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Criteria VI :

Key Indicator: 6.2.2

List of Policy Documents

1. Admission Policy
2. HR Policy
3. Probation Policy
4. Promotion Policy
5. Emergency Management Policy
6. Email Usage Policy
7. Referral Policy
8. Residential Accommodation Policy
9. Examination and Evaluation Policy
10. Research Policy
11. IPR Policy
12. IT Policy
13. WiFi Policy
14. Purchase Process
15. Paper Usage Policy
16. Green Campus/Waste Management Process
17. Revenue Sharing (Consultancy) Process
18. SoP for Faculty Awards
19. OSA – SoPs
20. SoP for Scholarships
21. Adjunct Faculty Policy
22. SoP for Industrial/Field Visits
23. Students Grievance Redressal Policy

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Policy Document

Admission Policy

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ADMISSION POLICY

Kumaraguru College of Technology(KCT), Coimbatore is a private Engineering College, started in 1984 under the auspices of Ramanandha Adigalar Foundation, a charitable educational trust of Sakthi group. Situated in a sprawling 156 acre campus in the IT corridor of Coimbatore, KCT is an autonomous institution affiliated to Anna University, Chennai and approved by All India Council for Technical Education (AICTE). KCT offers UG, PG Engineering programmes, MBA and MCA.

As per the norms of Anna University / Tamil Nadu Government (TNEA), the seats are filled by the Government under Single Window counselling and a portion of the seats are permitted to be filled by the management.

Government Quota

1) UG (BE / B Tech)

The admissions for Government Quota under Single Window counselling is managed by Anna University, Chennai. Post +2 results, the Anna University notify the process for admissions and instructions for online applications. TNEA generates rankings based on Cut-off marks. The cut-off mark is calculated on a weightage of 100 for Maths and 50 each for Physics and Chemistry. Based on the ranks, reservation policy and Students Choice the seats were allotted. The admission for UG – Lateral programs is also on the same line except that the eligibility for lateral entrants is diploma (10 + 3 stream).

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2) PG (ME / M Tech / MBA / MCA)

The admission for PG courses for Government Quota is again through the Anna University counselling. Based on the qualifying exams in the respective disciplines, the scores in the TANCET, admission is done as per the policy of the Government of Tamil Nadu.

Management Quota

The institute admits students under management quota based on the following and as per the guidelines given in Consortium of Self- Financing Professional Colleges in Tamil Nadu.

a) Cut-Off marks
b) Total Marks in +2 and 10th.
c) Board Studied (State / CBSE / ISCE)
d) Schools

The process is same for UG – Lateral admission also. However, the admission to PG Courses even under Management Quota is also through an entrance test conducted by the regional consortium authorized by DOTE / Anna University.

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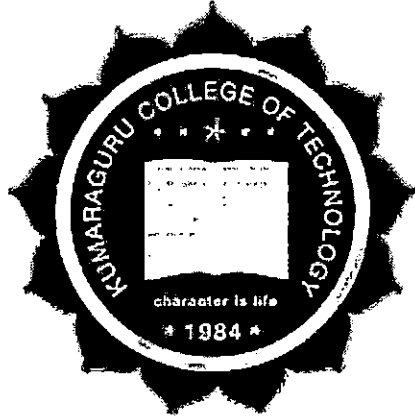
Kumaraguru College of Technology

Coimbatore - 641049

HR Policy

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KUMARAGURU COLLEGE OF TECHNOLOGY
Coimbatore – 641 006

HUMAN RESOURCES POLICY-2021

1. About the Institution

Kumaraguru College of Technology (KCT), Coimbatore is a private Engineering College started in 1984 under the auspices of Ramanandha Adigalar Foundation, a charitable educational trust of the Sakthi Group. Situated in a sprawling 156-acre campus abetting the IT corridor of Coimbatore, KCT is an autonomous institution affiliated to the Anna University, Chennai and approved by All India Council for Technical Education (AICTE). KCT has been accredited by National Assessment and Accreditation Council (NAAC) with Grade 'A' and all the eligible UG programs have also been accredited by National Board of Accreditation (NBA). This college is governed by a Governing Council.

1.1 VISION:

The vision of the college is to become a technical university of International Standards through continuous improvement.

1.2 MISSION:

Kumaraguru College of Technology (KCT) is committed to providing quality Education and Training in Engineering and Technology to prepare students for life and work equipping them to contribute to the technological, economic and social development of India. The College pursues excellence in providing training to develop a sense of professional responsibility, social and cultural awareness and set students on the path to leadership.

1.3 QUALITY POLICY:

We at Kumaraguru College of Technology strive to achieve customer satisfaction by providing Quality Education and Training in Engineering and Technology in a congenial and disciplined environment through

> Involvement at all levels
> Continuous Up-gradation of facilities
> Invest in building human capital
> Strive for Continuous Improvement.

1

2. Recruitment:

The Recruitment Manual of the Institution provides the framework, processes and systems that facilitates merit-based recruitment of academic and academic support staff as per the norms mandated by such as AICTE, UGC and Affiliation norms.

a) Cadre Structure for Teaching Staff as per AICTE norms:

LEVEL	CADRE
1	Principal
2	Professor
3	Associate Professor
4	Assistant Professor III
5	Assistant Professor II
6	Assistant Professor I
7	Director of Physical Education
	Librarian

3. Policy Governing Employment

The **Letter of Appointment** issued to every employee contains the **Terms and Conditions of Employment***.

(*Annexure 1)

The terms and conditions of employment cover the following.

- a) Date of commencement of services
- b) Role and assigned duties
- c) Probation and confirmation in services
- d) Voluntary separation from services
- e) Conditions governing compulsory relieving from the services
- f) Separation process
- g) Workplace norms

4. Code of Conduct

The **Code of Conduct policy\#** covers mandatory workplace behavior and desirable practices. The policy also covers actions and behaviors that constitute violation of defined and established Norms. The disciplinary process and procedures that will apply for such violations are also covered.

(# Annexure 2)

5. Probation Policy

The **Probation policy**** of the Institution covers the scope and applicability of the probation period and the process for confirmation
(** Annexure 3)

6. Performance Management

Performance Management in the Institution is guided by the **Performance Appraisal and Development System (PADS)** that covers all staff of the Institution. A rigorous process of Goal Setting and Periodic Reviews that involve a three tier model comprising of Assessment by Self, Head of Department and Institutional Leadership is enabled through a custom designed system. The outcomes of this elaborate process contribute to Performance Ratings that guide decisions on salary revisions, rewards and recognition, development opportunities and readiness to assume higher responsibilities.

7. Career Advancement

The **Promotion Policy\#\#** of the institution details the Career ladder, Performance and other indicators that enable career growth.
(\#\# Annexure 4)

8. Staff Welfare

Statutory: EPF, ESI and Gratuity:

The Institution has implemented the Employee Provident Fund (EPF), Employee State Insurance (ESI) and Gratuity as per the respective acts.

Other:
The Institution has additionally provided for Health Insurance including Hospitalization and Group Accident policy.
The Institution offers facilities on campus that include –
- Medical Centre headed by qualified medical practitioners
- Transport Facility
- Fitness Centre – KRAFT
- Meditation Centre – Gnanasabai
- Staff Quarters
- Subsidized dining – KORE, East KORE, Campus Dining
- Cafeterias across campus for informal collaboration and networking

9. Work Schedule, Timings and Leave

The work schedule and the holiday calendar will be declared through the Academic Calendar at the beginning of the academic semester by the Head of the Institution.

The second and fourth Saturday of every calendar month and all Sundays will be observed as non-working days by all Teaching and Administration staff. Academic support staff will observe every second Saturday of every calendar month as a non-working day.

In the event of any exigencies the Institution may declare a non-working day / holiday as a working day. In such case a compensatory off will be declared by the Head of the Institution.

The Institution will observe the following timings

Sl. No	Category	Timings
1	Teaching Staff	08:30 to 04:30 PM
2	Academic Support Staff	08:30 to 05:30 PM
3	Administration Staff	08:30 to 05:00 PM

During the mandated work hours adequate time is provided for Lunch and small breaks.

Any deviations to the above will be require prior written approval. All requests for deviations will be forwarded by the concerned department Head and approved by the Head of the Institution / Management.

The institution may allow flexibility in the working timings based on a case to case basis by the head of the Institution, however fulfilling minimum mandated hours of work and adhering to the policies of the institution governing employment.

Permissions for coming late or leaving earlier

i. Total two permission for all Staffs for coming one hour late or leaving one hour early will be permitted in a month.
ii. Extra Permission will be treated as Casual Leave for ½ a day.
iii. If no CL is available then it will be LOP.

10. Leave Rules

The **Leave Policy^** of the institution details the leaves eligible for the staff.
(^ Annexure 5)

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Probation Policy

Foreword

Kumaraguru College of Technology (KCT) Probation policy provides information about the terms and condition that a new employee should follow during the probationary period. The policy conveys that probation period is an opportunity to both new employee and their heads to do get adjusted and to improve the performance. Probation policy of KCT clearly stated that a new employee should meet the set standard performance, should follow the code of conduct of the institution and behave in an acceptable manner. The probation policy of KCT is under periodical review for incorporating necessary changes in meeting the international and national standards. This amendment also provides the essential changes necessary in improving the performance of the institution.

1. Short Title and Commencement

    i.   This may be called the KCT Probation Policy Amendment 2019 of Kumaraguru College of Technology. This policy will supersede the policy, process and rules in existence, on the date this policy will come in force.

   ii.   This policy shall be applicable to all the employees of the Kumaraguru College of Technology.

2. Purpose of the Policy

The purpose of the probation policy is to assess the fitment of the individual to the institution, which is measured in terms of

    i.   Learning
   ii.   Performance
  iii.   User feedback

3. Policy amendment

Following table represents the change in probation policy as an amendment to the existing policy. Table will explain the changes in policy in comparison to existing process and practices.

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Probation Policy Amendment – August 2019

Objectives of Probation Assessment		1. Role Fitment 2. Department Fitment 3. Institution Fitment	
Area	**Existing**	**Proposed**	**Comments**
Process	• Self-Assessment • HOD Assessment • Peer & Student feedback • Principal Review & Recommendation	• To Continue as existing	• Process is holistic and proven
Probation Period	• 2 years for ASP & AP • 1 year for Professor • 1 year for others	• AP - 2 semester (1 Year) • ASP & Professor - 1 semester (6 months) • Experienced staff (2 years and more) - 1 semester (6 months) • Fresher / Less than 2 years experience - 2 semesters (1 year)	• Employees with prior experience are expected to learn, perform and integrate within the shortest time. Extending term / Compulsory relieving should be on exception basis
Mandatory Certifications	• English - BEC Technical - HOD recommended list	• English - Entry level & Advanced Technical - Expand to Swayam / NPTEL / MOOC • HOD to recommend the list of courses and submit to HR.	• Recommended that completion of certifications be made mandatory for PADS eligibility rather than probation confirmation
Leave Eligibility	• Casual leave applicable from Day 1 • Earned Leave & Medical Leave is applicable after completion of probation period	• Casual leave from Day 1 as existing • Medical Leave upon completion of 6 months • Earned leave upon completion of 12 months	• Leave eligibility is guided by legal compliance. The proposal is limited to when an employee can avail leave.

4. Exception

This Policy will be undergo periodical review and the management will exercise its right to revise the policy as deemed appropriate from time to time.
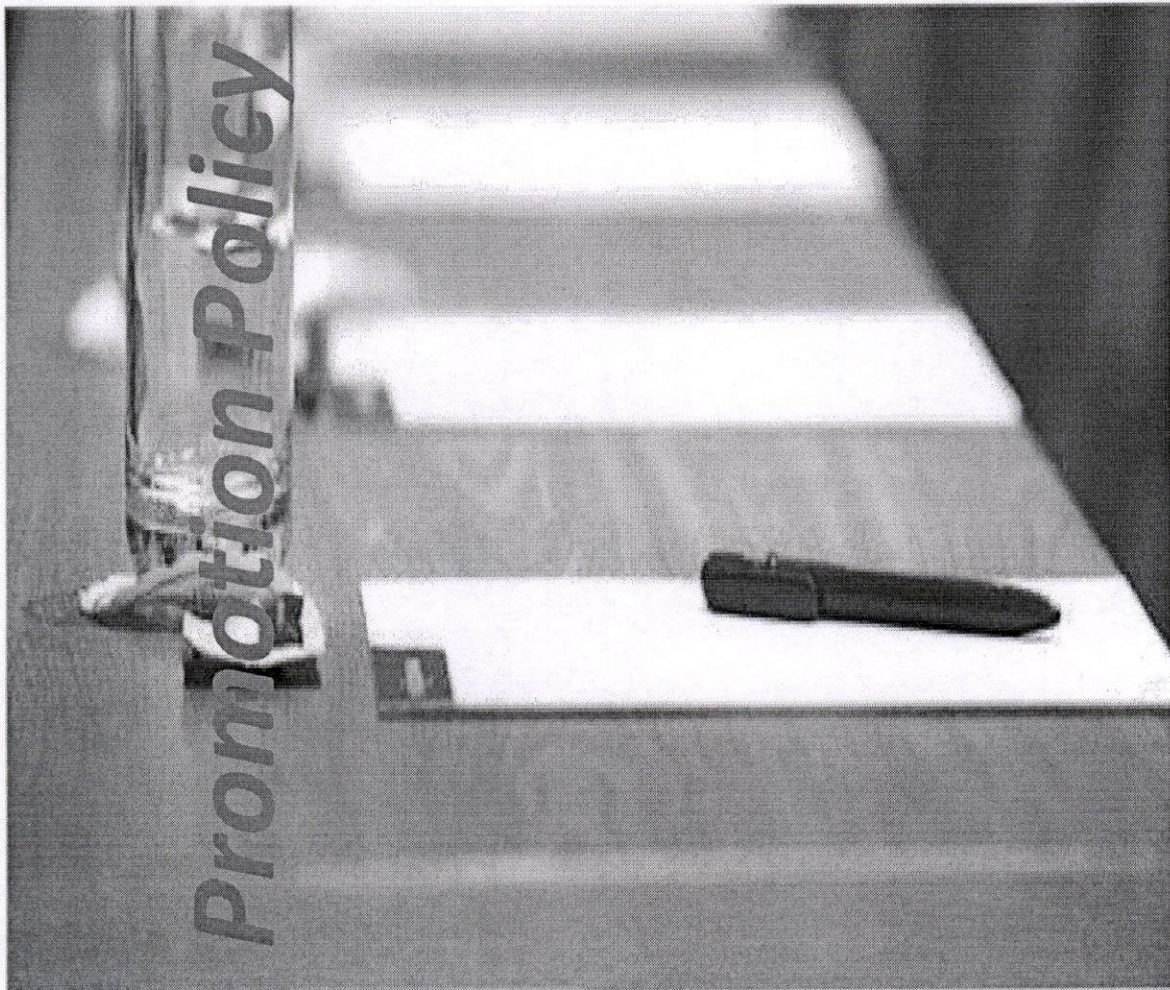
**** **Thank You** ****

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Promotion Policy

Promotion Policy

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Version 1- 10.02.15

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Contents

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Promotion Policy

Promotion Policy Manual

1. KCT - Vision and Mission

Vision

The vision of the college is to become a technical university of International Standards through continuous improvement.

Mission

Kumaraguru College of Technology (KCT) is committed to providing quality Education and Training in Engineering and Technology to prepare students for life and work equipping them to contribute to the technological, economic and social development of India. The College pursues excellence in providing training to develop a sense of professional responsibility, social and cultural awareness and set students on the path to leadership.

Quality Policy Statement

We at Kumaraguru College of Technology strive to achieve customer satisfaction by providing Quality Education and Training in Science, Engineering, Technology and Management in a congenial and disciplined environment through

- Involvement at all levels
- Up gradation of facilities and human resources
  Commitment to continual improvement

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2. Objectives of Promotion Policy

The Promotion policy aims to provide the faculty members with an opportunity to progress in their career based on performance and competence by applying for internal promotions. The promotion policy aims to

- To integrate the aspirations for growth and development of faculty members with the future requirements of the institution

- To ensure equity, fairness and transparency in matters relating to promotion
- To recognize and reward meritorious performance

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Promotion Policy

3. Process of Promotion

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┌─────────────────────────────────────┐
│   Identification and announcement of │
│      Vacancy/need in the department  │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Call for Applications based on Eligibility criteria │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Receiving applications through proper channel │
│      and verification for eligibility │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│          Feedback from Alumni        │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────────────┐
│ Assessment by Promotion Review Committee     │
│                                              │
│  1. Performance in PADS (PADS to include     │
│     Teaching-student feedback, research,     │
│     contribution to department & Institution, HODs │
│     feedback score and Peer Feedback Score)  │
│  2. Faculty   presentation   –   Personal   Mission │
│     statement and future contributions to KCT │
│  3. Personal Interview                       │
└─────────────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   Recommendation of the Committee    │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│ Communication of the recommendation  │
│     with feedback to the applicants  │
└─────────────────────────────────────┘
           │                    │
           ▼                    ▼
   ┌──────────────┐    ┌──────────────────┐
   │  Promotion   │    │ Maintain status quo │
   └──────────────┘    └──────────────────┘
           │                    │
           ▼                    ▼
 ┌──────────────────┐  ┌──────────────────────┐
 │ Orientation & Induction │ Support through training and │
 │ into the new position │ development/ Mentoring │
 └──────────────────┘  └──────────────────────┘
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Promotion Policy

3.1.1 Establishing the Promotion Review Committee

3.1.1.a. Composition and Size: The promotion review committee shall have 5 members, three internal members and two external members. The HR Department in association with the Heads of the department shall form a committee that will ensure the fairness and transparency in the promotion appointment decisions of the faculty.

The committee shall comprise of the

i)	Head of the Department
ii)	Cross functional Head (preferably under whom the faculty had worked during collaborative events)
iii)	Principal
iv)	Industry Expert
v)	External Academic Expert / University Representative who holds the rank of a Professor
vi)	Advisor
vii)	Management Representative
viii)	Representative from the HR

3.1.2 Identification and announcement of Vacancy / Need in the department

The Promotion process starts with the Heads of the Departments identifying a vacancy / need in the department. The vacancy may arise in order to fulfill the requirement for AICTE or to upgrade special portfolios /functions of the department so as to retain talent.

A requisition form for the same has to be submitted to the HR Department in the prescribed format (Annexure HR - P1). Once approved by the Principal, the details regarding the vacancy is communicated to the faculty members in the respective departments.

3.2 Call for Applications based on eligibility criteria

The Head of the department shall communicate the details of the vacancy and the eligibility criteria. The Heads shall also discuss with the aspiring faculty about the expectations with respect to excellence in academic teaching, research, original contributions to the area of specialization, impact in other institutional developmental initiatives and ability to function independently in specific assignments. The eligibility criteria as per AICTE Norms are provided in annexure (HR – P2). The faculty members shall submit a detailed CV to the Heads who shall forward the same with the recommendation in the prescribed format (Annexure HR P3)

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Promotion Policy

3.2.1 Applying for the Promotion

Faculty who seek promotion, shall apply to the HR Department, through proper channel by submitting a copy of

3.2.1.a   Curriculum vitae that is complete, current, updated, and accurate through proper channel

3.2.1.b Personal Dossier : Faculty members who apply for promotion shall prepare and submit a dossier that provides the following information about their professional progress so far

- i. A narrative statement of not more than two pages indicating their scholarship in teaching, research and other creative accomplishments. The statement shall be prepared by the faculty and shall serve as an opportunity to record their accomplishments till date. The purpose of statements is to give faculty the opportunity to place their work and activities in the context of their overall goals and agendas.

- ii. Promotion / Offer of appointment in the present position

- iii. Statement of contribution to department and institution building

- iv. Letters of Appreciation / Accomplishment from external stakeholders

- v. Awards won / Achievements in teaching and research

- vi. Two scholarly publications with the highest impact factor in the last two years

- vii. One Paper presented premier institution/ abroad in the last two year

- viii. Letters of award of Research grants /funding from external bodies

- ix. Any other documents that are found to be relevant for

3.2.1.c Personal Mission Statement: A personal Statement which is not more than 3 pages is to provide the faculty with an opportunity to present their future plans and the contributions in terms of teaching, research and special assignments for department/institution development building. Any work in progress, future plans

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Promotion Policy

regarding interdisciplinary work with external stakeholders, collaborative work with other industry /funding bodies are to be highlighted.

3.3 Assessment by Promotion Review Committee

The promotion review committee established shall assess the faculty members based on a range of assessment criteria like teaching, learning impact, research and development, student engagement, work place behaviors etc.,

	PADS				Alumni Feedback	Promotion Interview
	PADS Form	Student Feedback	Peer Feedback	HOD s Feedback		
Performance						
Teaching - Learning Impact	√					
Contribution to Department and Institution	√					
Research - Publication and Funding	√			√		
Administrative Roles	√			√		
Outreach and External Expertise	√					
Student Engagement						
Learning		√		√		
Individual Rapport		√				
Assessment and Grading		√				
Classroom Management		√				
Enthusiasm					√	
Depth of Knowledge					√	
Building originality inside Classroom					√	
Organization					√	
Professionalism at Workplace						
Commitment			√	√		
Student Faculty Interaction			√	√		
Departmental Contribution			√	√		
Workplace Behaviors			√	√		
Potential Appraisal						
Domain Knowledge						√
Research Competency						√
Future Plans Mapped - Department & Institution						√
Overall Attitude						√

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Promotion Policy

A personal interview with the Promotion review committee shall assess the domain knowledge, research competency, future plans mapped to the departments goal and overall attitude. The committee chairs shall be provided with factual information from different stakeholders about the faculty member

3.3.1 Performance Assessment and Development System (PADS)

Performance in PADS shall be a major factor in the promotion decision. PADS should include student's feedback, peer assessment and Heads feedback, apart from other criteria in teaching, research and contributions to department. The PADS Score for last three consecutive years shall be made available to the Promotion review committee at the time of the interview. For exceptional performers in the department, the promotion policy shall allow for fast track career advancement.

3.3.1.a HOD Feedback

The Head of the Department shall provide feedback about the candidate on their past performance in the department. The Feedback form prescribed in Annexure shall be used for the purpose (HR P3).

3.3.1.b Student Feedback

A report of the student feedback for at least two courses handled by the faculty in the last two semesters for different batches (sections) to be compiled and reported in the prescribed format. (Annexure HR- P4). The feedback shall cover aspects like Learning, Individual Rapport with Students, Assessment and Grading and overall organization by the faculty

3.3.1.c Peer Assessment

Peer assessment aims at understanding the commitment of the faculty, their relationship with students, involvement in departmental activities and also with a focus on workplace behaviors. The heads shall identify peers who will exhibit professionalism while rating their peers and shall orient them before they assess

their peers. The peers as far as possible shall be from all levels and shall include Professors, Associate Professors, Assistant Professors and support staff from the department who has closely worked with the concerned faculty. The appended format to be used to measure the same (Annexure HR P6)

3.3.2 Alumni Feedback

The Alumni Feedback shall elicit feedback from a group of alumni from at least three different batches in the past from the year of assessment. The alumni feedback shall have factors relating to enthusiasm of the facilitators, Depth of Knowledge, overall organization and ability of the faculty to bring out the originality of students inside classroom. (Annexure HR – P5)

3.4 Recommendation of the Committee

The faculty members are given an opportunity to discuss about their personal statement in a promotion committee review that will assess the faculty on their potential for upward elevation. The promotion committee shall be provided with the reports of the above documents during the time of the review by the HR department in the prescribed format (HR P7). The feedback received from various stakeholders in different formats to be consolidated for use by the Promotion Review committee by the HR department using the below weights.

PADS –	30 %
Feedback –	10 %
Presentation –	10%
Peer Feedback –	10%
Student Feedback –	10 %
Promotion Interview –	30%

The decisions regarding the recommendation for promotion by the committee shall be communicated to the faculty. The committee shall also provide feedback to the faculty. The faculty shall provide a feedback on the Promotion process after the interview (HRP7).

