efficiency in their designs and operations.

2. Ensure energy efficiency in its operations and activities through regular monitoring and auditing exercises and carry out retrofitting where that may be necessary to improve energy efficiency. In order to reduce its carbon footprint, CIT Chennai will also explore opportunities to use renewable energy or alternative fuel.

3. Prepare guidelines and provide user tips to assist members of the institute in the practice of conservation measures. CIT Chennai will also strive to promote energy conservation and proper energy management.

WASTE MANAGEMENT POLICY

General Statement

The Chennai Institute of Technology, Chennai (CIT Chennai) upholds the principles of waste management and is committed to the proper handling and disposal of all wastes generated on campus and to minimizing the disposal of waste to landfill. All waste handling practices shall comply with relevant legislation and codes of practice and shall have no harmful effect on the environment and human health.

Goals

The goals of the policy are:

1. To apply Waste Management Hierarchy principles of Reduce, Reuse, Recycle and Replace to reduce waste generation with disposal to landfill only as a last resort;

2. To enhance general awareness of the importance of reducing waste generation and disposal to landfill;

3. To provide adequate and appropriate facilities on campus to facilitate source separation and waste recycling; and

4. To achieve quantifiable management goals that help to drive overall performance.

Implementation

CIT Chennai will:

1. Strive to reduce waste generation and disposal to landfill through green procurement practices,

administrative approaches and awareness enhancement.

2. Explore every reusing opportunity and collaborate with external organizations and through social learning projects in reusing/recycling unwanted goods, e.g., electrical appliances, to minimize waste generation. Additionally, CIT Chennai will put emphasis on life-cycle thinking in waste management.

3. Encourage its consultants and contractors to follow similar practices in their operations to reduce waste generation and promote reuse/recycling regarding building design, construction site and catering operation.

Currently, CIT Chennai encourages the use of information technology to promote and disseminate information. It also seeks to reduce as far as practicable the production of, for example, such waste-creating materials as printed matter and souvenirs and does its best to maximize the recyclability of all materials used, through such promotional initiatives. Institute also encourages staff and students to use fewer disposable items such as plastic bags, cutlery and food containers, and buy less bottled water.

WATER CONSERVATION POLICY

General Statement

The Chennai Institute of Technology, Chennai (CIT Chennai) recognizes that water resources are scarce and is committed to pursuing water conservation and implementing appropriate measures to ensure environmentally friendly campus developments, operations and activities.

Goals

The goals of the policy are:

1. To enhance awareness of the need for water conservation;

2. To incorporate water saving features into all new developments as well as refurbishments;

3. To minimize water wastage through proper inspection and maintenance;

4. To make water conservation an essential consideration in related procurements; and

5. To achieve quantifiable management goals that help to drive overall performance.

Implementation

CIT Chennai will:

1. Take every opportunity to enhance water conservation in its development initiatives and operations by incorporating water saving features into all building designs and refurbishments, or reusing of grey water, etc.

2. Formulate and implement maintenance and retrofitting programmes to ensure installations are

up to standard and reduce leakages.

3. Take every opportunity to raise environmental awareness of the need for water conservation among members of the Institutions.

4. Take responsible to reuse the grey water after treating in the Sewage Treatment Plant (STP) for gardening.

Chapter -26

QUALITY POLICY

The CIT College has a fully functional Internal Quality Assurance Cell (IQAC) to continuously improve quality as 'enhancement' and sustain the good work of the institution. IQAC will facilitate the process of internalization of the quality and play a catalytic role in performance improvement of the institution. The IQAC will submit annual quality assurance reports to NAAC as self-reviewed progress reports. IQAC will create internal awareness on quality issues and also establish credibility for the external quality evaluation.

The CIT College has a written mission statement or set of objectives that respects the autonomy, identity and integrity of the stakeholders.

- **Policy and procedures for quality assurance**: The College has a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. The College commits itself explicitly to the development of culture, which recognizes the importance of quality, and quality assurance, in the work. To achieve this, the College develops and implements a strategy for the continuous enhancement of quality. The strategy, policy and procedures have a formal status and publicly available. The procedures include a role for students and other stakeholders.
- **Approval, monitoring and periodic review of programmes and awards:** The College has formal mechanisms for the approval, periodic review and monitoring of their programmes and awards.
- **Assessment of students:** Students are assessed using published criteria, regulations and procedures, which are applied consistently.
- **Quality assurance of teaching staff:** The College assures that the teaching staff are qualified and competent to do so. They are available to those undertaking external reviews and commented upon in reports.
- **Learning resources and student support:** College ensures that the resources available for the support of student learning are adequate and appropriate for each programme offered.
- The College would assure the Training and development on 'quality' as well as other functional competencies of academic and non-academic staff which are crucial to continuous improvement and development of a 'culture of quality'
- **Information systems:** College ensures that it collects, analyses and uses relevant information for the effective management of their programmes of study and other activities.

