Toc H
INSTITUTE OF SCIENCE & TECHNOLOGY
TIST

Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313

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Accredited UG Programs Accredited Institution NIRF: 101-300(Innovation 2021) Certified Institution Approved by AICTE Affiliated to APJKTU Sect. 2(f) of UGC Act
5 B.Tech programs (CE, CS, ECE, ME and FS) Accredited by NBA till June 30, 2026, to be renewed thereafter

A Higher Education Institution under Toc H Public School Society, Estd. 2002

POLICY DOCUMENTS

TIST ADMISSION POLICY 2024-25

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INTRODUCTION

Toc H Institute of Science & Technology (TIST), established in 2002, embellished with dynamic management, diligent and dedicated faculty and promising cream of the student community, is today a name to reckon with, among the comity of engineering colleges in Kerala, making giant strides in all engineering branches along with management studies. The college offers 9- under graduate, 2- Post graduate and 4- PhD programs. TIST, a pioneer in education, offers blended learning programs combining on-line learning through virtual class rooms, world-class learning materials, ensuring holistic development, thereby serving as an active growth-driver and home to a diverse community of innovators ad entrepreneurs.

a) Vision

To become a globally recognized Institution that develops professionals with integrity who excel in their chosen domain making a positive impact in industry, research, business, and society

b) Mission

➢ To provide the ambiance necessary to achieve professional and technological excellence at the global level.

➢ To undertake collaborative research that fosters new ideas for sustainable development.

➢ To instill in our graduate's ethical values and empathy for the needs of society.

c) Purpose

The purpose of this policy is to establish clear guidelines regarding admission to various programmes conducted at Toc H Institute of Science & Technology, Arakunnam

d) Scope

- ➤ To define entry requirements for each programme in terms of eligibility qualifications or their equivalents as prescribed by Government regulatory bodies.
- ➤ To facilitate assessment of the candidate's ability to meet the demands of the programme.
- ➤ To allow the candidate to make required claim for the admission by submitting an online application form and also for supporting the claim with proper evidence.
- ➤ To permit admission to an appropriate point in a programme where evidence exists that the candidate has fulfilled all prior requirements for the programme.

I. ADMISSION PROCEDURE

a) Responsibility

Management, Principal and Admission Committee

b) Affiliation

Toc H Institute of Science & Technology is affiliated to A.P.J. Abdul Kalam Technological University, Thiruvananthapuram.

c) Procedure for B.Tech admissions

General

The Institute is a member of Kerala Self Financing Engineering College Management Association (KSFECMA). The institutions under this association follow a common procedure for admission to B.Tech programmes as per the agreement between KSFECMA and Government of Kerala, as modified from time to time.

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Programs

Name of Branch	Branch Code	Year of starting
Computer Science & Engineering	CS	2002
Electronics & Communication Engineering	EC	2002
Information Technology	IT	2002
Electrical & Electronics Engineering	EE	2004
Civil Engineering	CE	2006
Mechanical Engineering	ME	2006
Safety & Fire Engineering	FS	2011
Robotics & Automation	RA	2019
Electrical & Computer Engineering	EL	2020

Allotment of seats

Out of the total sanctioned seats in each branch, 50% will be allotted by the Government of Kerala exclusively based on the rank in the Kerala Engineering Architecture Medical (KEAM) Entrance examination conducted by the Commissioner of Entrance Examinations (CEE) Government of Kerala for B.Tech Regular and Lateral Entry Test (LET) conducted by the LBS Centre for Science & Technology, Government of Kerala for B.Tech Lateral entry, both in accordance with the reservation rules followed by the Government. Additionally, 5% of the total sanctioned seats in each branch are also allotted extra (supernumerary) under the AICTE Tuition Fee Waiver scheme (TFW) for B.Tech Regular candidates. The institute code for Government allotment is TOC.

The balance 50% seats will be filled by the Management based on merit of the candidates.

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For a branch of sanctioned intake of 60 in B.Tech Regular and 6 in B.Tech Lateral entry, the split-up of seats is as follows:-

Programme	Intake	Govt allotment	Management quota	NRI quota
B.Tech Regular	60	30 + 3 (TFW)	21	9
B.Tech Lateral entry	6	3	3	--

Eligibility criteria

1) Nationality: The candidate should be an Indian National.

2) Age:

   i. B.Tech regular: Completed 17 years of age as on 31st December of the academic year.

   ii. B.Tech Lateral entry: Completed 18 years of age as on 31st December of the academic year.

3) Qualifications:

   i. B.Tech regular: a pass in XIIth standard qualifying examination or equivalent as prescribed by Government norms with 45% marks in Physics, Chemistry & Mathematics put together.

   ii. B.Tech Lateral entry: Regular 3-year Diploma in Engineering / Technology or equivalent (as prescribed by DTE Government of Kerala) awarded by any State Board of Technical Education or Government of India Institution.

4) Government Quota

   The candidate should have obtained a rank in KEAM / LET.

   Allotment will be done by Government of Kerala (CEE / LBS) on the basis of the options given by the candidate.

5) Management quota

   The candidate should qualify either KEAM / JEE for B.Tech Regular and LET for B.Tech Lateral entry.

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The seats will be allotted by the Institute, based on XIIth standard marks & KEAM rank / JEE score for B.Tech Regular and Diploma CGPA & LET rank for B.Tech Lateral entry.

6) NRI quota

Rank in KEAM / JEE is NOT mandatory.

The seats will be allotted by the Institute, based on XIIth standard marks.

Not applicable for Lateral entry.

Fee structure

The fee will be as per Government of Kerala, Higher Education Department orders based on the agreement between Government of Kerala and KSFECMA, as modified from time to time.

d) Procedure for M.Tech admissions

Programs

Program	Branch code	Year of starting
Construction Engineering and Management	CEM	2013
Data Science	DS	2020

Allotment of seats

Out of the total sanctioned seats in each branch, 50% of the seats will be allotted to candidates on the basis of their rank in the list published by Directorate of Technical Education (DTE), Government of Kerala in accordance with the reservation rules followed by the Government

The balance 50% seats will be allotted by the Management on the basis of merit of the candidate in the Bachelor's Degree Examination.

Eligibility criteria

1. Nationality: The candidate should be an Indian National.
2. Qualifications:

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i. The candidate should have a Bachelor's Degree in Engineering/Technology in respective/eligible branches, awarded by any University in the State of Kerala or equivalent, as approved by the concerned Universities.

ii. The candidate should have studied the graduate course in an institution approved by the AICTE.

iii. The candidate should have a minimum of 60% aggregate marks or equivalent CGPA in the Bachelor's Degree Examination. For reservation candidates, the minimum aggregate marks or equivalent CGPA in the Bachelor's Degree Examination will be as per Government norms.

iv. Candidates having valid GATE score are preferred.

v. Candidates who have passed AMIE/AMIETE Examination and satisfying the following conditions are eligible for admission.

a. They must have valid GATE Score.

b. A minimum mark of 55% for the section B in AMIE/AMIETE examination.

c. Minimum 3 years of professional experience in the field of specialization after acquiring the qualifying degree.

e) **Procedure for MBA admissions**

Students will be eligible for admission only if they have a valid score in any of the following entrance exam.

CAT- Conducted by IIM

CMAT - Conducted by NTA

KMAT - Conducted by Supervisory Committee-Kerala.

The admission process followed is as per the KTU regulations & Admission Supervisory Committee Kerala. The rank list is prepared on the basis of marks scored in Entrance Examination, Group Discussion and interview. The weightage of marks are as follows

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- Written Test (CAT/CMAT/KMAT)-80%
- Group Discussion-10%
- Interview-10%

Eligibility Criteria

Candidates with minimum 50% aggregate marks in the qualifying graduation level degree course are eligible to apply.

It is mandatory that students seeking admission to the MBA programme should have the minimum qualifying cut off marks-(15% for general category, 10% for SEBC and 7.5% for SC/ST) in KMAT, CAT, and CMAT examinations.

How to Apply

Online application form is available in the below link

https://toch.linways.com/v4/adm- applicant/login to apply online

Refund Policy

An amount of Rs. 1000 will be deducted as the admission processing fee from the candidates who discontinue the course before the commencement of first-year classes. After classes begin, any candidate who withdraws is liable to pay the fees on a prorated basis

II. SCHOLARSHIP

a) General

The Institute offers scholarships to meritorious candidates in order to encourage them to continue their higher studies. This is done at both UG and PG levels.

b) Government Scholarships

Other than fee-waivers for candidates of Reservation category, TIST facilitates Government scholarships like AICTE Tuition fee waiver (allotted by CEE), Central Scheme scholarship, Single Girl Child Scholarship (PG), E-grantz, Merit cum Means scholarship, AICTE Pragathi scholarship, Fisheries Scholarship etc.

c) **Institute scholarships**

As a part of the Institute's social commitment, we offer various scholarships to meritorious candidates under the categories provided below:-

TIST Excellence Scholarships		Eligibility criteria
B.Tech	XII marks	Candidates securing high marks for XII Board examination
	KEAM rank	Candidates having excellent KEAM rank
	Arts & Sports	Candidates, with specific academic merit, securing prize for International / National / State level Arts / Sports competitions
	Income–cum–merit (TIFERS)	Candidates, with specific academic merit, from economically backward rural families.
	Lateral Entry	Candidates securing high CGPA for Diploma Board examination
M.Tech	General	Candidates securing high CGPA for Bachelor's Degree examination

All the scholarships will be reviewed every year by the Competent Authority to make periodical changes for the benefit of the student community.

ALUMNI ASSOCIATION POLICY

1. INTRODUCTION

The Alumni play a significant role in the functioning and success of any academic institution by supporting developmental activities and being role models for the promising students of the upcoming batches. To capture the indomitable force of the Alumni and to strengthen the bond between the Alumni and the Alma mater, the Alumni Cell has been established by the institution. The Alumni Cell has been working since 2006; however the formal Alumni Association, registration is in progress under the Registrar, SubRegistrar Office, Ernakulum. The Alumni Cell has been established for participation and contribution in the general development of Toc H institute of Science & Technology and contributing to the society.

2. OBJECTIVES

The various objectives of this Alumni Association are:

a. To act as a link between "Alma Mater" and "Alumni".

b. To create a platform to gather and interact between alumni, present students, faculty of the college and college administration.

c. To foster mutual contacts and fellowship among the members of the association.

d. To encourage and promote academic excellence among the students of the college by organizing Seminars, Workshops, General Talks, Debates, Cultural activities, Sports activities, Competitions and by instituting awards and scholarships.

e. To keep the alumni informed of the growth and development of the institution.

f. To co ordinate with the placement cell for providing job opportunities.

g. To give an opportunity to the alumni of the institution to partake in various tasks of building up new projects by maintaining the traditions of the institution.

h. To serve as a forum striving to get a proper blending of the theoretical and practical aspects of engineering to the entire world.

i. To start new ventures contributing to the society and industry. (After obtaining the approval of the concerned authorities or government departments)

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j. The association shall have the power to do all acts, necessary and incidental to the attainment of the above mentioned objectives and without prejudice to the generality of the above.

k. The Association will be functioning without giving any special consideration to any cast, religion, language, finance, policies etc.

3. MEMBERSHIP

i.   All pass out students and present final year students of the college shall be eligible to become members of the association.

ii.   There shall be four types of members:

a. **PATRON**: Manager of the College shall be the patron of the Association.

b. **FELLOWS:** All the faculty members who had served the institution shall be eligible to become fellows of the association.

c. **HONORARY MEMBERS:** All members of teaching faculty of the college shall be honorary members of the Association.

d. **LIFE MEMBERS:** All pass out students of the college and the final year students who pay an entrance fee of rupees 500 or more are eligible to become life members of the institution.

The membership is non- transferable.

In case, if any member acts against the objectives and bye law of the association, the governing body should give show cause notice within 14 days and on finding that the concerned member guilty, he/she shall be expelled from the Association after passing a resolution (by a majority of not less than three- fourths) of the members entitled to vote who are present at a general meeting held for the purpose. No resolution shall be valid, unless the member concerned is given an opportunity to represent his case to the general body. The member, duly expelled from membership of the Society, shall cease to be the member of the society, with effect from the date on which the resolution of expulsion from the membership of the society is passed.

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1. MANAGEMENT

a. General Body:

It consists of all members of the Association. The meeting of the General Body shall be convened as and when required. At least one General Body Meeting shall be convened in the month of July of every calendar year, in which the annual report shall be presented by the Secretary and the audited reports of accounts shall be presented by the Treasurer. A person who is not a member of the association may attend the meeting only with the permission of the President. Only the members of the association, including the executive members, shall have a vote on any motion transacted by the General Body. The person presiding over the function shall have a casting vote in case of a tie.

