STANDARD OPERATING PROCEDURE – MANUAL

VERSION 1.1

Contents

KV INSTITUTE OF MANAGEMENT AND INFORMATION STUDIES

KV Charitable trust came into existence in the year 2009 with an aim to provide the best education to the students. The Trust approved the opening of KV Institute of Management and Information Studies during the year 2008.

KV Institute of Management and Information Studies (KVIM) is a Stand Alone Business School (B SCHOOL) is known for its commitment towards quality Management Education to students from across the country. KVIM aims to cater socially responsible, committed and competent managers with global perspective and entrepreneurial mindset. KVIM endeavours to inculcate values of integrity, accountability and fairness so that students are trained to promote and maintain high ethical standards in management.

The Institution is offering the two year full time MBA programme affiliated to Anna University, Chennai and approved by AICTE, New Delhi. KVIM offering specializations in Marketing, Human Resources, Finance, Systems Operations, Logistics and Supply Chain Management, Infrastructure and Real Estate Management, Tourism Management and Business Analytics.

KV Institute of Management and Information Studies take a lot of effort in imparting the required technical and practical knowledge to the students. The Department has well-equipped business laboratories with the latest business applications to give practical hands-on experience to our students. Learning through practice is more into curriculum along with teaching. It is our commitment to inculcate values of integrity, accountability and fairness so that students are trained to promote and maintain high ethical standards in management.

Over the years, KVIM has developed processes and systems that will ensure the best Industry exposure and placements for MBA seekers. KVIM is the one of the very few business schools in Tamil Nadu that has consistent inflow of students filling all seats since Inception. The placement preparatory process has proven to be successful giving 100% placements to MBA seekers.

ADMISSION PROCESS

To be considered for admission, a student must meet certain eligibility criteria:

1. Program Entry Eligibility Criteria

a. Educational Qualification:
- A pass in a recognized Bachelor's degree of minimum 3 years duration and obtained at least 50 % for OC, FC, Other State, 45 % for all others in the qualifying degree examination. Acceptable study patterns:
  - (i)   10+2+3 years pattern (or)
  - (ii)   10+3 years Diploma +3 years pattern (or)
  - (iii)   B.E./B.Tech./B.Arch./B.Pharm. (or)
  - (iv)   10+2+AMIE* (or) (ii) 10+3 years diploma (awarded by the State Board of Technical Education) + AMIE.*

    *Candidates admitted through Lateral Entry in degree courses are not eligible EXCEPT, B.E. / B.Tech. and MCA degree courses.

    *Candidates with B.E./B.Tech. degree obtained through Distance / Weekend mode are not eligible.

    *Candidates with a degree obtained without studying 10th or 12th Std. or 3 years degree program are not eligible.

b. Entrance Exams Accepted:
KVIM accepts a wide range of entrance tests.
1. TANCET (Tamil Nadu Common Entrance Test) - http://www.annauniv.edu
2. MAT(Management Aptitude Test) - http://www.aima.in/testing- services/mat/mat.html
3. XAT (Xavier Aptitude Test)
4. ATMA - (AIMS Test for Management Admissions) - http://www.atmaaims.com/
5. CET (Common Entrance Test) - http://www.coimbatoreassociation.com/
6. CAT (Common Admission Test) - Check any of IIM Sites
7. AICET (All India Combined Entrance Test)
8. Any other competitive entrance tests for MBA like GMAT can be used

C. Application Process:
There are 2 Options available for submitting applications for those interested in getting admissions to the various programs at KV Institute of Management and Information Studies. They are

Option: 1
Click on the link https://portal.kvimis.co.in/ to get access to the online application form which can be filled and submitted online. The application fee of Rs.500 can be paid through various means online.

Option: 2
Submission of Application IN PERSON by prospective candidate along with DD for Rs.500/- in the name: KV Institute of Management and Information Studies, Payable at Coimbatore as Application Fee by visiting in person to the ADMINISTRATIVE BLOCK at KV IM.

1. Admission process beyond application submission consists of the following steps:
    a. KV IM Admission panel will review the application and call for an interview (Physical or Online) with the prospective candidates when the eligibility norms are met
    b. The Admission panel interview results will determine the admission to the program. Candidate's application will be approved when he/she receives provisional admission notification and instructions to pay the fees. (Candidate may be asked to present in person to complete the admission process)
    c. A student will be given an opportunity to pay his/her fees within the deadline and beyond which the seat will be allocated to the next applicant.
    d. Admission will be granted to students showing high promise of success in graduate business study. Professional work experience, managerial experience and professional certifications will be taken into consideration in the admissions. Professional work experience is defined as business-relevant and typically consists of full-time, salaried work.

D. Application Schedule

Applications are processed on a continuous basis. Priority for acceptance will be given to submitted applications. Admissions close as soon as the stipulated seats are filled.

ACADEMIC PLANNING

KVIM prides itself in providing students with excellent instruction and outstanding opportunities for career development and enhancement. We are committed to maintaining an environment that is supportive of your academic needs and conducive to the overall development of the student.

Academic Policies and Procedures are defined as those policies which impact academic programs and services to students and facilitate the academic and professional life of the faculty.

1. Eligibility for a Degree:

The degree will be awarded to candidates who have met the course requirements for graduation, set forth below:

a. Successfully completing the minimum credit requirement for the program set by Anna University and other statutory bodies.

2. Student Standards:

(a) *Classroom Conduct*
1. Arrive on time, ready to begin, and minimize disruptions throughout the session.
2. Display a name tent if appropriate or when requested.
3. Turn off and put away your phone.
4. Do not use your laptop or tablet unless for educational purposes as permitted by the instructor.
5. Maintain classroom cleanliness.
6. Power outlets in the desks are meant for academic use only.
7. Students are expected to attend all classes and regularly scheduled class meetings. Students are responsible for maintaining a minimum of 75% attendance to be eligible to appear for the end semester exams.
8. Understand that attendance and active participation in class (including active participation in group projects and online courses) are essential components of the learning process and are important factors in a student success.

(b) *Preparation and Interaction*
1. Course content related to each session will be posted in the ERP must be reviewed before the class, your focused attention and active involvement during the session is expected.
2. Respect the classroom as an inclusive learning environment where diverse points of view and experiences can be shared to facilitate everyone's learning.
3. Maintain the privacy and intellectual property of everyone in the class by, for example, not sharing recorded images or audio of student or instructor interactions, or course content.

(c) *Teamwork*
1. Contribute your fair share. Hold teammates and yourself accountable to team goals and assignments.
2. Support and encourage your teammates.
3. Appreciate the diversity of knowledge, skills, and abilities within the team.
4. Be honest and transparent in your evaluation of teammates.

(d) *Ethics*
1. Adhere to the highest standards of honesty and academic integrity.

3. Professor Standards

(a) *Classroom Conduct*
1. Select course content that motivates student interest, develops subject mastery, and highlights relevant business applications.
2. Engage students to promote the analysis, synthesis, and evaluation of class material.
3. Lead the class to foster an inclusive learning environment that respects the diversity of knowledge, experience, and culture among the students.
4. Begin and end class on time.

(b) *Syllabus*
1. State the learning objectives for the course.
2. Be clear about who students may collaborate with and what materials they may use.
3. Delineate how each component of a student's grade is evaluated.
4. Indicate when deliverables are due and when assessments will occur.
5. Identify course materials and the degree to which they are required.
6. List your office hours or how you can be contacted outside of the classroom.
7. Update the ERP with lesson plan and related materials at the beginning of the course.

(c) Student Support
 Commit to timely grading and submitting of final grades for Internal components.
1. Require all student requests and inquiries to be sent through the ticketing system and respond in a timely and respectful manner.
2. Provide students with feedback on their work, as well as an indication of their standing in the course.
3. Communicate how students can improve if learning objectives are not met.
4. Support your students' wellness through openness to their concerns and awareness of helpful resources on campus.

(d) *ERP updates*
1. Attendance marking to be completed before the end of the day.
2. At the end of every session, the covered topics for the day must be marked complete.
3. Valuation of scripts from the CIA must be completed in 3 business days with feedback given to individual students.

(e) *Slow Learners*
1. Must use the Internal Assessments and class participation of every student to determine learning difficulties and appropriate remedial classes are to be held.
2. Slow learners are to be handled with utmost care and with a lot of positive reinforcement.
3. Exceptions may be escalated for external consultations.

(f) *Outcomes*
1. Responsible for setting the outcomes and meeting the thresholds at all times
2. Take additional measures and corrective actions when course Outcomes are not met

(g) *All Other Responsibilities*
1. A professor's responsibility goes beyond the above at times where they are expected to be the parent, friend and mentor to ensure the success of a student and take up any responsibility to uphold the institutional objectives and mission.

LESSON PLAN

DEGREE - MBA	SEMESTER	TARGET SESSIONS –
COURSE CODE –	COURSE TITLE –	
COURSE FACILITATOR –		

AIM

COURSE OBJECTIVE

LEARNING OUTCOMES

COURSE DELIVERY

GRADING PATTERN

No.	Component	Unit Score	Times	Total Score	Weight
1	Attendance*				
2	Internal Assessment Tests				
3	Assignments				
4	End Semester Examination				
	Total				

CODE OF CONDUCT:

Any form of cheating, plagiarism, impersonation, falsification of a document as well as any other form of dishonest behavior related to the obtaining of academic gain or the avoidance of evaluative exercises committed by a student is judged as an academic offence.

CLASS PARTICIPATION:

It means physical, mental and intellectual participation in class. Students are expected to read well in advance for active participation in class. They need to contribute to the academic discussion in every

session and quality of such contribution must be appreciable. They are welcome to share their practical experiences, provided those are relevant and related to topic.

IMPORTANT INFORMATION:
1. Students are required to be present in class at scheduled time.
2. They must carry their subject note book and lesson plan to the class.
3. If a student fails to attend the class within 05 minutes of its scheduled time, he will be marked absent.
4. Students are required to take consent from the course faculty for any kind of permission.

NO. OF STUDENTS ENROLLED IN THE CLASS:

COURSE PLAN/SCHEDULE

SESSION	CONTENT	PEDAGOGY	DELIVERABLES (ONLINE - VIDEOS / CASE STUDY)	RESOURCE	DATE OF CLASS HANDLED	NO OF STUDENTS PRESENT IN THE CLASS	CO	PO
Pre Course Video:								
UNIT I –								

LEARNING RESOURCES:

S.NO.	RESOURCES	PARTICULARS
1		

INTERNAL ASSESSMENT TESTS DATES AND PORTIONS

TEST	PORTIONS	DATE OF EXAM	PAPER CORRECTION COMPLETION DATE	NO.OF STUDENTS REGISTERED	NO.OF STUDENTS APPEARED	NO.OF STUDENTS PASSED	NO.OF STUDENTS FAILED
IA TEST-1	UNIT-1 & 2						
IA TEST-	ALL UNITS						

2							

CAREER DEVELOPMENT/PLACEMENT

KVIM extends all possible support to provide the right career opportunities to each of our students to fruitfully pursue their career interests.

