



PSG Institute of Technology and Applied Research
Neelambur, Coimbatore 641 062

Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai
All Eligible 5 Programs Accredited by NBA, Ranked 101-150 in NIRF 2024
Graded A+ in NAAC (cycle 1)

INSTITUTIONAL POLICY MANUAL

College Vision and Mission

Vision of the Institute

To achieve excellence in education and research, and nurture engineers with ethics, who will face global challenges to serve industry and society.

Mission of the Institute

- **To facilitate active learning and vocational training.**
- **To encourage and promote questioning spirit and 'can-do' entrepreneurial attitude.**
- **To foster industry - institute collaboration.**
- **To ignite passion for creative work and selfless service towards a sustainable world.**
- **To provide intellectually stimulating environment, conducive for research.**

Authority

The college is wholly administered by PSG Sons' & Charities and the Management reserves its right to alter or amend or repeal or annul any or all of the rules and regulations.

Employees appointed in PSG Institute of Technology and Applied Research are governed solely by the rules and regulations laid down by the Management.

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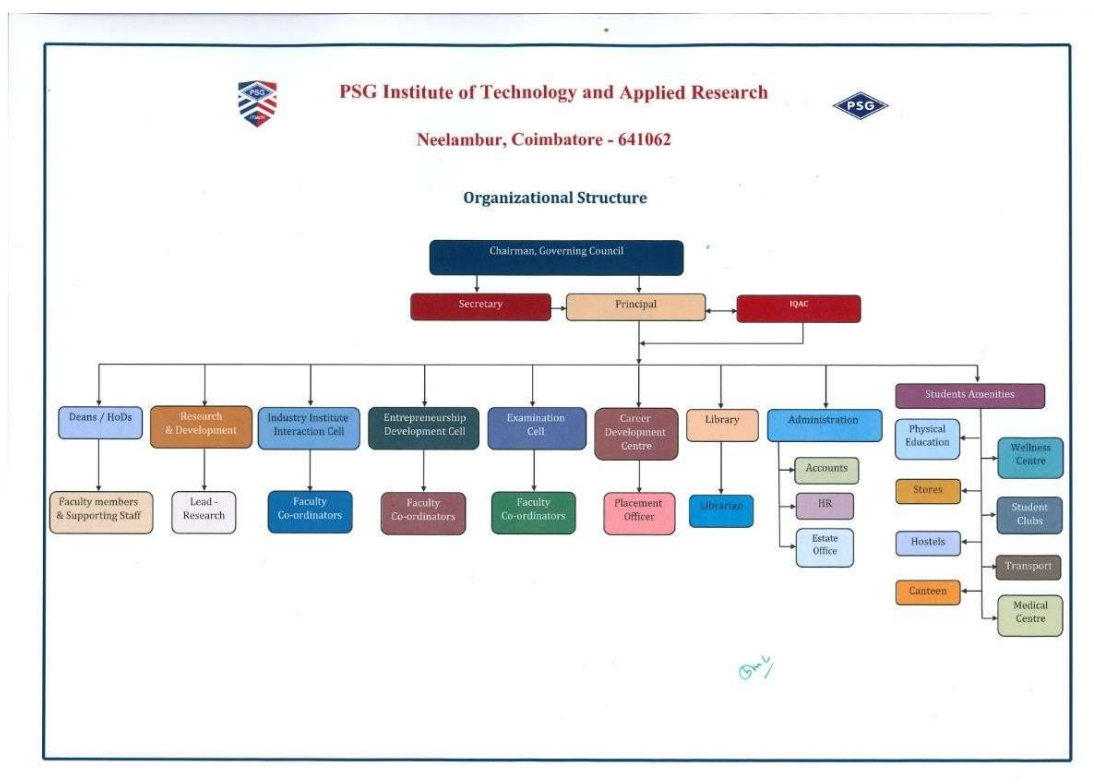
1. INTRODUCTION ABOUT PSG ITECH

PSG Institute of Technology and Applied Research (PSG iTech), the latest initiative of PSG and Sons' & Charities, aims to realize its objective of enhancing youth empowerment through technical education. This institute caters to various engineering disciplines, focusing on learning, industry engagement of students, innovative and inclusive pedagogy, and ethics.

PSG iTech aims at effective transfer of knowledge, pursuit of truth and moulding the students to become ideal citizens of the country. Within a short span of time, the Institution has emerged to be one of the most preferred institutions for the engineering aspirants in Tamil Nadu.

PSG iTech, started in the year 2014, is an AICTE approved institution and affiliated to Anna University, Chennai. It is currently offering Civil Engineering, Computer Science and Engineering, Artificial Intelligence and Data Science, Computer Science and Business Systems, Electrical and Electronics Engineering, Electronics and Communication Engineering and Mechanical Engineering programs in undergraduate level and Structural Engineering and Engineering Design in the postgraduate level. This institution is equipped with various Centres of Excellence such as Innovation Centre, NI Graphical System Design Centre, Keysight RF circuit & System Design Lab, Festo Lab, NEXMOO Mobile & IoT Centre of Excellence, CISCO Network Academy and eYantra. PSG iTech aims to achieve excellence in education and research and nurture engineers with ethics, who will face global challenges to serve industry and society.

2. ORGANIZATIONAL STRUCTURE



3. GOVERNING COUNCIL

1. The Governing council of the college is the supreme administrative body.
2. It is constituted as per the norms fixed by AICTE, New Delhi /Anna University.
3. The Governing council approves the mission and strategic vision of the institution, long term business plans and annual budgets in accordance to meeting the interests of the stakeholders.
4. The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
5. Governing council monitors the institutions performance as per the approved plans.
6. The Governing council ensures the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.

7. Governing council must approve the budgetary allocation towards infrastructure, staffing and R & D.
8. The Chairperson is responsible for leading the governing council& its effectiveness and should ensure that the institution is well connected with the stake holders.
9. The Chairperson supports the head of the institution in execution of the programmes.
10. Frequency of meeting of the governing council is minimum two times a year or whenever needed.

4. VISION AND MISSION OF THE COLLEGE

Vision

To achieve excellence in education and research, and nurture engineers with ethics, who will face global challenges to serve industry and society.

Mission

- To facilitate active learning and vocational training.
- To encourage and promote questioning spirit and “can-do” entrepreneurial attitude.
- To foster industry-institute collaboration.
- To ignite passion for creative work and selfless service towards a sustainable world.
- To provide intellectually stimulating environment, conducive for research.

5. ADMISSION POLICY

5.1. Admission Policy and Process:

Admission is made as per the norms prescribed by All India Council for Technical Education (AICTE) New Delhi, and the Directorate of Technical Education (DOTE), Chennai, from time to time. Being the Minority Institution, for Under Graduate Programmes 50% of seats from Single Window Counseling by the Government of Tamil Nadu through the Directorate of Technical Education (DOTE), Chennai, and remaining 50% seats are filled through the

Consortium of Self-Financing Professional and Arts & Science College in Tamil Nadu. For Post Graduate Programmes (M.E. / MBA) Government Quota Seats are filled through Tamil Nadu Engineering Common Admission (TANCA) and Management Quota Seats are filled through the Consortium of Self-Financing Professional and Arts & Science College in Tamil Nadu.

5.2. Courses Offered

S.No.	Programme	Dept.	Level	Course
1.	Engg. & Tech.	Civil	UG	Civil Engineering
2.	Engg. & Tech.	CSE	UG	Computer Science and Engineering
3.	Engg. & Tech.	EEE	UG	Electrical and Electronics Engineering
4.	Engg. & Tech.	ECE	UG	Electronics and Communication Engineering
5.	Engg. & Tech.	Mech	UG	Mechanical Engineering
6.	Engg. & Tech.	AI&DS	UG	Artificial Intelligence and Data Science
7.	Engg. & Tech.	ICE	UG	Instrumentation and Control Engineering
8.	Engg. & Tech.	Civil	PG	Structural Engineering
9.	Engg. & Tech.	MECH	PG	Engineering Design

5.3. UG Programme (B.E.) - Qualifying Examination and Eligibility

5.3.1. Academic

A pass in the HSC (both +1 and +2) or its equivalent with a minimum average percentage in Mathematics, Physics and Chemistry put together as given below.

Sl.No.	Community	Minimum average percentage of marks in Mathematics, Physics and Chemistry put together
1.	General Category	45%
2.	Backward Class including	40%
	Backward Class Muslim	
3.	MBC & DNC	40%
4.	SC/SCA/ST	40%

5.3.2. Vocational

A pass in any one of the HSC (Vocational Subject: both +1 and +2) as given below with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry with minimum average percentage put together as given below.

Sl.No.	Community	Minimum average mark in Mathematics, Physics and Chemistry put together
1.	General Category	45%
2.	Backward Class including Backward Class Muslim	40%
3.	MBC & DNC	40%
4.	SC/SCA/ST	40%

5.4. PG Programme (M.E.) - Qualifying Examination and Eligibility

A pass in a recognized Bachelor's degree (B.E. / B.Tech.) or equivalent in the relevant field and obtained at least 50% (45% in case of candidates belonging to reserved category) in the qualifying degree examination.

5.5. Publicity

Admission notification is posted on college Website, published in leading national/ regional daily newspapers, through stalls/ banners in education fairs and through radio broadcasting.

5.6. Transparency

The University follows single window counselling-based system to admit government quota students. Thus, transparency is ensured from the stage of notification till the completion of the admission process. Students are admitted as per the rules framed by the consortium of Self-Financing colleges in management quota.

5.7. Admission made through Management Quota UG and PG Programs

For the Management Quota seats, the seats are allotted to the students as per the norms of Government of Tamil Nadu and on the basis of cut off marks.

Note: A Pass with Minimum average marks in related Subjects, Vocational Theory and Practical put together is required.

5.8. SC / ST / OBC / Differently Abled / Minority Community

The community reservation is very strictly followed by the government of Tamil Nadu and the students are allotted admission through single window system. Hence the Government quota students belonging to SC/ST, OBC, Differently Abled and Minority Community find a place in the admission without even a single case of denial.

5.9. Others (First Generation Graduate / Rural Students)

The Government of Tamil Nadu contribute Rs. 25,000 (Non - Accredited)/ Rs. 27,500 (Accredited) towards tuition fee payable every year for the student who is the first graduate in his/her family. To give a fair chance to the students from rural areas, Tamil Nadu Government has given admission based on the marks scored in the qualifying examination.

6. ROLE AND RESPONSIBILITIES

6.1. Principal

Reporting only to the top Management (Chairman) of the institute and assisting them in the following functions of the institute.

Regulation of academic and general Administration / Monitoring

- A. Design and Development
- B. Leadership
- C. Visionary
- D. Planning, Execution and Reporting

A. Regulation of Academic and General Administration / Monitoring / Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the Anna University; along with the expectations of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council.
9. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and Anna University apart from the ones conducted by the top management.
11. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

B. Design and Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, identify and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting them in the institutional activities.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library and laboratories with international ambience.
7. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
9. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
10. Developing a research and technical consultation facilities in our college for the societal needs.
11. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.

C. Leadership

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues.

The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

D. Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NBA, NAAC and other quality systems in our college.

E. Planning, Execution and Reporting:

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the chairman.

2. Principal shall implement and execute the perspective plan of the college.
4. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Chairman.
5. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Chairman.
6. Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through vice – principal and respective heads of units.
7. Maintain the confidential reports of the entire faculty and kept them in his custody.
8. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.

6.2. Head of the Department

1. As per the direction of the management and the academic planning of Principal, the HOD assigns academic and administrative duties to teaching and non-teaching staff of the Department.
2. To co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of academic, co-curricular and extracurricular activities of the department.
3. To Co-ordinate with the teaching and non-teaching staff of the department for implementing quality systems like NBA, NAAC, NIRF and other quality /ranking procedure activities to develop the department.
4. To Co-ordinate with the officials of our college in all the ways to develop and establish a standard system for implementation.
5. Responsible for admission related work by sharing and executing innovate ideas to improve college admissions.
6. With the consent of the Principal, the HOD ensures allocation of workload (teaching load and practical load) to all faculty members and

technical non-teaching staff well in advance before commencement of the semester/year.

7. Responsible for preparing the departmental budget/requirement to the Principal well in advance.
8. Responsible for monitoring of teaching staff, teaching-learning process activities and recording and analysing those with concern staff members in the review and the report is to be submitted to the principal periodically.
9. To maintain staff attendance and all documents related to the activities of the Department. (Staff attendance, lesson plan from the teachers and ensures they follow the plan and syllabi are completed in the stipulated time, log book, course material etc).
10. To ensure smooth conduct of examinations including question paper setting, evaluation work. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the answer papers promptly to meet the dead line given by the Principal.
11. The evaluated answer sheets along with mark sheets filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
12. To ensure purchases and maintenance of stock registers are done properly by the Laboratory in charge/Assistant.
13. To ensure Quality of assigned matters of academic and administrative, Maintenance and cleanliness of the department.
14. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc and encourage research/innovative programs in the department.
15. To organize a need-based workshop/seminars/symposia/visits/excursion etc.
16. To invite guest speakers for interaction and guidance to UG/PG students.
17. To guide the students for career opportunities and create an effective team for promoting placement activities.

18. To facilitate faculty in the preparation and processing of self-appraisal of performance.
19. To ensure that college equipment's /facilities under the department's control are properly maintained and serviced as required.
20. Maintaining students discipline inside the campus and department and redresses their grievances without fail. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
21. Ensure the conduction of parents meeting periodically and communicating their academic performance attendance, fees detail etc.
22. Coordinating and recommending faculty responsibilities: teaching assignments, committee assignments and student advisee assignments.
23. Providing the principal with inputs regarding the recruitment of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.
24. Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
25. Encouraging student success in open platform and recognize them in proper way. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
26. Planning, developing, implementing, and evaluating curriculum for students given in the University offered by the dept. Implement activities as per in academic calendar of the college and submission of reports.
27. Convene periodic meetings of the department teaching and non-teaching faculty to communicate instruction and sharing of ideas and record the minutes of the meeting.
28. Identification of class advisor and allocation of students to advisor during the beginning of the academic year.

29. Coordinating the formulation of department short- and long-term plans and Facilitating interaction and collegial spirit among the department faculty.
30. To ensure the readiness of the department for Anna University inspection and any type of auditing.
31. To solve student complaints and grievances originating in the department.
32. To pick and promote the strengths of students / staff.
33. Adheres to Quality Management System (QMS) Procedures and maintains records of departmental activities and achievements as per format of NBA, NAAC etc.
 - Convene DAC meeting for Approval of Program vision, mission, PEO Curricular Gaps identified and relevant Value-Added Courses.
 - Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes.
 - Identification and monitoring of Program Outcome Improvement Initiatives.
34. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/sem.
35. Plan and conduct the on-line course of studies meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
36. Approval of student and staff leave and OD requests.
37. Chairing Department Review Meetings and Class Committee Meetings.
38. Review and monitoring of support initiatives for Slow Learners and advanced Learners.

6.3. Assistant Professor Grade-I

1. Teaching of theory subjects and assisting practical classes in their field as allocated by the Head of the Department / Principal.
2. The faculty (of any course) is required to watch the attendance and academic performance of each student and take necessary steps (at his/her command) to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the mentor/the Class coordinator and the HOD.
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal / Chairman/ Administrator in academic, co-curricular or extracurricular activities.
4. Besides carrying out assessment, monitoring and evaluation of examination work, Faculty member should take part in exam related activities whenever it is assigned by College exam cell / HOD / Principal.
5. As faculty advisor they should keep on monitoring of student's progress continuously and communicate their academic and personal matters related to study to the HOD and their parents.
6. In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities to promote themselves for next level of appreciation.
7. Faculty must enrol in one or more Professional Societies/Associations so as to ensure themselves for contributing in the department development.
8. The faculty member is required to assist and organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.
9. The faculty member has to serve as a member of various committees whenever the Department/College organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

10. The faculty member is required to have a complete record of student's information and assisting /keeping of files for NAAC and NBA accreditation process.
11. The faculty members should also take part in activities related to NCC, NSS, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to them.
12. The faculty needs to assist and support senior professors in their day-to-day tasks and functions in the department.

6.4. Assistant Professor Grade II (Senior Grade)

Same as given in Assistant Professor Grade I along with the following responsibilities.

1. Teaching of theory subjects and conducting practical classes in their field as allocated by the Head of the Department / Principal.
2. As a class coordinator/mentor, they have to keep on motivating and recording the student's progress continuously and communicate their academic and personal matters related to study to the HOD and their parents periodically.
3. Conducting laboratory classes (acted as lab in charges), tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
4. The faculty should keep assisting senior staff members in maintaining decorum and strict discipline among students in the college environment.
6. The faculty should keep assisting in all the ways of student's related activities and put forth their grievances to the HOD and communicate the details of students to other activities like exam, NBA, NAAC, NSS, and NCC etc through HOD for the development of the Department.
7. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in the developmental activities.
8. Faculty members should take part in exam related work whenever it is assigned by HOD/Principal to carry out assessment, monitor and evaluation of examinations work.