- **Public information:** College regularly publishes up to date, impartial and objective information, both quantitative and qualitative, about the policies, procedures, programmes and awards they are offering

- The IQAC carries out its evaluations in relation to the institution's own self-assessment and to external reference points. The College evinces independent, impartial, rigorous, thorough, fair and consistent decision-making. The College makes consistent decisions, even if the judgements are formed by different groups, panels, teams or committees.

- The College has clear documentation concerning the self-evaluation and the external evaluation. The documentation concerning the self-evaluation the purposes, procedures and expectations of content in connection with the self-evaluation process. The documentation will distinguish clearly between recommendations and requirements. The documentation for external evaluation sets out the matters covered such as the standards used, the decision criteria, the assessment methods, the reporting format etc. If the external evaluation leads to accreditation, the accreditation framework and standards are public and the criteria for accreditation clearly formulated.

- The College would take adequate and accessible resources, both human and financial, to be able to organize and run the process of external evaluation, in an effective and efficient manner in accordance with the mission statement.

- External quality assurance is a major activity of the College, and that there exists a systematic approach to achieving the mission or objectives.

- **Periodic reviews:** External quality assurance of the College and/or programmes would be undertaken on a cyclical basis. The length of the cycle and the review procedures to be used would be clearly defined and published in advance.

- **Follow-up procedures:** Quality assurance processes which contain recommendations for action or which require a subsequent action plan, will have a predetermined follow-up procedure, which is implemented consistently.

Chapter -27

FINANCIAL POLICY

Chairman: He is vested with full financial autonomy and enjoys unlimited powers:

A. To appoint as per the norms and fix the remuneration / salary to the teaching / nonteaching staff of the college and also sanction increments.

B. To purchase fixed assets within the limit sanctioned in the budget.

C. To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.

D. To authorize the payment of purchase bills and to confirm the oral sanction given if any to Principal / Dean / HODs, etc., over and above the delegated powers.

E. Delegate financial powers down the line in case of any exigency.

F. Introduce adequate checks & control systems to enforce financial discipline.

G. To enter into any contract for any service / work.

Budget Plan:

All the departments including the Library, Transport should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of financial year.

Each laboratory or a subsection of a department should prepare the estimate in the format given in Annexure-A and B. This is to be done separately for recurring and nonrecurring. Each department should consolidate the same and review in the Departmental Development and Monitoring Committee before submitting for the Institute Development and Monitoring Committee. The same is required to be ratified by GB for implementation. The implementation needs to be done in a phased manner monitored by Development and Monitoring Committees of Institute and the respective Departments.

Purchase Procedure:

Quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing. The quotations will be called by the Head of the department as directed by the Management. The performance of the Vendors may be ascertained from the market reports; discrete enquires which will form the basis for final selection of the Vendor.

Comparative statements are prepared by departments will be forwarded to the principal. The same will be forwarded to Management for approval. Once it is approved PO will be placed for the vendor as per the quotations given. The equipment receiving is attenuated by HOD/Lab In-charge. Then final will be settled for vendor.

The purchases can be made in case of emergency and by cash on the unit cost of the item to avoid undue delay. The departments are expected to maintain for each laboratory.

    i.   Asset Register (for non-consumable item)

    ii.   Consumable stock Register (item wise folio, details of receipts and issue, balance)

    iii.   Relevant registers as prescribed from time to time.

Finance and Audit:

Finance Officer is responsible for all cash and bank transactions. He has to maintain the following documents

    a. Day Book – Manual & Computerized.

    b. Reconciliations details at least once in two months with all the banks with which accounts are operated.

    c. Tuition Fee Registers batch wise

    d. Pay Bill Registers

    e. Fixed Deposit Registers

    f. Fee Receipt Books

g. Purchase Register- Computerized

Pay and Allowances:

Pay bill has to be prepared on 1st of every month taking into consideration the leaves applied in the previous month.

Student Fees:

Fee should be collected at the beginning of the year (odd semester) through bank giving 15 days' time. Fine should be levied on defaulters.

Computerization:

Every office transaction is to be computerized.

Audit:

Records of MVR are to be submitted in time to the college accounts section and audited by a chartered accountant. The audited reports to be placed before the Governing Body for its approval.

Chapter -27

MAINTENANCE POLICY

The College Maintenance Committee (CMC) of Chennai Institute of Technology is responsible for managing the maintenance function in the most cost-effective manner possible while maximizing the useful lifeof units and properties and striving to provide the best service to the users. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

The overall objective of the Maintenance Department is to maintain, throughout its expected useful life, the interior and exterior of college buildings, the grounds, and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs.