Career Planning:
Specialization and domain specific orientations are provided by the respective subject experts highlighting Business, Job opportunities with growth prospects and compensation by region, Higher Education opportunities etc. for helping the student choose a career.
The annual objective of the career development department is
1. To position our students for higher salary packages when it comes to placement.

2. To launch successful startups.

3. To assist in admission to higher education in his/her area of interest.

Eligibility and Registration:
1. Students are required to register with the career development department for the appropriate career options.
2. Parental concurrence on career choices will be obtained.
3. Placement preferences are individualized based on assessment choices (Student interest on location, Job description, Languages Known, Company Preferred, Specialization, vertical/domain etc).
   a. Students will then be grouped to attend appropriate Skill Development Programs (SDPs), Super Specialty Courses (SSCs), Business Communication Programs (BCs) based on their preferences.
4. Entrepreneurial pursuits will be nurtured with programs on Entrepreneurship Awareness, Idea Generation, Proposal formation to submission, boot camps, funding avenues etc.
5. Choices towards Higher Education will be enlightened with higher education avenues in India and abroad along with opportunities for financial assistance.
6. Students are expected to have 90% of participation attendance in the above programs for him/her to be eligible for a specific career option.

Procedure:
1. Students are advised to keep themselves updated with the announcements/ circulars/ notifications pushed to the notice boards, emails, Portal etc.
2. Students must register for the companies posted with Job description that is been posted through notice boards, Whats App forums, emails, Portals etc
3. The resume must be up to date and the details given on the resume. The resume will be verified, and it must be genuine and any student found violating this rule will be de-registered from appearing for further placements.
4. The student must appear for the training before the interview to understand and practice the interview rounds and processes, profile of the company with Career Development Department and attendance to such sessions is mandatory.
5. The student must always be ready (Prepared) during the entire placement session to satisfy the interview rounds/processes and expectations of the company.
6. If a student is offered/selected by the company/organization, then the student will be excluded from further placement activities and will be considered as placed at the first set.

7. On review of the student profile and company – JD, salary package, location preference, the career development department may consider giving more opportunities for the student.
8. If the eligible/registered student fails to appear for the interview, he/she will be de- registered from further placement activities.
9. If a student after getting an offer/selection decides to withdraw from joining the company, he/she must submit in writing to the Career Development Department with valid reason stated and the same may be communicated to the company by Career Development Department or the student as per the directions given.
10. Honesty, Integrity, and Compliance to the process is always expected.
11. Any discomfort related to the interview process/rounds of the company and its people are to be communicated to the Career Development Department immediately and the Career Development Department will resolve the issue immediately by drafting an email in recording and possibly black list the company as per the nature of the Issue raised.
12. Student must submit feedback related to the Interviews every time to the Career Development Department.
13. Student must submit a softcopy of the Offer letter to the Career Development Department as soon as it is received.

Time Management: The processes around career development are time bound and delays in responding are unacceptable.

LIBRARY

KVIM Library has a wealth of information for use of all stake holders. The primary objective is to extend access to relevant books and periodicals in printed and electronic forms to all stakeholders.
The users must follow the rules and regulations of the library.

Rules and Regulations:
1. All members of the library are required to wear ID Cards to record their Entry and Exit at the e-Gate Register.
2. Complete silence is to be maintained inside the library. If conversation is necessary, that should be in low tone only.
3. Personal belongings like files, folders, bags, jerkins, and umbrellas are not allowed inside the library. They can be kept on the property counter placed outside the library.
4. The books, current journals, back volumes taken out the racks shall not be replaced. They should be left only on the tables. Library assistants will replace them in the proper places.
5. The arrangement of chairs and other furniture in the reading area should not be disturbed.
6. All library users are advised to follow a proper dress code.
7. The librarian reserves the right to cancel the membership of any member found misbehaving, abusing the library staff, or behaving in an indecent manner.
8. All are users must adhere to the Issue and Renewal Policy.
9. Book transactions must be done during working hours.
10. Reference books, Journals, periodicals, Magazines, and newspapers materials labelled reference are not allowed for circulation.
11. Food/drinks is not allowed inside the library.
12. Any misbehavior or violation of rules and regulations or penalized by disciplinary, legal, penal actions will be refused to issue books or recall the books issued or will not be permitted inside the library based on the action taken.
13. SILENCE is to be maintained at all times inside the library.
14. Personal belongings like Mobile phones, files, folders, bags, jerkins, umbrella, issued books etc. are not allowed inside the library.
15. The books, journals, back volumes taken from the racks are to be left on the tables. Library assistants will place them in the appropriate place.
16. The arrangement of chairs and other furniture must be kept intact after use.

17. The librarian reserves the right to cancel the membership of any member found misbehaving, abusing the library materials/products or behaving in an indecent manner.
18. Readers should not deface, mark, cut, mutilate, or damage library resources in any way.

Library Operations:

Library operations is fully automated for access to e-resources from anywhere. Library Membership is automatic and BAR CODES printed in their ID cards as part of the Campus ERP for Faculty, staff and student to access the library facility.
Librarian have to identify Eminent Institutional Libraries to sign MOUs to collaborate for sharing of resources and its potential values
Annual budget prepared and submitted to include
1. Expenses towards purchase and maintenance of library resources as per the AICTE and Anna

University norms

Purchase of Books: Identification of Materials required to be purchased on an annual basis will be based on the following considerations:

1. Relevance to the instructional needs of the faculty and the educational institution.
2. Intellectual and scholarly worth and Author's reputation and significance.
3. Modern works in major fields of knowledge.
4. Textbooks if they offer good reference value not otherwise available.
5. Multiple copies only upon the justification of the instructor/usage.
6. Scarcity of materials on the subject.
7. Timeliness and performance of the material.
8. Reviews and bibliographies from which the material was selected.

Purchase Procedure:
1. Requirement for New books, Journals, Magazines, CD, DVD, Newspapers and any other are identified through Feedback and suggestions are received from faculty and students.
2. The librarian compiles the requirements and submits for principal and management approval.
3. On Approval Librarian calls for multiple quotations and prepares a comparison statement for principal and management approval and the placing of purchase order.
4. The Librarian sends purchase orders to vendors with clear terms and conditions.
5. On receipt of material, the librarian checks its features and conditions mentioned in the purchase order.
6. The accession register in hardcopy and digital forms are updated with accession number.

7. The Accession Register captures data such as Accession No., Date of Purchase, Purchased for which department (i.e. department Name), Supplier's Name & Invoice No., Price, Name of the Author, title of the book, publisher Name, Edition No. & Year & Remarks etc
8. The due date slip is pasted on the backside of the book.

Library Audit:

1. An annual stock audit will be done along with a compliance check on policies and procedures.
2. Annual audit may be scheduled at the end of the Academic year.
3. Audit team shall be constituted by the principal comprising of 1 senior faculty member while the audit report will be submitted to the principal and to the library committee.
4. Audit scope will include the following
   a. Stock
   b. Maintenance of library resources
   c. Registers and other records.

Library Working Hours:

Library will be kept open from 08:00 am to 08:00 pm on all working days per Academic calendar.

Issue/Return/Renewal Policy:

A Faculty, Staff and student shall possess books and periodicals for a period. It is the responsibility of the user to safeguard the books until it is returned.

Procedures:
1. Books and Periodicals must be returned on or before the renewal date to avoid fines.
2. User must present his/her ID card for Issue/Return/Renewal. Books are issued for a period of 14 days.
3. **Issue limits:** Students: A maximum of 5 books, Professor: A maximum of 10 books
4. Periodicals, dictionaries, and other reference books are for reference only and not for issue
5. Clearance form for issuing Hall tickets is based on no fine due
6. If the book gets damaged, the borrower is responsible for replacing it within one week at the same or higher edition along with fine due.

LATE FEE: A fine of Rs.1 will be imposed per day for non-renewal/return of books to be library as per due date

Weeding out:
The process of identification of materials to be discarded is an important ongoing part of the collection. The Librarian will examine the collection periodically to identify outdated and deteriorating materials that need to be replaced or removed from the collection. The materials that are damaged beyond repair shall be removed from the collection by the approval of Library committee.
The following classes of materials will be considered for weeding from the collection:
   a. Outdated material
   b. Superseded editions
   c. Badly damaged materials

Digital Library Use Policy:
1. KVIM library is Wi-Fi enabled and the computer section is equipped with internet connectivity where Students and faculty shall access digital resources subscribed by the Institution.
2. KVIM Library Subscribes e-journals, e-books, e – Articles and it regularly adds new resources to the collection for the benefits and easy access to all the users.
3. The library provides personalized referral services from various source like DELNET etc
4. Visiting illegal sites, social media or gaming sites and downloading of undesirable e- resources not be permitted and will be penalized based on the violation.

Library Maintenance:
1. The books and journals shall be examined for repair, or replacement at the end of each academic year
2. Any book in torn or damaged condition will be sent for repair and binding.
3. Books in the library to be kept safe from RAIN, FIRE, DUST, INSECT, etc

HOSTEL

HOSTEL ADMISSION

Intent to gain admission to the hostel is received as a part of the admission application. The student seeking hostel admission must give an undertaking in writing that he will abide the rules and regulations of the hostel. This should be endorsed by the parent / guardian in writing.

Membership ceases automatically at the end of each academic year. Students who are desirous of returning to the hostel have to express intent for re-admission along with undertaking in writing that he will abide the rules and regulations of the hostel. This should be endorsed by the parent / guardian in writing. The warden reserves the right to accept or reject the request based on the student's prior behavior at the hostel. The decision of the warden will be reviewed and approved by Principal and the same stands final.

HOSTEL ADMINISTRATION:

The hostels are under the direct control of the Principal. A Warden will be deputed for Every hostel to monitor the students residing.

HOSTEL MESS AND MESS BILL:

1. The Hostel Mess is managed by the Institution with private entity running the same with restrictions on Price, Quality and Quantity fixed on the student.
2. The Mess bill/amount is calculated per-day basis that the student is entitled to consume food.
3. Leave and exception policy on the Mess bill will be prescribed by the Institution on the start of the academic year and the same will be notified to respective people associated with the same. Food coordinators deputed from students and wardens ensure the Quality and Quantity of Food served to students and on any discrepancy the issue is forwarded through ticketing system to the Management and Principal.
4. Mess bill/Amount will be calculated per month and put up on the notice board for students to pay on or before the prescribed date mentioned in the mess bill.