9. A faculty member is required to organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.

6.5. Assistant Professor Grade III (Selection Grade)

Apart from the basic duties of Assistant Professor and regular responsibilities as senior person are

1. Teaching of complex theory subjects and practical classes in their field as allocated by the Head of the Department / Principal.
2. Assisting HOD in the development of new ideas required for teaching pedagogical system to easy understanding and developing research platform for the department students and staff.
3. They have to act bridge between the students and the HOD through which is transforming or communicating of ideas and knowledge sharing occur in the department. Responsible for student's projects, patent and other research innovation by the students. Providing proper guidance and supervision of the project work undertaken by students.
4. Responsible for creating thinking platform to the students by know how techniques (hands on techniques) with outside technical interaction.
5. Organizing guest lecturers/ seminars and faculty events where students can interact with industry professionals.
6. Traveling to other higher education/ industrial settings to gain experience and expand networks.
7. To evaluate, monitor (AP-1) and mentor (AP-2) student academic progress and report to the HOD.
8. The faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose. They have to supervise and monitor their department technical/lab assistant activities.
9. To develop and implement innovative instructional methods both in teaching and also for the institutional developments.
10. Assisting in Consultancy and R & D activities with senior staff members.

11. They have to work for promoting the public image of our college whenever interacts with public personalities, Academician and industrialists and business executives etc.

6.6. Associate Professor

Same as given in Assistant Professor Grade 3 basic responsibilities and they have to undertake the following additional work.

1. To create, innovate and implement career-enhancement programs for the students.
2. To Assist HOD in Training and Placement Cell activities.
3. To assess, review and evaluate student activities and progress with AP - 3 and communicate to the HOD.
4. Assisting and sharing ideas in promoting college admission strategy and related works.
5. The faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.
6. Assisting HOD in choosing elective subjects / Curriculum Development for short term course / Industrial based course and Developing Resource Materials for hands on training process.
7. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
8. Conducting Bridge courses / special coaching for Slow Learners.
9. Preparation and Submission of Project Proposals to Government funding agencies.
10. Involving in Consultancy and R & D activities.
11. To advise and assist students and faculty in fabrication of their projects.
12. To involve as a member or head in Academic auditing/ Coordinating NAAC/NBA.
13. Providing demonstrations and supervising experiments and investigations.

14. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Head of the Department / Principal.

6.7. Professor

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to teaching assistants and junior faculty members.
2. Responsible for R&D activities of their department and college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the department research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of department/college to a greater height.
7. Preparation of manuals for short term course / Industrial based training course and Developing Resource Materials.
8. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
9. To Coordinate and review IQAC/NAAC/NBA and other promotional / technical/ quality enhancing activities.
10. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.

6.8. Class Advisor / Mentor

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.

2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To Analysis the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, exam procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.
7. To explain importance of participation in the class activities.
8. To explain importance of cycle tests and its consequence in the end semester examinations.
9. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
10. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
11. To explain importance of laboratory exercises and their correlation with theory.
12. To help the student to explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.
13. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counselling.
14. Explains importance of (getting a meritorious) Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services etc.

15. As a counsellor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
16. Assists the student at regular intervals to make adequate self-evaluation.
17. Explains importance of Self-Motivation to do well in career and subsequently in life.
18. Counsel's students whose progress is unsatisfactory and reports the same to class Coordinator.
19. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
20. To instruct all the students to attend the classes regularly and to follow the dress code.
21. To submit the list of student's absent for the internal tests to the Coordinator/HoD.
22. To prepare consolidated attendance every 15 days and also the list of students who have got less than 75% of attendance in aggregate and submit the lists to the co-coordinator/Head.
23. To prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the coordinator/HoD.
24. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.

6.9. Laboratory / Workshop In - Charge

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements for consumables for the laboratory and procure the same, before the start of every year.
4. Plan for the procurement of equipment for the coming semester well in advance. This can be done by making visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges. Monitor the infrastructure facilities in

the labs are adequate so that each batch has ample opportunity to complete the practical satisfactorily.

5. Organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs from them.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
9. Responsible for movement of any item out of the lab concern. Maintain movement register for the same.
10. Responsible for maintaining the decorum and holistic engineering environment in the labs.
11. Responsible for communicating day to day activities to the HoD regarding lab functions as and when needed.
12. Seating of the Lab in charges shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
13. Responsible for maintaining master record of equipment's, Lab records, models, lab course materials, audio-video materials, R&D activities at lab etc.

6.10. Lab Assistant

1. The lab assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HoD through faculty in charge of lab.
4. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time

Table(iv)Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

6. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman/Administrator from time to time.
7. Responsible for closing and opening of labs and holding of keys for the lab should be recorded in the register available in the Office.

In order to prevent theft/damage, the Lab In-charge shall take the following action:

- a) Lab in-charge and Lab Assistants are to report the matter in writing immediately to the HoD through subject in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

In addition to the above, the teaching and non-teaching staff members shall cooperate faithfully with HoD, Head of the institution and other coordinators of our college in order to promote quality for the welfare of the students and for the development of department and institution.

6.11. Training and Placement Officer

1. Prime most duty to know the objective and policy of the management and Liaison with industry.
2. Identifies the needs, updates and develop the plan to provide training for the students.
3. Arranges OFF/ON campus interviews.
4. Prepare and proposes annual T & P budget well in advance.

6. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. with help of the students. Assist's students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
7. Assist's students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation (Brochures) or a colourful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. He/she shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it/visit to selected industries for facilitating the conduct of campus interviews or by meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
12. Empowers students with life-long career decision-making skills. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community.
14. Up gradation of the students' skill sets commensurate with the expectations of the industry.
15. Generation of awareness among the students regarding future career options available to them by arranging seminar/ orientation program.
16. Assists different companies in recruiting candidates as per their requirements.
17. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the industry.

18. Arranging classes for students to improve their employability skills and prepare the resume and communicate the resume of suitable candidates to the potential employers.
20. Providing right placement to the right candidate so that students excel in their future life. He/she shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.
21. Organizing placement training for the students and make them ready for interview and group discussion.
22. Arranging summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
23. To provide information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Principal and students.
24. To place request for resources required well in advance and coordinate with the concerned and ensures availability of the same.
25. Details of placed candidates are sent to all HoDs/Principal immediately after the recruitment drive is completed and placements announced.
26. Responsible for keeping the records of all placed students and to send hard copies of all appointment orders of students recruited to the concerned HoDs. He/she shall collect the student profile and academic record of the final year students (Starting from their second year) and retain the same at placement office.
27. The placement and training officer shall be the coordinator of placement and training cell. One faculty member from each department nominated by the respective HoD will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for

the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

28. The TP officer shall arrange for special training programmes by experts from HRD of companies for all the students on Personality and soft skill development. A minimum of 4 special programmes per semester shall be arranged.
29. To organize regular sample tests on the following topics for all students from III and IV years using in house resources as well as outside resources. IQ test, English language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview.
30. He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.
31. He/she shall arrange regular training classes for VII semester students on the following topics through outside agencies.
 - Personality Development skill
 - Oral communication
 - Written communication
 - English grammar
 - Comprehension in English
 - IQ and aptitude test
 - Personal interview.

6.12. Librarian

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. To prepare the library budget and policies relating to the library.
4. Ensures procurement of books, Software, Journals etc., which are essential and/or recommended by the faculty.
5. To Provide URL links/resources for information on various study material.
6. Provides digital library access from anywhere within the campus.

7. Establishes specialized facilities for faculty teaching and research needs.
8. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
9. Develops a system for posting the newly added library resources online.
10. Coordinates with departmental library in-charge for smooth functioning of department library.
11. Provides all statistical information pertaining to the library and updating things with research and development materials in the library for research works.
12. The Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/she should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
13. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
14. In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/she should also display the latest arrival of the books in a prominent place to attract the readers.
15. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.
16. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
19. In the Technical section, the Librarian is responsible for routine classification of books, cataloguing of books.

20. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject Wise Index, reprographics services, internet and online public access catalogue (OPAC).
21. The Librarian is in-charge of fine collection for missing books and Xerox charges collection from the students and renders accounts to the Principal as per the schedule. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.

6.13. Examination Cell Coordinator

1. Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations well within the time as per the schedule.
2. Coordinates the conduct of the Internal/ AU External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates.
3. Preparing and planning for the purchase of required stationery (internal exams) to purchase with consent of the principal well in advance.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through department's Office Assistant and class adviser.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
8. Ensures distribution of question papers to all examination halls within the time schedule.

9. Briefing to the invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures.
11. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
12. Produces analysis of examination results to the departments as soon as possible.
13. Provides statistics on examination entries and results for the HoD/Principal.
14. Prepares examination schedules, time tables and method question paper pattern, wherever applicable.
15. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
17. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination centre.
18. Acts as resource person and liaise between faculty members of Exam cell, students and the Examination cell of the College.
19. Responsible for up keeping variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.
20. Responsible for keeping complete details (current/completed students) about the students internal assessments/ affiliating university examinations.

6.14. Physical Director

1. To Maintain and follow the strict discipline among students in college campus/ground.
2. Ensures smooth conduct of sports activities as per the schedule. Motivate the students to do any physical exercise apart from regular study.
3. Ensures proper use of sports material and facilities and keep/maintain records of it.
4. Proposing annual budget for sports and purchase the same as per the requirement with consent of the Principal.
5. Encourages students to participate in zonal/university tournaments.
6. Creation of good environment to the students to participate in all sports related activities and upkeep of sports facilities and grounds.
7. Ensures discipline among students while play and get prior permission from their respective departments for On duty.
8. Ensures prevention of ragging activity in the campus.
9. Oversees medical facilities on campus.
10. Assisting in NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to concern head/principal as and when required.
11. Helps in the organization of various events in the college.
12. Maintaining proper record of sport students/materials/activities for auditing and inspection purpose like AU. AICTE, NBA and NAAC processes.

6.15. Transport Officer

1. Identifies the transport requirements of the college and informs the same to the chairman/Principal for initiating action to meet the requirement of Vehicles, drivers, parking place, etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Principal.

4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college on time.
6. Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
10. Assigns extra/overtime duties to drivers following appropriate procedures.
11. Prepares overtime bill for payment to drivers on monthly basis.
12. Prepares bill for rent for private parking lots.
13. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment.
14. Stays connected with drivers / bus-in-charges during journey time and assist in trouble-shooting or in case of vehicle break-down, arranges relief/ spare vehicles.
15. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, student behaviour, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.,
16. Prepares proper record of bus related maintenance documents and bills and submit the same to the accounts office as and when need arises.
17. Schedules the regular maintenance of the vehicles and follows up on the same.
18. Handle's transport related complaints from students, parents of students, staff and drivers and resolves issues with the help and guidance of Principal/Administrative officer.

19. Maintains a current inventory of college owned vehicles.
20. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
20. Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time.
21. Maintains documents such as vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
22. Arranges periodical eye-check-ups for drivers and ensures their fitness for driving.
23. Attends to any other duties assigned from time to time.

6.16. SC/ST Committee

The SC/ST committee of PSG iTech was established with the purpose to empower the SC/ST students in the college. The college takes a special interest in facilitating the students belonging to these communities in getting financial support from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option. The committee in our college has been established to support and to bring students from such communities in the mainstream.

Functions

1. To collect the information of State Government and UGC orders on various aspects of education and employment of SC/ST Students.
2. To circulate State Government and UGC decisions about different scholarship programs to the students.
2. To counsel and guide SC/ST students and help them to better performance in academics stream.
3. To ensure provisions of an environment where all such students feel safe and secure without any discrimination.
4. To provide the mechanism to redress the grievance of SC/ST students.
5. To ensure protection and reservation as provided in the constitution of India.

6.17. Minority Cell

The minority cell of the college is formed with the purpose of empowering the minority communities through higher education. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enrol for career orientation programs which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities, government agencies and other sources.

The objectives of the minority cell are as follows:

1. To create a socially cordial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
2. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
3. To make efforts to sensitize the academic community regarding the problems associated with social exclusion.
4. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
5. To disseminate the information related to schemes and programmes for the welfare of the minority community as well as office orders of the Government, or other related agencies/organizations issued from time to time.
6. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to the minority students.

6.18. Internal Complaint Committee

As per section IV of AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, internal

complaint committee was constituted. It identifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.

Functions

1. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
2. To create a cordial environment in the campus where every women feels safe and self-confident without any problems relating to gender discrimination and sexual harassment.
3. To ensure the fair and timely resolution of the complaints and provide a safe working environment.
4. To provide counselling and support services on our campus.
5. To promote awareness against sexual harassment through educational initiatives that encourages and promotes respectful work environment.

6.19. Anti-Ragging Committee

Ragging is totally prohibited in PSG iTech campus. The function of the committee is to prohibit, prevent and eliminate the scourge of ragging which includes words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to a student or indulging in any undisciplined activities which causes annoyance to the students.

7. RECRUITMENT POLICY

7.1. Introduction

The aim of PSG iTech - Recruitment Process is to promote richness of mankind by enhancing human resource capital by translating, identifying the organizational goal, recruit and retain, potential highly qualified, talented and diverse faculty / staff members for its institutions.

7.2. Constitution of the Recruitment Committee

The Recruitment Committee (RC) appointed by the Chairman PSG iTech Institutions takes the major responsibility of the recruitment process. The Recruitment Committee is constituted specifically for the selection of committed

and dedicated candidates for various positions namely for teaching faculty, non-teaching faculty and office staff etc., governing the recruitment procedure.

The composition of the RC for PSG iTech Engineering College consists of

1. The Interview Committee Chairperson (Principal of the college)
2. Head of the Departments nominated by the Principal.
3. One Subject Expert identified by the Principal.
4. The Chairman of the Institutions or a member nominated by chairman

7.3. Appointment

- Qualifications for various posts shall always be in accordance with the Norms prescribed by the AICTE/Anna University from time to time.
- Employees appointed shall be on probation for a period of two years and only after satisfactory completion of the probation, their services will be confirmed.

7.4. Recruitment Procedure

- Total number of vacancy positions in each department for the next academic year will be identified by the respective HoDs. List of required number of faculty with specializations will be submitted to the Principal.
- A letter requesting for approval to conduct Staff Selection will be submitted to the Managing Trustee with details of vacancies to be filled in each department for the next academic year.
- After getting Managing Trustee's approval, an advertisement stating the designation, department, qualification and specialization for faculty required will be published in Naukri.com/newspaper. Link to download the application form and the last date for submission of the application form will also be stated in the advertisement. The same details will be made available in the college website.
- Once the applications are received, they will be segregated and will be sent to the concerned departments.
- HoDs will be requested to shortlist the candidates based on the number of faculty positions required at different designations.

- After shortlisting, the summary of the shortlisted candidates to be called for interview will be submitted to the Principal by the respective Heads of the Departments.
- Interview dates will be finalized based on the availability of the Management Representative and the expert members.
- Managing Trustee's approval to conduct the interviews will be requested briefly mentioning the dates, timing, venue, details of expert members, etc.
- A letter of invitation will be sent to the Managing Trustee, Management Representative and the Expert Members for their active participation in selecting the right candidate.
- The shortlisted applicants will be mailed informing the following details: Interview date; Time; Venue; They will be asked to prepare well for few subjects that they can handle in the class. Original certificates – UG, PG, and Ph D, service and salary certificates are to be shown at the time of interview.
- On the day of interview, a separate committee will verify the certificates brought by the candidates.
- A booklet containing list of shortlisted candidates and a copy of their application form along with their qualification and eligible scale of pay will be prepared for the Staff Selection Committee.
- Interview will be conducted with a committee constituting Managing Trustee, Management Representative, Principal, HoD, Expert Members.
- Candidates appearing for the interview will be asked to make a brief presentation of their profile including their research contributions using PowerPoint presentation.
- Salary calculations will be made based on the norms of the college in advance. The likely salary offered will be informed to the candidates. Negotiation is also permitted and committee may recommend a salary higher than the salary as per norms for the deserving candidates.
- On completion of the interview process, list of the recommended candidates duly signed by the committee members will be submitted to the Managing Trustee for his approval.
- After Managing Trustee's approval, individual mails will be sent to the selected, waitlisted, and not selected candidates.

- Appointment orders will be given to the selected candidates in person. On receiving the appointment order, they are requested to provide an acceptance letter to join duty on the date specified.

7.5. Qualifications

- Recruitment of Faculty Members is done based on the norms prescribed by AICTE / Anna University for Various cadres.
- Teaching: Assistant Professor (Grade-I, II, III) /Associate Professor /Professor/ Principal.
- Non- Teaching: Lab In charge / Librarian / Placement & Training officer and Administration.

7.6. Selection Criteria

- The candidates are required to file in the Application form of the institution and then will be subjected to an interview by the Recruitment committee.
- The candidates shall be requested to give a technical presentation on any one topic of their interest for about 10 minutes, for the purpose of assessing their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.
- The committee securitizes the candidates in the ratio of 1:2 and submits the interview reports with recommendations to the Chairman for further action. The chairman will take the final decision as regards the appointment of the individual.
- After this, the Chairman will release an appointment letter indicating pay package and service rules to the selected candidate.
- Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of HOD and Principal. Faculty must also submit all their original documents to the Administrative office while joining.

7.7. Joining Formalities

On the date of joining, they need to write a joining report through HoD to the Principal. They will be given employee number, college ID card, and

academic calendar. They are requested to open an account in Central Bank of India for salary. Details regarding PF, Income Tax, and leave particulars will be given to them. On successful completion of the above procedures, they will be reporting to their respective departments.

7.8. Orientation

The new incumbents are inducted to the concerned departments where they are familiarized to the people, process and practices in order to orient them towards the work-culture of PSG iTech.

7.9. Staff Service Record

Service Record in the prescribed format is maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, throughout the entire period of service in the institutions. Attestation of the entries in the Service record should be got from the Principal from time to time.

8. PROBATION POLICY

All Appointments to the posts shall ordinarily be made with a probation period of one year. On the successful completion of the probation period, the individual will be confirmed with post. He/she will be eligible for the benefits as per the norms of the PSG iTech (as revised from time to time.) In case any faculty desires to discontinue, is required to give a notice in writing three months in advance or pay an amount equivalent to three month's salary. During the Probationary period the Management is at liberty to terminate the services at any time without assigning the reasons.