The General Body shall have the following powers and rights

i.   To manage the properties of the association.

ii.   To make amendments to the bye-laws.

iii.   To approve the annual report and budget.

iv.   To elect executive members of the association.

b. Annual General Body Meeting:

i.   One meeting of the General Body shall be designated as the Annual General Body meeting. This meeting shall, inter alia,

ii. Discuss the Annual Report of Activities and the audited statements of account and pass them after satisfying themselves of their veracity.

iii. Appoint auditors for the following year.

iv. Consider awarding membership to those recommended by the Executive Committee.

v.   Elect the Executive Committee for the next term by simple ballot.

vi. Discuss and pass the Annual Budgets and work plans presented by the Executive Committee.

vii. All properties, movable and immovable of the Association shall vest with the General Body.

viii.   Decisions shall be taken by a majority of votes of the members present and voting.

ix. The General body shall have all such powers and shall perform all such functions as are necessary or proper for achievement or furtherance of the objectives of the Association.

c. Executive Committee:

The annual General Body meeting of the association will be conducted in the month of July of every calendar year and the Executive Committee consisting of a minimum of 22 members will be formed.

1. Executive Committee Office Bearers:

   - President- Principal/Head of the Institution/Professor in charge of the Principal or Head of the Institution.

   - Two Vice Presidents

     One teaching Vice President- A member selected by the teaching faculties among themselves in the meeting of General Body.

     One Former student Vice President- A member selected by the former students among themselves in the meeting of General Body.

   - Two Secretaries

     One teaching Secretary – A member selected by the teaching faculties among themselves in the meeting of General Body.

     One former student Secretary- A member selected by the former students among themselves in the meeting of General Body.

   - Treasurer- Shall be a staff member.

   - 16 Members- 8 faculty members and 8 former students from the General Body.

2. The term of the office of the Executive Committee shall be a period of one calendar year.

3. The President by himself or through a letter signed by him may request the Secretary to convene the meeting of the Executive Committee at any time and the Secretary shall oblige such request without fail. Each member of the Executive Committee including the President shall have only one vote. The quorum required for a meeting shall be $1/3^{rd}$ of the members of the Executive Committee. The Executive Committee shall prepare and execute detailed plans and programmes for the association to achieve its objectives.

4. Duties and Responsibilities of the Executive Committee:

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- To prepare and execute detailed plans and programmes for the Association in furtherance of its objectives

- To delegate through a resolution either to a sub- committee or to the Secretaries such of its powers for the conduct of its business.

- To institute and award scholarships to eligible students.

- The executive committee shall have the power to form byelaws which are not inconsistent with these rules. All byelaws framed by the executive committee shall be placed before the General Body for approval at the next Annual Body Meeting.

- To arrange for annual auditing of the accounts of the Association and present them before the Annual General Body.

- The Executive Committee shall have the power to incur expenses from the general funds of the Association for all the expenditure necessary for carrying out the objectives of the Association.

2. PRESIDENT

i. The President shall preside over all meetings of the Executive Committee.

ii. The President shall direct the secretary to convene Executive Committee and General Body meetings.

iii. The President shall maintain general oversight over the activities of the Association.

3. VICE-PRESIDENT

i. In the absence of the President, the Vice President shall preside over all meetings of the Association.

ii. In the absence of the President and the Vice-President, the President of the day shall be elected from amongst the executive committee members present.

4. SECRETARY

i. The Executive Secretary shall convene Executive Committee meetings.

ii. The Executive Secretary shall convene General Body meetings upon instructions from the Executive Committee.

iii. The Executive Secretary shall present a report of activities at the Annual General Body meeting

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iv.   The Executive Secretary shall represent the Society for any negotiation, contract or agreement provided that the Executive Committee decision exists for this purpose.

v.   The Executive Secretary shall appoint and remove staff provided the decision for this has been adopted by the Executive Committee.

vi.   The Executive Secretary shall prepare and present work plans, budgets and any other documents to the Executive Committee and subsequently to the Annual General Body Meeting.

vii.   The Executive Secretary will be responsible for operations of the office and he can delegate his duties and responsibilities to executive committee members.

5. TREASURER

i.   The Treasurer shall maintain the accounts.

ii.   The Treasurer shall prepare every balance sheets and other receipts and payments or income and expenditure, funds and effects of the Association for approval at the Annual General Meeting.

iii.   The Treasurer shall submit the annual audit report to the Society registrar within 14 working days of Annual General Body meeting

6. AUDITOR

i.   There shall be an annual audit of the association by an auditor selected in the general body meeting. No members of the executive committee shall be appointed as an auditor.

ii.   The auditor shall have to access to all the books and accounts of the Association and shall examine every balance sheets and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same.

iii.   The auditor shall submit the audited reports to Secretary before Annual General Body Meeting.

7. STOCK REGISTER

The stock register of the association must include the following items.

- Bye-Law
- Register of members
- Registration Certificate
- Minutes book
- Account books
- Miscellaneous record
-

8. FUNDS OF THE ASSOCIATION

Funds may be raised through membership fee and donations. The Association can also raise funds through arranging training programmes, organizing cultural activities e.t.c. The funds of the association when collected shall be invested in any of the Nationalized or Scheduled Bank approved by the executive committee in the joint names of the President, Secretary and the Treasurer and shall be operated jointly by any two.

9. ANNUAL RETURNS SUBMISSION

Within 14 working days of Annual General Body meeting, the list of newly elected office bearers and original approved annual accounts and balance sheet duly signed by 3 executive members..

10. AMENDMENTS

i. These bye-laws can be amended through a proposal put forward by the Executive Committee and circulated before a General Body meeting convened.

ii. The proposed amendment has to be approved by $2/3^{rd}$ of members present, provided a quorum exists.

iii. A notice period of two weeks is required for conveying amendments to all members of the General Body.

11. DISSOLUTION,

If 3/4th of the total members have been decided for dissolution of the Society, it shall be amalgamated with any other society having similar objectives and duly registered under the then relevant acts together with all assets and liabilities or the assets after discharging all charges and obligations shall be transferred to the government or other similar registered society. Assets and profits shall not be distributed among the members of the association.

CONSULTANCY POLICY

1.INTRODUCTION

The Consultancy Policy aims to establish a channel for leveraging institutional knowledge and expertise to generate revenue from industry and external sources. It emphasizes collaboration between academia and industry to foster growth, innovation, and problem-solving. The policy ensures that consultancy activities align with institutional objectives, are financially sustainable, and contribute to enhancing teaching, research, and student placement opportunities.

2. OBJECTIVE

- Enhance professional and academic competence while providing exposure to industries.
- Offer consultancy services to maintain quality standards for various agencies.
- Foster links between the institution and external organizations to boost research and placement opportunities.
- Accelerate research activities leading to Intellectual Property Rights (IPR) filings of the institute.
- Support local and regional societal needs through knowledge transfer.
- Generate tangible outcomes such as capital or assets.

3.SCOPE

Consultancy services may be provided to individuals, industries, government departments, and other national and international agencies by college staff in their respective fields. All services must be governed by written contracts, and the Principal reserves the right to decline proposals. The Consultant bears responsibility for project conduct and deliverables, with administrative support provided by the Dean of Research's office.

Consultancy is categorized into three verticals:

1. Utilization of institutional facilities (e.g., laboratories, software).
2. Utilization of client facilities.
3. Utilization of faculty expertise and competency.

    Projects may involve a mix of these verticals.

5. TERMS AND CONDITIONS

- Consultancy requests are directed to the Consultancy Cell, which identifies the relevant department and informs the Head of Department (HoD).
- Faculty involvement is approved by the Consultancy Coordinator.
- Consultancy projects are reviewed by a panel of three experts before initiation.
- The identified consultant must provide a comprehensive budget covering human resources, infrastructure, equipment, and other resources.
- Clear timelines and potential impacts of delays must be specified.
- Projects should benefit students, showcase institutional expertise, and provide solutions for clients.
- Timely reports must be submitted to the Consultancy Cell.
- Upon completion, projects are reviewed again by a three-member committee including subject expert, research head and a senior professor.
- Financial matters are managed through the Consultancy Cell and legal issues are resolved in Indian courts.
- Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) must be signed before commencement, with copies submitted to the Consultancy Cell.
- An MoU may also be signed between the department and the industry/organization to define the nature, scope, and commercials involved.
- Students may participate in consultancy projects subject to college norms and academic performance, with possible compensation.

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- Recruitment of temporary staff for Consultancy Projects, if needed, shall follow existing rules for project staff recruitment.
- Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing purchase and travel rules.

POLICY IMPLEMENTATION

The Principal, through the Dean of Research, is responsible for policy implementation. The Dean has discretion to adopt necessary administrative processes, forms, and interpretations. Copies of consultancy requests and financial settlements are kept in the Dean's office. In exceptional cases not covered by the policy, consultancy may proceed with prior approval from the Principal.

E-Governance Policy

E-Governance Policy Statement:

Toc H Institute of Science and Technology is committed to fostering an environment of efficiency, transparency, and accountability through the implementation of an E-Governance Policy. This policy is designed to facilitate seamless digital governance (e-governance) across the institution's diverse operations, transactions, and services. It applies to key areas such as Administration, Finance and Accounts, Student Admission and Support, and Examination processes. The overarching goal is to enhance the overall functioning of the institute while upholding the principles of transparency and accountability.

Objectives:

- Executing an integrated and user-friendly Academic Management System (AMS) solution to automate various modules of institutional functioning.
- Embedding E-governance across all aspects of the institution to establish a simplified and efficient governance system both internally and externally.
- Fostering transparency and accountability in every function of the college.
- Achieving and cultivating a paperless environment within the college.
- Facilitating easy and rapid access to information for all stakeholders.
- Transforming the college premises into a Wi-Fi-enabled environment.
- Equipping classrooms with modern technology, including desktops, laptops, smart boards, projectors, etc.
- Establishing a fully automated library to enhance accessibility and efficiency in resource management.

Scope:

This policy encompasses the following areas:

1. Administration
2. Accounts and Finance
3. Student Admission and Support
4. Examination
5. Academics
6. Website
7. Library

Additionally, the policy may extend to other relevant domains as deemed necessary for the effective implementation and enhancement of the institution's governance framework.

TIST Action Plan/Area of Implementation –

Administration:

1. **Academic Supervision through AMS Software:**
   - Authorities will oversee the regular functioning of all academic activities using AMS software.
2. **Training Programs:**
   - Conduct training programs for staff to ensure effective utilization of AMS software, digital messaging services, and other technological tools.
3. **Attendance Management Software:**
   - Faculty and staff will utilize Attendance Management Software to record and monitor attendance, internal assessments, etc.
4. **Digital Messaging Services:**
   - Utilize digital messaging services such as SMS, emails, WhatsApp etc for real-time communication with parents, students, and staff regarding absenteeism, academic performance, holidays, and other necessary information.
5. **Advanced Excel and File Management:**
   - The administrative office will employ advanced Excel and File Management System Tools to maintain a robust database.
6. **Transition to Paperless Transactions:**
   - Foster paperless transactions by leveraging Google facilities:
   - Google Sheets for data collection from various departments.
   - Google Docs for preparing notices and activity reports.
   - Google Forms for creating feedback forms and gathering online feedback from stakeholders.

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Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in

TIST

NBA NATIONAL BOARD of ACCREDITATION NAAC nirf TUV SUD AICTE
Accredited UG Programs   Accredited Institution   NIRF 151-300 Innovation 2021   Certified Institution   Approved by AICTE   Affiliated to APJKTU Sect. 2(f) of UGC Act
5 B.Tech programs (CE, CS, ECE, ME and FS) Accredited by NBA till June 30, 2026, to be renewed thereafter
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7. **Email Communication:**
   - Utilize email services for communication with Governing Body members, teaching staff, and non-teaching staff.

8. **Information Dissemination:**
   - Regularly publish administrative information, notices, and circulars on the website and digital displays at strategic locations.

9. **Biometric Attendance:**
   - Mandate the use of biometric attendance for all staff members.

10. **CCTV Cameras and ICT Integration:**
    - Install CCTV cameras at essential locations for enhanced security.
    - Integrate Information and Communication Technology (ICT) into every administrative function/work.

11. **Environmental Sustainability:**
    - Emphasize environmental sustainability by minimizing paper usage and promoting eco-friendly practices in administrative operations.

12. **Data Security Measures:**
    - Implement robust data security measures to safeguard sensitive information stored in the AMS system and other digital platforms.

13. **Regular Audits:**
    - Conduct regular audits of the implemented systems and processes to identify areas for improvement and ensure compliance with standards and policies.