GENERAL RULES AND REGULATIONS:

1. The students should only stay in allotted rooms. The furniture in the room should not be removed or moved out. The inmates should always keep the room, bath, and toilets neat and clean at all times. Wastes must be thrown in the dust bins. Use of induction stoves or any additional facilities on their own is prohibited.
2. Visitors (Non-hostel students, parents, outsiders, relatives, friends, any acquaintances) are NOT allowed inside the hostel.
3. Ragging in any form is prohibited and those who violate will be expelled from the institution and action (as per government rules) will be initiated. On April first, fooling of any sort is not permitted in the hostel / College. Any violation will be seriously dealt with.
4. Any form of gambling is strictly prohibited in the hostel premises.
5. Smoking, drinking, playing cards, playing audio & video, discussing politics and religion, writing or marking on the walls or posting posters etc., are prohibited in the hostel premises.
6. Students who are (i) guilty of rude language towards the staff of the hostel (ii) assault or attempt to assault the staff or fellow students of the institution or hostel will be expelled from the institution.

7. No students should stay in the Hostel during the college working hours without the permission of the Warden /Principal.
8. Apart from the above rules, other rules framed by the hostel authorities from time to time should also be followed strictly.
9. Students are not permitted to play outdoor games inside the hostel premises.
10. Students should lock their rooms with their own locks and switch off the lights and fans before they leave. The windows and doors must be kept locked to avoid possible thefts for which Institution holds no responsibility.
11. Students should follow the mess timings as per the schedule put up it the Notice Board from time to time.
12. Under no circumstances the students should carry mess utensils or food stuff outside the dining hall or share the food served to others without approval.
13. Room rent once paid will not be refunded.
14. If there is any damage to the property in the corridor, the inmates in that wing of the hostel will be charged twice the cost for the damage in addition to the penalty.
15. Cleanliness in the mess and in the hostel area has to be maintained.
16. Food wastage must be avoided at all cost.
17. Students are not allowed to enter the Kitchen area. However, complaints, if any, can be reported to the Warden or to the Grievance/Ticketing system in the ERP.
18. Food will not be served in the rooms without the prior permission of the warden.
19. Dues from the previous year must be cleared before allotment of rooms for the following year.
20. If students leave the hostel without permission, the hostel authorities are not responsible for the outcome. Heavy penalty will be imposed on them. If they repeat such mistakes, they will be expelled from the hostel.
21. The students are advised to keep money, jewelry, or any other costly things safe in their rooms. The hostel authorities are not responsible for any losses.
22. If a student is suspended from the college due to some disciplinary action, he/she will be automatically suspended from the hostel. Readmission to the hostel may not be accepted.
23. Regarding the interpretation of the hostel rules and regulations, decision of the warden/Principal will be final.
24. Concerns related to maintenance or non-functioning of utilities must be raised as a TICKET under GRIEVANCE TAB in the PORTAL.KVIMIS.CO.IN. Extended delay (of more than 5 days) in resolving an issue may be escalated to the Warden and then to the principal.
25. Students are responsible for safe return of items given for use at the beginning of the term and are solely responsible for maintaining them. Any loss will be recovered as a breakage fee.
26. Students should follow any other emergency or new guidelines imposed from any time for various reasons such as safety, cleanliness, discipline etc
27. The use of the generator during Semester Exams will not be billed whereas on the other days based on the request from all hostels it will be billed as part of the mess bill on a run hour divided basis.
28. Wash area is to be used only until 10pm. Usage of TV/ lights disturbing others after 10pm is not allowed.
29. Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities undertaking of good conduct and observing accepted norms of behavior.
30. Management Representatives/Wardens/Principal are empowered to check the hostel rooms at any time and the equipment/materials. In the case of ladies hostels, inspection will be carried out in the presence of the ladies hostel warden.
31. If students are facing any difficulty adjusting with the roommate and unable to resolve the issue, the

matter must be reported to the warden/principal immediately.

32. No student is allowed to use any sort of narcotics. Any student found involved in the use or possession of narcotics will be expelled from the hostels in addition to other disciplinary, legal and penal action.
33. Two wheelers/Cars are not permitted in the hostel premises.
34. Cooking in hostel room is not permitted.
35. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution is unacceptable and may lead to severe disciplinary action up to expulsion from the hostel & College along with legal and penal action.

Outing:

1. Due permissions should be availed for Outing, OD and Residency exits from the hostel.
Denial is also possible by the management.
2. Students going for the outing should return to the hostel before 6.30 pm - (GIRLS) 9.00 pm - (BOYS). Any delay must be communicated to the warden in advance. On repetitive late coming, action would be taken.
3. Students going to their hometown must return before 7 pm or after 5 am - (GIRLS) before
9.00 pm or after 5 am - (BOYS). Institution will not be responsible for any issues during the time of transit and late coming to hostel will not be entertained.
4. Parents must ensure the travel plans of students during their visit home, so that they reach the hostel on time.
5. Students returning from outing/ residency and OD should update their status of in-time in the hostel biometric system.
6. Students must provide their genuine reasons while applying for permission for outing/ residency. If any such wrong act is found, strict action would be taken, even leading to dismissal of the students from the hostel.

Attendance:

7. Students should register their attendance twice a day. Morning before leaving the hostel, and night at 8.00 when they enter the hostel after dinner. Attendance would be in the form of Biometric. When there are network issues, students will have to register their attendance to the warden in person by 8.15pm.

Internet:

8. Internet usage at all the times must be related to academics. Violations will lead to access revocation up to dismissal from the hostel.

Parents Notification:

Parents should notify whether their Son/Daughter has to be permitted for Outing/ Residency/ OD Only on their notification by call to Warden from the registered phone number given during the time of admission or Permitted at all times as and when Son/Daughter wishes to go.

Emergency Procedures:

9. On any emergency, the procedure published must be always followed. Students with emergency health issues - Should call warden and notify illness immediately. In the absence or if warden could not be reached call and notify Principal, in the absence or if Principal could not be reached call and notify Management.
10. The following EMERGENCY procedures are meant to be followed by those who stay at KVIM Hostel. The treatment recommended in this process will be a temporary cure while the students must look for a permanent cure with their family doctors/ family suggested doctors/in their native with the

knowledge of their parents:

Step 1: Notify respective Warden/Principal/Management about the emergency:
Warden/Principal/Management: Quickly notify the parent or guardian and update them of the situation

Step 2: Use College Vehicle or Book up a Cab to go to hospital: Royal Cabs (Kurumbapalayam): 9003964265
Pradeep (Kurumbapalayam): 9894350610 Selva (SNS Tech): 9751156463
OLA: Download the ola app and book for the cab
REDTAXI: 04224567890

Step 3: Hospital to visit with the help of the Warden:
KMCH Hospital - Kovilpalayam - +91-422-2654278 / 2653833, Mobile :+91 7708433399
Kumaran Hospital – Kurumbapalayam - +91 94872 26644, +91 422 - 2226222 Dr.Raja Hospital – Kovilpalayam - 076393 03344

Step 4: Note down the hospital procedures undertaken with the warden/ Principal/ Management:
Note down and share the temporary procedures/treatment that has been undertaken in the hospital for further follow ups.

Step 5: Temporary Treatment Procedures:

Every student must follow the temporary treatment suggested by the hospital until they reach their native/parents or until the parents reach the hospital for further treatment advise.
When a student is unable to decide, his/her parents will be reached out for decisions and if they are unable to, the Principal and Management will take the necessary steps per the advise from the doctors on behalf of the student.

Vacating Hostel:
11.   Whenever a student wishes to vacate the hostel, he/ she will be permitted only at the end of academic year. On Special cases he/she can submit a request in writing. On approval of warden and principal the student can vacate the hostel by submitting a clearance form by returning all the belongings. Fee paid towards hostel will not be refunded on such scenarios

NOTE:
Residents are required to adhere to the rules and regulations. Ignorance of the rules will not be accepted as an excuse. Violation of rules and regulations will be viewed seriously.

COMPUTER LABORATORY

Policy Statement:
ICT policy ensures the availability of laboratory and ICT resources across the campus to all users. The primary objective is to keep the ICT devices available and performing at its best when in use. Various procedures, rules and regulations are in place to ensure successful implementation of the policy.

ICT and LAB USE Rules and Regulations:
1. Users are required to register on the facial reader devices and physical register (when the other is not available) at the entry and exit of the laboratory.
2. Footwear, food items and any other personal items must be kept outside the laboratory.
3. Entry to the server room is restricted and limited to the System Administrator.
4. Laboratory Usage Is Restricted only for Academic Purposes.
5. Maintain Decorum while inside the Lab.
6. Dress Appropriately - No Trousers/Night Dresses Allowed on All Days.
7. Installation of software on desktops meant for student use is restricted. Special requests may be made to the System Administrator through tickets.
8. Wearing of ID card in a visible spot is mandatory.
9. Do Not Open Windows in the server room or laboratory. Close windows at the end of the day in office spaces where there is one or more ICT device (Desktop, switch, router, printer etc).
10. Follow instructions when you have the need to use the AC.
11. Keep your workspace clean when leaving the Lab (Keep Chairs, Keyboard, Mouse and Monitor Proper Place).
12. No Loud Music and Speakers are allowed in the Lab. Headphones will be provided on need.
13. Turn off Computers and switches before You Leave.
14. Don't Unplug any wires without prior approval (LAN, Keyboard, Mouse, Monitor and Etc..,)
15. If You are the last person to leave:
    a. Turn Lights/Ac/Pc/Monitor Off.
    b. Keys Must Be Submitted To the Security and update the System Admin.
16. Laboratory is Monitored Using Cameras, Breakages will be charged back to the Student or to all the users in that hour.
17. **Lab Use Hours:** 9:00am To 5.00pm on All Working Days – Faculty Assistance Is Mandatory.
    5.00pm To 8:00pm – Lab Admin Assistance Is Mandatory.
    Special Request - On Holidays – Lab can be accessed with due approval.

ICT Purchase Policy:

1. Identification of Materials required to be purchased on an annual basis will be based on the following considerations:
   a. Strategic decisions to upgrade or deploy new infrastructure.
   b. Relevance to the instructional needs of the faculty.
   c. Text and Reference books per the Regulations from the Anna University.
   d. Upgrades to existing infrastructure to improve efficiency of the overall IT Infrastructure.
   e. Condemnation of equipment due to various reasons per the condemnation policy.
   f. Upgrades recommended when the cost of repair goes higher than the purchase price of an alternate item.