9. PROMOTION POLICY

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness.

All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic

performance, their research work, number of publications, commitment of the staff for the improvement of the institution etc.

Promotion and Career Advancement interviews are carried out annually for the eligible teaching faculty members. The eligible faculty members are required to submit their Appraisal Form, describing their academic and research activities as well as their contribution towards departmental as well as institutional activities. They are evaluated by a team of senior professors comprising of Secretary, Principal, Academic Consultant, Subject Experts from reputed institutions like IIT, NIT, IISc, etc and respective Heads of the Departments. Based on their eligibility, performance, contributions to the institution in various aspects and suggestions by their respective heads of the department, they are promoted/ moved to next level/ grade.

Promotion interviews are carried out for the eligible supporting staff members. Based on their nature of work, performance and suggestions by their respective heads of the department, they are promoted to the next level.

a) Eligibility and Salary Details for Assistant Professor (Ordinary Grade)

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
1	Assistant Professor (Grade I)	M.E/ M.Tech (OR) M.Sc., M.Phil	Fresher	Rs. 15600 - 39100	0% (No AGP)	57.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 12.5%
	Assistant Professor (Grade II)		1 year in Grade I	Rs. 15600 - 39100 + 1500	25% (Rs. 1500)	
	Assistant Professor (Grade III)		1 year in Grade II	Rs. 15600 - 39100 + 3000	50% (Rs. 3000)	
	Assistant Professor (Grade IV)		1 year in Grade III	Rs. 15600 - 39100 + 6000	100% (Rs. 6000)	

b) Eligibility and Salary Details for Assistant Professor (Senior/ Selection Grade)

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
2	Assistant Professor (Senior Grade) Level 11	M.E/ M.Tech (OR) M.Sc., M.Phil	5 years as Assistant Professor (Ordinary Grade)	Rs. 15600 – 39100 + 7000	100% (Rs. 7000)	57.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 12.5%
		M.E/ M.Tech with Ph.D (OR) M.Sc., M.Phil with Ph.D	4 years as Assistant Professor (Ordinary Grade)	Rs. 15600 – 39100 + 7000	100% (Rs. 7000)	75% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 25%
3	Assistant Professor (Selection Grade) Level 12	M.E/ M.Tech (OR) M.Sc., M.Phil	5 years as Assistant Professor (Senior Grade)	Rs. 15600 – 39100 + 8000	100% (Rs. 8000)	57.5% HRA - 20% CCA - 10% MA - 10% CA - 5% SA - 12.5%
		M.E/ M.Tech with Ph.D (OR) M.Sc., M.Phil with Ph.D	4 years as Assistant Professor (Senior Grade)	Rs. 15600 – 39100 + 8000	100% (Rs. 8000)	75% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 25%

c) Eligibility and Salary Details for Associate Professor

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
4	Associate Professor (Grade I) Level 13A	M.E/ M.Tech with Ph.D (OR) M.Sc., M.Phil with Ph.D	8 years as Assistant Professor out of which 2 years shall be of Post PhD	Rs. 37400 – 67000	0% (No AGP)	75% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 25%
	Associate Professor (Grade II) Level 13B		2 years in Grade I	Rs. 37400 – 67000 + 2250	25% (Rs. 2250)	
	Associate Professor (Grade III) Level 13C		2 years in Grade II	Rs. 37400 – 67000 + 4500	50% (Rs. 4500)	
	Associate Professor (Grade IV) Level 13D		2 years in Grade III (OR) 8 years as Assistant Professor out of which 2 years shall be of Post PhD	Rs. 37400 – 67000 + 9000	100% (Rs. 9000)	

d) Eligibility and Salary Details for Professor

S. No.	Designation	Minimum Qualification	No. of years of experience	Scale of Pay	AGP	DA
5	Professor Level 14	M.E/ M.Tech with Ph.D. (OR) M.Sc., M.Phil. with Ph.D.	10 years of experience out of which 3 years shall be at the level of Associate Professor	Rs. 37400 – 67000 + 10000	100% (Rs. 10000)	75% HRA - 20% CCA - 10% MA - 10% CA - 10% SA - 25%

10. RESIGNATION AND TERMINATION

- Any member of the faculty/staff, in permanent service, shall give three months' notice in case he/she desires to be relieved on resignation. The faculty will be relieved during the period - 30th June to 31st August only.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof.
- The service of an employee shall be terminated by giving three months' notice, on the grounds of gross misconduct or inefficiency or insubordination or disrespect towards higher authority or causing loss of reputation or monetary loss to the institute. Such employee is not entitled to any Gratuity and / or Superannuation benefits.

11. LEAVE RULES

- Any application for leave shall be made in prescribed leave form to the authority competent to grant leave. Except emergency cases, leave should be applied for and sanctioned before one day.
- Employees are permitted to avail of **15 days of Casual Leave** in a calendar year (January to December).
- Casual leave may be combined with Sundays and/or other prescribed holidays. However, the total period of absence from duty at a time shall not exceed six days.

- Casual leave availed of without prior sanction, or refusal of sanction by the competent authority or leave extended beyond the sanctioned period shall be treated as leave on loss of pay.
- Leave on loss of pay availed of by the teacher without prior sanction will be treated appropriately by the Principal.
- LOP leave has to be sanctioned with proper justification. Leave without sanction will be treated as absent.
- Casual Leave not availed in any calendar year cannot be carried over to the next calendar year.
- Employees are permitted to avail **5 days Earned Leave** in a year which (July to June) can be accumulated.
- Employees are permitted to avail **5 days Medical Leave** in a year, or proportional thereof, which can be accumulated.
- Employees are permitted to avail **14 days Vacation Leave** at the end of **odd semester** and **21 days** at the end of **even semester**.
- During the vacation period, based on the necessity and on the recommendation of the HOD, staff may be prevented from availing part or whole of the vacation. In such cases, the staff will be eligible for one day of earned leave for every two days of actual working (excluding holidays). Such earned leave can be accumulated and can be availed whenever necessary.
- Faculty members who have not completed the minimum service of six months are not eligible for vacation leave.
- On completion of one-year service, women faculty/staff can avail **2 months Maternity Leave with salary** for one child birth only and two months of other eligible leave.
- Employees are permitted to avail **7 days Special Casual leave** only for marriage of self.
- Half day Earned Leave can be availed.
- Half day salary will be deducted for half day loss of pay leave.
- Casual leave can be combined with holidays. Earned leave can also be combined with holidays. Medical leave cannot be combined with holidays.

The essence of the above stipulations is to enhance the sense of responsibility in a teacher to impart, without any break, credible and effective teaching to the students given to his / her charge during the academic session.

12.INCENTIVES AND BENEFITS FOR FACULTY

12.1. Salary

- Salary payable to any employee is formulated by the Management from time to time.
- Salary will be credited to the account maintained in the Bank by the employee on the last working day of the month.
- Salary is computed as $\text{Total salary} = (\text{Basic salary} + \text{AGP}) + \text{DA}$ and DA is Computed as $(\text{Basic Salary} + \text{AGP}) * \text{appropriate DA in percentage}/100$.

12.2. Provident Fund

Employees are governed by the Employees Provident Fund Miscellaneous Act 1952.

12.3. Gratuity

Employees are governed by the Gratuity Act 1972.

12.4. Awards and Incentives

The awards have been instituted to encourage the faculty/staff members to put in their best efforts. Faculty members are encouraged to take up research and development projects. Travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

12.5. Library

Faculty can make use of the library and can take a maximum of 6 books for 90 days & 3 books for 15 days.

12.6. Welfare measures

College ensures the well-being of its faculty and supporting staff members through providing worthwhile welfare measures. These measures are extended

through financial benefits, physical and psychological well-being, leave benefits, appreciation, recognition and career development.

- EPF coverage for all faculty and staff members
- ESI coverage for employees with salary less than Rs. 21,000/- month
- Gratuity benefits for all faculty and staff members
- Road safety insurance package up to Rs. 1 Lakh
- Interest free festival advance
- Financial support for all faculty members to attend conferences/ seminars/ workshops / trainings
- Yoga sessions offered for all faculty and staff members
- Medical Center facility
- Free medical check-up and vaccination camp through PSG Hospitals
- Maternity Leave with two months' salary
- Medical Leave
- Sabbatical Leave
- Allowed to avail unrestricted on-duty for Ph.D. related works
- Faculty members encouraged to do Ph.D. and research work
- Incentives for publications, completing Ph.D. and patents
- Permission to faculty to deliver guest lectures at other institutions
- Orientation for newly recruited faculty members and FDPs are facilitated through PSG CARE
- Seed money for research work
- Awards to appreciate and recognize exemplary service of faculty and staff members are instituted by the Management on Teachers' Day and Women's Day
- Appreciate and recognize talents through cultural and sporting events
- Employment on compassionate grounds for family members of staff members
- Computer with internet facility for all faculty members
- Free uniform for all faculty and staff members
- Sports and gym facilities in the institution
- ATM facility inside the institution
- Subsidized transportation facility
- Staff Quarters facility

13.CODE OF CONDUCT

13.1. Teaching Faculty Members

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- No employee may absent himself/ herself from duty without prior permission. In case of emergency of proceeding any leave without prior permission, he/she must explain the circumstances which were beyond his/her control before re-joining duty.
- All members of staff have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- No employee shall, except with the prior sanction of the Principal, accept any remunerative or honorary work not connected with the college.
- No member of the staff shall engage in any political activity within the college campus.
- No employee shall be a member of, or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities.
- No employee shall associate and / or participate in any strike or incitement theretoor in similar activities, which shall also include absence from work or neglect of duties with the aim of getting a demand conceded by the superiors or the Management.

13.2. Supporting Staff Members

- The requirements for the semester lab shall be collected well in advance.
- The staff needs to assist the students in case of necessity.
- Maintaining the decorum of the lab is of utmost importance.
- Staff working in the laboratories are responsible to keep the labs clean.
- Any failure or damage to the lab components should be reported to the HoD / staff In-charge immediately. In order to keep track of the damage, a log should be kept.

13.3. Students

- Every student is required to observe disciplined and decorous behaviour both inside and outside the College and not to indulge in any activity, in any manner, which will tend to bring down the prestige of the Institution.
- All students must follow professional dress code, as stipulated by the Institution.
- Usage of cell phone/camera and other recording devices inside the college campus are not permitted during class hours. However, students are permitted to use cell phone during lunch break.
- Smoking as well as consuming of intoxicants are strictly prohibited within the premises of the campus/hostel and while representing the Institution.
- Cultural and student functions are restricted in timing. If, extension is required, formal permission from the Head of the Institution is compulsory.
- Refusal to identify one's self to any college authority is punishable. The preferred form of identification shall be a current, valid Institute Identification Card.
- Helmet is a must for students using two-wheeler to commute from their place of residence to college.
- The students should reach the college in time and be punctual in all academic related activities.
- The students should attend all classes. However, for certain unavoidable reasons such as Medical/participation in sports/extra-curricular activities, the student is expected to attend at least 75% of the classes subject to the condition that the candidate shall submit the medical

certificate/sports/extracurricular participation certificate. Candidates who secure less than 75% overall attendance shall not be permitted to write the University examination at the end of the semester and are not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed by Anna University.

- Students should not leave the college during class hours without written permission of the HoD/Competent authority.
- The students are not allowed to form any type of unauthorized union/meeting.
- Students are not allowed to celebrate birthday and any form of parties within the college premises and hostels.
- Altering, improperly possessing, or lending the Institute identification card to another person for any reason is not permitted.
- Any student found indulging in malpractice in the tests/exams would be strictly dealt with. Any case of malpractice in the University examinations will be reported to the University.
- Students should not involve themselves in any political or religious activity inside the Campus.
- Students should not collect any money from other students without proper permission from the Principal.
- Students should take care of their belongings while within the campus.
- The Institution will not be responsible for loss of any personal belongings.
- Students should maintain discipline inside the College campus. In case of any disciplinary action or misbehaviour in any manner, the decision of the Disciplinary Committee headed by the Principal be the final.
- Students are not permitted to use a motorbike with a capacity of above 125 cc inside the campus and are permitted to use a motorbike with a capacity of < 125 cc. Two wheelers of capacity < 125 cc are permitted to park the vehicle in the campus.
- Ragging or harassment of fresher or juniors by seniors of the college anywhere, in any form, is banned. In any case of ragging, the college will lodge police complaint against the miscreant which will be dealt with as per the order of Govt. of Tamil Nadu /UGC/AICTE.

13.4. Accountability and Responsibility for Faculty and Staff

- College will work 6 days per week excluding 1st Saturday & 3rd Saturday.
- The normal College working hours is 8.30 a.m. to 4.45 p.m except Wednesday.
- Working hour of every Wednesday is 8.30 a.m. to 5.45 p.m.
- Staff members have to punch their attendance in the biometric system and sign the attendance register without fail twice a day before 8.45 a.m. in the morning session and after 4.45 p.m. in the evening session.
- Grace time of 15 minutes i.e., 8.45 am is allowed on all days.
- Every teacher shall complete the syllabus for the courses as prescribed by the University. Class committee meetings will be held as per the schedule given in the academic calendar to monitor the syllabus coverage.
- Every teacher is normally held responsible for the results of the subjects taught by him.
- Habitual late attendance, or early leaving of the campus, or absence from duty without obtaining prior sanction of leave will amount to gross misconduct attracting summary termination of service.
- Whenever a teacher intends to take leave, the teacher should get the leave sanctioned in prior and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements made.
- The teacher is never supposed to use mobile phones inside the class room premises. They are expected to be the role model for the students in all respects.
- The teacher should make himself / herself available for clearing doubts of the students.
- While setting question paper, the teacher should also prepare the detailed answer and scheme of evaluation and get it approved by HoD.
- The test papers must be corrected within 5 days from the date of test and marks submitted to the HoD / Principal.
- The teacher should take care of academically weak students and pay special attention to their needs in the evening hours / Saturdays.

- Student's feedback is obtained once in a semester. Faculty members have to improve their teaching process based on the feedback.
- When going 'on duty' during college hours, OD slip duly signed by the HoD has to be submitted at the gate. In and out movement should be registered in the On Duty Register maintained in the gate.
- Faculty/ staff members have to wear uniform except Saturdays. Lady faculty members are permitted to wear chudithar whenever they practice yoga.

14. EXAMINATION GUIDELINES

14.1. Conduct of the examination – Internal Assessment

- Two set of question papers, one for Student and another for NBA purpose (with HOD's signature) respectively. It has to be handed over to the exam cell on date.
- The Question paper is to be framed as per Bloom's Taxonomy.
- 25% of marks will be allocated to previous year GATE questions.
- If any faculty member is not able to do invigilation duty, he/she is requested to make alternate arrangement. The alteration of duty for both internal assessment test and Anna University Semester Examinations will not be arranged by the Exam Cell.
- The Faculty members having invigilation duty (invigilators) will collect the question paper and answer booklets from the exam cell, 15 minutes before the commencement of the test.
- After receiving the booklets and question papers from the Exam Cell invigilators are directed to proceed to the examination halls only. They are refrained from moving to their departments.
- After completion of the tests, the invigilators will collect the answer booklets from students and submit them to the exam cell.
- Solution set with split up of marks for each test is to be arranged and to be displayed by the respective faculty in the department notice board(s), so that students can see the solutions immediately after the test is over.
- A copy of the solution set with split up of marks is to be submitted to the exam cell within half an hour after the test.

- Marks are to be entered in “e- info” within five days from the commencement of the test for the respective courses.

14.2. Conduct of the examination – Anna University Semester Examinations

- Any Examination work assigned by Anna University is mandatory for all faculty members. In case of emergency, faculty members have to obtain written permission from the Principal for declining the University duties.
- Faculty members are informed to use the Anna University website <https://coe1.annauniv.edu> only for all the entries relevant to the examinations works like internal assessment entry, faculty profile, student profile, examination results, elective taken by student etc.
- Anna University semester practical examination mark entries can be done using the <https://coeau.annauniv.edu> only.
- Faculty members are instructed to refer the website <https://cac.annauniv.edu> for downloading the syllabi, regulations and academic schedule
- Anna University faculty profile ID is mandatory for all the Anna University Semester examinations related works like external examiner for theory invigilation, practical examinations, AUR, Squad and central valuation.
- Faculty members are informed to update their profile periodically.
- Faculty members having engineering teaching experience less than 3 may be appointed as an assistant examiner for central valuation.
- Faculty members having engineering teaching experience of 3 years and above may be appointed as an internal and external practical examiner.
- Faculty members having a teaching experience of 5 years and above may be appointed as an examiner for central valuation and AUR.
- Faculty members having a teaching experience of 15 years and above may be appointed as a squad member for Anna University Semester Examinations.

14.3. On the Day of Examinations (Anna University semester examinations)

- Invigilators are informed not to carry the mobile phone to the examination hall. They can deposit their mobile phone in the examination cell.