Finance and Accounts:

- Utilize Tally software and AMS software for comprehensive maintenance of the institution's accounts.
- Facilitate all payments and transactions through online modes, including NEFT, Bank Transfers, UPI, etc.
- Apply software tools to generate financial statements such as Profit and Loss, Balance Sheet, etc.
- Utilize Tally for generating various analysis reports.
- Implement robust security measures to maintain confidentiality in financial transactions.
- Conduct regular training sessions on updated software versions for both new and existing staff.

Student Admission and Support:

- Adhere to an open and transparent strategy for the admission process, reinforced by ethical practices and regulations stipulated by APJ Abdul Kalam University.
- Disseminate a detailed Brochure on the website outlining guidelines for the admission process.
- Implement an Admission Portal dedicated to efficiently managing the admission procedures within the college.
- Utilize AMS systems to oversee and manage all student data, encompassing course details and fee submissions.
- Establish a student support system to address queries and provide assistance during the admission process.

Academics:

- Implement the AMS software, Linways for academic management.
- Leverage Linways to empower teaching staff to upload a diverse range of learning materials for students, such as PowerPoint Presentations (PPTs), class notes, question banks, additional information, academic videos, and reference URLs.
- Utilize Linways to facilitate the seamless creation and management of aptitude tests, quizzes, assignments, test papers, and internal assessments by teachers.
- Streamline the evaluation process with Linways, enabling teachers to upload marks directly through the system.
- Foster transparency by allowing teachers to share students' scores after each assessment through Linways, which provides global access for TIST students to retrieve missed lectures and materials.
- The college extends online certificate courses, including SWAYAM, NPTEL, Infosys Springboard platform, online certificate courses, etc., to students, thereby broadening the reach and scope of ICT-enabled services provided by the institution.

Examination:

- Ensure alignment of the examination process with the regulations of the affiliating university, per the e-governance policy.
- Establish an online platform to make examination records accessible to students, providing an interactive space for them to view their internal assessments and address any discrepancies online, if necessary.

Website:

- The website serves as a central information hub, showcasing the complete framework and activities of the Institute, encompassing all relevant details such as activities, important notices, and offered courses.
- The establishment of a Website Committee ensures the effective administration of the college website. This committee oversees regular updates, maintenance, and overall functionality.
- The Committee is responsible for recommending improvements to enhance compatibility, user-friendliness, appearance, and other aspects of the website.
- All significant notifications are promptly published on the website as soon as they are released.

Library:

- Upholding academic excellence, the college maintains a well-stocked library.
- Constantly expanding e-learning resources for the benefit of both teachers and students is a priority for the institution.
- The college commits to regular subscriptions of new journals and books to enrich the library's collection.
- In the selection of e-resources, recommendations from faculty members and students are actively considered.
- Fully automated software KOHA with a user-friendly Graphical User Interface and export facilities for comprehensive reporting is used.
- Utilizing the Knimbus Online Public Access Catalogue module of the software, students and teachers can easily search the library database using preferred terms for information retrieval.
- The Circulation module of the software covers all circulation operations, from creating member records to printing reminders for outstanding books.
- The Database Maintenance module oversees all aspects of database creation and maintenance.
- Access to E-resources is available to both students and teachers, aligning with the institution's commitment to knowledge dissemination.
- The institute is dedicated to the continuous review and update of the approved library policy, ensuring its effective implementation.

E-Waste Management Policy

1. Introduction

Toc H Institute of Science & Technology (TIST) recognizes the importance of responsible e-waste management to protect the environment and human health. This policy outlines our commitment to proper disposal and recycling of electronic waste (e-waste).

2. Objectives

- To minimize the environmental impact of e-waste through responsible disposal and recycling practices.

- To comply with all relevant laws and regulations regarding e-waste management.

- To promote awareness among students, faculty, and staff regarding the importance of e-waste management.

3. Scope

This policy applies to all electronic equipment owned or used by Toc H Institute of Science & Technology, including but not limited to computers, printers, scanners, mobile phones, and other electronic devices.

4. Responsibilities

- **Management**: Ensure that e-waste management practices are implemented and adhered to.

- **Faculty and Staff**: Properly dispose of e-waste in designated collection points and adhere to the guidelines provided.

- **System Administrator**: Ensure that data is securely wiped from electronic devices before disposal or recycling.

- **Facilities Department:** Ensure that collection points for e-waste are clearly marked and accessible to students, faculty, and staff.

5. Procedures

- All electronic equipment that is no longer in use or is damaged beyond repair shall be considered e-waste.

- Students, faculty, and staff shall deposit e-waste in designated collection points.

- The System Administrator shall ensure that all data is securely wiped from devices before disposal.

- E-waste shall be collected by authorized e-waste recycling agencies for proper disposal and recycling.

6. Training and Awareness

- Students, faculty, and staff shall be provided with training on the importance of e-waste management and the procedures to be followed.

- Awareness programs shall be conducted periodically to promote responsible e-waste disposal practices.

7. Compliance and Review

- Compliance with this policy is mandatory for all students, faculty, and staff.

- This policy shall be reviewed annually and updated as necessary to ensure its effectiveness.

8. Contact Information

For any inquiries or clarifications regarding this policy, please contact the Administration Department at Toc H Institute of Science & Technology.

9. Approval

This policy is approved by the Management of Toc H Institute of Science & Technology and is effective from [Effective Date].

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Energy Management Policy

TIST energy management policy is framed with overall objective of achieving sustainable development, both at the college and also in the society. The students are made aware of the importance of conservation of natural resources, energy conservation and energy management. The students are encouraged to undertake energy related projects and activities. Seminars by external resource persons are arranged to bring home the importance of the same.

The various practices followed at TIST include

1. Replacement of tube lights by energy efficient T12 tube lights
2. Systematic replacement of equipments with energy efficient star rated ones
3. Identifying and avoiding wastage if any
4. Promotion of the usage of renewable energy sources at TIST wherever possible
5. Encourage students to do projects related to sustainable development
6. Formulation of ENERGY CLUB with students taking an active part in the various activities
7. Conduct talks by External resource persons on energy management concepts.
8. Faculty and students attend external seminars and workshops related to energy management
9. Usage of Biogas generated from food waste.

The Energy Management Team comprises of:

(i) Principal

(ii) NAAC Coordinators, Criteria 7 members

(iii) Energy Cell Coordinator

(iv) Electrical Maintenance team

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Environmental Policy

According to the AICTE Environment Policy 2020, Environment Conservation should be considered in decision making at all levels by stake holders, and awareness should be created among all about conservation of environment and natural resources. Based on the same guidelines, inclusion of environment conservation considerations in all related internal policy making is followed at TIST.

The various guidelines for environment protection include:

1. Promotion of Rain water Harvesting

2. Usage of Solar power for powering various labs

3. Planting tree saplings by faculty and students during environment day celebration

4. Banning usage of plastics inside the campus.

5. Setting up of trash cans at various sensitive locations in the campus.

6. Functioning of Sewage treatment plant

7. Proper maintenance of Electrical equipments in the college

8. Creation of energy conservation awareness among faculty and students by various passive and active measures.

9. Usage of star rated equipments in all purchases of the electrical maintenance section, whenever possible

10. Civil construction wing ensures that environmental damage is minimized, in all its activities.

IT POLICY

Purpose

Toc H Institute of Science and Technology (TIST) is committed to fostering a culture of continuous learning, experimentation, and holistic development for adult learners. Grounded in values of diversity and individuality, the institute emphasizes the responsible and ethical use of information technology (IT) resources. The purpose of this policy is to provide guidelines for faculty, students, and staff to ensure the responsible and efficient utilization of IT resources, promoting educational excellence, professional growth, and innovative research.

Policy Statement: TIST aims to facilitate access to IT resources for authorized users, including faculty, staff, students, and designated individuals. The primary goal is to create a comprehensive and supportive digital environment aligned with the institute's mission. Every authorized user is responsible for the ethical, efficient, and legal use of TIST's IT resources, ensuring a secure and conducive digital space for academic and professional activities.

User Responsibilities:

- **Efficient Use:** Users must use IT resources judiciously, ensuring optimal efficiency without straining the institute's infrastructure.

- **Ethical Use:** Engagement with IT resources should uphold ethical standards, respecting others' rights and privacy to maintain the institute's integrity.

- **Legal Compliance:** All IT use must comply with local, national, and international laws. Users are accountable for understanding and adhering to legal standards.

- **Policy Adherence:** Users must align their IT use with TIST's policies, with deviations subject to disciplinary action as per institute guidelines.

Institute Services and IT Policy:

1. **Core Institutional Services:** The institute is dedicated to delivering essential services, featuring robust central servers, web-based email applications, Internet security systems, anti-virus software, and comprehensive network services.
2. **Comprehensive IT Policy:**
   - The IT Policy Encompasses:
     - IT Usage & Administration
     - Hardware & Software
     - Networking
     - IoT & AI

- Database Management
- Electronic Communication Systems
- Cyber Security
- Maintenance Guidelines
- Adequate annual budget allocation is dedicated to establishing and sustaining the IT infrastructure.

3. **Facility Development and Updates:**
   - The IT policy actively supports the continuous development and periodic updates of facilities, ensuring their relevance in the ever-changing technological landscape.

Network Infrastructure:

Our campus ensures seamless connectivity for faculty and students through a WLAN/wired network, eliminating the need for physical wires. Key features include structured network cabling, high-speed connectivity at 1000 Mbps (LAN) with a 10 Gbps fiber backbone, advanced computer labs with 100/1000 Gbps switches, network access controls for security, and Wi-Fi in each block at speeds ranging from 0.5 to 1.0 Gbps. Additionally, all college blocks, laboratories, seminar halls, and selected departments have a reliable 300 Mbps Wi-Fi connection, complemented by CCTV/video surveillance inputs.

Cyber Security Measures:

1. **Video Surveillance:** To maintain privacy and enhance safety, a video surveillance system is deployed across MRECW premises, ensuring the security of all stakeholders.
2. **Authentication-Based Access:** Internet access is granted through authentication-based user access, enhancing control and security.
3. **Group-Based Security Policies:** Different user groups are assigned group-based security policies, mitigating potential threats and ensuring a secure digital environment.

User Acknowledgment:

Users, in utilizing TIST's IT resources, affirm their understanding and commitment to these policies. Violations may result in suspended technology privileges, academic or employment consequences, and legal action as appropriate. The Institute reserves the right to update and enforce these policies to ensure a secure technology environment

Scope: The following principles delineate the responsible use of information technology for all users at the Toc H Institute of Science and Technology (TIST).

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- **Respect for Others:** Users must adhere to college policies, refraining from all forms of harassment, including sexual and racial. Preserving privacy is crucial, and activities like sending harassing messages or disclosing personal information are strictly prohibited.
- **Authorized Use:** IT resources, including computing facilities, accounts, and data, must be accessed and utilized only with proper authorization for approved purposes. Unauthorized activities, such as running a business or accessing others' accounts, are strictly prohibited.
- **Compliance with Licenses and Copyrights:** Users must adhere to all licenses, contracts, and copyrights, using only legal software copies that comply with vendor license terms. Posting copyrighted material on personal websites or installing single-user licensed software on multiple computers is prohibited.
- **Preservation of System Integrity:** Users must safeguard computing systems, electronic data, and communication networks. Prohibited actions include compromising desktop usability for others or excessively using network resources (e.g., streaming music videos).
- Adherence to Laws: Users must comply with all local, state, and government laws. Use of TIST's IT resources for launching malicious attacks on other networks is strictly prohibited.

By using TIST's IT resources, users commit to these principles. Violations may lead to disciplinary actions, including technology privilege suspension, academic or employment consequences, and appropriate legal action. TIST retains the right to update and enforce policies for a secure technology environment.

Privacy of Usage of IT Resources at TIST

At TIST, prioritizing the privacy of individuals using IT resources is crucial. Despite robust security measures, electronic communications may be susceptible to interception. TIST cannot ensure absolute privacy for data on the network or storage media. While TIST generally avoids routine examination of user data, specific circumstances may warrant it for system security, integrity, college information access, or legal mandates. Authorized personnel, approved by the College Principal, may conduct examinations without notice. TIST handles such examinations judiciously within legal and ethical bounds, urging users to actively safeguard their information. The institute maintains a commitment to balancing system security with individual privacy.

Personal Use of IT Resources at TIST

TIST acknowledges the significant role of technology in the lives of faculty, staff, and students. While reasonable personal use of IT resources is encouraged, it should not interfere with academic or work responsibilities, compromise system security, or violate institute policies

Key Guidelines for Personal Use:

- **Reasonable Use:** Engage in reasonable personal use of IT resources, balancing personal and professional or academic responsibilities.

