

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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Introduction

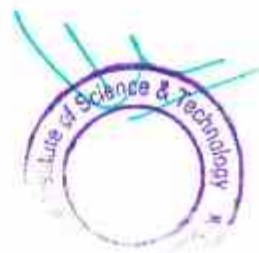
IIST's "Student Friendly Policy" encourages active student participation and contribution to the institution. This policy operates within a clearly defined organizational structure, with authority flowing from the governing body through the group advisor, principal, IQAC, and down to HODs, faculty, and staff. Everyone within this structure has a well-defined role and responsibility.

Comprehensive service rules govern all aspects of employee life, from recruitment and pay fixation to performance appraisals, promotions, and talent development. The recruitment process is initiated based on departmental needs and involves various sourcing methods and rigorous interview procedures. Successful candidates receive an appointment letter outlining the service rules, existing systems, and departmental structure.

The promotion policy recognizes, and rewards accumulated experience and expertise through periodic advancement to higher grades/positions. Faculty promotion follows institute norms and occurs annually.

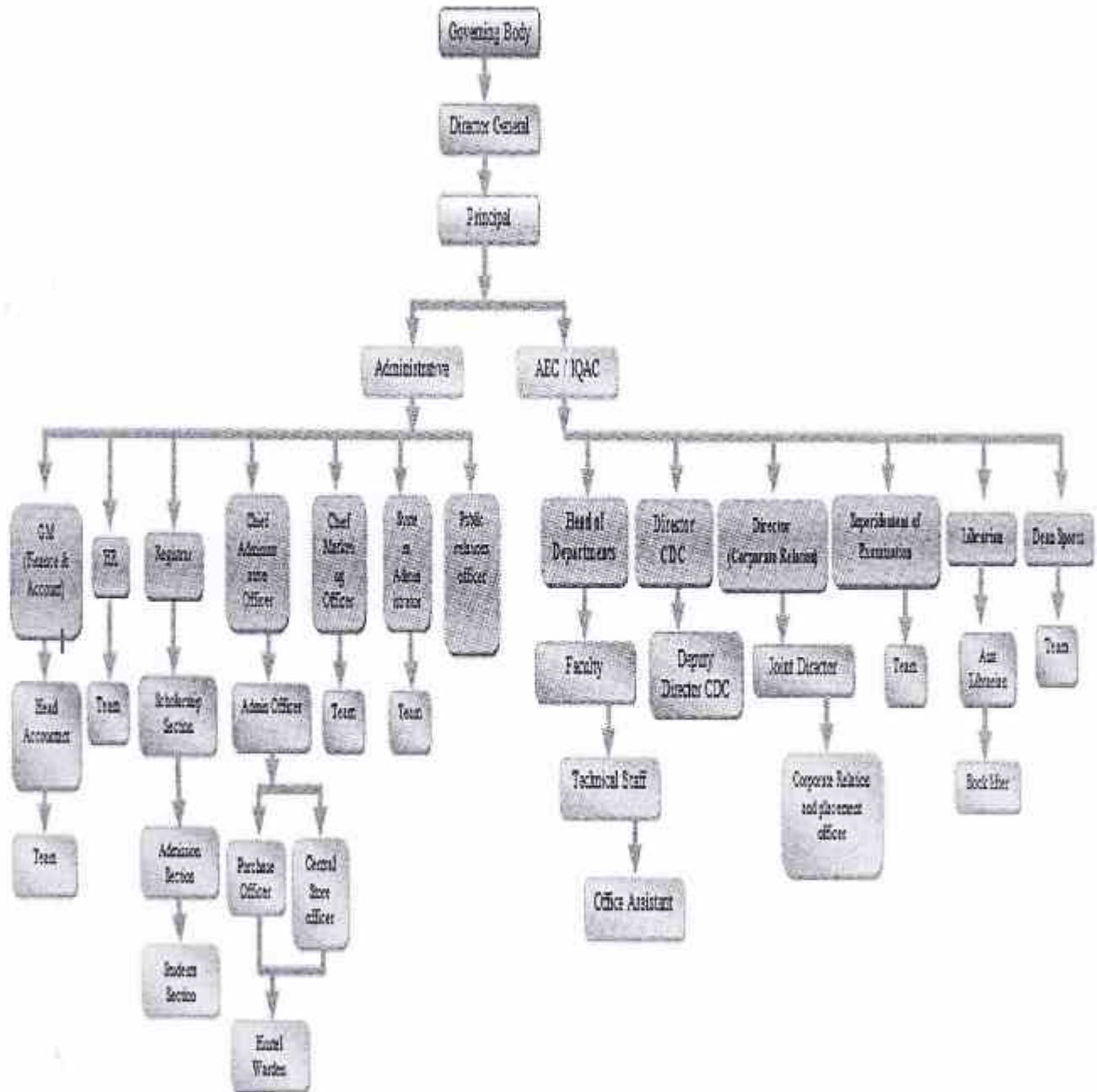
IIST believes in fostering a sense of belonging and attachment among its employees through a firm recognition program. This program includes appreciation letters, job enrichment, additional pay increments, and normal and fast-track promotions.

IIST's fundamental philosophy is to create a harmonious work environment that fosters career development for both teaching faculty and administrative staff. The institution provides excellent working conditions, competitive salaries, opportunities for continuous learning and knowledge enrichment, guest lectures, and a flexible work system.



Organogram / Organizational structure

ORGANIZATIONAL STRUCTURE



Roles and Responsibilities of Various stake holders

The Governing Body/Management: Management of IIST is highly committed and dedicated to serving contemporary requirements in the field of technical education. To fulfill their commitments GB decides a road map for achieving the goals of the institution.

1. Examine the budget proposals and approval of the annual budget.
2. Checking the audited income and expenditure accounts and approve the same.
3. Approval of the new program.
4. To fix the salaries of teaching and non-teaching staff
5. Approval of appointment of teaching and non-teaching staff
6. Approval of Institute Scholarship
7. Review and approval of fee structure for a program, hostel, canteen, and transport.
8. Approval and review of draft of strategic plan
9. Approval of prize, medal, awards, certificate etc.
10. Approval of Special Interest Groups (SIG's).
11. Welfare measures

Director General: -Director General is the signing authority on behalf of the GB. He guides to run the institute aligns with the vision and mission. He is an honorary member of IQAC. He regularly monitors the functioning of the institute.

Principal - The Principal of the institute is a leader and a role model to all his colleagues. He has following responsibilities....

1. Looks after all the Academic and related administrative activities falling in line with the AICTE and RGPV norms, in all aspects.
2. Overall incharge of maintaining strict discipline, punctuality, attendance of students as well as of faculty.
3. Assess the requirement of Faculty & Staff according to the norms of the AICTE and affiliating university and also manage faculty and staff.
4. All University & Statutory / Regulatory compliances.



5. Emphasis on R&D Activities (Academic Research/ Sponsored Research / Development Activities) / Entrepreneur / start up and Publications / Consultancy
6. Monitoring smooth conduct of Quality Management System in accordance with NBA and NAAC & all related process
7. Monitor the admission process.
8. Conduct of all examinations as per university norms in coordination with Exam Department.
9. Updation of Labs, workshops, and stock verification.
10. Create an environment for industry institute interaction.
11. Arrange performance appraisal of faculty and supporting staff and also take feedback from students and put up to DG regularly.
12. Regular updation and monitoring of Library / e Library / Journal / Website etc
13. Monitoring of program specific budget utilization for training / workshop / FDP etc
14. Implementation of PDP and Aptitude Training in coordination with Director, CDC Cell
15. Membership of international reputed institutes and societies
16. Implementation of ERP in Coordination with CAO and System Administrator
17. Job Worthiness Module in Coordination with Director (Corporate Relations)
18. Collaboration with reputed Institutes/ Industry across the world
19. Organizing FDPs / Conferences / Seminars / Eminent Guest Speakers / Technical Events
20. Launching and effective implementation of various SIGs
21. Identifying & strict implementing of the USPs
22. Development of Deep Stick Methodology
23. Allocation of imprest amount to the HoDs.
24. Any other work assigned by the Governing body from time to time.

Head of the Departments: - **HODs** of every dept provide academic leadership to the department works under the guidance of principal sir. They assign responsibilities to all the faculties and staff of their department. He has following responsibilities....

1. Prepare departmental Activity Calendar in align with Institute academic calendar.
2. Responsible for all the academic affairs of the Department
3. Prepare the annual budget in consultation with Principal sir for the financial year.



4. Ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
5. To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
6. Organize Seminars / Conferences / Symposium /Workshop/training Programmes in topics of relevance and importance to the department with financial support from external agencies.
7. Motivate faculty to attend FDP, Conference, seminar & promotion of Research culture.
8. Appoint Class coordinator, syndicate in charge, various coordinators like technical club coordinator, library coordinator, R&D coordinator etc.
9. Inculcate Internship and Value-added courses in the department.
10. To take the lesson plan from the teachers and ensure they follow the plan and syllabi is completed in the stipulated time.
11. Ensure proper timetable followed in coordination with timetable coordinator and class coordinator.
12. Monitoring & reviewing the attendance register, daily dairy aligns with lesson plan, course file etc.
13. To ensure Quality, Maintenance, and cleanliness of the department.
14. Ensure proper and transparent student's feedback conduct.
15. Review and analysis of result of the students
16. Ensure properly PO / CO Assessment and attainment process follow.
17. Guide the students and faculty for their career.
18. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging, and effective working environment.
19. Promote the visibility of the department both internally and externally.
20. Maintain departmental Academic file.

Faculty - Roles and Responsibilities of the Faculty are as follows:



1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Prepare of course handout material / Notes / PPT
3. Prepares and executes Lesson Plan.
4. To implement the dress code among the students.
5. Completing syllabus within the stipulated time.
6. Counsel the students who are absent for the assessment tests or irregular to the class.
7. Show the MST marks for all students in their allocated classes.
8. Coordinate for students' feedback.
9. Coordinator for various committees like timetable coordinator, club coordinator, event coordinator etc. as per assign by HoD/ Principal.
10. Monitoring and controlling students' discipline in the campus.
11. Conduct students' activities in the college.
12. Encouraging the innovation and creative ideas of the students.
13. Consolidated the evaluation and submitted to the class coordinator for preparing university marks within the stipulated time.
14. Motivate the students to attend/ present papers in Conferences / seminars.
15. Communicate the attendance particulars and internal marks of students to the concerned parents.
16. Work as syndicate Incharge assign by HoD.

Technical Staff / Laboratory Staff (Lab I/C):

1. The Laboratory In charge (Lab I/C) is responsible for the safety and upkeep of all the equipment in the room as listed in the inventory for the room.
2. The Lab I/C should maintain the following documents.
 - a. The inventory of the laboratory
 - b. Layout
 - c. Room Timetable.
 - d. Organization Chart



- e. Logbook for daily usage
 - f. Complaint Register
 - g. Lab Manuals
 - h. List of Experiments
3. The Lab I/C should ensure proper discipline at laboratories by ensuring the following:
- a. No bags or eatables are to be allowed into the lab.
 - b. Excess talking/unnecessary movement of the students is avoided.
 - c. The chairs are in the proper position at the time of leaving.
 - d. Equipment is switched off or made inactive as per the authorized procedure before leaving.
 - e. All fans/ lights wherever not needed are in OFF condition.
 - f. The room and equipment are always maintained neat and clean.
4. Assist the class teachers in the laboratory proceedings.
5. Suitable motivation boards and a list of experiments are displayed.
6. Lab I/C should be conversant with all the lab experiments and exercises.
7. Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.
8. Is responsible for maintaining the stock register & service register of the laboratory.
9. Update the lab manuals continuously.

General Manager Finance - He is overall In-charge of the finance & Account function of IIST.
He has following responsibilities....

1. He takes care of statutory compliances in accordance with Income tax, GST, Management of finance in educational society and account keeping.
2. Prepare and present budget estimates, Prepare the budget and income expenditure statement, maintain all accounts, and get them audited.
3. He shall be responsible for the proper implementation of the financial transactions as per Accounts Code/Statutes/Ordinances/rules and regulations.
4. Takes care of insurance and bank related issues.
5. Preparation for MIS.



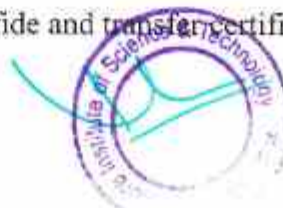
6. Financial Risk management
7. Monitoring in SOP in purchases
8. Fee Collection
9. Monitoring & reviewing of accounting policies.

HR Manager - Roles and Responsibilities of the Registrar are as follows:

1. HR/ Operations
2. Manpower planning and Recruitment and advertisements in coordinator with HoD and Principal.
3. Overall responsibilities of Faculty and staff requirement as per norms of regulatory bodies.
4. Takes care of HR policies of the institution side and outside the College include service, Resignation, Increment, Annual Appraisal, PF, Medical Claim, Gratuity and leave rules etc.
5. Maintenance of Annual Confidential Reports, Personal files of the entire Faculty & staff members of the Institute and related issues.
6. Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
7. Legal issues / issues related to Faculties & Staffs Salary, PF, Gratuity, Arrears, Resignation and leaves etc.
8. Grievances cell (Faculties)

Registrar – Roles and Responsibilities of the Registrar are as follows:

1. Liaison with regulatory bodies AICTE/ DTE /UGC /MHRD /other Ministries/ Departments of GOI, Central/ State/ Universities etc.
2. He prepares and updates the Handbook of the Statutes and Regulations approved by the authorities, bodies, or committees, from time to time, and make them available to all members of the authorities and officers of the university.
3. He is the custodian of the student section which deals with academic matters such as enrollment, admission procedure, migration, bonafide and transfer certificates.