- Verification of the answer booklets (Count, look for damage, number of pages (44) and Chief Superintendent's facsimile) should be completed and ask for Replacement of damaged answer script if any, before leaving to the examination hall.
- Invigilators are instructed to proceed to the examination Hall, 20 minutes before the commencement of the examination and they should check the student's ID as they enter the room. Invigilators must ensure that the candidate has signed in the Hall ticket.
- Distribution of the answer booklets to the candidates will be done 15 minutes before the commencement of the examination.
- The distribution time for the question papers are at 9.55 am in the forenoon session and 1.55 pm in the afternoon session.
- The invigilators are instructed to verify the following entries prior to signing in the answer scripts:
 - ✓ Register number of the candidate
 - ✓ College code and college name
 - ✓ Degree and Branch
 - ✓ Subject code and title (To be filled in 3 separate boxes)
 - ✓ Question paper code (To be filled in 3 separate boxes)
 - ✓ Respective semester (refer to the hall-ticket if clarification is needed)
 - ✓ Date and session (To be filled in 3 separate boxes)
 - ✓ Entry of the register number in the question paper and
 - ✓ Question paper code in the Answer booklet.
- During the invigilation, the invigilators have to get the attendance sheet signed from the candidates and fill the absentee's proforma.
- Invigilators have to report malpractice cases immediately to the Exam cell coordinator, AUR and CS.
- Buzzer available at each floor fixed in the examination blocks can be used by holding green button for a minimum of 10 seconds) for any emergency. Staff of Exam cell will come to the floor with in few minutes to attend the emergency call.
- Invigilators are directed to instruct the candidates to fill the remaining boxes in the front page of the answer script towards the end of the

examination. 1) No. of pages used at two places 2) Tick marks inside the boxes provided to indicate the questions attended at three places.

- Collection of the answer scripts from the candidates, sorting them branch wise, counting the number of booklets before leaving the exam hall and handing over the same to the Exam cell are to be done carefully.

15. RESEARCH & DEVELOPMENT (R&D) POLICIES

15.1. Introduction

To achieve the quality research ambience at our PSG iTech Engineering College the following policies have been undertaken. A Research & Development cell has been established that will prepare and implement the document for research and development activities within the Institute. The Research and Development cell implements wide range of activities to establish centers of excellence, honing and cultivating appropriate research skills within faculty by deputing for Ph.D. studies, Conferences, Workshops and Short Term Training Programs (STTPs), promoting faculty members to submit research proposals for different funding agencies. All India Council for Technical Education (AICTE), University Grants Commission (UGC), Department of Science & Technology (DST), Indian Space Research Organization (ISRO), Defense Research & Development Organization (DRDO) and Council for Scientific and Industrial Research (CSIR) etc.

15.2. Research & Development (R&D) Cell

The Research and Development (R&D) Cell comprises of the following Responsibilities:

1. The R&D Cell is responsible for promoting the Institute's Research and Development, and academic and research-oriented training activities. This includes the development, review and monitoring of achievements under the Research & Development.
2. To conduct R&D Meeting on regular basis (Every Month) with all the Members.
3. To Support the faculty members to participate and present papers in National and International conferences and seminars.

4. To guide faculty to apply for sponsored projects/programs.
5. To identify new innovative project ideas.
6. To motivate R & D related Guest Lecture/Workshop/ Seminar/FDP.
7. To organize at least one National / International Seminar or Conference per department in a year.
8. To create awareness among faculty and students about technical writing and importance of publishing paper in reputed journals.
9. To motivate students to carry out innovative and creative projects.
10. To create awareness among faculty members about Intellectual Property Rights (IPR).
11. To motivate our faculty members and students to apply for patents.
12. To protect and commercialize the Institute's intellectual property.
13. To promote Consultancy activities related to R&D.
14. To develop infrastructure conducive to promoting the quality and quantity of research and development.
15. To monitor the research and development performance of individuals, groups, Centers, department and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
16. To oversee the application of the Code of Research Ethics for the responsible practice of research.

15.3. Academic Ethics

Employees must strictly follow the National Policy on Academic Ethics prepared by the Office of the Principal Scientific Advisor to the Govt. of India and finalized by the Policy and Academic Planning Bureau, Govt. of India.

15.4. Teaching and Research

- The selection and training of students should involve a just and fair procedure. During tests and interviews there can always be subjective judgements, however they must avoid any considerations unrelated to the student's academic ability.
- During teaching, the dignity of the classroom/laboratory should always be maintained.

- Cheating in tests and exams is never acceptable.
- Through their own actions, mentors must communicate positive ethical values and professionalism to their students. In research projects, the Principal Investigator should monitor the procedures and, if relevant, write down policies for recording data and compiling results. These policies should be made known to all collaborators.
- Every institution must have fair procedures for proper use and sharing of equipment and facilities.

15.5. Purity of Data

- Wherever any kind of experimental or data-driven work is involved, it is essential to present the results correctly and honestly. One must carefully avoid all unacceptable forms of data manipulation, for example adding or subtracting data points at will, editing images to produce a false result, creating images artificially and presenting them as data or using the same figure or table to describe different experiments. The conclusions claimed in a research paper must follow honestly from the data collected.
- It is understood that data often has to be processed. Details of acceptable/unacceptable processing can be quite complex and will vary from subject to subject. The relevant norms in the given area should be applied in each case.
- Data fraud should be considered as a very serious offence as it harms the image of the entire community and country. Deliberate falsification of data should attract stringent punishment.

15.6. Publications

- The list of authors in research papers, reviews, books, monographs or policy documents should not be manipulated to give undue credit to those who have not contributed ("honorary authorship"), or deny credit to those who have contributed sufficiently. Sometimes a genuine author's name is suppressed to hide a conflict of interest and the name of a "ghost author" is substituted. Such a practice is unethical for both

parties. Also, no one can be made an author of a document without their awareness and consent.

- In recent years there has been a rise in so-called “predatory journals” which publish papers with minimal or no review, typically for a fee. It is unethical to publish in journals of this nature. However, it is essential to distinguish predatory journals from legitimate open-access journals which may also charge a publication fee. Authors should be cautious of such journals before submitting their work for publishing and authorities should take serious note whenever a candidate for any position or award has publications in proven predatory journals.
- Plagiarism – It is the practice of using ideas/words/data from other sources, in a manner that conveys a false impression that they are original. Publishing one’s own results more than once as if they are new, is “self-plagiarism”. Plagiarism is relevant not only for published papers but also project reports, textbooks and grant proposals.
- Plagiarism of any kind is unacceptable. The ethical practice is to use only a limited amount of ideas and words by other authors in one’s writing and with proper acknowledgement.
- While plagiarism is always wrong, the extent of it can be variable and sometimes it can also be unintentional. Text-matching software can only alert us that plagiarism might have taken place, but this has to be verified by a qualified human being familiar with the area. Authors are responsible for learning about correct writing practices.
- When plagiarism is detected, it must be corrected by immediately publishing a retraction or revision. Deliberate and/or serious forms of plagiarism should entail strict punishment.

15.7. Research Policy

Prologue

The purpose of the research policy is to create a pulsating atmosphere of research among faculty and students at PSG Institute of Technology and Applied Research. The research policy underscores the sense of applied research in alignment with the national policies and societal needs. The

research and development cell aims in establishing PSG iTech as the premier research-intensive technological institute by building cohesive research excellence and translation of research outcomes into tangible benefits.

The R & D Cell comprise of the following members :

1. Principal
 2. Lead Research
 3. Heads of academic departments
 4. Senior faculty members nominated by the Principal
 5. External mentors
-
- PSG iTech's R & D cell is dedicated to providing key support for researchers and students in order to successfully compete in the evolving research environment.
 - Building new supports for the researchers in terms of lab infrastructure and fund towards active participation in research. This includes providing state-of-the-art laboratories, research facilities, computing resources, and access to relevant databases and journals.
 - Providing incentives, grants, sabbatical opportunities, and professional development programs to encourage research productivity.
 - Undergraduate and Post graduate students will be integrated into the research process by including undergraduate research opportunities, graduate research assistantships, and research-focused curriculum enhancements. • Building a partnership network with industry, institutes, government, Indigenous communities and non-profit stakeholders.
 - Industry and Inter-institutional partnering will be fostered through a Liaison Office that assists researchers in the commercial development of newly-created technologies and other intellectual property.
 - Identifying potential funding sources, fostering relationships with funding agencies.
 - Establish internal funding mechanisms, such as seed grants, to support innovative research ideas.

- Providing training and support for faculty and researchers in grant writing and proposal development.
- Exploring avenues for public engagement and outreach to ensure that research outcomes reach wider audiences and contribute to societal well-being.
- Maximizing the benefits of research and innovation through effective technology transfer
- Regularly reviewing the progress made towards the goals and objectives. Collect data on research output, external funding, collaborations, and other relevant metrics.
- Developing a detailed timeline that outlines when specific initiatives and milestones will be achieved. This provides a roadmap for tracking progress and ensures accountability.
- Research Incentives will be increased for publications in high impact journals.
- PhD students will be supported by enhanced fellowships.
- Creating centralized facilities, accessible to researchers 24/7, to enhance the “ease-of-doing research”.
- Creating KPIs for
 - Publication metrics
 - ❖ Number of peer-reviewed journal articles published
 - ❖ Number of conference papers presented
 - ❖ Impact factor of journals in which research is published
 - ❖ Citations received by published papers
 - Research Output
 - ❖ Number of patents filed or granted
 - ❖ Number of technical reports or working papers published
 - ❖ Creation of new products, processes, or technologies resulting from research
 - Funding and Grants
 - ❖ Amount of external research funding secured
 - ❖ Success rate in obtaining research grants
 - ❖ Diversity of funding sources (government, industry, nonprofit, etc.)

- Collaborations and Partnerships
 - ❖ Number of collaborative research projects established
 - ❖ Number of cross-disciplinary collaborations
 - ❖ Engagement with industry partners or other stakeholders
- Research Impact
 - ❖ Societal or economic impact of research outcomes
 - ❖ Adoption of research findings by policymakers or practitioners
 - ❖ Influence on the development of new standards or guidelines
- Research Outreach and Communication
 - ❖ Number of public talks, seminars, or workshops conducted
 - ❖ Media coverage and press releases related to research
 - ❖ Social media engagement and mentions related to research
- Research Productivity
 - ❖ Number of research projects initiated or completed
 - ❖ Ratio of published research to research conducted
 - ❖ Efficiency in producing research outputs within a given time frame
- Student and Trainee Involvement
 - ❖ Number of graduate students, postdocs, or interns involved in research
 - ❖ Success of students in terms of publications, awards, or career placements
- Ethics and Compliance
 - ❖ Adherence to ethical guidelines and research standards
 - ❖ Compliance with regulatory requirements and protocols.
- Data Management and Preservation
 - ❖ Effective management and sharing of research data
 - ❖ Long-term preservation of research data for future use
- To oversee the application of the Code of Research Ethics for the responsible practice of research.
- All research and academic staff shall be obliged to do research. They shall be expected to prepare research proposals and maintain a good balance between teaching, research and consultancy.

- Research performance shall remain an important factor in the annual evaluation of academic staff through appropriate rewards for securing research funding and for successfully implementing research project
- Seed money will be provided to faculty members of the institution who are appointed on permanent/regular position in the cadre of Assistant Professor (SS) / Assistant Professor (SG)/ Associate Professor, who have successfully completed two years of probation period and holding a PhD degree/ pursuing PhD (PT) with a proven track record of quality research.
- Faculty member can submit only one proposal at a time as Principal Investigator (PI). However, he/she can be a co-investigator in more than one proposal.
- It is hoped that the Research Policy will stimulate research professionalism and a scientific culture at PSG iTech and enable to meet its broad research objectives in order to address its vision and mission, both in the short and the long run.

16.INTERNAL QUALITY ASSURANCE CELL

Quality enhancement is a continuous process in an educational institution. In PSG iTech. IQAC is a part of the institutions system and work towards the quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious and consistent improvements in the overall performance of institutions.

- Ensures timely, efficient and progressive performance of academic tasks.
- Ensures the relevance and quality of academic and research programmes.
- Promotes modern methods of teaching and learning.
- Checking the credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.

17.PERFORMANCE APPRAISAL

The Management has the right to prescribe the mode to assess the performance of the employee, which may include conducting periodical performance of the employee, for granting annual increments and/or promotion.

Performance appraisal for all faculty members is carried out annually. Faculty members are required to submit their self-appraisal form, duly signed by their respective Heads of the Department, to the Principal. The appraisal form comprises of their contribution to the teaching-learning process, research activities, academic activities and departmental as well as institutional activities. Evaluation of each faculty member individually is carried out at the level of respective heads of the department as well as Principal.

18. REGULATORY NORMS

Employees must strictly follow the National Policy on Academic Ethics prepared by the Office of the Principal Scientific Advisor to the Govt. of India and finalized by the Policy and Academic Planning Bureau, Govt. of India.

18.1. Implementation

- It is essential to prevent unethical practices in the first place by suitable ethical training, promoting a culture of professionalism and a clear statement that unethical behaviour is not tolerated in the institution. To this end, institutions must create or adopt suitable ethics documents and impart direct ethical training to its staff through lectures and interactive workshops on a regular basis, so that the community is fully aware of these issues.
- The detailed ethical guidelines for each institution must be made available to all employees and should clearly spell out procedures for grievance redressal at that institution.
- Despite all this, if ethical violations are found then they must necessarily be addressed on an urgent basis and for this purpose, it is recommended that the institutions should set up a standing committee which ensures timely and impartial redressal of all grievances alleged to arise out of policy violations.

18.2. Handling policy violations

- If a publication is found to contain plagiarism or manipulated data, the institution must ensure that a correction or retraction is published in the same place as the original paper. On the administrative side, if a decision

is found to have been made based on a bias or conflict of interest, then it should be overturned and the process repeated if necessary. In general, every effort must be made to ensure that an unethical action does not succeed in propagating false knowledge or incorrect decisions.

- This covers not just misconduct involving data and publication, but also harassment, discrimination and other issues covered in this document. Punitive action communicates not just to the violator, but also to society at large, that unethical behaviour is unacceptable. The degree of punishment should be carefully calibrated in proportion to the offence. First-time offenders, particularly if the offence is minor or unintentional and the offender is inexperienced, may be let off with a warning. Serious, multiple or repeat offences must be treated with utmost seriousness. Large-scale ethical violations should be met with severe disciplinary action and, if appropriate, dismissal. Institutions should endorse the following principles when implementing disciplinary procedures:
- The responsibilities of those dealing with the allegation should be clear and understood by all concerned parties.
- Measures should be in place to ensure an impartial and independent investigation and to ensure that interests of those dealing with the allegation do not conflict with these procedures.
- The organization should safeguard the rights to confidentiality of the concerned parties.
- All concerned parties should be informed of the allegation at an appropriate stage in the proceedings.
- Anyone accused of misconduct should have the right to respond.
- A policy should be in place to ensure that no employee who makes an allegation in good faith against another employee shall suffer a detriment, but equally that disciplinary procedures are in place to deal with malicious allegations.
- The allegation should be dealt with in a fair and timely manner.
- Proper records of the proceedings should be kept.
- The outcome should be made known as quickly as possible to all concerned parties.
- Anyone found guilty of misconduct should have the right to an appeal.

- Appropriate sanctions and disciplinary procedures should be in place for cases when the allegation is upheld.
- If appropriate, efforts should be made to restore the reputation of the accused party if the allegation is dismissed.

18.3. Seeking other employments, part time work etc.

- No employee shall act as “Arbitrator” in any case without the sanction of the Management unless he/she is so directed to act by a court having authority to appoint Arbitrator.
- No employee shall accept a paid employment either on part time or advisory basis in any company, educational institution, mutual benefit societies or any other society or firm or act as an agent either on salary or commission basis.

18.4. Participation in Enquiries, Politics, Associations etc.

- No employee shall be a member of, or be associated with any political party or any organization which takes part in politics nor shall he/she take part or subscribe or associate or assist in any manner in political movements or activities.
- If any question arises, as to whether any party is a political party or whether any movement or activity falls within the scope of this rule, the decision of the Management shall be final and binding.
- Seditious propaganda or expressing of derogatory sentiments by an employee shall be regarded as sufficient ground for such employee’s termination of services.
- Any employee involved in criminal / civil proceedings shall inform the Management of such proceedings.

18.5. Strike and Demonstrations

No employee shall associate and / or participate in any strike or incitement there to or in similar activities, which shall also include absence from work or neglect of duties with the aim of getting a demand conceded by the superiors or the Management.

18.6. Age of Superannuation

- The age of superannuation shall be 65 years and the member will be relieved from the services at the end of that academic year.
- The Management reserves its right to extend the service of a superannuated employee on yearly basis and / or appoint superannuated candidate on contract basis.

18.7. Suspension

The Management has the absolute right to place any employee under suspension for any breach of rules. During the period of suspension, the Management shall pay him/her subsistence allowance every month at the rate of $\frac{1}{4}$ of the pay which he was drawing at the time of suspension. The pay does not include DA or any other allowance payable to him/her.

18.8. Disciplinary Proceedings

- The Principal shall be the Disciplinary Authority in respect of all employees.
- If an enquiry is found necessary, an Enquiry Officer / Team shall be appointed by the Principal who shall conduct the proceedings of the enquiry in a venue chosen by the Enquiry Officer. In the course of an enquiry, the employee has to defend himself/herself.

18.9. Punishment

Violation of any of the above or all rules / regulations in force and are to be framed and implemented from time to time, shall entail termination of service / dismissal.

18.10. Resignation and Termination

- Any member of the faculty/staff, in permanent service, shall give three months' notice in case he/she desires to be relieved on resignation. The faculty will be relieved during the period - 30th June to 31st August only.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

- The service of an employee shall be terminated by giving three month's notice, on the grounds of gross misconduct or inefficiency or insubordination or disrespect towards higher authority or causing loss of reputation or monetary loss to the institute. Such employee is not entitled to any Gratuity and / or Superannuation benefits.

