

SERVICE RULES AND POLICIES

1. INTRODUCTION

These rules shall be called “Chennai Institute of Technology, Chennai, Policies, Conduct Rules, and comes into force from the month of August 2016. These rules supersede all the rules put into force, previously. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

Definition

“**College**” means Chennai Institute of Technology, Chennai

“**Trust**” means Pathasarathy Seeniammal Educational Trust, Chennai.

“**Faculty Position**” means a faculty carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned position.

“**Supporting Staff Members**” means a person appointed in a Non- Teaching post to which no other person holds a lien.

2. RECRUITMENT AND PROMOTION

2.1 SCREENING

- a) Recruitment is normally done twice in a year during May and November.
- b) The number of vacancies in different cadres shall be communicated by the Principal/Designated Authority based on student strength / existing faculty / resignations or terminations of staff members, to the management for approval / information.
- c) Vacancies shall be advertised in leading English newspapers.
- d) Screening of applications shall be done by the respective Screening Committee.
- e) Short listed candidates shall be informed through call letters and over telephone by the HR Department.

2.2 INTERVIEW

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

2.3 PAY FIXATION

- a) 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.
- b) 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.

2.4 PROMOTION

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 as per AICTE norms. A Committee constituted specially by the Chairman of the Trust will consider the cases of such promotions and obtain the approval of the Principal and the Chairman of the Trust.

2.5 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 will be issued a notice of warning at the end of the ninth month, and if his work continues to be unsatisfactory, his 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 has to undergo probation of one year in the new post also.

2.6 RESIGNATION/TERMINATION OF SERVICE

- 1 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.
- 2 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

3. LEAVE

3.1 Casual leave and Vacation

- a. Faculty and Staff members are eligible to avail one day casual leave for every completed month of service.
- b. Casual leave can normally be availed only with prior approval of the Head of the institution through HOD
- c. 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
- d. 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.
- e. 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).
- f. 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.
- g. Un-availed summer / winter vacation cannot be combined. Also surrendering of vacation period for “claim of salary” is not allowed.
- h. Faculty members must report to the duty on the next day of completion of vacation.
- i. 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.
- j. 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).
- k. Faculty/Staff members are eligible to avail two 1 hour permissions per month.

3.2 Maternity Leave

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

- a) 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.

- b) The faculty should give an undertaking that they will work for two years after re-joining duty and to forego the vacation to the extent of 30 days in the succeeding vacation.
- c) The faculties with less than five years of experience can avail six months of leave for their maternity without salary compensation.

3.3 Medical Leave

- a. 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.
- b. For other ailments and hospitalization 15 days medical leave will be given on production of medical certificate and discharge certificate from recognized hospital.

3.4 On – Duty Guidelines

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

- a) Faculty should report on time to the respective venue.
- b) Under any situation he / she should avoid unnecessary arguments in the reporting college.
- c) 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.
- d) The faculty should report to the concerned HOD daily and feedback should be given through mail.
- e) If there is any allowed expense, he / she must get prior approval from the Principal / Chairman and detail of account should be settled on the next immediate day of reporting to duty, failing which will be adjusted in salary.
- f) Attendance report must be submitted on the reporting day, otherwise OD's will be considered as LOP.
- g) 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.

4. CONDUCT AND DISCIPLINE

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.

5. AWARDS / INCENTIVES FOR FACULTY, STAFF AND STUDENTS

5.1 General

- a) Students who secure first three places (year wise) in University Exam will be awarded with Merit Certificates.
- b) Students having 100% attendance in each academic year will be awarded with Merit Certificates.
- c) Staff Members producing 100% in the theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates.
- d) Faculty members are awarded Rs 5,000/- and Rs 10,000/- for publishing papers in Scopus journal and SCI journal publications respectively.
- e) Best Student will be selected on the basis of Academics, participation in consultancy projects, funded projects and title win in any National and International competitions.
- f) Faculty / Students will be awarded merit certificate and memento for the following activities:
 - i. University Rank holders & Sports Achievements
 - ii. Publishing books, Patents and Copy rights.
 - iii. Best outgoing student in UG and PG.

5.2 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.