- **Adherence to Policies:** Ensure personal use aligns with all Institute policies and guidelines, taking responsibility for compliance.
- **No Interference:** Avoid personal use that disrupts the efficient functioning of IT resources for academic, research, or professional purposes, prioritizing institutional activities during working or academic hours.
- **Security Awareness:** Exercise caution in personal use to prevent actions that could compromise the integrity or confidentiality of the institute's IT systems and data.
- **Respect for Others:** Conduct personal activities with respect for the rights and privacy of others, refraining from actions that may cause discomfort or violate the privacy of TIST community members.
- **Legal and Ethical Use:** Ensure all personal use of IT resources is legal and ethical, avoiding activities that could lead to legal consequences or reputational damage to oneself or the institute.

TIST reserves the right to monitor and enforce these guidelines to maintain the integrity, security, and effective operation of its IT resources.

Passwords and User IDs: System Accounts - Importance, Protection of Files, Privacy of Users

At TIST, safeguarding passwords and user IDs for system accounts is crucial, ensuring the protection of personal information and maintaining the security and integrity of TIST's IT systems.

Key Considerations:

- **Importance of Authentication:** Passwords and user IDs authenticate access to system accounts, securing sensitive data and preventing unauthorized entry into TIST's IT resources.
- **File Protection:** Passwords act as a barrier against unauthorized access to files, emphasizing the need for strong, unique passwords to safeguard confidential information.
- **Privacy Assurance:** Secure passwords enhance user privacy, ensuring the confidentiality of personal and academic information within TIST's digital environment.
- **Personal Responsibility:** Users are accountable for maintaining the secrecy of passwords and user IDs, as sharing compromises individual and network security at TIST.
- **Regular Password Changes:** Periodic password changes bolster security, reducing the risk of unauthorized access. TIST encourages users to establish a routine for updating passwords.
- **Unauthorized Credential Use:** Sharing or exposing passwords poses a risk to TIST systems, jeopardizing data integrity and overall digital infrastructure security.
- **Tracing Criminal Activity:** Individual user accounts are traceable, linking compromised credentials to criminal activities. Safeguarding login information is crucial for accountability.

- **Preventing Password Sharing:** TIST strictly prohibits password sharing, emphasizing the uniqueness of user credentials to maintain the integrity of IT resources. Users are expected to adhere to this policy.

Data Storage and Back-ups at TIST:

At TIST, we implement effective data storage and backup practices to ensure the security, integrity, and availability of digital information. The following guidelines outline our approach:

- **Centralized Repository:** TIST employs a centralized storage system for files, promoting efficient management and enhancing data security.
- **User Accounts and Devices:** Individual user accounts facilitate flexible and standardized data storage across various devices.
- **Saved Email Messages, Attachments, Files, and Folders:** Users are encouraged to save these within designated storage spaces for streamlined retrieval and effective collaboration.
- **Right to Restrict Storage:** TIST may limit storage to manage resources efficiently and maintain optimal system performance.
- **Routine Backup and its Retention:** Regular backups are conducted and retained for specified durations, ensuring data recoverability.
- **No Routinely Retrieval of Personal Data:** TIST does not routinely retrieve personal data, and users are responsible for managing their data.
- **User Responsibility for Data Retrieval:** Users are solely responsible for maintaining and retrieving their data; TIST claims no responsibility for data access.
- **Retrieval or Restoration at the discretion of the Principal:** Data retrieval or restoration is at the discretion of the College Principal, ensuring a controlled approach to recovery.

IT Security at TIST:

TIST is committed to industry-standard practices for safeguarding against unauthorized access, intrusion, and potential damage to IT systems. While stringent measures are in place, the nature of security threats warrants acknowledgment.

Key Security Principles:

- **Industry-Standard Practices:** TIST employs industry-standard security practices for a robust defense against potential threats to its IT systems.
- **Protection Against Unauthorized Access:** Security protocols, including multi-layered authentication and encryption, maintain a secure digital environment by preventing unauthorized access.
- **Intrusion Prevention Measures:** Proactive measures, such as regular monitoring and intrusion detection systems, are integral to preventing intrusions into TIST's IT systems.

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- **Damage Mitigation:** Security measures aim to prevent unauthorized access and mitigate potential damage to data integrity promptly, with rapid response protocols in place.
- **User Privacy and Data Integrity:** While TIST strives for user privacy and data integrity, the evolving nature of security threats means guarantees cannot be provided.

Ongoing Vigilance: TIST proactively monitors and adapts security measures to address emerging threats, conducting regular audits and updates to stay ahead of potential risks.

Collaboration with Users: The institute promotes collaboration with users to boost security awareness. Users play a vital role, and adherence to best practices significantly contributes to maintaining a secure digital environment.

Copyright, Trademark, and Domain Names at TIST:

At TIST, adherence to copyright, trademark, and intellectual property laws is imperative. Users are expected to comply with the following guidelines:

Copyright Compliance:

- **Reproduction Authorization**: Users must obtain permission to reproduce copyrighted materials, including digital copies.
- **Prohibition of Unauthorized Photocopying:** Strict prohibition on unauthorized photocopying; seek permissions before reproducing.
- **Derivative Works**: Permission from the copyright owner is generally required to create derivative works or modify existing materials. Users should refrain from altering copyrighted content without proper authorization.
- **Distribution, Display, and Performance:** Unauthorized distribution, display, or performance of works is prohibited; obtain proper releases or permissions.

Trademark Compliance:

Prohibition of Unauthorized Domain Names: TIST owns specific internet domain names. Users are strictly prohibited from registering domain names that incorporate or reference college trademarks without explicit approval from the college Principal.

Guidance for Users:

- **Seeking Permissions:** Proactively seek permissions before using, reproducing, or modifying materials.
- **Awareness of Intellectual Property Laws:** Familiarize yourself with IP laws for compliance and stay updated.
- **Reporting Violations:** Promptly report suspected violations for swift corrective actions and legal use of intellectual property.

Compliance and Enforcement at TIST:

At TIST, strict adherence to IT policies is mandatory for all IT resource users. The following outlines the measures in place:

- **Policy Acceptance:** Users must agree to and comply with established IT policies to access TIST's IT resources. Non-compliance results in denied access

- **Disciplinary Actions:** Intentional violators face disciplinary action by the college, aligning with established processes. Allegations may be referred to the disciplinary body at the Principal's discretion.

- **Investigations and Accountability:** The Principal may investigate policy infractions, holding violators accountable for civil damages and/or criminal prosecution, where applicable.

- **Guest Users Compliance:** Guest users accessing college IT resources must adhere to the IT policy terms. Violations may lead to access cessation and potential barring.

- **Reporting Violations:** Suspected unauthorized use is investigated following standard procedures, involving the Discipline Committee.

- **Investigation of Unauthorized Use:** Suspected unauthorized use is investigated following standard procedures, involving the Discipline Committee.

Data Security Policy

Purpose: This policy articulates the guidelines governing the security and confidentiality of data maintained by the Toc H Institute of Science and Technology (TIST) across both physical and electronic formats. It communicates the responsibilities of individuals entrusted with accessing student, employee, and institutional data.

Statement of Policy: Custodians must prioritize data security and comply with regulations. Any breach, whether paper or electronic, must be promptly reported. Credit card numbers are strictly prohibited from storage or transmission on College servers or desktops.

Scope:

Individuals associated with TIST, including employees and other stakeholders, who request, use, possess, or have access to administrative data must agree to adhere to the protocols outlined in the general IT policy.

This encompasses:

- Changing data, whether one's own or others, only as required to fulfill assigned College duties or as authorized by a supervisor. This excludes self-service applications designed for individuals to manage their data.
- Prohibiting disclosure of information about individuals without prior authorization from the college administration.
- Avoiding "administrative voyeurism" or reviewing information not required by job duties unless authorized to conduct such analyses. Unauthorized actions include tracking salary patterns, viewing a colleague's personal information, accessing someone else's grades, or viewing another colleague's work product without authorization.
- Not circumventing data access levels given to others by providing broader access than authorized. For example, sharing salary data extracts with individuals lacking security access to salary data is prohibited.
- Preventing unauthorized access to the College's administrative systems or data by sharing an individual's username and password.
- Abstaining from any action that violates the letter and spirit of this policy, whether purposefully or accidentally.

Enforcement:

Violations of this policy at TIST may result in disciplinary action, including but not limited to reprimand, suspension, or termination. The college reserves the right to take appropriate legal action in cases of severe breaches.

Reporting:

Suspected violations of this Data Security Policy at TIST should be promptly reported to the relevant authority, ensuring swift and appropriate action to safeguard data integrity and confidentiality. This policy will be regularly reviewed and updated to align with emerging best practices and evolving security threats.

Electronic Communication Policy

Purpose:

Toc H Institute of Science and Technology (TIST) strategically enhances teaching, learning, and operational efficiency through technological investments. The college community, including students, faculty, and staff, utilizes email, Learning Management System (LMS), and other applications for communication, news, events, and educational activities. Emphasizing electronic communication, TIST aims to foster interpersonal interactions, streamline information exchange, and reduce paper usage.

Policy Overview:

This policy formally recognizes electronic communication as the official means of communication at the TocH Institute of Science and Technology. It outlines the responsibilities of students, faculty, and staff in managing electronic communication effectively.

Scope:

Business Conduct:

- ✓ Conducting business for profit using college email or other resources is prohibited.
- ✓ Incidental non-business personal use of email is acceptable, but users should understand that privacy cannot be guaranteed due to the official nature of the email system.

Privacy and Prohibited Email Types:

- ✓ Sending information classified as private or containing personally identifiable information is prohibited.
- ✓ Prohibited emails include those exchanging proprietary information, advertisements, solicitations, chain letters, political communications, sexually explicit content, pornography, lewd behavior, or any content violating laws or institutional policies.
- ✓ Knowingly transmitting messages containing computer viruses is strictly prohibited.
- ✓ Intentionally misrepresenting the identity of the sender of the email is not allowed.
- ✓ Unauthorized use of others' accounts is prohibited.

Policy Guidelines:

- **Official Means of Communication:** Electronic communication, encompassing email, LMS, and other designated applications, is officially recognized as a primary means of communication within the TocH Institute of Science and Technology.

- **Assigning of Institutional Email ID:**
  - ✓ Faculty and staff receive an email username and password upon acceptance to a program or upon hire.
  - ✓ Core faculty, Coordinators, and staff get extra credentials upon hire, added to the HR System. Core faculty have personal and committee email accounts.
  - ✓ The official college email address is: Faculty/Staff - username@tistcochin.edu.in

- **Responsibilities of Users:**
  - ✓ All college students, faculty, and staff are responsible for utilizing electronic communication tools responsibly and in adherence to the established guidelines.
  - ✓ Use of the college's email system implies agreement with this policy. Violations may result in access restrictions and/or appropriate disciplinary action.

- **Communication Enhancement:**
  - ✓ Electronic communication is actively encouraged to enhance interpersonal communications, disseminate critical information, and facilitate teaching and learning activities.

- **Reduction of Paper Usage:**
  - ✓ TIST encourages the use of electronic communication to reduce dependence on paper and printed materials, aligning with the institute's commitment to sustainability.

Specific Responsibilities:

- **Students:**
  - ➢ All students are provided with an email account upon request
  - ➢ Regularly checking official college email for important announcements and updates is expected of students.
  - ➢ Actively participating in academic discussions and collaboration through electronic communication tools is encouraged.

- **Faculty:**
  - ➢ Faculty members should use electronic communication for efficient dissemination of course-related information, providing timely feedback, and engaging with students.
  - ➢ Timely responses to official communication channels are expected.

- **Staff:**
  - ➢ Staff members are encouraged to use electronic communication for internal communication, announcements, and coordinating administrative activities.
  - ➢ Adherence to electronic communication protocols outlined by respective departments is essential.

- **Enforcement:**
  - ➢ Violations of this Electronic Communication Policy may result in appropriate disciplinary actions, including warnings, suspension of communication privileges, or other measures as deemed necessary.

- **Review and Updates:**
  - ➢ This policy is regularly reviewed and updated to stay aligned with evolving technology and institutional communication needs.

Personal Digital Assistant Policy

Purpose:

This policy establishes standards, procedures, and limitations for Personal Digital Assistant devices (PDAs) at the TocH Institute of Science and Technology. The policy applies to wired and wireless mobile devices, connecting through the college's network or external providers. It also includes smartphones with PDA functionality and third-party hardware, software, processes, or services facilitating connectivity to these devices.

Scope:

- ❖ This policy applies to all PDA hardware and related software that could potentially be used to access college resources.
- ❖ This includes devices not officially sanctioned, owned, or supplied by the college.