18.11. Scope for Training Programmes

- The management encourage all the faculty members to attend seminars, workshops and conferences and are sponsored with on-duty on that day.
- The faculty are being deputed to faculty development programmes, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfil the requirements of rules stipulated for Career Advancement.
- PSG Center for Academic Research and Excellence (PSG CARE) organizes Orientation Programme for newly recruited faculty members at the beginning of each academic year.
- The period of absence is treated as on-duty during the period of attending the courses.

18.12. Annual Gender Sensitization Plan

In addition to creating a Women Empowerment Cell, gender equality policies are one of the PSG iTech's priorities to enable specific achievements with the action from all areas. We look at the measures PSG iTech has been bringing a positive change in mentalities and practices supporting equity among genders within the Campus and in our outreach. PSG iTech acknowledges we share certain values and principles, such as equality, inclusion, and respect for human dignity, fairness and justice for all. We also acknowledge the support for a diversity of talent. We renew our commitment in teaching future generations and being a role model. We also commit to counteract to any existing inequalities.

PSG iTech, through its proactive faculty, staff and student programs, will annually look into the following:

- Promoting communication with respect for human dignity and social responsibility.
- Allow the recognition of multidimensional representations of women and men.
- Promote communications that represent unbiased representations of gender equity.
- Conduct workshops that promote diversity and gender-sensitive communication for members and employees
- A senior role in every campus whom faculty and students can reach out in matters of need related to gender-related communication.
- Monitoring and evaluation mechanisms for implementation and their follow-ups.
- Conducting regular awareness-raising activities among students and staff
- In classes, faculty members promote working together, fair representations for leadership roles, facilitate impartial participation, gender balance in team projects when possible, promote students meeting with faculty, having open and closed sessions with faculty members of the appropriate gender for related scenarios, complaints and counselling during class hours and at hostels.
- A network of gender equality advisers facilitated by our Center for Women Empowerment and Gender Equality.
- Balanced gender quota in hiring committees.
- Our student code of conduct promotes gender parity at the governance level.

19. MERIT – CUM – NEED – BASED SCHOLARSHIP/ FREESHIPS POLICY

Preface

The PSG Institute of Technology and Applied Research (PSGiTech) promotes the award of the various eligible schemes in Government / Non-Government agencies and Merit-Cum-Need Based Scholarships. The Merit-Cum-Need Based Scholarships are provided by the various stakeholder networks through the management. These are offered to the eligible students purely based on the students' academic performance (HSC: +2 Cut-Off marks and subsequently during their study of the programme Grade Point Average

(GPA) / Cumulative Grade Point Average (CGPA)). Economically poor / weak students from rural background, single parent or students without parents will normally be considered. Hence, these students need financial support, since their parents' earnings are observed as low. For Government / Non-Government agencies, the students are considered for the scholarship by means of intimating them through a circular in a systematic and transparent manner. The Merit-Cum-Need-Based Scholarships funds received through the various stakeholders network of PSG iTech will be allocated, offered and distributed to the deserving and needy students through the committee to the students concerned in a phased and transparent manner.

Consideration of Scholarships

The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious and economically poor student in each discipline / programme per academic year. However, other feasible financial support is also considered depending on the receipt of the funds / availability. The number of scholarships offered will depend on the availability of funds from various stakeholders' network of PSG iTech including alumni, industries, faculty members, etc. The amount of scholarship awarded may also vary from year to year.

Scholarship Committee and Selection Procedure

The selection procedure involves requisition by the meritorious and economically poor enrolled students and consideration of partial /full tuition fee waiver to the deserving students. A formal circular will be released and applications will be submitted by the students concerned in the prescribed format within a certain period of time. Scholarship requisition form is subject to change, as deemed appropriate, to include the refined criterion to enable effective selection process. It includes academic records and annual income. It is the responsibility of the student to submit all the necessary documents along with the scholarship requisition for possible consideration with justification.

After the receipt of the applications, the scrutiny on genuineness of applications will be duly verified including the receipt of the other mode of

scholarships from others sources by a team of faculty of the programme concerned. Then, the scrutinized scholarship applications will be shortlisted as well as prioritized for further processing by the mentors and HoD of the programme concerned.

The shortlisted and prioritized application by each programme will further be post-scrutinized by the Scholarship Committee constituted by the Principal for providing the feasible scholarships. The scholarship committee constituted by the Principal, PSG iTech shall be the authority to post-scrutinize the received applications and recommend the eligible students for offering the scholarships. The scholarship selection committee includes Principal, HoDs, Faculty Coordinator, Faculty members representing each Programme and Office Superintendent. The committee shall be approved by the Principal, PSG Institute of Technology and Applied Research. The Principal, PSG iTech shall be the final authority to approve the award of the scholarship.

Selection Letter of Notification

The Scholarship Committee Faculty Coordinator shall communicate to the selected students by a Selection Letter of Notification through the respective HoDs of the programme concerned. The scholarship award clearly mentions about the amount along with the with type of scholarship (partial/full/tuition fee waiver for specific period/special categories) including Academic Year.

Freeship Scheme-Transport Fee

PSG iTech is also offering Freeship Scheme-Transport Fee (Concession) for transport fee with an amount Rs.1000/- (Rupees One Thousand Only) for the benefit of students who are utilizing our college bus facility. As the college is located outside the city limit, the freeships have been offered to the beneficiaries. For the entire academic year, the students utilizing the bus facility are benefited through the freeship scheme for transport fee.

PSG iTech is also offering Freeship Scheme-Transport Fee (Waiver) for full transport fee applicable for the local Industry Visits (in around Coimbatore) for the benefits of students to enhance the Industry-Institute-Interactions. This will add value addition for their theoretical learning. For the entire academic

year, the students utilizing the bus faculty for the local Industry Visits are benefited through the freeship scheme for transport fee.

Freeship Scheme – Hostel Fee for Girl Students

PSG iTech is also offering freeship scheme for Hostel Fee for Girl Students (Concession) with an amount Rs.5000/- (Rupees Five Thousand Only) for the benefits of students who are utilizing our college hostel facility. As the college is located outside the city limit, the freeships have been offered to the beneficiaries.

Scholarship Progression and Character

A separate database of all students who have received scholarship through various schemes and their academic progression are also maintained for subsequent follow-ups. The student has to maintain discipline and acceptable behaviour during the period of study. In the event of any disciplinary action and/or pending disciplinary action against a student concerned shall result in termination and/or withdrawal of the offered scholarship. The student shall maintain decorum and satisfactory performance in studies with no backlog. The student also acts as an ambassador of the institution. The scholarship recipient has to maintain satisfactory performance in all the semesters with no backlog and maintain model code of conduct. Any scholarship recipient, who wishes to discontinue the studies has to repay the received scholarship amount during the completed semesters in complete and/or return the scholarship amount paid as per the scholarship guidelines of the institution. The institution shall have the right to utilize the scholarship / freeship recipients for promotional activities and the recipient shall be ambassadors of the institution.

General Scholarship / Freeship Guidelines - Excerpts of the Policy

Following are the general guidelines, subject to change, set by the institution to consider award of scholarship and/or any other forms of financial support:

1. One scholarship award is acceptable in each programme in an academic year except Government scholarships. The scholarship period shall be one year, which is renewable under satisfactory student

performance.

2. The validity of the scholarship duration is pre-decided by the scholarship committee with clear definition on the applicable conditions based on certain criterion on student performance in each semester
3. The needy and deserving students are given scholarships and other forms of financial assistance to help them concentrate on their academics.
4. The committee will be networking with the various stakeholders through the management of PSG iTech including Alumni, Industries, Faculty members, etc.
5. The number and amount of scholarships and Freeship Scheme-Transport Fee(Concession / Waiver) will be offered depending on the availability of funds and may also vary from year to year but applicable throughout the year.

20. E – GOVERNANCE POLICY

Electronic governance or e-governance can be defined as the usage of information and communication technology by the organization to provide and facility required services exchange of information communication transaction and integration of various standalone systems and services thereby creating the transparent paperless and automated data system

Implementation of the e-governance in all the function units of the institute E-governance will provide simple transparent and effective system to handle the data in one roof. To make the paper free campus to make campus Wi-Fi enable to have ICT enabled classrooms to establish fully automatic library monitor all the activities of the college

Implementation of e-governance should be for all the functioning units of the institute like administration examination students library finance and accounts admissions teaching and learning process etc. the policy is complete transparent and well documented data

In general the institute website dash will act as an information Centre for the stakeholders and it will reflect the activities carried out inside the college

so policy is made to disseminate all the details in the website circular PC details all the departmental activities important notices courses offered etc. for this purpose policy is made to have separate system administrator whose role is to made the regular updates to maintain the website

For establishment of administration system the college has opted for the some ERP solutions which have been highly beneficial for both academic and Online registration by the students during admissions has helped us to create an accessible student database system that also helps to save time and the whole process reduces app for usage administration purposes Online registration by the students during admissions has helped us to create an accessible student database system that also helps to save time and the whole process reduces app for usage. The following modules are used ERP, EMATS, Employee Attendance Module and Academics.psgitech.ac.in

For finance and accounts he accounts of the college are maintained under cash basis of accounting Fees are collected and details are maintained digitally the records of students receipts and their account profile or updated regular daily cash collection and payment reports or generated from the software and recorded cash book from time to time and is posted to various ledgers Class wise report of fees to be received and actual fees received or reconciled after every semester with help of software Staff salary also maintain in the system. The following software ERP – FEES Module is used for student fees collection and ERP – PAYROLL Module is used for salary of employees.

Areas of E-Governance	Description of Software Module
Administration	ERP – EMATS – Employee Attendance Module Academics.psgitech.ac.in
Finance and Accounts	ERP – FEES Module ERP – PAYROLL Module
Students Admission and Support	ERP – MQ Admission Module ERP – SIS Module – Students Information Module Students.psgitech.ac.in

21. POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE/WORKSHOP/SEMINAR

The Policy of providing the financial support to the teachers is in force in order to attend the workshop and conference organized by different Colleges and towards membership fee of professional bodies.

Objectives:

1. To encourage the Teaching Faculty and Staff members to attend Conference and Workshop organized by the reputed Institutions.
2. To support Teaching Faculty and Staff members to enhance their teaching learning activities and governance through participation in workshops and conference.
3. To support the Teaching Faculty and Staff members to avail opportunity to learn the latest development by participating in different programs.

Policy regarding attending of Conference/Workshop/Seminar

A regular faculty is allowed to attend Conference/Workshop/Seminar at National and International level.

1. For International level conference / National level Conference registration fee will be given as allowance to Faculty and staff members.
2. For Workshop and Seminar, registration fees and travelling allowance/ Dearness Allowance will be provided to the faculty and staff members.
3. For online program registration fee will be provided towards Recharge amount.
4. Faculty and Staff Members will be granted On Duty.

22. POLICY DOCUMENT ON FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

Mobilization of Funds:

The main financial resource for the Institute is by way of tuition fee. The tuition fee is fixed based on the previous year's expenditure and the impact of the

inflation in the next three years. The institution furnishes all the relevant details of the expenditure and projections for every three years to the Internal Fee Regulatory Committee which fixes the tuition fee of the Institute as per the guidelines stated by the university. While submitting the projections, the Institute also incorporates increase in salaries by way of DA, increments, etc. The internal Fee Regulatory Committee also provides scope for the Institute to allocate funds for the capital expenditure, which the Institute is planning over the next three years. Hence, the major resource mobilization depends on the fee fixation done by the internal Fee Regulatory Committee.

The Sponsoring trust, PSG and Sons' & Charities, extends financial support to the Institute for the shortfall and ensures the availability of requisite funds.

Optimal utilization of resources:

An annual budget is prepared to ensure optimal utilization of financial resources, based on the estimates received from the departments and functional units of the Institute. The amount is sanctioned by the Managing Committee/ Board of Governors. Monthly statements are prepared for income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized for the purpose it is intended. The resources in the form of facilities and equipment are maintained to ensure optimum performance. Annual maintenance contract is in position for the equipment and software.

Mobilization of Funds for various resources:

Funds are mobilized from the following resources.

1. PSG and Sons' & Charities
2. Student Tuition Fees, Anna University, Government and Non-Government Agencies.
3. Interest on Corpus Fund
4. Additional funding sanctioned from various funding agencies such as CSIR, DRDL, ICSSR, TNSCST etc., for research and seminar proposals submitted by various departments.

The main financial resource for the Institute is by way of tuition fee. The tuition fee is fixed based on the previous year's expenditure and the impact of the inflation in the next three years. The institution furnishes all the relevant details of the expenditure and projections for every three years to the Internal Fee Regulatory Committee which fixes the tuition fee of the Institute as per the guidelines stated by the university. While submitting the projections, the Institute also incorporates increase in salaries by way of DA, increments, etc. The internal Fee Regulatory Committee also provides scope for the Institute to allocate funds for the capital expenditure, which the Institute is planning over the next three years. Hence, the major resource mobilization depends on the fee fixation done by the internal Fee Regulatory Committee.

The Sponsoring trust, PSG and Sons' & Charities, extends financial support to the Institute for the shortfall and ensure availability of requisite funds.

Budget Preparation

Systematic process of preparing budget, accounting, systematic purchase and bill settlement process along with regular periodical audit are the important aspects of making best use of financial resources. Our institution has a proper system for effective and efficient use of available financial resources. The funds are allocated to each department during the preparation of yearly budget. This budget is generally for the requirement or up-gradations.

Optimal utilization of resources

An annual budget is prepared to ensure optimal utilization of financial resources, based on the estimates received from the departments and functional units of the Institute. The amount is sanctioned by the Managing Committee / Board of Governors. Monthly statements are prepared for income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized for the purpose it is intended. The resources in the form of facilities and equipment are maintained to ensure optimum performance.

Auditing

A qualified Chartered Accountant reviews the accounts/entries on quarterly basis. Suggestions/objections, if any, raised by the Chartered Accountant are

discussed with the management for necessary action. Every year the accounts are further reviewed and finalized by external auditors and audited financial statements are prepared. The balance sheet is verified by the external auditors and submitted to the management. Based on this report the budget for the next academic year is prepared effectively. The external audit helps the management to understand the financial requirements and the suitable actions are taken to utilize the fund mobilized through various sources.

23. ENVIRONMENTAL RESPONSIBILITY POLICY

23.1. Green Campus Initiatives

- Manage a green campus to encourage and maintain biodiversity and the natural environment.
- Monitor water utilization to aid in identifying areas of possible savings.
- Explore opportunities for installing water management measures, such as rainwater harvesting and sustainable drainage systems.
- Promote the use of sustainable modes of transport and reduce emissions footprint from all forms of transportation.
- Adopt sustainable transportation through shared public transport system.
- Engage with other institutions and the wider community to share environmental best practices and to demonstrate environmental responsibility.
- Research on the environment, social justice, and development, consistent with addressing the sustainable development goals, will continue to be a strategic priority of the institute. Similarly prioritize the sharing of research findings with the public and decision-makers.
- Compliance with all relevant environmental legislation, regulations and agreements by following appropriate control measures delivered via Environmental Management System to prevent pollution and work to reduce emissions and discharges to air, land, and water.

23.2. Energy Usage

- Reduce use of natural resources such as energy and water.

- Continually improve energy utilization and reduce carbon emissions by implementing energy efficiency and carbon reduction projects within the existing buildings.
- Recognise the potential impact of climate change and the strategic operational need to control, manage and reduce carbon dioxide and other GHG emissions
- Investigate opportunities for wide renewable energy at the college campus to increase the volume of energy generated from onsite as well as office renewable sources.

23.3. Waste Disposal

- Consider waste as a resource, recognizing its value, encouraging prevention and reduction, reusing resources before recycling or disposal, and joining with procurement activities to ensure assets are used to their fullest extent.
- Reuse resources whenever possible rather than dispose them off.
- Use recycled materials and follow recycling initiatives.
- Prevent pollution by reducing emissions and discharges by regularly reviewing practice against standards.
- Ensure sustainable approaches in all construction, refurbishment and incorporate energy- efficient approaches.
- Provide appropriate sustainability and environmental training for all staff and students and encourage them to practice sustainability.
- Find ways to best utilize our built environment to reduce environmental Impact while improving staff and student welfare.

Regulations

PSG iTech acknowledges the importance of protecting environmental values as part of the global community. Through its planning and practice, the institute is committed to ensure the protection of environment by keeping environmental harm to a minimum in a sustainable, economically rewarding, and technically feasible manner.

This policy states the Institute's commitment to conduct its activities under the Environmental Protection Act (1986) and associated legislation. The Institution has adopted the following Environmental and waste management guidelines endorsed by the Ministry of Environment, Forest and Climate change.

- The Air (Prevention and Control of Pollution) Act, 1981 as guidelines to counter the problems and reduce the emissions associated with air pollution.
- The Water (Prevention and Control of Pollution) Act, 1974 to prevent and control water pollution and maintain or restore the wholesomeness of water in the locale.
- Municipal Solid Wastes (Management and Handling) Rules, 2016 to handle dry and wet waste generated from college premises.
- Electronic waste management act (2016) and construction & demolition waste management act (2016) to manage and dispose these wastes appropriately.

Processes

- Sewage treatment plant (STP) to efficiently treat the sewage generated in hostel, mess and food court.
- Treated water from the treatment plant for gardening in the campus.
- Treated water from the STP would be utilised as a flush out water source in the hostels, to conserve water.
- Rain water harvesting facilities to conserve rain water collected within the campus.
- Segregation of solid waste generated in the campus into recyclable materials and biodegradable solid waste. Reduced waste to landfill through proper management of solid waste.
- Recyclable waste, such as paper, plastics, glass and metals to be stored and sent for recycling.
- Converting decomposable solid waste into manure and use is the college lawn.