4. Maintenance of records in respect of students belonging to SCs, STs, Minority & OBCs and their Scholarship along with Institute Scholarship details,
5. Issuing of identity cards and Bus cards
6. Maintaining personal record of students admitted
7. Maintaining the record of legal cases arising out of academic matters
8. General Administrative Assistance to Principal and GB in all matters.
9. Coordinator of Admission Module of ERP

Chief Administrative officers- Roles and Responsibilities of the CAO are as follows:

1. All issues related to Security & House Keeping and effective implementation of all statutory compliances in this regard.
2. Overall maintenance of Hostels, Staff Quarters & DG residence as well as all the issues related to discipline in hostels.
3. Proper maintenance of buses/cars/other vehicle & Medical Checkup of all the drivers & cleaners and all statutory compliances in this regard
4. Store and stock verification, Vendor Management
5. Implementation of ERP and coordination with Vendor
6. Fire and Electrical Safety, Drinking water
7. Purchases
8. New Project & Project
9. Maintenance

Chief Marketing Officer - Roles and Responsibilities of the CMO are as follows:

1. Implementation of Comprehensive and Marketing Policy both organic as well as Inorganic.
2. Situational Analysis (Sort Analysis) Based on SORT Analysis Differentiating IIST/IIMR/IIP from top Competitors.
3. Pre-Admission Activity & Risk Management



4. Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the work and the campaign and video updates & new video development for all college activities.
5. Coordination with various Schools and arranging their visits, Exhibition, and their Training to the institute.
6. Communicating with target audiences and managing customer relationships

Target Audiences – Prospective Senior Sec. Students, UG Students, Parents of Senior Sec. Students, Prospective Graduate students, Perspective faculty, Influencers, and decision makers, current students & their parents

Director of Corporate Relation and Team- Director of Corporate Relation of IIST acts as a link between Students, and company for their job placement. He works with his team & prepares and provides the list of students eligible for placements. The career development process includes self-awareness, career exploration and job placement. The Training and Placement Office performs the following activities, arranging in plant training/ Internship for final year students, Industrial/ Professional Tour, Campus Placement, Career Fair. He also arranges the training which prepare IIST students to be responsible, enterprising individuals who become entrepreneurs or entrepreneurial thinkers and contribute to economic development. He also develops a Placement Preparation Module along with CDC cell which provides guidance / preparation to the students for campus placement, driving tie-ups with top notch companies for manpower requirement / training / research / consulting requirements and reviewing the performance of students working in the Corporate Sector in various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies.

Director CDC & Team- Career develops cell works for the students' professional skills growth along with his team members. The CDC team works to improve the skills and competencies of the students, teaching new skill sets to meet the demands of the industry. Roles and Responsibilities of the CDC team are as follows:



1. Organizes regular Classes/sessions for Soft Skills Development / PDP and Aptitude training of students for better performance in Placements as well as in their future exams in higher studies.
2. Faculty Development Program in consultation with Principals
3. To develop appropriate methodology for gradual up-gradations of their capabilities.
4. Arranging various Competitions like Debate/ Public Speaking, mock Parliament for students
5. Arranging motivational movies.

Public Relations Officer. Responsible for designing and printing of all the publications related to electronic, print and social media, coordinates and liaison with Media agencies.

System Administrator- System administrator plays a very important and crucial role in IIST. Roles and Responsibilities of the System Admin are as follows:

1. Manages all the activities relating to the IT Service, Computer systems and networking.
2. Looks after the Updation, repair and maintenance of Computer system, Software and hardware and networking system.
3. Responsible for all matters related to data security & leakages.
4. Data Analytics
5. e-Library and Maintenance of ERP

Librarian - A librarian oversees management of the library, collecting, organizing, and issuing library resources such as books, magazines, journals, publication, and other study material.

Exam Controller- The Superintendent of Examinations cell of IIST shall be responsible for making all the arrangements necessary for holding examinations as per the University standards. Ensure necessary items to conduct examination i.e. question paper, answer sheets, mark sheets, to appoint examiners and moderators as prescribed in the rules & regulations; maintain data of examination held and result, prepare guidelines for teachers to prepare question paper for different examination.



Hostel Warden – IIST has well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels, keeps strict discipline among students of the hostels, reports to the principal in case of any indiscipline or misbehavior by the students, investigates the grievances/complaints of the students if found genuine and responsible for students safely and security.

Sports Officer- The Sports officer of IIST is tasked with creating and implementing Programmes which encourage sports activity among students. He develops and delivers a varied range of sport activities, events, and competitions at nodal, state, and national level. He makes requirements and prepares budgets for all kinds of sports and gets approvals from the principal. He works with NGBs/ clubs and plans and implements different activities for social causes, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities.

Central Store officer- The central store officer is responsible for the following duties and responsibilities: he will plan the store activities like estimating, budgeting, purchasing etc., receive the materials ordered by the purchase department and supplied by the vendors in a proper condition as per the laid down procedure, to ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors and stock verification.



Various Policies Documents

Research (R&D) Promotion Policy



**Indore Institute of
Science & Technology**

IIST/RDC/Sept.-21/01

Date: 09th Sept., 2021

Policy for promotion of Research and Publication

With reference to the notice *IIST/RDC/Evsn. Sem. 18-19/01, Dated:29.01.2019*, R&D policy norms are revised to be considered with immediate effect with respect to sponsoring the faculty & students for publication in National/International Conferences.

1. For students - Rs. 1000/- (*one time only as cash award for the first author*) to publish their research work in good quality conferences and journals.
2. For students - 50% of registration charges (*one time only as cash award for first author subjected to a max of Rs. 5000/-*) to publish their work in IEEE Explorer indexed conferences / SCI /Scopus/UGC/ WoS Indexed journals.
3. Research grant will be released to only either first or corresponding author belongs to the Institute. Paper published in SCI/IEEE Journals will be awarded Rs. 5000/-.
4. Paper published in SCOPUS indexed Journal will be awarded Rs. 3000/- maximum 03 papers in a year.
5. Paper published in UGC/Web of Science indexed Journal will be awarded Rs. 2000/-.
6. Conference/Seminar/Workshop fees for paper presentation at International level will be awarded up to Rs. 5000/- (for paper presented outside India).
7. Registration fees of Copyright and Patent will be paid by the Institution. (*As per recommendation of institute RD Cell if considering Institution affiliation name along with claimant is must*).
8. Book publication will be awarded as per following norms :-

Book with National Publisher and with ISBN No.	Rs. 1000/-
Book with International Publisher and with ISBN No.	Rs. 2000/-
Edited Book chapter with National Publisher and with ISBN No.	Rs. 500/-
Edited Book chapter with International Publisher and with ISBN No.	Rs. 1000/-

Faculties are advised to publish their papers in SCI/Scopus Indexed free journals. The quality of the journal and that of the paper be reviewed by the RDC before they proceed for the registration. All the papers published should bear the institutes name in the affiliation part to be considered for the





**Indore Institute of
Science & Technology**


mentioned incentive is towards promoting the culture of research among the faculty and students. However, the expenses related to travel and accommodation needs to be borne by the faculty and students themselves.

Faculty and students who wish to apply for the rewards are required submit the following.

1. Copy of the entire paper duly attested by the HoD, Dean A&R & Principal.
2. Conference Brochure/Journal first page.
3. Proof for paper Selection (email) & any other information required by RDC.



Dr. Keshav Patidar
Principal
Principal



Mr. Aurn S Bhatnagar ias
Director General
IIST/ HP/TMR

**Indore Institute of Science
and Technology, Indore**

Kindly acknowledge the receipt of the notice: IIST/RDC/Sept.-21/01, Date: 09th Sept., 2021
Revised (Make sure the same is strictly adhered and contact the authority for any clarification)

Sr. No.	Name	Department	Signature
1.	Dr. Rajkumar Jain	CSE/IT/AI & ML	
2.	Dr. Dheerendra Vikram Singh	ME	
3.	Dr. Samatha Sing	CM	
4.	Dr. Niraj Kumar Soni	CE	
5.	Dr. Namrata Kaushal	ESH	
6.	Mr. Ankur Jain	EC	
7.	Dr. Dheeraj Rane	CS	
8.	Dr. Sathish Kumar Panchala	IT/AI & ML	





I. AIM AND PURPOSE OF START-UP POLICY

1.1.1 Strategies for Up scaling technologies and Products

Most of the research outcomes of the faculty members and students are enough for producing the useful products and also protect their IPR. However, there is a need to match the levels of commercialization by converting products or innovative ideas into consumer goods as per society requirement. The main aim of this policy is to use of the innovative and entrepreneur potential of faculty members and students by establishing Start Ups.

1.1.2 Entrepreneurship Ecosystem Development

The primary aim of this policy is to establish an entrepreneurial ecosystem at students and faculty members by promoting interdepartmental research collaboration activities and product development as per the predefined policies and guidelines.

1.1.3 Creating innovation pipeline and pathways for Entrepreneur at the institute

To establish and distinguish the interrelationship between the research happenings at the academic level and its translation to the product development and commercialization, incentives and norms are provided for hassle free pathways towards start-ups for all students and faculty at the Institute. It also differentiates research activities at academic level and its transformation into product development.

1.2 IPR and Institute involvement

The IP right and sharing of IP rights between the Institute and the inventor and the boundary limits and conditions for usage of institute resources is clearly laid out in this policy.

2. SCOPE OF THE POLICY

2.1 Applicability

This policy applies to all the faculty and students of the Institute who are willing to commercialize their products with the commercialization set up (Company/Start-up) which may be involved with the Institute IP. The applicability will be alive till the person is retained in the position of faculty/ student/Registered Alumni.

2.2 Responsibility

Entrepreneurship promotion and development should be one of the major dimensions of the Institutions strategy. To facilitate growth of an entrepreneurial ecosystem in the Institution, specific objectives and associated performance indicators should be defined for assessment. The





entrepreneurial agenda should be the responsibility of the Head of the Institution. Heads of all departments work together to successfully implement the entrepreneurship culture.

2.3 Types of Startups / Companies

The institute encourages and promotes the following companies:

- 2.3.1 Companies/Start-ups jointly owned by one or many faculty and students/alumni along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.
- 2.3.2 Companies/Start-Ups jointly owned by one or many faculty along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.
- 2.3.3 Companies/Start-ups owned by students/alumni along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.

In the above said cases the students/ faculty will be founding members/Directors/ Chairman/ members of the Board of Company/Start-up.

3. GOVERNANCE AND OPERATION

3.1 Governance for promoting innovation and Entrepreneurship

3.1.1 Resource Planning and Funding

Resource mobilization plans should be worked out at the institute for supporting preincubation, incubation infrastructure and facilities. A sustainable financial strategy should be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

- ❖ 1% of the total budget of the institute allocated towards the Start-up activities.
- ❖ To support technology incubators, academic Institutes may approach private and corporate sectors to generate funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.
- ❖ Institute may also raise funding through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship (I&E).
- ❖ The strategy should also involve raising funds from diverse sources including Government agencies (state and central) like DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged.





3.1.2 Institutional Infrastructure Policy

- ❖ The pre Incubation and Incubation facilities available in the Institution shall be continuously enhanced through R.&D./Institutional funds.
- ❖ The Entrepreneurship Development Centre (EDC) shall be active also in providing incubation support to the start-ups.
- ❖ The labs shall be accessible 24x7 to students, staff and faculty of all disciplines and departments across the Institution based on requirement.
- ❖ Institutions may offer mentoring and other relevant services through Preincubation/ Incubation units' in-return for nominal consultancy fees initially (decided time to time by the Head of the Institution).

3.1.3 Facility for Innovations and Startups

The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.

- ❖ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by the IIST, Indore) as sabbatical/ unpaid leave/ casual leave for working on a startup. The seniority and other academic benefits during such period may be preserved for such staff or faculty.
- ❖ Start a part-time MS/ MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and nurturing a startup company.
- ❖ Institute will facilitate the startup activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur.

3.2 Institutional Human Resource Policy for Innovations

3.2.1 Norms for Students

- ❖ Students who are under incubation, pursuing some entrepreneurial ventures while studying are allowed to use their address in the Institute to register their company with prior written permission.
- ❖ Student entrepreneurs are allowed to appear for the examination, even if their attendance is less than the minimum permissible percentage, with due permission.
- ❖ Students are allowed to take a week's / months break to work on their startups and rejoin the academics to complete the programme, with prior permissions from the authorities.
- ❖ A review committee shall be framed by our institution for review of startup by students and shall be awarded based on the progress made.





- ❖ Provision of accommodation to the student entrepreneurs within the campus for maximum period of 6 months shall be provided, subject to availability.

3.2.2 Norms for Faculty

- ❖ The faculty / Staff are allowed to undertake a start-up on the technology developed by him/her in the lab at the Institute or previously developed elsewhere.
- ❖ The permanent faculty / contract faculty / Research staff who wish to be involved in Startup on a part time basis can spend a day in a week in the Startup in addition to their teaching, research and other official activities.
- ❖ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by the IIST, Indore) as unpaid leave for working on a startup.
- ❖ The institute can take a share of not more than 20% of the faculty share (or) 2 % 19.5% of the total stake, whichever is minimum.
- ❖ Role of faculty while teaching may be as owner/ founder/ co-founder/ Director-promoter/adviser/mentor/consultant but cannot take the role of employee as CEO or other managerial role in his/ her startup and cannot draw salary from startup.
- ❖ He/ she can take share on profit and dividend only if any from the startup owner/shareholder.
- ❖ Faculty must not accept gifts from the startup.
- ❖ Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.
- ❖ Faculty must not involve research staff or other staff engaged in academic projects of the institute in activities at the startup.
- ❖ If a faculty drops out from his/her academic or research career from the Institute, he/she should inform the Incubation Center at least 3 months in advance and request permission to continue/ exit from the programme. Decisions will be taken on a case to case basis.
- ❖ The reward system for the staff may include office and lab space for entrepreneurial activities, reduced teaching loads and awards.
- ❖ A performance matrix should be developed and used for evaluation of annual performance.

3.3 Incubation and Pre Incubation Support

- ❖ The incubation and pre- incubation facilities for the faculty and students will be made available at the campus 24x7 on all days.
- ❖ Provision of relevant services and mentoring support like provision of space, infrastructure, mentorship, seed funding, legal and patent support and use of facilities at the institution/ Start up





Cell will attract 2-9.5% of equity or stake in the startup incubated. Depending on the infrastructure and other resources utilized, time and the kind of support services extended, the actual percentage may vary.

The institute has established an EDC and Incubation center which works under the direct supervision and administrative headship of the Institution and Senior faculty nominated by Institute Head and in coordination with the Institution Innovation Council (IIC). The Institute will coordinate the below said activities are as follows:

- ❖ Ensuring maximum student participation to go through the pre incubation process
- ❖ Link and collaborate the incubation center with external agencies and eco system enablers to provide network and incubate start-ups.
- ❖ Institute to provide seed funds if possible.
- ❖ Encourage student participation in experience sharing, participation in business plan competitions and organize competitions/ Hackathon.
- ❖ Recruit faculty with strong entrepreneurial/ industrial experience to foster the Innovation and Entrepreneurship culture at IIST Indore.
- ❖ Knowledge exchange between departments and between the Institute and the existing start-ups/companies outside the Institute is highly encouraged. However, the involvement of Intellectual Property Rights and financial commitments will be decided on a case to case basis by the Institute Incubation center.