The overarching goals of this policy are twofold:

First Goal:

To safeguard the technological resources of the college, including data, computer systems, networks, databases, etc., from unauthorized use and potential malicious attacks. Unauthorized access or malicious activities could lead to information loss, critical application damage, revenue loss, or harm to the institution's public image.

Second Goal:

To delineate the limitations the College imposes on user support for PDA devices. Clear guidelines are established to manage and provide support for these devices effectively.

Authorized Operating Systems:

The use of PDAs running Apple OS, Android OS, Blackberry OS, Palm OS, Microsoft Windows CE, PocketPC, Windows Mobile, Symbian, Mobile Linux, and other authorized operating systems is permitted.

Network Connectivity:

Both wired and wireless connections to the College network or external wireless provider networks are within the scope of this policy.

Smartphones with PDA Functionality:

Smartphones featuring PDA functionality are covered by this policy.

Third-Party Hardware/Software:

Any third-party hardware, software, processes, or services facilitating connectivity to authorized operating systems fall under this policy.

Protection of College Resources:

Users must ensure that their PDA devices do not compromise the security and integrity of college resources.

Personal Digital Assistant (PDA) Usage Guidelines for Students on College Networks

To facilitate a secure and efficient digital environment at Toc H Institute of Science and Technology (TIST), TIST encourages students to follow these guidelines when using their PDAs on the college networks. Responsible PDA usage contributes to a positive and secure campus community.

Please adhere to the following rules:

1. Authorization and Registration:

The students need to register their PDAs with the college's IT department. Unauthorized devices may be denied access to the network.

2. Security Measures:

Secure your PDA with PIN codes, passwords, or biometric authentication to prevent unauthorized access. Report lost or stolen PDAs promptly to the IT department to protect sensitive information

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3. Network Connectivity:

Connect PDAs only to authorized college wireless networks, avoiding attempts to connect to unauthorized networks or create personal hotspots.

4. Software and Applications:

Should Install only legitimate and authorized software and applications on their PDAs.

Refrain from installing applications that may compromise network security or violate college policies.

5. Data Security:

Regularly back up important data on their PDAs to prevent loss in case of device failure or damage.

TIST is not responsible for the loss of personal data stored on student PDAs.

6. Responsible Internet Usage:

Use the college's internet connection responsibly and by the acceptable use policy.

Avoid downloading or distributing copyrighted materials without proper authorization.

7. Academic Integrity:

Do not use PDAs for cheating or any form of academic dishonesty.

Using PDAs for unauthorized assistance during examinations or assessments is strictly prohibited.

8. Respect for Privacy:

Respect the privacy of others and refrain from capturing or sharing images, audio, or video recordings without explicit consent.

Do not use a PDA to invade the privacy of fellow students or disrupt their learning environment.

9. Compliance with Policies:

Follow all college policies, including PDA and acceptable use policies. Non-compliance may lead to disciplinary actions, including restricted network access

10. Reporting Security Concerns:

Promptly report PDA security concerns or breaches to the IT department and collaborate with them to address and resolve any technical issues.

User Support Limitations: This policy clearly outlines the limits placed on user support for PDA devices. While the college encourages the responsible use of PDAs, support is limited to ensuring access to authorized systems and maintaining the security of college resources.

Enforcement: Violations of this policy may result in appropriate disciplinary actions, including but not limited to restricted access to college resources or other measures deemed necessary.

Wireless Network Policy

Purpose:

Toc H Institute of Science and Technology provides wireless networking services on campus to facilitate convenient internet connectivity. This service allows college community members to access the campus-wide network from wireless devices or portable computers wherever coverage is available. The purpose of this policy and related procedures is to define responsibilities for the management and use of the wireless network, manage other uses of the wireless spectrum, and ensure security across the Toc H Institute of Science and Technology network.

Scope: The System Administrator will regulate and manage all wireless access points used by wireless technology to ensure fair and efficient allocation and minimize collision, interference, unauthorized intrusion, and failure of the wireless network.

Definitions:

Access Point (AP):

A hardware device that acts as a communication hub for wireless device users to connect to a wired network. APs are essential for providing heightened wireless security and extending the physical range of service accessible to a wireless user.

Wireless Device:

The end-user system or device that accesses the wireless network for data communications purposes. This is typically a portable computer (Laptop) or personal digital assistant (PDA) containing an appropriate wireless network interface card (NIC).

Procedures:

Security: Users should operate under the assumption that data transmitted over the wireless network is NOT secure.

Access Points:

1. Only IT-approved access points are allowed on the college network.

2. IT reserves the right to disconnect unapproved access points without prior arrangement.
3. For academic or research use, IT collaborates with faculty to ensure secure wireless device usage.
4. Unauthorized access point installation may lead to disciplinary action.
5. Access points must comply with network security features, restricting connections to authorized users only.

Other Wireless Devices:

1. Unapproved wireless devices, such as portable phones and other devices with two-way radios, may interfere with the operation of the college wireless network.
2. If the IT department receives a report of interference and determines that a non-approved wireless device is causing interference, it reserves the right to ask the owner of the device to discontinue its use.

6. Signal Jamming:

❖ Deliberate signal jamming or interference with the wireless network signals is strictly prohibited.
❖ Offenders engaging in signal jamming may face severe disciplinary action.

7. Network Monitoring:

❖ The IT department reserves the right to monitor and analyze network traffic to ensure compliance with this policy.
❖ Continuous network monitoring aims to identify and address any potential security threats.

8. Reporting Network Issues:

❖ Students and staff should promptly report any issues or disruptions related to the wireless network to the IT department.
❖ Timely reporting helps maintain the network's integrity and ensures quick resolution of problems.

9. Regular Security Audits:

❖ The IT department will conduct regular security audits of the wireless network to identify vulnerabilities and implement necessary security measures.
❖ Audits may include assessments of access points, device configurations, and network traffic.

10. Educational Awareness:

❖ Periodic educational programs and awareness campaigns will be conducted to inform users about responsible and secure wireless network usage.

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INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in

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Accredited UG Programs   Accredited Institute   NIRF 151-200(innovation 2023)   Certified Institution   Approved by AICTE   Affiliated to APJKTU   Sect 2(f) of UGC Act
5 B.Tech programs (CE, CS, ECE, ME and FS) Accredited by NBA till June 30, 2026, to be renewed thereafter   A Higher Education Institution under Toc H Public School Society, Estd. 2002

❖ Users will be updated on the latest security practices and potential risks associated with wireless networks.

Thus TIST emphasizes the importance of maintaining a secure and efficient wireless network environment

<u>All the above policies apply to:</u> This policy applies exclusively to the students, faculty, and staff of Toc H Institute of Science and Technology. All members of this academic community are accountable for familiarizing themselves with, comprehending, and adhering to the guidelines established in this policy.

POLICY OF THE STUDENT GRIEVANCE REDRESSAL COMMITTEE

In order to provide opportunities for redressal of grievances of students, All India Council for Technical Education AICTE has notified (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions.

Composition and Tenure of the Committee

The committee shall comprise of the Chairperson, Convener and two other senior faculty members.

- Members of the committee shall be nominated by the chairperson for tenure of two years. The period can be renewed if the Chairperson decides so.
- One Senior Faculty nominated by the chairperson shall be the convener
- One member shall be female and other shall be from SC/ST/OBC category.
- A representative from among the students of the college is to be nominated by the chairperson as special invitee for a period of one year which can be renewed if the Chairperson decides so.

Type of Grievances

Grievances may be related to any of the following matters.

- **Academic Matters**:- Issues related to assessment, attendance**,** marks, and other examination related matters etc
- **Financial Matters**: - Issues related to fees, scholarships, payments etc.
- **Administration Matters**:- Issues related to infrastructure, basic amenities, hostel, quality of food, sanitation, transport
- **Victimization:** Harassment of any kind by students or staff.

Mechanism of receiving the Grievances:

Any student of the Institute with a genuine grievance can lodge their complaint to SGRC. along with the necessary documents/ proof , if any. The grievance shall be reported by using any of the following modes

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- Report submission in person by approaching the convener of the Committee.
- Through e-mail to grievanceredressal@tistcochin.edu.in
- Writing to "The Convener, Student Grievance Redressal Committee. Toc H Institute of Science & Technology, Arakkunnam, Ernakulam, Kerala-682313"

Grievance Redressal Mechanism

- After the receipt of the grievance from the aggrieved, the Convener of SGRC shall fix the date, time and venue of the meeting after discussing with the Chairperson, members, complainant and the party against whom complaint is registered.
- The meeting shall be scheduled within five working days of the receipt of the grievance.
- The Committee members are expected to deliberate upon the grievance received, listen to the counter- arguments by the 2nd party and also refer the existing rules & regulations of the Institute in this regard. The details of discussion and final recommendations by the Committee members shall be recorded in the format of the minutes of the meeting
- The minutes shall be circulated to all those who attended the meeting, for their signatures.
- The decision of the Grievance Committee shall be communicated to the complainant at the earliest.
- In case of anonymous letters the action on the complaint will be left to the discretion of the Chairperson

Appeal

The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.

The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

Academic Policy

Preamble

Toc H Institute of Science & Technology (TIST) is committed to creating and maintaining a dynamic environment conducive to learning. The academic policy of TIST upholds high standards of excellence, integrity and inclusivity facilitating our students to achieve their goals and contribute meaningfully to society. TIST also strives to nurture creativity, critical thinking, innovation and lifelong learning.

Objectives of the Academic Policy

1. To provide high quality education that meets global standards set by accrediting bodies

2. To prepare students for successful careers in their chosen field and contribute to the betterment of society

3. To bridge the gap between industry and academics by identifying and developing required skills

4. To foster a culture of research, innovation and collaboration

5. To promote ethical behavior and inclusivity in the academic community

6. To engage in continuous improvement of academic programs and policies through assessment, evaluation, and feedback from stakeholders

Roles and Responsibilities

Roles	Academic Responsibilities
Management	Provide overall leadership, direction and support to develop and implement the academic policies of the institution. Communicate the views of the institution to external stakeholders and vice versa.
Principal	Plan, organize and implement necessary steps for the development of the institution in line with the institution's vision and mission. Carry out academic responsibilities assigned to the Principal by the affiliating University. Direct and supervise day to day academic matters of the institution and delegate appropriate duties to subordinate officers as required. Create and manage academic relationships with various institutions conducive to the growth of the Institution. Motivate faculty and staff to set objectives and achieve the goals in line with the mission and vision of the Institute.
Vice Principal	Carry out the following duties under the direction of the Principal: Oversee the general academics of the Institute to ensure that teaching learning proceeds as planned.

	Device mechanisms that ensure regular attendance of students. Assist the Principal, in planning for the academic development of the department/college with a view to enhance the institution's status. Assist the Principal along with the Deans to monitor academic activities of the department and suggest corrective steps in time. Oversee progress of teaching and other academic activities of the departments and device control mechanisms to ensure timely completion of syllabus and internal valuation. Assist the Principal, along with the Deans to organize timely Quality Improvement Programmes (QIPs) for faculty to enhance their knowledge in the fast-growing fields of engineering and technology. Give suggestions to upgrade the academic standards of departments to match with the benchmarks set by accrediting bodies and well-established institutions.
Dean PG	Provide guidance on college procedures and policies. Custodian of data pertaining to all academic matters of students in a program for all inspections.

	Responsible for providing the required guidance, clarifications and advice to students and parents based on the prevailing academic regulations.
	Co-ordinate and oversee communication from the institution to the e-governance portal related to semester registration, course mapping, examination registration etc.
	Make appropriate, recommendations or remarks on the requests/applications submitted by the students and parents before forwarding them to the Principal/University.
	Ensure compliance with university regulations.
	Plan remedial actions in consultation with the Principal.

Dean UG	Provide guidance on college procedures and policies.
	Custodian of data regarding all academic matters of students in a program for all inspections.
	Supervise preparation of a general academic calendar for the college indicating curricular, co- curricular and extra-curricular activities.
	Coordinate of activities of the Internal Audit Cell.
	Organize and guide the Internal Assessment system of the college as per the requirements of the University.
	Responsible for providing the required guidance, clarifications and advice to students and parents strictly based on the prevailing academic regulations.
	Co-ordinate and oversee the communication from the college to the e-governance portal related semester registration, course mapping, examination registration etc.
	Make appropriate, recommendations or remarks on the requests/applications submitted by the students and parents before forwarding them to the Principal/University.
	Ensure compliance with University regulations.

Oversee the preparation of the academic calendar in consultation with the HoDs of various departments.

Plan remedial actions in consultation with the Principal.