Further, this objective is specifically intended to provide:

1. Buildings and their components that function safely and at topefficiency.
2. Facilities and equipment that minimize the possibility of fireaccidents, and safety hazards.
3. Continuous use of facilities without disruptions to theeducational program.
4. Protection of college property through proper planning,scheduling, and preventive maintenance.
5. Quality management of maintenance projects and tasks.
6. Conservation of energy through utilization of the latesttechnology and energy conservation measures.
7. A quality maintenance program through effective managementand efficient utilization of resources.

To maintain and upkeep the infrastructure campus facilities and equipment, following activities are taken by college.

1) The College buildings are maintained by the Administrative Office and it is monitored by the Administrative officer.
2) The College electrical Installations, backup power supply, transformers and solar panels are maintained by the Electrical Section of the College and it is monitored by the HoD of Electrical and Electronics Engineering.
3) The College vehicles are maintained by the Transport section of the College and the repairs of the vehicles are outsourced, whenever necessary.
4) Keeping department wise stock register by the concerned laboratory-in- charge under the observation of Head of the Department.

5) Department wise annual stock verification is done by a Committee formed by the IQAC.

6) Regular maintenance of laboratory equipment and chemicals are done by laboratory-in-charge of concerned Laboratory.

7) Overall Cleanliness of the campus is done by House Keeping Section of the college.

8) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college House Keeping Section and Gardening Staff.

9) College campus maintenance is monitored through regular inspection.

10) To upkeep all facilities and cleanliness of environment in hostels, through House Keeping Section and Administrative Office.

11) Outsourcing is done, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi andbroadband, updating of software by the Department of Computer Science and Engineering.

12) The maintenance of the reading room and stock verification of library booksis done regularly by library staff.

13) Regular maintenance of Sewage water Treatment plant (STP), RO plant, Verme compo Site yard are done by the Department of Civil Engineering.

For the purpose of implementing these policies and procedures a Maintenance Cell is formed out of the members of the Maintenance Committee and the technical staff of CIT as organized below (in next page).
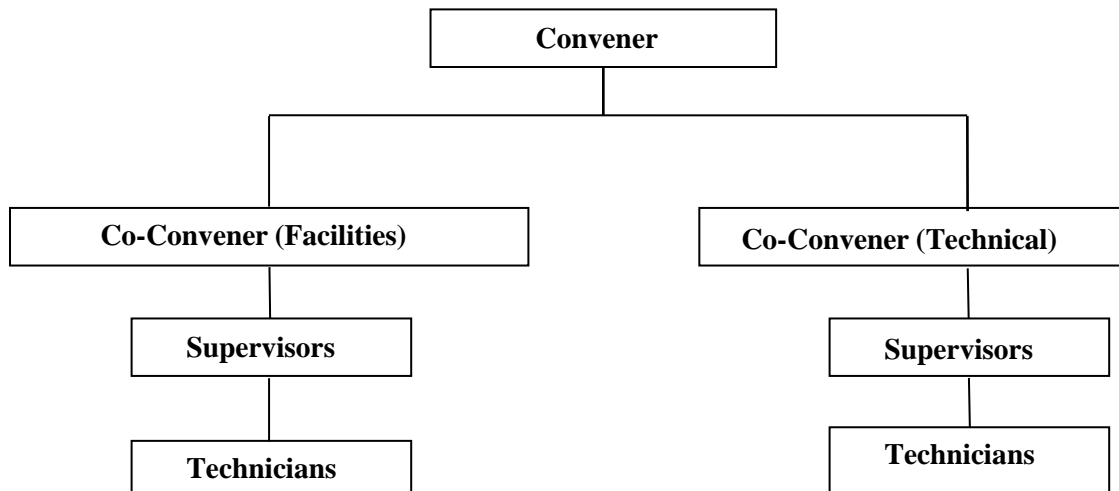
I.   MAINTENANCE CELL ORGANIZATION

Fig. 1 MAINTENANCE CELL

The Convener and the Co-conveners of the Maintenance Committee of CIT will occupy the similar positions of the Maintenance Cell too. The Co-conveners will have a set of maintenance teams each for the works assigned to them. The Co-conveners shall report to theConvener who in turn will report to the Principal of CIT.