3.4 IP Ownership Rights for Technologies Developed

- ❖ When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the Institute.
- ❖ If any one of inventor wants to start a startup based on the technology developed as above, then it can be licensed to inventor with the royalties would be 4% of sale price for hardware product and 2% for pure software product. If it is shares in the company, shares will again be 4% (after establishing SPV).
- ❖ Institute IPR cell or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If institute pays for patent filing, they shall have a committee which can examine whether the IPR is worth patenting. The committee should consist





Indore Institute of Science & Technology

- ❖ Customized video materials/learning materials should be available for the startups to guide them.
- ❖ It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product; others may join the leader and work for the startup. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.
- ❖ Pedagogical changes shall be carried out to ensure that maximum number of student projects and innovations are based around real life challenges. Learning interventions developed by the Institute for inculcating entrepreneurial culture shall be constantly reviewed and updated.

3.6 Entrepreneurial Impact Assessment

- ❖ *Impact assessment of entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education shall be performed regularly.*
- ❖ *Well defined evaluation parameters or key performance indicators shall be developed for impact assessment.*
- ❖ *The institute would encourage training and development of faculty and staff involved in innovations and entrepreneurship development activities in the institute.*
- ❖ *Faculty and departments of the institutes have to work in coherence and cross-departmental linkages would be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.*
- ❖ *Periodically some external subject matter experts such as guest lecturers or alumni would be engaged for strategic advice and bringing in skills, which are not available internally.*



(Dr. Keshav Patidar)
(IISP, Chairman)
Principal, IIST, Indore

Indore Institute of Science
and Technology, Indore

C.C.No- 1. All Students, 2. All faculty and staff, 3. Dean/HOD, 4. Registrar office, 5. DG Office, 6. Office Record.





INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

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Institute Scholarship Policy



INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

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Policy Document
for
Institutional Scholarship
(2022-23)

Principal
Indore Institute of Science
and Technology, Indore

Aswini Shrivastava





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Introduction

The Indore Institute of Science and Technology has decided to introduce a reward cum scholarship system for students showing a high level of Merit during their academic program. It is aimed at bringing in an academic rigor among students and keeps them focused on their academic track as well as in sports. This policy document details the various Merit Scholarships that will be bestowed upon the students and the framework to implement and disburse the Scholarship. There will be three types of rewards cum scholarship for the students:

1. IIST Merit Scholarship
2. IIST Sport Scholarship

1. IIST Merit Scholarships

This Scholarship consists of two categories.

First category: - The Institute offers scholarships to the meritorious candidates based on her/his academic performance in examinations prescribed by the DTE, viz 10+2 or Graduation, Rank/Score in All India/State Level Entrance/ Aptitude Test.

Procedure for Grant of Scholarship: - The scholarships will be automatically granted on admission based on academic performance in examinations prescribed by the DTE, viz 10+2 or Graduation, Rank/Score in All India/State Level Entrance/ Aptitude Test.

JEE (Percentile)	% 12th Standard	ME/CE	EC/CM	IT	CS/AIML+/ IoT*
90-100		40,000	42000	50000	60000
80-89.99		42,000	44000	52000	64000
70-79.99		44,000	46,000	54,000	68,000
60-69.99	90-100	46,000	48,000	60,000	72,000
50-59.99	80-89.99	48,000	50,000	66,000	76,000
40-49.99	70-79.99	50,000	52,000	70,000	80,000



30-39.99	65-69.99	52,000	56,000	74,000	84,000
20-29.99	60-64.99	54,000	60,000	78,000	88,000
0-19.99	55-59.99	60,000	66,000	86,000	94,000

Second category: - This consists of the Scholarships that will be given to students who are overall tops of their branch in one complete academic year. At the end of each academic year, a merit list consisting of the first, second and third rank in each program will be prepared on the basis of CGPA for consideration for merit scholarships. The program toppers during an academic year will be given a medal and a certificate.

Scholarship Award Committee The Scholarship Award Committee shall be constituted by the Group Advisor. The Composition of Scholarship Award Committee will be as under:

- Head of the Institute
- Head of the Department or Nominee by Head of Department
- Dy. Register, Student Section
- Finance Officer or Chief Finance officer

The recommendations of the Scholarship Award Committee will be placed before the Group Advisor for approval and sanction. The grant/renewal of the Scholarship or decisions to revoke scholarships will be communicated by the Dy. Registrar to the concerned Head of Department, the student, and the Finance officer.

2. IIST Sports Scholarships

Institute believes that a successful student must be an all-rounder, and to keep true to our belief, we ensure the students have enough opportunities to showcase their talent both at inter and Intra Institute level. Sport brings various cultures together and bridge gap between students and genders Institute promote excellence in sports activity conducted at various levels in the form of sport scholarship. The Institute has a rich tradition of excelling in sports.



The scholarship for achievements in the field of sports will be awarded as per the following criteria.

Year	Timing	Category	Criteria	Scholarship
1st Year	Admission	Participation in Class XII	State	3000/-
			National	5000/-
2nd, 3rd and 4th Year	Later	Participation in 2 nd , 3 rd and 4 th Year	State	Cash Award
			National	Cash Award

The Institute is situated in the rural region. Most of the students at the Institute desire to get admission but because of the financial issues they could not get it. Institute offers financial aid to needy students who opt for admission to B.E or B. Tech through concession in fee or CSR Fund.

The students who are intending to avail this facility have to submit their application in a prescribed format to the student section. The head of the Institute, based on the applicant's academic performance and the economic background, scrutinizes the application and the same is discussed with Group Advisor. The recommendation of the Group Advisor is forwarded to the GB and receives final approval.



MOOC Course reimbursement Policy



IIST/July-22/06



**Indore Institute of
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Date: 05.07.2022


IMPORTANT CIRCULAR

In order to motivate students and faculties for enhanced participation and performance, IQAC and incubation center team suggested they could avail 50% of registration fee submitted for any MOOCs Certification like NPTEL, Swayam etc.

Students and faculties can benefit of this with following conditions:-

1. Candidates must have cleared the Exam with more than 50% marks.
2. In case of NPTEL and Swayam only Elite with Gold and Elite with Silver will be considered for financial benefits.

It is suggested to all avail this facility and submit the application to SPOC along with result copy in every semester.



(Dr. Keshav Patidar)
Principal, IIST, Indore

Principal
Indore Institute of Science
and Technology, Indore

C.C.to:-

1. All Students.
2. All faculty and staff,
3. Dean/HOD,
4. Registrar office
5. Account Office,
6. DG office,
7. Office Record.



Green Campus Policy



**Indore Institute of
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POLICY DOCUMENT ON GREEN CAMPUS POLICY

Green Campus Policy

A Green Campus is a place where environmental friendly practices and education system jointly promote sustainable and eco-friendly ambiance in the campus. The objective of this policy is to foster a culture of self-sustainability and make the entire campus environmental friendly.

Institute protects its own environment with its green campus policy and keeps its campus pollution free. We undertake green audit to ensure balance between environment and educational performance of the institution. The college administration is having environmental consciousness. Therefore, a special focus is given on the plantation of saplings and their nourishment. Every year, tree plantation is done on the college campus during the rainy season. Thus, college undertakes environment friendly practices to maintain eco-friendly balance in the college campus.

Policy includes points related to the institutional initiatives for greening the campus is as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Single use plastics
5. Landscaping with trees and plants
6. Green waves club
7. Green Audit Committee

Restricted entry of vehicles

- All the vehicles of college staff/ faculty members are encouraged to get the emission certification before entering the vehicle in college campus.



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- The college encourages the employees and students to frequently use public transport, bicycles, etc. to limit the emissions.

Use of Bicycle/ battery powered vehicles

- College uses the Battery-powered vehicles for in- house transport.
- All electricity use within a new building space maximizes the use of renewable energy.

Pedestrian-friendly pathways

- Campus follows the Pedestrian-friendly pathways in all the buildings.
- Pedestrian-friendly pathways are properly marked with suitable logo/sign.

Ban on use of single use Plastic

- The college continuously committed to work towards plastic-free campus.
- In the campus, there is complete ban on single-use plastics in classroom, labs canteens in the institution's premises and hostels.

Landscaping with trees and plants

- As per the green practices in the campus is moving in the direction of a Green Institution is planting more trees within and outside the campus.
- Medication plants and more fruit plants and trees have been planted to clean the atmosphere
- Promoting of plantation drive with newly admitted students every year.



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Green Vision Club

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Disabled Friendly Policy



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POLICY DOCUMENT ON DISABLED FRIENDLY CAMPUS

Disabled friendly Policy

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities, in view of this IIST, has implemented these policies in the teaching and learning process. Our policy recognizes that persons with Differently Abled (Divyangjan) are valuable human resource and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment.

Objectives of Policy:

1. To provide equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.

The major provisions/facilities/steps are taken in to consideration for disabled friendly campus:

1. Design of the building such as ramp/lift according to the disabled persons.
2. Placement of proper text and pictogram signage for tactile path, lights, display boards, signposts, located at visible sites.
3. To provide a barrier free environment so that the differently abled students can move without obstacles anywhere in the campus.
4. Availability of software tools and technology for the people with disabilities.
5. Provision of accessible, gender-sensitive, safe, usable and functional washroom facilities for differently abled persons.
6. Availability of toilets that is differently abled friendly.



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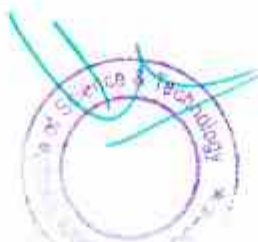
7. To ensure easy access to the classrooms, library, seminar halls and canteen ramps should be set up in appropriate places for the differently abled students.
8. Provision of wheelchair if demanded.
9. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast will be more evident to everyone.
10. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology.
11. Provision of enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.
12. It is the duty of all the staff and students to offer help to differently abled, students without waiting.
13. No stakeholder should ever discriminate a student belonging to Divyangian.
14. A subject-wise list of books should be provided to the differently abled students so that they don't have to search for the books they need in the racks.
15. The library staff should provide the books to the differently abled students if they request through e-mail.
16. In the college canteen, a table set apart for the differently abled students.
17. The vehicle of a differently abled student parking must be at nearest point where his/her classroom is situated.
18. Scribes are allowed to the differently abled students on request.


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E-Governance Policy




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Indore Institute of Science and Technology (IIST)

Institutional Policy
Indore Institute of
On
Science & Technology

E-Governance



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E-Governance Policy

Indore Institute of Science and Technology, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.

Green Waves Club

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Standard Operating Procedure (SOP):

Various vendors/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the institutions followed by the directions of the Governing Council suitable ERP, Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

E-Governance Domains:

1. Website & Social Media:

- The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media
- A Website / Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis and provide content for social media. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

2. Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the RGPV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process will manage by DTE thus e-governance policy of the DTE to be adopted in this regard. At college



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Gender Equity Policy



**Indore Institute of
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POLICY DOCUMENT ON GENDER EQUALITY

Gender Equality Policy

Indore Institute of Science & Technology (IIST) is committed to the promotion of gender equality and women's empowerment, where all students, academic, administrative and support staff, female and male, enjoy equal opportunities, human rights and non-discrimination in all spheres of institute life.

Policy:

IIST uphold common value system of gender equality and equity as well as women's empowerment within the core functions of the Institute, namely, teaching and learning, research and innovation, knowledge transfer and networking, while specifying strategic interventions for institutional and organizational change.

Objectives of policy:

- To fulfill the National commitment to gender equality.
- To prevent violations of National Acts that prohibit gender injustices and to work towards the empowerment of women.
- To create a gender sensitive environment that respects gender diversity and the inter sectionality of other marginalities.
- To ensure equal opportunity to all women without any discrimination.
- To evolve mechanisms for the prevention and redressal of gender-based violence and discrimination, including sexual harassment at the institute.

Implementing guidelines:

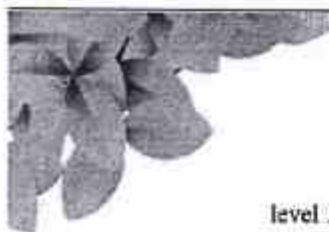
- Gender stereotyping will be prohibited.
- All forms of bias and discrimination including unconscious bias against women will not be tolerated.



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level Admission Portal to be used to manage the admissions enquiry and visit in the college.

3. Academics:

- Institution to manage student academics using a suitable ERP Solution with Real time communication.
- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

4. Accounts:

- The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. Library:

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.



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3. Gender sensitivity will be employed in all recruitment, promotions and opportunity for leadership, to uphold the policy of equal representation of men and women.
4. In selection of staff for professional development opportunities and training, there will be no gender-based discrimination.
5. In formation of any Committee, the representation of women is mandatory.
6. In keeping with National policies, women specific leave will be granted.
7. No student will be denied admission on the grounds of gender.
8. In evaluating students, fair treatment of male and female students alike will be employed.
9. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.
10. Women specific infrastructure facilities will be provided on campus. In creation of new development, renovation of existing infrastructure and other resources, women specific needs will be addressed.

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- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and projects reports.

6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- **CCTV:** Excellent and modernized coverage of the IIST campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

7. Examination:

- The Examination process is regulated by the RGPV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner like examination forms, revaluation forms, Examination hall tickets, uploading the marks etc.
- Utmost secrecy and confidentiality needs to be maintained while documenting examination data.



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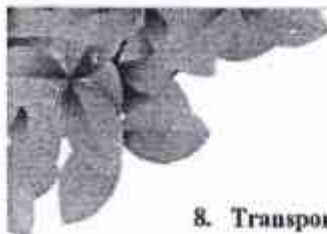
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8. Transport:

CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.