Toc H
INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
☎ +91 484 2748388 | 2749600 | 📠 +91 484 2748388 | ✉ mail@tistcochin.edu.in | 🌐 tistcochin.edu.in
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Heads of Academic Departments	Co-ordinate the activities of faculty in their departments to achieve departmental objectives. Allocate courses appropriately to faculty and ensure effective implementation of lesson plans. Guide the preparation of timetables and ensure proper functioning of classes as per timetable. Evaluate results and feedback from students and implement remedial actions for continuous improvement. Monitor the attendance of students in various courses. Organize and conduct research and co-curricular activities in the department. Ensure that all facilities including laboratories are available for proper conduct of academic activities.
IQAC	Develop academic practices in line with the institution's vision and mission aligned to the expectations of the stakeholders. Monitor the implementation of academic practices to achieve the desired outcomes.

	Promote continuous improvement in academic practices encouraging faculty and staff to seek innovative ways to enhance the quality of education. Oversee the assessment of academic programs to ensure compliance with accreditation standards.
Faculty Advisors	Provide guidance to students and parents on academic policies and procedures. Monitor student attendance, academic progress and intervene as needed to support student progress keeping parent's updated of the same. Refer students to appropriate support services when necessary.
Course Faculty	Facilitate learning in courses assigned to them following the curriculum and institution's academic standards. Engage in research and scholarly activities. Advise and mentor students. Participate in departmental and college-wide committees and activities. Contribute to the development and assessment of academic programs.

Components of Academic Planning

1. **Curriculum and Course Structure**: TIST is affiliated to APJ Abdul Kalam Technological University (APJAKTU) and follows the curriculum specified the university.

   i. **Credit System**: KTU uses a credit system where each course is assigned a certain number of credits based on its academic load. The number of credits required for ward of the degree is also specified by the university.

   ii. **Program Duration**: The undergraduate engineering programs (BTech) have a duration of four years, divided into eight semesters. Postgraduate programs (MTech) span two years, divided into four semesters.

   iii. **Curriculum Design**: The curriculum is designed to include a mix of core courses, elective courses, and project work. Core courses are mandatory and provide foundational knowledge in the chosen engineering discipline. Elective courses allow students to specialize in specific areas of interest.

   iv. **Course Structure**: Each semester consists of a set of courses, typically ranging from 5 to 8 courses, depending on the program and semester. The courses are a mix of theory, practical, and project work.

   v. **Practical Training**: In addition to classroom teaching, students are required to undergo practical training through internships, industry visits, and projects to gain practical experience.

   vi. **Project Work**: Project work is an integral part of the curriculum, especially in the final and pre final years. Students are required to undertake projects that demonstrate their ability to apply their knowledge and skills to solve real-world engineering problems. In addition to this, projects may be included as a part of the evaluation of various courses.

   vii. **Evaluation**: Students are evaluated based on their performance in continuous assessments, semester examinations, and project work. The grading system used is a 10-point scale.

viii. **Curriculum Updates**: The curriculum is periodically reviewed and updated to ensure that it remains relevant and aligned with industry trends and advancements in technology.

ix. **Activity Points**: Activity Points are also allocated based on the co-curricular and extracurricular activities undertaken. This is also a part of the requirement for the award of the degree.

2. **Academic Calendar**: The academic calendar of APJAKTU follows a semester system, with each academic year divided into two semesters. The exact dates may vary slightly from year to year, but the general structure is as follows:

    i. **Odd Semester** - The odd semester usually begins in July or August and ends in December. **Even Semester** - The even semester usually begins in January and ends in May or June. Both semesters include teaching, examinations, extra and co-curricular activities. There are several holidays and breaks during the academic year, including national holidays, festivals, and semester breaks.

    ii. **Examination Schedule**: The academic calendar includes the schedule for Internal Assessment, End-semester Examinations, and any other examinations or evaluations conducted during the semester.

    iii. **Registration and Deadlines**: The calendar specifies deadlines for registration and other administrative requirements for students.

    iv. **Academic Events**: The calendar also includes dates for academic events such as seminars, workshops, conferences, and cultural events organized by the university and the institute.

    v. **Vacation Period**: The academic calendar includes the dates for vacations

3. **Attendance Requirements**: The minimum attendance requirements for students to be eligible to appear for examinations or receive credit for a course is as stipulated by the university. Typically, there is a minimum attendance requirement of 75% of the total hours taken for each course.

4. **Academic Integrity**: The Institute places a strong emphasis on academic integrity and expects all students to maintain high standards of honesty and ethical behavior in their academic work. Some key points regarding academic integrity requirements include:

   i. **Plagiarism**: Students are expected to submit original work in all academic work, projects, and research papers. Plagiarism, which includes copying someone else's work without proper citation or permission, is strictly prohibited.

   ii. **Cheating**: Any form of cheating, including but not limited to, copying during examinations, using unauthorized materials, or seeking help from others without permission, is considered a violation of academic integrity.

   iii. **Fabrication and Falsification**: Fabricating or falsifying data, information, or sources in academic work is prohibited. All academic work should be based on honest and accurate representation of facts.

   iv. **Citation and Referencing**: Proper citation and referencing of sources are essential to academic integrity. Students should acknowledge the sources of information used in their work according to the specified citation style.

   The institute provides awareness through faculty advisers to help students understand the importance of academic integrity and the consequences of violations.

5. **Examination and Evaluation**: Examinations and evaluation are conducted in accordance with the rules and regulations set by the university.

   i. **Internal Assessment**: The institute follows a continuous assessment system, where a portion of the student's grade is based on internal assessments conducted by the college throughout the semester. Internal assessments include tests, assignments, and projects.

ii. **End-Semester Examinations**: End-semester examinations are conducted at the end of each semester to assess the students' overall understanding of the entire semester's syllabus. These examinations are conducted by the university and are usually held in December/January for odd semesters and in May/June for even semesters.

iii. **Examination Schedule:** The examination schedule, including the dates and timings of the examinations, is published by the university well in advance. Students are required to adhere to the schedule and appear for the examinations as per the timetable.

iv. **Evaluation Process:** The answer scripts of the examinations are evaluated by qualified examiners appointed by the university. The evaluation process is carried out in a fair and transparent manner to ensure that students are assessed accurately.

v. **Grading System:** KTU follows a grading system based on a 10-point scale, where grades are awarded from S to F, with corresponding grade points. The minimum passing grade is P. The criterion for a student to pass a course is set by the university based on both end semester examination and the combined marks of internal assessment and end semester examination.

vi. **Result Declaration:** The results of the examinations are declared by the university and are made available to the students through the official website of KTU.

vii. **Revaluation:** Students who are not satisfied with their examination results have the option to apply for revaluation of their answer scripts. The revaluation process involves a re-evaluation of the answer script by a different examiner.

viii. **Academic Progression:** Failure to pass a course may require the student to take supplementary examinations, as per the university's rules. The progression of the student to higher semesters is also according to university rules.

Academic Planning Flow

The following activities are carried out as part of the academic planning flow

1. **Course Allocation**: Courses are allocated to faculty on the basis of a preferences collected from them.

2. **Academic Calendar**: An academic calendar for TIST is prepared based on the Academic Calendar issued by the University and incorporating into it the academic, co-curricular and extra- curricular activities that are planned to be conducted at the institute and department level.

3. **Lesson Plan**: Faculty prepare the lesson plan according to the academic calendar. The lesson plan is uploaded in the ERP system for verification and keeping track of the actual progress.

4. **Course Outcomes**: Course Outcomes are formulated based on the University syllabus and Revised Bloom's Taxonomy. The Course Outcome (CO) attainment of the previous batches are reviewed and techniques are devised to improve the CO attainment.

5. **Course Materials and Content Delivery Tools**: Course materials and handouts are prepared for each course. Laboratory manuals are prepared for Laboratory courses. Various tools based on the Creative Learning Policy (CLP) adopted by TIST are developed to enhance content delivery and facilitate the learning process.

6. **Seminars and Projects**: Seminar coordinators and the project coordinators plan and conduct activities according to the guidelines and rubrics provided by the University.

Toc H
TIST
INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in

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7. **Assignments**: Assignments are an important component of Internal Assessment and CO Attainment Assessment. Students are given periodic assignments to test their knowledge and facilitate learning. Assignments are mapped to Course Outcomes.

8. **Attendance**: Attendance of students is monitored at regular intervals and necessary corrective action is taken.

8. **Internal Assessment Tests**: Two Internal Assessment Tests are conducted in a semester according to University guidelines. Question papers are scrutinized in the department to ensure module wise coverage, levels according to Revised Bloom's Taxonomy and mapping to Course Outcomes. The IA Cell of the institute coordinates the conduct of the tests. Marks are published within a short period of conduct of the tests.

9. **Tutorial and Remedial Classes**: Tutorial and Remedial Classes are conducted to facilitate learning of difficult concepts. Class tests on smaller portions are also used to prepare students for examinations and tests and evaluate student knowledge and understanding.

10. **Co-curricular Activities**: Various activities such as workshops and project competitions are conducted by department associations and professional societies for knowledge and skill development.

Academic Monitoring and Student Support

1. **Mentoring**: Mentors are assigned to students of every class. Mentors have one to one meetings with the students assigned to them to discuss any problems. Any issues found are reported to the HoDs and Course Faculty for remedial measures. If there is any issue that is beyond the scope of the department, students are referred to the Counselors of the Psychology Department for further intervention. Parents are also informed and updated.

2. **Student Feedback**: Feedback from students is taken periodically in electronic form via the ERP system. Feedback is also taken from students directly by the HoDs and Principal. The feedback is discussed with course faculty and faculty advisors as required for taking corrective action.

3. **Class and Course Committee Meetings**: Class committee and Course committee meetings are conducted periodically throughout the semester to address any issues related to the conduct of academic activities. The committees monitor the progress and conduct of all the courses, adherence to the lesson plan and completion of the syllabus, issues related to internal tests, evaluation process and any other difficulties faced by the students and report the same for taking remedial action.

4. **Parent Teacher Meetings**: Parent Teacher meetings are conducted periodically in each semester. These meetings are coordinated by the Faculty Advisors of the class and the HoD. They provide a platform for sharing of concerns regarding the academic activities and progress of students. In addition to the meetings, Faculty Advisors are also regularly in touch with parents and keep them updated about their ward's progress.

5. **Student Grievance Redressal Committee**: The institution has established a Student Grievance Redressal Committee with mechanisms for addressing student grievances related to academic matters. The committee addresses the grievances of the students with

respect to their academic and administrative problems in an amicable and prompt manner. It ensures that the grievances are redressed impartially and confidentiality is maintained.

6. **Academic Audit**: TIST has an Internal Audit Cell (IAC) which is a subcommittee of IQAC with members from every academic department. This cell conducts two internal audits every semester and gives feedback to the HoDs. HoDs take corrective action based on this report. The cell also coordinates an external audit every semester by external auditors appointed by the university. The external audit report is made available electronically to the Principal who then gives feedback to the university regarding corrective action that will be undertaken if there are any concerns raised. This is also communicated to the Internal Audit Cell and Heads of Departments for required action.

7. **Accreditation**: TIST understands the importance of audits by external bodies. TIST is ISO certified and accredited by NBA and NAAC.

Research Policy

Introduction:

Research at Toc H Institute of Science and Technology serves as the bedrock for economic and social development, aligning seamlessly with the principles of a technology-driven society. Recognizing the paramount importance of sustained research efforts and the indispensable role of collaboration with academic institutions, research establishments, and industries, TIST is unwaveringly committed to conducting state-of-the-art research that meets both national and international standards.

In our pursuit of excellence, we are dedicated to creating an open platform that fosters academic brilliance and supports scholarly research activities. This policy articulates clear guidelines and incentives, designed to inspire and motivate our esteemed faculty members to actively engage in and excel at research.

Researchers at TIST adhere to our institute's research policy, governed by the steadfast principles of Quality and Ethics. Furthermore, they shoulder the responsibility of ensuring that research practices align with the standards outlined by APJ Abdul Kalam Technological University. This commitment reflects our dedication to upholding the highest standards in research and academic pursuits, ensuring a transformative and impactful contribution to our institution and society.

1. ACADEMIC RESEARCH (AR) POLICY:

1.1 Norms for Doctor of Philosophy (Ph.D.)

Faculty members with master's degrees are encouraged to pursue Ph.D. programs in their proposed research areas. To support this, 12 days of on-duty (OD) per semester will be granted for research activities, including meetings with supervisors, coursework examinations, laboratory visits, and other research-related tasks. This policy extends to faculty who join the Toc H Institute of Science and Technology after initiating their PhD in a previous organization.

Candidates are required to present their research progress at the review meeting held once every six months, scheduled in the 3rd week of February or August. For activities such as DC meetings, synopsis meetings, and Viva Voce exams, candidates need to obtain prior permission in adherence to university norms. When submitting the synopsis, candidates are required to submit the no dues form to the respective Department Level Coordinator.