Section-A   Division of Work

The various maintenance works identified are grouped under two broad heads: 'Facilities' and 'Technical', the former covering civil works and the latter covering mechanical, electrical and other support systems. One Co-convener is assigned to each one of these groups.
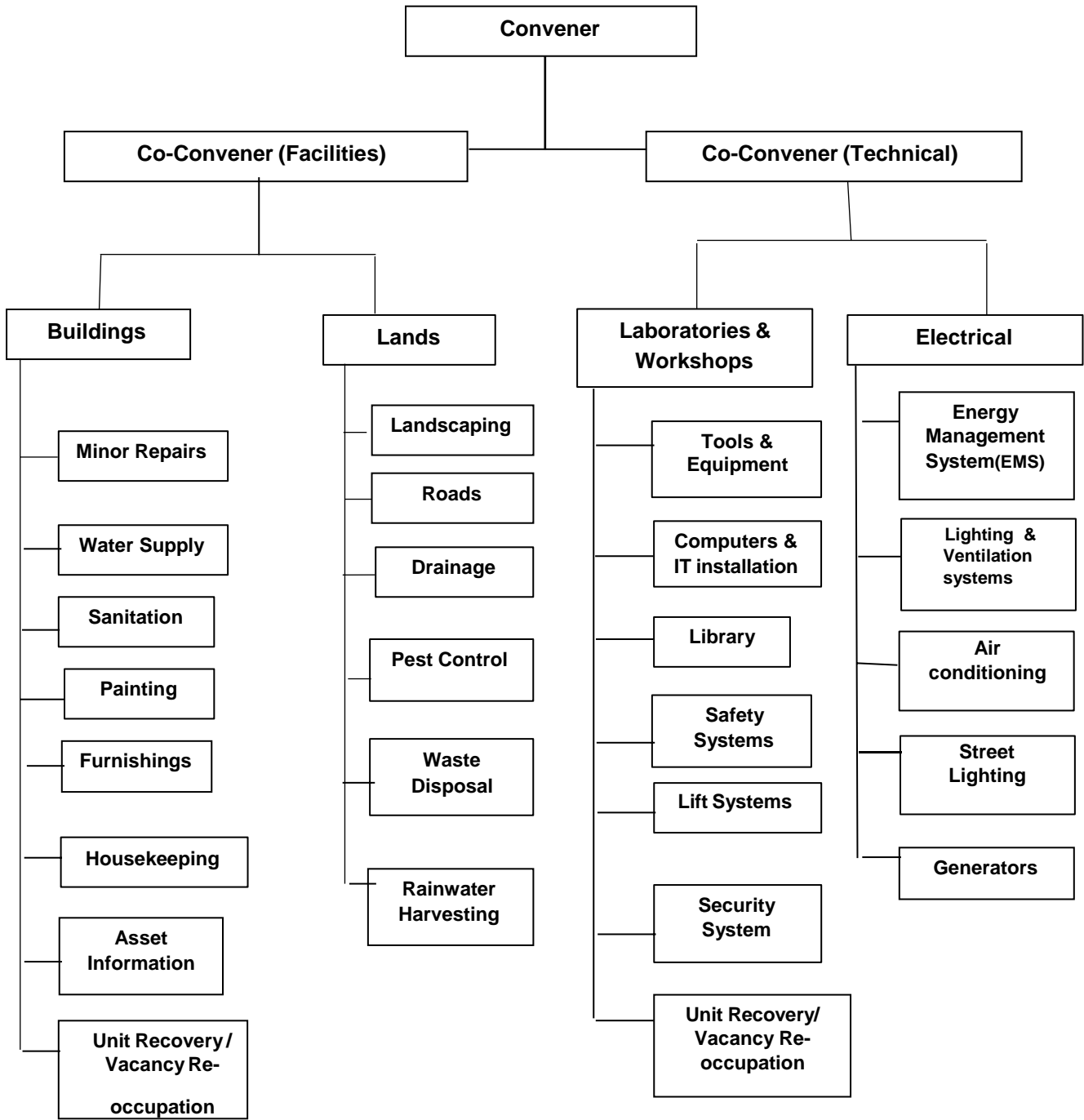
Fig. 2 DIVISION OF WORK

II COMPONENTS OF THE MAINTENANCE SYSTEM

The Chennai Institute of Technology (CIT) maintenance system shall include the following components:

    A.   Prioritization of work

    B.   Work procedures

    C.   Performance standards

    D.   Work order system

    E.   Training and Improvements

    F.   Long-range planning

    G.   Maintaining the property

By developing a maintenance system that has these components in place, the Management will have the tools it needs to control the performance of maintenance work at the Chennai Institute of Technology.

II - A PRIORITIZATION OF WORK

(a) The work priorities adopted by CIT exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. 'Vacancy' refers to unused or unusable condition of a unit or facility or space.

(b) The maintenance priorities of Chennai Institute of Technology are marked by the Supervisor in the Work Request as ordered as below:

    1. Emergency Repairs

    2. Preventive Maintenance

    3. Unit Recovery / Vacancy Reoccupation

    4. User/Occupant Requests

    5. General Cleaning

    6. Inspection

    7. Miscellaneous

(c) Preventive maintenance and vacancy preparation works are important to maintain control of the maintenance work by performing scheduled and preventive work first. By doing so, the authority will decrease on-demand work and maintain the property in a manner that will keep its usable condition high.