9. ICT Tools:

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

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Remedial Policy



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Remedial Policy Document of IIST

REMEDIAL POLICY

The IQAC meeting held on 31.12.2022 resolved to formulate policy guidelines for remedial classes and the methodology to identify the beneficiaries. It was also resolved to frame special strategies for advanced learners. Accordingly, the IQAC form a draft guideline and were submitted to the governing body for perusal and approval. The guidelines after final approval are:

1. Delineate the students as advanced, average, and slow learners according to the scores of evaluation marks.
Criteria (based on percentage scores) in the evaluation:
 - 0-49 – slow learners
 - 50-85 – average
 - 85 and above advanced
2. Provide remedial classes compulsorily to all students below 50% scores or attendance less than 75% and to those students with genuine interest. Firstly, familiarise the basics of each discipline according to the syllabus for remedial courses. Secondly, give clarifications and remedial coaching for the topics in each semester to the beneficiaries.
3. Faculty prepare and distribute self-learning materials that suit the requirements of slow learners.
4. Slow learners are motivated to engage in various clubs to increase their involvement in the academic activities of the department.
5. Group assignments and projects are given to slow learners.



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1. Delineate the students as advanced, average, and slow learners according to the scores of evaluation marks.
Criteria (based on percentage scores) in the evaluation:
 - 0-49 – slow learners
 - 50-85 – average
 - 85 and above advanced
2. Provide remedial classes compulsorily to all students below 50% scores or attendance less than 75% and to those students with genuine interest. Firstly, familiarise the basics of each discipline according to the syllabus for remedial courses. Secondly, give clarifications and remedial coaching for the topics in each semester to the beneficiaries.
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6. All departments are advised to keep registers separately for remedial classes.
7. Syndicate incharge will provide individual counselling to motivate the students.
8. Motivate the slow learner for basic MOOC courses registration.
9. Utilise the skills and knowledge of the advanced learners to improve the mastery and subject knowledge of the slow learners and those with genuine interest.
10. Assign Practice question (Higher order thinking level questions) on contemporary issues to advanced learners.
11. Advance learners should be encouraged to participate and present papers in Journal and conference.
12. Besides, they are to be motivated to prepare for competitive exams like NET/JRF/JAM etc.
13. Motivate the advance learner to undertake online courses in MOOC, NPTEL and Edx platforms.
14. Advanced learners are to be encouraged to participate in National and International Competitions like SIH, eYantra and along with one or two slow learners.
15. They are to be given cash awards, medals, merit certificates and other recognitions.



Dr. Keshav Patidar
Principal, IIST Indore
Principal
Indore Institute of Science
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Indore Institute of Science & Technology

IT – Policy

Guidelines for Usage of Computing Resources





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The Guidelines concerning usage of Computing Resources provided by Institute:

Indore Institute of Science and Technology provides a strong information technology environment to support its students and faculty in the pursuit of their instructional objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institute.

Understanding that for the Institute to maintain an environment of open access to networked computing resources is important, those who use these facilities must comply with the written policies covering their use as well as the "spirit and intent" of those policies.

Appropriate use of the resources includes instruction, independent study, academic research, and the official work of the offices, departments, recognized student organizations, and the agencies of the Institute. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited. Examples of inappropriate activities include (but are not limited to):

1. Interfering with system security or integrity by:

- Unauthorized breaking into a system/network and/or accessing data files and programs without authorization.
- Releasing a virus or other malicious program/software that disables system network performance or hinders other clients.
- Exploiting security gaps.
- Hindering/changing supervisory or accounting functions of the systems.
- Tapping network lines and changing of IP Address.

Dishonestly moving data from Institute System or through emails that belongs to IIST/IIPT/IIMR.

2. Obstructing users from authorized services by:

- Monopolizing computing resources or computer access.
- Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission.
- Unauthorized Accessing, or attempting to access, another user's data or information without proper authorization.



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3. Email

- Sending unsolicited e-mail, junk mail, or propagating chain letters.
- E-mail "bombing", "spamming", etc.

Any activity of a person or group of persons have violent effects upon another person or a social group comes under definition of cyber violence.

4. Offensive Material

- Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography data/pictured/video/audio/text etc.

5. Forging electronic information

- Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers).
- Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke).

6. IPR Violations: - Including with software piracy, copyright infringement, trademarks violations, theft of computer source code, patent violations, etc.

Attempting Cyber Squatting- Domain names are also trademarks and protected by ICANN's domain dispute resolution policy and also under trademark laws.

7. Online gambling: - Any attempt to indulging any form of gambling, betting, money laundering unauthorized money transfer using institute computing and network resources is Prohibited.

8. Defamation: -Indigenous in any form of online derogatory, defaming, character assassination or degrading any person, Institute, Group, Sector, religion, caste, political party etc. is prohibited.

9. Physically damaging a computer system: - Physically damaging a computer or its peripherals either by shock, fire or excess electric supply etc. DESCRIPTIONS of Sample Violations (Not Exclusive).

10. Mishandling email: You must not overload the communications servers; do not abuse your communications privileges. E-mail is a fast, convenient form of communication. This makes it easy to send mail to multiple recipients and puts a strain on shared systems.



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11. **Do not help propagate chain e-mail letters:** Forwarding chain e-mail is a violation of Institute computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e-mail. "Get rich quick" schemes will invariably claim to be "completely legal". Do not be fooled. Delete all chain e-mail from your account. Contact IT DEPT. for any clarifications.
12. **Do not "bomb" e-mail accounts:** Sending numerous or large e-mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient's network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a e-mail "bomb" can disrupt service to hundreds of users.
13. **Copyright Infringements:** For your use, the Institute provides many software and data that have been obtained under contracts or licenses stating that they may not be copied cross-assembled, or reverse-compiled. You are responsible for determining whether or not programs or data are restricted in this manner before copying, cross assembling, or reverse-compiling them in whole or in any part. If it is unclear whether or not you have permission to do so, assume that you do not have permission to do so. IT DEPT. will assist with any questions regarding software usage and licensing issues.
14. **Interfering with a User's Authorized Services:** Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on the shared systems, flooding chat channels or newsgroups). More importantly, you must not monopolize computing resources for nonacademic activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location; and cede place to those whose work requires the special items.
15. **Sharing Resource Accounts and Passwords or Sharing Objectionable material on Institute:** Your network login and password are for your personal use. If you share your login and password with yours colleagues, friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending e-mail, posting



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messages, or even chatting with people while posing as you. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, notify IT DEPT. or send e-mail to IT DEPT. at systemadministrator@indoreinstitute.com Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.

Further, sharing any form of objectionable material (pornography, religious hatred mails etc.) on your PC hard-drive on IIST/HP/IIMR Network is strictly prohibited.

Disruption of System Security or Integrity: Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially effect hundreds of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.

Unauthorized access: Legitimate use of the Group Institutes computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your door room unlocked. You would not expect your neighbor to use that as an excuse for entering your room.

Do's & Don't

Forgery: You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person's identity. Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addressee" lines) in electronic mail, messages, or postings, will be considered transgressions of Institute rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the Institute, as coming from the group you are authorized to represent.

- Always use official mail id for professional communication within & outside the organization also use of personal mail id is prohibited.

Please check your mail accounts regularly.



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- If you have received a mail containing an attachment, from an unknown sender don't open it, you need to scan the attachment through Antivirus, if you found virus with the attachment then please delete it.
- If you receive a mail containing an attachment, from a sender you know, but without any mention regarding the attachment, don't open it. It may be carrying a virus, which gets automatically attached with mails. You can confirm from the sender if he has sent you this attachment and only then open it.
- Please ensure that attachments sent by you are free from virus and worms. Always use official Mail id for communication within & outside the organization also use of personal mail id is prohibited.
- If you don't have official email id contact to IIST/IIP/IIMR Administrative Department for new official email. Also these mail ids are for official use only.
- Use MS-Outlook for Official Email Address and if outlook is not properly configured please contact System Administrator.

CONSEQUENCES OF MISUSE: Infractions of this shared use policy will result in loss of system and network privileges and will be referred either to the Dean of Department /Principal /Director.

When IT department has reason to believe a user has violated the shared system policy, it may suspend the user's account(s) pending the outcome of an inquiry into the matter. IT Department will notify the staff or student of the alleged violation and the facts on which the alleged violation is based. The staff or student will have an opportunity to respond to the alleged violation. After gathering and considering all the facts available, and in consultation with the Dean of Department /Principal/Director, the user's privileges to the shared use systems may be withdrawn for the remainder of the Semester/Course.

If, in addition to withdrawing privileges, IT Department believes the violation is sufficiently serious to warrant more severe disciplinary action, including restitution, they may refer the matter to the Dean of Department/Principal/Director for appropriate disciplinary action.



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Conclusion: The IT Department recognizes that IIST/IIP/IIMR Information System users are extremely diverse in their needs and requirements. Providing this large range of services for research and instruction necessarily entails providing a relatively unrestricted and flexible system and network organization. To this end, we expect that our users practice considerate and responsible computing and adhere to common sense standards.

When problems arise, they will be dealt with to ensure the unimpaired operation of our systems and network, but we request that all users are considerate and prudent in their use of the resources.

The shared systems are an extremely important and ever-changing resource for the IIST/IIP/IIMR. As a member you are responsible for staying informed about the policies and procedures updates.

Principal

Principal

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Water Conservation Policy



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POLICY DOCUMENT ON WATER CONSERVATION

Water Conservation Policy

The Water Conservation policy aims to encourage all personnel of the INDORE INSTITUTE OF SCIENCE & TECHNOLOGY, INDORE to realistically understand the importance of water conservation as well as increase water conservation in college campus through methods that are consistent with a safe and secure environment.

Objectives of Policy:

1. Emphasize water conservation practices across the campus to reduce overall water consumption.
2. Promote the reuse of treated wastewater for non-potable purposes like irrigation, flushing toilets, or cleaning.
3. To increase the recharge of groundwater by capturing and storing rainwater, by rainwater harvesting from rooftops and run-offs.
4. To store the water for gardening & washing purposes.
5. To Reduce wastage of water
6. Cleanliness drive to prevent water runoffs and clogging of waste material into nearby water sources.



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IPR Policy



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Policy Document on Intellectual Property Right (IPR)

IPR Policy

1. Objectives

Academic and Research Institutions are concerned with successfully managing projects and research initiatives and the protection of their IP Rights which will benefit all stake holders. IIST, Indore is one among the potent institute of Madhya Pradesh which holds the ability to establish the link between the industry demand and inventive minds of institute. The institute would hold the sole right to protect the inventions by the young researchers for their future novel ventures

- To create an awareness about IPR for faculties and students of the Institute.
- To impart training on future endeavours regarding patent filing processes.
- To conduct workshops, seminars and training course on IPR.
- To create an opportunity for Product development and Commercialization.

2. People

The IPC shall consist of

- Head of Institute shall be the head of IPC.
- One Intellectual Property Attorney from patent office Mumbai suggested by the Institute.
- Technical supporting staff from private agency.
- The Dean/Director of Research.
- Upto three other Professors to be nominated by the Head of Institute.
- The meeting of the IPC shall be convened by the IPC head from time to time.
- The Institute shall provide adequate support and secretarial staff.



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3. IP POLICY

Academic and Research Institutions are concerned with successfully managing projects and research initiatives and the protection of their IP Rights which will benefit all stake holders. IIST, Indore is one among the potent institute in central India which holds the ability to establish the link between the Government and inventive minds of Institute. IIST, Indore would hold the sole right to protect the inventions by the faculties and young researchers for their future novel ventures.

3.1 IIST, Indore provides for patents as follows:

- **Patents:** - It shall be competent for the Executive Council to take out patents in respect of any discovery or invention made by the teachers or students from the institute.
- **Right to be in joint name :-** The patent shall be taken in the joint names of the Institute and the person responsible for the discovery or invention.
- **Expenses of registration :-** The expenses in connection with the registration of patents shall be borne by the Institute.
- **Sharing of profits-**Any profit accruing from the patent shall be shared equally between the Institute and the person responsible for the invention or discovery.
- **Exploitation of patents :-** The person responsible for the invention or discovery shall render free service to the Institute in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Executive Council.

3.2 IIST, Indore is obliged to:

- Promote and encourage application oriented scientific research;
- Make reach of inventions to the common man through under Institute supervision.
- Encourage, assist and provide mutually beneficial rewards to the Institute and inventory member.
- Institute to secure sponsored research funding at all levels of research.



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3.3 Intellectual Property Rights

Intellectual Property Rights shall include Patents, Trademarks, Copyrights, Trade Secrets and other species such as computer software or printed material, any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work, such things as new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique and innovative uses of existing inventions. For the purposes of these Ordinances Intellectual Property may or may not be patentable or copyrightable.

3.4 Ownership of Intellectual Property

- IP shall be owned by the Institute if created as a result of Institute research or created by substantial use of Institute facilities or resources.
- The Creator at his option may retain ownership when the IP developed without use of Institute resources.
- The Institute faculty and students may publish their research outputs provided that are not copyrightable/patentable intellectual property.

3.5 Intellectual Property Rights can be from

- Assignments undertaken by the Institute from external agencies or self-made projects.
- Individual or a team of researchers.

3.6 The Institute Shall

- Educate faculty members, staff and others regarding Institute's intellectual property.
- Provide legal support.
- Report applicable laws and regulations in a timely manner.

3.6 The Creator Shall

- Disclose the invention in a thorough manner.
- Provide assistance throughout the period of intellectual property rights procedures.



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4. Conflict of interest

All inventors/innovators, who have interest, direct or indirect, in any party interested in the commercial exploitation of Institutes' IP, shall make full and honest disclosure of the nature and extent of the such extent to the institute. If the inventor(s) and his/her family members have stake in a licensee company, then they are required to disclose their stake in the company and licensee or an assignment of the rights of for a patent to the licensee company in such circumstances, shall be subject to the approval of the IPR cell. Failure to declare his/her interest in the commercial exploitation of the Institute's IP and /or to seek approval from the Institutes, shall subject such personal liable to disciplinary or the others actions which the Institutes shall, in its sole and absolute discretions, impose.



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Library Policy.



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Institute Library Policy

IIST Library provides the best library services to Students, Faculty and Staff. These rules are designed to ensure that all users may obtain the maximum benefits from Library facilities. All users should exercise self-discipline, respect and consideration for others when using the Library. The Students, Faculty and Staff of the IIST Indore are automatically eligible to avail facility of Library. Central Library is under CCTV surveillance. By using any facility of the Library a user agrees to abide by following rules.