5.3 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, students and 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.

a. 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.

b. Revenue sharing

The revenue sharing arrangements are as below:

- a) 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.
- b) 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 7 years or till commercialization, whatsoever is earlier.
- c) Conversion/Transfer of IP
The college shall anytime share the ownership of the IP with the prior consent with inventor. In such condition inventor shall be the co-owner of the invention and the college, shall be instrumental in process of conversion

5.4 Other Terms and Conditions

- a. 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).
- b. Avoid taking leave when the semester classes are going on.
- c. Avoid availing permission / late arrival every month as a routine habit.
- d. 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.
- e. The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.
- f. 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.
- g. Staff members are permitted to pursue higher studies, as part time programme, while serving in the Institution.

- h. Faculty members are allowed to do Ph.D course work through Anna University recognized research Centre, which is also available within the Institution.
- i. Management shall pay complete fee for Patent registration and the revenue generated will shared as per the agreement signed.
- j. Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- k. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- l. 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.
- m. All the faculty covered with PF and Accident Insurance.
- n. There is No Loss of Pay concept for availing leave.

6 RESPONSIBILITIES OF TEAM MEMBERS

6.1 Responsibility of the Principal

- a) Responsible for entire Academic regulations including Examination and Image building of the Institute.
- b) Responsible for maintain the discipline and decorum in the College premises & regular rounds to all the buildings & hostel
- c) Maintain the Administrative dept including monitoring of scholarship and collection of fees and maintain faculty, staff and student welfare.
- d) Organizing the statutory body meeting regularly
- e) Arrange and monitor AICTE and AU affiliation Inspections and Admission Process
- f) NBA and NAAC within stipulated time
- g) Monitor the Industry Institute Interaction for Placements, Seminars, FDP, SDP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects
- h) Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
- i) Establishing all the department labs with State of art facility
- j) MIS Report to the Chairman periodically
- k) Plan, Prepare and monitor the Budget of the Institute
- l) Faculty and Staff Recruitment as per the AICTE & AU Norms
- m) Develop Academic calendar, Service rules and regulation
- n) HOD meetings, Parents meet, Faculty meeting periodically
- o) Monitor the feedback students, faculty and initiate remedial measures
- p) Website Maintenance and Update Periodically
- q) Monitoring the Professional Association, Club and sports activity and arranging various events to build up the image of the institute.

- r) Encourage the faculty and staff to participate and conduct FDP, Conference, Seminar and workshop to update their knowledge
- s) Developing the infrastructure as per norms of AICTE / AU
- t) Develop the research facility and motivate the faculty, staff and students to involve in it actively.

6.2 Responsibility of the Academic Coordinator

- a. Daily Academic Activity Follow up by visiting all the departments within 1st one hour and ensure whether all the faculties are available for the day to handle the class & alternative arrangements made.
- b. Academic Audit - to ensure timely completion of Syllabus
- c. Monitoring of Class Teacher Meeting (CTM), Subject Teacher Meeting (STM), Class Committee Meeting (CCM) and addressing its issues. Conduct of daily test and assessment test as per the schedule and analyze the results.
- d. Visiting all Labs, check the status of experiment completion and lab track record.
- e. Students Feedback (On line / off line) Collection, Consolidate and Forward to the Principal for follow up action.
- f. Coordinating with Exam cell and departments to update Attendance, Internal Marks and ensure smooth conduction of Examinations.
- g. Monitoring of Absentees & Communicating to parents.
- h. Monitoring of self study group (Toppers) and Slow learners and counselling.
- i. Monitor the Functional Committee of Academic Group.

6.3 Responsibility of Training Coordinator

- a. In charge for all the Training provided in the college.
- b. Prepare the training brochure based on the facility available.
- c. Interacting with Industries for Industrial visit and Training and Internship etc
- d. Coordinator for Signing MOU's with leading industries
- e. Consultancy Project – Department wise Planning and Execution
- f. Creating and maintaining Centre of Excellence with industrial tie up
- g. Plan, arrange and monitor Soft skill & core training through Centre of Excellences.
- h. Organizing other training required depends on Industry requirement
- i. Organize the various events such as workshops, Seminar and hands on training for other college students and generating fund
- j. Collecting feedback from the industry about our students performance in their industry

6.4 Responsibility of the Administrative officer

- a. Admission Process follow up – (Convener & Management)
- b. Coordinating with University / Secretariat /DOTE to ratify the admission process
- c. In charge for AU / AICTE affiliation and approval process

- d. PRO Activities – Police, Fire, Health , Press , Government and Local body members, Political parties if required
- e. Handling of Legal issues if any related to AU and AICTE
- f. Hospitality In charge for various activity planned in the college
- g. Monitoring & Handling the issues of PF, ESI, Insurance, Gratuity, Professional Tax, EB, Phone and Internet
- h. Purchase of Stationary, House Keeping, Civil, Electrical, Plumbing, Networking Materials, ID Cards, text and note books, Observation and record Books, Attendance Books and other necessary formats made available in time.
- i. Issuing of Bonofide, Transfer certificate, Conduct certificate for the students and Appointment order, Experience Certificate, Relieving Order, Salary certificate for the faculty and Staff whenever required after collecting the approval from the higher authorities.
- j. Maintaining the College Security, Transport, Hostel, mess and Canteen facilities and issues follow up.