Purchase Procedure:
1. A ticket is used as the primary starting point for any requirement. The system admin compiles the requirements and submits for principal and management approval.
2. Once an approval is received in the ticket, a quote request is sent to the vendor with priority given to the vendors with a standing MoU. A primary vendor will be identified for all ICT purchases and maintenance and those items not available with the vendor will be sourced from outside. Those sourced outside will require comparative quotes for approval.
3. On receipt of material, the System Administrator/ Infrastructure Admin will validate the specifications to order placed and update the physical and digital registers before use.
4. The new system will require an asset tag to be printed and pasted on the devices.
5. Requests for upgrades will be strategic or performance related and approved by the appropriate committee.
6.

Laboratory Operations:
Annual budget prepared and submitted to include:
a. **Statutory** related expenses towards purchase and maintenance of ICT Infrastructure driven primarily based on the AICTE and Anna University norms.
b. Expenses due to **Condemnation** of Infrastructure with direction from the condemnation committee.
a. The process of identification of materials to be discarded/condemned is an important ongoing part of the ICT operation.
c. **Strategic** purchases to keep up with the ever-growing demand for cutting edge facilities for the stakeholders.

ICT Audit:
1. An annual stock audit will be done along with a compliance check on policies and procedures.
2. Annual audit may be scheduled at the end of the Academic year.
3. **Audit team** shall be constituted by the principal comprising of 1 senior faculty member while the audit report will be submitted to the principal.
4. **Audit scope** will include the following
   - Physical Stock
   - Registers and other records.

Laboratory Working Hours:
Laboratory will be kept open from 08:00 am to 06:00 pm on all working days per the Academic calendar.

Issue/Return Policy:
A Faculty shall possess ICT devices like laptop for a period based on prior request through ticketing and approval from their supervisor. It is the responsibility of the borrower to safeguard the equipment until it is returned. If the device gets damaged, the borrower is responsible for replacing it within one week at the same or higher model.

Maintenance Policy:
The Availability policy for ICT infrastructure ensures that the ICT devices are available and works whenever it is required.
Maintenance of ICT infrastructure is periodic and managed through the ticketing system. Apart from the adhoc requests for servicing of the equipment from various stake holders, there is a periodic check of the ICT devices to ensure its working. All issues identified are resolved at the earliest possible time.

MAINTENANCE PROCEDURE FOR COMPUTERS:

1. Preventive Maintenance: To ensure the operation of the computers and networks, monthly health checks for desktops and network infrastructure are done by the INFRA team. Exceptions identified are sorted out shortly internally or through external support.
2. Checks Performed: Windows license, antivirus license and updates, installed software etc.
3. System and Network Complaints: Handled through the GRIEVANCE TICKETING system with tickets routed to INFRA group.
4. Annual stock verification: It is performed at the end of every academic year.

CONDEMNATION POLICY

Various items purchased by the Institution become Unserviceable or obsolete of beyond economical repair or damaged such goods are classified as surplus goods for condemnation. Such disposal of surplus goods should be disposed through destined processes and to avoid inventory carrying cost and decrease resale price of those goods etc. The aim of this policy is develop and implement strategies for the effective maintenance of the institute's infrastructure and other related facilities and to keep it current.

Covered Assets:

Server, Desktop, Printer, UPS, Batteries, Laptop, Modems, Switches, Routers, Technical books and manuals pertaining to hardware being condemned, Mouse, Keyboards, Network Hubs/Switches, LAN cables, Cameras, Projectors, Furniture spares, Chairs, Air conditioner etc.

Accounting of Assets:

The concerned in charges will maintain a stock register with the complete accounting of assets held in the Institution with necessary details. The Stock register should contain the history from induction to disposal.

Disposal:

Once the equipment has been condemned it will be removed from office use and kept it in the area allocated for scrapped equipment. Institution will also ensure removal of service and inventory labels from such equipment. All the data and operating system must be removed after taking proper backup. Such equipment shall be disposed off and handed over to a e-waste management company.

STUDENTS CODE OF CONDUCT

Students are required to comply with the rules and regulations set forth by the institution. Disciplinary measures may be taken by the institution if any student breaches these rules. It is advised that students adhere to the code of conduct and fulfill their responsibilities as students. The following rules must be observed:

Students must wear their identity cards while in the campus and must be visible.

DRESS CODE:
1. Students must always wear formal outfit except on
   a. Saturdays – Must wear the College T-Shirt
   b. Mondays and Fridays – Must wear the professional outfit from the college (blazers)
2. Shirts bearing pictures, printed matters, Casual/Sportive Jeans (Multi-Pockets with stripes in fading color) and torn outfits of any sort are prohibited.
3. Must maintain clean shave with a professional haircut, hair coloring is prohibited.
4. KVIM is a pollution free zone – air and noise pollution must be avoided.
5. Vehicles causing noise pollution are prohibited from entering the campus. KVIM Cares about the safety of the students where wearing a helmet is always mandated while leaving the campus.
6. Use of mobile phones is prohibited during class hours. Loud sounds that cause distraction to the academic progress must be avoided.
7. Students are expected to stay informed by reading notices /circulars displayed on the notice boards, Portal/ERP and Emails multiple times daily.
8. Respect for the rights and opinions of others is a fundamental principle that all students should uphold.
9. Students should maintain dignity, decency, order, calmness both in the campus and outside the campus
10. Respect for the rights and opinions of others is a fundamental principle that all students should uphold.
11. Students are prohibited in circulating, commenting, and spreading of matters that will hurt the dignity or reputation of the Institution (Management, Student, Faculty, and Staff) or Individual Interest (Public) and it is subject to legal and penal action. The institution's image should be upheld by all students through standards of dress, general courtesy, and other relevant aspects.
12. The campus environment is a professional space where professional behavior and treatment is expected from every student.

PROHIBITED ITEMS:
Using, possessing or distribution of drugs, tobacco, cool lips, liquor and any other banned substances are strictly prohibited and are subject to legal and penal action.

ACADEMIC USE:
Campus facilities are meant for academic delivery and student specific use. Unauthorized use or misuse of the facilities at the campus, including computers, library etc, will result in disciplinary and penalizing action.

ATTENDANCE:
Attendance is marked for each hour at the start of the class. Leave requests must be approved by the advisor in advance with valid reasons. If absent due to medical reasons, the student must produce a Medical Certificate from a Government approved, Registered Medical Practitioner. In order to be eligible for University examinations, a student must achieve a minimum attendance of 75% in each of the course/subject in order to be eligible to appear for the end semester exams.

ANTI RAGGING:
Students are prohibited from engaging in any form of ragging, acts of violence, any form of sexual harassment etc. will lead to penal action in accordance with the guidelines of the Supreme Court or any other competent authority.

VIOLATIONS:

Violations of code of conduct by Student/s are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Suspension, Termination from the program etc or any other action as per the Competent Authority.

GUIDELINES:
Students are advised to report 10 minutes before the commencement of the class hour

HUMAN RESOURCE MANAGEMENT

All staff members must be always treated professionally. Its individual's responsibility to recognize and help others to maximize on the positives and help each other to correct their negatives. Distractions in any form to a peer's work effort will not be tolerated.
Employees must submit their original documents on the date of joining for verification purposes.

Daily status reports MUST reflect the work performed on a given day. Status Reports to be emailed to the Lead and Head Business Operations before the end of the day. Sending your status report daily is critical. You will be marked "absent on loss of pay" if your status is not received before you punch out that day. HR department at hr@kvimis.co.in must be copied on your status reports.

EQUAL EMPLOYMENT OPPORTUNITY POLICY:
KVIM recognizes the essential contribution a diverse community of students, faculty, and staff makes to the advancement of its goals and ideals in an atmosphere of respect for one another and for the Institutions mission. Accordingly, KVIM commits itself to maintaining a welcoming environment for all people and extends its welcome to those who may be vulnerable to discrimination based on their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.

ABSENCES AND LATENESS

An employee who must be absent from work is expected to notify his or her supervisor as soon as possible, and to keep the supervisor regularly informed if the absence continues for two days or more. In a similar manner, employees should call their supervisors if they are going to be late for work.

ATTENDANCE
IN AND OUT PUNCH- Employees must sign-in at the facial reader machine at the start/end of the workday or lunch session. Your break time including phone calls, breakfast, lunch etc require you to punch out and in. Lunch hour is 30mins across all areas. 8 continuous hours of work will not be accepted as full workday unless it is 9hrs (including break time). Break time cannot be accrued or compensated. Exceptions must be reported to the HR or business head/management immediately. Delays in signing-in will lead to a (LoP) leave marked with loss of pay irrespective of the accrued leave available. Scheduled leave notices must be approved by Lead/Head of Operations and Management within 2 business days for it to be considered as scheduled leave and handed over to HR department.

WELLNESS
KVIM has multiple policies in place for the wellness of the employee to be at their best when delivering in the classroom.

CASUAL LEAVE: KVIM ensures the employees are given the time for personal purposes. An annual leave of 12 days excluding holidays declared on the academic calendar can be availed. Leave days must be accrued at 1 day per full month of service before it is availed and considered as loss of pay otherwise.

PERMISSIONS: Three permissions are allowed in a calendar month. UN-availed permissions will expire on the last day of the month.

LEAVE/PERMISSION APPROVAL: All permissions and leave requests must go through Team Lead, HR and management for final approval and the requests must be submitted at the earliest to the HR department. All unapproved leave will lead to loss of pay. Any requests/slips received after the date of permission/leave will be considered as Leave on Loss of Pay. Late notifications will impact performance reviews.

RIGHT TO MEDICAL EXAMINATION: KVIM reserves the right to request a medical examination or doctor's certificate during or following an illness.

UN SCHEDULED LEAVE: Leave without prior notice or approval or no-show that exceeds 3 days will lead to automatic termination of employment and all benefits. However, the employee must adhere to proper relieving procedures and pay fines and dues per policy. Failing to do so within 1month from the no-show date, the employee will not be entitled for positive work reference in the future and all documents pertaining to the employee will be archived/destroyed at the choice of the Institution and the employee agrees to sever the right for claim the same in future.

CONFIDENTIALITY

1. Employees are REQUIRED to keep all information such as news/tips/education model/student information or anything that may deemed to be confidential and not share(in any form) with anyone.
2. Salary/revisions/feedback information must always be kept confidential and cannot be shared with anyone. Such violations will lead to legal action and up to termination. Signing the NON-Disclosure and NON Compete agreement is mandated in order to join KVIM.