Upon successful completion of the Viva-Voce, the research scholar is obligated to submit a copy of their Ph.D. thesis to the College Library. This process ensures the systematic and regulated progression of research activities per university guidelines.

Supervisors are required to endorse candidates for the publication of their research work in conferences, workshops, and journals of reputable indexing such as Scopus, SCI, SCI-E, ESCI, and Indian Citation Index. Formal permission from the respective Supervisor must be obtained before proceeding with the publication. Additionally, the Research supervisor, after conducting a thorough plagiarism check, shall grant permission for the candidate to submit the paper to the journal. This ensures the integrity and quality of the research output before dissemination. The faculty after the award of Ph.D., shall get the supervisorship within 3 years.

1.2 AR Norms for Faculty

To enhance research outcomes, faculty members are authorized to utilize the support offered by the institution. To avail themselves of this support, they must obtain approval from the respective department heads. The institution provides the following support to facilitate and encourage research activities.

1.2.1 Collaborative Research

Faculty members are encouraged to engage in collaborative research endeavors with esteemed institutions both in India and abroad, as well as leading industries. The following roadmap, guidelines, and focus areas are provided for their pursuit:

- ✓ Inter-disciplinary research initiatives should be undertaken at designated research nodal centers within our institution
- ✓ Faculty members are encouraged to visit research laboratories in reputed institutions in India or abroad, as well as leading industries, fostering interaction and discussion with their respective research groups. This collaboration may result in joint research papers, proposals, research partnerships, Memoranda of Understanding (MoUs), or similar collaborative activities.
- ✓ Faculty members are expected to visit reputed institutions in India or abroad and leading R&D organizations/industries to engage in collaborative research. This collaboration aims to guide students during their industry internships to address specific industrial problems.
- ✓ Proposals submitted for academic collaboration should focus on the thrust areas of the faculty members' research fields and address challenging theoretical, experimental, and/or translational issues.
- ✓ Faculty members involved in collaborative research initiatives should hold a doctorate or be actively pursuing a Ph.D. The proposal should clearly articulate measurable deliverables with a specified timeline.

Tangible deliverables from collaborative efforts may include, but are not limited to, two or more of the following:

- ➢ Top Journal Publications

- Textbooks
- Research Monographs
- Patents
- Products
- Scaled Pilots/Demonstrations
- Course Materials

Upon the commencement of collaborative research, faculty members are required to submit a report outlining the objective and significance of their collaborative research initiative. Following completion, faculty members must submit a detailing of the outcomes of the collaborative research work and the value it has added to their academic contributions.

1.3 Plagiarism Check

Research Scholars are required to submit the plagiarism check report for a research paper to their respective supervisor before submitting it to a journal or conference. When submitting the research scholar's synopsis or thesis to the Center for Research at APJ Abdul Kalam University, the plagiarism report should be included.

For Post postgraduate students' theses, the inclusion of the plagiarism check report is mandatory. A maximum similarity allowance of 15% is permitted for Ph.D. theses, synopses, and Post Graduate theses.

1.4 The Act of Plagiarism

Scholars must refrain from publishing research articles with identical content, either in part or in full, in more than one journal to avoid the occurrence of Self Plagiarism.

In instances where scholars are found to have committed plagiarism in their thesis or journal publication, actions will be taken following UGC/APJ Abdul Kalam University regulations. Both the scholar and their supervisor will be subject to the prescribed measures.

Research Promotion (PR) Policy

The goals of the Research Promotion Policy are:

- ❖ To encourage faculty members to contribute to a higher number of publications in SCI/SCOPUS/WoS journals and conferences.
- ❖ To foster collaborative research publications in conjunction with esteemed higher learning institutions and industries.
- ❖ To enhance the quality of research publications, citations, and h-index.
- ❖ To augment funding received from sponsored research projects.

Guidelines for Project Proposals

Toc H
INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in

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- ❖ Faculty members are required to seek funding support from Government agencies or industries for Sponsored or Collaborative research, aligning with the respective call for proposals from these agencies. Project proposal formats are generally available on the agencies' websites.
- ❖ A Research Committee (RC) will be formed
- ❖ Each proposal must undergo review by the RC.
- ❖ The RC, upon review, forwards the proposals to the principal, who would in turn forward it to the principal investigator to submit to funding agencies.
- ❖ The Principal Investigator (PI) applies along with supporting documents to the Funding Agencies' website, based on the approval received.
- ❖ If selected for an interview by the Funding Agency, the PI presents the proposal before the RC to enhance interview performance.
- ❖ PIs create a new Head of account and maintain a Stock Register with proper entries for recurring and non-recurring items upon project sanction.
- ❖ PIs attend the Status Update Meeting conducted by the department-level Progress Review Committee every six months to assess project progress.
- ❖ The Principal is the Competent Authority to constitute or approve the Progress Review Committee.
- ❖ PIs submit Half-Yearly Progress Review Reports to the Research Committee.
- ❖ Project Completion Reports are prepared by PIs at the end of the project duration, following funding agency guidelines.
- ❖ Research office staff prepare the Statement of Expenditure and Utilization Certificate (UC), duly signed by the Auditor.
- ❖ PIs submit the Project Completion Report, Utilization Certificate, and Publications/Patent list to the Sponsoring agency through the Dean and the Principal
- ❖ PIs submit Sponsored Research forms, including Half-Yearly Progress reports, Project Completion Reports, and Feedback on Sponsored Research to the Dean's office at the appropriate time

2. Consultancy:

Faculty members are encouraged to undertake testing and consultancy works for industries and government agencies

3. International Journal/Conferences Publication:

Faculty members publishing research findings in international conferences/Journals will be given duty leave. This promotes high-quality research output and increases the visibility of the Toc H Institute of Science and Technology in the global research community.

4. Attending Workshops, FDPs, and Conferences:

Faculty will be encouraged to attend workshops, FDPs, and conferences within India, This initiative aims to facilitate continuous learning and networking opportunities for faculty members.

5. Attending International Conferences (Abroad):

Faculty members can attend international conferences abroad once in three years. This initiative is designed to expose faculty members to international perspectives and foster collaborations on a global scale.

Research Ethics:

All faculty members, staff, and students are expected to adhere to high ethical standards, as outlined in the Ethics and Values Policy of Toc H Institute of Science and Technology. Key principles include confidentiality of research involving human subjects, addressing conflicts of interest, plagiarism checks, proper citation of previous research findings, and obtaining copyright consent for intellectual property.

Review and Approval:

This research policy is subject to periodic review. It may be amended as necessary by the Research Committee and approved by the Toc H Institute of Science and Technology management. Regular evaluations will ensure that the policy remains aligned with the evolving needs of the institution and the broader research landscape.

Toc H **TIST**
INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in

NBA NAAC nirf TUV
Accredited UG Programs   Accredited Institution   NIRF (ID-300)Innovation 2023   Certified Institution   Approved by AICTE   Affiliated to APJKTU   Sect. 2(f) of UGC Act
5 B.Tech programs (CE, CS, ECE, ME and FS) Accredited by NBA till June 30, 2026, to be renewed thereafter

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WASTE MANAGEMENT POLICY

Preamble

The educational institutions represent the main components of sustainability promotion in our society. Waste Management is one of the challenges that educational institutions have to face in accomplishing the sustainability goals. In 2016 the Union Ministry of Environment, Forests and Climate Change (MoEF&CC) released the updated Solid Waste Management (SWM) Rules which applies to every Solid Waste generator contributing to Waste generation in the premises. In recent 53 years, technologies have been developed that not only help in generating substantial of decentralized energy but also in reducing the quantity of Waste for its safe disposal.

Instructions

- All materials should be received in neatly packed condition without any spillage.

- No drainage should be left open and to be covered properly.

- Periodic cleaning of overhead and sump and maintaining records.

- After floor cleaning and washing the wastewater should not be thrown on bare lands. It should be routed to drainage.

- Solid waste like paper, cotton, etc., which are generated in our campus should be disposed to dust bins provided.

- Segregate waste by putting the waste in appropriate bins provided.

- Ensure that no degradation of waste in scrap yard due to rain and other natural disaster.

- Care should be taken while handling waste and to ensure no waste spillage over the floor and open area.

- Confidential documents and records should not be burnt. It should be thrashed into pieces and should be disposed to the scrap yard.

- All wastewater generated by housekeeping activity, should be routed to effluent drainage leading to Sewage Treatment Plant.

- Hazardous waste should be stored as specified in the hazardous waste handling rules and should be sold to authorized vendors.

- PPE's should be maintained in a proper place after usage to increase its life

- Waste oil from workshops and maintenance department should be collected properly and transported properly to the scrap yard without any spillage.

- The waste oil should be handed over to the competent vendor who possess required licenses in compliance with the legal requirements.

- Bio-degradable garbage shall be processed through appropriate means of composting.

Management of Plastic and Paper Waste

- Plastic garbage shall be segregated and to be handed over to the vendors / agencies who recycle or re-use the same. Adopt adequate measures to avoid plastic burning in the campus.

- One side Papers should be re used for Documentation and Printing.

- Rough Printouts should be taken on One side Paper

- Minimal Usage of Paper should be done.

- Awareness should be given to all the employees to reduce the wastage.

- Segregation of waste should be done and place it in the Separate dustbins.

- Office papers should not be used for personal printouts.

- External persons should not be allowed to carry any plastic covers inside the premises.

- In case of usage of plastic, only virgin plastic should be used having and 20 microns thickness.

- No recycled plastic should be used for carrying food.

- Plastic waste should be segregated separately for safe disposal.

- Record of the usage of paper and other stationeries should be maintained for proper management.

- Wherever possible intranet and internet facilities should be used for communication between different departments

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INSTITUTE OF SCIENCE & TECHNOLOGY
Arakkunnam P O | Mulanthuruthy | Ernakulam | Kerala 682313
+91 484 2748388 | 2749600 | +91 484 2748388 | mail@tistcochin.edu.in | tistcochin.edu.in
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Bio-degradable waste

- Segregate waste (packaging and degradable organics) by putting the waste in appropriate bins provided.

- Ensure that no degradation of waste due to rain and other natural disaster.

- Care should be taken while handling waste and to ensure no waste spillage over the floor.

- Segregations of waste at source should be made as a daily routine habit.

- Degradable waste should be collected on a daily basis by the concerned cleaning staff and taken to the composting unit for further process.

Hazardous waste

- Identify hazardous wastes.

- The following are some of the identified hazardous wastes.

    a. Chemicals

    b. Used Oil

    c. Empty chemical containers

    d. Oil-soaked cotton waste/swabs

    e. Batteries

    f. Broken chemical containers.

- Separately identified bins are provided for collecting the hazardous waste.

- Only trained personnel are permitted to handle the hazardous wastes.

- Hazardous waste should be stored in the identified safe storage area as specified in the hazardous waste handling rules and should be sold to PCB authorized vendor.

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- If any hazardous waste generated during any accidents/incidents shall be taken care of as per the emergency preparedness procedure

PPE

- Gloves, shoes, aprons, masks

Impact in case of deviation

- Resource depletion.

- Land pollution

- Water pollution

- Fire hazard

Corrective action in case of deviation

- Training should be given the all the personnel generating waste and handling waste

- Initiatives should be taken such that the above deviation does not occur in future.

WATER MANAGEMENT POLICY

Statement

Water is the fundamental requirement of life. It touches all life activities such as agriculture, domestic and all socio-economic activities. The water management policy of TIST includes all the water related field activities. There are more than three water conservation systems available in the campus which supplies drinking water to a large academic community of the Institutions. A water management policy is required to assure the quality of water distributed from the unique sources of water conservation system at TIST.

Objectives

- To provide adequate water supplies to meet demands of the campus.

- To provide clean, safe, reliable drinking water at all times.

- To increase water availability through recycling.

- To enable water storage and propose conjunctive management of surface and groundwater

- To provide for groundwater recharge while protecting groundwater resources from overdraft

- To protect the groundwater resources from contamination

- To control excessive erosion and manage sedimentation/ situation

- To minimize point-source and non-point-source pollution including Chemical efficient.
- Increase water resources related recreational opportunities

Instructions:
- Usage of ground water from well and ponds shall be monitored effectively.

- Water meter to be fixed at the source of water for measuring the quantity of water used from KWA supplied water.

- Ensure that at no point in time water is extracted from any of the new outlets.

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- Effective usage of water should be done for housekeeping, canteen, cleaning and washing of vehicles, etc.

- Close the taps properly when not in use mainly in sanitary facilities.

- Effective usage of water should be done for gardening purposes.