6.5 Responsibility of the Maintenance Manager

- a. Stock Inventory – Inward & Outward (All Materials)
- b. Ensure the Electricity / Water / Furniture availability in all places in the campus
- c. House Keeping, Security, Gardening, Generators - daily maintenance
- d. Monitoring the Civil Work and report to Principal / Chairman
- e. Plan the Electrical, Carpenter, Plumber works, arrange the necessary materials and assign the works to the concerns for timely completion
- f. Maintaining Cleanliness inside and outside the Building
- g. Maintaining UPS, Xerox, Air conditioners, RO Plant, Water coolers, STP through AMC if required
- h. Collect the maintenance report from all the labs and make the arrangements to do service the equipments and Machines whenever necessary.
- i. Maintaining all furniture's, fans and tube lights in class rooms and Labs in good condition
- j. To Ensure the saving of Electricity and Water visit all the places in the college regularly and advise the attenders /floor in charges to shut off when not in use.

6.6 Responsibility of the Accountant

- a. Collection of all Fees (Tuition fees, Exam fees, Fines if any)
- b. Sending report to the Management and Principal
- c. Payroll generation for faculty and staff
- d. Assisting in Budget preparation / Salary Bill Preparation
- e. Arranging the Payments for Vendors / Suppliers / Day to Day activity / Taxes and Insurance / Utility Bills in time

- f. Member in Purchasing Committee to ensure transparency in purchase.
- g. Interaction with Welfare office to get the Scholarship Payment
- h. Update the Students fee dues to the Principal / HoD's and interacting with parents whenever necessary to collect the fees.
- i. Maintaining Acquaintance Register, Cash Book and Account details of all the transactions.
- j. Issue of Form 16 for all faculties

6.7 Responsibility of the Exam cell Coordinator

- a. Conducting Internal and External Examination
- b. Examination registration and upload the marks to AU portal in time
- c. Download the Results and Communicate to the Concern departments
- d. Prepare and Circulate the seating arrangement / Invigilation duty - 7 days in advance
- e. Prepare the schedule for practical examination and identifying the external examiner in consultation with the HODs / Principal
- f. Circulars down load from AU and Communicate to Principal / HoDs / Faculty and Students
- g. Strictly Maintain the confidentiality
- h. Purchase, Collection, Maintenance dispatch of examination materials.
- i. Maintenance of all Exam cell files up to the standard as well as on date
- j. Maintain the Account of Exam cell.

6.8 Responsibilities of HOD

- a. Responsible for students, faculty and staff discipline.
- b. Plan and motivate the student and faculty to produce good academic results.
- c. 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
 - i. The progress of syllabus, daily tests, Assessment test
 - ii. Submission of the marks
 - iii. Behavior of the students in the class and Lab / Workshop
 - iv. Completion of experiments in each Lab / Workshop
- d. Plan and conduct / monitor Concept of the day, students data book transfer, subject teachers meeting, class teacher meeting, class committee meeting, common subject teacher meetings regularly.
- e. Arrange GL / Seminar / WS in the latest topics by eminent industrial Personalities, minimum 2 industrial visits in a semester / class
- f. Update the Faculty / Staff / Student Bio data every semester.
- g. 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.
- h. Check the faculty attendance register regularly in the morning and arrangement of class for the staff on leave / OD / absent.

- i. To Allocate the subject and lab as per the choice of faculty, advise them to prepare lecture notes and sample records for lab and prepare the time table well in advance (At least 15 days before the commencement of class).
- j. Immediately after the announcement of the University results, HOD's should submit the result analysis in the prescribed formats.
- k. Plan and conduct Parents and Teachers meet within one week from the university results announcement.
- l. Submit the budget of the department on or before March 30th every year.
- m. Plan and conduct the project reviews as per the schedule
- n. 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.
- o. To publish Department Magazine / news letter, at least one in a 6 month.
- p. 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.
- q. To maintain the stock register in your department including furniture. All the items should be numbered.
- r. To check whether the staff members utilize the ICT facilities properly, in the class room. A separate stock register is to be maintained for the transparent sheets.
- s. HODs to kindly get principal's prior approval before going on CL/OD. It enables smooth running of the system.
- t. Monitor and motivate the training, Placement, Higher studies and other competitive exam activities.