- Converting food waste from the hostel mess into biogas, which is further utilized as cooking fuel in the mess.
- Installation of solar panels to switch over to renewable energy resources.
- Reduce the vehicular emission of air pollutants through the age of battery powered vehicles within the campus.
- Discouraging single use plastic age is the premises and food court.
- E-waste to be recycled and disposed as per regulation.
- Construction & demolition waste to be recycled and utilised as per the standard norms.

23.4. Social Responsibility

- Building capacity in the community by producing graduates who are sustainability literate through their experience at the College.
- Embed inclusion of sustainability principles in the curriculum and support research in relevant areas.
- Providing opportunities for students to learn about sustainability through the formal and informal curriculum, including extensive volunteering programs.
- Working with students, staff, businesses and local organizations to develop resilient partnerships that enhance community and the local economy.
- Fulfil all the institutions legal and other compliance obligations.
- Undertake research to extend and strengthen regional partnerships that address sustainable development.
- Exploit opportunities to be a responsible member of the community by accomplishing shared goals, participatory decision-making, cooperative efforts, acknowledgment of community accomplishments etc.
- Partner with the community to respond to the regional needs for a sustainable future and provide leadership in our region.
- Endow with nutritious food in college hotels, canteens and avoid the wastage of food.
- Strengthen the women empowerment cell to improve access to educational attainment, health status, employment and social security of all women and girls.

24. FACULTY SELF APPRAISAL FORM

PSG Institute of Technology and Applied Research
Neelambur, Coimbatore – 641 062

Application Form for the post of _____

SECTION A: GENERAL INFORMATION

1. Name (in Block letters) :
2. Department/Specialization :
3. Current Designation :
4. Date of -
 - a). Joining at PSG iTech :
 - b). Promotion to the Present Post in PSG iTech (if applicable):
5. Academic qualifications:

Sl. No.	Degree	Specialization	Name of the College	University	Year of Passing	% / CGPA
1.	Diploma (if applicable)					
2.	UG					
3.	PG					
4.	Any other degree					
5.	Ph.D.					

6. Career / Work Experience Record

- a) Experience at PSG iTech:
- b) Teaching experience (outside PSG iTech):
- c) Industry experience:

SECTION B: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Fill the data corresponding to the period of current post)

(i) Lectures (L) and Practical's (P)

Sl. No.	Course	Even/Odd semester	L/P	No. of classes taken in the semester (a)	No. of classes allotted in the semester (b)	% of L/P taken as per documented record (c=a/b)

Score
Classes taken (Max. 30 for 100% performance & proportionate score upto 80% performance, below which no score may be given)

(ii) Reading/Instructional materials and additional knowledge resources provided to students (Tutorial sheet, Hand-outs, Moodle etc.,)

Sl. No.	Course	Additional resource provided
Providing additional resources to students; Score = 5 per element of knowledge resource		Score (Max. 10)

(iii) Use of active Teaching-Learning methodologies, updating of subject content, New Technologies, Toolsetc., (Peer learning, one minute paper, activity based learning, on-line test, use of ICT toolsetc.,)

Sl. No.	Course	Short description	Score (5 per method)
		Total score (Max. 10)	

(iv) Pass percentage and GPA in the theory courses handled

Sl. No.	Course	Even/Odd semester	Pass percentage	Average GPA	Total score (a+b) (Max. 60)
Average Score			a =	b =	
<p>(a) Score: Average pass percentage: $\geq 95 = 30$; $(90 - 94.99) = 25$; $(85 - 89.99) = 20$; $(80 - 84.99) = 15$; $(70 - 79.99) = 10$; $(60 - 69.99) = 5$.</p> <p>(b) Score: Average of Average GPA: $\geq 8 = 30$; $(7.5 - 7.99) = 25$; $(7 - 7.49) = 20$; $(6.5 - 6.99) = 15$; $(6 - 6.49) = 10$; $(5 - 6) = 5$.</p> <p>Note: If a student has failed in a course then his/her GPA should be considered as '0' (zero) while calculating average GPA.</p>					

(v) On-line lectures prepared and delivered

Sl. No.	Name of the course	Topic	Date & duration	No. of students attended (class strength)	Lecture link(s), if any	Score(5/lecture)
Total score (Max. 10)						

(vi) Students feedback

Sl. No.	Name of the course/laboratory	Even/Oddsemester	Feedback score
Average score (out of 5)			
Total score (Max. 10) = Average score x 2			

SECTION C: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(i) Published papers in journals

Indexed in WoS	Indexed in Scopus	Other referred journals
30	20	10

Sl. No.	Title	Journ al name	Year/Vo l/Page No.	Name of the Co-authors	Whether you are a first author	Impact factor, if any	Score
Total score (Max. 40)							
Note: First author has 100% weightage and co-author has 80% weightage.							

(ii) Articles/Chapters published in edited books

International publishers	5/chapter
National publishers	3/chapter

Sl. No.	Title	Book title, editor & publisher	ISSN/ISBN No.	Name of the Co-authors	Whether you are a first author	Score
Total score (Max. 5)						
Note: First author has 100% weightage and co-author has 80% weightage.						

(iii) Papers published in Conference proceedings

Full paper	5/paper
Abstract	2/abstract
Poster presentation	2/presentation

(Please note if the conference paper is published in journals, then it should be accounted at one place only, either in journal or conference)

Sl. No.	Title	Details of conference publication	ISSN/ISBN No., if any	Name of the Co-authors	Whether you are a first author	Score
Total score (Max. 5)						

(iv) Reference/Text Books published

Sole author = 15/book
Multiple authors = 10/book

Sl. No.	Title of the book	Type of book & authorship	Publisher & ISSN/ISBN No.	Name of the Co-authors	Whether you are a sole author	Score
Total score (Max. 15)						

(v) Research projects - External

Sl. No.	Title	Sponsoring Agency	Period	Sanctioned amount (in lakhs)	Score
Total score (Max. 40)					

Sanctioned amount (Lakhs)	≥ 25	>10 &<25	<10	For on-going projects (amount in lakhs)	≥ 25	>10 &<25	<10
Score	40	30	20	Score	20	15	10

(vi) Research projects - Internal (Seed money)

Sl. No.	Title	Period	Sanctioned amount (in lakhs)	Score
Total score (Max. 10)				

Amount utilized (Lakhs)	≥ 1	0.5 - 1	< 0.5
Score	10	8	5

(vii) Consultancy activities

Generated amount (Lakhs)	> 2	1-2	0.5 - 1	< 0.5
Score	20	15	10	5

Sl. No.	Title	Sponsoring Industry/Institution	Period	Grant/Amount mobilised (in lakhs)	Score
Total score (Max. 20)					

(viii) Research guidance

Degree	Name of the scholar who awarded Ph.D.	Title of the research work	Score (10/Ph.D. awarded)
Ph.D.			
Total score (Max. 10)			

(ix) Training courses, FDPs, STTPs, Workshops, Seminars etc., attended (Score: 2/day)

Sl. No.	Programme	Duration	Organised by	Score
Total score (Max. 30)				

(x) **Online courses completed in NPTEL, Coursera etc.,.** (Score: 5/course)

Sl. No.	Course title	Duration	Course completed through	Score
Total score (Max. 25)				

(xi) **Invited lectures and chairmanships at national or international conference/seminar etc.,.**

International	10/program
National	5/ program

Sl. No.	Title of lecture/academic session	Title of conference/seminar etc	Organised by	Whether National/International	Score
Total score (Max. 10)					

(xii) **FDPs, STTPs, Conferences, Workshops, Seminars etc., organized**
(Score: 10/event organized)

Sl. No.	Title of the course	Nature of contribution	Date and duration	Funding from external agencies, if any	Score
Total score (Max. 20)					

SECTION D: EVALUATION OF FACULTY PERFORMANCE BY THE HoD

Sl. No.	Parameters to be assessed	Scores				
		5	4	3	2	1
1.	Regular to theory/laboratory classes					
2.	Proper maintenance of files such as course files, student records laboratory stock registers, NBA documents etc.,.					
3.	Participation in departmental activities like accompanying students for industrial visits, organizing events, association activities, Industry-Academia Conclave and related activities.					
4.	Contribution to development of laboratory manuals, addition of new experiments and modernization of laboratories					
5.	Initiatives taken towards counselling / mentoring, guidance & overall character building of students					
6.	Initiatives and interest shown in acquiring and disseminating new knowledge and skill to the students and faculty members through individual or group interactions					
7.	Contribution towards guiding the students to complete their projects					
8.	Endeavors towards self-development by upgrading/acquiring qualifications, gaining experience through professional activities, including membership of Professional societies.					
9.	Contribution in promoting institute-industry relations through R&D activities & consultancy services					
10.	Initiatives & involvement in the field of policy planning, monitoring evaluation & promotional activities at departmental level					
11.	Involvement in design, development& delivery of value added courses					
12.	Efforts made towards judicious utilization, management & development of departmental facilities					
13.	Interpersonal relationship of the faculty with fellow colleagues, staff members and students					
14.	Degree of integrity, efficiency, effectiveness & dedication shown during the course of discharging assigned responsibilities					
Total score (Max. 25)						

The basis on which the scores assigned are to be shared with the faculty concerned on a one- to-one basis.

Signature of Faculty

Signature of HoD

5	Outstanding	4	Very good	3	Good	2	Fair	1	Poor
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SECTION E: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc., not mentioned earlier

Sl. No.	Details

PART F: CO-CURRICULAR AND EXTENSION RELATED ACTIVITIES

(Marks to be awarded by the Principal based on the quality of work)

Sl. No.	Type of activity	Details, if any	Score
	(i) Extension, Co-curricular & field based activities. (NCC, NSS, YRC, Advaya, Yukta, IAC, club activities and induction programme etc.,)		Max. score = 7.5
	(ii) Contribution to Corporate Life and Management of the institution (IQAC, NBA, NAAC, Tutor, Hostel responsibilities and sports etc.,)		Max. score = 7.5
Total score (Max. 15)			

SUMMARY OF SCORES

Section	Criterion	Maximum score	Scores obtained for the assessment period
B	Teaching, learning and evaluation related activities	130	
C	Research, publications and academic contribution	230	
D	Evaluation of faculty performance by the HoD	25	
F	Co-curricular and extension related activities.	15	
Total score		400	

SECTION G: PLANS FOR IMPROVEMENT IN THE FORTHCOMING YEAR

(a). Teaching – Learning process
(b). Towards other contributions

I certify that the information provided is correct as per records available with the college and/or documents enclosed along with the duly filled APAS proforma.

Signature of faculty
Date:

Signature of HoD
Date:

Signature of Principal
Date:

LIST OF ENCLOSURES: (Attach copies of certificates, sanction orders, papers etc., wherever necessary at the time of submission to the HoD)

25. NON – TEACHING STAFF SELF APPRAISAL FORM

PSG Institute of Technology and Applied Research, Neelambur, Coimbatore 641 062

Supporting Staff Self Appraisal Report

Name of the Staff : _____ **Designation** : _____
Qualification : _____ **Department** : _____
Date of joining the college : _____ **Date of joining the present post** : _____
Experience (in years) : _____ (in College); _____ (in Industry/Others)

Technical Staff

S. No.	Semester	Branch	Courses	No. of Periods Assisted
1				
2				
3				
4				
5				
6				
7				
8				
9				

Administrative Staff

S. No.	Nature of Work
1	
2	
3	
4	
5	
6	
7	
8	
9	

Professional and Skill Upgradation undergone (Higher Studies, Certificate Courses, Secretariat Exams, Skill Development Programs, etc)	
Any other relevant information/Innovations etc.:	

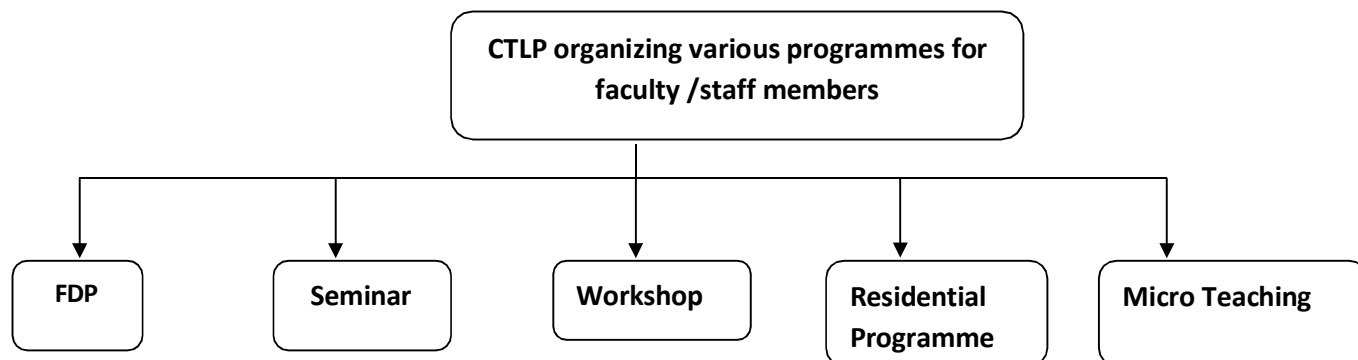
Date:

Signature of the Staff

Signature of the HoD

26. TEACHING LEARNING CENTER POLICY

To improve the quality of teaching and learning in PSG iTech Center for Teaching and Learning Practices (CTLP) is functioning in our institution.



Microteaching

- HoD's assign the workload to their department faculty members for the upcoming semester.
- Department wise individual slot will be assigned to each faculty member and adequate time will be given to prepare a particular topic in the subject which he/she will be going to teach.
- Faculty members are requested to present the prepared topic in front of the panel of experts (Principal, Vice Principal, HoD of Concerned department) for 30 minutes with audio/video coverage.
- In addition, faculty are expected to possess the following: syllabus, question bank, previous year Anna University question papers etc.
- Required suggestions and guidelines will be given to faculty members by the expert panel.
- Recorded video will also be given to the faculty members to improve the quality of teaching.
- Similarly, faculty members handling laboratory classes demonstrate the experiments before the panel in their laboratories. Their proficiency in doing appropriate laboratory experiments independently will be monitored. The faculty handling laboratory classes are expected to possess the following: lab manual, need/usefulness/relevance of

experiments, typical pre lab, post lab questions (viva-voce), weightage of marks for experiments, videos (if any), etc.

- Documented feedback will be given to the concerned HoD.
- Feedback on teaching and learning given by students will be obtained twice in a semester. Counseling will be done for faculty members scoring less than 75% in students feedback.
- FDP's Workshop, Guest Lectures are arranged for faculty members to improve the quality of Teaching-Learning process.
- Moodle software is used for uploading the course plan, online resources, course contents and question banks.
- Faculty members are also encouraged to attend online courses conducted by NPTEL, IIT-Bombay and Foreign Universities.

27. GRIEVANCES AND REDRESSAL POLICY

Grievances and Redressal primarily covers the receipt and processing of the complaints and action taken on any issue raised by students to avail services more effectively. It is explained step by step as given below:

Step 1: Grievance Input

Initially the students/faculty convey their grievances to the organization through grievance box, grievance portal, letters, registered communication, emails, etc. These inputs may be submitted by mail, over the Internet, or in person.

Step 2: Grievance Redressal Committee

Then there is a dedicated committee assigned to process the incoming grievances from students called as Grievance Redressal Committee. They will brain storm the issues among them and conclude whether to escalate further or not.

Step 3: Appropriate Action

After thoroughly analyzing the problems, if the filed grievance demands a solution it will be resolved by involving all the stakeholders of the problem. Suggestions will be shared to the departments concerned through Principal if required. But in case, if they found out that the issue is not worthy of consideration for any further action, then the student who filed the grievance would be called and counseled. His/her parents may also get involved in this regard, if required only.

Step 4: Student Acknowledgement & Satisfaction

Finally the student concerned will also be acknowledged regarding the issue and the committee will also ensure whether he is satisfied with the solution. If he is satisfied, then the grievance is resolved and closed. In case, if he is not satisfied with the solution then again the committee would readdress the issue and proceed further. But if they feel that it's not worthy of consideration, then they will counsel the student.