- A. General rules
- B. Lending/ Borrowing rules
- C. Conventions for Lending/Borrowing
- D. Renewal rules
- E. Reservation facility
- F. Late returns
- G. Loss and damage of library resources
- H. Photocopying facility
- I. Computers and internet access
- J. Library Updates

A. General Rules:-

1. The Library is to be used for the purpose of academic study and other related material. Everyone in the library shall respect the rights of other users.
2. Only registered member are permitted to enter inside the Library, after scanning ID card on barcode reader.
3. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Note books, writing materials, laptops etc. may be carried inside.
4. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use.
5. Readers are requested to handle Library property carefully to avoid any damage:-
 - (a) No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
 - (b) Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the Library. Users are advised not to keep their valuables in these property counters. The Library is not responsible for the loss or damage of any such article.



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- (c) Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources property damaged or to pay the value thereof.
- Silence must be strictly observed both by the users and the library staff. Engaging in loud Conversation discussion or group study inside the reading halls is strictly prohibited.
 - Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
 - Use of eatables, drinking, smoking and sleeping in the Library are strictly prohibited.
 - Notices, broadsheets, handbills, newspapers, or other materials will be displayed in the Library only after prior approval of the Library authority.
 - Improper use of library facilities by user(s) will lead to the suspension/termination of his/her membership or may be lead to suspension of library privilege.
 - Users should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
 - Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that time.
 - In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.
 - Library Users causing destructions/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behavior continues.
 - Library Users who engage in destructive behaviors that interfere with others use of the Library, who engage in behaviors that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.
 - The library rules and regulations may be modified from time to time and shall be binding on all Concerned.

B. Lending/ Borrowing Rules:-

- Library timings 09:00AM to 08.00PM on all working days.
- Timings for borrowing and returning of books:
 - During 9:20 AM to 4:00 PM on all working days.
 - From 10:00 AM to 4:20 PM on Saturdays, Sundays and other Holidays. (During Examination).
- It is essential to show IIST ID Cards during checkout and check-in transactions of library items.
- Membership IDENTATY CARD is non Transferable. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their name.
- The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter.



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who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.

6. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
7. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlas, special collections, CDs, data documents and damaged documents, etc.
8. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
9. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resumes.
 - (a) In case of due date of library items submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
 - (b) In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.
10. Identity card is to be preserved safely. If misplaced/ damaged a duplicate ID card will be issued by student section, after depositing charge of Rs 100/-.

C. Conventions for Lending/Borrowing:-

1. The Number of book(s) that user(s) can borrow is as follows:
 - (a) Students:- UG Students : 08 Books for 21days
PG Students: 08 Books for 180 days
 - (b) Faculty*: 08 Books for 180 days
 - (c) Staff*: 02 Books for 180 days

*If books are not returned by Faculty/Staff by the due date, fine is not charged on them.

A reminder mail will be sent to them periodically. However, No Dues Certificate will not be issued until the library dues are cleared.

2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester are kept in the Reference Section. Reference books are not issued.
3. Major Project reports, Theses, dissertations, CDs, are not lent out of the Library.
4. Issued books must be returned on or before the last date stamped on the due-date slip of each books. Sending reminders to defaulters is not obligatory on the part of the library.
5. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
6. Loan periods may be adapted to take account of vacation/examination requirements. In exceptional circumstances extended loan periods may be negotiated.
7. Pre-Approval of the competent authority will be required for any exceptional cases.
8. If books are not returned by student the due date fine will be charged on them. A reminder mail will be sent to them periodically. However, No dues certificate will not be issued until the library dues are cleared.



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D. Renewal Rules :-

1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
2. Borrowers can get book(s) reissued on or before the due date by personal visit to the library.
3. Already overdue items will not be renewed.
4. Already reserved items cannot be renewed.
5. Borrowed Book(s) cannot be renewed more than once. After that the borrower must return the book(s).
6. The borrower has to bring the material physically to the library for renewal

E. Reservation facility :-

1. Users may reserve the book(s) to issue at the Circulation Counter in case they are already issued.
2. A user cannot reserve more than one book.
3. If the reserved library book is not taken within one day, it will be issued to another user in queue or it will be put back on its shelf.

F. Late Returns :-

1. The following overdue charges will be collected from Students, if the book(s) are not deposited by them on the date last stamped on Due Date Slip. For Textbooks - Rs. 5 per day per book will be charged.
2. Defaulter List of students will be sent to the concerned department at the end of each semester for recovery purpose. These students will be restricted from registration of the next semester unless dues are cleared
3. If the book due date falls on a holiday of the library, the next working day will be taken as the due date.
4. Absence from the University will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, winter / summer break.
6. If a book is not returned within the loan period, issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty and Staff members are advised to deposit the books on time and reminders will be sent 15 days after the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

G. Loss and Damage of Library Resources :-

1. The borrower will be responsible for loss of any book(s) and other resources against his/her ID card.



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2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
3. Replacement Process:-
 - (a) The borrower may replace a lost library document with the same edition of the document or by a latest edition.
 - (b) The cost of out-of-print document will be:
 - (1) 02 times the cost of the lost document at the current exchange rate in case of foreign document.
 - (2) 02 times the cost of the lost document in date of purchase of books INR in case of Indian book.
 - (c) The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.
 - (d) If a book/loose journal of a set is damaged / lost or misused, the entire set has to be replaced and processing fee should be paid.
 - (e) If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate.
5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

H. Photocopying Facility:-

The photocopying service is provided in the Library to cater to the requirements of the library users. This service is limited to library material, document including copying research papers published in journals, conference proceedings for academic and research work without violating the Copyright Act.

Charges:

1. Copies (1 to 10 Number pages)Rs. 1.00 (One Rupee) per page for A-4 size paper
Copies (11 to 30 Number pages) Rs 0.75 Rupee Per pages for A-4 size Paper
Copies (31 to maximum number of pages) Rs 0.50 Rupee Per pages for A-4 size Paper and A-3 size Paper Rs 2.00 (two Rupees) Per Pages.
2. Payment Mode: Cash only

Timings: 10 AM to 01 PM and 02 PM to 04 PM on all working days only.

Note: Photocopy service is not available on Saturdays, Sundays and Institute declared holidays.

Rules for Photocopying:-

1. Library staff will review and evaluate all material before photocopying.





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2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.
3. Only standard paper size (A4, A3 size) will be used.
4. No refunds will be given for any reason other than mechanical malfunction, e.g. unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

Copyright:-

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and library is not responsible for any Copyright infringement by users.

I. Computers/ Laptop and Internet Access:-

Computers are placed at e-library in the Library for accessing the resources for academic and research work. These should be used exclusively to access OPAC (Online Public Access Catalogue) of IIST Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit time spent on these computers. Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the Institute. Disciplinary action will be taken against those breaking the rules. One computer is placed at main Gate for OPAC (online public access catalog) search. User need to turn off computers using. Please note, in particular, that the following are not allowed:

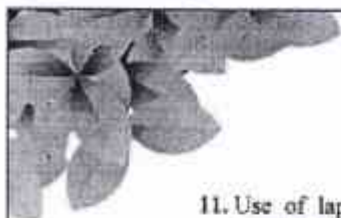
1. Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly Confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action.
6. Chatting and game playing on Internet
7. Creation, display, importation, circulation or storage of offensive material
8. Online chatting, audio /video streaming, browsing of social networking sites is strictly prohibited, strict disciplinary action will be taken against the defaulters.
9. Playing games on computers or laptop is strictly prohibited in the entire Library premises.
10. Readers are not allowed to share their Internet access ID and Password with other students.



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Science & Technology**

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11. Use of laptops in the cubical systems where computers are already installed is not permitted.
12. Changing the setting and display of the computer kept in the library is not permitted.
13. Readers should not remove /unplug computer cables /connections, network cables and other peripherals /accessories in the library.
14. Personal keyboard, mouse, etc. are not allowed inside the Library.
15. Downloading, accessing /opening of pornographic sites or storage of offensive material are not allowed inside the Library.
16. Illegal /Unlawful activities such as (but not limited to) hacking, deleting of files, changing / tweaking of system configurations / passwords resulting to damage of systems and network are prohibited.
17. User may not temper with any equipment inside the facility, specially the computer unit. In case of hardware /software problems, ask assistance from the staff on duty.
18. Library will not be responsible for any kind of missing items of students' (Pen drives, Laptop, CD/DVD ROMS, Earphone, Ear buds etc).

General Library Updates:-

1. All general notices about Library Resources will be displayed on the Library Notice Board and other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.
3. Library is fully Wi-Fi enabled. Reading hall facility with Wi-Fi connectivity, Keeping open before and after Institute timing.
4. Library timing/ hours can be extended during examination.
5. There is provision of additional switches for connecting, PCS / Laptop in the library.
6. Non- registered members can use/ access the library material only with the permission of the Librarian.
7. Taking News papers out of library or any other area is not allowed. It must read only in the library.
8. Readers / users suggestions are always welcomed.
9. Readers should not mark, underline, dog -ear, write, tear pages or other damage the library documents.



Sudhir Sohani
Librarian

Dr. Keshav Patidar
Principal
Principal
Indore Institute of Science
and Technology, Indore



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)



Code of Conduct for Students and Staff



Code of conduct handbook exists for students, teachers, governing body, and administration including Director / Principal /Officials and support staff.



CODE OF CONDUCT

DG Sir Message



Shri Arun S. Bhatnagar
(IRS, Ex. Principal Commissioner)
Exe. MBA, IIM(B)
Director General (IIST, IIP, IIMR)
arunsbhatnagar@indoreinstitute.com
Ph: 0731-4010565

Dear Contributors,

Education, in essence, should bring to the fore the inner and inherent potential of the student. Educational institute, therefore, has to distinguish itself by providing sound infrastructure for higher education to leverage knowledge and innovation. More so, since the society and the nation look up to these centres for fulfilment of their aspirations and expectations. Education, be it primary or higher, need to go beyond its scope of merely imparting information and skill. It is precisely here that educational institutes have to play a pivotal role. It is rightly said that the child is not vessel to be filled but a lamp to be lit. Besides proactively providing an environment conducive to foster and nurture the inherent potential of the students, the institute need to consciously promote an inquisitive spirit among the students. The students would then be able to get acquainted with latest and upcoming research and inventions in science and technology. Hence, the institute has the onus of providing a platform for overall development of ethical, moral and human aspects of the personality of the students. The teachers are to be epitome of all that is good and need to maintain a professional demeanour by embracing traits like honesty, integrity and sincerity. This would go long way in bringing about quantitative and qualitative expansion of the student personality. Let us, therefore, pledge ourselves to rebuilding our institution and thus live up to the expectations and the trust reposed in us. Let us make concerted and sincere efforts to restore the glory and eminence to this institute. Together we march ahead to achieve the excellence.



CODE OF CONDUCT

Message from Principal



Dr. Keshav Patidar

Principal (I/C)

principal@indoreinstitute.com

LinkedIn:

[https://www.linkedin.com/in/keshav-patidar-](https://www.linkedin.com/in/keshav-patidar-62186bb4)

[62186bb4](https://www.linkedin.com/in/keshav-patidar-62186bb4)

IIST is on the path of growth and development. Our goal is to impart futuristic technical education through dedicated well qualified faculty members and supporting staff.

At IIST, we enhance employability of our students by bridging the gap between industry and academia. We are providing training on latest technologies to our students through various SIG activities in each semester for all engineering streams. Our attitude of going beyond curriculum will surely position our students at the forefront in job placements.

We have made a remarkable progress still there is a long way to go ahead. I am sure that, with the active combined work of all our stake holders, we will be able to make our institute as center of excellence in technical education.



CODE OF CONDUCT

INDEX

Sr. No	Particular	Page No.
1	Code Of Conduct For Students	05
2	Code Of Conduct For Teaching Employees	10
3	Code Of Conduct For Non- Teaching Employees	22
4	Code Of Conduct For Administration	25



CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the „Code“) and the rights, responsibilities including the restrictions flowing from it. The institute endeavors by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound; and to provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also viewed on the official website of the Institute.

1. DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the institute from time to time. Any act of indiscipline or misbehavior by any student will attract punishment as per the rules.

- The student should follow the academic calendar as per the instructions of Head of the Department/Principal of the institute.
- Students must reach their lecture halls five minutes before the scheduled time.
- Damage to institute’s property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate institute authorities.



Service Manual (Service Rules and Procedures)

शैल

Shail Group of Institutions

Service Manual

Shail Educational & Welfare Society



FOREWORD

Dear Team Members,

Academic excellence is sine-qua-non of any institution of higher education which is striving for excellence. We understand that academic excellence isn't mere enhancing technical competence and deploying qualified faculty. It is also about creating suitable academic environment which is conducive for all round growth. Attracting best of faculty, compensate them adequately for their growth, enable them to live with dignity and putting in place such systems that enable an employee to perform to his full potential is central to maintain excellence in learning and proliferation of knowledge. Considering this need, we have created this Service Manual on Human Resource Management & Development for institutions of Shail Educational & Welfare Society (SEWS).

I expect each and every member of my team to study, absorb, and internalize the values, ethos and systems and strive to follow them as outlined in this manual.

Arun S Bhatnagar
Director General
IIST/IIP/IIMR



Institutional Excellence and Systems

Shail Educational and Welfare Society (SEWS) was incorporated in the year 2002 with a vision to setup professional institutions and groom the younger generation to become world-class technoocrats and managers. It firmly believes that there are primarily two factors that need be addressed on the path to excellence which are:

- i) Deployment of motivated faculty and maintaining academic and professional tenor
- ii) Supporting the faculty and students with state-of-the-art infrastructure to result effective knowledge transfer (teaching-learning) and research as well as holistic development of the students and its employees.

In this pursuit, SEWS has evolved various academic-administrative systems including effective human resource management processes. Keeping this in view, this Service Manual is formulated to address the issues of effective facilitation and motivation of faculty and support staff.

This Employee Service Manual comprise of Working Rules & Code of Conduct (more specifically outlining the service conditions & expectations from employees of SEWS) in addition to highlighting the ethos and value system of SEWS in its pursuit of serving the Indian Society

This service manual is intended to serve as a ready-reckoner to an employee by providing an overview of human resource management processes and the conditions of employment intertwined with considerable human-orientation and humane-working conditions.

It is hoped that this service manual would generate good understanding between employees and management resulting into stronger bonding and teamwork.