.Feedback to be provided within 3 days from the date of the interview and the docket containing the letter of promotion and other relevant materials to be handed over within 7 days from the date of the interview

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Annexure 1

HR - P1

Identification of Vacancy and Request for Promotion

Department of _____

Particulars	Professors	Associate Professors	Assistant Professors
AICTE Requirement/ based on special needs of the department			
Current Status			
Requirement			
Need for promotion			
Eligible for promotion*			

*To be verified by HR

	Area of specialization	Professors	Associate Professors	Assistant Professors
Current Status				
Requirement				

Head of the Department   Executive HR   Manager - HR   Approved

Principal

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Promotion Policy

Eligibility for Promotion

Eligibility Criteria – Engineering and Technology

Cadre	Experience	Qualification
Professor	12 years of Normalized Experience at least 10 years in teaching (or) 20 years of normalized industrial Experience	ME/ M.Tech first class with PhD from a reputed University. Guiding research scholars is desirable. Three Publications in refereed journals with impact factor
Associate Professor	10years of normalized teaching experience (or) 12 years of normalized industrial experience	ME/ M.Tech first class with PhD from a reputed University. Guiding research scholars is desirable. Two Publications in refereed journals with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as Sr.lecturer /AP (or) 10 years of normalized industrial experience	ME/M.Tech first class pursuing Ph.D from a reputed University
Assistant Professor - II	5 years as lecturer/ AP (or) 8 years of normalized industrial experience	First Class ME/M.Tech
Assistant Professor - I	Fresher to Below 5 years of normalized Experience	ME/M.Tech with first class in both UG and PG

Eligibility Criteria – Science and Humanities

Cadre	Experience	Qualification
Professor	Total 15 years of normalized experience with at least 2 years of teaching as ASP/ Sr.ASP	First Class MA/M.Sc in Regular and Ph.D from a reputed university. Guiding Scholars and Five Publications in refereed journals with impact factor
Associate Professor	12 Years of normalized experience at least 3 years as AP	First Class MA/M.Sc in Regular with NET /SLET and Ph.D from a reputed university. Two Publications in refereed journals with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as AP /Sr.AP	First Class MA/M.Sc in Regular with NET /SLET and Ph.D from a reputed university
Assistant Professor - II	7 years of normalized teaching Experience with at least 5 yrs as AP	First Class MA/M.Sc in Regular with NET /SLET and pursuing Ph.D in a reputed university
Assistant Professor - I	2 years of normalized Teaching Experience	First Class MA/M.Sc in Regular with NET /SLET

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Promotion Policy

Eligibility Criteria – Management Studies

Cadre	Experience	Qualification
Professor	15 years of normalized experience at least 2 years as Sr.Associate professor / ASP (or) 20 years of normalized Industrial Experience	First Class MBA or Equivalent in regular program with PhD from a reputed University. Guiding Research Scholars. Three publications in refereed journal with impact factor
Associate Professor	12 years of normalized experience at least 3 years as AP (or) 15 years normalized industrial Experience	MBA or Equivalent in regular with first class and Ph.D in a reputed University. One publication in refereed journal with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as Lecturer / AP (or) 12 years of normalized Industry Experience	MBA or Equivalent in regular with first class and Ph.D in a reputed University
Assistant Professor - II	7 years of normalized experience at least 5 years as Lecturer /AP (or) 8 years of normalized Industry Experience	MBA or Equivalent in regular in first class and pursuing Ph.D in a reputed University
Assistant Professor - I	2 years of normalized Teaching / Industry Experience	MBA or Equivalent in regular in first class.

Eligibility Criteria – Computer Applications

Cadre	Experience	Qualification
Professor	15 year of normalized teaching experience at least 2 years as Sr.Associate Prof /ASP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University. Guiding atleast five research scholars and three publications in refereed journals with Impact Factor
Associate professor	12 years of normalized experience. At least 3 years as AP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University. Guiding atleast one research scholars and one publications in refereed journals with Impact Factor
Assistant Professor - III	10 years of normalized teaching experience. At least 5 years as Sr.Lecturer/AP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University.
Assistant Professor - II	7 years of normalized teaching experience. At least 5 years as Lecturer/AP	First Class ME/M.Tech or MCA in regular programme pursuing Ph D from a reputed University.
Assistant professor - I	2 years of normalized teaching experience.	First Class ME/M.Tech or MCA in regular programme.

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Promotion Policy

Assessment of Head of the Department   HR P3

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____ DOJ the Institution _____

How would you rate the above faculty on the following parameters?
(NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional)

Particulars	NI	S	G	VG	E
1. Domain Knowledge – Updating current developments in field					
2. Research Competency					
3. Contribution to Department					
4. Administrative Roles/ Responsibilities in department					
5. Positive, Enthusiastic, Utilizes opportunities, strives for excellence					
6. Commitment and responsibility					
7. Willingness to work beyond requirement for organisational goals					
8. Professionalism with Students/Peers					
9. Workplace Behaviours – hardworking, managing time and respecting deadlines, quality of work and reliability					
10. Team skills					

Repost at least 3 instances that support the highest scored attributes above

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Promotion Policy

Repost at least 3 instances that support the lowest scored attribute above

Three Key Strengths of the Faculty :

Three areas of improvement:

Reason for Recommendation:

Signature of Head

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Promotion Policy

HR P4

Student Feedback

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most closely reflects your experience in this course. SA - Strongly Agree A – Agree   N - Neutral   DA- Disagree SDA - Strongly Disagree

1	LEARNING	
	I found this subject intellectually challenging and	
	stimulating I learned something that I consider valuable	
	My interest in the area increased as a consequence of this subject	
	Faculty ensured students are aware of learning outcomes	
2	INDIVIDUAL RAPPORT	
	Faculty motivates me to perform better	
	Faculty made students welcome in seeking help/advice in or outside of class	
	Faculty had Genuine interest in individual students	
	Adequately accessible to students for more learning and clarifications	
3	ASSESSMENT AND GRADING	
	Feedback on examinations / graded materials was valuable.	
	Methods of evaluating the work were fair and appropriate.	
	Faculty is willing to clarify any doubts after tests and exams	
	Assignments required readings / texts were valuable.	
	Readings, homework, laboratories contributed to appreciation and understanding of the subject.	
4	CLASSROOM MANAGEMENT	
	Students were encouraged to participate in class discussions	
	Faculty was well prepared for the class	
	Explanations and questions raised were adequately answered	
	Pedagogy adopted was novel created interest to learn more	
	Faculty illustrated the relevance of the subject for my future	
	Encourages / guides you during organizing and executing student events in department and in college	
	Identifies and motivates other talents amidst students	

If given a chance, I would prefer to take courses/attend his classes in future   Yes/No

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Promotion Policy

HR P5

Alumni Feedback

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty and course improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most clsely reflects your experience in this course.

NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional

1	ENTHUSIASM	NI	S	G	VG	E
	Enthusiasm exhibited when teaching the subject					
	Energy and Dynamism in conducting the subject classes					
	Use of Innovative teaching Methods					
	Holding interest of students during class.					
2	ORGANISATION					
	Clarity of Explanations and demonstrations					
	Preparation and Explanation of Study Material					
	Compatibility between proposed course objective and actual teaching					
	Depth of Knowledge - Inspiring students to Learn more					
3	DEPTH OF KNOWLEDGE					
	Keeness on learning and research					
	Contrasting the implications of various theories.					
	Discussion of Origin of Ideas/Background of concepts developed					
	Different perspectives /Points of view other than their own					
	Discussion of current developments in the field					
4	BUILDING ORIGINALITY INSIDE CLASSROOM					
	Encouragement to participate in class discussions.					
	Invitation to share students ideas and knowledge.					
	Encouragement to ask questions and meaningful answers given.					
	Encouragement to express students own ideas and/or question faculty					
	Efforts to make students 'industry ready'					
	Encourages / guides you during organizing and executing student events in department and in college					
	Identifies and motivates other talents amidst students					

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Promotion Policy

HR P6

Peer Evaluation

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty and course improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most closely reflects your experience in this course.

NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional

1	COMMITMENT	NI	S	G	VG	E
	Quality of Work delivered					
	Interest in Learning area of expertise					
	Active involvement in R & D to impact society					
	Commitment to work allocated					
	Focus and hard work to achieve goals					
2	STUDENT FACULTY INTERACTION					
	Efforts to give best in classroom teaching					
	Discussions about the new developments with students/peers					
	Demonstrating sense of responsibility among students/peers					
	Efforts to help students beyond classroom					
3	DEPARTMENTAL CONTRIBUTION					
	Active in applying for grants / Funds					
	Active in the new initiatives of the department					
	Extra mile to add value to the department					
	Openness in being a part of Collaborative Work					
	Time and Resource Utilization for institutions benefit					
	Industry/Institute Collaboration					
4	WORKPLACE BEHAVIOURS					
	Openness to share and disseminate knowledge					
	Team skills					
	Integrity and personal values at workplace					
	Friendly and amicable environment in the department					
	Continuous improvement in their activities/ events					

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Review Committee Assessment Form   HR P6

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____

How would you rate the above faculty on the following parameters?
(NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional)

Particulars	NI	S	G	VG	E
1. Domain Knowledge – Updating current developments in field					
2. Research Competence – Contribution through industry relevant research, funding and scope for scholarly publication					
3. Alignment - Mapping of Personal Statement and Departmental Goals in future					
4. Future Potential - Scope for taking up new portfolios /assignments in Department					
5. Drive to perform - Positive Outlook, Enthusiasm, passionate and Ambitious					
6. Committing to new responsibilities and future action plans					
7. Willingness to stretch - work beyond requirement for organisational / departmental goals					
8. Learning Orientation – Openness to new experiences , experimenting new methods and tools					
9. Leadership Skills-ability to work independently and goal oriented					
10. Integrity and Values – Imbibes and shares the organisational values, culture and beliefs					

Comments

Recommendation for Promotion and Reason :

Name and Designation of the Reviewer   Signature of the Reviewer with date

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Promotion Policy

Promotion Review Committee Overall Assessment   HRP 7

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____ Date of Assessment _____

Source	PADS				Alumni Feedback	Presentation	Review Committee Feedback
	PADS Score	HOD Rating	Students Feedback	Peer Feedback			
Weights	30%	10%	10%	10%	10%	10%	30%

Recommendation for Promotion

Strongly Recommend ☐   Promotable in Future ☐   No Scope for Promotion ☐

Feedback

Reviewer1:   Reviewer 2:   Revieer3:
Signature   Signature   Signature

Head of the Department   Principal

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Promotion Policy

Promotion Process Feedback

Name:_____

Position Applied for:_____

Date of the Interview :_____ Time of the interview :_____

Did the Promotion process provide you opportunities to express enough ?

_____

_____

_____

Your opinions on the fairness and transparency of the process

_____

_____

_____

What is your opinion on the depth of the process in bringing out the best in you.

_____

_____

_____

Will the Feedback received from the panel will help you in future

_____

_____

Grievances if any / Suggestions for Improvement

_____

_____

Signature

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Policy Document

Emergency Management Policy
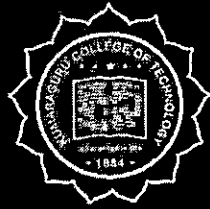
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Department of
**Human
Resources**

Emergency

Management

Policy (EMP)

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Emergency Management Policy (EMP)

Foreword

Kumaraguru College of Technology (KCT) is typically safe and secure environment in which students, faculty and staff can learn, develop and live. However, the environment on campus is sometimes threatened by both natural and man-made events. Comprehensive emergency management that focuses on all such hazards helps the institution to prevent and mitigate, prepare for, respond to and recover from an incident and helps to reduce chaos and the psychological impact of an incident on students, faculty and the staff. This policy document explain how Kumaraguru College of Technology, Coimbatore will handle the emergencies in a proper manner to ensure the complete safety and security. The policy puts in place a solid emergency management structure that will ensure safety and security of student, faculty and the staff.

1. Short Title and Commencement

(i) These may be called the emergency management policy of Kumaraguru College of Technology. These policy supersede the policy, process and rules in existence, on the date these policy come in force.

(ii) These policy shall be applicable to all the employees, faculty and students of the Kumaraguru College of Technology.

2. Introduction

Kumaraguru College of Technology (KCT) is one of the safest and secure institution for faculty, students and employees. But the natural factors, health factors and occasional man made factors may result in bringing harm to its stakeholders or its facility itself. Understanding the importance of these unpredicted factors, Kumaraguru College of Technology have developed and implemented a comprehensive emergency management plan in conjunction with emergency management standards to ensure that proper emergency management resources are provided, training is conducted, stakeholders are aware of the emergency procedures, communication notification systems are in place and all departments know their roles in implementing the plan. Emergency management policy ensure a comprehensive response and promote clear communication among responders and surrounding necessary communities (hospitals, Fire department, police etc.)

An effective emergency management policy will encourage and protect safety and security of staff, faculty and students, generate positive and productive communications, reducing chaos and promote psychological support while protecting our institution from legal liability, reputational damage and security breaches.

This policy provides direction to the students, faculty and staff when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees, faculty and students or the facility itself.

3. Definition and Interpretation

In these policy unless the context otherwise requires

(i) "Emergency" means an unexpected and sudden event that must be dealt with urgently.

(ii) "Emergency Plan" means a strategic plan for managing an emergency response.

(iii) "Alert" means an advisory that hazard is approaching but is less imminent than implied by warning message.

(iv) "Acceptable risk" means the degree of humans and material loss that is perceived as tolerable in actions to minimize disaster risk.

(v) "Accident" means an unexpected or undesirable event, especially one causing injury to an individual and / or modest damage to physical structures.

(iii) "Assembly Area" means a specific area where resources are organized and prepared for deployment and this is normally located away from an incident at an established facility.

(iv) "Debriefing" means a critical examination of an operation undertaken to determine what was done successfully, what could be done better and identify future improvements.

4. Purpose

The purpose of this emergency management policy is to provide a mandate for emergency management activities within the institution and to facilitate appropriate decision-making that protects life, limits damage and minimizes our regular functioning disruption for the benefit of the Kumaraguru College of Technology, its communities and

its operations. It is to provide an emergency management plan to ensure a rapid response to internal and external emergency situations that supports the best outcomes for students, faculty and staff.

5. Objective

(i) To ensure Kumaraguru College of Technology (KCT) is able to respond to emergency events both internal and external in a timely and efficient manner

(ii) To maximize students, faculty and staff preparedness to ensure the safety of and minimize the impact on all people on the KCT Campus, should there be an emergency event

(iii) To ensure that there is a robust recovery plan in place.

6. KCT – Emergency Management Policy

Kumaraguru College of Technology has prepared for emergency events by having an effective emergency management policy and system that leads to a reduction in risk and an increase in organizational resilience. Kumaraguru College of Technology has developed effective emergency management system by incorporating best practices based on empirical evidence and research outcomes. KCT – Emergency management policy is formulated by incorporating vital factors.

(i) Comprehensive – all hazards, all phases [risk reduction, readiness, response and recovery], all stakeholders (students, faculty and staff) and all impacts relevant to emergencies are considered.

(ii) Progressive – all future emergency events are anticipated and preventive and preparatory measures are taken to build disaster-resistant and disaster-resilient system in campus.

(iii) Risk-driven – sound hazard identification and risk management principles are used in assigning priorities and resources.

(iv) Integrated – unity of effort is ensured among all levels of the institution and all the elements of the system.

(v) Collaborative – broad and sincere consultative relationships with individuals and organizations are created and sustained to encourage trust, advocate a team atmosphere, build consensus and facilitate communication.

(vi) Coordinated — activities of all relevant stakeholders in KCT system are synchronized to achieve a common purpose.

(vii) Flexible — creative and innovative approaches are used to solve emergency challenges.

(viii) Professional — a science and knowledge-based approach based on education, training, experience, ethical practice and continuous improvement is valued.

7. KCT — Emergency Management

Kumaraguru College of Technology has developed its emergency management system based on four primary functions. The four primary functions are

(i) Prevention and mitigation
(ii) Preparedness
(iii) React and respond
(iv) Recovery

The four function of emergency management help to frame plans in minimizing the impact of emergency situations and help in responding and recovery of the system.

(i) Prevention and mitigation: This function is designed to assess and address the safety, security and integrity of a campus environment, including all buildings, students, faculty and staff. Prevention is taking action to decrease the likelihood that any hazard will occur. Mitigation is taking action to eliminate or reduce risks, damages, injuries or deaths that may occur during an emergency.

(ii) Preparedness: This function readies campus and all departments by developing policies and protocols for a rapid and coordinated response. These include incident command systems, training, planning and coordinating exercises for potential incidents.

(iii) React and respond: This function outlines the actions to be taken to effectively contain and resolve an incident that may impact a campus.

(iv) Recovery: This function includes procedures and services that assist a campus in the healing process and focuses on restoring the education, administrative and regular operations of a campus.

8. KCT – Emergency Management functions and activities

S. No.	Emergency Management functions	Activities involved
1	Prevention and Mitigation	Establish communication procedures for alerting students, faculty and staff about an incident. (HR and Office of student affairs) Enforce policies related to building access and safety (Infrastructure and facilities) and student accountability (office of student affairs) and staff accountability (HR). Conduct comprehensive vulnerability assessments—of the campus, staff capability and community resources (e.g., fire, police, emergency management services, hospitals) — to identify, analyze and profile hazards and identify gaps in resources that are needed. (HR, Infrastructure and facilities)
2	Preparedness	Identify gaps in the institutions current emergency management plan(s) using data from vulnerability assessments. (HR, Infrastructure and facilities) Develop or update processes and procedures to ensure the safety of the campus. (HR) Create and strengthen relationships with local community partners including lawyers, police, fire, safety, local government, public and the media. (Liasoning and facilities) Implement functional training exercises periodically with all the responders. (HR, Infrastructure and facilities)
3	Response	Establish an incident commander to manage and resolve incidents. (First senior level respondent at the incident)

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			Deploy immediate resources from the campus. (Functional heads) Activate the communication, accountability and decision-making procedures as per the emergency management plan. (First senior level respondent at the incident) Document all actions, decisions, and events (e.g., what happened, what worked and what did not work). (First senior level respondent, Infrastructure, facilities and HR). Hold debriefing meetings with ApCom members, functional heads, student representatives and JC). Review after-action reports to determine recovery activities and necessary revisions to the emergency management plan based on the feedback.
4		Recovery	Outline systems and procedures for resume the services after an incident. Provide necessary support to the victim or family of the victim.

9. KCT – Emergency Management Action Planning

An Emergency Action Plan is simply what students, faculty and staff should do in the event of an emergency. The following elements are required as part of emergency action plan

(1) Emergency escape routes must be identified and posted if not obvious, such as if the workplace is part of a complex, is internally complicated, or has multiple stories or entrances.

(2) Employees should be aware of how they will evacuate the office and the building instantaneously, no matter where they are in the facility.

(3) A procedure to account for all employees after the evacuation by pre-arranging a meeting or assembly point and instructing employees to not leave until accounted for.

(4) A means of reporting fires and other types of emergencies and summoning assistance.

(5) Designation of persons responsible in the event of an emergency and who may be contacted regarding emergency planning and questioning.

(6) In case of medical emergency, it is mandatory to provide first aid or CPR depending on the need. In addition, minor injuries sustained by employees should receive first aid treatment in our hospital. The most important thing for employees to consider is they should not attempt to provide aid beyond what they have been trained to do. Employees who have not received first aid training should refrain from any type of medical response.

(7) It is mandatory to display the emergency contact numbers at all the important locations where it is deem fit.

10. KCT Emergency Management protocol

(A) In case of Medical emergency

Call our Aruljyoti Medical center 1591 to inform the condition of patient to our doctor.
Call our Ambulance: 9487700820 to transport the patient
Stay with the injured person till ambulance arrives.
If qualified, provide basic emergency medical treatment
On arrival of ambulance immediately shift to our hospital for immediate treatment.
Our hospital doctor will evaluate the patient and on further treatment requirement, immediately shift to nearby our empaneled hospital.

(B) In case of Fire

Alert the people nearby and call 9487700836 to inform the facility manager about the exact location.
Facility manager initiate necessary steps (using fire extinguisher) to curtail the fire.
Facility manager will inform concern authorities for further process.

(C) In case of observing crime, violence or suspicious condition

Call our security manager 9487700816 to inform the condition

Security manager initiate necessary steps (informing police or other essential service) to control the situation.
Security manager will inform concern authorities for further process.

(D) In case of electrical or infrastructural emergencies

Call our Head – Infrastructure 9487714249 to inform the condition
Head – Infrastructure will initiate necessary steps to control the situation.
Head – Infrastructure will inform concern authorities for further process.

(E) In case of student related emergencies

Call our Head – Office of Student affairs 9487700834 to inform the condition
Head - OSA will initiate necessary steps to control the situation.
Head – OSA will inform concern authorities for further process.

(F) In case of any other emergencies

Call our main reception 0422 - 2661100 to inform the condition
Reception team will communicate to concerned authority depending on the situation.

11. KCT Emergency Management Policy Compliance

Kumaraguru College of Technology HR, Infrastructure, facilities, Liasoning, OSA and communications will periodically verify compliance to this policy and update the policy in meeting the lessons learned from emergencies, internal and external audits and peer feedback.

12. Exception

Management also have right to revise the policy at any point of time in meeting the need.

**** Thank You ****

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Policy Document

Email Usage Policy

Department of
**Human
Resources**

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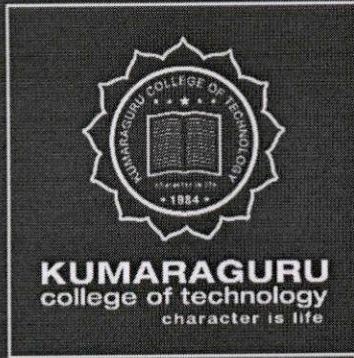
Effective Email
Usage Policy

<u>Effective Email Usage Policy</u>

Foreword

This policy document stipulates how Kumaraguru College of Technology, Coimbatore will handle email communication between its internal and external stakeholders. The policy puts in place a solid communication structure that will ensure proper email communication system in place.

1. Short Title and Commencement

(i) These may be called the effective email usage policy of Kumaraguru College of Technology. These policy supersede the policy, process and rules in existence, on the date these policy come in force.

(ii) These policy shall be applicable to all the employees of the Kumaraguru College of Technology.

2. Introduction

The internet and electronic communication have revolutionized the way we run our system and it is very important to have institution policies that help employees understand how they should use (and not use) these powerful tools. At their best, these tools make us efficient, productive and better informed. Misuse, however, can create problems that distract from and undermine our institution's mission.

An effective email policy will encourage positive, productive communications while protecting our institution from legal liability, reputational damage and security breaches.

3. Definition and Interpretation

In these policy unless the context otherwise requires

(i) **"Official Communications"** means the communications from the institution (KCT) to employees that are important and that may trigger an obligation for the recipient to respond.

(ii) **"KCT E-mail Account"** means "kct.ac.in" e-mail account assigned by the communications department of KCT.

(iii) "Internal communication" means the exchange of information and messages between employees or departments across all levels of Kumaraguru College of Technology.

(iv) "External communication" means the exchange of information and messages between the Kumaraguru College of Technology and organizations, groups, or individuals outside its formal structure.

4. Purpose

The purpose of this effective email usage policy is to ensure the proper use of email system and make our employee aware of what deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within our KCT Network.

5. Email Usage Policy

(i) Kumaraguru College of Technology will provide every eligible employee with the institution e-mail Account in order to access Official Communications.

(ii) All employee who have an official KCT email id have a responsibility to ensure they make appropriate and proper use of the system and also all use of email must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable KCT norms and practices.

(iii) E-mail sent by the institution or its representatives to the institution e-mail account is an official form of communication to employees. It is the responsibility of employees to receive such communications and to respond to them as may be necessary.

(iv) Official E-mail Communications may be time-critical and employees are expected to review messages sent to their official e-mail account on a daily and consistent basis.

(v) Employee with KCT e-mail accounts are responsible for managing the account in a manner that maintains sufficient space for e-mail to be delivered.

(vi) All employee must use the digital signature as per the policy of email communication. Digital signature template will be shared at the time of joining. Digital signature comprises of concerned employee name, photo, designation, department, phone number and website.

(vii) Assistance with managing the KCT e-mail account can be requested from the DTS department.

(viii) KCT email account should be used primarily for official purpose only and personal communications and non- related commercial uses are strictly prohibited.

(ix) Employees who don't have access to computer (like drivers in transport department), HOD's are required to provide the official communication message to their employee in a timely manner.

(x) Employee may not use private e-mail accounts, such as gmail.com, yahoo.co.in and hotmail.com etc. for official purpose.

(xi) Employee are prohibited from automatically forwarding official email to a third party email system.

(xii) KCT email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities and beliefs. Employees who receive any emails with this content from any employee should report the matter to their head of the department immediately.

(xiii) In email, employee should not present personal views as the institution's views, should not distribute copyrighted material and share confidential materials of Kumaraguru College of Technology to the outside entity.