II – B WORK PROCEDURE

(a)   The Co-conveners will ensure that there are sufficient clear procedures in place, forthe works charged to them, to allow staff to implement this maintenance policy statement. All procedures will include the following:

1.   A statement of purpose

2.   The job title(s) of the staff member(s) responsible for carrying out theactivities in the procedure;

3.   Any forms needed to carry out the activities; and

4.   The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated at least annually.

(b)   Task List will be prepared for each maintenance work and will be followed diligentlywhen carrying out the maintenance activities. The Task List will be reviewed and updated annually.

II - C PERFORMANCE STANDARDS

(a) The Co-conveners and their Supervisors will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the Co-conveners will take into consideration certain factors:

1.   Local/State Building and Fire Safety requirements

2.   DTCP requirements

3.   TNEB requirements

4.   CIT agreements/contacts (if any)

5.   CIT job descriptions of the staff assigned

(b) The CIT Maintenance Committee may also set a standard that is higher than that contained in the above documents. These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

II - D WORK ORDER SYSTEM

(a) The Maintenance Cell shall have a comprehensive work order system that includes allwork request information: source of work, description of work, priority, cost tocomplete, days to complete, and hours to perform. This information is required for theManagement to approve the work and to evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

(b) Work orders will contain, at a minimum, the following information:

1. Preprinted number
2. Source of request (planned, inspection, user, etc.)
3. Priority assigned
4. Location of work
5. Date and time received
6. Date and time assigned
7. Worker(s) assigned
8. Description of work requested (with task number from the Task List)
9. Description of work performed (with task number from the Task List)
10. Estimated and actual time to complete
11. Materials used to complete work
12. Estimated and actual cost
13. Amount charged to the user

II - E TRAINING AND IMPROVEMENTS

(a) In order to allow its staff members to perform to the best of their abilities, Chennai Institute of Technology recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures and practices. Each employee must participate in at least 32 hours of training annually.

(b) Suggested training subjects may include (but not limited to)

1. Safety Procedures
2. Health and Safety Standards
3. Trade specific skills updates

4. Building Code updates

5. Trends in campus amenities

6. Modernization of laboratories

7. Removal of obsolescence

(c) The Co-convener is responsible for developing a training agenda/curriculum for the training and for working with the related department staff to identify the means of delivering the training.

II - F LONG RANGE PLANNING

(a) Chennai Institute of Technology will put in place and maintain a long-range maintenance planning capability in order to ensure most cost-effective use of the college resources and maximum useful life of college properties.

(b) The Co-convener and the Supervisors will develop a property-specific long-range planning process that includes the following components:

1. A property maintenance standard;

2. An estimate of the work required to bring the property to the maintenance standard;

3. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit reuse/reoccupation, inspection requirements and on-demand work;

4. An estimate of the on-going cost of operating the property at thementenance standard;

5. A market analysis of the property to determine if there are any capitalimprovements needed to make the property more competitive;

6. A cost estimate to provide the specified capital improvements; and

7. A revised work plan and cost estimate of maintaining property at theimprovedstandard.

(c) By developing a work plan, the college authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

II– G MAINTAINING THE PROPERTY

A. All maintenance work performed at CIT properties can be categorized by the sourceof the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance

schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a user request.

II – G.1 RESPONDING TO EMERGENCIES

(a) Emergencies are the highest priority source of work. The Maintenance Cell will consider a work item to be an emergency if the following occur:

    1. The situation constitutes a serious threat to the life, safety or health ofusers/residents or staff; or

    2. The situation will cause serious damage to the property structure orsystems if not repaired within twenty-four hours.

(b) If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her HoD/related Supervisor. If the HoD/ Supervisor is not available,the employee will use his or her best judgment to make the decision.

(c) For emergencies that occur after regular working hours, the Maintenance Cell shall have a twenty-four hours emergency response system in place, wherever it is necessary. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to campus materials and supplies. The designated employee shall prepare a work order and report to the Convener/Co-Convener on any emergency within twenty-four hours after abatement of the emergency.

II – G.2 UNIT RECOVERY / VACANCY REOCCUPATION

(a) It is the policy of the CIT Management to reoccupy/recover vacant/impaired units as soon as possible. This policy allows the college to maximize the utilization of its properties and operate them in safe conditions. 'Unit' refers to all properties like built space, facilities, machinery, tool, equipment, plants, and furniture.