Job Description for Staff

Draft (Internal Circulation only)

SHAIL Group of Institutes
Rau, Indore, MP, India

HRM Manuals – JD's Compendium

Evolved

By

SAK Consultants & Associates

&

With Data Collection Support from

Ms. Kriti Vishwakarma, Admin Officer, SGI

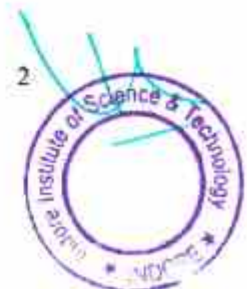


Preface

The one of the vital keys to excellence in SGI is to have on its roll the best of teaching & technical staff, sufficiently motivated to move on the path of continuous knowledge updating and self-up-gradation and at the same time add value to the student learning processes through committed & involved teaching and hand-holding in practical field. This pre-supposes that the academic administrators have the where-with-alls to put-in place right kind of motivated faculty & other personnel in position and these people are adequately appraised and inducted about their roles and responsibilities. In the realm of effective Human-Resource Management (HRM), this requirement is met through Job-Descriptions (JD) or Position Descriptions. In effective organizational design, JDs are considered as vital inputs to result personal efficiency and effectiveness as well as good senior-subordinate relationships, as the JDs bring in considerable clarity in the role-relationships and interdependencies and what exactly to be delivered by each and every position towards the specified overall as well local organizational objectives and targets.

JDs, in addition to facilitating the administration in selecting right persons & specialists through its clearly identified job-requirements, also enables an incumbent to understand his total job vis-a-vis other positions in the department/ section or the institute and enables him to focus on his rightful contribution. In fact, JDs could serve as a better basis for performance evaluation of all positions in an organization. Above all, JDs also help in designing and developing tailor made induction and orientation programs for new recruits. Further, a JD can never be comprehensive as a person may have to perform a variety of jobs/tasks while at his work-place depending upon the exigencies of the situation and JDs are bound to be flexible. At best, a JD is guideline of the broad content of a job and in no-way it is an exhaustive listing of duties. The spirit of mutual-understanding is essential between the faculty & staff as well with their supervisors to make effective use of these analytical tools in managing the knowledge-based workforce.

However, it has been found in practice, some kind of rigid behavior developing among the incumbents due to written down tasks/duties. Hence, due care has to be taken in advance to dispel this kind of understanding of the JDs and the employees should be impressed upon its



usefulness in various components of academic administration while facilitating the incumbents to focus on the tasks/responsibilities earmarked to them exclusively.

SAK Consultants places on record with grateful thanks the cooperation extended by MsKritiVishwkarma, Admin Officer, SGI in arranging the data collection through the specially drafted questionnaires. The integrated implementation of this manual along with other manuals of HRM would ultimately lead to a motivated and spirited faculty & facilitative environment that would enhance academic entropy levels of effective student-teacher relationships and enhanced learning.

SA Khader

Principal consultant

SAK Consultants & Associates, New Delhi



INDEX

Faculty Positions

1. Principal/Director
2. Dy Director
3. Dean
4. Programme Coordinator
5. Professor
6. Associate Professor
7. Assistant Professor
8. Asst. Professor (Adhoc)
9. Guest Faculty
10. Asst. Registrar

Technical & Skilled Positions

1. System Administrator/Sr. Programmer
2. System Analyst
3. Programmer
4. Sr.Lab Technician
5. Lab Technician
6. Lab Assistant
7. Lab Attendant
8. Workshop Coordinator
9. Instructor (Workshop)
10. W/S Instructor (Machinist)
11. Librarian
12. Library Assistant
13. BookLifter
14. Sports Officer

Strategic Planning & SDP Positions

1. Director/Director General
2. Head (Student Devpt. Process) or Head (Strategic Management)(or) VP (Strategic Management)
3. Manager – SDP/Marketing Manager or Business Development Manager or Admission Process Manager
4. Public Relations Officer (PRO)

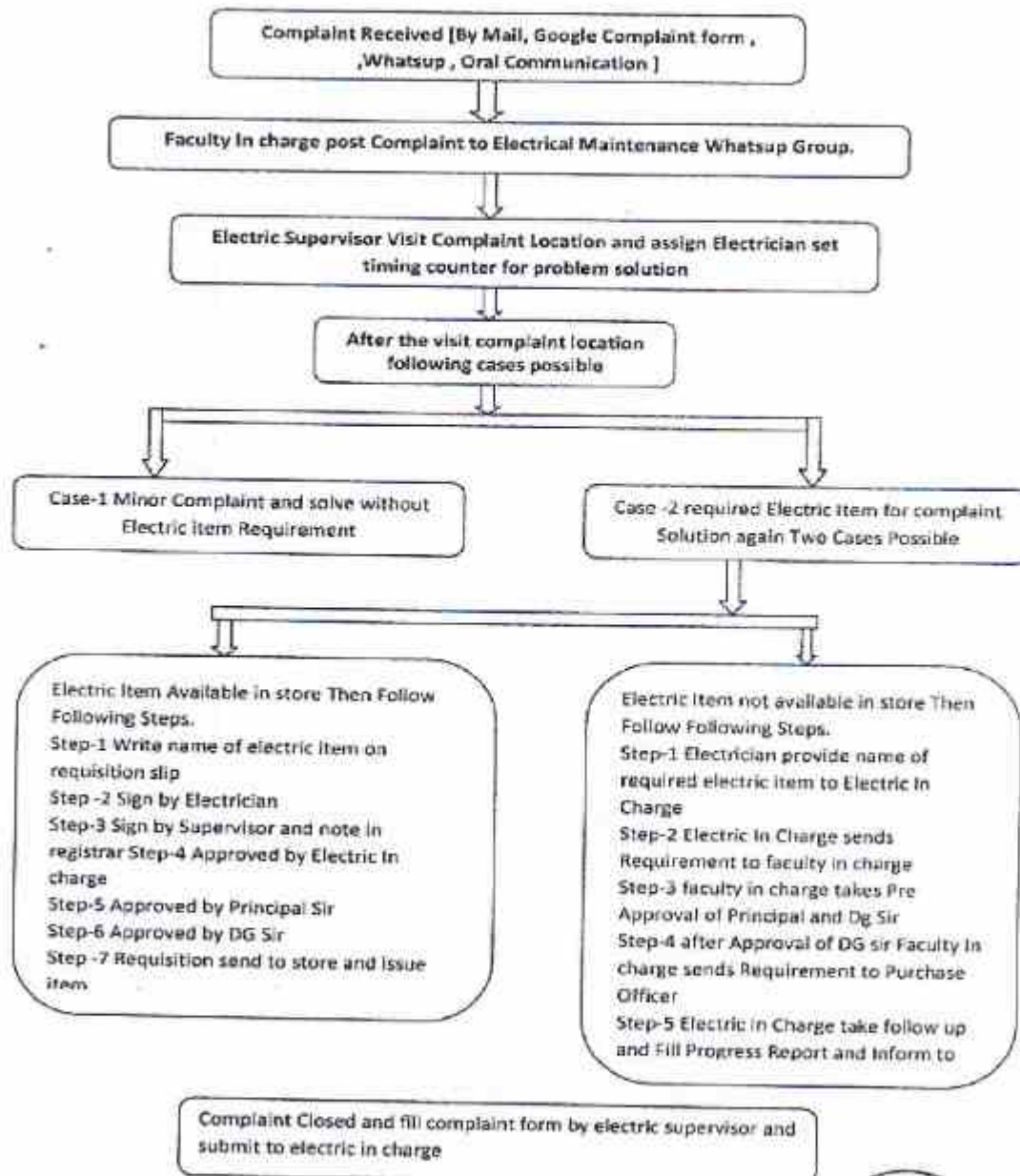
<https://iist.indoreinstitute.com/wp-content/uploads/2022/09/Annexure-2.pdf>



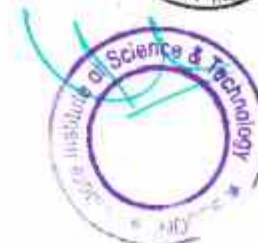
Various SOP for Maintenance

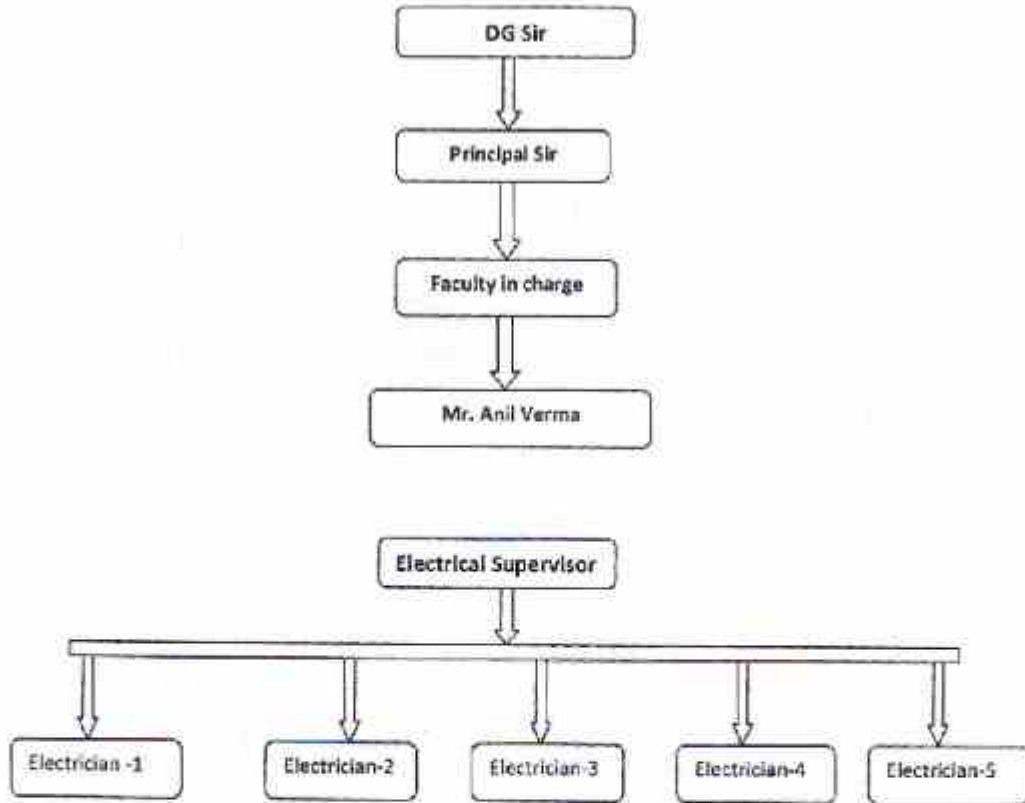
SOP - Electric Maintenance

Electric Maintenance Department work SOP



Shrivastava



New Electric Item Purchase

1. Whoever Needs the Electric item will be talk to the Faculty In charge
2. Faculty In Charge informed to Electric Supervisor
3. Electric Supervisor visit site Along With Electrician.
4. After the visit site Electric supervisor will inform the one who needs Electric Item.
5. Whoever Needs the Electric Item will be Fill Electric Item Requirement form and Submitted to Faculty In Charge.
6. Faculty In charge will be Proceed for Approval of Principal Sir and DG sir.
7. After the Approval of DG Sir Electric In Charge Will be Send Form To Purchasing Officer and Take Follow Up.
8. After the electric item Arrival at Store Department Electric Supervisor fill Requisition form and Received Electric Item
9. After the completion of work Electric supervisor must be Received Complaint form one who generates complaint.
10. At the end electric supervisor must be submit complaint form to Faculty In Charge.

Sharma






INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

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IIST/IIP/IIMR

Electric Maintenance Card

Docket No. _____ Date _____

Name & Department _____

Building Name & Location _____

Detail of Complaint _____

Name of Technician _____

Work Detail _____

Electric Item Required

S.N	Description of Item	Quantity	Available in Store	Verified by Electric In charge