(xiv) Employees shall have no expectation of privacy in anything they store, send or receive on the Kumaraguru College of Technology's email system.

(xv) Any employee who fails to comply with the Policy and the guidelines may be subject to disciplinary action. It is the responsibility of HOD's and Unit heads to ensure that their staff are made aware of the existence and content of the Policy and of the guidelines.

(xvi) Kumaraguru College of Technology reserves the right to access and review e-mail communications as per this policy.

6. KCT Email Etiquette

In addition to explaining employees what not to do, KCT effective email usage policy also provides email etiquette to enhance the effectiveness of communication.

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(i) *Professionalism* – Emails should be professional and respectful in tone irrespective of formal or casual.

(ii) *Spelling / grammar* – Spell check should be enabled and grammar checked before sending emails.

(iii) *Proofread* – Before sending, employees should re-read their emails to correct errors, check tone and avoid miscommunication.

(iv) *Address* – Add the email recipient's address after composing the email to avoid sending an unfinished / unedited message and also double check the recipients' addresses before sending.

(v) *Signature* – Employees must include prescribed information and format as part of their signature (Name, Designation, Department, Photo, website address and phone number only).

(vi) *Reply all* – To respect others' time and inbox capacity, limit replies to those who need to know the information being conveyed.

(vii) *Forward* – It's probably best not to forward without permission or at least to review all content that will be forwarded to avoid sending sensitive information and also do not alter others' text.

(viii) *Turnaround / response* – Employees are expected to respond to emails both internally and externally within a reasonable timeframe.

7. Email security

Email is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment.

Employees must

(i) Select strong passwords with at least eight characters and without using personal information

(ii) Remember passwords instead of writing them down and keep them secret.

(iii) Change the email password every two months.

(iv) Employees should always be vigilant to catch emails that carry malware or phishing attempts.

(v) Check email and names of unknown senders to ensure they are legitimate.

8. Policy Compliance

Kumaraguru College of Technology Communications, DTS and HR will verify compliance to this policy through various methods, including but not limited to email access, server monitoring, email tool reports, internal and external audits and peer feedback.

9. Consequences of Breach of Rules and Conditions

Employees who don't adhere to the present policy will face disciplinary action up to and including termination.

Following are the few actions amounting to termination

  (i) Using KCT email address to send confidential data without authorization.
  (ii) Sending offensive or inappropriate emails to colleagues or others.
  (iii) Using KCT email for an illegal activity.

10. Exception

Management also have right to revise the policy at any point of time in meeting the need.

**** Thank You ****

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Policy Document

Referral Policy

KUMARAGURU COLLEGE OF TECHNOLOGY

Employee Referral Policy

Policy Statement

Policy Guidelines for Employment Referral Program for staff on full time and part-time regular employment.

Reason for Policy/Purpose

This policy provides guidelines and procedures for an employee referral program to supplement a department's recruiting effort for hard-to-fill and high-demand vacant staff positions.

Scope

This policy is extended only to academic staff and academic support staff working in KCT

Eligibility

Following criteria must be met to receive an employee referral award:

- **Employee Eligibility**
  - Employees must be on roles of KCT while referring a candidate.
  - Temporary, contract and former employees of KCT are not eligible under this policy

- **Candidate Eligibility**
  - Must be external to KCT
  - Candidates must not have applied previously three years before.
  - Candidates must meet the required qualifications for the vacant positions.
  - Candidates must undergo the recruitment & selection process for the vacant position.
  - Candidates must accept an offer for full-time employment and must be employed by KCT in that position for twelve continuous months following the norms of the department and the institute.
  - KCT reserves the rights to reject or accept any candidate depending on candidate's merit.

Dr. D. SARAVANAN, M.Tech.,Ph.D.,
PRINCIPAL
Kumaraguru College of Technology
Coimbatore

Submitting a Referral

- o To participate in this program, KCT employee must complete the _Referral Form & Guidelines.docx_ for each referral and send it to hr@kct.ac.in on or before the last date of receiving applications.
- o Employees must not make commitments or oral promises of employment to the person whom they refer.

Process

- o A mail will be sent to all the departments regarding the vacancies and requesting for referrals.
- o Referral forms can be downloaded or obtained from HR.
- o Filled forms with the resumes attached must be sent to HR.
- o Eligibility of the candidate is checked and shortlisted
- o Short listed candidates will be called for the selection process
- o Selected candidates, resume with referral details will be submitted to Joint Correspondent for approval

Referral Award

- o Referral award will be paid to the employee only if he/she is active in the pay rolls of KCT at the time of payment of award.
- o Referral award will be paid in two installments.
- o In the event of a candidate being referred by more than one employee, the employee who has referred the candidate by submitting the Referral forms first to KCT HR Manager will receive the referral award
- o Referral award will be paid in two installments. 30% of Gross pay of candidate per month will be paid after the candidate completes 3 months of service only and the remaining 70% of Gross pay of candidate per month will be paid after the candidate completes 12 months of service only. In case the candidate leaves before 3 months the referral award of 30% will not be paid similarly the referred candidate leaves the organization before completing 12 months of service, referral award of balance 70% of gross salary will not be paid.
- o All referral awards are subject to tax.

Teaching

Referred candidate Designation	Referral Award	1st Installment(30% of Gross pay of candidate /month)	2nd Installment(70% of Gross pay of candidate /month)
Principal, Professor, HOD/ASP/Sr.ASP/A P level	1 month Gross Salary of the referred candidate per month	After completion of 3 months on service	After completion of 12months on service

Program Revisions

- o Management may change or revise the program, including the eligibility criteria and award amount, or terminate the program, at any time, at its discretion.

Related Forms

KCT Referral Form & Guidelines.docx

Referral Guidelines

1. To refer a potential employee, below Employee referral form is to be filled and returned with a copy of the prospective candidate's resume to the Human Resource department.

2. The KCT employee, who is referring a candidate for a particular position must be an active employee on the KCT payroll when referral is made.

3. Temporary, contract and former employees of KCT are not eligible candidates for referral awards under this policy.

4. Employees are eligible for a referral award only when an external candidate is referred.

5. No referral award would be paid, if a candidate has previously applied on-line or otherwise.

6. Only one referral award will be paid per candidate. If a candidate is referred by more than one employee, the first referral received by HR will be the one rewarded.

7. Referral award will be paid in two installments. 30% of Gross pay of candidate per month will be paid after the candidate completes 3 months of service only and the remaining 70% of Gross pay of candidate per month will be paid after the candidate completes 12 months of service only. In case the candidate leaves before 3 months the referral award of 30% will not be paid similarly the referred candidate leaves the organization before completing 12 months of service, referral award of balance 70% of gross salary will not be paid. When a referred candidate is hired.

8. Employees must not make commitments or oral promises of employment to the person whom they refer.

9. Any disputes or interpretations of the program will be handled through KCT Human Resource Department.

10. All information regarding the hiring decision will remain strictly confidential.

Employee Referral Form

Employee Information	
Employee Name	
Employee Code	
Department	
Designation	
Email	
Mobile Number	
Referral Information	
Candidate Name	
Department applying for	
Candidate email	
Candidate mobile number	
Position referred for	
For Human Resource Department only	
Date	
Interviewed Y/N	
Hired - Y/N	
Award Total Amount	
Date(Installment 1)	
Date (Installment 2)	
Approved by – HR	
Approved by – Principal	
Approved by – JC	

For any questions regarding this form, please contact KCT HR department at extension 1430 or 1131. You can also reach by email at hr@kct.ac.in

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Policy Document

Residential Accommodation Policy

KUMARAGURU COLLEGE OF TECHNOLOGY
Coimbatore

RESIDENTIAL ACCOMMODATION POLICY

1. Short Title and Commencement

(i) These may be called the operational guidelines for allotment, retention and vacation of residential accommodation (including accommodation provided outside as well as inside the premises) by Kumaraguru College of Technology. These guidelines supersede the rules in existence, on the date these rules come in force.

(ii) These guidelines shall be applicable to all the employees of Kumaraguru College of Technology.

2. Definition and Interpretation

In these guidelines unless the context otherwise requires

(i) **"Allotment"** means the written consent from the Management to occupy a residence in accordance with the provisions of these guidelines.

(ii) **"Allottee"** means any person who is employee or otherwise and who has been allotted residence in accordance with the guidelines of this policy

(iii) **"Commencement date"** refers to the date from which the permission to occupy allocated accommodation is given.

(iv) **"Completion date"** refers to the date on which the allottee will vacate and handover the allotted residence to the designated Facility Management representative

(v) **"Family"** in the context of these guidelines includes ONLY spouse, dependent parents and dependent children who are below 21 years of age.

(vi) **"Residence"** means any accommodation allotted by the institution within the premises or outside that are under the administrative responsibility of the institution.

(vii) **"Subletting"** includes sharing of accommodation by an allottee with another person whosoever excluding family with or without any consideration including but not limited to cash payment or in kind whatsoever.

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(viii) **"Temporary Allotment"** refers to the written consent to occupy a residence temporarily in accordance with the provisions of these guidelines for the specified period.

(ix) **"Committee"** refers to the representatives of the Institution nominated as Members by the Management

3. Eligibility and priority

The Institution residences shall be allotted on written consent only. Following categories will be considered for allotment of residence under the administrative responsibility of the institution.

(a) Regular Staff of the institution
(b) Visiting Academicians, Faculty, Consultants
(c) Visiting Representatives of External Institutions and Bodies as determined by the Management

Given the limited infrastructure on Campus, the allotment of residences will follow the guidelines as stated by this policy and subject to recommendation of the Committee appointed for this purpose and further upon the sole discretion of the Management.

(I) Allotment of Residence – **Priority status:**

(a) Staff whose services are **determined as essential** ONLY by the Committee for the smooth functioning of the institution on a 24 x 7 basis. Such staff will be communicated of such responsibilities they have been assigned in writing by the Committee and as approved by the Management. No staff or representative by way of displayed acts or otherwise whether voluntary or instructed will assume and or discharge and or claim any such responsibilities unless explicitly communicated in writing by the designated Committee and with approval of the Management

(b) Visiting faculty based on recommendation from the concerned HOD / Principal
(c) Other representatives from external institutions as determined by the Committee
(d) New Joinee from outside location may be considered for being allotted a residence on request for a period not exceeding one semester and based upon the sole discretion of the Management.

(II) Allotment of Residence – **Declaration**:

Any person allotted a residence for the defined period by the Institution will submit a declaration of not owning any residence in the applicable location / region whether owned by self and / or family as defined in this policy

4. KCT Residential Accommodation Allotment Committee (KCT - RAAC)

A committee to deal with such matters under these regulations as specified for the purpose shall be constituted by the Management of Kumaraguru College of Technology.

The Chairman of the RAAC will be Joint Correspondent. The composition of KCT - RAAC as below:

1) The Chairperson (Nominee of Management)
2) Advisor
3) Principal
4) Head – Infrastructure
5) Executive Officer
6) CHRO
7) Head HR / HR Representative
8) Head – PMO
9) Administrative Officer

5. Functions of KCT – RAAC

KCT – RAAC shall:

a) Decide allotment of residences under provision of these rules
b) Ensure proper utilization of resources
c) Cancellation of allotment and recommend any other action against the allottee for breach of rules and conditions for allotment of residences
d) Consider and decide all other matters relating to the institution residences as may be referred to it from time to time by the management

6. Allotment

(a) Official communication on residential requirement from employee has to reach Human resource dept.

(b) Human resource dept. will officially communicate to KCT – RAAC for convening meeting to finalize on allotment.

(c) KCT - Residential Accommodation Allotment Committee shall deal with all the matters regarding allotment of residences.

(d) KCT – RAAC will receive a list of all vacant houses at the end of each month from Head – Infrastructure.

(e) Based on the committee decision, KCT – RAAC shall issue a letter of allotment within two weeks.

(f) KCT – RAAC committee decision is final and binding on all concerned.

7. Residence Charges

(a) Allottee who has been allotted residence for defined period in excess of 2 months will be charged a monthly rent as determined by the Committee.

(b) Such charges will be communicated in writing and the Allottee will provide his / her written consent to the same before being allotted the residence

(c) Once residence allotment has been accepted, the liability for the residence charges (rent) shall commence from date of its occupation or the fifth date from the date of receipt of the allotment communication, whichever is earlier.

(d) An employee who after acceptance of the residence fails to occupy the same, he or she will be liable to pay rent from the fifth date of the receipt of the allotment communication up to a period of 10 days, where after the allotment shall automatically stand cancelled.

(e) The Allottee will also undertake to pay all other variable expenses including but not limited to electricity, water and routine maintenance of the allotted property and will provide his / her written consent to the same prior to allotment.

(f) Applicable charges limited to monthly rent, water and electricity charges will be deducted through the established practice of salary processing every month.

(g) Any other charges pertaining to the allotted residence including but not limited to replacement of consumables and upkeep of residence exclusively used by the Allottee will be borne by the Allottee.

(h) Failure to pay such applicable charges will be viewed as a violation of this Policy and will result in appropriate action including cancellation of the allotment.

8. Change of Residence

(a) No change of allotted residential accommodation is allowed. Exceptional cases, it is considered only with approval of KCT – RAAC committee.

(b) The Institution and KCT - RAAC shall have the right to change any time any accommodation allotted to an employee or other persons. The allottee concerned shall be bound to vacate the allotted premises within specified period. On vacating the allotted premises, the allottee concerned is also to be prepared to find their own accommodation if committee recommends so.

(c) Any other conditions, based on the KCT – RAAC recommendation and discretion of the management.

9. Handover of residence

(a) The Allottee will be responsible to handover the allotted residence on the Completion date as communicated to by the Institution.

(b) Failure to handover the residence on or before the Completion date will be viewed seriously and the Management reserves the discretion to use appropriate means to obtain handover including but not limited to financial penalty for every day the allotted residence has not been handed over by the Allottee.

(c) The Allottee shall be liable to make payment in lieu of the damaged / missing items (electrical, water and sanitation) during the handover of residence.

10. General

(a) No occupant shall be allowed to use the institution residential accommodation for commercial / business purpose.

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(b) The employee to whom the residence has been allotted shall maintain it to the satisfaction of the institution. He or she should also keep it in a manner such that it does not become public nuisance.

(c) The allottee shall be bound by and shall abide by the rules and regulations of the institution in respect of residence and their allotment and shall also comply with the decision of the management and KCT - RAAC which shall be final.

(d) In the event of retirement or resignation or death or expiry of deputation or transfer of the allottee, intimation to that effect is sent not later than 16 days by the human resource dept. to the KCT – RAAC.

(e) The certificate declaring a house as dangerous should be issued by head – infrastructure and before issue of the certificate, he / she should satisfy himself / herself as to the fact that the report given is genuine.

(f) Any residence which was allotted under the rule then in force, i.e. before the commencement of these rules, shall be deemed to be void. KCT – RAAC shall completely review the allotment status and release the fresh allotment status, on the date these rules come in force.

11. Consequences of Breach of Rules and Conditions

If an employee to whom a residence has been allotted, unauthorized sublet the residence or use the residence or any portion thereof for any purposes other than that for which it is meant or makes any change of any nature by addition / alternation, repairs etc. without taking prior permission of the competent authority or tampers with electric or water connection or commits any other breech of the rules or the terms and conditions of the allotment or uses the residence or premises or permits or suffer the residence or premises to be used for any purposes, which the institution considers to be improper or conducts himself in a manner which in his opinion, has knowingly furnished incorrect information any application or written with a view to securing the allotment, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

In case the conduct of allottee disturb or affects the congenial atmosphere of the neighbor, the KCT - RAAC shall have power to demand a report from Human resource dept. and on that basis, may cancel the allotment.

12. Exception

Notwithstanding anything contained herein, the Management and KCT - RAAC be empowered to recommend for the allotment of residential accommodation to a person whose services he / she may consider essential or terminate the allotment to a person whose services may consider not essential at any point of time.

****   Thank You   ****

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Policy Document

Examination and Evaluation Policy
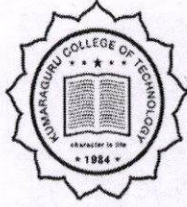
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OFFICE OF THE CONTROLLER OF EXAMINATIONS
Examination and Evaluation Policy

(Version v1)
Applicable from June 2020 onwards

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OFFICE OF THE CONTROLLER OF EXAMINATIONS
Examination and Evaluation Policy

Background

Kumaraguru College of Technology is an Autonomous Institution that follows Choice Based Credit System (CBCS) in providing unique learning experience to the students. Certain features of autonomous system include (i) dynamic teaching methodology with layer-learning and STEM concepts, (ii) modularity, (iii) credit accumulation, (iv) non-linear, self-paced and flexible system of learning, (v) experiential learning in terms of interaction with industry, (vi) flexibility in choosing the assessment tools. (vii) minor specialisation, and (viii) scopes to undertake entrepreneurial activities. Assessments of the students are carried out continuously using formative modes as well as summative evaluation, incorporating innovative methods and tools like open book tests, individualised assignments, mini-projects, term papers, quiz, journal paper review, poster presentation, product demonstration and evaluating the learning outcomes in terms of cognition, affection and psychomotor abilities of the students.

Scope

The scope of the Examination and Evaluation Policy covers all the members of faculty, non-teaching staff (Technical or Non-technical) including other support services involved in the teaching – learning process. Modes of publishing the policy shall include circulation of printed copies and e-copies through Campus-wide Enterprise Resource Planning System.

Objectives

The main objective of the system is to facilitate the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the autonomous system and facilitate their learning to match their personal aspirations and institute vision.

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It is envisaged to develop a robust internal mechanism and / or methodology for (i) preparation of calendar, (ii) announcement of examination schedules, (iii) appointment of DCOE and ACOE, (iv) Selection and appointment of Examiners – Internal and External, (v) decisions on question paper pattern, (vi) question paper preparation, (vii) conduct of examination for courses approved by the Academic Council (continuous assessment and end-semester examinations), (viii) selection and appointment of Chief Superintendents, squad members and invigilators, (ix) evaluation procedure, (x) appointment of examiners and tabulators (for scrutinizing the answer sheets), (xi) decisions on malpractice issues, (xii) evaluation venue (xiii) retaining of papers after the examinations, (xiv) moderation policy, (xv) formation of Results Passing Board, (xvi) conduct of supplementary / arrear examinations, (xvii) re-totalling / revaluation of answer scripts (grievance redressal), (xviii) issuing Grade sheets, Provisional and Degree Certificates and any other relevant issues that may arise in due course.

Perceived Outcomes

Implementation of short-term, medium term and long term measures recommended in the Policy shall result in an effective assessment of teaching – learning system, identification of areas that might require additional focus by the students and members of the faculty, transparency and achievement of the Vision of the Institution.

Academic Calendar

Controller of Examinations shall prepare an activity calendar of the forthcoming year four week in advance before the commencement of the academic year and circulate to all the students and members of faculties (with appropriate details only), giving the schedule of (i) Course Registration, (ii) Course Withdrawal, (iii) One-credit courses / open electives / professional electives to be offered in the forthcoming year, (iv) Continuous assessment tests, (v) End semester examination (theory, project and laboratory), (vi) Starting and cut-off dates for the submission of continuous assessment marks, (vii) Various awareness / facilitation programs planned for students and faculty members, (viii) Examination withdrawal, (ix) Preparation and submission of question papers for CAT and ESE, (x) valuation

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and submission of marks of CAT, (xi) valuation of ESE answer booklets, (xii) Meeting of Results Passing Board meeting, (xiii) Scrutiny of ESE question papers, (xiv) Post audit of Examination Process, (xv) Meeting of Examination and Evaluation Committee, (xvi) Disposal and disbursement of ESE answer booklets (xvii) Examination Wrapper (xviii) Preparation and presentation of annual budget, (xix) Announcement of examination venues, (xx) Appointment of Hall Invigilators / Chief Superintendent / Squad / Supporting Staff, (xxi) Decision on Question Paper Pattern (xxii) Registration for Summer / Winter Track, (xxiii) Arrear / Supplementary Examinations, (xxiv) Issuing grade sheets, (xxv) Revaluation, (xxvi) Issue of Hall Tickets, (xxvii) Registration for Examination and any other related activities that come under the scope of the Office of the Controller of Examinations.

Controller of Examinations

Deputy Controller of Examinations (DCoE) and Assistant Controller of Examinations (ACoE) are appointed on deputation basis, as per the guidelines issued by the UGC from time-to-time. However, experience of the faculty members nominated for the DCoE shall not be less than 10 years (with minimum 5 years in KCT) and not less than 5 years (with minimum of 3 years in KCT) in the case of ACoE. Duration of such appointments shall be as prescribed in the guidelines of the UGC. Controller of the Examinations shall not be less than the Associate Professor cadre.

Ambience of the Office

Controller of Examinations shall make utmost efforts to keep the ambience of the Office of the Controller of Examinations as user-friendly with necessary entry-restriction and data security through biometric / RFID access. Proper workplace maintenance systems (5S System) shall be implemented and followed in the entire office.

Customer Focus

Office of the Controller of Examinations shall conduct the awareness programs to the students on Evaluation Patterns and Procedures, Handling Examination

Stress, Best Practices in Examination Writing, Examination Wrapper at regular intervals to improve their involvements in teaching-learning process.

While completion of End Semester Examinations, the Office shall seek the feedback from the students, at random, regarding the Conduct of Examination, Quality of Question Paper along with the suggestions for improvement. The same shall be utilized to improve the services offered by the Office.

Awareness / Facilitation Programs - Faculty and Students

Office of the Controller of Examinations shall organize awareness / facilitation programs to the faculty members of various Departments, related to (i) preparation of question bank, (ii) preparation of question paper, (iii) innovative practices in assessments and evaluation, (iv) common mistakes in QP setting, (v) examination reforms and benchmarking, (vi) execution of activities related to assessment and evaluation, etc as the value addition. Experts may be drawn internally or from other premier institutions.

Office of the Controller of Examinations shall organize awareness / facilitation programs to the students, regardless to the disciplines, related to (i) preparation for examinations, (ii) handling of examinations related stresses, (iii) malpractices, (iv) assessment and grading systems at regular intervals.

Budget

Controller of Examinations shall prepare the annual budget, considering the requirements of Continuous Assessment Tests, Other Assessments, Assessment and Evaluation of Laboratory and Project Courses, and End Semester Examinations not later than February for the forthcoming academic year. He shall present the same to the Finance Committee for the recommendations and further approval.

Question Bank

Controller of the Examinations shall take conscious efforts to prepare a Question Bank for every course with wide range of questions (matching the type of

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questions suggested in the Regulation in-force), essentially mapped with the course and program outcomes. Care shall also be taken to follow the cognitive level of the assessment within that of topics / lessons delivered by the faculty members or syllabus coverage of the particular course. Question Bank could be used to generate on-line question papers, conduct the assessment-on-demand and on-line assessments.

Student Database

Controller of Examinations shall maintain the complete list of students enrolled in all the programmes offered by the Institution along with the details of students who enrolled for a given programme but yet to complete the minimum required credits as per the respective regulations. The Controller shall also maintain the details of the total number of credits completed by these students with remaining credits and maximum permissible period, so as to become eligible for the Degree awarded by the Affiliating University. The Controller also shall maintain the complete year-wise details pertaining to the graduated students along with the list of courses completed, SGPA, CGPA and Class obtained for future references.

Course / Examination Registration

Every student, enrolled for various degree programs, of the Institution shall register various courses categorized under (i) core, (ii) professional electives, (iii) open electives, (iv) one-credit courses, (v) value added courses, (vi) certificate courses, (vii) non-credit mandatory courses, (viii) employability enhancement courses, (xi) guided self-study electives, (x) internship, (xi) on-line courses, (xii) professional certification courses, (xiii) personality / character development programs (NSS / NCC) and (xiv) any other courses through which one seeks the credit exemption as per the provisions given in the Academic Regulations. Office of the Controller of Examinations shall the maintain the list of all these courses enrolled by a student, at any point of time, and follow the awarding credit equivalence / exemption as per the Regulations applicable. Every student shall ensure the registration of all the opted courses in a semester for end semester examinations and other assessments applicable to the courses and make efforts to complete the courses successfully.