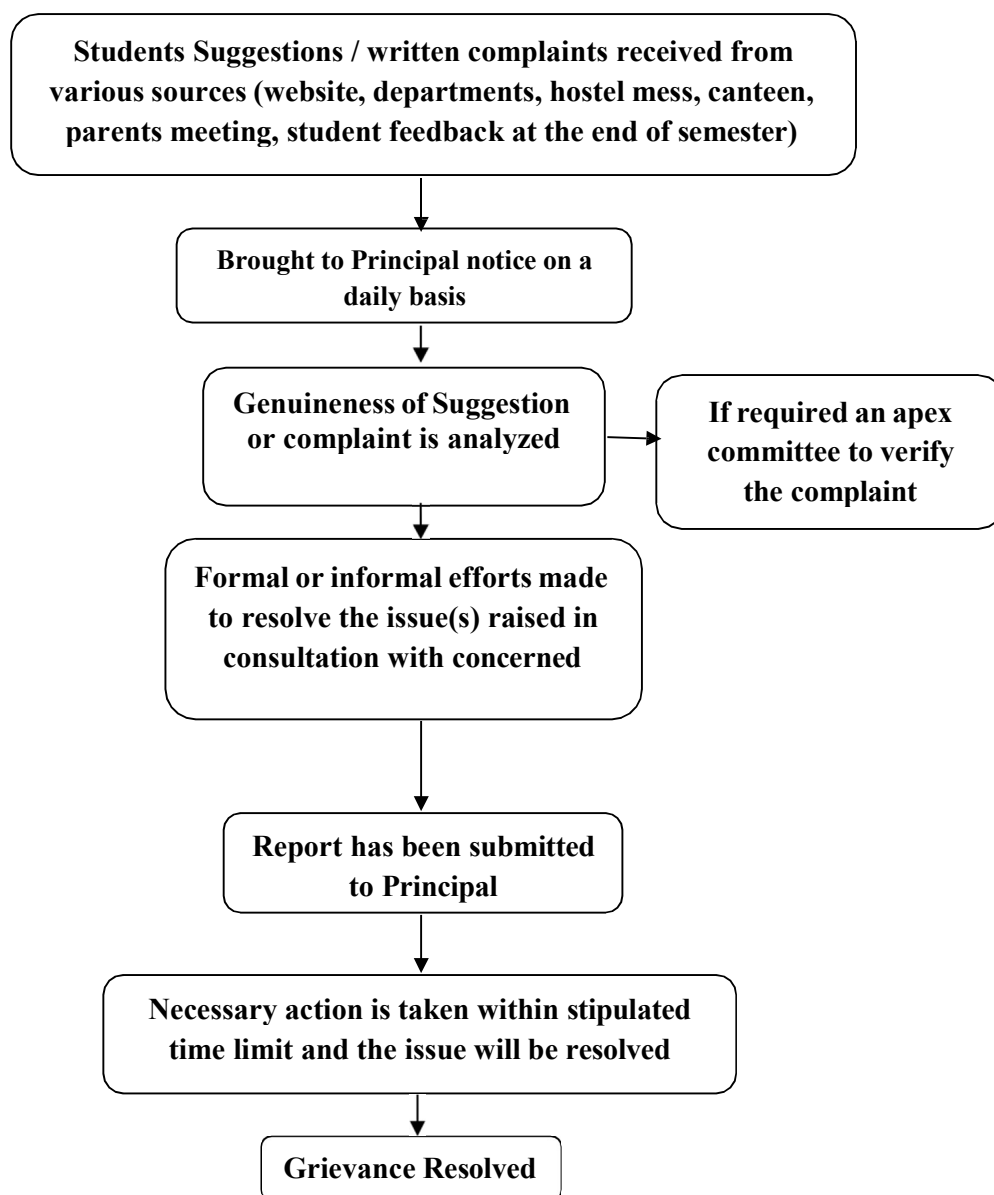
Step 5: Involvement of Ombudsperson

Even after multiple sittings of counseling if the student is not satisfied then there is an involvement of ombudsperson. After analyzing the issue exhaustively, he will take few recommendations/suggestions and those would

implemented resulting the grievance to be solved. The complaints may be given to www.psgitech.ac.in

Students Grievance and Redressal Mechanism

The function of the cell is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach tutors, faculty members of the department or HoD in person. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at Administrative Block, all engineering blocks and respective hostels.



28. PREVENTION OF RAGGING POLICY

OBJECTIVES

PSG Institute of Technology and Applied Research has a strict, Zero-Tolerance policy towards ragging. Any student found to be indulging in such behaviour will face swift and severe action. Ragging in any form is totally prohibited in and outside the campus of PSG iTech. It is the main objective of every member of PSG iTech community consisting of the management, faculty and Staff members and as well as all students and their parents/guardians to make the college a 'ragging free' institution and ensure a conducive environment for fresher to adapt to the changes that the college life may demand on them and grow up along with their seniors. The institution is committed to follow all Regulations and Guidelines promulgated by the UGC and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution.

PROHIBITED CONDUCT UNDER THIS POLICY

PSG iTech in compliance with UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009. (F.1-6/|2007(CPP-II) dated 17th June,2009) take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

As defined by the UGC, Ragging constitutes one or more of any of the following acts: (UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 dt.17.06.2009" Para 3)

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Complaint procedure

The information on ragging can be received in the following manner by the student

1. Students can register the complaint with the Principal.
2. Students can access the following 24 hours toll free telephone number or website of UGC to register their complaints regarding ragging for which action will be taken within 24 hours keeping the intimation confidential.
Helpline No. 1800 - 180-5522
3. Through the notified contact details of the committee members.
4. Through any other member of the institute
5. From any external source.

Punishments for ragging

Every incident of ragging will be investigated by one of the Anti-Ragging Squads of PSG iTech who will enquire the details and submit all information related with the incident to the Principal of PSG iTech along with their findings and recommendations. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal of PSG iTech will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action. Further, the Anti-Ragging Committee of PSG iTech will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, punish, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension, expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

If the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment. PSG iTech will seek to prevent & correct any such behaviours from its students. (As per UGC Regulations, an

appeal against the order of punishment by the Anti-Ragging Committee of PSG iTech lies with the Vice-Chancellor of Anna University, Chennai)

Action to be taken by the head of the institution

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution of PSG iTech shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely

1. Abetment to ragging,
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt,
7. Wrongful restraint,
8. Wrongful confinement,
9. Use of criminal force,
10. Assault as well as sexual offences or unnatural offences,
11. Extortion,
12. Criminal trespass,
13. Offences against property,
14. Criminal intimidation,
15. Attempts to commit any or all of the above-mentioned offences against the victim(s),
16. Threat to commit any or all of the above-mentioned offences against the victim(s)
17. Physical or psychological humiliation,
18. All other offences following from the definition of ragging

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer (Govt. Arts and Science College, Palladam, (for Erode district)) of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Administrative action for ragging

PSG iTech shall punish a student found guilty of ragging with any of the following academic institutional punishments

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship fellowship and other benefits.
3. Debarring from appearing in any test examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national 94 international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period

29. WOMEN EMPOWERMENT POLICY

At PSG iTech, we are committed to fostering an environment that upholds the principles of gender equality, inclusion, and respect for human dignity. We recognize the importance of creating a supportive and equitable campus and outreach environment that values diversity, promotes fairness and justice for all, and empowers individuals irrespective of their gender. To formalize our

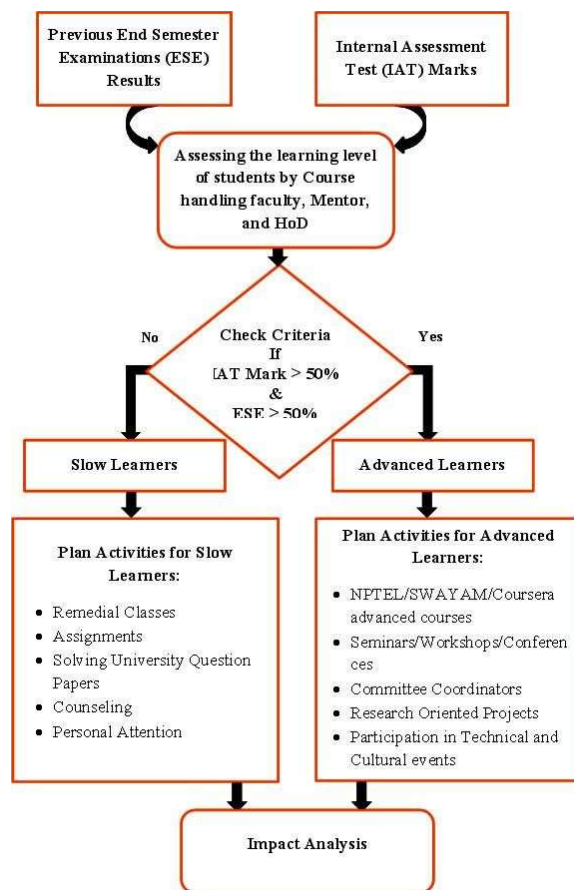
commitment, we have established a Women Empowerment Cell and have adopted comprehensive gender equality policies.

- PSG iTech has established a dedicated Women Empowerment Cell to address the unique challenges faced by women within our institution.
- The Women Empowerment Cell shall work towards promoting gender equality, inclusivity, and empowerment of women in all aspects of campus life and outreach activities.
- Gender equality policies are a top priority for PSG iTech. We are committed to taking concrete measures to enable specific achievements in this regard, involving participation and action from all areas of our institution.
- PSG iTech is committed to bringing about positive changes in mentalities and practices that support equity among genders. We will actively promote a culture of respect, diversity, and inclusion within our campus and outreach programs.
- We recognize the importance of supporting a diversity of talent, irrespective of gender. PSG iTech is dedicated to providing equal opportunities for all individuals to thrive and excel in their academic and professional pursuits.
- PSG iTech is committed to serving as a role model in promoting gender equality and women's empowerment. We will lead by example and inspire future generations to uphold these principles.
- We are dedicated to actively counteracting any existing inequalities within our institution.

30. POLICY ON ADVANCED AND SLOW LEARNERS

The attainment of students' learning outcomes are evaluated through internal assessments and previous end semester examination results. These outcomes are assessed by faculty members, mentors, and the Head of Department (HoD). Based on this assessment, students who may benefit from further support in both academic and extracurricular activities are identified, and name list is prepared.

Those who have obtained scores below 50% in internal assessment tests and having backlogs in previous End-Semester Examinations (ESE) are categorized as slow learners.



Process Flow Diagram for Identifying Slow Learners and Advanced Learners

Activities for Slow Learners:

If a student's performance score in Internal Assessment falls below 50%, they are considered as slow learners. The faculty member offering the respective course and faculty mentors discuss with the slow learners, motivate them and closely monitor the academic progress of students.

To encourage and motivate the slower learners, the following practices are implemented:

- Remedial/Coaching classes for theory courses
- Assignments and solving university's past question papers
- Counseling sessions to provide support to students by addressing their areas of weakness in academic performance and offering suggestions for improvement.
- Individualized attention: Offering focused support on non-academic aspects such as effective communication skills, career goal

determination, time management and the management of academic pursuits and personal development.

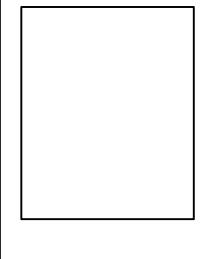
- To help them do better in the end semester examination, the students are given frequent in-class assessments. The faculty member also give a question bank from the university and discusses the important questions and also provide tips on how to present the answers on exam to get the highest possible grade.

Activities for Advance Learners:

Students are classified as advanced learners if their internal assessment performance scores are above 50%. The following strategies are followed to enhance their skills:

- Students are motivated to pursue online MOOC courses, such as NPTEL / Swayam /Coursera / Udemy etc., to learn advanced concepts to improve their problem solving skills, and also provide an opportunity for self-learning.
- Students are encouraged to present papers on technological advancements at National and International events.
- Motivating the students to apply for meritorious awards in Professional bodies Indian Society for Technical Education (ISTE), Institution of Engineers (India) IE(I), Institute of Electrical and Electronics Engineers (IEEE), Indian Concrete Institute (ICI) etc.
- Students are encouraged to take part in various technical, cultural and sports events, and also encouraged to undertake innovative projects /internships, domain specific entrepreneurial skill development etc.
- Advanced learners are encouraged to be the coordinators of various clubs, technical, and departmental level activities.
- Students are encouraged to apply for research grants along with the faculty mentor.
- Students with innovative ideas are provided with financial-support to implement the project in the event.

31. FACULTY PROFILE

Name of the College	7155 PSG Institute of Technology and Applied Research		
Name of the Department			
Name of the Degree & Course			
Name of the Faculty Member			
Regular or Adjunct	Regular		
Photo			
Present Designation	Assistant Professor		
Residential Address			
District			
Telephone Number			
Mobile Number			
Email			
Gender			
Community			
PAN Number			
Passport Number			
Aadhar			
Faculty code given by COE			
Faculty ID given by AICTE:			
Date of Birth			
Age			

32. IT POLICY

To integrate the changing technology and its requirements, redrafting of the policy on a regular basis becomes essential. As effective policies are a sign of due diligence, PSG iTech has embarked upon the establishment of the high-end network infrastructure. PSG iTech has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level.

IT Management

- To maintain secure and appropriate use of IT infrastructure.
- To establish the responsibilities of all IT users for protecting integrity and confidentiality of the controlled information assets
- To monitor infrastructural assets and information assets like data, network devices and documents

IT Usage Policy

- To ensure that PSG iTech proprietary information stored on electronic and computing devices remains its sole property
- Members of PSG iTech may access proprietary information only to the extent it is authorized and necessary to fulfil assigned job duties
- Authorized individuals may monitor systems and network traffic at any time

IT Security Policy

- Installation of Anti-malware software, Firewalls and access authentication systems
- All the members of faculty, students, technical staff and other workers of PSG iTech are responsible for exercising appropriate use of information and network resources in accordance with the policies and standards.

33. MAINTENANCE POLICY

The physical and academic facilities are utilized with a policy to optimize the use of resources based on needs of education, research and administration.

33.1. Maintenance of Campus and Buildings

- The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Estate office of the institution, under whose supervision any kind of repair/service/work shall be carried out.
- Procurement of any civil engineering/electrical/plumbing material/furniture shall be allowed only with the permission of Estate office of the institution.
- Estate office is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, white washing and etc. Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the institution for the specific purpose.
- Estate office must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.
- Cleaning of the campus areas in all the blocks including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned thrice every day.
- The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the maintenance Incharge.

Maintenance of Classrooms

- The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and libraries.

- The Heads of the Departments must ensure that the classrooms have adequate furniture, tube/led lights, multiple electrical points, and uninterrupted electrical and water supply.
- All furniture, green/white boards, smart class rooms, LCD/Overhead Projectors, Publish Addressing System, and Podium must be utilized for academic and research pursuits.
- The classrooms/lecture halls must be utilized only for academic purpose.
- Students are instructed to utilize all classrooms optimally during the daylong working hours.
- Stock Register/Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Principal.
- Damage/loss of the goods/leakage should be instantly reported to the estate office. Any repair work/service must be performed by the estate office electricians/plumbers/carpenters for proper functioning.
- Cleanliness inside and outside class rooms must be given utmost priority.

Maintenance and Utilization of Seminar Halls and Auditoria

- Seminar halls and auditoria are under the purview of the Head office affairs and the cleanliness is taken care of by the housekeeping team.
- Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made.
- For accessing the facilities, the organizing faculty/staff member submits a form available with Head office affairs, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

33.2. Maintenance of IT facilities

- Computer/Network Maintenance Cell maintain the ICT facilities including computers and servers.
- The CCTV, Biometric Devices, Public Address System, in addition to the Audio Visual Aids, are to be maintained by the skilled technical staff appointed by the institution.
- To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

- Purchase of new bandwidth and installation of anti-virus as well as new software is done.
- Campus local area network and Wi-Fi is maintained by Network Maintenance cell staff.
- Stock Register must be maintained and updated and verified annually by in charges.
- Computer/Network related issues are addressed immediately by the Network Maintenance by sending an email to admin@psgitech.ac.in.

Maintenance of Computers and ICT Facilities

- The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online courses.
- For ensuring optimum and time-bound utilization of Computer Centre proper time tables must be used as guidelines.
- Stock Register must be maintained and updated and verified annually by Purchase Section.
- The systems in the computer labs should be maintained with the help of the hardware technician appointed by the college.
- Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the university for this specific purpose.

33.3. Maintenance of Laboratories

- The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- Proper time table must be adopted for the exact utilization of the laboratories.
- Prior permission from the Principal must be sought for conducting any kind of consultancy services to other institutions.
- The equipment for the laboratories should be purchased by inviting quotations as per Institution norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements.

- The service and maintenance of the equipment should be performed by the respective suppliers through annual maintenance contract and/or on call basis.
- Stock Register for lab equipments must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the stock verification in charge and Principal.
- Standard operating procedures for all high end equipments are made available to the users.
- Breakage and repair if any are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment.
- Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students / research scholar at the end of the year.
- The condemned/obsolete items are discarded by procedure after getting the report of the Principal and the same is entered in the stock register.

33.4. Maintenance and Utilization of Library and Library Resources

- The Deputy Librarian is the custodian of the University Library. Library must function from 10am to 6pm on all working days. Photocopying and scanning must be utilized with prior permission.
- The racks and furniture in reading hall should always be kept clean. The books have to be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
- Online and offline catalogues must be updated with every new procurement. Stock Register must be maintained and verified annually by the committee appointed by the Principal.
- The Gate Register, Issue Register must have the record of daily users.
- Xerox/copier machine and scanner must be serviced periodically through AMC and/or on call basis.
- Access, issue and return of the books must be under careful vigilance of the Deputy Librarian.

- Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
- Stock verification must be done once in a year.
- The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed.
- A too-full shelf can crack spines and cause damage when a reader tries to remove a volume.
- Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
- Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments.
- The library will continue the existing subscription for journals and magazines, if no recommendations are received.
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repairs or to weeding out from the library collection.
- Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of the Library Committee.
- Documents in the library are arranged in a logical order to save the time of the users as well as staff.

- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches.
- Sodium fluoride is applied to bound volumes to save them from silverfishes.
- Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.
- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.
- The College has well equipped library with necessary books, Journals, magazines and periodicals.
- The Library is open on all days – 365 days – 24/7 – No Closure of Library. Library is fully automated using the web based software, where all students are given a user name and password, where they can send the request.
- Books issue will be done between 9.00 am to 3.00 p m.
- Library is divided into Library books, Reading section, Reference section and digital library.
- To facilitate the student's requirement photocopy machine is also placed.
- Students are allowed to open access for the books.
- Library books are normally issued only for 15 days and the borrowing period can be reduced according to the demand.
- Book Bank Facility available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.

33.5. Maintenance of Sports Facilities and Gym

- The sports equipment's, ground are supervised and maintained by the Physical Director of the Institution.
- Provision of the facility is done for the students of the college for practice.
- College level, intercollegiate level and University level competitions are organised as per policy of the Institution.
- House Matches are conducted for the students every year.