Name of Complainant _____ Signature _____ Date _____

Name of Electrician _____ Signature _____ Date _____

Name of Electric In Charge _____ Signature _____ Date _____

Name of Faculty In Charge _____ Signature _____ Date _____

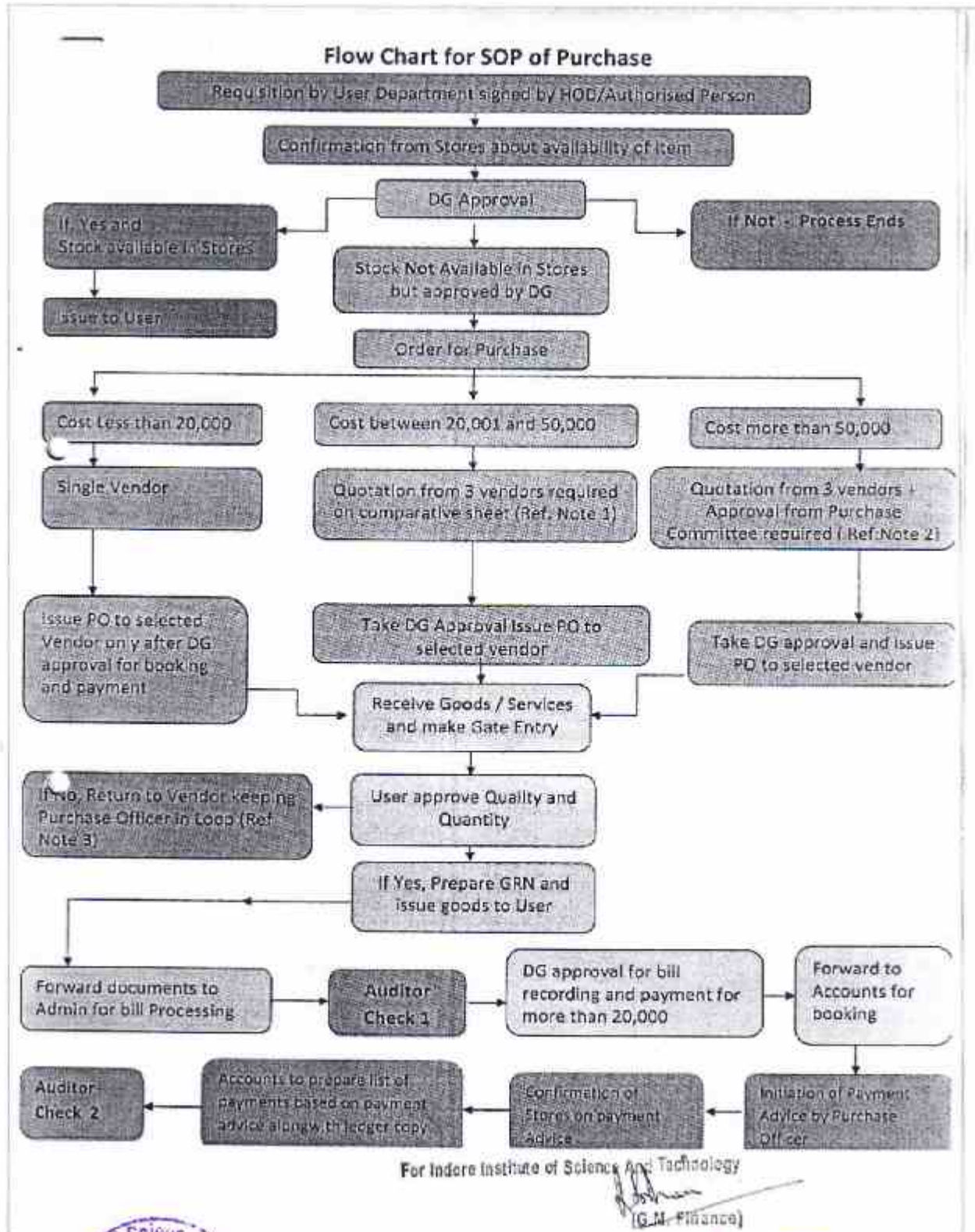


Electric Work Pre Planning

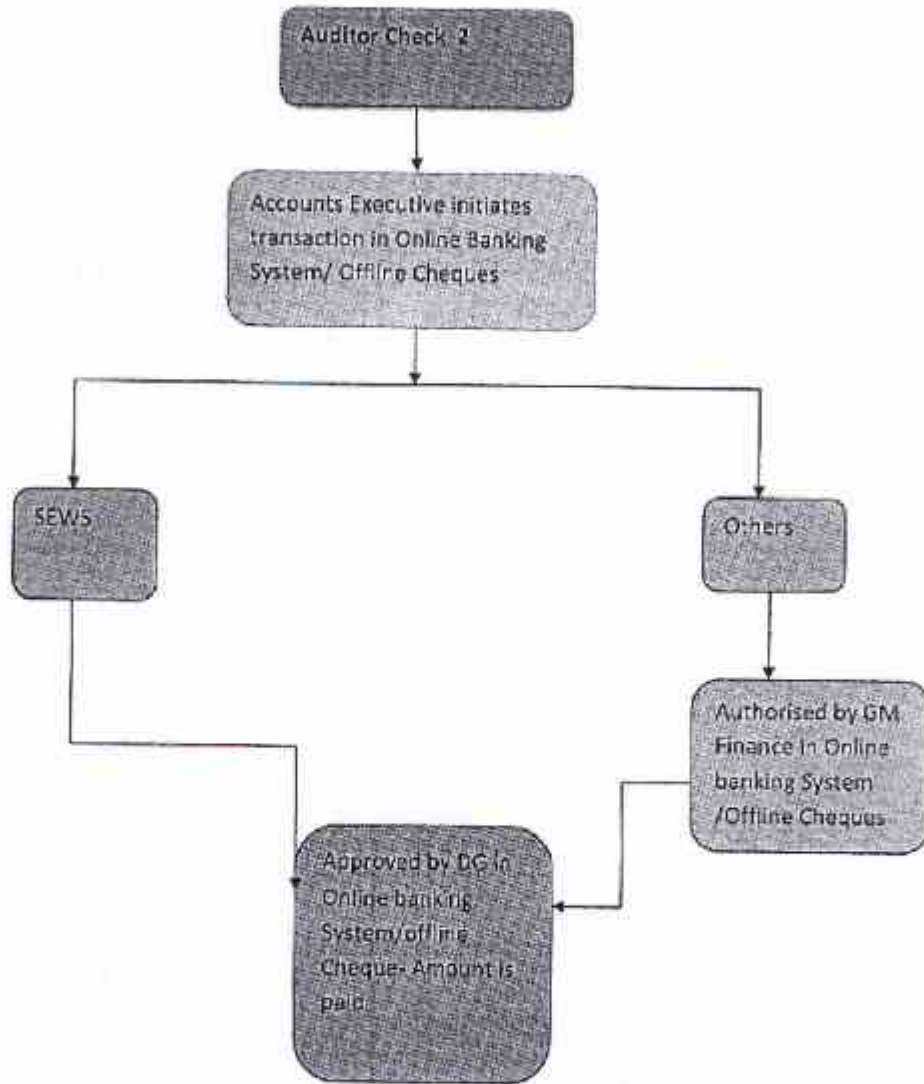
S.N	DATE	WORK PLANNED	COMPLETE OR NOT
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			



SOP - Purchase



Online/Offline Payment System Mechanism



For Indore Institute of Science & Technology

[Signature]
 (G.M. Finance)



Note 1: In case of purchase value between 20,001 to 50,000 comparative sheet to be signed by 1. G.M. Finance, 2. User Dept. HOD and 3. Sr. Admin

Note 2: In case of purchase value more than 50,000 comparative sheet to be signed by 1. G.M. Finance, 2. User Dept. HOD and 3. Sr. Admin and 4. DG nominee

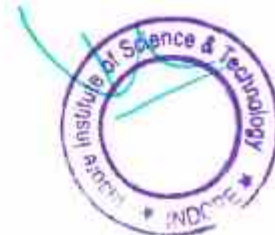
Note 3: If goods return by after preparation of Goods Received Note [GRN], then stores to prepare Material Return Note [MRN] in 4 copies. One copy to be kept with Stores. Second copy to be sent to Vendor alongwith Goods. Third copy to sent to Purchase Officer. Fourth copy to be sent to Accounts Dept.

Accounts Dept. to immediately enter debit note in books of accounts effecting vendor ledger.



SOP - Placement

Placements SOP	
1	Induction of New batches of students Introduction to Placement Policy
2	Assessment of Students (KSA Level)
3	Technical & Soft Skills Trainings Need Identification & Imparting
4	Internship and Industrial Visits
5	Assessment of Students' interest for placements/Higher Education/ Entrepreneurship
6	Students' Placement registration before Final Year
7	Announcement of available Job offers & JD
8	Company-specific registration by the interested students
9	Company-specific training (If required)
10	Placement Process (As per Company's Requirement)
11	Announcement of Results
12	Offer Letter
13	Employer's Feedback
14	Joining & Onboarding



SOP- Maintenance of Computers (Hardware & Software) and Networking

Indore Institute of Science & Technology, Indore

SOP- Maintenance of Computers (Hardware & Software) and Networking

Purpose: The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

- a) **Scope:** This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.
- b) **Responsibility:** System administrator.
- c) **Policies and Procedures:**
 - Whenever there is a problem with computer hardware or software the respective lab-in charge/Lab Staff / individual has to call the repair request to the System administrator.
 - After received request system admin assign one lab staff and lab staff visit the place and check the problem if problem is small he or she immediately resolve it and entry the detail in the register and if problem is little complex then machine will be forwarded to system admin office.
 - In System administrator office they maintain log register and they entry the details with problem and assign the lab staff for the same.
 - Assign Lab staff coordinate with system admin and resolve the problem and filled the form and mention the issues and solution.
 - The repair form is seemed to be closed once the problem is solved with System admin signed and end user signs the form.
 - At last again outward entry in register and machine will be send to respective place
 - In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to principal with signature of end user.
 - If the required amount is less than Rs 10000/-, principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded to purchase committee as per SOP.

Cont...

[Signature]
System Administ.

HST/HP



Indore Institute of Science & Technology, Indore

d) Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.
- Only necessary documents are allowed to print on nominal charge basis.


e) Records to be maintained:

- Repair form
- Log book


System Administrator
System Administrator

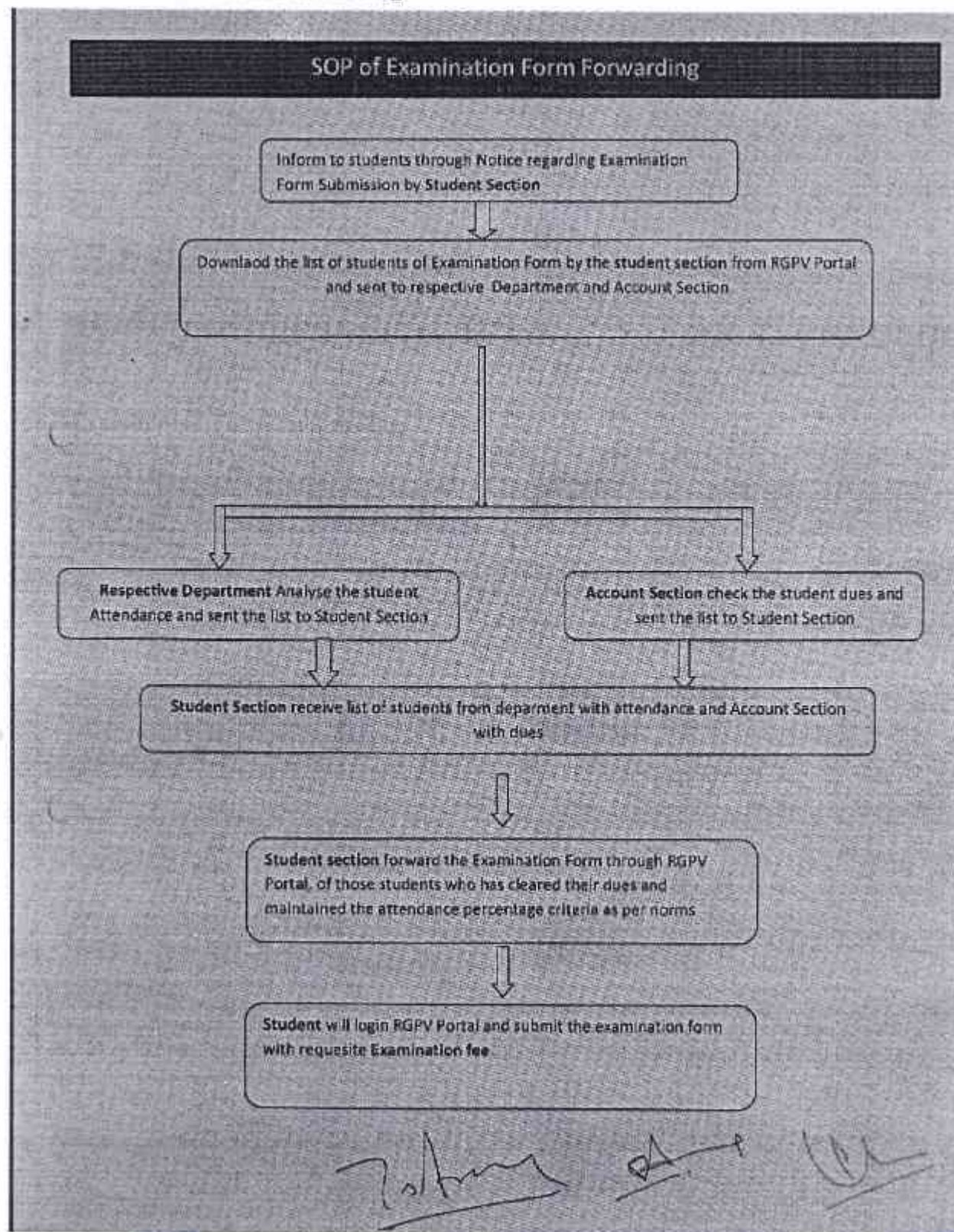
Date

HST/ITP/IT/...


Principal
Principal
Indore Institute of Science
and Technology, Indore



SOP- Examination Form Forwarding



SOP- Hostel

Admission Process

1. Hostel Enquiry
2. Hostel Visit
3. Hostel Form filling process
4. Passport photo
5. Update the student name at student cell
6. Fees deposit process
7. Room Allotment
8. Enter the name on hostel attendance register
9. Update the name in ERP Module

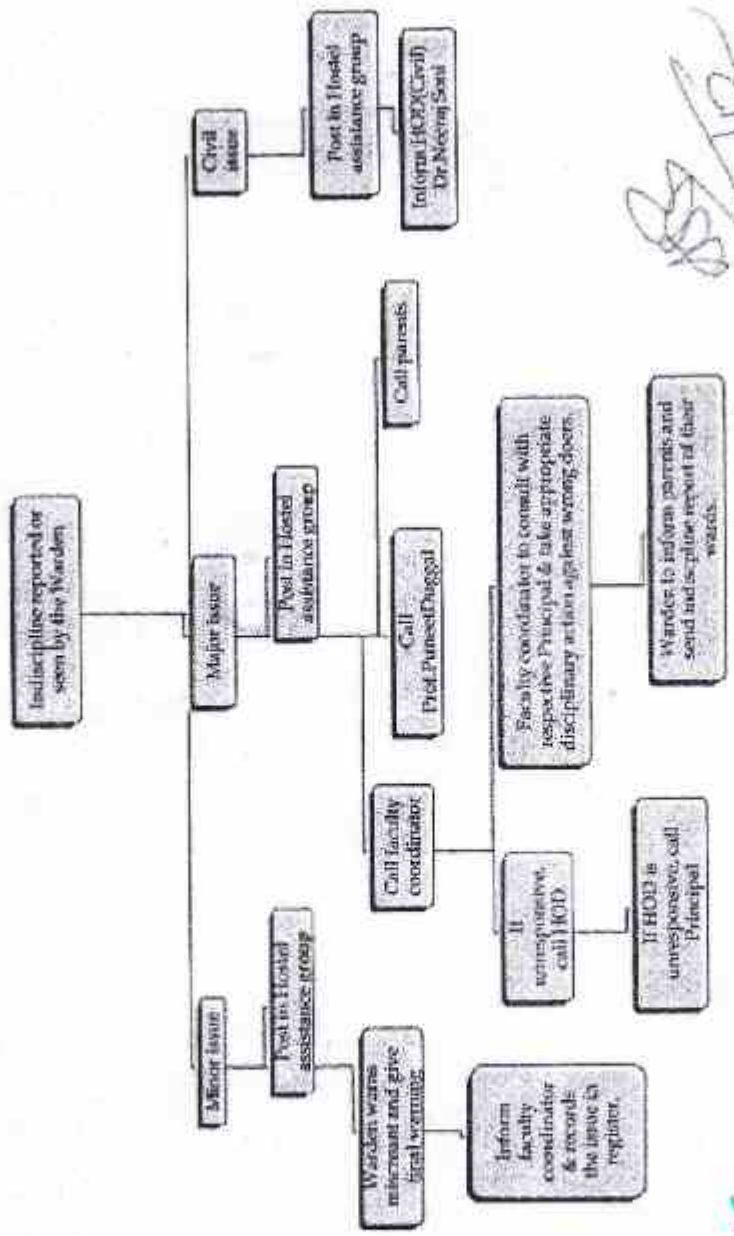
Maintenance Process

1. The complaint is registered by the student in the maintenance register
2. The warden visits to the student room and check the complaint status
3. The complaint s is segregated into different categories by the Hostel warden
4. The complaint after being analyzed by the warden and send to the maintenance department through Google form/call
5. The maintenance department collects the form and assigned them to the executive.
6. Executive will come from the respective department and will close the complaint & signed in the complaint register.