Decisions on Question Paper Pattern

It is expected that question papers are prepared to assess the programme outcome in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. In general, the overall pattern of the question paper pattern shall be any one of the options given in the respective Academic Regulation that is in-force. However, scope of the questions shall encompass cognitive processes / domains (remember, understand, apply, analyse, evaluate and create) as well as knowledge dimensions (factual, conceptual, procedural and meta-cognitive). In the case of multiple choice questions, the questions that may lead to dichotomous answers (yes or no, true or false) are not recommended. It is requested to ensure that about 30 - 40 percent require thinking skills related to remember and understand, 40 - 50 percent require students to apply and analyse the facts, concepts, processes and procedure, up to 10 – 20 percent questions pertaining to evaluating, hypothesising and designing (wherever applicable). The examiners may have the freedom to set open-ended questions aimed to assess the meta-cognition levels of the learner with utmost care in framing such questions.

External Examiners Database

Controller of Examinations shall maintain the Departmentwise list of Examiners with their area of specialisation, both internal as well as external, who could be contacted in event of setting up of question paper, laboratory examinations and project viva voce. Efforts shall be taken to maintain the list of such experts, working in the industry (practicing engineers) and entrepreneurs whose services could be utilized in the assessment and evaluation process. The database may be updated at least once in two years to get the latest affiliation of the experts.

Question Paper Preparation for Theory and Laboratory Courses

Question papers are prepared by both internal as well as external examiners, as may be decided by Office of the Controller of Examination in consultation with the respective Head of the Department and Head of the Institution. However, the decisions on question paper pattern are unambiguously conveyed to the students

in advance. Question papers may also be generated using software, provided that the final form of the question paper shall adhere to the pattern and scope suggested, above. On-line question paper generation is also recommended in the case of Multiple Choice Questions to individualize the evaluation of students. Examiners shall follow the guidelines in the Annexure I while preparing the question paper for the given course. In the case of practical courses, no question shall be repeated within a batch of students who appear for examination, at a given point of time. Allotment of marks for experimental work and viva-voce are to be followed as per Academic Regulations in-force.

Appointment of Chief Superintendent, Examiners and Invigilators

Based on the experience, qualification and academic credentials Chief Superintendent is appointed by the Controller of Examinations in consultation with the Head of the Institution. Members of the Surveillance Squad and Invigilators are appointed by the Controller of Examinations follwoing the guidelines given below:

Responsibility	Qualification	Minimum Total Experience (Yrs)
Chief Superintendent	Ph D	15
Squad Members	MPhil/ME/MTech	10
Examiner for Laboratory Courses	MPhil/ME/MTech	3
Skilled Assistants in Lab Exam	MPhil/ME/MTech	2

Appointment of Chairperson, Chief Superintendent and Examiners for Paper Valuation

In the case of continuous assessment tests, the faculty members handling the subjects shall evaluate the answer scripts and award the marks unless and otherwise the necessity is felt by the Controller of the Examinations or Head of the Department. All the test papers shall be evaluated within three working days

from the date of last test and papers shall be given back to the students for their reference. However, three to five sample answer scripts may be retained by the faculty members, in the respective course file, with the consent of the respective students, for the purpose of accreditation and academic audits.

In the case of the end-semester examinations, Chairperson, Chief Superintendent, Examiners (both internal as well as external) and tabulators are appointed as given below:

i. Chairperson of the Board shall, normally, be the Head of the Department. In the case, if Head of the Department is unable to chair the valuation process, he / she may submit a written request (or email) to the Controller of Examinations with alternative, competent person as the Chairperson. Such candidate shall be not less than Associate Professor cadre or a Faculty Member with at least of 10 years of experience. Alternately, the Head of the Institution shall appoint the Chairperson, in the case if Head of the Department is unable to chair, from the same or related discipline as the situation may warrant for.

ii. Chief Examiner shall be either from the Associate Professor cadre or a faculty member with PG qualification and at least 8 years of teaching experience.

iii. Examiners, for paper valuation, shall have Ph D qualification, or PG qualification with 5 years of teaching experience. Additionally, such examiners shall have handled the given subject at least twice in the case of regular subject and at least once in the case of elective subjects.

iv. Tabulators are appointed, comprising of newly recruited members of faculty or members with < 5 years of experience, with a view to providing a hands-on experience to them on valuation processes and also assigned with minimum work load, as decided by the Controller of Examinations.

Examination Reschedule for Special Consideration
The Controller of Examinations can schedule the examination for a student / group of students, after getting concurrence from the Members of the Results Passing Board, Head of the Institution to the students, in case if a student / group

of students is / are not able to appear for the examination(s) as per the schedule. Such considerations may be extended only in the cases where a student / group of students represent in the Institute at National (Republic Day Parade, Sports) or International Level competitions (selected through national level participation). In such cases, the student / group of students shall submit a written request to the Controller of Examinations, through the concerned Head of the Department, at least 4 weeks in advance.

Appointment of Examiners for Laboratory Examinations and Question Paper Setting

Examiners for conducting examinations are appointed by the Controller of Examinations, time-to-time, from the approved list (by respective the Boards of Studies) of examiners maintained in the Office. Faculty members appointed as the examiners for conducting laboratory / practical examinations and preparation of the question papers for summative (end-semester examination) shall satisfy the following requirements:

Examiner	Internal	External
Laboratory / Practical Examinations		
Qualification	Master Degree	Master Degree
Experience at KCT (yrs)	5	-
Total Experience (yrs)	-	10
Theory Paper – Question Paper Setting for End Semester Examination		
Qualification	Master / Doctoral Degree	Doctoral Degree
Experience (yrs)	10 years in the case of Master Degree and 8 years in the case of Doctoral Degree	10

In the case of Continuous Assessment Tests, the question paper shall be normally set by the respective faculty members or as decided in the Course Committee Meeting (in the case of common courses)

Conduct of Examination - Continuous Assessment and End Semester Examinations

Schedule for the Tests (continuous assessment) and the End-semester Examinations are published during the beginning of the academic semester and circulated to all the students through the respective Departments. Arrangements of the venues for conducting the tests and examinations are arranged at least 5 working days prior to the conduct and circulated to both students and members of the faculty.

In the case of end-semester examinations (Regular and Arrear), a printed hall tickets (or ID cards) is issued to the students, showing the details of various courses registered for the examination, which he / she is expected to possess while appearing for the examinations. In the case of students who are yet to complete the required credits in the form arrear examinations (after the specified minimum duration of program), hall tickets shall be issued for both theory and laboratory examinations. In such cases, the candidates are required to get the attestation from the concerned Head of the Department or Class Advisor before appearing for the examinations. Students are expected to occupy their respective places at least 10 minutes prior to the start of the tests and shall not leave the venue before 45 minutes in the case of Continuous Assessment Tests and 60 minutes in the case of End Semester Examinations.

Venues and Procedure for Evaluation of Answer Scripts

Venues for continuous assessment tests, laboratory examinations and end-semester examinations, along with the date, time and duration are announced to all the students, at least one week in advance, through individual mails and also through the respective Departments.

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Test papers of the continuous assessments are evaluated in the respective places of the faculty members and results are posted in the respective ERP system within the stipulated time. In the case of End-semester Laboratory, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners (sourced internally or from other institutions / industry) and the results are submitted to the Office of the Controller of Examinations on the same day. Venues for paper valuations for the end-semester are announced at least one week in advance to all the examiners through concerned Heads of the Departments (Board Chairperson). Answer scripts are given to the examiners as per the allotment, not exceeding 10 papers per hour.

Examination Wrapper

The Controller of Examinations shall plan for the 'Exam Wrapper', an activity that gives an opportunity to the students, to reflect on their exam performance and more importantly on the effectiveness of exam preparations. Exam wrappers help students reflect on what they got wrong on the exam and create a plan to improve on the next one. In a way, it is "self-examination", "introspective observation", "directed thought" a foundation of critical thinking. Examination wrappers contain a set of instructions that encourage students to review their exams, determine where and why they lost marks, and how they could improve studying and exam taking in the future.

Results Passing Board

Results Passing Board shall be formed as per the guidelines of UGC and affiliating University. In general, the composition shall include all the Head of the Institution (Chairperson), Heads of the Departments, Controller of Examinations, Deputy Controller of Examinations, an academician nominated by the University and one academician from other autonomous Institution and one expert from the industry (with at least PG qualification) nominated by the Academic Council. Members nominated by the Academic Council shall hold the position for a maximum period of 2 years. However, the Controller of Examinations shall make a request to nominate a new member, within the two-year period, if one does not attend two consecutive meeting. In the case, if a Head of the Department is

unable to attend the meeting, he / she shall make a written request through the Controller of Examinations and same shall be informed during the meeting. Meeting of the Board shall be convened, before declaration of the results, to analyse the course-wise and Department-wise results with related statistics. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from the External Members and Chairperson immediately after the meeting.

Moderation policy

Moderation of the results after the examination, for individual subjects of the current and supplementary / arrear examinations is carried out, whenever necessary, decided by the Results Passing Board as per the guidelines provided by the University.

Re-totalling / Revaluation of Answer Scripts

A student shall have the right to apply for re-totalling or revaluation or both for one or more subjects immediately after the declaration of the results (both regular as well as supplementary / arrear examinations), if not satisfied with the grades awarded. In such case, the student shall register with the Office of the Controller of Examinations through the relevant form along with the details of the fees paid for the same, duly authorized by the concerned Head of the Department. Controller of the Examinations shall make the necessary arrangements for re-totalling / revaluation and shall make the results available within two working days. In spite of the revaluation, if the candidate is not satisfied with the results, he / she can 'Challenge the Results" as per the process laid down by the Controller of Examinations and the Academic Regulations that may be relevant to the candidate.

Malpractices in Examinations

Students, who indulge in any malpractices or activities that can be construed as malpractice, are liable to be punished as per the decision taken by the Examination Malpractices Committee. The Committee shall be constituted every year (with new members), consisting of (i) Chairperson (not less than Head of the Department level) (ii) Two Faculty Members - not less than the Associate Professor

Cadre with at least one Lady Faculty Member, (iii) Member from Student Grievance Redressal Committee (as nominated by the Chairman of SGRC) and (iv) Deputy Controller of Examinations (Convener) and, shall meet on the (examination) day on which a student commits the malpractice. Based on the nature and extent of malpractice committed by the student, the Committee shall recommend punishment in accordance with standard procedures. Minutes of the Committee Meeting shall be recorded and considered as the input for formulating the necessary preventive actions. Penal action shall be communicated to the concerned student through the notice issued by the Head of the Institution and same shall be intimated to the Parents, if necessary. Controller of Examinations shall maintain the copy of the punitive actions approved by the Governing Council of the Institute. Student(s) indulged in the malpractice shall not be eligible for seeking the valuation / re-valuation of the answer scripts, where such act was committed.

Issuing Grade sheets, Provisional and Degree certificates

Grade sheets shall be issued to the students within 4 weeks after publishing the results. Course completion certificate shall be issued along with the Transfer Certificate at the end of the programme. Provisional and Degree certificates to the candidates, after successful completion of the programme, are issued by the University. If a student loses the Grade Sheet / Transfer Certificate / Course Completion Certificate and needs duplicate Grade Sheet / Course Completion Certificate, shall submit a written request to Office of the Controller of Examinations / OSA in the prescribed format and fee. Duplicate Grade Sheet shall be issued within three weeks. In the case of issue of duplicate Transfer Certificate, the candidate shall also follow the legal requirements (that may be applicable). Duplicate Provisional Certificate / Degree Certificate is issued only by the University and the candidate may approach the University, following the appropriate procedure.

Document Retention Period

Office of the Controller of Examinations shall maintain all necessary documents and records pertaining to planning, execution of examinations and answer-books

intact with easy traceability. Based on the nature of information, retention period of various documents (hard copies) could be, as follows:

No	Nature of Document / Record	Retention Period	Method of Disposal after Retention Period
1	Examination Schedule	1 Year	Softcopy may be retained and hard copy to be shredded
2	Seating Arrangement	6 Months	Hard copy to be shredded
3	Question Paper – Continuous Assessment	1 Year	After one year, hard copies may be sent to the Departments for Question Bank
4	Question Paper – End Semester Examination	1 Year	After one year, Question Papers (in the soft copy) shall be sent to the Central Library
5	Records pertaining to Malpractice	5 Years	Recommendations of Examination Malpractice Committee and Circulars shall be retained for 5 years, then to be converted into softcopy and hard copy to be shredded.
6	Answer Booklets – Continuous Assessment Test	Sample Booklets to be maintained in the Course File	Answer booklets of CAT may be returned to the concerned students after recording the necessary data for the calculating the attainment of the Course Outcome and few sample booklets may be kept in the respective course file.
7	Records of Question Paper Setter	Continuous	Normally, the database pertaining to QP setter shall not be disposed but need to be updated at regular

No	Nature of Document / Record	Retention Period	Method of Disposal after Retention Period
			interval with the help of the Department Examination Committee
8	Minutes of the Meeting – Examination and Evaluation Committee, and Results Passing Board	10 Years	Record Note / Register shall be disposed carefully, e.g. shredding.
9	Results of End Semester Examination	10 Years	Softcopy may be retained and hard copy to be shredded

Monitoring and Auditing System

In order to improve the functions of the Office of the Controller of Examinations and services provided to the end-users, suitable monitoring and auditing systems shall be in-force. Feedback and suggestions given by the auditors shall be taken in the right spirit and implemented wherever possible with appropriate approvals. Monitoring and Audit System shall essentially include (i) quality of CAT and ESE question papers, (ii) qualification and experience of the external examiners, (iii) systems and processes followed in the CoE Office, (iv) verification and validation of the marks in ESE and grades awarded thereafter, (v) feedback on new initiatives, (vi) roles and responsibilities of DCoEs, (viii) adherence to the mandatory requirements and (ix) database pertaining to the current and past students. Controller of the Examinations shall summarize the findings and discuss with Examination and Evaluation Committee. Certain key issues shall be forwarded to Academic Council / Governing Council for guidance and approval.

Examination and Evaluation Committee

Examination and Evaluation Committee shall be headed by the Head of the Department (on rotation), Representative of DoA, Controller of Examinations (Convener), Deputy Controller of Examinations (by rotation) and at least three faculty members representing various disciplines and cadres. The Committee shall facilitate the following functions:

1. Recommendation of Appointment of DCOE and ACOE
2. Selection and appointment of Examiners – Internal and External
3. Selection and appointment of Chief Superintendent
4. Recommend separate wings / processes wherever necessary to facilitate the smooth functioning of the autonomous examination system
5. Ensure comprehensive evaluation of students through internal and external examination.
6. Analyse the cases revaluation, challenge-valuation and propose the suitable preventive actions
7. Recommend disciplinary actions where necessary against the question paper setters, examiners, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations
8. Review from time to time, the results of end semester examinations and forward reports thereon to the Academic Council through the Head of the Institution
9. Implementation of mandatory guidelines issued by the University and other regulatory authorities
10. Recommendation of examination fee (regular and arrear) of various courses prescribed in the Regulation, fee for revaluation and challenge-valuation, fee for duplicate hall ticket, fee for summer / winter track courses, fee for duplicate grade sheet, course completion certificate and transfer certificate, fee for the examinations specially scheduled, fee for issue of transcript, fee for recommendations of credit equivalence and issuing grade sheet for transferred candidates / re-joining candidates after the break-of-study, honorarium for (i) question paper setter, (ii) key /

scheme of evaluation, (iii) examiners, skilled assistant and lab assistants for conducting laboratory examinations, (iv) examiners and project guide for project evaluation, (v) chief superintendent, hall invigilators, skilled assistants and casual assistants during the conduct of theory examinations, (vi) board chairperson, chief superintendent, examiners, tabulators, technical and casual assistants during paper valuation, (vii) examiners of revaluation, (viii) travel and dearness allowance for outstation examiners, (ix) auditors engaged for scrutiny of question papers, (x) auditors engaged for post-audit, (xi) question bank preparation, (xii) members of results passing board, (xiii) subjects experts (from industry) invited for laboratory examination, project viva and paper valuation, (xiv) casual and technical assistants engaged during pre and post ESE activities and (xv) squad members appointed during theory and laboratory examinations.

The Committee shall meet at least twice in a semester, record the minutes of the same and submit the observations and recommendations to the Principal.

Benchmark, Examination Reforms and Best Practices

Assessment and evaluation practices adopted by the Institution are upgraded on need-basis based on the changes the curriculum, nature of the courses offered, guidelines received from the University or AICTE or UGC. Office of the Controller of Examinations strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide the quick means for corrective action by the students. Controller of Examinations shall explore the best practices followed in various premier institutions and adopt such practices in the Institution with suitable modifications. Besides, the Controller shall take every necessary steps to reform the existing practices, address the gaps and blind-spots meticulously to make the system robust and user-friendly. The Controller of Examinations shall present these initiatives in appropriate forums for acceptance and validation.

Roadmap and Targets

Office of the Controller of Examinations is expected to implement the best practices on par with other higher educational institutions and also the novel ideas for improving the evaluation process and provide the services to both academic Departments and students. Some of the measures proposed for both short-term and long-term are given below:

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
1	Reducing number of pages in answer booklet	To improve the question paper preparation and evaluation process	Examiners will prepare question papers with better clarity and have sufficient time to read the answer scripts thoroughly during evaluation	Nov / Dec 2020
2	Conducting Ph D Comprehension Examinations and Viva Voce through CoE Office	To introduce a structured system in evaluation system of Ph D candidates	Improved confidence in the system	Nov / Dec 2020
3	Providing access to the answer scripts of end-semester examination to all the students after / before the declaration of the results – Exam Wrapper	To improve the accountability and responsibilities of the evaluators and ensure fairness in evaluation process	Reduction in requests for revaluation / re-totalling	Nov / Dec 2020

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
4	Implementation of 5S System	To improve workplace system	To improve the ambience in the CoE Office	Dec 2020
5	Open Book Test	Flexibility in the assessment method	Enhanced thinking ability of the students in problem solving	July / Aug 2021
6	Course Withdrawal	Facilitate the learning at one's own pace	Better success rate of the students	July / Aug 2021
7	Involvement of Student Representative in Assessment of Projects	Transparency in the assessment process	Better acceptance of the grading and marks awarded	July / Aug 2021
8	Integrating course registration of students with Examinations	To facilitate on-line transfer of student data	Time delay can be avoided and paper work to be eliminated.	Nov / Dec 2021
9	Systematic Collection of Examination Fee	To facilitate easy payment option	Delayed payment, stress on student activities may be avoided	Nov / Dec 2021
10	Course Add / Drop Option	Facilitate the learning at one's own pace	Better success rate of the students	Nov / Dec 2021
11	Introduction of E-hall tickets	To decentralize the distribution of Hall Tickets	To frequent loss of hall tickets by the students	Nov / Dec 2021

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
12	Introduction of Relative Grading	To migrate to better grading systems	Performance of the students belonging to a particular cohort can be highlighted	Nov / Dec 2021
13	Revision of Question Paper Pattern with 2D assessment	To enhance the teaching-learning and evaluation process	Improved knowledge level of the students	Nov / Dec 2021
14	On-line examinations for Multiple Choice Questions	Tune examination process similar to competitive examinations	Participation in the Competitive Examinations can be improved	April / May 2022
15	Rubrics Based Assessment and Feedback to students	Identify the knowledge / skill gap	Focus on the knowledge / skill gap by the students for improving the performance	July / Aug 2022
16	On-line Tests – Continuous Assessment	To implement individualized question papers and efficient assessment system	Effective implementation of formative assessment and provision to know the correct answers immediately after completing the examination	July / Aug 2022
17	Choice of Question Paper by Students	Flexibility in the assessment method	Better participation and performance of students in the assessment process	Nov / Dec 2022

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
18	Examination on-demand	To reduce the examination stress among the students	Better participation and performance of students in the assessment process	Nov / Dec 2022

The above initiatives shall be implemented from First Year of study (UG & PG) and gradually extended to subsequent years of study.

Policy Revision Process

Revision of this policy on suggestions from the Examination and Evaluation Committee or requests from the faculty and staff (at least 10% of total members) may be initiated in consultation with the Head of the Institution. A new Committee, constituted by the Head of the Institution, shall assume the responsibility of revising the Policy. Revised (Draft) Policy shall be placed before Governing Council for approval and further implementation (with appropriate revision number and effective date).

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KUMARAGURU
college of technology
character is life

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Examination and Evaluation Policy

(Version v1)

Applicable from June 2020 onwards

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE 641 049

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Examination and Evaluation Policy

Background

Kumaraguru College of Technology is an Autonomous Institution that follows Choice Based Credit System (CBCS) in providing unique learning experience to the students. Certain features of autonomous system include (i) dynamic teaching methodology with layer-learning and STEM concepts, (ii) modularity, (iii) credit accumulation, (iv) non-linear, self-paced and flexible system of learning, (v) experiential learning in terms of interaction with industry, (vi) flexibility in choosing the assessment tools. (vii) minor specialisation, and (viii) scopes to undertake entrepreneurial activities. Assessments of the students are carried out continuously using formative modes as well as summative evaluation, incorporating innovative methods and tools like open book tests, individualised assignments, mini-projects, term papers, quiz, journal paper review, poster presentation, product demonstration and evaluating the learning outcomes in terms of cognition, affection and psychomotor abilities of the students.

Scope

The scope of the Examination and Evaluation Policy covers all the members of faculty, non-teaching staff (Technical or Non-technical) including other support services involved in the teaching – learning process. Modes of publishing the policy shall include circulation of printed copies and e-copies through Campus-wide Enterprise Resource Planning System.

Objectives

The main objective of the system is to facilitate the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the autonomous system and facilitate their learning to match their personal aspirations and institute vision.

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It is envisaged to develop a robust internal mechanism and / or methodology for (i) preparation of calendar, (ii) announcement of examination schedules, (iii) appointment of DCOE and ACOE, (iv) Selection and appointment of Examiners – Internal and External, (v) decisions on question paper pattern, (vi) question paper preparation, (vii) conduct of examination for courses approved by the Academic Council (continuous assessment and end-semester examinations), (viii) selection and appointment of Chief Superintendents, squad members and invigilators, (ix) evaluation procedure, (x) appointment of examiners and tabulators (for scrutinizing the answer sheets), (xi) decisions on malpractice issues, (xii) evaluation venue (xiii) retaining of papers after the examinations, (xiv) moderation policy, (xv) formation of Results Passing Board, (xvi) conduct of supplementary / arrear examinations, (xvii) re-totalling / revaluation of answer scripts (grievance redressal), (xviii) issuing Grade sheets, Provisional and Degree Certificates and any other relevant issues that may arise in due course.

Perceived Outcomes

Implementation of short-term, medium term and long term measures recommended in the Policy shall result in an effective assessment of teaching – learning system, identification of areas that might require additional focus by the students and members of the faculty, transparency and achievement of the Vision of the Institution.

Academic Calendar

Controller of Examinations shall prepare an activity calendar of the forthcoming year four week in advance before the commencement of the academic year and circulate to all the students and members of faculties (with appropriate details only), giving the schedule of (i) Course Registration, (ii) Course Withdrawal, (iii) One-credit courses / open electives / professional electives to be offered in the forthcoming year, (iv) Continuous assessment tests, (v) End semester examination (theory, project and laboratory), (vi) Starting and cut-off dates for the submission of continuous assessment marks, (vii) Various awareness / facilitation programs planned for students and faculty members, (viii) Examination withdrawal, (ix) Preparation and submission of question papers for CAT and ESE, (x) valuation

and submission of marks of CAT, (xi) valuation of ESE answer booklets, (xii) Meeting of Results Passing Board meeting, (xiii) Scrutiny of ESE question papers, (xiv) Post audit of Examination Process, (xv) Meeting of Examination and Evaluation Committee, (xvi) Disposal and disbursement of ESE answer booklets (xvii) Examination Wrapper (xviii) Preparation and presentation of annual budget, (xix) Announcement of examination venues, (xx) Appointment of Hall Invigilators / Chief Superintendent / Squad / Supporting Staff, (xxi) Decision on Question Paper Pattern (xxii) Registration for Summer / Winter Track, (xxiii) Arrear / Supplementary Examinations, (xxiv) Issuing grade sheets, (xxv) Revaluation, (xxvi) Issue of Hall Tickets, (xxvii) Registration for Examination and any other related activities that come under the scope of the Office of the Controller of Examinations.

Controller of Examinations

Deputy Controller of Examinations (DCoE) and Assistant Controller of Examinations (ACoE) are appointed on deputation basis, as per the guidelines issued by the UGC from time-to-time. However, experience of the faculty members nominated for the DCoE shall not be less than 10 years (with minimum 5 years in KCT) and not less than 5 years (with minimum of 3 years in KCT) in the case of ACoE. Duration of such appointments shall be as prescribed in the guidelines of the UGC. Controller of the Examinations shall not be less than the Associate Professor cadre.