6.9 Responsibilities of a Faculty

- a. Syllabus of each unit should be covered as per lesson plan, deviation if any should get informed to the HoD.
- b. For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
- c. Be in the class room in time and maintain strict discipline and silent during the lecture.
- d. If any student misbehaves in the class room , kindly bring to the notice of HOD / Principal immediately.
- e. Be cordial in the class, interact with all the students and find their expectations and sort out the issues.
- f. Coordinate with all the activities of Department and Institutional development.
- g. Motivate all the interested students to participate in various industrial projects and competitions.
- h. Attend the FDP upgrade your skills, Publish 1 research paper / year in the SCI / Annexure 1 Journal.

- i. Plan and coordinate / associate to conduct a workshop / seminar / FDP and conference.

6.10 Responsibility of Librarian

- a. Create awareness about library facilities, resources, equipments, services and policies among students, staff and faculty.
- b. Keep the records of books inside & (circulation) out of library.
- c. Code, classify and catalog books, publications, films, audio visuals and other library materials based on subject and library classification systems.
- d. Train the library staffs such as receiving, cataloging and equipment use, and respond to complaint if any raised by stakeholders and taking action as necessary.
- e. Develop the library facilities and constantly upgrade as per the norms of AICTE and Anna University. Evaluate materials to determine outdated or unused items to be discarded.
- f. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic path finders and online tutorials.
- g. Get inter college library membership and arrange interlibrary loans of materials not available in our library.
- h. Confer with teachers, parents, and community organizations to develop, plan and conduct programs in reading, viewing and communication skills.
- i. Maintain the stock of all the purchase, conduct audit in every semester, compile list of over dues and notify borrowers.
- j. Plan and participate in fund rising drives and write proposals for research or project grants.

6.11 Responsibility of Physical Education Director

- a. Develop and maintain the sports, games and gym facilities for both boys and girls.
- b. Develop successful teams, both boys and girls in all the games and sports.
- c. Increase participation and competitive representation within all focused sports across the college.
- d. Organize Inter college and interschool sports events every year
- e. Conduct Yoga classes for hostellers in the evening and Day scholars as per the schedule
- f. 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.
- g. Organize inter department sports meet annually.
- h. Lead / Monitor / Participate in all extracurricular activities such as NSS, NCC, YRC camps organized by the college.
- i. As a member of Anti ragging committee and disciplinary committee visit the entire campus, hostel, bus stops to monitor the students.

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

6.12 General instructions to all the Faculty members

- a. 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.
- b. The girl students with neat and appropriate dress code. The lady faculty members handling the class, should check the same.
- c. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
- d. During the library hour of a class the faculty –in- charge should keep the students in discipline.
- e. The faculty members and students are advised not to take any books (including the books already issued) inside the library from outside. However it is allowed for returning the books already taken.
- f. Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
- g. Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
- h. Don't allow the students to use the Mobile phone inside the class room.
- i. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not.

6.13 Responsibilities of Counselor

- a. The list of Counselor as approved by the HOD should be intimated to all the departments. This enables the staff of other departments to contact the corresponding Counselor.
- b. HOD shall nominate one faculty counsellor for every 20 students in the class and the list of counsellors shall be intimated to all faculties and students.
- c. The Counsellor should maintain the following data:
- d. Disciplinary action by the Principal, regret letters, leave letters, letters regarding his cultural, sports participation from the concerned in-charges and other letters relating to his absence from the classes.
- e. Certificate copies wherever he has won prizes in different events or an attested slip by the HOD.
- f. He will maintain the actual attendance of the student plus any other absence from regular classes due to the reasons indicated in "A".
- g. If a student is absent for three consecutive days, the matter should be intimated to the HOD. If it is more than one week, the same should be informed to the Principal. The