(b) The Co-convener and the related Supervisor, along with HoD, are responsible fordeveloping and implementing a system that ensures an average turn-around time of seven (7) calendar days. In order to do so, they must have a system that can perform the following tasks:

    1. Forecast unit preparation needs, based on previous years' experience

    2. Estimate both the number of units to be prepared and the number of hoursit will take to prepare them; and

3. Control work assignments to ensure prompt completion.

(c) The maintenance procedure for reoccupying vacant units relies on the prompt notification by the HoD of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsiblefor the unit. The Co-convener and Supervisor will have the ability to create special teams for vacancy turnaround or to hire contractors when that is required maintaining college goals.

II – G.3 PREVENTIVE MAINTENANCE PROGRAM

(a) Preventive maintenance is part of the planned or scheduled maintenance program of the Maintenance Cell. The purpose of the scheduled maintenance program is to allow the college to anticipate maintenance requirements and make sure the college can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties in usable condition. These systems include air conditioning, electrical, life safety, water supply and plumbing.

II - G.3.1 GENERAL OPERATING SYSTEMS

(a) The heart of any preventive maintenance program is a schedule that ensures the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date itmust be serviced, and the individual responsible for the work. The servicingintervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the college.

(b) The systems covered by the preventive maintenance program include but are not limited to:
- Storm DrainagePumps
- Emergency lightingExhaust fans Exterior lights
- Fire extinguishers and other life safety systemsMechanical equipment and vehicles
- Sanitary drainsAC systems Water supply

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will also be listed so that they will be available when needed. An assessment of the skills or licensing needed to

perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

II – G.3.2 ROOF/TERRACE REPAIRS/ REPLACEMENT

(a) Maintenance of roofs and terraces requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies. The Co-convener and the Supervisor are responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof
2. Company/contractor that installed the roof
3. Expected useful life of roof
4. Warranties and/or guarantees in effect
5. History of maintenance and repair
6. Inspection schedule

(b) The college maintenance staff will usually undertake only minor roof repairs. Therefore, there should be a list of approved contractors to take on more seriousproblems for roofs/terraces that are no longer under warranty.

II – G.3.3 VEHICLE/EQUIPMENT MAINTENANCE

(a) CIT will protect the investment it has made in vehicles and other motorizedequipment by putting in place a comprehensive maintenance program. The vehicles and equipment to be covered include (but not limited to):
- o Cars, buses, JCB and vans
- o Tractors
- o Weed cutters
- o Lawn Mowers
- o Power tools

(b) The Co-convener and the Supervisor are responsible for the development of this plan which shall

contain components for minimal routine service as well asservicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

(c) The Co-convener and the Supervisor shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the requiredlicense or certification.

II-G.3.4 LIFE SAFETY SYSTEMS

(a) CIT shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Co- convener and the Supervisor shall be responsible for the development and implementation of a schedule that includes inspection, servicing and testing of thisequipment.

(b) Below is a list of Life Safety items that are routinely handled:

Elevators	Passengers possibly trapped in elevator, not working, lights out, phone not working,inspections (weekly and monthly), etc.
Environmental Protection	Spill Prevention Control-transformers,generators, fuel tank, grease traps; Disposal of fluorescent lamps, LED lamps, etc.
Disability Provisions	Doors, access ramps, restrooms, parking, sidewalks, etc.
Emergency Lighting	Exit lights, generator power for lights, parking lights, street lights, walkway lighting,etc.
Fire Prevention	Fire alarms, fire extinguishers, sprinklers, fire pumps, fire suppression systems, etc.

(c) The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost-effective way to perform the work including the decision to hire acontractor.

II- G.4 INSPECTION PROGRAM

a) CIT's goals of efficiency and cost-effectiveness are achieved through ensuring that thefacilities are maintained in a manner that is neat, safe, and sanitary and in good repair.This program ensures compliance of the Local and State Building and Fire Safety Codes.

b) In any case where there is a conflict between two or more standards/regulations the more restrictive of them will be applied.

c) The inspection will encompass the following areas

    1. Building Systems

    2. Building Exteriors

    3. Labs & Other facilities

    4. Common Areas

    5. Site (Grounds)

    6. Residential Units

    7. Health and Safety

(b) The Co-convener and the Supervisor will know at all times the condition of each unit. The achievement of these goals may require more than the minimum annual inspection. The Co-convener is responsible for developing a unit inspection program that schedules inspections at the frequency required.

(c) For all non-emergency inspections, the user shall be given at least two days' notice(by email/other notification) of the inspection. The Maintenance staff shall normally perform the unit inspection program of unless it is determined that the inspection program is contracted to an outside source.

(d) During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Chennai Institute of Technology inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of thecompletion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

(e) All Maintenance Staff are responsible for monitoring the condition of Residential units (hostels, guest house etc.). Whenever an Inspection or Maintenancestaff member enters a Residential unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or sheshall record on an inspection form any required work he or she sees while in the unit. These work items shall also be converted to a service request within twenty-four hours of discovery. Nothing in this policy shall prevent any CIT staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reportedto the Supervisor of the appropriate property either directly or through HoD.