Ambience of the Office

Controller of Examinations shall make utmost efforts to keep the ambience of the Office of the Controller of Examinations as user-friendly with necessary entry-restriction and data security through biometric / RFID access. Proper workplace maintenance systems (5S System) shall be implemented and followed in the entire office.

Customer Focus

Office of the Controller of Examinations shall conduct the awareness programs to the students on Evaluation Patterns and Procedures, Handling Examination

Stress, Best Practices in Examination Writing, Examination Wrapper at regular intervals to improve their involvements in teaching-learning process.

While completion of End Semester Examinations, the Office shall seek the feedback from the students, at random, regarding the Conduct of Examination, Quality of Question Paper along with the suggestions for improvement. The same shall be utilized to improve the services offered by the Office.

Awareness / Facilitation Programs - Faculty and Students

Office of the Controller of Examinations shall organize awareness / facilitation programs to the faculty members of various Departments, related to (i) preparation of question bank, (ii) preparation of question paper, (iii) innovative practices in assessments and evaluation, (iv) common mistakes in QP setting, (v) examination reforms and benchmarking, (vi) execution of activities related to assessment and evaluation, etc as the value addition. Experts may be drawn internally or from other premier institutions.

Office of the Controller of Examinations shall organize awareness / facilitation programs to the students, regardless to the disciplines, related to (i) preparation for examinations, (ii) handling of examinations related stresses, (iii) malpractices, (iv) assessment and grading systems at regular intervals.

Budget

Controller of Examinations shall prepare the annual budget, considering the requirements of Continuous Assessment Tests, Other Assessments, Assessment and Evaluation of Laboratory and Project Courses, and End Semester Examinations not later than February for the forthcoming academic year. He shall present the same to the Finance Committee for the recommendations and further approval.

Question Bank

Controller of the Examinations shall take conscious efforts to prepare a Question Bank for every course with wide range of questions (matching the type of

questions suggested in the Regulation in-force), essentially mapped with the course and program outcomes. Care shall also be taken to follow the cognitive level of the assessment within that of topics / lessons delivered by the faculty members or syllabus coverage of the particular course. Question Bank could be used to generate on-line question papers, conduct the assessment-on-demand and on-line assessments.

Student Database

Controller of Examinations shall maintain the complete list of students enrolled in all the programmes offered by the Institution along with the details of students who enrolled for a given programme but yet to complete the minimum required credits as per the respective regulations. The Controller shall also maintain the details of the total number of credits completed by these students with remaining credits and maximum permissible period, so as to become eligible for the Degree awarded by the Affiliating University. The Controller also shall maintain the complete year-wise details pertaining to the graduated students along with the list of courses completed, SGPA, CGPA and Class obtained for future references.

Course / Examination Registration

Every student, enrolled for various degree programs, of the Institution shall register various courses categorized under (i) core, (ii) professional electives, (iii) open electives, (iv) one-credit courses, (v) value added courses, (vi) certificate courses, (vii) non-credit mandatory courses, (viii) employability enhancement courses, (xi) guided self-study electives, (x) internship, (xi) on-line courses, (xii) professional certification courses, (xiii) personality / character development programs (NSS / NCC) and (xiv) any other courses through which one seeks the credit exemption as per the provisions given in the Academic Regulations. Office of the Controller of Examinations shall the maintain the list of all these courses enrolled by a student, at any point of time, and follow the awarding credit equivalence / exemption as per the Regulations applicable. Every student shall ensure the registration of all the opted courses in a semester for end semester examinations and other assessments applicable to the courses and make efforts to complete the courses successfully.

Decisions on Question Paper Pattern

It is expected that question papers are prepared to assess the programme outcome in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. In general, the overall pattern of the question paper pattern shall be any one of the options given in the respective Academic Regulation that is in-force. However, scope of the questions shall encompass cognitive processes / domains (remember, understand, apply, analyse, evaluate and create) as well as knowledge dimensions (factual, conceptual, procedural and meta-cognitive). In the case of multiple choice questions, the questions that may lead to dichotomous answers (yes or no, true or false) are not recommended. It is requested to ensure that about 30 - 40 percent require thinking skills related to remember and understand, 40 - 50 percent require students to apply and analyse the facts, concepts, processes and procedure, up to 10 – 20 percent questions pertaining to evaluating, hypothesising and designing (wherever applicable). The examiners may have the freedom to set open-ended questions aimed to assess the meta-cognition levels of the learner with utmost care in framing such questions.

External Examiners Database

Controller of Examinations shall maintain the Departmentwise list of Examiners with their area of specialisation, both internal as well as external, who could be contacted in event of setting up of question paper, laboratory examinations and project viva voce. Efforts shall be taken to maintain the list of such experts, working in the industry (practicing engineers) and entrepreneurs whose services could be utilized in the assessment and evaluation process. The database may be updated at least once in two years to get the latest affiliation of the experts.

Question Paper Preparation for Theory and Laboratory Courses

Question papers are prepared by both internal as well as external examiners, as may be decided by Office of the Controller of Examination in consultation with the respective Head of the Department and Head of the Institution. However, the decisions on question paper pattern are unambiguously conveyed to the students

in advance. Question papers may also be generated using software, provided that the final form of the question paper shall adhere to the pattern and scope suggested, above. On-line question paper generation is also recommended in the case of Multiple Choice Questions to individualize the evaluation of students. Examiners shall follow the guidelines in the Annexure I while preparing the question paper for the given course. In the case of practical courses, no question shall be repeated within a batch of students who appear for examination, at a given point of time. Allotment of marks for experimental work and viva-voce are to be followed as per Academic Regulations in-force.

Appointment of Chief Superintendent, Examiners and Invigilators

Based on the experience, qualification and academic credentials Chief Superintendent is appointed by the Controller of Examinations in consultation with the Head of the Institution. Members of the Surveillance Squad and Invigilators are appointed by the Controller of Examinations follwoing the guidelines given below:

Responsibility	Qualification	Minimum Total Experience (Yrs)
Chief Superintendent	Ph D	15
Squad Members	MPhil/ME/MTech	10
Examiner for Laboratory Courses	MPhil/ME/MTech	3
Skilled Assistants in Lab Exam	MPhil/ME/MTech	2

Appointment of Chairperson, Chief Superintendent and Examiners for Paper Valuation

In the case of continuous assessment tests, the faculty members handling the subjects shall evaluate the answer scripts and award the marks unless and otherwise the necessity is felt by the Controller of the Examinations or Head of the Department. All the test papers shall be evaluated within three working days

from the date of last test and papers shall be given back to the students for their reference. However, three to five sample answer scripts may be retained by the faculty members, in the respective course file, with the consent of the respective students, for the purpose of accreditation and academic audits.

In the case of the end-semester examinations, Chairperson, Chief Superintendent, Examiners (both internal as well as external) and tabulators are appointed as given below:

i.   Chairperson of the Board shall, normally, be the Head of the Department. In the case, if Head of the Department is unable to chair the valuation process, he / she may submit a written request (or email) to the Controller of Examinations with alternative, competent person as the Chairperson. Such candidate shall be not less than Associate Professor cadre or a Faculty Member with at least of 10 years of experience. Alternately, the Head of the Institution shall appoint the Chairperson, in the case if Head of the Department is unable to chair, from the same or related discipline as the situation may warrant for.

ii.   Chief Examiner shall be either from the Associate Professor cadre or a faculty member with PG qualification and at least 8 years of teaching experience.

iii. Examiners, for paper valuation, shall have Ph D qualification, or PG qualification with 5 years of teaching experience. Additionally, such examiners shall have handled the given subject at least twice in the case of regular subject and at least once in the case of elective subjects.

iv.   Tabulators are appointed, comprising of newly recruited members of faculty or members with < 5 years of experience, with a view to providing a hands-on experience to them on valuation processes and also assigned with minimum work load, as decided by the Controller of Examinations.

Examination Reschedule for Special Consideration

The Controller of Examinations can schedule the examination for a student / group of students, after getting concurrence from the Members of the Results Passing Board, Head of the Institution to the students, in case if a student / group

of students is / are not able to appear for the examination(s) as per the schedule. Such considerations may be extended only in the cases where a student / group of students represent in the Institute at National (Republic Day Parade, Sports) or International Level competitions (selected through national level participation). In such cases, the student / group of students shall submit a written request to the Controller of Examinations, through the concerned Head of the Department, at least 4 weeks in advance.

Appointment of Examiners for Laboratory Examinations and Question Paper Setting

Examiners for conducting examinations are appointed by the Controller of Examinations, time-to-time, from the approved list (by respective the Boards of Studies) of examiners maintained in the Office. Faculty members appointed as the examiners for conducting laboratory / practical examinations and preparation of the question papers for summative (end-semester examination) shall satisfy the following requirements:

Examiner	Internal	External
Laboratory / Practical Examinations		
Qualification	Master Degree	Master Degree
Experience at KCT (yrs)	5	-
Total Experience (yrs)	-	10
Theory Paper – Question Paper Setting for End Semester Examination		
Qualification	Master / Doctoral Degree	Doctoral Degree
Experience (yrs)	10 years in the case of Master Degree and 8 years in the case of Doctoral Degree	10

> In the case of Continuous Assessment Tests, the question paper shall be normally set by the respective faculty members or as decided in the Course Committee Meeting (in the case of common courses)

Conduct of Examination - Continuous Assessment and End Semester Examinations

Schedule for the Tests (continuous assessment) and the End-semester Examinations are published during the beginning of the academic semester and circulated to all the students through the respective Departments. Arrangements of the venues for conducting the tests and examinations are arranged at least 5 working days prior to the conduct and circulated to both students and members of the faculty.

In the case of end-semester examinations (Regular and Arrear), a printed hall tickets (or ID cards) is issued to the students, showing the details of various courses registered for the examination, which he / she is expected to possess while appearing for the examinations. In the case of students who are yet to complete the required credits in the form arrear examinations (after the specified minimum duration of program), hall tickets shall be issued for both theory and laboratory examinations. In such cases, the candidates are required to get the attestation from the concerned Head of the Department or Class Advisor before appearing for the examinations. Students are expected to occupy their respective places at least 10 minutes prior to the start of the tests and shall not leave the venue before 45 minutes in the case of Continuous Assessment Tests and 60 minutes in the case of End Semester Examinations.

Venues and Procedure for Evaluation of Answer Scripts

Venues for continuous assessment tests, laboratory examinations and end-semester examinations, along with the date, time and duration are announced to all the students, at least one week in advance, through individual mails and also through the respective Departments.

Test papers of the continuous assessments are evaluated in the respective places of the faculty members and results are posted in the respective ERP system within the stipulated time. In the case of End-semester Laboratory, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners (sourced internally or from other institutions / industry) and the results are submitted to the Office of the Controller of Examinations on the same day. Venues for paper valuations for the end-semester are announced at least one week in advance to all the examiners through concerned Heads of the Departments (Board Chairperson). Answer scripts are given to the examiners as per the allotment, not exceeding 10 papers per hour.

Examination Wrapper

The Controller of Examinations shall plan for the 'Exam Wrapper', an activity that gives an opportunity to the students, to reflect on their exam performance and more importantly on the effectiveness of exam preparations. Exam wrappers help students reflect on what they got wrong on the exam and create a plan to improve on the next one. In a way, it is "self-examination", "introspective observation", "directed thought" a foundation of critical thinking. Examination wrappers contain a set of instructions that encourage students to review their exams, determine where and why they lost marks, and how they could improve studying and exam taking in the future.

Results Passing Board

Results Passing Board shall be formed as per the guidelines of UGC and affiliating University. In general, the composition shall include all the Head of the Institution (Chairperson), Heads of the Departments, Controller of Examinations, Deputy Controller of Examinations, an academician nominated by the University and one academician from other autonomous Institution and one expert from the industry (with at least PG qualification) nominated by the Academic Council. Members nominated by the Academic Council shall hold the position for a maximum period of 2 years. However, the Controller of Examinations shall make a request to nominate a new member, within the two-year period, if one does not attend two consecutive meeting. In the case, if a Head of the Department is

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unable to attend the meeting, he / she shall make a written request through the Controller of Examinations and same shall be informed during the meeting. Meeting of the Board shall be convened, before declaration of the results, to analyse the course-wise and Department-wise results with related statistics. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from the External Members and Chairperson immediately after the meeting.

Moderation policy

Moderation of the results after the examination, for individual subjects of the current and supplementary / arrear examinations is carried out, whenever necessary, decided by the Results Passing Board as per the guidelines provided by the University.

Re-totalling / Revaluation of Answer Scripts

A student shall have the right to apply for re-totalling or revaluation or both for one or more subjects immediately after the declaration of the results (both regular as well as supplementary / arrear examinations), if not satisfied with the grades awarded. In such case, the student shall register with the Office of the Controller of Examinations through the relevant form along with the details of the fees paid for the same, duly authorized by the concerned Head of the Department. Controller of the Examinations shall make the necessary arrangements for re-totalling / revaluation and shall make the results available within two working days. In spite of the revaluation, if the candidate is not satisfied with the results, he / she can 'Challenge the Results" as per the process laid down by the Controller of Examinations and the Academic Regulations that may be relevant to the candidate.

Malpractices in Examinations

Students, who indulge in any malpractices or activities that can be construed as malpractice, are liable to be punished as per the decision taken by the Examination Malpractices Committee. The Committee shall be constituted every year (with new members), consisting of (i) Chairperson (not less than Head of the Department level) (ii) Two Faculty Members - not less than the Associate Professor

Cadre with at least one Lady Faculty Member, (iii) Member from Student Grievance Redressal Committee (as nominated by the Chairman of SGRC) and (iv) Deputy Controller of Examinations (Convener) and, shall meet on the (examination) day on which a student commits the malpractice. Based on the nature and extent of malpractice committed by the student, the Committee shall recommend punishment in accordance with standard procedures. Minutes of the Committee Meeting shall be recorded and considered as the input for formulating the necessary preventive actions. Penal action shall be communicated to the concerned student through the notice issued by the Head of the Institution and same shall be intimated to the Parents, if necessary. Controller of Examinations shall maintain the copy of the punitive actions approved by the Governing Council of the Institute. Student(s) indulged in the malpractice shall not be eligible for seeking the valuation / re-valuation of the answer scripts, where such act was committed.

Issuing Grade sheets, Provisional and Degree certificates

Grade sheets shall be issued to the students within 4 weeks after publishing the results. Course completion certificate shall be issued along with the Transfer Certificate at the end of the programme. Provisional and Degree certificates to the candidates, after successful completion of the programme, are issued by the University. If a student loses the Grade Sheet / Transfer Certificate / Course Completion Certificate and needs duplicate Grade Sheet / Course Completion Certificate, shall submit a written request to Office of the Controller of Examinations / OSA in the prescribed format and fee. Duplicate Grade Sheet shall be issued within three weeks. In the case of issue of duplicate Transfer Certificate, the candidate shall also follow the legal requirements (that may be applicable). Duplicate Provisional Certificate / Degree Certificate is issued only by the University and the candidate may approach the University, following the appropriate procedure.

Document Retention Period

Office of the Controller of Examinations shall maintain all necessary documents and records pertaining to planning, execution of examinations and answer-books

intact with easy traceability. Based on the nature of information, retention period of various documents (hard copies) could be, as follows:

No	Nature of Document / Record	Retention Period	Method of Disposal after Retention Period
1	Examination Schedule	1 Year	Softcopy may be retained and hard copy to be shredded
2	Seating Arrangement	6 Months	Hard copy to be shredded
3	Question Paper – Continuous Assessment	1 Year	After one year, hard copies may be sent to the Departments for Question Bank
4	Question Paper – End Semester Examination	1 Year	After one year, Question Papers (in the soft copy) shall be sent to the Central Library
5	Records pertaining to Malpractice	5 Years	Recommendations of Examination Malpractice Committee and Circulars shall be retained for 5 years, then to be converted into softcopy and hard copy to be shredded.
6	Answer Booklets – Continuous Assessment Test	Sample Booklets to be maintained in the Course File	Answer booklets of CAT may be returned to the concerned students after recording the necessary data for the calculating the attainment of the Course Outcome and few sample booklets may be kept in the respective course file.
7	Records of Question Paper Setter	Continuous	Normally, the database pertaining to QP setter shall not be disposed but need to be updated at regular

No	Nature of Document / Record	Retention Period	Method of Disposal after Retention Period
			interval with the help of the Department Examination Committee
8	Minutes of the Meeting – Examination and Evaluation Committee, and Results Passing Board	10 Years	Record Note / Register shall be disposed carefully, e.g. shredding.
9	Results of End Semester Examination	10 Years	Softcopy may be retained and hard copy to be shredded

Monitoring and Auditing System

In order to improve the functions of the Office of the Controller of Examinations and services provided to the end-users, suitable monitoring and auditing systems shall be in-force. Feedback and suggestions given by the auditors shall be taken in the right spirit and implemented wherever possible with appropriate approvals. Monitoring and Audit System shall essentially include (i) quality of CAT and ESE question papers, (ii) qualification and experience of the external examiners, (iii) systems and processes followed in the CoE Office, (iv) verification and validation of the marks in ESE and grades awarded thereafter, (v) feedback on new initiatives, (vi) roles and responsibilities of DCoEs, (viii) adherence to the mandatory requirements and (ix) database pertaining to the current and past students. Controller of the Examinations shall summarize the findings and discuss with Examination and Evaluation Committee. Certain key issues shall be forwarded to Academic Council / Governing Council for guidance and approval.

Examination and Evaluation Committee

Examination and Evaluation Committee shall be headed by the Head of the Department (on rotation), Representative of DoA, Controller of Examinations (Convener), Deputy Controller of Examinations (by rotation) and at least three faculty members representing various disciplines and cadres. The Committee shall facilitate the following functions:

1. Recommendation of Appointment of DCOE and ACOE

2. Selection and appointment of Examiners – Internal and External

3. Selection and appointment of Chief Superintendent

4. Recommend separate wings / processes wherever necessary to facilitate the smooth functioning of the autonomous examination system

5. Ensure comprehensive evaluation of students through internal and external examination.

6. Analyse the cases revaluation, challenge-valuation and propose the suitable preventive actions

7. Recommend disciplinary actions where necessary against the question paper setters, examiners, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations

8. Review from time to time, the results of end semester examinations and forward reports thereon to the Academic Council through the Head of the Institution

9. Implementation of mandatory guidelines issued by the University and other regulatory authorities

10. Recommendation of examination fee (regular and arrear) of various courses prescribed in the Regulation, fee for revaluation and challenge-valuation, fee for duplicate hall ticket, fee for summer / winter track courses, fee for duplicate grade sheet, course completion certificate and transfer certificate, fee for the examinations specially scheduled, fee for issue of transcript, fee for recommendations of credit equivalence and issuing grade sheet for transferred candidates / re-joining candidates after the break-of-study, honorarium for (i) question paper setter, (ii) key /

scheme of evaluation, (iii) examiners, skilled assistant and lab assistants for conducting laboratory examinations, (iv) examiners and project guide for project evaluation, (v) chief superintendent, hall invigilators, skilled assistants and casual assistants during the conduct of theory examinations, (vi) board chairperson, chief superintendent, examiners, tabulators, technical and casual assistants during paper valuation, (vii) examiners of revaluation, (viii) travel and dearness allowance for outstation examiners, (ix) auditors engaged for scrutiny of question papers, (x) auditors engaged for post-audit, (xi) question bank preparation, (xii) members of results passing board, (xiii) subjects experts (from industry) invited for laboratory examination, project viva and paper valuation, (xiv) casual and technical assistants engaged during pre and post ESE activities and (xv) squad members appointed during theory and laboratory examinations.

The Committee shall meet at least twice in a semester, record the minutes of the same and submit the observations and recommendations to the Principal.

Benchmark, Examination Reforms and Best Practices

Assessment and evaluation practices adopted by the Institution are upgraded on need-basis based on the changes the curriculum, nature of the courses offered, guidelines received from the University or AICTE or UGC. Office of the Controller of Examinations strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide the quick means for corrective action by the students. Controller of Examinations shall explore the best practices followed in various premier institutions and adopt such practices in the Institution with suitable modifications. Besides, the Controller shall take every necessary steps to reform the existing practices, address the gaps and blind-spots meticulously to make the system robust and user-friendly. The Controller of Examinations shall present these initiatives in appropriate forums for acceptance and validation.

Roadmap and Targets

Office of the Controller of Examinations is expected to implement the best practices on par with other higher educational institutions and also the novel ideas for improving the evaluation process and provide the services to both academic Departments and students. Some of the measures proposed for both short-term and long-term are given below:

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
1	Reducing number of pages in answer booklet	To improve the question paper preparation and evaluation process	Examiners will prepare question papers with better clarity and have sufficient time to read the answer scripts thoroughly during evaluation	Nov / Dec 2020
2	Conducting Ph D Comprehension Examinations and Viva Voce through CoE Office	To introduce a structured system in evaluation system of Ph D candidates	Improved confidence in the system	Nov / Dec 2020
3	Providing access to the answer scripts of end-semester examination to all the students after / before the declaration of the results – Exam Wrapper	To improve the accountability and responsibilities of the evaluators and ensure fairness in evaluation process	Reduction in requests for revaluation / re-totalling	Nov / Dec 2020

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
4	Implementation of 5S System	To improve workplace system	To improve the ambience in the CoE Office	Dec 2020
5	Open Book Test	Flexibility in the assessment method	Enhanced thinking ability of the students in problem solving	July / Aug 2021
6	Course Withdrawal	Facilitate the learning at one's own pace	Better success rate of the students	July / Aug 2021
7	Involvement of Student Representative in Assessment of Projects	Transparency in the assessment process	Better acceptance of the grading and marks awarded	July / Aug 2021
8	Integrating course registration of students with Examinations	To facilitate on-line transfer of student data	Time delay can be avoided and paper work to be eliminated.	Nov / Dec 2021
9	Systematic Collection of Examination Fee	To facilitate easy payment option	Delayed payment, stress on student activities may be avoided	Nov / Dec 2021
10	Course Add / Drop Option	Facilitate the learning at one's own pace	Better success rate of the students	Nov / Dec 2021
11	Introduction of E-hall tickets	To decentralize the distribution of Hall Tickets	To frequent loss of hall tickets by the students	Nov / Dec 2021

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
12	Introduction of Relative Grading	To migrate to better grading systems	Performance of the students belonging to a particular cohort can be highlighted	Nov / Dec 2021
13	Revision of Question Paper Pattern with 2D assessment	To enhance the teaching-learning and evaluation process	Improved knowledge level of the students	Nov / Dec 2021
14	On-line examinations for Multiple Choice Questions	Tune examination process similar to competitive examinations	Participation in the Competitive Examinations can be improved	April / May 2022
15	Rubrics Based Assessment and Feedback to students	Identify the knowledge / skill gap	Focus on the knowledge / skill gap by the students for improving the performance	July / Aug 2022
16	On-line Tests – Continuous Assessment	To implement individualized question papers and efficient assessment system	Effective implementation of formative assessment and provision to know the correct answers immediately after completing the examination	July / Aug 2022
17	Choice of Question Paper by Students	Flexibility in the assessment method	Better participation and performance of students in the assessment process	Nov / Dec 2022

S No	Action Proposed	Objective	Outcomes Foreseen	Target Period
18	Examination on-demand	To reduce the examination stress among the students	Better participation and performance of students in the assessment process	Nov / Dec 2022

The above initiatives shall be implemented from First Year of study (UG & PG) and gradually extended to subsequent years of study.

Policy Revision Process

Revision of this policy on suggestions from the Examination and Evaluation Committee or requests from the faculty and staff (at least 10% of total members) may be initiated in consultation with the Head of the Institution. A new Committee, constituted by the Head of the Institution, shall assume the responsibility of revising the Policy. Revised (Draft) Policy shall be placed before Governing Council for approval and further implementation (with appropriate revision number and effective date).

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Policy Document

IT Policy

KUMARAGURU
—— Institutions ——

<u>Student IT Policies</u>

1. Title and Applicability

This document is called Information Technology Policy for students. This is binding on all the students using the campus network, computing facilities and communication infrastructure provided by Kumaraguru Institutions.