- Requisition is made for the purchase of new equipment's for indoor and outdoor sports activities and Infrastructure and maintenance Committee presents the same to the College Management for approval.
- Once approved, quotations from vendors are obtained.
- Maintenance of ground through regular weeding and leveling is done.
- The Physical Education Director is the complete in-charge of the proper utilization and maintenance of the Sports Infrastructure.
- Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volleyball
- Ball, Ball Badminton and practice for Athletes should be given in the play ground. Regular practices for Shuttle Cork, Table Tennis, Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition by the head of the department of physical education for regular use by the students.
- Stock Register must be updated with every new procurement/condemnation, Annual Stock Verification must be performed with the help of the committee instituted by the Principal.
- Any Tournament/ Practice to neighboring institutions/students must be conducted/provided only with prior permission of the college authority.
- Transport facilities are monitored and maintained by the Transport officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

Maintenance of Vehicles

- All College vehicles must be utilized only for official purpose.
- All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the university.
- The Maintenance section is authorized for allocating duty to the drivers and conductors.
- The drivers must maintain the log book for diesel and other repair works of the vehicles.
- The Fitness Certificate for all the vehicles is to be renewed with the RTO office every year during the vacation period.

33.6. General Maintenance Procedure

- The Heads of departments/ section heads shall inform the Building and Maintenance section for any kind of repair/breakdown in writing/mail.
- The Estate office shall depute the technician/electrician to the department/section concerned to complete the job within two days.
- Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/section.
- If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the estate office to purchase and provide within an approximate time frame to complete the work.
- In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Principal.
- All the condemned items should duly be reported to the purchase section, under whose purview such items will either be discarded or put into auction/scrap sale once in a year.
- All the departments and sections must maintain proper stock registers and the College shall constitute a committee for stock verification once in two years and report to the authorities.

Maintenance Policy

- Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance (AMC) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.
- Periodic Maintenance: Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The College electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. is to be done with due proceedings.

- Break-down Maintenance: For the break-down of any asset/property/facility/ equipment which, needs urgent repair, the Institution shall attends to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down Maintenance System. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.
- AMC Policy: The Institution's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years).

Utilization Policy

- The Institution mandates and ensures optimum utilization of any facility but for the gadgets/equipment/systems which need cooling/recovery time/rest.
- Stock Registers: All Departments/Sections must maintain stock registers which are to be updated with every new purchase or condemnation.
- The College mandates and ensures Annual Stock Verification by the persons assigned with that duty which is duly recorded in the respective department/section as well as in Building and Maintenance Section.
- Condemned items are to be reported in writing to the Purchase Section for necessary action.
- Optimum utilization of Library resources by the staff and students is mandated by the College.
- Reviews: The Principal shall do periodic review and decide upon enhancement.

34. WATER CONSERVATION POLICY

PSG iTech acknowledges the presence of bore-wells within the college campus and is committed to responsible bore-well management practices to

ensure the availability of uninterrupted, safe, and healthy drinking water throughout the year.

- PSG iTech is committed to providing safe and high-quality drinking water to all members of the college community.
- It is our policy to regularly test the quality of water, both internally and externally, to ensure compliance with safety standards.
- Testing of treated Reverse Osmosis (RO) water, as well as wastewater from RO and Sewage Treatment Plants (STP), is conducted on a routine basis.
- External testing is carried out through a National Accreditation Board for Testing and Calibration Laboratories (NABL) accredited laboratory to maintain transparency and uphold stringent quality standards.
- PSG iTech recognizes the critical role that clean overhead tanks play in ensuring safe and hygienic drinking water for the college community. It is our policy to clean all overhead tanks storing drinking water at regular intervals to maintain water quality and safety.
- The Estate office is responsible for creating and maintaining a comprehensive cleaning schedule for all overhead tanks. Cleaning schedules shall be adhered to rigorously to prevent contamination and ensure the continued provision of clean drinking water.
- It is our policy to employ openable taps (both PVC and Metal) for all water distribution and utilization applications across the campus.
- Openable taps enable users to control and utilize only the required quantity of water, promoting water conservation and responsible usage.
- PSG iTech places a strong emphasis on harvesting rainwater as a sustainable water source.
- Our policy is to implement rainwater harvesting practices in nearly all campus buildings to harness this valuable resource.
- Approximately 10 rainwater harvesting (RWH) pits have been erected and are in operation to capture building runoff rains across the entire college. Most high-rise buildings are equipped with RWH pits of adequate capacity.
- Roof areas are strategically designed to collect rainwater, which is then channelled through a proper piping system.

- The collected rainwater is directed back to RWH pits located in close proximity to each building.
- Building runoff is efficiently collected through dedicated RWH pits, primarily located within each building.
- Common area and road runoff are systematically collected and routed to nearby water bodies in accordance with our commitment to responsible water management.
- The institute has storage structures to avoid occurrences of water scarcity and to store excess runoff during period of heavy rain.
- To recycle the waste water, the institute features a sewage treatment facility. This facility cleans the waste water and makes it suitable for re-using to water trees and plants. Furthermore to prevent the discharge of untreated sewage into the environment.

35. POLICY FOR THE DISABLED FRIENDLY

PSG iTech wants to provide an inclusive, all-encompassing teaching and learning environment where employees or students who are disabled are not treated unfairly. PSG iTech is committed to providing equal educational opportunities for all students, including those with mobility limitations.

- To ensure accessibility, the institution shall provide Wheelchair and Lift facilities to enable easy access to classrooms for students with mobility challenges.
- User-friendly ramps shall be constructed in various blocks of the college to facilitate the movement of differently-abled students within the campus.
- PSG iTech is committed to providing an accessible and inclusive learning environment for all students, including those with mobility challenges.
- Lifts shall be used to facilitate access to classrooms and laboratories for differently-abled students across all blocks of the college.
- The design and operation of these lifts shall be highly flexible, ensuring ease of access to all classrooms and labs, regardless of the location within the institution.
- Lifts shall undergo regular maintenance and inspections to ensure their safe and reliable operation.

- To make sure that the Examination Section meets the requirements of differently-abled students, such as by supplying a scribe and by issuing guidelines and regulations about exams administered by our college.
- PSG iTech is committed to providing accessible and inclusive toilet facilities for individuals with disabilities. Separate toilets designated for people with disabilities shall be clearly identifiable and easily accessible within the campus.
- The doors to these accessible toilets shall have sufficient width to accommodate mobility aids, and they must be lockable from the inside for user privacy and safety.
- Mirrors, flushing arrangements, and dispensers within these toilets shall be mounted at appropriate heights to ensure ease of use for individuals with disabilities.
- PSG iTech shall strategically place sign boards and display boards at various locations within the campus to benefit disabled students.
- These signs shall be thoughtfully designed and positioned to provide clear direction, information, and orientation.

36. POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE

Green Campus Initiatives

- Manage a green campus to encourage and maintain biodiversity and the natural environment.
- Monitor water utilization to aid in identifying areas of possible savings.
- Explore opportunities for installing water management measures, such as rainwater harvesting and sustainable drainage systems.
- Promote the use of sustainable modes of transport and reduce emissions footprint from all forms of transportation.
- Adopt sustainable transportation through shared public transport system.
- Engage with other institutions and the wider community to share environmental best practices and to demonstrate environmental responsibility.
- Research on the environment, social justice, and development, consistent with addressing the sustainable development goals, will continue to be a

strategic priority of the institute. Similarly prioritize the sharing of research findings with the public and decision-makers.

- Compliance with all relevant environmental legislation, regulations and agreements by following appropriate control measures delivered via Environmental Management System to prevent pollution and work to reduce emissions and discharges to air, land, and water.

Energy Usage

- Reduce use of natural resources such as energy and water.
- Continually improve energy utilization and reduce carbon emissions by implementing energy efficiency and carbon reduction projects within the existing buildings.
- Recognise the potential impact of climate change and the strategic operational need to control, manage and reduce carbon dioxide and other GHG emissions.
- Investigate opportunities for wide renewable energy at the college campus to increase the volume of energy generated from onsite as well as office renewable sources.

Waste Disposal

- Consider waste as a resource, recognizing its value, encouraging prevention and reduction, reusing resources before recycling or disposal, and joining with procurement activities to ensure assets are used to their fullest extent.
- Reuse resources whenever possible rather than dispose them off
- Use recycled materials and follow recycling initiatives.
- Prevent pollution by reducing emissions and discharges by regularly reviewing practice against standards.
- Ensure sustainable approaches in all construction, refurbishment and incorporate energy- efficient approaches.
- Provide appropriate sustainability and environmental training for all staff and students and encourage them to practice sustainability.
- Find ways to best utilize our built environment to reduce environmental Impact while improving staff and student welfare.

Processes

- Sewage treatment plant (STP) to efficiently treat the sewage generated in hostel, mess and food court.
- Treated water from the treatment plant for gardening in the campus.
- Treated water from the STP would be utilised as a flush out water source in the hostels, to conserve water.
- Rain water harvesting facilities to conserve rain water collected within the campus
- Segregation of solid waste generated in the campus into recyclable materials and biodegradable solid waste. Reduced waste to landfill through proper management of solid waste
- Recyclable waste, such as paper, plastics, glass and metals to be stored and sent for recycling.
- Converting decomposable solid waste into manure and use is the college lawn.
- Converting food waste from the hostel mess into biogas, which is further utilized as cooking fuel in the mess.
- Installation of solar panels to switch over to renewable energy resources.
- Reduce the vehicular emission of air pollutants through the age of battery powered vehicles within the campus.
- Discouraging single use plastic age is the premises and food court.
- E-waste to be recycled and disposed as per regulation.
- Construction & demolition waste to be recycled and utilised as per the standard norms

37. POLICY DOCUMENT ON THE GREEN CAMPUS

A commitment to establishing a sustainable campus environment is outlined in the PSG iTech Green Campus Initiative Policy Manual. Our institution is committed to promoting eco-friendly behaviours, minimizing its environmental impact, and developing a sustainable culture.

Green initiatives implemented within his campus are:

- Entry of vehicles inside the campus is restricted to ensure pedestrian safety and reduce air pollution. Only authorized vehicles and emergency vehicles are allowed inside.
- PSG iTech provides battery-powered vehicles for in-house transportation to reduce the reliance on conventional vehicles and minimize carbon emissions.
- Separate parking facilities are provided for restricted vehicles outside the campus premises to accommodate the needs of our staff and visitors.
- Our campus features pedestrian-friendly pathways that are properly marked with signboards to ensure the safety and convenience of pedestrians.
- PSG iTech has installed signboards throughout the campus to create awareness about the hazardous effects of plastic usage, emphasizing our commitment to reducing plastic waste.
- We actively discourage the use of single-use plastic items within the campus and promote sustainable alternatives.
- We have undertaken extensive tree plantation efforts in and around the campus. These initiatives include planting herbal and ornamental plants to optimize available land resources.
- Our campus garden consists of local species of trees, which contribute to cooling the campus during hot summer months and enhance the overall ambiance.
- We have adopted the Miyawaki technique for tree plantation, which accelerates plant growth and results in denser, native, multi-layered forests.

38. POLICY ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

PSG iTech is dedicated to the conservation of energy and the environment as a fundamental commitment to the long-term sustainability and well-being of our institution and the planet. As part of our purpose to serve both humanity and the environment, we think that adopting a policy on the environment and energy use can greatly aid in environmental conservation through the effective use of energy resources.

- PSG iTech's campus infrastructure is designed to maximize the utilization of natural light, reducing the need for artificial lighting inside classrooms and laboratories during daylight hours.
- To further our commitment to sustainable energy practices, we are dedicated to effectively utilizing solar energy, leveraging our unique infrastructure for this purpose.
- The college shall prioritize the installation of on-grid and off-grid solar rooftop panels as a primary means to harness solar power for our energy needs.
- PSG iTech shall incorporate energy-efficient technologies throughout our campus. This includes the use of sensors and LEDs to minimize electricity consumption.

Aside from that, various measures are being implemented to reduce power consumption on our campus. Alternate energy conservation facilities at our institution include:

1. **Solar Energy:** PSG iTech's use of traditional energy has been partially replaced by the use of renewable energy sources. PSG iTech built a solar rooftop plant with a capacity of 100 KW ON grid, ensuring the institute's uninterrupted power supply and significantly lowering its electricity costs. Because it is paired with hybrid inverters and includes charge controllers to control batteries, it can support these loads continuously at night.
2. **Bio Gas Plant:** PSGi Tech has biogas plant of 5 Kg capacity which can produce alternate energy by processing food waste from the hostels.
3. **Sensor based energy conservation:** Need-based lighting is provided by automatic motion-based lighting, which is installed in EEE Department Office Room and PSG iTech Board Room. A variable frequency drive (VFD) is used to optimise energy consumption in a water pumping station. The On Load Tap Changing Transformer (OLTC) ensures that the entire campus receives uniform voltage.
4. **Use of LED Bulbs:** The most environmentally friendly lighting solutions are LEDs, which have replaced fluorescent lights on the PSG iTech campus.

5. **E vehicle:** PSGi Tech uses E - vehicles for food delivery and waste transportation purpose. The charging power station is used to charge both electric operated four wheel and two wheelers.

Maintenance Procedure:

1. The solar water collector shall be properly cleaned by the removal of dust formation and it must be monitored by the estate office.
2. Biogas plant shall be maintained clean and monitored for the level of gas production by the maintenance team in estate office.
3. Maintenance of energy efficient equipment such as air conditioners and refrigerators must be done periodically for the proper working of the system.

39. WASTE MANAGEMENT POLICY

- Consider waste as a resource, recognizing its value, encouraging prevention and reduction, reusing resources before recycling or disposal, and joining with procurement activities to ensure assets are used to their fullest extent.
- All solid waste generated within the campus premises shall undergo segregation into biodegradable and non-biodegradable categories.
- Segregated waste materials shall be subject to recycling, composting, and reuse processes to minimize the environmental impact and reduce landfill waste.
- Reuse resources whenever possible rather than dispose them off
- Use recycled materials and follow recycling initiatives.
- Prevent pollution by reducing emissions and discharges by regularly reviewing practice against standards.
- Ensure sustainable approaches in all construction, refurbishment and incorporate energy- efficient approaches.
- Provide appropriate sustainability and environmental training for all staff and students and encourage them to practice sustainability.
- Find ways to best utilize our built environment to reduce environmental Impact while improving staff and student welfare.

- Incinerators shall be provided and maintained within the Girls' hostel for the safe and sanitary disposal of napkins.
- Small and routine maintenance and repair tasks shall be the responsibility of the General Maintenance team and the Computer Maintenance Cell (CMC) team.
- Significant or complex maintenance and repair tasks shall be managed by Department Technical Assistants, who will oversee and handle major repairs within their respective departments.
- Green-era, the designated E-waste vendor, shall receive equipment that cannot be repaired or reused.
- No radioactive or dangerous chemicals shall be used in any waste management or recycling processes. Safety and environmental regulations must be strictly adhered to.
- A periodic green audit shall be conducted to assess the effectiveness and sustainability of the waste management and recycling system.
- Waste water generated from the hostel, mess, and food court shall be treated through a state-of-the-art Sewage Treatment Plant (STP) on campus and shall be utilized for irrigation and toilet flushing.
- The sludge that settles in the STP shall be regularly removed and dried on designated drying beds. The dried sludge shall be repurposed and utilized as a natural and organic manure for sustainable landscaping and agricultural practices.

40. INTERNAL COMPLAINT COMMITTEE (ICC) POLICY

- A safe workplace is a woman's legal right. The Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution.
- All workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women. Three key obligations were imposed on institutions to meet that standard, namely: Prohibition, Prevention, Redress
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for

women and to build enabling work environments that respect women's right to equality of status and opportunity.

- The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct.
- The Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace.
- The Supreme Court , dated December 9, 2013, passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("PoSH Act").
- The Ministry also formulated the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("PoSH Rules") effective from the same date in order to strengthen and streamline the provisions under the PoSH Act.
- The PoSH Act has been implemented with an aim to prevent and protect women from sexual harassment at the workplace.
- The PoSH Act, as mandatory compliance, requires every company/ institution having more than 10 (ten) employees to constitute an Internal Complaints Committee ("ICC") in the prescribed manner in order to receive and address the complaints of any sort of sexual harassment from women in a time-bound and extremely confidential manner.

UGC on ICC

- Inform staff and students about ICC.
- Proactively move to curb all forms of harassment of staff and students.
- Treat sexual harassment as a misconduct under service rules and initiate appropriate action if the perpetrator is an employee.
- Treat sexual harassment as a violation of the disciplinary rules and take appropriate action if the perpetrator is a student.
- Since research scholars are particularly vulnerable, the HEIs must ensure that the guidelines for ethics for research supervision is put in place.

Prevention of Sexual Harassment (PoSH Act)

“An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.”

PoSH Cell – Anna University

- PoSH Cell of Anna University is committed to sensitizing the campus community on gender issues, addressing complaints from staff and students, prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees and deal with cases of discrimination and sexual harassment against women, in a time bound manner.
- The Higher education department came out with detailed guidelines to prevent and redress harassment in institutions.
- "The main objective is to create safe campuses for students, staff and faculty to function without fear, threat and anxiety."
- The institution has the duty to ensure that students and staff are treated with dignity and respect, free from abuse or harassment.
- The guidelines also stipulate the procedure to file a complaint and a formation of committee to look into the allegations.
- Moreover, conducting sensitization and awareness campaigns regarding the codes of conduct among all the people in educational institutions.
- **Prevention/ elimination of harassment is EVERYONE'S responsibility**
- **It is important as well to ensure that the emphasis is on prevention rather than punitive action.**