OFFICIAL FACILITY USE POLICY:
KVIM provides access to the Internet, phones, computing devices for teaching and learning activities related to KVIM only and cannot be misused.
1. Internet access is monitored. Visiting websites outside of business use must be avoided.
2. Use of office computers, phone, internet, Stationeries etc must strictly be business related.
3. Use of other people's computers must be always avoided. Do not install unapproved software on your computer. Seek the help of system administrator or development head for any software installation however simple it may be.
4. OFFICIAL Cell phones- Employees are given cell phones for official calling from time to time and those phones must be used for official activity only. Calls are monitored and any use

outside of official calls will require payment of a full monthly bill in full or part to the Institution. When an employee loses a device, it is his/her responsibility to replace it in the same condition.

WORK PLACE PERFORMANCE

Employees must always deliver their best to ensure the best academic delivery.
1. Sloppiness at the workplace or failure to reflect the fact/truth cannot be tolerated. Unethical activities when observed must be escalated up to management immediately.
2. Distractions and personal phone calls must be avoided during office hours. Phones must be kept in the CUBBY at all time - other than break times. Phone consultations to any entity, either existing or old customers or others without management approval or outside of established support protocols will lead to immediate termination and possible legal action.

PERFORMANCE: The organization will derive its annual revisions and promotions based on individual performance. Annual performance appraisals will be based on the following criteria:
1. Attitude shown towards customer service
2. Attitude shown towards new projects and tasks
3. Successful completion of projects on time and without bugs over the year
4. Number of repeat issues with projects and/or tickets worked
5. Goals of learning set and how much it was met over the year
6. Maintaining work hours, NOT be a clock watcher, timely planning and completion of tasks
7. Trust in which projects can be assigned without worry of not completing on time
8. Ability to work with others in team
9. Not doing any other activity that will hurt the overall harmony of the work environment

The organization is performance driven and the inability of an employee to meet expectation (work place, work quality, workplace standards and policies etc) will lead to corrective action and if not corrected, may lead up to termination with or without notice.

NON-PERFORMANCE: If an employee deliberately attempts to perform poor with an intent to be terminated is unacceptable. However, the employee agrees to adhere to proper relieving procedures and pay fines and dues per policy.

Employment Beyond KVIM:

The job at KVIM must be the primary job. Undertaking any work from outside during this time will impact on your performance here and is unacceptable. Taking up work outside of office hours must be reported to supervisor and management before taking up such a role. Violations will lead to immediate termination.

HOURS OF WORK

Full-time employees/faculty/administrative positions are expected to work on all working days marked in the Academic calendar. However, additional hours may be necessary to satisfactorily fulfill the requirements of a job.

In addition to one unpaid lunch break of 30minutes, employees are entitled to a 15-minute break or rest period for each half day worked. Breaks must not be used for late arrival or early departure and must be scheduled by the supervisor.

Flexible work schedules will be approved to be consistent with the needs of the employees and, most importantly, the needs of the work unit. Of course, every office or work unit has different time demands, and every position has unique responsibilities that may or may not be suitable for a flexible work schedule. As a result, the responsibility for recommending a flexible work schedule rests with the supervisor.

EMPLOYEE RESIGNATION/NOTICE
KVIM ensures that the Academic delivery is undeterred when an employee leaves.

1. Institution follows a strict policy on resignations to ensure an uninterrupted operation. In lieu of that, Employees are required to submit a resignation 3months in advance (called the notice period) and are required to follow the policies on "Performance during Notice Period". Those who resign their jobs without a 3-month notice are required to pay 3- month salary towards loss compensation to the Institution. In such a situation, any expense/compensation in terms of money or materials or hours invested by the Institution must be refunded by the employee. Relieving dates may vary based on Individual situation.
2. Resignation notices require an acknowledgement (if emailed) or by submission of a physical hard copy that is accepted and signed by HR for start of the notice period. Resignation notices must be on the current date.
3. The Relieving letter, as a part of the organization's resignation process, is received and approved based on successful completion of formalities of relieving.
4. All benefits such as insurance cease to exist from the date of resignation or the last reported day (whichever comes first). Accrued leave, if any, will not be reimbursed in cash. If there is a PF account with the Institution, it will be discharged.

PERFORMANCE DURING NOTICE PERIOD: Employee expectations during the notice period is as follows:

1. Individual Performance must remain at the highest levels and continue to follow all Institution policies.
2. Unscheduled absences will be directly treated as loss of pay and absent days must be compensated for before the last working day.
3. Must be Willing to Contribute to fill the gaps/requirements outside of the current responsibilities.
4. Travel Reimbursements/Gratuities, if any, should be filed before the notice period is over.
5. Beyond which, it will be summarily rejected.

6. The employee is expected to submit all the Institution's assets including but not limited to any technological gadgets, Institution credit cards, vehicle, identity card etc. before being relieved. Any conduct contrary to this rule may halt/abort your termination process.
7. Deliberately not showing progress in work or not performing with any intention is strictly prohibited.
8. Shall not create a hostile or unpleasant environment at work.

9. Not showing up to work will hurt the relieving process.
10. Not serving the 3 months of notice period will hurt the relieving process.

11. Shall not Intimidate the work system or retaliate against the Institution.

12. Shall not indulge in unorthodox actions to frustrate the employer.

13. In case of proven misconduct, the Institution shall have the right to terminate the services of the employee by giving prior notice and issue notices of what is due that the employee agrees to pay.
14. The employee is not allowed to take any leave during the Notice Period. In exceptional cases (medical or other exigency), the employee may be allowed to avail PL or CL, with prior approval from the supervisor. In that case the last working date will be extended by number of leaves availed based on the discretion of the Manager.
15. Leave accrual during this period can be availed only when the employee gainfully works (n-1) days in the calendar month.
16. Continue to maintain the work culture of the Institution across the stake holders.
17. Utilization of Time and resources is expected for the Institution approved activities only.
18. To enhance employee satisfaction, the human resource team may conduct an exit interview.

19. Cooperation and honest feedback are expected.
20. Violations in performance during the notice period- The Institution may resort to one or more of the following actions:
    a) Enforce payment of 3month salary by giving a notice.
    b) Not provide a Relieving letter and/or Experience letter.
    c) Not providing the Pay slips.
    d) Provide Negative feedback for future references from other employers.
    e) Initiate Legal action.

Post Employment

1. All materials and regulatory records held by the employee must be submitted to the Institution.
2. Employees agree to not share Institutional information that are deemed to be confidential for a period of 2years.
3. After relieving, employees should not disturb or convince to join another Institution or misguide any existing employees.
4. Employees cannot join an immediate competitor for a period of 5years from the last date of employment.

SUPER SPECIALIZATION

1. Super Specialization is offered in three phases, Basic, Intermediate and Advanced

2. Super specialization is mandatory for all the students where students must undergo the basic in Semester I, Intermediate in Semester II and Advanced in Semester III.

3. Basic and Intermediate Super Specialisations will be handled by Faculty members and Advanced Super Specialisation is offered by Industry experts on the area of specialization.

4. Class Schedule should be maintained by the department to handle the classes.

5. The duration of the super speicalisation is 4 hours.

6. Faculty member will be allotted for each course and for advanced level experts from industry will be invited.

7. Attendance should be maintained duly signed by the staff in-charge.

8. An Assignment must be given to the students after the completion of each super specialization courses and students must submit the assignments to the concerned faculty.

1. Collect feedback from the students.

2. Maintain a separate file in the department for the conduct of super specializations for each academic year in the following order:

   a. Preamble
   b. Proposal for conducting the Course
        i. Title of the Course
       ii. Objectives
      iii. Target Audience
       iv. Resource Person Profile
        v. Syllabus (Course Objective and Course Outcome)
   c. Schedule of Classes / Time Table
   d. List of candidates Registered (Name, contact No. Email id and Signature)
   e. Attendance based on time table (Signature of the candidate)
   f. Report with Photograph
   g. Assessment Sheet
   h. Sample Assignment or Exam
   i. Feedback with Analysis (Chart)

BRIDGE COURSES

1. A Bridge course should be conducted for Accounting and Quantitative courses.

2. Need to frame an appropriate syllabus to bridge the gap between the known and unknown.

3. The classes for the Bridge courses should be scheduled in the first month of the first semester.

4. Separate time table should be maintained to handle the classes.

5. Attendance should be maintained duly signed by the staff in-charge and Director.

6. Collect feedback from the students.

7. Maintain a separate file in the department for the conduct of Bridge course for each academic year in the following order:

   a. Circular with schedule for Bridge courses

   b. Syllabus of each bridge course

   c. Students Name List

   d. Attendance

   e. Feedback

INTERNSHIP

1. Students must take up a mandatory Internship training within the duration of the programme as specified in the Anna University Curriculum.

2. Students can undergo the internship at any reputed Institute/Industry/Training centre/Institutes of National Importance/NGO/Startup/Business firm

3. The duration of the Internship should be 4 weeks as per curriculum.

4. Allot a mentor for the students.

5. This program is divided into two segments, each for two weeks,
   a. **Segment 1: Simulation Training with AIMA-Bizlab**
   b. **Segment 2: Real-World Internship Experience**

6. Students should get the permission letter from the organization to take up the 2nd segment of the internship and submit the same to the mentor/guide /supervisor

7. A mentor-mentee meeting should take place weekly once to discuss about the learing.

8. The institute should maintain a continuous progress report for the internship.

9. An internship completion certificate received from the organization along with the report must be submitted to the mentor after completion of the Training.

10. The Mentor should forward the report and certificate to the Director Academics.

11. A vivo voce should be conducted as per the curriculum and the students to make presentation about the Internship Training.