2. Definitions

2.1. **Institution –** The following colleges are part of Kumaraguru Institutions and are jointly and severally included under the term Institution including but not limited to:

    a. Kumaraguru College of Technology (KCT)

    b. Kumaraguru Business School (KCTBS)

    c. Kumaraguru College of Liberal Arts and Science (KCLAS)

    d. Kumaraguru Institute of Agriculture (KIA)

2.2. **Network –** Access and connectivity to the internet provided by the Institution and/or systems/devices/gadgets/servers/cloud storage/email for the purpose of academics, research, and authorized incidental use.

2.3. **System –** Computing devices/gadgets/servers/cloud storage issued and/provided by Institution and all computer and telecommunications equipment, software, data, and media, owned or controlled by Institution or maintained on its behalf.

2.4. **Technology Services –** Information Technology department of the Institution.

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2.5. **Users** – Any student who is admitted in any department and enrolled for any course under the Institution until graduation and also includes persons whose physical presence may not be available inside the campus of the Institution.

3. General Use

3.1. All Users having access to the Institution's Data, Network and System are responsible for exercising prudent judgment, care and caution and shall be permitted to use the same only to the extent it is authorized and necessary to fulfill the purpose of academics, research, and incidental use.

3.2. All remote access to networks owned or managed by the Institution or System must be accomplished using a remote access method approved by the Institution or System, as applicable.

3.3. All computers and devices used by the Users to connect with the Network whether owned by the User or by the Institution, should execute virus-scanning software at all times with an updated virus database.

4. Data Security Management System:

4.1. Institution shall have a Data Security Management System to monitor and oversee the Data in the System issued by the Institution and the Data that is transmitted or processed through the Network issued by the Institution. Any activity performed by a User using the Data, Network, System or any other information resources of the Institution, shall be subjected to the Data Security Management System.

5. Use of Data, System and Network

5.1. There shall be no usage of Data, System or the Network without proper authorization granted through the Institution, college, or department.

5.2. No User under any circumstances is authorized to engage in any activity that is illegal, unlawful or unethical activities under local, state, country or international law while utilizing the Data, System, Network or any other information resources provided by the Institution.

5.3. If the there is any backup copy of Data of confidential information and intellectual property belonging to the Institution, on any separate device which is under the personal ownership, the same shall be deleted upon the requirement to access/use such data terminating or upon the instructions of the Institution.

Further, no user shall use the Data, System or Network:

5.4. To engage in procuring or transmitting material/goods/services that is in is immoral, distasteful, obscene, profane or intended for sexual harassment.

5.5. To cause security breaches or disruptions of Data and Network communication is prohibited. Users must promptly report all information relating to security breaches or disruptions to the Technology Services at office.dts@kct.ac.in.

5.6. Tampering any computer equipment, whether it belongs to the Institution or to an individual is prohibited.

5.7. The unauthorized installation or distribution of pirated software products for use on System or any computer connected to the Institution's Network is prohibited.

5.8. Violating the rights of any person or any organization protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations.

5.9. Providing access to the Network/System to any third party within or outside of the Institution to cause the breaches referred herein. In such event, the person providing such access shall be equally responsible for the consequences and penalties thereof.

6. Security control on Electronic Mail (Email) usage

6.1. Communications made through Institution issued email address should be used for Institution authorized purpose only.

6.2. Emails sent or received by Users in the course of conducting Institution activities are Data that are subject to appropriate regulatory records retention and security requirements. The Institution shall be entitled to access the same in the event of any apprehended breach of clause 5 hereinabove.

6.3. Users must treat all email messages and files as confidential information. Emails must be handled as "Confidential" and as direct communication between a sender and a recipient. Unless the information owner/originator agrees in advance, or unless the information is clearly public in nature, Users must not forward any email to any email address outside the Institution's network.

6.4. The following email activities are expressly prohibited when using an Institution provided email account:

a. Sending an email under another individual's name or email address, except when authorized to do so by the owner of the email account.

b. Accessing the content of another User's email account.

c. Sending or forwarding any email that is suspected by the User to contain computer viruses.

d. Any incidental use violating applicable Institution policy or according to law in force.

e. Any use for the purpose of illegal or unethical activities prohibited by the Institution or according to law in force.

7. Password Protection

7.1. Institution issued passwords or similar information for devices used for identification and authorization purposes shall be maintained securely and shall not be shared or disclosed to anyone.

7.2. System and all electronic devices including personal computers, smart phones or other devices used to access, create or store Data and Institution information resources, including email, must be password protected in accordance with Institution requirements, and passwords must be changed whenever there is suspicion that the password has been compromised.

7.3. Each User shall be held responsible for all activities conducted using the User's password or other credentials. If there is any indication of unauthorized use or change of password, Users shall report the incident to the Technology Services at office.dts@kct.ac.in.

8. Confidential Information, Intellectual Property and Data

8.1. A User is expected to exercise their best efforts of care and caution in protection and proper use of confidential information, intellectual property or Data belonging to the Institution and to solely utilize the same for the purpose to which a User is authorized to.

8.2. Users must not use or disclose to any confidential information, intellectual property or Data belonging to the Institution to anyone without appropriate authorization.

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8.4. Confidential information, intellectual property or Data belonging to the Institution that is created or stored on a User's personal computers, smart phones or other devices, or in databases that are not part of Institution's system are subject to all requirements applicable herein.

9. Physical security of System

9.1. Users shall not leave any System unattended. In the unlikely event that the System, including portable computers, smart phones and other computing devices is left unattended, it is the sole responsibility of the User to ensure it is physically secured.

9.2. Willful destruction of or theft of System or any computing devices belonging to the Institution is prohibited.

10. Non-compliance

10.1. Violations or non-compliance of any one or more of these standards may constitute cause for revocation of access privileges, suspension of access to the System, \ disciplinary action before the Disciplinary Committee of the Institution and/or appropriate legal action.

11. The Institution is merely an intermediary and cannot be held liable for any activity performed by the User while using the System, Network or Data. The User assumes absolute and entire responsibility for all his/her action and acknowledges that any breach of the terms herein has been done at his/her entire behest, and the Institution cannot be held liable for the same. The User acknowledges that the Institution shall be

deemed to be an *"intermediary"* for the purposes of Section 79 of the Information Technology Act 2000, and shall take appropriate action upon any breach/illegality being bought to its attention. The User shall have no claim whatsoever against the Institution for any action taken in this regard.

12. The Institution reserves the right to audit all information/supporting assets/review logs in the event of suspicious activity on the directives of the Technology Services.

13. The Institution may amend, review and add any policy hereunder as per its discretion. Any usage of the System/Network shall be deemed to be continued acceptance of the terms provided for herein.

14. The terms herein are without prejudice to and in addition to the remedies under law for any illegal/immoral/mischievous act deliberately or negligently caused by the User herein, either directly or indirectly.

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Policy Document

IT Policy

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5.8. Violating the rights of any person or any organization protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations.

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6.3. Users must treat all email messages and files as confidential information. Emails must be handled as "Confidential" and as direct communication between a sender and a recipient. Unless the information owner/originator agrees in advance, or unless the information is clearly public in nature, Users must not forward any email to any email address outside the Institution's network.

6.4. The following email activities are expressly prohibited when using an Institution provided email account:

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c. Sending or forwarding any email that is suspected by the User to contain computer viruses.

d. Any incidental use violating applicable Institution policy or according to law in force.

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8.2. Users must not use or disclose to any confidential information, intellectual property or Data belonging to the Institution to anyone without appropriate authorization.

8.3. All users have a responsibility to promptly report the illegal, unethical or unauthorized disclosure of Institution's confidential Information, intellectual property or Data to Technology Services at office.dts@kct.ac.in.

8.4. Confidential information, intellectual property or Data belonging to the Institution that is created or stored on a User's personal computers, smart phones or other devices, or in databases that are not part of Institution's system are subject to all requirements applicable herein.

9. Physical security of System

9.1. Users shall not leave any System unattended. In the unlikely event that the System, including portable computers, smart phones and other computing devices is left unattended, it is the sole responsibility of the User to ensure it is physically secured.

9.2. Willful destruction of or theft of System or any computing devices belonging to the Institution is prohibited.

10. Non-compliance

10.1. Violations or non-compliance of any one or more of these standards may constitute cause for revocation of access privileges, suspension of access to the System, \ disciplinary action before the Disciplinary Committee of the Institution and/or appropriate legal action.

11. The Institution is merely an intermediary and cannot be held liable for any activity performed by the User while using the System, Network or Data. The User assumes absolute and entire responsibility for all his/her action and acknowledges that any breach of the terms herein has been done at his/her entire behest, and the Institution cannot be held liable for the same. The User acknowledges that the Institution shall be

deemed to be an *"intermediary"* for the purposes of Section 79 of the Information Technology Act 2000, and shall take appropriate action upon any breach/illegality being bought to its attention. The User shall have no claim whatsoever against the Institution for any action taken in this regard.

12. The Institution reserves the right to audit all information/supporting assets/review logs in the event of suspicious activity on the directives of the Technology Services.

13. The Institution may amend, review and add any policy hereunder as per its discretion. Any usage of the System/Network shall be deemed to be continued acceptance of the terms provided for herein.

14. The terms herein are without prejudice to and in addition to the remedies under law for any illegal/immoral/mischievous act deliberately or negligently caused by the User herein, either directly or indirectly.

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Policy Document

WiFi Policy
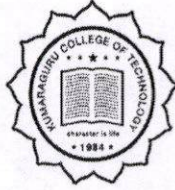
WI-FI POLICY

Purpose

KCT i-FUP provides information about the privileges and responsibilities of using the KCT provided Internet and WiFi as part of institutions Staff & Student educational experience.

By the means of KCT i-FUP, Staff & Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information, online databases and news from a variety of sources and research institutions.
- Discussion groups on a wide-variety of topics.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning.
- Online courses and curriculum, academic software and electronic learning resources.

1. **Responsibilities**

KCT has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value. The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/ or research for the needs, maturity, and ability of their students. KCT takes no responsibility for the

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accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

2. **Acceptable Use**

The purpose for KCT having access to Internet & WiFi is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instruction.

3. **Prohibited Uses**

Transmission of any material in violation of any law or policy is prohibited. This includes, but is not limited to, the distribution of:

   a. Bullying by using information and communication technologies (cyberbulling);
   b. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
   c. Advertisements, solicitations, commercial ventures or political lobbying.
   d. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
   e. Material that violates copyright laws.
   f. Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited

   Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, legal procedures, and college site discipline/ network use policy. Any damage to the network / equipment / devices, the cost will be recovered from the associated users /staff / students.

4. **Privileges**

   The use of KCT provided Internet & WiFi is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator to deny, revoke or suspend specific user access.

5. **Network Rules and Etiquette**

   The use of KCT provided Internet & WiFi requires that staff & students abide by rules of network use and etiquette. These include, but are not limited to, the following:

   a. Be polite. Do not send abusive messages to anyone.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
   c. Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the Internet, the college must have on file a parent release authorizing publication.
   d. Cyber-bullying is considered harassment.
   e. Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
   f. Do not disrupt the network.

6. **Cyber-Bullying**

   Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in

a deliberate, repeated, or hostile and unwanted manner. Staff and students will refrain from using personal communication devices or KCT property to cyber-bully one another.

Cyber-bullying may include but is not limited to:

a. Spreading information or pictures to embarrass;
b. Heated unequal argument online that includes making rude, insulting or vulgar remarks;
c. Isolating an individual from his or her peer group;
d. Using someone else's screen name and pretending to be that person;
e. Forwarding information or pictures meant to be private.

7. **Security**

Security on any computer system is a high priority. If you feel you can identify a security problem on KCT provided Internet & WiFi, notify the Department of Technology Services(DTS) either in person, in writing to dtssecurity@kct.ac.in, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to KCT provided Internet & WiFi.