Regards,
Hostel Wardens
Rohit Dwivedi
Kirti Chaubey



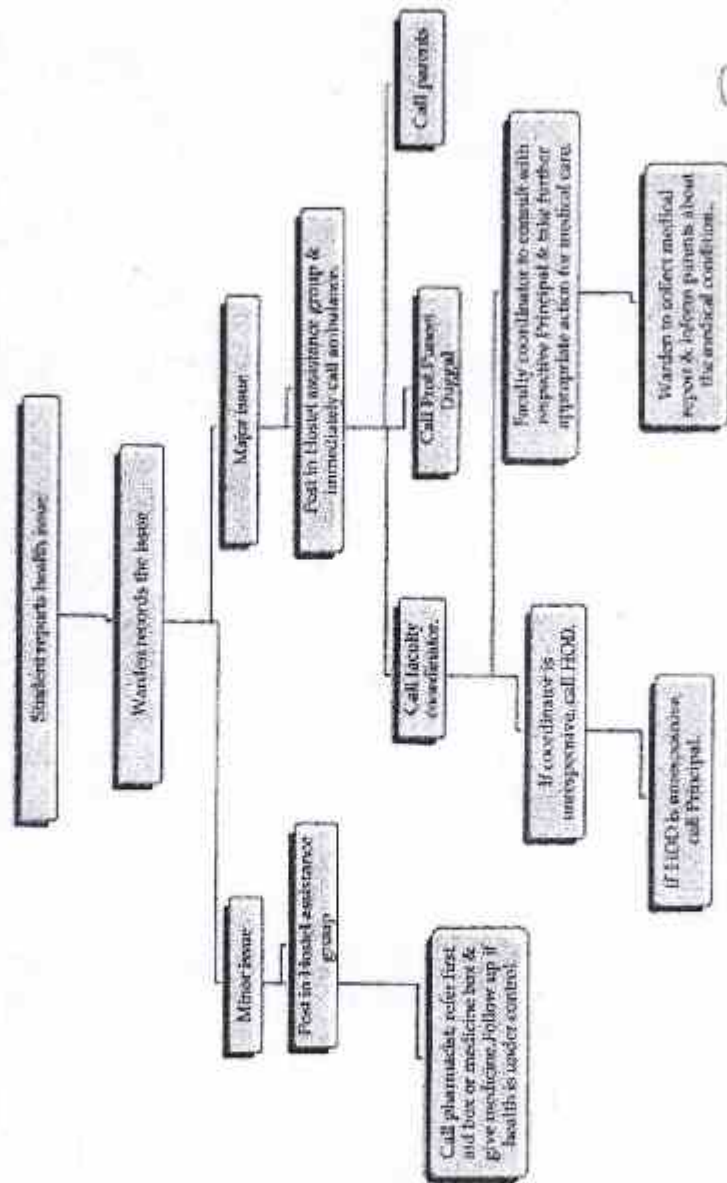
Communication Flowchart for reporting indiscipline in hostel by the Warden.



Handwritten signature and date: 13/12



Communication flowchart for reporting health issue in hostel by the Warden



Handwritten signature and date: 13/12



SOP- Institute System Policy

Indore Institute of Science & Technology
Indore Institute of Pharmacy
Indore Institute of Management & Research

Date : 06-June-2018

SOP- Institute System Policy

Purpose: The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for New Computer Systems & IT Equipment Purchase and Upgrade.

1. New Purchase should be of Latest Technology.
2. Warranty 3 Years or else max possible.
3. First Major Upgrade 5 to 7 Years after purchase of the system.
4. Second Upgrade 10 Years after the purchase of the system and follows Annexure -1.
5. After 10 Years follow Annexure -1

M. N. V.
System Administrator

IIST/IMP/IMR

V. N. V.
Principal
IIST
Indore Institute of Science
and Technology, Indore

G. N. J.
Principal
IIP
Indore Institute of Pharmacy,
INDORE (I.P.)



A. B. Bhatnagar
GM Finance
(General Manager Finance)
For Shail Educational & Welfare Society

APPROVED
A. B. Bhatnagar
DG (Director General)
For Shail Educational & Welfare Society



Work Request Form for Workshop Work



INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY

Discipline of mechanical Engineering

(Work shop)

WORK REQUEST FORM

Name of Requester:- _____

Designation of Requester:- _____

Name of Requesting Department / Section /Institute:- _____

Consumables to be provided by:- _____

***For IIST Indore community:** - Except for the purpose of UG Teaching, All the CONSUMABLES (such as Raw material, Cutting Tools, Dielectric, Electrolyte, etc.) are to be provided by the Requester.

For others: All the consumables can either be provided by the Requester or can be arranged by the work shop depending upon the nature of work /project.

DETAILS OF THE WORK REQUESTED

S.NO	Complete Description of work to be done	Required Completion date	Quantity	Estimated cost(Rs.)

Signature of the requester with Date:- _____



DETAILS TO BE PROVIDED BY ASSISTANT SUPERINTENDENT (Work Shop Incharge)

1. Name of machine's Assigned:- _____

2. Details of consumables Required :-

S.No	Name and details of the Consumables Required	Quantity R,	Total cost

3. Name of machine operator's & ins. Assigned:- _____

4. Total man Hours required:- _____

5. Total cost of the Work Requested (Rs.):- _____

Signature of Work shop superintendent

Signature of dean



System Maintenance form

Form No. 169

System Maintenance Report

User Name <u>Rati Gupta</u>	Department <u>CSE</u>	System Name <u>C-658</u>
System Model <u>13</u>	IP	MAC
Date of Receive <u>20/11/22</u>	Date of Deliver <u>20/11/22</u>	

Previous Installed OS :-

Windows XP Windows 7 Windows 10 Any Other

Issue/Problem :-

OS Corrupt M.B. Failure HDD Failure RAM Failure SMPS Failure SATA Cable CMOS Battery
 Other _____

Action taken :-

OS Install M.B. Replace HDD Replace RAM Replace SMPS Replace SATA Cable Replace
 CMOS Replace Other _____

Current Install OS :-

Windows XP Windows 7 Windows 10 Any Other

OS Activate :- Yes No

Driver Install :- Yes No

Windows update :- Yes No

Antivirus :- Yes No

Antivirus Update :- Yes No

System Scan :- Yes No

Firewall :- On Off

Browser Update :- Yes No

Required Application Install :- MS.Office Acrobat Winrar VLC Java

Version :-

Any Other _____

Browser :- Mozilla Firefox Google Chrome Internet Explore

Version :-

Other Peripherals Failure :- Monitor Keyboard Mouse Other _____

Rati Gupta
User Sign.

Nitin
System Administrator
System Administrator

Kamal K. Ansari
Attended By
Name & Sign.

ISTY/IIP/IIMR





INDORE INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

Form No. 202-23/167

System Maintenance Report

User Name <u>Net Lab</u>	Department <u>CSE</u>	System Name <u>C-108</u>
System Model <u>G645</u>	IP	MAC
Date of Receive <u>16/11/22</u>	Date of Deliver <u>16/11/22</u>	

Previous Installed OS :-

Windows XP Windows 7 Windows 10 Any Other

Issue/Problem :-

OS Corrupt M.B. Failure HDD Failure RAM Failure SMPS Failure SATA Cable CMOS Battery
 Other _____

Action taken :-

OS Install M.B. Replace HDD Replace RAM Replace SMPS Replace SATA Cable Replace
 CMOS Replace Other _____

Current Install OS :-

Windows XP Windows 7 Windows 10 Any Other

OS Activate :- Yes No
 Driver Install :- Yes No
 Windows update :- Yes No
 Antivirus :- Yes No
 Antivirus Update :- Yes No
 System Scan :- Yes No
 Firewall :- On Off
 Browser Update :- Yes No

Required Application Install :- MS Office Acrobat Winrar VLC Java
Version :- 2016 _____

Any Other _____

Browser :- Mozilla Firefox Google Chrome Internet Explore
Version :- _____

Other Peripherals Failure :- Monitor Keyboard Mouse Other _____

User Sign.

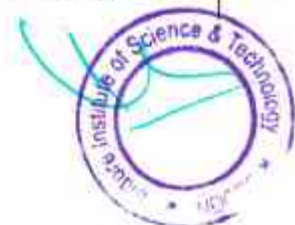
[Signature]

[Signature]
System Administrator
System Administrator

[Signature]
Attended By
Name & Sign.



IST/IIP/IIMR



Laboratory Maintenance Policy

1. Each laboratory has a Laboratory in-charge who is responsible for its maintenance.
2. Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
3. All the laboratories are provided with the dustbin.
4. To maintain the record of equipment's and their repair maintenance, Maintenance register, which is available in the laboratory.
5. Consumable equipment record is maintained by the lab assistant.
6. All the laboratories have internet connectivity.
7. Right procedures are followed while starting and shutting down the computer.
8. Servicing of equipment's is done by qualified personnel only.
9. All other facilities like printers and scanners are available in sufficient numbers.
10. Laboratory timetable is displayed in each lab.
11. List of experiments of the subjects is displayed by the respective subject in charge.
12. CCTV cameras are installed in most of the lab.
13. In case of any damage or theft the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
14. Power cables are properly insulated and laid away from pathways.

The maintenance of laboratories for various departments is furnished below.



COMPUTER PROGRAMMING LABORATORIES

1. Set up weekly updates or automatic updates for computer software.
2. Installation of antivirus program on the computers
3. Back up of computers on a regular basis
4. Hard disc clean-up and defragmentation utilities regularly
5. All computers are checked for applications at the start of semester.
6. Frequent maintenance of computers, AC, Printer, and other equipment every 6 months or as and when required.
7. Software license renewal is done as per the license period.
8. Turn off all computers by selecting the shutdown option on the desktop.

MECHANICAL ENGINEERING

All the labs in the department are very well equipped with all the equipment/instruments/machines required to conduct every experiment given in the curriculum and beyond. All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All electrical equipment and installations are checked at start of semester.
2. All mechanical & electrical machines are inspected at the start & mid semester.
3. Fire extinguishers are recharged after expiry date.
4. All computers are checked for applications at start of semester in CAD lab.
5. License renewal is done for the software as per the license period in CAD lab.
6. Water sump is cleaned at the regular interval in Thermal Lab.
7. Calibration of equipment is done every academic year.



CIVIL ENGINEERING

All the labs in the department are very well equipped with all the equipment /instruments/ machines required to conduct every experiment given in the curriculum and beyond. All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

1. All computers are checked for application at start of semester.
2. License renewal is done for the software's as per the license period.
3. Calibrations of dial gauges are done for every academic year.
4. The Equipment's are tested for its working condition in starting and mid of the academic year.
5. Fire Extinguishers are recharged after expiry date.
6. All the equipment is tested before going to work in field.
7. The painting to the equipment done to prevent from corrosion.

ELECTRONICS AND COMMUNICATION ENGINEERING

Students are given instruction in handling the equipment/system/component before the conduct of experiment during their lab sessions to maintain equipment/system/component in good condition and the maintenance of labs is depicted as follows:

1. Regular checking of Meters, Cathode Ray Oscilloscope (CRO) and Function Generator (FG) are being carried out and calibration is also done for every month.
2. Components are tested using Digital Multi Meter (DMM) and faulty components are replaced.
3. Linear & Digital ICs are checked using IC Testers and faulty components are replaced.
4. Regular checking of Digital Trainer Kit, Linear and Digital Power Supply will be done for every month.
5. Regular checking of ICs in trainer kits 8085, 8086 and 8051 are done. Then faulty ICs are replaced.
6. Hard disc clean-up and defragmentation utilities are done regularly.
7. Maintenance of computers, AC and kits are done regularly.
8. Turning off all computers by selecting the shutdown option on the desktop.



Library usage guidelines General maintenance

Library usage guidelines General maintenance is carried out by Library Assistants.

1. The maintenance of the library is done by the library staff.
2. A utilization register / software is used for maintaining the library usage
3. The library staff will make the entry of the issue, return, renewal of books in library using software.
4. The library stock is periodically maintained.
5. The library staff will list down the new books to be installed in the library and on the permission from Principal and approval from management it is updated in the library.
6. As per the Head of the Department's recommendation, the new technical books are also updated in the library periodically.
7. Due dates are monitored regularly.
8. Any discrepancy in the return of book, fine amount is collected from the students and faculties.
9. After reading newspapers, journals, or special reports, they are kept in appropriate places.
10. Library staff provides the login for access to e-journals.

RO Water Maintenance

1. The plumber replaces all filters every 6-9 months or a maximum of 12 months.
2. Replace RO membrane is done every 24-36 months.
3. Sanitization of the water tanks is done every year.
4. The plumber cleanses and re-assemble the plumbing pipes every 2 years.
5. The plumber replaces and buy new parts whenever necessary.
6. The pressure nozzle is checked at regular intervals.

Bus Maintenance

1. The driver checks the tire pressure at the start.



2. The driver inspects the lightbulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with a damp rag or cloth.
4. The driver checks the fuel level of the bus at the start.

Sports Maintenance

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are maintained by Dean, Department of Sports. The damaged Sports materials are immediately replaced with new ones.

1. The grounds are maintained at regular intervals by the rollers.
2. The grounds are marked periodically.
3. The gym equipment is cleaned and lubricated properly.
4. The sports equipment is checked and serviced at regular intervals by physical education director.