12. The statement of marks allotted for the internship should be submitted to the University.

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                    ┌─────────────────────────┐
                    │ Individual Presentation │
                    │      (25 Marks)         │
                    └─────────────────────────┘
  Internship        ┌─────────────────────────┐
  (100 Marks)  ─────│   Team Presentation     │
                    │      (25Marks)          │
                    └─────────────────────────┘
                    ┌─────────────────────────┐
                    │      Viva voce          │
                    │      (50 Marks)         │
                    └─────────────────────────┘
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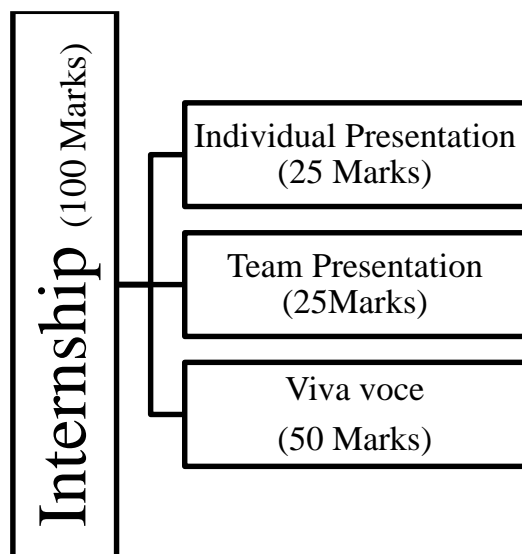
EXTENSION/ OUTREACH ACTIVITY

1. Convene Department meetings to discuss about the preparatory works of Extension/ Outreach activity and finalize the following:
   a. Date and venue
   b. Organizing secretaries
   c. Organizing committee
   d. Allotment of works
   e. Budget
   f. Target Audience
2. Seek the permission in writing from the organization or administrators, to carry out the activity.
3. Get the approval from the Principal through proper channel in writing well in advance.
4. Prepare the invitation/Brochure/ Programme schedule and submit to the Principal for approval
5. A copy of the same must be sent for wide publicity and also circulate internally.
6. Carry out the activity as per the plan.
7. Collect the Feedback from the target audience.
8. The Report along with Geo tagged photographs of the programme must be submitted to the IQAC within a week after the end of the programme.

Report Format

S.No.	Type of Activity	Place	Date	Resource Person	No. of Beneficiaries	Outcome

Documents to be prepared and filed

1. Preamble
2. Proposal for conducting the event
   a. Title of the Event
   b. Objectives

      c. Target Audience
      d. Guest / Resource Person Profile
      e. Date, Time and Venue
      f. Proposed Budget

3. Invitation
4. Partners / co organizer's letter (In case Joint event like extension or outreach)
5. Programme Agenda
6. Report with Photograph
7. Feedback with Analysis (Chart)
8. Newspaper Copy for Engagement and Write-up (If Applicable)
9. Letter for completion / Appreciation letter (In case Joint event like extension or outreach)

ORGANIZING SEMINAR / WEBINAR, GUEST LECTURES, FDP /MDP ETC.,

1. Convene Department meeting(s) for discussion on organising seminar/conference/workshop/symposium/colloquium/webinar/hands on training/guest lecturers/lectures and finalize the following:

   a. Date and venue
   b. Coordinators
   c. Organizing committee
   d. List of Resource person(s)
   e. Target Audience
   f. Registration fee
   g. Tentative Budget

2. Get the approval for the conduct of the programme from the Principal through proper channel in writing well in advance.

3. Submit proposals for financial assistance/partial financial assistance to the various funding agencies, if necessary.

4. Prepare the invite letter duly signed by the Principal and send to the resource persons.

5. Prepare the invitation/Brochure/ Programme schedule and submit to the principal for approval and circulate to the Resource person and participants well in advance.

6. A copy of the same must be sent for wide publicity and also circulate internally.

7. Feedback must be collected from the target audience and analyzed and a report should be prepared.

8. The Report along with Geo tagged photographs of the programme must be submitted to the IQAC within a week after the end of the programme

9. Report of the programme must be sent for publishing in the Newspapers after getting approval from the authorities concerned.

10. The Income and Expenditure statement, Utilization certificate (if programme is supported by funding agency) must be prepared by the Organizing secretaries and the same must be submitted on time.

Format for the Submission of the Report to IQAC

1. Preamble

2. Proposal for conducting the event
    a. Title of the Event
    b. Objectives
    c. Target Audience
    d. Guest / Resource Person Profile
    e. Date, Time and Venue
    f. Proposed Budget
3. Invitation
4. Partners / co organizer's letter (In case Joint event like extension or outreach)
5. List of Registration
6. Programme Agenda
7. List of Participants with Attendance
8. Report with Photograph
9. Feedback with Analysis (Chart)
10. Newspaper Copy for Engagement and Write-up (If Applicable)
11. Letter for completion / Appreciation letter (In case Joint event like extension or outreach)
12. Outcome of the Event
13. Sample Certificate
14. Visitors note

CONDUCT OF MEETING

Agenda/circular for Department Meeting

There will be a staff meeting on ------------ at ------am/ p.m. in the_____ _____
Kindly attend.

AGENDA:
1. Review of actions proposed during last review meeting and current status.
2. Review of Quality of Service and Service Delivery:
   ❖ Coverage of portions of the syllabus
   ❖ Unique cases of student's absenteeism.
   ❖ Other matters related to the curriculum and the academic calendar.
3. Review of suggestions, requests or complaints
4. Proposal of corrections and corrective actions
5. Assigning responsibilities and target dates and recording them
6. Any other

Chairman

Format for Minutes Recording:

TITLE OF THE COMMITTEE

Date of the meeting
Venue
Chair Person

Points Discussed in the Meeting

S.No	Agenda	Description	Staff Incharge(s)	Target Date	Remarks

S.No	Name of the Staff with Designation	Signature

BOOSTER CLASS & REMEDIAL CLASS

Booster Class

1. Identify the advanced learners from their academic records.

2. Conduct a Booster class weekly twice with the extra topic beyond the syllabus to get excel in the academics.

3. Motivate them to participate in interactive activities like debates, group discussion and also in various cultural, extra-curricular and research competitions in and out of the college.

4. Boost the Students to enroll in more number of SWAYAM Courses.

5. Promote them in peer learning.

6. Maintain a separate attendance for the students with the following details:

S.No.	Name of the Student	Register No.	Class	Topics Covered	Outcome	Signature of the staff

Remedial Class

1. Identify the slow learners from the class.

2. Educate and guide the slow learners to improve subject knowledge by providing Question Banks and e-contents to go aligned with their peers.

3. Provide Simple and easy course materials to the slow learners.

4. Give personal Counselling to the slow learners, if it is necessary.

5. Maintain a separate attendance for the students with the following details:

S. No.	Name of the Student	Register No.	Class	Subject	Outcome	Signature of the staff

TUTORIAL CLASS

1. List out the students who failed in the end semester examinations

2. Educate and guide the students to improve by providing Question Banks and e-contents to go aligned with their peers.

3. Provide Simple and easy course materials to them.

4. Give personal Counselling to the slow learners, if it is necessary.

5. Maintain a separate attendance for the students with the following details:

S.No.	Name of the Student	Register No.	Class	Subject	Outcome	Signature of the staff

FEEDBACK

Feedback on Teaching

1. Principal/ Director - Academics would allocate the date for collection of feedback from each class.
2. Feedback menu will be enabled in the student's login for three days from the date of allocation.
3. The students should submit the feedback through their respective login.
4. Principal/ Director - Academics would generate the feedback report for analysis.

Feedback on Curriculum

1. Feedback on curriculum to be collected from the following stake holders: 1. Student 2. Alumni 3. Faculty 4. Employers 5. Parents every year during the march.
2. The feedback collected must be analyzed and placed before the members of Academic Advisory Board for further action
3. The necessary action must be taken on the analysis of the feedback report.
4. The Analysis Report and Action taken report on analysis of feedback must be submitted to IQAC.

ACADEMIC & ADMINISTRATIVE AUDIT

1. Academic and Administrative Audit must be conducted once in a year (Month).

2. The Academic Experts are invited from well reputed Institutions/Universities.

3. A structured format is circulated to all the directors well in advance.

4. The filled in format must be submitted to the Principal's office in the given time.

5. The Supporting document must be available in the departments for verification during the visit of audit committee members.

6. The audit committee members visit each department and provide an audit report in a structured format which includes the SWOT Analysis of each department.

7. The Audit Report is placed before the IQAC Meeting for approval and is circulated to the departments for further action.

INTERNAL EXAMS

1. Continuous Internal Assessment will be conducted 2 times in a semester (CIA-I and CIA-II) as per Anna University regulations.
2. A circular must be given 10 days before the commencement of the exams with the following details
   a. Time Table
   b. Notification for submission of 2 sets of Question papers with answer key
   c. Question paper template
   d. Blooms Taxonomy Level
   e. Invigilators responsibility
3. The time table must be posted in the notice board 10 days before the commencement of the exams.
4. The question papers received from the faculty members must be scrutinized by the principal for selecting a question paper.
5. The question papers must be printed well in advance.
6. Invigilation schedule must be informed to the faculty well in advance.
7. A meeting will be convened before the exams to convey the responsibilities of the invigilators and circulate a copy of the same to get signed from the faculty members.
8. Faculty Hall allotment must be informed to the faculty only when collecting exam materials from the exam cell.
9. Hall seating allotment for the students must be posted in the notice board 30 minutes before the commencement of the exams.
10. Exam attends sheets must be maintained for every exams duly signed by the Exam cell coordinator and the Principal.
11. The invigilators must hand over the written answer booklets, unused booklets & remaining question papers to the exam cell immediately after completion of exams.
12. Papers must be handed over to the concerned course faculty on the same day for correction.
13. The corrected answer booklets must be returned within 2 days.
14. The marks must be entered into the College web portal immediately.
15. The exam cell must collect a consolidated mark statement from the Director - Academics.
16. The Marks must be entered into the Anna University portal before the closing date.

PROJECT MONITORING AND EVALUATION

1. Students must take up a mandatory Project in the final semester as specified in the Anna University Curriculum.
2. Duration for the project work is 16 weeks.
3. Guides must be allotted to each students.
4. The students should meet the guide twice in a week to discuss the progress of their work.
5. There will be a vice-voce Examination during End Semester Examinations conducted by a Committee consisting of the supervisor, one internal examiner and one external examiner.
6. Student must present their work through PPT during the review and Viva-Voce Examination.
7. Marks should be allotted on basis of their performance during the review meetings.
8. Final presentation of the work should be done before the External examiner and the Guide on the date fixed by the Anna University.
9. The statement of marks allotted for the project should be submitted to the Anna University
10. A Project Review Committee will be constituted for reviewing and monitoring the work.

PURCHASE AND UTILIZATION OF MANAGEMENT FUNDS

I. Annual Budget /Requirement submission

All departments have to submit the annual budgetary requirements before 31st of March every year

FORMAT 1
Submission   of   Budget/   Requirements   from   the   Department   of
_____

S.No	Particulars	Amount in Rupees	Justification
	Total budget requested in Rupees		

Director

II. Procedure for purchase:

The following procedure shall be adopted for procuring goods which shall confirm the following yardsticks.

i. The specifications in terms of quality type etc. as also the quantity of goods which shall be procured should be clearly spelt out keeping in view the actual requirements

ii. The specification should meet the basic needs of the departments without including superfluous and non-essential features which may result in unwarranted expenditure.

iii. Care should be taken to avoid purchase of excess quantities so as to avoid inventory carrying cost.

iv. The demand for goods should not be divided into small quantities to make piecemeal purchases so as to avoid necessity of obtaining prior sanction from competent higher authorities with reference to the estimated value of the total demand.

v. Quotations and offers must be invited following a fair transparent and reasonable procedure.

vi. The Procuring authority should be ensure that the product satisfies the requirements in all aspect and the price is reasonable and consistent with the quality of the product.

vii. All the major procurement proposals should be included in the annual budget.