8. **Vandalism**

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

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Policy Document

Purchase Process

Procurement Software – Academic
Pre-Indent Approval Process

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                    ( Pre-Indent Request )
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                              v
                      < Accounts            >  <---->  [ Capital  ]  <---->  [ Budgeted ]
                      < Verification        >          [ Revenue  ]
                              |
                              v
                   [ Communication to
                     Infra, ELEC., DTS, etc., ]
                              |
                              v
                   [ Communication to
                     Environment Clearance by
                     Microcosm ]
                              |
        +---------------------+---------------------+
        v                     v                     v
   [ AMC            ]    [ DTS                  ]  [ If not DTS / AMC related
     Committee       ]    Committee – Mr. Ravi K  ]   Direct to HoD ]
        |                     |                     |
        +---------------------+---------------------+
                              |
                              v
   [ If Negative -  Notify to   < HoD        >
     Indent Initiator Accounts, < Approval   >  ----
     Purchase. ]               /                     
                              | Yes                 
                              v                      
                      [ AO Approval ]        [ Reject ]  --- If Negative – Notify
                              |                              to Indent Initiator
                              v                              Accounts, Purchase
                      [ Principal Approval ]                 & Dept. HoD
                              |
   [ If Negative  - Notify to  v
     Indent Initiator         [ OPSCOM Approval ]      No
     Accounts, Purchase &
     HoD ]                     |
                              v
                      [ JC Approval / Optional ]
                              |
                              | Yes
                              v
                      [ Approved Indent Notified in
                        Purchase Module ]
```

Dr. D. SARAVANAN, M.Tech.,Ph.D.,
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Kumaraguru College of Technology
Coimbatore - 641 049.

Receipt of Indents

↓

RFQ- (Request for Quote)

↓

SQ (Supplier Quote)

↓

SQC (Supplier Quote Comparison)

↓

Comparison Approval by any TWO
EO, CFO, PLV - 1

Principal, AO, Authorised Signatory -1

↓

Draft PO Preparation and Confirmation from User

If negative -
Notify to
Indent Initiator,
Accounts,
Purchase & HoD

↓

PO Verification

↓

Pur HoD Approval

No → Clarification / Justification

Yes

↓

Approved PO Send to Vendors through email

Approved order copy
Sent to Indent
Initiator & HoD.

↓

Material Despatch

↓

Gate Entry

↓

Store Entry / Goods Receipt Note (GRN) & Issue Note

Notification
Indent Initiator & HoD
,Purchase

If negative -
Notify to
Store, Purchase,
Accounts &
Indent Initiator
Dept. HoD

↓

Material Receipt Entry by Department HoD

Not Accepted → Reason / Rejection

Receipt entry Notification
to Indent Initiator &
Approval to HoD
will be open for 4 days

Accepted

↓

Store Entry for PO closing

↓

Bill Certification @ Procurement

↓

Forwarding to Accounts dept.

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Policy Document

Paper Usage Policy

Policy on Paper Usage

Administering Entity: Kumaraguru College of Technology
Date Approved: 08/11/2019
Latest Amendment Date: 08/11/2019
Approved By: Principal, KCT
Indicative Time for Review: Quarterly
Responsibility for Review: Principal, Administrative Officer, Program Manager - Sustainability

Purpose

This policy sets forth a set of guidelines to reduce the number of papers that are being used by the students for Assignments, Mini-Projects and Final Year Projects. This is to reduce the usage of paper as a commitment to protect the environmental damage.

Policy Statement

Mini Projects: Project Reports of Mini Projects need not be printed. A soft copy of the report must be submitted to the concerned faculty.

Final Year Projects: Only one copy of Final Year Project UG & PG report should be printed per batch and submitted as a KCT library copy. Phase 1 Final Year projects need not be printed, it must be submitted as a softcopy. For any project report, printing should be done on both sides. Departments must maintain properly named e - copies at the department computers as well as CD/ Cloud storage(Google Drive).
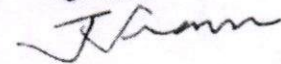
Assignments: Faculty to encourage submission of assignments in e - only mode (except those that require drawings etc). Assignments that needs a physical paper report should not use a plastic file during submission. Functionalities in Google Classroom must be used for these purposes.

Scope

The Policy applies to all the academic departments of KCT.

Date: 08·11·2019

Signature

Principal, KCT

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Policy Document

Green Campus/Waste Management Process

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Policy for Ban of Plastics in campus

Plastic waste has emerged as one of the biggest environmental concerns adversely impacting the soil, water, health, and well-being of all living species, including the plants at large. The limited waste disposal system poses a great challenge to dispose of plastic waste materials especially the single use plastic.

To reduce the usage of plastic, the University Grants Commission has used special guidelines to all the higher education institutions to improve ban on single use plastic at the campus.

Accordingly, it is hereby circulated for the information of all concerned that the competent authority of Kumaraguru College of Technology – KCT has decided to take following steps to ban single use plastics materials on the campus and other measures to reduce the usage of plastics.

1. To ban use of single use plastics in canteens, campus premises, hostels, etc.

2. To strive to make the campus plastic-free by systematically banning the use of plastics and replacing the same with suitable environmentally friendly substitutes.

3. To carry out awareness drives and sensitization workshops on the harmful impacts of single use plastics by the Green Volunteers committee of each institute.

4. To mandate all students and staff members to avoid bringing non-biodegradable plastic items inside the campus.

5. To avoid the use of plastic water bottles, bags, and encourage use of alternative solutions like cloth bags, paper bags etc

6. To place signboards at vantage points to create awareness on banning the use of plastics and polythene bags on the campus.

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7. Single-use plastic items such as plastic bottles, bags, spoons, straws, and cups are banned completely, and awareness is created among staff and students through orientation and display boards in the premises.

8. To restrict the use of plastic, measures have been taken to replace plastic teacups and glasses with steel teacups in the canteen.

9. The staff and students are informed to use steel or copper water bottles instead of plastic bottles.

   Training programs for making paper carry bags; paper pen, cloth bags and sessions on "Creating wealth out of waste" are offered to the students.

10. Steel and glassware are used in the canteen and hostel, which reduces the plastic waste on the campus.

11. Waste is segregated as biodegradable and non-biodegradable items and processed in an eco-friendly manner.

12. Institute to undertake awareness program for stakeholders regarding reduce, reuse, and recycle of plastics

13. All stakeholders to minimize the use of plastic bags in the campus

14. Waste segregation to be strictly followed by stakeholders.

15. Use of packaged water bottles is not permitted during college events.

16. Students shall recycle the available resources as much as possible for creative work during college fests.

17. Use of thermocol is strictly prohibited.

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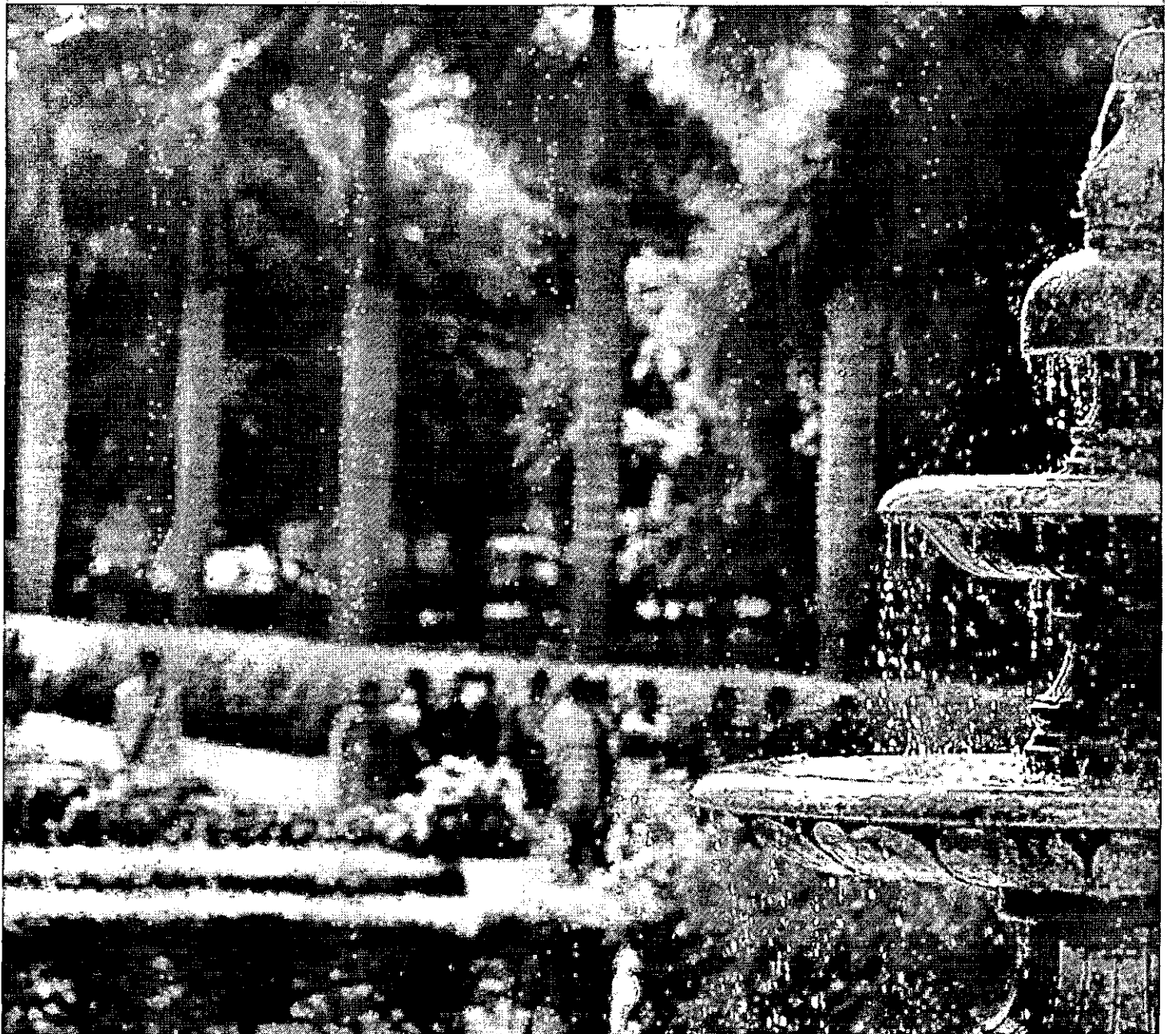# Policy Document

Revenue Sharing (Consultancy) Process

KUMARAGURU COLLEGE OF TECHNOLOGY
(An Autonomous Institution affiliated to Anna University, Chennai)
ISO 9001:2008 Certified
COIMBATORE – 641 049 | Tel: 0422 2661100 | Fax: 0422-2669406
Website: www.kct.ac.in | www.facebook.com/kct.edu

Sir,

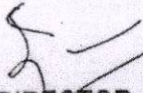Sub: Consultancy charges-Ratio for Management and Staff Members –reg.

Various Departments – like, Civil, Mechanical , Textiles etc have

Carried out consultancy works at our College. The total amount of the

Consultancy charges amount raised by the departments and remitted

at our College account asper bill prepared by the departments.We have

paid the department share after their requestion is received.

It is requested to the Director to approve the share of Departments as

the following ratio :

Management share @ 60%

Department share @ 40%

APPROVED

DIRECTOR 13/5/10

To Mr. Elangovan.

Dr. D. SARAVANAN, M.Tech.,Ph.D.,
PRINCIPAL
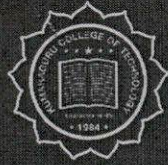Kumaraguru College of Technology
Coimbatore - 641 049.

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Policy Document

OSA – SoPs

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College Rules
Hostel Rules
IT Policy
FAQ

The KCT Playbook

College Rules and Regulations

1. College works from Monday to Saturday.

2. Campus Working hours: 8:30am to 4:40pm (Tea Break: 10:30 am to 10:45am | Lunch Break: 12:45pm to 1:40pm)

3. Dress Code: **Face-to-Face Classes:** Boys – Formal shirts, pants with shirts tucked in. Girls – Salwar Kameez / Chudidhar with neatly pinned dupatta. Lab uniform and shoes are mandatory during regular lab classes. Boys and girls should wear shoes. Boys should tuck in their shirts.

   Virtual Classes: Well-groomed and presentable attire.

4. Students should follow the rules and regulations prescribed by Anna University, Chennai and KCT.

5. The hostel students should follow the hostel rules and regulations.

6. Students are expected to conduct themselves in an exemplary manner and have true pride and dignity in themselves and earn a good name for the college.

7. Students should maintain discipline. A disciplinary committee appointed by the principal will enquire into any incident of the report of students' indiscipline and recommend suitable action to be taken.

8. Students must avail leave only after getting prior permission from their faculty mentor. Leave message over Telephone / E-mail will have to be approved by HoD.

9. RAGGING is strictly prohibited. Any student, who directly or indirectly commits, participates in, abets or propagates "RAGGING" within or outside the campus shall be punished with imprisonment which may extend up to 3 years and shall also be liable to a fine which may extend up to Rs.25,000/-. He / She shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.

On Campus

1. The vehicles of the students should be parked in the allotted parking place only.

2. Students should use the facilities in the campus without causing any damage. If any damage is caused, action will be taken to correct and recover the cost, in addition to disciplinary proceedings, if applicable.

3. Students must always wear their ID Cards when inside the campus.

4. Smoking / Possession and consumption of drugs / tobacco products / possession and consumption of alcohol inside the campus will lead to separation from the institution.

5. Celebrations of any kind without prior written permission from the Management are prohibited in the campus. Violation of the above will be viewed seriously.

Classroom/Laboratory Manners

1. Students are expected to be polite, dignified and professional.

2. Students should not use mobile phones for purposes other than academics when the class is being conducted. However, students are encouraged to browse / read for academic purpose as suggested by the faculty facilitating the class.

3. Students are expected to be seated in the lecture hall five minutes prior to the commencement of the class.

Attendance Requirements

1. Ideally every student is expected to attend all the classes and secure 100% attendance. However, in order to give provisions for participation in sports and other extra and co-curricular activities, Medical / personal reasons, a student is expected to attend at least 75% of the classes, in every course (subject), to become eligible for appearing in the End Semester Examinations.

2. If a student has lack of attendance in 4 or more courses (3 or 4 credit) offered in a particular semester, he/she will be detained in that semester and hence cannot proceed to the next semester. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education).

Examination Rules

1. Candidates found guilty of malpractice shall face enquiry by the appropriate committee constituted by the Principal.

2. Candidates should maintain discipline and decorum during the examinations.

3. In addition punishment as per the rules of the Controller of Examinations office / Anna University will be decided by a committee appointed to enquire into the nature of the malpractice and to book the student for the violation.

Discipline System

1. Students found involved in any disciplinary issue(s) will be suspended pending enquiry. Hostel student maybe asked to vacate the hostel.

2. The Principal instructs the disciplinary committee to enquire if needed. The disciplinary committee, on investigation submits a report to the Principal for action.

3. The student may be subjected to one or more of the following, based on the recommendations in the report.

   - Expelled from the college

   - Expelled from the hostel

   - Suspended for a period of time

4. The following are strictly prohibited (Zero-tolerance policy shall be adopted)

   - Smoking, Consumption of alcoholic drinks / drugs, Gambling, Intimidation or violence, Willful damage of property, Shouting and using abusive language, MultiLevel Marketing or any type of business or fund raising.

Identity Card

1. It is always mandatory to wear the ID card while in campus, institution sponsored events or when representing the college for events outside campus and common places - seminar halls, library, and auditorium.

2. Any faculty/staff of the institution has authority to ask the student to show their ID card at any time while in campus.

3. If a student loses the ID, she/he must write an email stating the reason to the class advisor. The class advisor will forward the same recommending to the Head - OSA. The cost for ID card will be deducted from the stores deposit of the student.

4. The ID card shall be used to purchase materials from the student stores/kiosks. The cost will be deducted from the stores deposit of the student.

Information Technology (IT) – Policy

The IT Policy document provides a brief synopsis of the key obligations of students using the Institution's IT facilities. All students must be familiar with the guidelines therein, and abide by the institution's IT Policy.

1. Use Institution-owned IT systems, User-owned systems and infrastructure only for the purposes relating to your study, research, or academic activities.

2. Ensure all official software installed in your device are up to date.

3. Be informed that all your activities over the system and network are monitored, continuously.

4. Users should not engage in any illegal, unlawful, or unethical activities over the systems and other resources owned by the institution.

5. Ensure no pirated or unauthorized software is installed / used on the resources owned by the institution. Installation of / access to any third-party software essential for work must be preceded by written consent by the DTS team and approvals as mandated

6. Users to make sure that ONLY the institution email id provided to them by the institution is used in all the official communications. Usage of personal email id for official purposes and / or wrong purposes will constitute willful disobedience and be liable for action.

7. Be vigilant to phishing emails, do not respond to them and report to the concerned authorities.

8. No system or account passwords should be shared with anyone under any circumstances.

9. Users are expected to use Email, Microsoft Teams as the only channels of official communication.

10. Users must not use or disclose to any confidential information, intellectual property or Data belonging to the Institution, without prior written approvals from the Head of the Department / Institution or as mandated

11. Users have a responsibility to promptly report the illegal, unethical, or unauthorized disclosure of Institution's confidential Information, intellectual property, or Data to Technology Services.

12. User is responsible for the physical security of the system inside the campus.

13. The Institution reserves the right to audit all information / supporting assets/review logs in the event of suspicious activity or as a part of maintenance work.

14. The Institution will have the right to amend, review and modify, the Policy at its discretion.

15. If you have any doubts / queries, please contact office.dts@kct.ac.in.

Hostel Rules

1. All residents are required to maintain standards of attire, manners and behavior.

2. All residents shall always carry their valid Identity Cards issued to them by the college and produce it whenever demanded by the authorities. Without ID card, residents will not be permitted to enter into the hostels.

3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Walls shall not be defaced.

4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of the room, hostel and its environment. Any damage to property will be required to be replaced / repaired and the cost will be recovered from them.

5. Students shall bring to the notice of the Caretakers/Resident Tutors of any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will provide alternate arrangement.

7. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway.

8. Ragging of students admitted to the college is totally banned. Any violation of this by the students will be dealt with very severely as per the college norms and guidelines issued from time to time by the competent authorities.

9. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

10. Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from Hostel Officer and making relevant entries into the Register to be maintained in the Mess.

11. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.

12. The use of electrical appliances such as immersion heaters, electric stove / heaters, Iron Box are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

13. The use of audio systems which may cause inconvenience to other occupants are not allowed.

14. When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep their room locked.

15. The residents of the hostels must use the bio-metric device to register their entry and exit into/from the hostel.

16. All residents of hostels must be back in the hostel before the time limit of 7.00 PM for girls and 9.00 PM for boys. However, prior written permission from the concerned HOD of the student and approved by the Deputy Head, Hostel may be considered for late entry for valid reasons (Academic-related, Sports, Placement, etc).

17. Late-comers into the hostel, will be dealt with as follows:

    • If the resident is late to the hostel, for the

    • First time, a message will be sent to their respective class advisor/ward counselor to counsel and to their parents as information only.

    • Second time, a message will be sent to student counselor to counsel the resident and to their parents as information.

    • Third time, respective HOD will enquire, counsel and ring up their parents for clarifications.

    • Fourth time, parent should meet the Principal/HOD and a constituted committee for final decision on the continuity of the resident in the hostel.

18. The students are not allowed to be in the hostel during class hours unless permitted by the Hostel Officer after informing the Head of the Department of the student.

19. Birthday celebrations are not permitted inside the hostel. However, it may be allowed in specified location after getting permission from the Hostel Officer and giving an undertaking that they will celebrate peacefully and without littering the premises.

20. Residents shall not play outdoor games inside their rooms or in areas around the hostels which is not designated as playground.

21. Residents proceeding on leave on any working day must submit an application form duly approved by the Head of the

Department of the student with signature and office seal to the Hostel Officer.

22. First year girl students will be allowed to go home during holidays, only if they are accompanied by their parents or local guardian. However, this can be relaxed if the parent gives an undertaking accordingly.

23. Hostel residents are not expected to have vehicles inside the campus. For genuine reasons Principal may grant permission to have their vehicles based on request from parents. Such students are to fill a Vehicle Registration Form and submit it to Assistant Manager – Security.

24. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

25. Residents will be personally responsible for the safety of their belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

26. Any case of theft should be reported promptly to the Assistant Manager - Security through Hostel Officer. They should not try to deal the matter themselves. Whoever tries to deal it themselves and thereby creating trouble will also face disciplinary action.

27. Students should not arrange any function or meeting within the hostel or outside or within the campus without specific permission of the Deputy Head, Hostel.

28. Residents are required to be in their respective rooms during the roll call (attendance) from 09.00 pm onwards every day. Absenteeism will result in informing their parents accordingly.

29. Residents shall maintain silence after 10.00 pm to 6.00 am enable students to prepare for their academic and ensuring good sleep.

30. If students create law and order problems outside the campus, they are answerable to the police on their own and should not involve the college name. In such cases, they will also be answerable to Hostel/College administration as per the college norms and appropriate action will be initiated against them.

31. Residents should comply with routine announced room checks and surprise checks that may be required to be conducted from time to time. Students will be rewarded for maintaining their rooms neatly.

32. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, playing inside the hostel premises, non-compliance of any of the rules, or violation of any other rule defined in the hostel manual will be reported to the disciplinary committee.

33. Any student found to having used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs

and the like, will be proceeded against legally under the Narcotic Drugs and Psychotropic Substances Act (NDPS Act) and will also be expelled from the hostel and college.

34. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Enquiry Committee. The Hostel Administration will implement the recommendation of the Enquiry Committee. Depending on the seriousness of the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

MESS

Timings

		Weekdays	Sundays
Breakfast		07.00 - 08.20	07.30-09.00
Lunch	1st year	12.00 - 12.50	13.00 - 14.00
	Others	13.00 - 13.50	
Snacks		16.30 - 17.15	16.30 - 17.15
Dinner		19.00 - 20.30	19.00 - 20.30

Frequently Asked Questions (FAQs)

Launch of Semester

1. How will the courses be offered through online mode?

We are planning to offer two to three courses through online at any point of time and the entire semester will be completed in two cycles. Each cycle is designed for 5 weeks, comprising the delivery of courses through video content, face-to-face teaching, self-learning using the learning materials provided to the students, continuous assessments on daily basis, final evaluation, peer-learning / group study among the students, networking activities through clubs and societies of Institution and many more features.

2. Is it mandatory to attend the online classes?

Yes. Continuous academic engagement is mandatory for students. By attending the classes regularly, learners can keep his / her cognitive skills abreast.

3. Is there any Dress Code for Virtual Classes / Face-to-face classes?

Yes, the students are expected to be in formal dress code while attending virtual / face-to-face classes.

4. Virtual Classes: Well-groomed and presentable attire for both boys and girls.

Face-to-Face Classes: Boys – Formal shirts, pants with shirts tucked in. Girls – Salwar Kameez / Chudidhar with neatly pinned dupatta. Lab uniform and shoes are mandatory for both boys and girls during regular lab classes.

5. What is the procedure for availing Leave / Permission?

The student can get prior permission through email from their Class Advisor / Mentor.

6. For which issues the mentors can be contacted?

Queries related to your ward's performance in academics, to understand the various courses offered and specific needs of your ward, you can contact the Mentors.

Assessment and Examinations

1. How will the parents be informed of the evaluation results?

After completing the evaluation process and grades, details will be sent to the parents through KITE.

2. Are assessments conducted both during and after the completion of a course in a particular cycle?

Yes. Regular assessments based on synchronous and asynchronous sessions will be conducted. Further Online assessment (Inter Cycle Test) will be conducted as part of Formative Assessment and the same will be considered in place of Continuous Assessment Marks (CAM)

3.How is malpractice dealt by the institution?

Students are expected to maintain highest ethical standards while taking online exams and refrain from copying or sharing any material with others. Students are expected to honor the trust the institution places on them, while taking both proctored and unproctored online exams. Malpractice will be dealt with severely as per existing rules.

Admission and Documentation

1. When will I get back my original certificates?

All the original certificates will be returned to the candidates once DOTE verification process is completed, and the admission of the candidate is approved by Anna University. It may take around 3 to 4 months from the date of reopening.

2. How do I get Bonafide Certificate & Fee Structure for availing loan or scholarship?

Students can send email to studentsupport@kct.ac.in requesting for Bonafide Certificate and Fee Structure mentioning the specific reason and the certificate will be sent as e-copy to the student within 3 working days.

3. Whom should I contact if I have any admission related queries?

The student can contact College Admission Office via phone - 94894 60174 for assistance.

Technology related queries

1. Regarding the internet facility, how to make a choice of the data plan for the usage of online class?

2 GB plan with 3G or 4G connectivity with uninterrupted services will be sufficient to attend the online classes offered by the college.

2. Will a new laptop be provided by the college?

The Department of Technology Services (DTS) will shortly be providing an EMI Option for Laptops. You will receive the link shortly and interested students can buy laptops.

3. Who can be contacted for any technical/technology related issues/queries?

The Faculty Tech Champions can be contacted first whose details will be shared during the Ignite - Student Induction Program. The Tech Champions will in turn escalate the concern raised by the student to the technical team if required or resolve the issue themselves. Teams name: office.dts@kct.ac.in

Important Contacts

S.No	Name	Designation	Email Id	Phone Number
1	Dr. J Srinivasan	Principal	principal@kct.ac.in	9487700830
2	Dr Ezhilarasi M	Associate Dean & HoD, SFS (first year)	ezhilarasi.m@kct.ac.in	9486038824
3	Dr. V Vijilesh	Head, Office of Students Affairs	vijilesh@kct.ac.in	94877 00834
4	Dr. Vimal E A	Deputy Head, DTS	vimal.ea.it@kct.ac.in	9894776544
5	Mr. R Janarthanan	Deputy Head, Hostel Administration	janarthanan.r.osa@kct.ac.in	94873 02898
6	Hostel Helpline - Girls		info.hostel@kct.ac.in	9841704170
7	Hostel Helpline - Boys		info.hostel@kct.ac.in	9841804180
8	Transport Officer		transportofficer@kct.ac.in	94877 00832
9	Ms Meera	Assistant Manager - Security	meera.v.admin@kct.ac.in	9487700997
10	Ambulance		-	94877 00820
11	Security Officer		securityofficer@kct.ac.in	94877 00812
12	Support - DTS		helpdesk-erp@kct.ac.in	9487700826
13	Ms. Manju Menon Kunnanath	Manager, KCT Admissions	admission@kct.ac.in	94877 03918
14	College Reception Desk			0422-2661100

Please scan the QR code for

complete list of college rules, examination rules,

hostel rules and IT policy

f /KCT.edu

You Tube /KCT

/KCT_84

☎ 0422 2661100

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POLICY DOCUMENT

Financial Assistance to Students

Objective: To provide financial assistance for eligible students to overcome financial constraints and motivate them to aspire towards their set goals.

General Eligibility Criteria:

- The student who is in financial need.
- The student who can motivate others to achieve their goals.
- The student who does not have any backlogs. The students who have arrears shall undertake to clear them to become eligible for the next academic year.
- The student should not be reprimanded for involvement in discipline related activities.

Expectations:

- The student shall be a positive motivator by helping peers with academics, co-curricular or extra-curricular activities.
- The student shall actively volunteer during Institutional and Departmental events.
- The student after graduating and employed shall support the Institution and Society by extending support to needy students in whatever ways possible.

Procedure:

- Financial Assistance announcement shall be done online before the start of the academic year / during the admission process for first year students
- The posters, eligibility criteria and mode of application will be shared.
- Students will receive communication via SMS, on college website, and other modes.

- There shall be a period of 15 days for the students to submit their applications through online (Google Sheets).
- The consolidation process of the applications received shall be done in the next 5 days.
- The student's one to one meeting (wherever needed) with the selection panel shall be scheduled, through which the eligible applicants shall be filtered with the pre-approved rubrics. The panel shall complete this process within 5 days of time.
- Consolidation of reports by the selection panel shall be done within 2 days after the interview process and the report shall be submitted to JC's office.
- All the required information and documentation shall be submitted to the Joint Correspondent for his approval which shall take a maximum of 10 days.
- The approved list from the Joint Correspondent shall be sent to the Accounts Department within 2 days.
- The Accounts Department shall process the payment and adjust the fees pending within the next 5 days. Students who may have paid the fees by arranging funds through various means shall be credited with the sanctioned amount into their bank accounts.
- The mentors shall monitor the progress and motivate students who are needy to apply and also monitor the progress of students who are selected.

Documents to be submitted:

- Mark sheets of the previous 2 semesters (For 2nd for Year and above)
- Mark sheets of 10th and 12th Standard (For 1st Year UG students)