- Counselor should intimate to his parents immediately by letter or email. & over phone and ensure that the parents is aware of students absence and reason for absence.
- h. Each Counselor will maintain master attendance. The cumulative attendance is handed over to HOD by 2nd of every month. The attendance should show actual presence in class room and permission granted separately.
 - i. Test marks and assignment marks should be made available collectively for all subjects for all subjects in one common document.
 - j. The Counselor should send attendance and academic report at least twice a semester to parents through ERP. Any communication, which needs parents personal attention like discipline, poor attendance, more arrears etc. must be sent though courier or registered Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conversation.
 - k. The counselor shall meet individually all the students at least once in a fortnight and collectively whenever necessary. They will know their grievances and problems. This should be reported to the Principal through the HOD every month. Whenever the matter could not be expressed in writing, the same may be brought to the Principals notice immediately.
 - l. The counselor is virtually a personal guide for the students. Whenever the student has some technical / official problems, he may do the needful to find a possible solution.
 - m. For each student a data book should be maintained. Whenever a student gives a achievements of his credential / regret letter for his misdeeds what so ever may be, the same shall be kept in his file after consultation with the HOD.

7 GUIDE LINES FOR THEORY SUBJECTS

- a. The faculty members should maintain the lesson plan for the subjects handled by them for every class from the beginning to the end of the semester. They must prepare lesson plans at the beginning of the semester and give copies to student representative, HOD and Principal. All the faculty should follow the schedule to cover the syllabus in time. Assignment and tests will be conducted for the assessment of the students.
- b. Assignments / Tests must be promptly corrected by the staff member concerned before the following week end and the students informed of their performance. The parents are to be informed along with the attendance details for all the students. All records of attendance and academic performance should be kept properly i.e. computerized as well as hard copy. The HOD/ Teachers must keep a record of question paper for tests and assignments and also mark statements.

8 GUIDE LINES FOR LABORATORY CLASSES

- a. Observation books must be got ready in all respects before allowing the students to commence the experiments. Observations and calculations should be checked and got approved at the end of the lab class.
- b. Students must be allowed to perform any experiment only after concern faculty approval. The faculty should check the students whether they have adequate background in relevant theory. Though a viva about theory of the experiment at the start of lab classes.
- c. Laboratory records should be written only after faculty approves the observation book. Laboratory records, neatly written and completed in all respects should be submitted while coming to the next lab class.
- d. Correction of laboratory records must be completed within same day of submission.
- e. The teacher handling a laboratory class should maintain a lab track record.
- f. Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition to avoid hardship to the students during the examinations.

8.1 STAFF-IN-CHARGE OF LABORATORIES

- a) Administration / Maintenance activities
 - a. Procurement, erection, installation and commissioning of lab equipments.
 - b. Procurement and storage of materials, tools and instruments.
 - c. Planning, scheduling, organizing and coordinating with staff handling lab classes.
 - d. Planning and organizing development program for supporting staff.
 - e. Managing the maintenance of equipments and tools in the lab.
 - f. Including preventive and break down maintenance / register for regular and periodical maintenance. Participating in professional development activities.
 - g. Suggesting the removal of obsolete and condemned equipments.
 - h. Breakage list and explanations are to be sent to HOD at the end of every semester.
 - i. Stock register to be maintained by the lab-in-charge concerned for machinery / equipment and consumables.
 - j. Monitoring supporting staff in their work and maintaining discipline.
 - k. Recommending leave and permission for supporting staff.
 - l. Displaying Rules and Regulations, safety precautions for the students in the laboratory.
 - m. Main switch board and fire extinguisher position should be displayed prominently.
 - n. Intimating the electrical maintenance section in case of adding any electrical equipment.
 - o. Ensuring proper security of lab equipments.

- p. Ensuring locking of laboratory after college hour after switching off Electric power, air conditioners, fans, lights etc.

8.2 Faculty Handling laboratory classes:

1. Responsible for conducting the lab classes for that semester and particular subject.
2. One or two teaching staff will assist him/her.
3. Planning and designing the experiments to fulfill the curriculum.
4. Ensuring discipline and attendance of the students.
5. Explaining the theory and operation for the experiments.
6. Checking and approving the observation book. Checking and correcting Laboratory records.
7. Co-ordinating with Lab-in-charge for efficient and effective conducting of lab classes.
8. Making necessary arrangements for conducting University / model practical examinations, assessing the performance and finalizing the marks.
9. While conducting special classes, ensuring proper transport and canteen facilities for students / staff.