II-G.5 SCHEDULED MAINTENANCE

(a) This work category includes all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the appeal and comfort of the property.

II-G.5.1 PEST CONTROL/EXTERMINATION

(a) CIT will make all efforts to provide a healthy and pest-free environment for its residents. The Maintenance Cell will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

(b) The Co-convener and the Supervisor will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed authority personnel.

(c) The extermination plan will begin with an analysis of the current condition at eachproperty. The Co-convener and the Supervisor shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to rats and cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

(d) Residents' cooperation with the extermination plan is essential. All rooms in a building must be treated for the plan to be effective. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

II-G.5.2   LANDSCAPING AND GROUNDS

(a) The Co-convener and the Supervisor will prepare a maintenance schedule for the maintenance of the landscaping and grounds of the college that will ensure their continuing attractiveness and usability. This will include:

      1. Litter control
      2. Lawn care

3. Maintenance of driveways, sidewalks and parking lots

4. Care of flower and shrubbery beds and trees

5. Maintenance of playgrounds, benches and fences.

(b) The Co-convener and the Supervisor shall be responsible for the development of a routine maintenance schedule that shall include:

1. A clearly articulated standard of appearance for the grounds that conformsto, but is not limited to, any local code standards;

2. A list of tasks that are required to maintain that standard and the frequencywith which the tasks must be performed;

3. The equipment, materials, and supplies required to perform the tasks and aschedule for their procurement.

II-5.3 BUILDING EXTERIORS AND INTERIOR COMMON AREAS

(a) The appearance of the outside of the college buildings as well as their interior common areas is important to their appeal. Therefore, the Maintenance Committeewill establish a maintenance schedule to ensure that they are always maintainedin good condition. The components to be maintained include:

1. Lobbies and verandahs

2. Hallways and stairwells

3. Restrooms (Common & Private)

4. Lighting fixtures

5. Common rooms and community spaces

6. Exterior porches and railings

7. Building walls

8. Windows

(b) The Co-convener and the Supervisor are responsible for the development of amaintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

1. A clearly articulated standard of appearance for the building

2. A list of tasks required to maintain that standard

3. The frequency with which the tasks must be performed

4. A list of materials, equipment and supplies required to perform the tasks.

II-G.5.4 INTERIOR PAINTING

(a) The appearance and condition of the paint within each unit is important to unit condition and user satisfaction. Accordingly, the Co-convener and the Supervisor will develop a plan to ensure that the interior paint in residential units is satisfactorily maintained. As part of this plan painting standards will be developedthat include:

1. Surface preparation

2. Color and finish

3. Paint quality

4. Methods of application approved

5. Protection of non-painted surfaces

(b) The plan will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted.

II-G.6 USER ON-DEMAND SERVICES

(a) This category of work refers to all user-generated work requests that fall into no other category. These are non-emergency calls made by users seeking maintenance service. These requests for service cannot be planned in advance or responded to before the user calls.

(b) It is the policy of the Committee to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that affects the usability of the unit, these requests will not be given a priority above scheduled and preventive maintenance. By following this procedure, the Committee believes it can achieve both good user service and a maintenance system that completes the most important work first and in the most cost-effective manner.

II-G.7 CONTRACTING FOR SERVICES

(a) Chennai Institute of Technology will contract for maintenance services when it is in the best interests of the college to do so.

(b) When the employees of the college have the time and skills to perform the work at hand, they will be the first choice to perform a given task.

(c) When the employees of the college have the skills to do the work required, but thereis more work than there is time available to complete it, the college Management will determine whether it is more cost effective to use a contractor to complete the work.

(d) If the college staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the college will decide whether it will be cost effective to train a staff member to complete the work.

(e) Once the decision has been made to hire a contractor, the process set out in the Chennai Institute of Technology Procurement Policy will be used. These procedures vary depending on the expected cost of the contract. The Co-convener and the Supervisor will work with the Principal to facilitate the contract award. The Principal will decide about the contribution of the Maintenance Committee to this process. The mostimportant aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the college to get the work product it requires.