(A) Purchase order

Purchase order should contain the terms and conditions of supply, which should include interalia. Period of supply/delivery, mode & place of delivery, liquidated damage for delayed supply, risk purchase, terms of payment, taxes etc., The purchase order has to be approved by the Secretary.

(B) Stock Entry and Invoice Certification

(i) On receipt of goods at the Department, the concerned Director/ Incharge shall examine the goods.

(ii) Thereafter, the goods may promptly be taken to the stock and entered in the appropriate Stock Register.

(iii) Necessary Stock entry Certificates indicating the name of the Stock Register and reference to the folio/page number, may be recorded by him on all copies of the Invoice.

(iv) Details of the goods so received should be entered in the appropriate Stock Register should certify that he has actually received the goods and entered in the appropriate Stock Register(s) to be named & essentially get endorsement from the principal

CODE OF CONDUCT FOR FACULTY MEMBERS

Faculty must always be the role models of excellent conduct and have to keep up the dignity of themselves and the profession. They should exhibit their interest and quality in all academic proceedings and other services.

1. Faculty members are required to report the College before 8.45 am.
2. No faculty will be granted permission for coming late if they have a class.
3. Faculty members when come to the College in the morning shall register their attendance through biometric and sign the attendance register. Failing which will be considered as absent for the particular day.
4. Faculty must report to the class on time and engage the students for the entire session and shall not cancel the classes or permit the students to go out before the session is over.
5. No class should be cancelled or exchanged with the other Faculty without the permission of the Director Academics or the Principal.
6. The faculty shall prepare Course plan for the course, and submit the Course plan to the Director Academics. They shall have the Course plan with them while they teach their classes. The course plan must contain the plan of portions of courses for the allotted hours based on the syllabus and CIA exams. They must submit the plans of written assignment and seminars for the Semester.
7. In the classrooms, the Faculty should strictly confine to the teaching of their subjects.
8. Faculty should teach courses allotted to them. No change should be introduced in the timetable and distribution of work without the permission of the Director Academics / Principal.
9. The Faculty member should take active part in extracurricular and co-curricular activities assigned to him/her by the Director Academics / Principal. Faculty should participate in the College function and attend diligently and efficiently to the duties allotted to them.
10. Faculty members who are on invigilation duty during CIA exams and end of the Semester exams should exercise efficient and effective supervision and give no room for malpractices

by the students. No alternative arrangements should be made without the permission of the Principal. They should prepare the CIA Exam question papers as assigned by the Principal in the prescribed format and submit the same to the CIA exam Committee within the specified time. They should not use mobile phones during the duty.

11. Faculty should endeavour to get good results and earn credit to the institution by effective teaching and guiding. Results of examination will be reviewed periodically and placed before College Committee for considerations.

12. All instruction and any Institutional work assigned to the Faculty by the Director Academics/ Principal should be carried out efficiently and with utmost sincerity.

13. The class attendance book shall be within the custody of the Director - Academics. It shall be collected from the Director - Academics before going to the class and returned to him/her as soon as the class is over. The faculty members have to post the attendance for the classes handled in the ERP without fail at the close of the every working day.

14. The Faculty are responsible for the proper use and maintenance of all movables, equipment and registers kept under their charge and supervision. They shall properly maintain the Stock Register, Acquaintance Register and Equipment Maintenance Register and submit the same to the Principal whenever required to do so.

15. Any letter/proposal for project by any Faculty to the authorities in The Government office, University Grants Commission, University or any statutory body should be strictly routed through the Principal.

16. Faculty must always maintain proper dress code (for Men, Full formals, Shoes and Tie and fore women sarees and over coat), on important occasions in the college, and representing the Institution outside, all the Faculty members should wear blazers.

17. Faculty should be available in their respective staff room during working hours of the college expect when they are engaged in teaching their classes, in laboratories, library or reading room. They are not expected to move from one department to the other and disturb the normal functioning of the departments.

18. Every Faculty member should do his/her duty diligently and conscientiously. Any slack, or disobedience or violation on the part of the Faculty member will be viewed seriously.

19. The Faculty should serve as a Role Model for the students and uphold the values cherished by the institution.

20. The Faculty shall regularly organize seminars and workshops for the benefit of the students of their class and for the professional advancement of the Faculty in the college.

21. The Faculty shall unfailingly participate in the meetings of the Institutional students Association and Alumni Meetings whenever they are held and ensure their successful functioning.

22. The Faculty shall teach all the periods allotted to them and any omission will be deemed as absence and such unfinished portions have to be regularized by taking them after class hours.

23. The Faculty shall maintain proper discipline and create a conductive academic atmosphere in their classes.

24. The Faculty shall take special coaching classes for the weak and slow learners outside college working hours to improve their learning skill and academic performance.
25. The Faculty are required to obtain the prior written permission from the principal before accepting any outside remunerative assignment such as tuition, examiner ships or delivering speeches for which payment is received.
26. The Faculty shall not have any monetary transactions or involve themselves in collection of money from the students without the written permission of the Principal.
27. The Faculty shall not perform any act which amounts to abusing any of the Faculty or the management in the presence of any general or Institutional Inspection Commission that visit the college.
28. No Faculty shall receive or entertain any visitor/guest while at work in the classroom or laboratories.
29. Any action of the Faculty which affects the interests of the students will be liable for disciplinary action.
30. No Faculty shall engage himself/herself or participate in any action that is likely to cause disharmony in the college or conduct themselves in a manner prejudicial to the interest of the institution. They shall not act in any manner which is anti-institutional or causes disrepute to the image of the college.
31. It is the primary duty of every Faculty attending to examination duties to ensure efficient execution of the task assigned to them without any scope for error.
32. It will be the duty of every Faculty to submit any individual or Institutional data as required by the Director Academics/ Principal from time to time promptly and within the prescribed time.
33. No faculty shall indulge in communication to student through private messages; any messages that have to be shared to the students should be shared in the common group.
34. Faculty members shall always be prompt in responding to messages /circulars sent in WhatsApp groups by concern authorities.
35. Faculty have to refrain from posting/broadcasting any statements/slogan/content against the Nation and any leaders in any social media.
36. Faculty should ensure appropriate update of their personal content/ department content in the website periodically. They should keep all the data update in the ERP periodically and as and when direct by competent authority.
37. Faculty members should follow professional dress code during any kind of online meetings.
38. Faculty Members also should ensure that there is no personal disturbance and personal commitments during the online meetings.

STUDENTS SCHOLARSHIPS

SNO	SCHEME	ELIGIBILITY	BENEFITS	HOW TO APPLY	TIME FRAME
1	Govt. of India: Post Matric Scholarship for SC/ST	SC/ST Students Income Limit SC – Rs 2.5 Lakhs ST – Rs 2.5 Lakhs	All Compulsory fees, Special fees, Exam fees & Maintenance Allowances Sanctioned (Based on Course of Study)	Application has to be sent through the Principal to Adi Dravidar and Tribal Welfare Officer, Coimbatore	October of every year (Based on notification received from the Government)
2	State Post Matric Scholarship: Converted Christian	Adi Dravidar converted to Christianity	All Compulsory fees, Special fees, Exam fees & Maintenance Allowances Sanctioned (Based on Course of Study)	Application has to be sent through the Principal to Adi Dravidar and Tribal Welfare Officer, Coimbatore	October of every year (Based on notification received from concerned Office)
3	Free Education P.G. Level for Girls Student only: SC/ST/SCC Community	Those who are not eligible for Govt. of India and State Post Matric Scholarship but within the set income ceiling	Special Fees & Exam Fees	Application has to be sent through the Principal to Adi Dravidar and Tribal Welfare Officer, Coimbatore	October of every year (Based on notification received from the concerned Office)
4	Higher Education Special Scholarship	SC/ST/SCC Students with a family Income of less than Rs 1 Lakh	Up to a max of Rs.8000 per year	Application has to be sent through the Principal to Adi Dravidar and Tribal Welfare Officer, Coimbatore	October of every year (Based on notification received from the concerned Office)
5	Govt. of India Post Matric Scholarship: Community: BC/MBC	BC/MBC Students with family Income of less than Rs 2.5 Lakh	Fund allotment will be decided by the Government	Application has to be sent through the Principal to BC/MBC Welfare Officer, Coimbatore	October of every year (Based on notification received from the concerned Office)

6	Management Scholarship/FEE Concession	Offered to economically challenged and best performing students	Fund allotment will be decided by the Management	Approach the principal's office requesting the forms with a request to consider - letter	October of every year
7	Private / Corporate Scholarship	Offered to economically challenged and best performing students	Fund allotment will be decided by the concerned organisation	Approach the principal's office requesting the forms with a request to consider - letter	October of every year

GRIEVANCE REDRESSAL

Any student or faculty who wants to initiate a grievance may represent it to the principal in person or by writing through Suggestion boxes placed across the campus.

Complaints

Any aggrieved student or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents, if any through any of the modes.

Forwarding

Upon receipt of grievance, the Student Grievance Redressal Committee shall categories, analyse the merits of the grievance, and forward to the concerned authority to enquire into the grievance and redress within such period as may be specified, in a time not exceeding 15 days from the receipt of grievance complaint.

Scrutiny

Grievance Redressal Committee will make a thorough review of the Redressal process. In case, the committee feels satisfied with the resolution provided by the respective authority, then it will intimate the same to the grievant.

Final Decision

After the hearing or investigation, the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

Closure of Complaint

The complaint shall be considered as disposed off and closed when:

• The grievant has indicated acceptance of the resolution.

• The grievant has not responded within 15 days from the date of receipt of information on resolution

Documentation

The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only be the members of Grievance Redressal Committee, for the purpose of investigation.

Meetings and Reporting

• Every academic year, one meeting will be conducted.

• Student Grievances Redressal Committee Chairman sends summary report to the management every year.

GREEN POLICY

1. Introduction

KV Institute of Management (KVIM) is committed to fostering a culture of environmental responsibility and minimizing its environmental impact. This Green Policy Handbook version 2.0 outlines the institute's vision, guiding principles, and concrete actions towards achieving a sustainable campus and community.