Reporting to Lab-in-charge any damage of the equipment / defective then and there to the Supporting / Assisting Faculty :

8.3 Lab Assistant / Instructor / Foreman / Programmer:

1. During the practical classes, assisting the staff handling the lab classes in conducting experiments.
2. Guiding the students in the performance of practical task / exercise.
3. Ensuring the safety of the students, equipment and machinery while conducting lab class.
4. Assisting the students and faculty members in the fabrication of projects.
5. Making necessary arrangements for conducting university / model practical examinations.
6. Storage and accounting of raw materials, tools and instruments.
7. Arrangements for issuing of raw materials, tools and instruments for the experiment.
8. Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
9. Maintaining the lab by running the machinery periodically when the lab is free.
10. Any Damage of accessories and equipments by students must be brought to the notice of lab-in-charge.
11. Not allowing the students in lab during their theory class.
12. Providing all assistance to the Lab-in-charge in maintaining and running the laboratory smoothly and ensuring safety and security of the lab.

13. He/She is responsible for opening and closing of their concern Labs
14. He/She is solely responsible for the all the equipments / machines and other materials available in the labs. If any thing is missing / lost it should be brought to the notice of concern HoD`s / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
15. Don't entertain any sweepers/attenders to clean the lab or machines in your absence

8.4 Mechanic

1. Assisting the instructor in conducting experiments.
2. Guiding the students in their practical class to complete the exercise. Assisting the students and faculty members in the fabrication of projects.
3. Making necessary arrangements for conducting University / model practical exams.
4. Ensuring the cleanliness of machinery, equipments and lab in general.
5. Assisting the Lab-in-Charge as and when necessary.

9. CONFERENCES, COURSES & WORKSHOPS

- a. All the faculty members must strive to publish papers in reputed National and International journals.
- b. At least one author, in the case of multiple authorship, should present the paper in the conference.
- c. Participation is subject to the condition that academic / examination work does not suffer.
- d. 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.
- e. A copy of the course material is to be deposited in the department Library with information to the Principal.
- f. A brief report on conference / course / workshop must be given immediately after return from the programme.
- g. All the Hods should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops in collaboration with funding agencies / Industries

10. STUDENT RELATED POLICY

10.1 Policy and Process for Merit Scholarship

Parthasarathy Seeniammal Educational Trust feels conceited to provide Merit Scholarship to the students of our Institution **Chennai Institute of Technology**, Sarathy Nagar, Kundrathur, Chennai, throughout their course of study to support their Education, trailing the criteria given below:

- a) Students who have completed their HSC with an aggregate mark in Mathematics, Chemistry and Physics will be considered eligible to acquire the merit scholarship.
- b) CITSET- CIT Scholarship Test mark and HSE mark will be given equal weightage for the scholarship process.
- c) Aggregate mark accounting to 190 and above will be able to get a complete fee waiver and students who have got an aggregate mark reporting from 185 to 189 will get a semi-fee waiver, provided that the students get approval from the institution before attending the counseling.
- d) Students who are single parented, possessing a very low income regardless of their aggregate marks. (evident with the income certificate)
- e) Students who are from underprivileged background, despite their aggregate marks. (evident with the income certificate).
- f) Special consideration of 10% relaxation in HSC and CITSET for the girls students

10.2 The trust holds the following processes to claim the Merit Scholarship:

- a) The students who are eligible have to fill an application form and the same has to be submitted to the Administration Office.
- b) The Scholarship committee will verify the authenticity of the certificates through a transparent approach and subsequently recommend the students to the trust for providing the eligible scholarship.
- c) A certificate denoting their Scholarship throughout their course of study will be provided as a documentary to the Scholarship availed students through a validated gathering.

11 DELEGATION OF FINANCIAL POWERS

11.1 Financial powers of the Chairman & Managing Director

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.

11.2 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.

- a. To appoint and fix the remuneration for teaching / non teaching staff of the college and also sanction increments as per norms.
- b. To make investment decisions and also arrange for resource mobilizations to meet the financial requirements of the college.
- c. To purchase fixed assets within the limits authorized by the Chairman and the budget of the college.
- d. 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.
- e. To delegate the financial powers down the line in cases of exigencies.

- f. To introduce adequate control systems to enforce financial discipline
- g. To enter into contract for any service or work.
- h. The Vice Chairman / Secretary shall exercise powers vested with them judiciously for the effective Management of the financial system of the college.
- i. 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.

11.3 Financial Power of Principal

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

- a. To authorize purchase of consumables for laboratories over and above the powers of the Heads of the departments.
- b) To organize the guest lecture, seminar, conference, symposium, cultural events in the campus.
- c) To sponsor faculty / staff for any academic or co- curricular / extracurricular activities.
- d) To authorize any expenses which he may deem essential.

11.4 Financial powers of the Heads of the departments

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

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