- Mark sheets of UG degree (For 1st Year PG students)
- Certificates for the past 1 year activities related to academic, sports, clubs/forums etc.
- Letter requesting for Financial Assistance (From student forwarded and recommended by Parent, Mentor and HOD)
- Proof of Income of parents from employer/self declaration/Govt (For Schemes 1 & 2).

- Declaration by the student about receipt of financial assistance from other sources including Government, NGOs, etc.
- Utilization certificate/Undertaking of previous year's Financial Assistance received (Fee receipt, Certifications, etc.)

Selection Panel:

- Principal/Dean (Chairperson)
- HOD-S&H (Convenor)
- Professors – 2
- Student Counselor
- A nominee from CLED

Scholarship Schemes:

1. Financial Need based Scholarships
2. Children of Employees, Artisans and Alumni
3. Sports Achievement Scholarships
4. Uniformed Services Scholarships

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MAHATMA GANDHI MERIT SCHOLARSHIP

1) **Eligibility Criteria**

   a) Minimum 75% attendance

   b) Pass in all subjects with no history of arrears

   c) No report of indiscipline

2) **Ranking will be done based on the criteria given below;**

For B.E., / B. Tech

01.	First Year	Average of 1^{st} Semester Exam marks
02.	Second Year	Average of 2^{nd} and 3^{rd} Semester Exam marks
	Second Year(Lateral Entry)	Average of 3^{rd} Semester Exam marks
03.	Third Year	Average of 4^{th} and 5^{th} Semester Exam marks
04.	Fourth Year	Average of 6^{th} and 7^{th} Semester Exam marks

For M.E., / M. Tech / MBA / MCA

01.	First Year	Average of 1^{st} Semester Exam marks
02.	Second Year (excluding MCA)	Average of 2^{nd} and 3^{rd} Semester Exam marks
03.	Second Year (MCA only)	Average of 3^{rd} Semester Exam marks
03.	Third Year (MCA only)	Total 4^{th} and 5^{th} Semester Exam marks

3) 1/6th of the actual strength in each year will be awarded the scholarship. Decimal fractions will be rounded off to the next higher integer.

4) A student who had arrears but cleared them all and is ranked among the top 3 of the shortlisted students shall be awarded.

5) For the I year BE/B.Tech and all ME/M.Tech/MBA/MCA

80% of the total eligible students shall be from open category (irrespective of community) and the remaining 20% shall be from the reserved community students. If no reserved community student is found eligible in a particular year, the scholarship shall be awarded in the open category.

5) For all other years of B E / B.Tech / MCA.

75% of the total eligible students shall be from open category (irrespective of community), 17% shall be from reserved community students and remaining 8% shall be from lateral entry students. If no reserved community / lateral student is found eligible in a particular year, the scholarship shall be awarded in the open category.
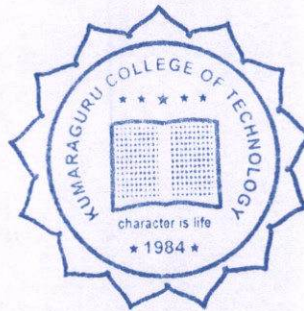
6) For Sports, NCC, and NSS

Based on the merits prepared by the concerned faculty.

Sports – 12 students,   NCC – 03 students,   NSS – 03 students

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Policy Document

Adjunct Faculty Policy

Engagement of Visiting Faculty / Adjunct Faculty for Partial Delivery or Complete Delivery of Academic Courses

Objectives

The main objectives of identifying and engaging experts of various domains of science, engineering, technology, humanities and management are to (i) familiarise the faculty members of Kumaraguru College of Technology in various frontier areas, (ii) to bridge the expertise gap that may exist in the Department / Centre in offering certain emerging topics specified in the curriculum, (iii) to offer the latest topics related to the curriculum / syllabi with real-time examples, to the students of various Degree programmes.

This Policy document is drafted by DoA, reviewed by the Principal and approved by the Members of OpsComm. HR Department of the Institution will be the custodian of the Policy.

Scope for Engagement

Adjunct Faculty / Visiting Faculty may be engaged for delivering a series of lectures, part of a complete course (3 Credits / 4 Credits), complete elective course (1 Credit / 2 Credits / 3 Credits), value added courses (not less than 30 hours and not exceeding 50), workshops to provide hands-on experience to the students. However, in the case of regular core courses, the Heads of the Departments are expected to develop the expertisewith the existing faculty strength or avail such services of visiting / adjunct faculty members for one or two cycles only. Appointment of Emeritus Faculty shall be governedby the existing norms of HR Policy.

Identification of Gaps

Gaps in terms of expertise available in the Department / Centre and Curriculum and Industry Practices shall be identified well in advance, before start of the concerned semester, by Head of the Department. Faculty Members who propose the syllabus of such courses or who is expected to handle such courses shall have a discussion with the Head of the Department immediately on allocation of the subject along with possible list of experts who can offer such topics, specified in the syllabus. On identification of the gaps, a written request (Annexure I) shall be submitted by the Head of the Department to the Head of the Institution for approval. On approval, the same shall by forwarded to the HR for issuing relevant work orders with terms and conditions.

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1

Faculty Requirements

Members identified for delivering various topics / courses shall satisfy the following criteria,any relaxation, if required shall be obtained in consultation with the Head of the Institution.Recommendation of the selected expert shall be forwarded to HR (Annexure I).

No	Delivery Expected	Qualification	Experience
1.	Series of Lectures	Bachelor / Master Degree in the relevant field	At least 5 years of work experience
2.	One-credit Course	Bachelor / Master Degree in the relevant field	At least 10 years of work experience
3.	Part of 3 Credit Course with a duration not less than 15 hours	Master Degree in the relevant field	At least 5 year work experience after PG qualification
4.	Complete Course with 3 Credits	Master Degree in the relevant field	At least 5 year work experience after PG qualification
5.	Value Added Course	Bachelor Degree in the relevant field	At least 10 years of work experience
6.	Workshops	Demonstrable Abilities in the required field	At least 10 years of work experience or 5 years of experience with formal education

Terms and Conditions

An expert who accepts the invitation of the Institution shall adhere to the following terms and conditions. He / She shall

1. Share the education credentials with proof of qualification (if required)
2. Obtain the necessary permissions from the parent institutions for undertaking such assignments
3. Share the teaching contents with the Department / Students for their reference
4. Ensure the smooth conduct and delivery of agreed topics before the stipulated time period
5. Conduct / facilitate the assessment processes, both continuous assessments and end semester examinations as per the schedule given by the Department / Controller of Examinations
6. Give the feedback about the students in terms of learning capabilities, attitude and cooperation during the entire delivery

Duration of Engagement

Duration of engaging the experts will vary based on the nature of the course and may beas given below:

No	Nature of the Course	Duration of Delivery including Preparation (hrs)	Expected time requirement - Continuous Assessment (hrs)	Expected time requirement - End Semester Exam (hrs)
1.	Series of Lectures	NA	NA	NA
2.	One-credit Course	20	10	10 - 15
3.	Part of 3 Credit Course with a duration not less than 15 hours	At least 15 hours	As decided by HoD	NA
4.	Complete Course with 3 Credits	60	20	10 - 15
5.	Value Added Course	45	10	NA
6.	Workshops	At least 15 hours	2	NA

Honorarium and other Facilities for Experts

Experts, who are appointed as the Adjunct / Visiting Faculty will be allowed use the necessary infrastructure facilities available inside the Institute premises including canteen / cafeteria with prior approval from the Head of the Department, on payment basis wherever required. Honorarium for the classroom delivery in various is given below, in case if different honorarium is recommended by the Department, same shall be approved by the existing procedure of the Institute.

No	Nature of the Course	Delivery including Preparation (Rs)	Travel (Rs)	Continuous Assessment (Rs)	End Semester Exam – QP Setting and Valuation (Rs)
1.	Series of Lectures	As per existing Norms	Institute Arrangement or Max. Rs 600	NA	NA
2.	One-credit Course	1000 per hour	Institute Arrangement or Max. Rs 800 per day*	NA	As per Existing Norms
3.	Part of 3 Credit Course with a duration not less than 15 hours	1000 per hour	Institute Arrangement or Max. Rs 600 per visit	Cost to meet purchase of Accessories / Consumables	NA
4.	Complete Course with 3 Credits	1000 per hour	Institute Arrangement or Max. Rs 600 per visit	NA	As per Guidelines of Office of CoE
5.	Value Added Course	To be negotiated on a consolidated basis in consultation with Accounts and Head of the Institution		NA	NA
6.	Workshops			NA	NA

3

Responsibilities of the Department

Head of the Department, who wishes to engage the experts for above said purpose shall ensure the following through suitable measures

1. Appointing a course coordinator to facilitate the entire process
2. Appointment order / work order / purchase order issued to the expert
3. Receiving temporary ID for accessing web portal for posting attendance and marks
4. Maintenance of Course File in the case of complete delivery / 1-credit course with relevant records
5. Ensure the proper participation of the students
6. Attendance particular of students
7. Obtaining a copy of teaching material from the expert for audit / accreditation purposes
8. Successful and smooth conduct of continuous assessment and end semester evaluation of the such courses and submission of marks
9. Feedback from the expert regarding the course delivery (Annexure II)
10. Feedback from the students about the sessions delivered (Annexure III)
11. Processing of payment – Honorarium and Travel

Role of DoA

Department of Academics shall review the engagement of experts once in a semester and prepare a consolidated report and forward the same to the Head of the Institution and Management for information and further suggestions. Further, necessary steps shall be taken to ensure the academic / quality for all such courses to ensure the compliance requirements.

***

4

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Engagement of Visiting Faculty / Adjunct Faculty

Department: **Academic Year:**   **Date of Submission:**

	Course Details	
1.	Semester (Odd / Even)	
2.	Regulation	
3.	Subject Code and Title (Specify in the case of value added course / workshop)	
4.	Number of Units for engagement (in case of part of a regular course)	
5.	Number of Hours	
6.	Number of students attending the course	
7.	Reason for Engagement (Expertise Not Available / Emerging Area / Placement Related Area)	
8.	Course Coordinator Name (from KCT)	
9.	Assessment Pattern (CAM only / CAM with ESE)	
	Expert Details	
10.	Name of the Expert	
11.	Qualification of the Expert	
12.	Designation	
13.	Present Employer Details (Provide details in case of self-employed)	
14.	Experience (Years)	
	Teaching – Learning Responsibilities (Pl Specify the name)	
15.	Attendance Maintenance and Posting	
16.	Continuous Assessment - Tests	
17.	Continuous Assessment – Assignments (if applicable)	
18.	Semester Exam Question Paper Setting	
19.	Answer Paper Evaluation	
	Engagement Details	
20.	Mode of Travel (Self / Institute Vehicle) and Cost, if applicable (Rs)	
21.	Honorarium for Course Delivery (Rs) @Rs 1000 per hour (other than Value added course / workshops)	

Prepared by   **Course Coordinator**   **Head of the Department**

Approved and Forwarded to HR / Rework and Resubmit / Rejected

Head of the Institution

Kumaraguru College of Technology

Feedback from the Visiting Faculty / Adjunct Faculty

Department: **Academic Year:**   **Faculty Name:**

	Faculty Feedback Form	
1.	Semester (Odd / Even)	
2.	Regulation	
3.	Subject Code and Title (Specify Title in the case of value added course / workshop)	
4.	Number of Hours Engaged	
5.	Mode of Delivery	Online / Face-to-Face / Blended
6.	Number of students attended the course	
7.	Average Attendance (%)	
8.	Ability of the Students to follow the delivery	Satisfactory / Good / Very Good
9.	Interaction Levels of the Students	Satisfactory / Good / Very Good
10.	Inquisitiveness of the Students	Satisfactory / Good / Very Good
11.	Average Class Performance in Assessment	Satisfactory / Good / Very Good
12.	Names of the Students, who can be encouraged to learn further on the topic (at least 5 students)	1. 2. 3. 4. 5.
13.	Specify the resources / experts for further Learning	
14.	Cooperation from the Department Coordinator	Satisfactory / Good / Very Good
15.	Your Experience in Posting the Attendance in the Web Portal	Difficult / Easy / Not Applicable

(Name and Signature)

Kumaraguru College of Technology

Student Feedback on Visiting Faculty / Adjunct Faculty

Department: **Semester:**   **Student Name:**

	Student Feedback Form	
1.	Subject Code and Title (Specify Title in the case of value added course / workshop)	
2.	Name of the Visiting / Adjunct Faculty	
3.	Mode of Lecture Delivery	Online / Face-to-Face / Blended
4.	Ability of the Faculty to Engage all the Students Effectively	Satisfactory / Good / Very Good
5.	Are you able to clarify all your doubts?	Fully / Partly / No
6.	Practical / Real-time Examples Shared by the Faculty	Not Satisfactory / Satisfactory / Good
7.	Were the Assessments / Assignments Challenging?	Yes / No
8.	Can you understand the advanced topics related to this topic?	Yes / No
9.	Would you like to pursue further learning on this topic?	Yes / No
10.	Would you recommend this faculty member for next batch?	Yes / No

(Signature)

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Policy Document

SoP for Industrial/Field Visits

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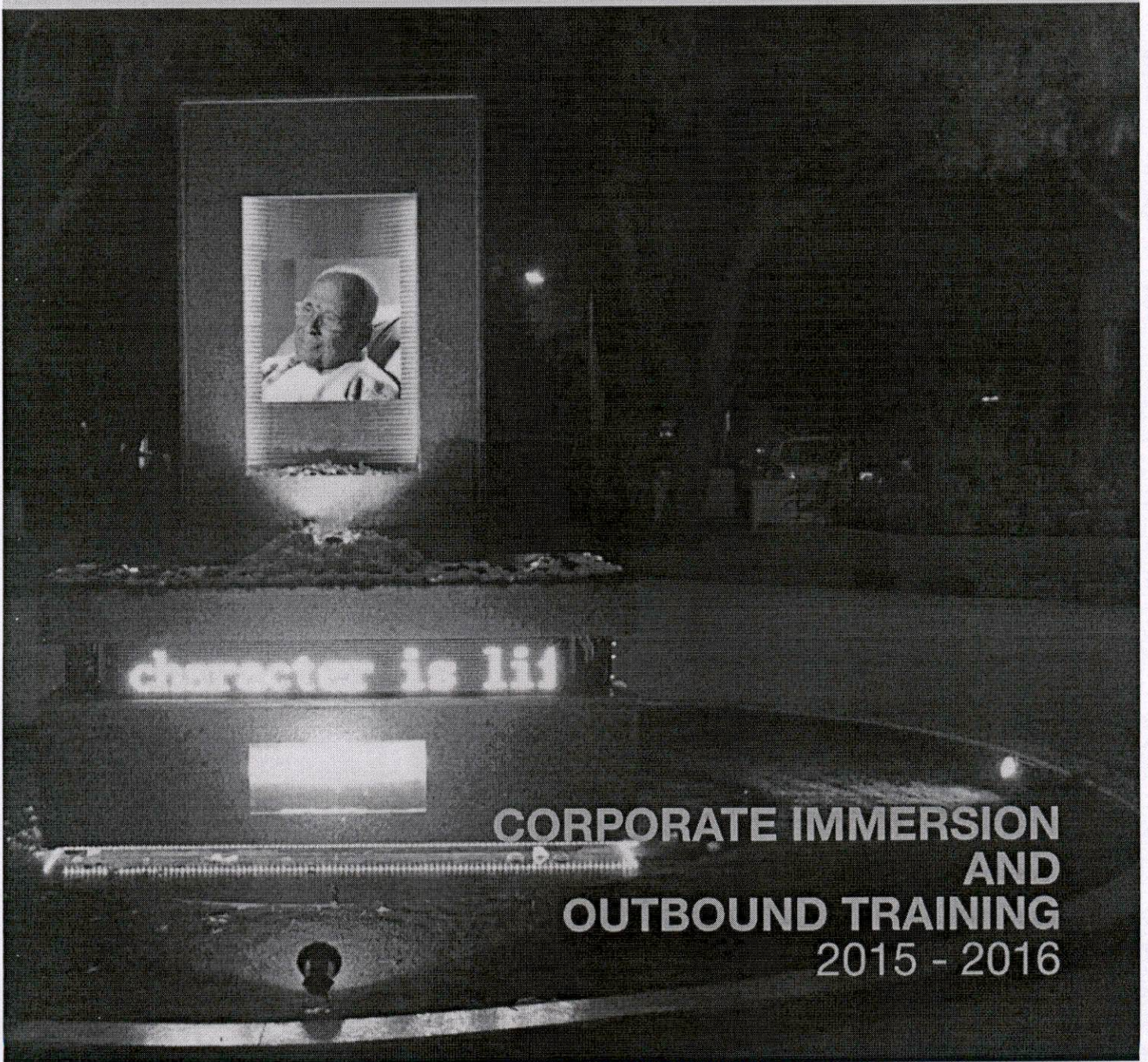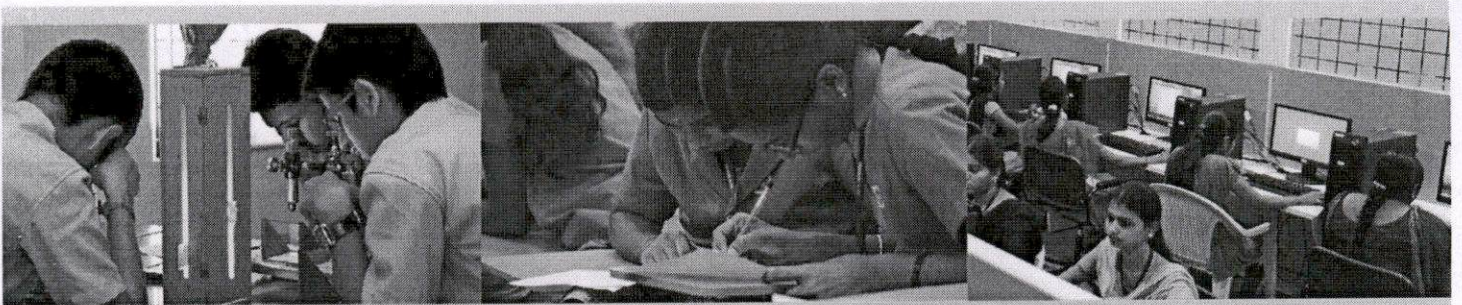
CORPORATE IMMERSION
AND
OUTBOUND TRAINING
2015 - 2016

Dr. D. SARAVANAN, M.Tech., Ph.D.,
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Corporate Immersion / OBT – Guidelines

1) TYPES
   a. Domain-specific Corporate Immersion
   b. Outbound Training (OBT)

2) DURATION
   a. One day Visit - (Only Corporate Immersion)
   b. THREE day visit – (Both types)

3) NUMBER OF VISITS PER YEAR
   a. One day Corporate Immersion – Twice per semester from 2nd to 4th Year
      i. College transport will be provided for only one visit per semester limited to the radius of 60 kms. (Hill station not allowed)
   b. Three day Corporate Immersion – One per year
   c. Three day OBT - One per year

4) DOMAIN
   a. TWO or THREE domains

5) BATCH-SIZE
   a. Domain-specific: 20 students to 30 students per batch (Min: 10 students)
   b. In exceptional cases, batch size can be up to 50% of the class strength
   c. OBT: 100% of a class

6) DAYS OF VISIT:
   a. Three days and two nights from Friday to Sunday
   b. In exceptional cases, other days will be considered by HOD and Principal

7) Faculty
   a. 1:20 (if the group is mixed, then one lady faculty is mandatory)

Corporate Immersion Process

1. The domains, identification of domain-specific faculty members and industries should be completed by April 30th for the succeeding academic year. (Faculty identified for a domain, should continue with that domain)

2. Every department can have maximum of THREE domains. Revision of domains can be done before April 30th and will be in force for one academic year.

3. Faculty members will prepare the list of Industries (THREE to FIVE industries) which will be approved by the HOD.

4. The list of industries and faculty members for each domain will be made available to students during the first week of the commencement of odd semester.

5. Students will exercise their option and choose the domain and submit the details to the faculty members identified for each domain.

6. The Faculty Coordinator for the Corporate Immersion and the faculty members of the domain will meet and consolidate the list of students under each domain and industry within 15 working days from the commencement of the odd semester.

7. HOD, Faculty Coordinator, Faculty members of the domain and two students' representatives registered under the domain will have a meeting to review the feasibility of securing permission, logistics and cost of the visit.

8. In case of the batch size not conforming to the prescribed strength as given in Point 5 under the Guidelines for CI and OBT, HOD reserves the right to revise the list of students for the domain(s) in consultation with the student representatives, towards ensuring the feasibility of the visit.

9. Once the itinerary of the visit is finalized for each domain, the same should be recorded and acknowledged by all students, faculty members, Faculty Coordinator and the HOD. This process should be completed within 21 working days from the commencement of classes for the academic year. Request for change of domains will not be entertained from the students.

10. The faculty members of each domain led by the Faculty Coordinator for CI will commence the correspondence with the industry and secure permission in writing.

11. The department will plan and organize the CI for three days during winter or summer vacation.

12. All associated activities as per Annexures I to VIII can be taken up in parallel.

13. Finalized travel plan should be submitted to Principal for approval at least 10 days prior to the date of departure. (Date, Place of visit, Industry details, List of Students and Accompanying Faculty Members)

Outbound Training (OBT)

1. The places for OBT will be prepared by OSA and approved by the Principal.
2. The place of visit for OBT will be finalized in a meeting to be attended by the HOD, Faculty Coordinator for CI/OBT, Class Advisor and two nominees of Department Association.
3. The dates of OBT will be suitably decided in a meeting to be convened within 15 working days of commencement of the classes.
4. Once the date and place are confirmed, other arrangements like logistics and parents/guardians consent can be done in parallel.
5. An SMS will be sent to the registered mobile number of the parent/guardian about the CI/OBT for which their ward has registered and given the consent form of the parent/guardian.

Logistics & Documentation

1. The mode of travel (Road or Rail) is to be decided in a meeting to be attended HOD, Faculty Coordinator for CI/OBT, Class Advisor/Faculty Members of the Domain and two nominees for the Department Association. OSA will verify the travel documents before the submission to Principal for approval.
2. The Tour/Bus operator should be a registered operator with the government in due compliance with all safety regulations and up to date documents such as FC, Insurance and Permits.
3. Confirmed accommodation should be the responsibility of the Faculty Members and the proof of reservations made along with other documents (various ANNEXURES) should be submitted at least THREE working days prior to the date of departure to the Principal.
4. An undertaking should be signed by both the students and the accompanying faculty in proof of having read and understood the guidelines on student safety issued by UGC and AICTE.
5. Apart from finalized travel plan and consent from parents the approved itinerary, contact details of students, accompanying faculty members, place of accommodation, registration details of the tour/bus operator, and the likes as per the ANNEXURE I to VIII should be submitted in the prescribed format.

Code of Conduct

1. All regulations governing the conduct of students prescribed by the Institution and Governments will be binding on all students during the entire duration of the visit. Students should give an undertaking in prescribed format vouching for his/her compliance to this effect.

2. Any violation of the code of conduct will lead to disciplinary action as per the rules of the Institution and relevant legal provisions.

3. Faculty and Students will be oriented in accordance with the guidelines for students' safety issued by UGC and AICTE. The faculty members will be equipped with the prerequisites prescribed by the said guidelines two days before the departure for the trip.

ANNEXURE

ANNEXURE I

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

The total amount for the 3 days visit   :   Rs_____
(No of students x Rs   per students)

No of complimentary passengers allowed   :
(2 faculty generally)

No of boys going for tour / No of Rooms booked for boys :
(4 boys / Room – double – Deluxe Room)

No of girls going for tour/ No of Rooms booked for girls :
(4 girls/ Room – double – Deluxe Room)

No of gents faculty accompanying / No of Rooms for Gents Faculty :

No of Ladies faculty accompanying / No of Rooms for Ladies Faculty:

Registration Certificate / Fitness Certificate / Inter-state Permit details
(Xerox copy of the certificates to be attached)

PAYMENT DETAILS

Sl. No	Description	% of Total Amount	Actual Amount (Nearest to Multiples of Rs 500)
1	Advance Booking	20%	
2	At the time of Vehicles leaving the campus.	10%	
3	After checking in the Hotel 1st day.	20%	
4	2nd Morning before starting of the day.	10%	
5	After Checking in the Hotel 2nd day.	20%	
6	3rd Morning before starting of the day.	10%	
7	At the time of Vehicles reaching the campus	10%	

Any time during the period of visit, if the accompanying faculty calls-off the trip due to any reason with the consent of the Head of the Department, bus is to return to the campus by the shortest route at the earliest. All the further settlements' will be made in the Head of the Departments' office after arrival.

Student's representative Signature:
(1)   (2)   (3)   (4)

Accompanying Faculty Signature:
(1)   (2)   (3)   (4)

Tour Operator Signature:

ANNEXURE II

CHECK LIST

S. No	Contents	Verification
1	Letter of approval for Corporate Immersion	
2	Communication letters from the companies	
3	Annexure I	
4	Annexure VIII and the Letter from tour operator Giving the details of the cost of the trip, places of visit, Route, Hotels (Name, address and phone numbers), Registration Certificate, Inter-state Permit and Fitness Certificate of the bus etc...	
5	Undertaking form for Corporate Immersion (Annexure III)	
6	Rules And Regulations (Annexure IV)	
7	Permission Letter for Bus Enter/ Leave the Campus (Annexure V)	
8	Hostel Students – Out Pass (Boys and Girls) (Annexure VI)	
9	Corporate Immersion - Willingness - Students list (Annexure VII)	
10	Informing the faculty handling the classes about the Industrial Visit. (Annexure VIII)	

HOD Signature

Approved / Not Approved

Principal Signature.

ANNEXURE III (a)

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

UNDERTAKING FORM FOR CORPORATE IMMERSION

I, _____ understand the rules and regulations to be followed by me during the industrial tour. I assure you that

(i) My action or behavior will not jeopardize any of my fellow traveler's life.

(ii) Any disparity between my classmates or my accompanying faculty will be resolved in the Head of the Department's office after the arrival.

(iii) I shall not involve or use any intoxicating substance. If I do so, I will face the Disciplinary committee and abide by their decision.

(iv) I shall not break my journey without the permission of the accompanying faculty and Head of the department. If I do so, I will face the Disciplinary committee and abide by their decision.

(v) I accept the consequences which may happen due to unforeseen circumstances for which management and college will not be held responsible.

(vi) I have read and understood the rules and regulation of the Corporate Immersion in Annexure IV

Student's Signature with date

ACKNOWLEDGEMENT

I, _____ hereby give my consent for my son/daughter------------ --- to go for the Corporate Immersion as per schedule. I assure you that his/her behavior will not any way hamper the tour. We accept the consequences which may happen due to unforeseen circumstances for which management and college will not be held responsible.

Faithfully,

(Name and signature of Parent/ Guardian*)

Place:

Date:

•Rules and regulations in Annexure IV should be printed on the back side of this page while sending it to parents for signature.

*Random check by contacting the parents / guardian over phone as per the details from official records will be done by the Faculty Coordinator and the same will be recorded with date and time.

ANNEXURE III (b)

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

Code of Conduct for Accompanying Faculty Members

1. I shall be available with the students from the starting of the tour till the return to headquarters.

2. I shall not involve or use any intoxicating substance. If I do so, I will face the Disciplinary committee and abide by their decision.

3. I shall not allow or be part of any indiscipline activity in any manner involving students.

4. I shall comply to the prescribed code of conduct for staff of KCT and any other regulations governing the conduct in any official activity both inside and outside the institution.

5. I Shall ensure compliance of the students to all the rules and regulation governing the visit.

1.

2.

Signature of the Accompanying Faculty

Endorsement of HoD

ANNEXURE IV

(Rules and Regulations)

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

Course/Year/ Section   : _____

Place of Visit: _____

Date of Visit: From _____To _____

Time of Departure: _____ Time of Arrival: _____

1. The accompanying staff members will be present ONE HOUR before the departure time of Corporate Immersion at the starting point. Presence of HOD/ Senior Faculty is also advised.

2. Department will ensure that no banner or poster is pasted or installed inside as well as outside the campus with regards to this Corporate Immersion.

3. Notice/invitation in any form will not be printed and issued with respect to this Corporate Immersion.

4. Crackers will not be fired at any time during the period of the Corporate Immersion.

5. Drums party will not be allowed any time during the period of the Corporate Immersion.

6. Student of that branch of that year of that section is only allowed to go in that group. No other students can accompany the group as tour operator/guide/manager.

7. Students shall not change the tour plan / route without the permission of the Head of the Department and Principal.

8. If any disruptive behavior takes place during the period of visit, accompanying faculty can call-off the trip with the permission of the Head of the Department and the Principal.

9. If the return time is delayed due to any unforeseen reason the matter is to be discussed with the Head of Department and Principal by the accompanying faculty and organizing member by telephone and the necessary actions are to be carried forward.

10. Formal dress shall be worn while visiting the Industries.

11. Shall abide by the rules of the industry to be visited.

We hereby agree to abide by the above rules and will be followed scrupulously during this Corporate Immersion. Any violation of the above rules will lead to cancellation of Corporate Immersion at any time.

Student's representative Signature:

(1)   (2)   (3)   (4)

Accompanying Faculty Signature:

(1)   (2)   (3)   (4)

Head of the department Signature:

ANNEXURE V

(Permission for the bus to enter the campus)

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49

DEPARTMENT OF _____

Submitted to Principal:

Sub: Request for the permission for the bus to enter the campus for Corporate Immersion-Reg.

It is requested to give permission to allow the bus to enter the campus and park at the visitors parking area for Corporate Immersion on _____ at _____ am / pm for leaving the campus and on _____ at _____ am / pm for arriving at the campus after the tour.

BUS NUMBER:

Yours faithfully

(HOD/
_____)

ANNEXURE VI

(Permission for the issue of out pass for the hostel boys/ girls)

KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49

DEPARTMENT OF _____

Submitted to Principal:

Sub: Request for the permission for the issue of out pass for the hostel boys / girls for Corporate Immersion-Reg.

It is requested to give permission to issue out pass for the hostel boys/girls as they intend to go for Corporate Immersion to (Name of the Place) for the (year and section) students

(i)   Date:

       From _____   Time _____ (am/ pm)

       To   _____   Time _____ (am /pm)

(ii)   Number of students   :   _____ nos.

(Separate name list is to be attached with HOD/ Principal's signature)

Yours faithfully

(HOD/
_____)

ANNEXURE VII

(Corporate Immersion - Willingness - Students list)
KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

Name of the Department : _____

Course/Year/ Section : _____

Place of Visit : _____

Date of Visit : From _____ To _____

Time of Departure : _____ Time of Arrival: _____

Sl. No	Roll No	Name of the students	Address for communication	Students Phone No	Parents Phone Number	Blood group	Signature of the students

Student's representative Signature:

(1)   (2)   (3)   (4)

Accompanying Faculty Signature:

(1)   (2)   (3)   (4)

Head of the department Signature:

ANNEXURE VIII

(Itinerary for the Tour)
KUMARAGURU COLLEGE OF TECHNOLOGY, COIMBATORE-49
DEPARTMENT OF _____

Name of the Department : _____

Course/Year/ Section : _____

Place of Visit : _____

Date of Visit : From _____ To _____

Time of Departure : _____ Time of Arrival: _____

Sl. No	Description	Place	Date	Time
1	Leaving the Campus			
2	Reaching the Destination			
3	Check- in at the Hotel			
4	Corporate Immersion			
5	Shopping and Sightseeing			
6	Check – in at the hotel for Night			
7	Check –out from hotel towards New destination			
8	Corporate Immersion			

Student's Representative Signature:

(1)   (2)   (3)   (4)

Accompanying Faculty Signature:

(1)   (2)   (3)   (4)

Head of the department Signature:

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Policy Document

Students Grievance Redressal Policy

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COMPLAINTS CUM GRIEVANCE REDRESSAL POLICY

In order to provide opportunities for redressal of certain grievances of students enrolled in the Kumaraguru College of Technology, Grievance redressal Committee is formed as per the guidelines given by All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions.

Constitution of the committee

- Principal of the College - Chairperson;
- Three senior members of the teaching faculty to be nominated by the Principal as Members
  and out of three one member shall be female and other from SC/ ST/ OBC category;
- A representative from among students of the College to be nominated by the Principal
  based on academic merit/ excellence in sports/ performance in co-curricular activities -Special Invitee.

Process and Procedure - Grievance Redressing

The students can register their grievances related to academics, extra-curricular, co-curricular, hostel, facilities and amenities or any other concerning them to the Grievances Redressal Committee through their faculty, grievance redressal system, office of students affairs, student counsellor or through portal, Email, SMS. Stake holders such as Teachers,

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Kumaraguru College of Technology
Coimbatore - 641 049.

Academic support/ Admin, Alumni and parents also post their grievances through the portal **https://grievances.kct.ac.in/**

The grievance redressal committee members will deliberate and elevate to the concerned authority to study and provide solution to the issue. The committee will continuously monitor the developments and ensure that the issue is closed in a time bound manner.

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