2. Vision:

To be a national leader in sustainable education and operations, inspiring the campus community and beyond to adopt eco-conscious practices for a healthier planet and plan on a clean and green ecosystem to the next generation.

3. Guiding Principles:

The cardinal principle of operation is based on the 3R Principle which is detailed below for the purpose of implementation.

1. Reduce:

- This principle focuses on minimizing all natural resource consumption. This could involve initiatives like:
    - Implementing duplex printing and digital communication to reduce paper usage.
    - Installing energy-efficient appliances and lighting systems to decrease electricity consumption.
    - Fixing leaky faucets and pipes to conserve water.
    - Purchasing less and choosing items with minimal packaging.
    - Encouraging responsible food consumption and minimizing food waste.
    - Encourage all stakeholders to minimise/ stop usage of one time plastic items.

2. Reuse:

- This principle encourages giving materials a second life before discarding them. Examples include:
    - Repairing and donating furniture or electronics instead of throwing them away.
    - Setting up campus swap shops for clothing or textbooks.

- o Implementing a reusable mug and container program for dining services.
- o Repurposing old materials for creative projects in art classes or labs.
- o Usage of items which will be discarded to create wealth.

3. Recycle:

- This principle emphasizes diverting waste from landfills through proper recycling programs. KVIM could:
    - o Implement comprehensive recycling systems for paper, plastic, glass, e-waste, and organic waste.
    - o Clearly label bins and educate the community on proper sorting practices.
    - o Partner with local recycling facilities to ensure responsible waste disposal including e-waste.
    - o Explore composting initiatives for organic waste reduction.

4. Conserve:

- This principle focuses on protecting and nurturing natural resources on campus. This might involve:
    - o Planting drought-resistant native plants and landscaping for biodiversity.
    - o Implementing rainwater harvesting systems and gray water reuse for irrigation.
    - o Maintaining natural water bodies and promoting habitat restoration.
    - o Conserving energy through proper building design and insulation.
    - o Investing in renewable energy sources like solar panels or wind turbines.
    - o Create a reserve of local planta varieties for awareness purpose.

5. Educate:

- This principle highlights the importance of empowering the campus community with knowledge and awareness about sustainability issues. KVIM could:
    - o Integrate sustainability concepts into various academic programs and curricula.
    - o Offer workshops and seminars on topics like eco-friendly living, renewable energy, and waste reduction.
    - o Organize awareness campaigns and events to promote sustainable practices.
    - o Create informative signage and educational materials about the Green Policy.

o   Organise public outreach programmes.

6. Engage:

- This principle encourages active participation in green initiatives and decision-making processes. KVIM could:
    o   Establish a Green Committee with representatives from faculty, staff, and students to oversee policy implementation and develop new initiatives.
    o   Organize volunteer opportunities for sustainability projects like campus cleanups or tree planting.
    o   Provide platforms for campus members to share ideas and feedback on the Green Policy.
    o   Recognize and reward individuals and departments that contribute significantly to sustainability efforts.

 4. Action Plan:

4.1 Campus Operations:

- 4.1.1 Purchase Policy:

    o   Explain how KVIM will identify and prioritize products with recycled content, energy efficiency certifications, and eco-labels.
    o   Provide examples of local and sustainable suppliers preferred for purchasing.
    o   Describe plans to transition away from single-use items and promote reusable alternatives.
    o   Outline the e-waste disposal program, including partnerships and responsible recycling methods.
    o   Explain how guidelines for responsible travel and conference planning will be developed and implemented.

- 4.1.2 Energy Efficiency:

    o   Specify the timeline for upgrading campus lighting to LED bulbs.
    o   Detail the types of energy-efficient appliances and HVAC systems to be installed.
    o   Describe the frequency and scope of energy audits.
    o   Explain the feasibility of exploring renewable energy sources, including potential energy sources and pilot projects.

- o Provide details on the implementation of occupancy sensors and timers for lighting and equipment.

- o Describe the planned awareness campaigns to encourage energy-saving habits, including target audiences and messaging strategies.

- 4.1.3 Water Conservation:

  - o Describe the types of water-efficient fixtures and plumbing systems to be installed.

  - o Explain the rainwater harvesting and gray water reuse systems, including their capacity and potential applications.

  - o Specify procedures for prompt repair of leaky faucets and pipes.

  - o Define the landscaping plan with focus on drought-resistant native plants and their benefits.

  - o Describe water conservation campaigns and signage strategies.

- 4.1.4 Waste Reduction and Management:

  - o Explain how KVIM will minimize waste generation through responsible purchasing and consumption practices, potentially including specific examples.

  - o Describe the comprehensive recycling programs for different waste streams, including details about sorting, collection, and processing.

  - o Explain the plan for providing clearly marked bins for different waste categories and promoting their effective use.

  - o Describe the composting initiative for organic waste, including infrastructure and potential use for compost.

  - o Specify how paper usage will be reduced through digital initiatives and duplex printing.

  - o Explain the plan for encouraging reusable cups and mugs, including potential incentives and distribution strategies.

- 4.1.5 Sustainable Transportation:

  - o Describe how KVIM will promote walking, cycling, and public transportation within the campus and to commute.

  - o Specify plans for providing secure bike racks and parking facilities for cyclists.

  - o Explain how carpooling and electric vehicle use will be encouraged, potentially including incentives or infrastructure changes.

    o Explore and describe alternatives like electric shuttles for campus mobility, considering feasibility and implementation plans.

4.2 Green Committee:

- Explain the selection process for Green Committee representatives from faculty, staff, and students.

- Describe the frequency and format of the committee meetings.

- Specify the types of sub-committees that can be formed and their focus areas.

- Explain how the Green Committee will communicate progress, challenges, and solutions to the campus community.

4.3 Annual Review:

- Describe the specific criteria for assessing the effectiveness of the Green Policy.

- Specify how input from the campus community will be gathered for the annual review.

- Explain the process for presenting findings and recommendations to the institute's leadership.

4.4 Monitoring and Logs:

- Explain the data collection methods and metrics for key areas like energy consumption, water usage, waste generation, and recycling rates.

- Describe the frequency and format of updating and analyzing these logs.

- Explain how the Green Committee and the campus community will access the monitoring logs.

5. Implementation:

- Secure Leadership Buy-in and Budget Allocation:

  o Highlight the importance of securing commitment and financial support from the institute's leadership for successful Green Policy implementation.

  o Explain how the leadership buy-in will manifest (e.g., public endorsement, resource allocation, policy integration).

  o Describe strategies for presenting the Green Policy's benefits and potential cost savings to ensure adequate budget allocation.

- Conduct Awareness Campaigns and Training Sessions:

- o Develop targeted awareness campaigns for different campus groups (faculty, staff, students) using relevant communication channels (posters, social media, newsletters, emails).

- o Organize training sessions on the Green Policy, sustainable practices, and individual participation in achieving the policy's goals.

- o Include information on resources available for implementing sustainable practices in daily life and work.

- Collaborate with Relevant Departments and Stakeholders:

  - o Identify key departments and stakeholders involved in implementing specific action items within the Green Policy.

  - o Establish mechanisms for regular collaboration and communication between departments, ensuring coordinated efforts and resource sharing.

  - o Partner with external organizations like environmental groups, local businesses, or government agencies for expertise, resources, or joint initiatives.

- Recognize and Reward Individuals and Departments:

  - o Develop a recognition system to acknowledge and celebrate individuals and departments contributing significantly to the Green Policy's success.

  - o Examples of recognition could include public awards, green champion titles, or priority access to certain resources.

  - o Create a transparent and fair system for evaluation, ensuring inclusivity and motivation for sustained sustainability efforts.

6. Conclusion:

- Restate the Vision and Importance of the Green Policy:

  - o Briefly reiterate KVIM's vision to be a national leader in sustainable education and operations.

  - o Emphasize the importance of the Green Policy as a roadmap to achieving this vision and creating a healthier, more resilient campus community.

- Highlight Potential Positive Impacts:

  - o Explain how successful implementation of the Green Policy will benefit the environment, campus community, and KVIM's reputation.

- Use specific examples and data (if available) to quantify the potential impact on energy savings, water conservation, waste reduction, etc.

- Call to Action and Collective Responsibility:

  - Conclude with a powerful call to action, urging the campus community to actively participate in and contribute to the Green Policy's implementation.
  - Emphasize the shared responsibility and collective effort needed to achieve a sustainable future for KVIM.
  - End with a hopeful and inspiring message about the positive changes possible through the Green Policy's success.

FACULTY WELFARE

As KVIM always trust the contribution of its employees towards its overall development and progress, it effectively implements the welfare schemes for the teaching and Non-teaching faculties. It also encourages the employees to utilize the welfare measures with ease. Some of the welfare measures the institute provide to its employees include promotion and increments based on self-appraisal, and certificate of appreciation for excellence in academics.

- As a statutory Measure the institution is providing Employee Provident Fund and ESI for all the staff.

- The Institute has signed a MoU with a multi-specialty hospital near by campus for any major health related assistance.

- The institution provides a Group Medical Insurance for the benefit of the teaching faculty, and all non-teaching staff.

- All the staff members are permitted to attend the Orientation Programmes, Refreshers Programmes, Summer Schools and FDPs etc. from time to time to enhance their professional competence for which financial assistance is required.

- Faculty are allowed to present their research papers and to participate in National / International seminars, conferences, and workshops with financial support from the management.

- College also encourages consultancy projects. Around 60% of the consultancy work amount received is given to the faculty members involved in consultancy projects.

- College also provides financial assistance to faculty members for Membership registration in Professional bodies.

- Faculty members are encouraged to pursue doctoral studies.

- Each faculty member of the college is provided with Personal Computer with internet connectivity. The entire campus is Wi-Fi enabled and all the staff members utilize this facility.

- Awards of excellence for teaching, research and extension is given to the deserving members of faculty every year.

- Family recreational activities are organized by the institution once in six months. During the event, family members of staff are invited to the campus to participate in various cultural and fun activities. Competitions are held for the children, and prizes are awarded.

- The institution regularly organizes trips for staff members, taking them to nearby places for a day or two, fostering stronger bonds between the staff and the institution

- Staff Grievance Redressal Cell to address the issues and grievances of the staff

- Annual orientation, workshops for teaching staff at the beginning of every academic year

- Initiation and mentoring programmes for the newly recruited staff

- Incentive in the form of salary hike for the staff for completing their PhD degree

- Seed Money provided for faculty to encourage them to undertake research and innovative projects.