- Frequency should be defined for watering the plants.

- If any leakage is found anywhere in water lines across the organization, it should be intimated to the responsible person for immediate action.

- Wastewater/ Swage water should be disposed to an effluent drain leading to STP.

- Working and performance of the STP shall be monitored regularly.
- Treated water should be utilized effectively for irrigation, washing, etc.

- The treated water is to be used for gardening purposes.

- Ensure hoses connected from the water pipe to the engine must be free from puncture.

- Ensure to close the water pipe when not in use to avoid water wastage.

- Quality monitoring of treated water periodically.

- Rain water Harvest System has been arranged in the College Campus.
- To ensure chlorination is done in the Ground water Tank.

Toc H Institute of Science & Technology, Arakunnam
Anti Ragging Policy

6 July 2020

"Ragging in any form is strictly prohibited within the premises of Toc H Institute of Science & Technology including Men's & Women's hostel".

Any instance of ragging would attract severe punishment of cancellation of admission, suspension, rustication or expulsion from the Institute /Hostel.

Apart from the institute level punishment, there will be strong police and legal action for any case of ragging. Ragging is a cognizable offence under the law of the land, and the Supreme Court has ruled that the punishment to be meted out has to be exemplary and harsh to act as a deterrent. According to relevant sections of the Indian Penal Code (IPC), those found guilty for a ragging related offence can be punished with imprisonment or fine or both. The quantum of punishment varies with the gravity of the crime. For example, Section 323, which deals with the cases of voluntarily causing hurt can lead to imprisonment up to one year or fine or both; Section 306, which deals with abetment to suicide, specifies the punishment to be imprisonment up to ten years with or without fine. Some other relevant sections of IPC in this context include Section 341 (wrongful restraint), Section 506 (criminal intimidation), Section 302 (murder), Section 307 (attempt to murder), etc.

What is ragging? Anything that may cause a fresher physical or mental discomfort due to an act of a senior. More specifically,

- Physical abuse, for example, forcing to eat, drink or smoke, forcing to dress or undress.
- Verbal abuse, for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study.
- Forced activity, for example
    - Chores for seniors, e.g., copying notes, cleaning rooms, etc.
    - Attending extra-curricular events to cheer hostel teams.
    - Missing classes; not allowing to study.
    - Staying awake late or getting up at unreasonable times.
    - Singing or dancing or performing in any other way.
    - Using foul language or shouting or cheering loudly.
    - Misbehaving with strangers, particularly women.
    - Reading or browsing pornographic/objectionable material

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- Lifestyle restrictions, for example
  - Not allowing certain kinds of clothing or accessories, e.g. jeans, belts, etc.
  - Enforcing rules regarding shaving or oiling hair; forcing certain kinds of dresses.
  - Restricting access to parts of the hostel, e.g., common room.
  - Requiring certain modes of address, e.g., seniors should be called Sir or Ma'am.
  - Requiring a particular waking time.
- Conversational mind-games: Particular forms of interaction in which a senior or set of seniors manipulates the conversation so as to humiliate the first year student or make him/her feel stupid or insecure or generally threatened.

Any interaction between fresher's and seniors where the seniors are friendly, welcoming and non-aggressive is encouraged only in presence of a faculty member. Seniors may solicit participation in clubs and other activities by announcing promotional events at well designated times and places. However, no fresher should be forced to attend, participation by fresher's can only be voluntary. Seniors are requested to maintain self-imposed discipline and restraint. In particular, they should be careful about:

- Any "interaction" outside public areas.
- Visiting fresher's rooms during the interaction period, or inviting fresher's to their rooms.
- Forcing fresher's to sing, dance or perform in any way under the guise of "talent search" or "interaction".

Penalty for ragging:-

Whoever commits, participates in, abets or propagates ragging within, or outside, any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

Dismissal of student :-

Any student convicted of an offence under Section 4 shall be dismissed from the educational institution and such student shall not be admitted to any other educational institution for three years from the date of order of such dismissal.

Suspension of student:-

Whenever any student or, as the case may be, the parents or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven

days of the receipt of the complaint, enquire into the matter mentioned in the complaint and, if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately, forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

Where, on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

Deemed abetment:-

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in Section 4.

The Supreme Court of India has observed that enrollment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land. According to the directions of the Supreme Court if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the local police.

Please contact members of the Anti-ragging committees or Anti-ragging squads to report any instance of ragging. If you want to leave an anonymous note about ragging that you have witnessed or experienced, please do so at any one of the drop-boxes available in the Academic Block and Hostel.

ANTI-RAGGING CELL

An anti-ragging committee and squad are constituted at the commencement of each academic year. The committee and the squad shall take effective steps as specified by the Honourable Supreme Court of India, to prevent ragging.

The Central Government provides a 24-hour anti-ragging toll-free help-line that will help students in distress to get immediate assistance. The toll-free number is 1800 - 180 - 5522.

– *Chairperson, Convener & Members, Anti-ragging Committee & Squad of Toc H Institute of Science & Technology, Arakunnam*

Principal

Principal
Toc H Institute of Science & Technology
Arakkunnam, Ernakulam Dist-682 313
Kerala

Hostel Policy

9 July 2020

A. Room Allotment

- No student can claim admission as a right. All rights of admission to hostel are reserved with the Director.

- Rooms will be allotted by the Warden according to the plan prepared by the In- charge / SRA / Warden (s) in the beginning of the session.

- Vacant accommodation shall be assigned to the students in order of their admission to the Institute.

- Allotment of hostel seats will be for the full academic year. In case the resident wants to leave the hostel in the middle of the academic year, he/ she should submit the application with no dues certificate.

- Admission shall be sought afresh in every academic session. A student may be refused admission without conveying any reason.

Institute reserves the right to move any hostel resident from one room to another if the need arises.

B. Behaviour and Discipline

- The authority will view any activity of the inmates observed to be seriously prejudicial and detrimental to the smooth and peaceful functioning of the Institute's hostel, disciplinary action will be taken against those found guilty.

- Hostel residents are prohibited from climbing over the fencing and boundary walls to get in or out of the Hostel/Institute campus.

- Hostel residents are not allowed to change rooms and transfer any furniture from one room to another room without the prior permission of the hostel warden.

- Any damage to hostel /institute property must be reported immediately to the hostel warden.

- Residents will be charged for all damages due to negligence on their part.

- Smoking, consumption of alcoholic drinks, drugs and any other intoxicating substances is strictly prohibited. Any resident found indulging in such practices shall be fined heavily and will be asked to vacate the hostel without any notice.

- Acts of indiscipline, misbehavior, gambling or possession of weapons in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these violations shall be liable to expulsion or any other punishment deemed fit by the Institute.

- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.
- Residents shall keep the identity cards with them and will present these on demand by the authorities.
- Any form of ragging is strictly prohibited. Any violation may lead to expulsion or any other punishment deemed fit by the Institute.

C. Mess

- All residents shall have meals in the hostel's dining hall. They are not allowed to take food or mess utensils to their rooms.
- Residents are not allowed to enter the kitchen.
- Cooking in the hostel rooms is strictly prohibited.
- Complaints, if any, against the conduct of the fellow in mates / servants may be made by the residents to the Wardens.

D. Attendance and Leave

- It is obligatory on the part of the resident to be present in the hostel on all days except when they go home with the permission of the Warden.
- Attendance of boys as well as girls in their respective hostels shall be taken every day at the time fixed by the respective wardens. Any resident not present at the time of attendance shall be liable to be marked absent for that day for which he / she should have prior permission or sufficient explanation.
- All residents shall, under all circumstances, fill night-out slips and seek permission of the concerned warden about their absence from the hostel whenever they go home. They must also report to the warden and record their departure/arrival in the movement register.

E. Visitors and Guests

- All visitors must make an entry in the visitor's register at the security post and provide all details as requested by guard before entering the campus.
- No guests shall be allowed to stay with the resident in the hostel.
- Residents are not permitted to allow visitors of the opposite sex into their rooms at any time for any reason.

F. Rent and Mess Charges

- Hostel rent, including mess charges, is to be paid before 10th of every month.
- In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his / her room locked or opened for possession without any liability whatsoever. The

belongings shall be transferred to the store. If the dues are not cleared within one month of the taking of possession of the room, he/she shall have no claim, whatsoever, for his belongings.

G. Hostel Rules

1. Every year, hostel Re-admission is to be taken within 15 days from the date of commencement of odd semester, by filling the application form provided from the institution with latest photo affixed. Defaulters will not be permitted to continue in hostel.

2. Rooms will be re-allotted by SRAs and no specific demands will be entertained except on medical grounds & genuine reasons.

3. Only final year students are permitted to bring vehicle`s (2 Wheeler) for their project work and they have to obtain written permission to park the vehicle at our parking area.

4. Use of cigarettes, liquor and any banned substances is not allowed in the hostel and in the campus. If any such substances are found in any of the rooms, then all the in mates of that room are equally responsible and will be send out of the hostel.

5. No re-admission will be granted to students who are expelled from hostel on disciplinary grounds.

6. All hostel inmates have to clear the mess bill every month. Students with mess dues of more than two (2) months will be asked to vacate the hostel after deducting the dues from caution deposit.

7. First year students shall leave the hostel with permission of warden / SRA/ In- charge Discipline, on holidays and Sundays. 2nd. 3rd & 4th year students can proceed outside after writing their name in the hostel and Main Gate Register. Permitted time is upto 8PM and in case of any emergency requirement beyond 8PM, the inmate should take the permission directly from the In- Charge Discipline.

8. Gathering in any room after 11 PM is not permitted, combined study is permitted only in the dining hall

9. Complaint filed by the SRA's / wardens against any of the students for not following the rules & code of conduct will be taken seriously and strict action will be initiated against such students after investigation.

10. Day scholars are not permitted inside the hostel. Resident's of the room will be responsible if any day scholar is found inside the room.

11. Day scholars / hostel expelled students are not permitted to participate in any hostel celebrations.

12. All hostel inmates have to leave the hostel before 8.50 AM on all working days. Staying back in the hostel during class hours is not permitted. HOD's permission is mandatory for emergency cases (sick / project work etc)

13. Entering restricted areas like terrace/kitchen is not allowed beyond the permitted time i.e 9 PM.

14. Warden/SRA/Discipline committee members have all right to enter in to any room/ place at any time, which should not be questioned by the inmates.

15. Food should not be wasted and the inmates are not permitted to share the food with day scholars and outsiders.

16. Students are not permitted to carry food to their rooms, in case of medical reasons, inform the Warden is to be informed who will make arrangements to serve food for the needy inmates of the hostel.

17. Students should not indulge in activities that will damage the infrastructure of the hostel (like playing football inside the hostel rooms and corridor).

18. Names are to be written in the register at main gate & at hostel, while going home during weekends and otherwise.

19. Trespassing into the hostel and campus is a serious offence, any student violating this rule will have to vacate the hostel.

20. Ragging is a serious offence; inform SRA/ in-charge discipline committee in case of any violation.

21. Birthday celebration inside the hostel is permitted with prior permission from SRA / warden at a common place (Dining room) and the celebration is to be completed before 10PM.

22. Fixing / placing of any boards, flux, flags, notices, illumination lights etc are not permitted inside the hostel without prior permission from In- Charge Discipline & Principal.

23. Playing music or any other instrument in a louder voice is not permitted, the inmates can use their mobile for hearing music inside their room without disturbing others. Loud speakers / TV etc are not permitted inside the hostel.

With reference to the Govt.of Kerala Higher education Dept circular 26483/G1/15/H.Rdn dated 12.10.2023, following points are additionally added:-

24. All celebration inside the campus and hostel should be held only after the permission from In- Charge Discipline & Principal at least five (5) days prior to the event date.

25. All students are to wear ID card in the college

26.	No vehicles are permitted inside the college campus/ hostel during celebrations

27.	Student's vehicle will be allowed only up to the designated parking area and beyond this is strictly prohibited.

28.	If any complaint is received from hostel inmates or public about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus and hostel, steps to be taken as per the rules in force.

29.	Public, including former students will be allowed to enter the campus only for genuine reasons. They will not be permitted in class rooms and hostel rooms in any case.

30.	Programs by external agencies / paid programs such as DJ, musical events are not permitted inside the campus.

31.	Fund raising by students should not be permitted.

32.	Bike race, motor car race, elephant possession or similar activities are not permitted inside the campus

33.	For all students program, faculty is mandatory and programs should not be permitted after 9PM.

34.	The management and institutional authority reserves the right to add / amend the rules and regulations of the hostel as when required for the betterment of the institution and students.

Principal
Foc H Institute of Science & Technology
Arakkunnam, Ernakulam Dist-682 31

PRINCIPAL