Appendix	Forms Groups of CMC		
SectionNo.	Section Title	Person(s) Responsible	Remarks
A.	Prioritization ofwork	Supervisor	
B.	Work procedures	Co-convener &Supervisor	
C.	Performancestandards	Co-convener &Supervisor	
D.	Work order system	Co-convener/Supervisor	
E.	Training and improvements	Co-convener &Supervisor	
F.	Long rangeplanning	Convener, Co-convener& Supervisor	
G.	Maintaining theproperty	Co-convener &Supervisor	
G.1	Responding toemergencies	Co-convener &Supervisor	
G.2	Vacancy reoccupation	Co-convener &Supervisor	
G.3	Preventive maintenanceprogram	Co-convener &Supervisor	
G.4	Inspectionprogram	Co-convener &Supervisor	
G.5	Scheduled maintenance	Co-convener &Supervisor	
G.6	User on-demandservices	Co-convener &Supervisor	
G.7	Contracting forservices	Co-convener &Supervisor	

	CHENNAI INSTITUTE OF TECHNOLOGY	
G.4	**REPORT ON INSPECTION OF EQUIPMENTS**	Department/Ref no:

1. Name of the Laboratory :

2. Date of Inspection :

3. Equipment inspected :

4. Action needed for each equipment to make them function:

<div align="right">Signature of Inspecting Staff</div>

5. Action initiated by HOD :

<div align="right">Signature of the HOD</div>

6. Approval of the Principal :

CHENNAI INSTITUTE OF TECHNOLOGY

II-A	**WORK REQUEST FORM** **(ELECTRICAL / PLUMBING)**	**Department/Ref no:**

Name: **Date:**

Designation & Dept.:

Intercom Number: **Mobile Number:**

Details of the Electrical / Plumbing / Maintenance work required

Signature of Requesting Faculty   **HOD**   **Principal**

(For Electrical / Plumbing Section Use)

Estimated Budget: Rs ………………   **Duration required ....Day(s)**

Electrical Maintenance Section   **Faculty Coordinator**

Approved by

CHENNAI
INSTITUTE OF TECHNOLOGY

II-B	CONSTRUCTION/ MAINTENANCE WORK REQUEST FORM	Location/Ref. No. :

Name: **Date:**

Designation & Dept.:

Intercom Number: **Mobile Number:**

Details of the Electrical / Plumbing / Maintenance work required

Signature of Requesting Faculty   **HOD**   **Principal**

(For office Use)

Estimated Budget   :

Duration Required :   **Project Engineer**

Approved by

HOD   **PRINCIPAL**   **ADMINISTRATIVE HEAD**

II-C	WORK PROCEDURE (STANDARD OPERATING PROCEDURE –SOP)	Location/Ref. No. :

Information Technology Services	**Standard Operating Procedure**	
Procedure Name:	**Procedure Number**	
Category:	**Original Effective Date:**	
Owner:	**Revised Effective Date:**	

I. Purpose

This procedure will details the steps to shutdown the [application name] server and all related service. This includes the application and database servers. Please follow this procedure for many planed system downtime event. Any question regarding this material should be directed to primary contact listed in this procedure.

II. Responsibility

This procedure applies to all employees responsible for maintaining the [application name] information system under the control of [Department name]. IT is responsible for enforcing this procedure; therefore, all IT staff with administrative responsibility for information system support will be accountable for following procedure, which includes third party contractions and/or vendors.

III. Procedure

Understanding the system and database administration responsibilities related to production servers will ensure that all IT employees utilize appropriate security controls to maintain the availability and functionality of information services that support patient care, financial and administrative business processes.

Procedure Steps

1. PROCEDURE IDENTIFICATION:

Procedure Title	
Original Date:	
Signature:	

Approved By:	*Title*	*Signature*

REVIEW/REVISION HISTORY

Version	Review date	Next Review date	Descriptions	Review/Revision by	
				Name	Signature

II-G.4(1) STANDARD BASIC INSPECTION ITEMS

A. Building Systems
1. AC plants
2. Electrical System
3. Emergency Power
4. Fire Protection
5. Lifts
6. Sanitary System
7. Water Supply

B. Building Exterior
1. Doors
2. Fire escapes
3. Foundations
4. Lighting
5. Ramps & steps
6. Roofs & terraces
7. Walls
8. Windows

C. Labs & Other Facilities
1. Laboratories
2. Workshops
3. Computers
4. IT installations
5. Library

D. Campus Outdoor
1. Roads & Driveways
2. Fences & compound walls
3. Street & Ground Lighting
4. Mail & Suggestion boxes
5. Parking
6. Play areas & equipment
7. Rainwater drainage
8. Signs and display boards
9. Waste disposal
10. Ramps, platforms & steps

E. Common areas
1. Basement
2. Community space
3. Corridors & stairs
4. Garage
5. Halls
6. Closets
7. Office
8. Patio/Portico/Balcony
9. Restrooms
10. Store rooms
11. Utility

F. Residential Units
1. AC System
2. Bathroom
3. Ceiling
4. Doors
5. Electrical System
6. Fire alarm
7. Floors
8. Lighting
9. Outlets
10. Patio/Portico/Balcony
11. Stairs & Ramps
12. Switches
13. Walls