



CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE

A Catholic Christian Minority Institution

Colombonagar, Yeshwanthapur(PO), Jangaon Dist – 506 167 T.S

NBA Accredited Programme, Affiliated to AICTE & JNTU-Hyd

SUMMARY - INSTITUTIONAL POLICIES:

S. No.	Name of the Policy
1.	Anti-Sexual Harassment Policy
2.	Budget Policy
3.	Document Retention Policy
4.	E-Governance Policy
5.	Environment and Energy Usage Policy
6.	Financial Assistance to the Students
7.	Financial Audit Policy
8.	Green Environment Policy
9.	Research and Development Policy
10.	Sanctioned Posts Policy
11.	Seed Amount Policy
12.	Training and Placement Policy
13.	Staff welfare policy


PRINCIPAL

Christu Jyothi Institute of Technology & Science
Colombo Nagar, Yeshwanthapuram (VIII),
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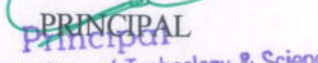
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ANTI-SEXUAL HARASSMENT POLICY DOUMENT

CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE has established the anti-sexual harassment cell and it is aware of the harassment danger in the CJITS premises and it obeys the JNTUH, UGC, AICTE roles and regulations, court directives and state acts and spirit to ban all sexual harassment activities in the CJITS college campus. All the grievances related to sexual harassment is constituted by the college superintendent and anti-sexual harassment committee.

Actions and Responsibilities

1. To handle with cases or Complaints of sexual aggravation and any other type of harassment of the students in the CJITS premises.
2. If a victim cannot directly approach an alleged harasser, he/she can approach one of the senior lady staff members who is responsible for receiving complaints of sexual harassment.
3. When a senior lady staff member receives a complaint of sexual harassment } he/she will: immediately record the dates, times and facts of the incident(s).
4. Ascertain the views of the victim as to what outcome he/she wants ensure that the victim understands the CJITS procedures for dealing with the complaint discuss and agree.
5. To Process all the single complaints and take suitable action thereon in the manner and mode as per the college rules and regulation.
6. The loss in the career opportunity due to the incident of sexual harassment.
7. Medical expenses incurred by the victim for physical treatment.
8. The income and financial status of the respondent.
9. The feasibility of such payment in lump sum or in installments.
10. To provide assistance to the students for taking preventive steps in the matter of gender discrimination and sexual harassment.
11. The Providing/Conducting varies Opportunities and Events for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own rights.


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Budget Policy Document

POLICY STATEMENT

CJITS budget policy aims to prepare Annual Financial Statements containing estimates of all revenue raised during a particular financial year as well as the estimates of all expenditure incurred during a financial year.

1. Administration

- a. **Purchase committee-** This committee shall comprise Principal, Vice Principal and Finance manager
- b. **Finance committee-** This committee shall comprise Principal, Vice Principal, Finance manager and a senior faculty

2. Budget Estimate

Ensure that a budget estimate is prepared by taking into consideration the operational, maintenance and development plans submitted by various departments that include;

a. Non- Recurring expenditure (Development)

- Civil/Construction costs
- Equipment (laboratory/others)
- Capital items
- Furniture
- Computers
- Software
- Books

b. Recurring expenditure (Operational and Maintenance):

- Maintenance & Upgradation
- Consumable Material
- Salaries & Honorarium
- Expense on Seminar/Workshops / Conferences/Symposiums / Training Programs / Faculty Development Programs
- Travel (Workshop/FDP/ Guest lecturers/ Teacher Training/ Industrial visits/ TA, DA for Staff & Students)
- Annual Events expenses
- Advertisement & Printing expenses



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- Water expenses & Power expenses
- Internet & Telephone
- Security expenses
- Research & Development Project Expenditure
- Training & Placement Expenses

c. Budget Preparation and recommendations:

- The budget shall be approved and finalized by the finance committee headed by the Principal in the month of January/ February every year in the following stages:
- Chairman of CJITS will inform Heads of the department to submit the budget proposals before starting of every financial year.
- Finance manager receives the budget proposals from head of the departments.
- Budget proposals are reviewed by Principal in the presence of the concerned Head of the department before framing recommendations for consideration of Governing Body.
- Formulation of the budget estimates of the institute by the Finance Committee.
- Submission of budget proposals and revised estimates to Governing Body for sanction. The sanctioned Budget is received from Governing Body and communicated to all HODs and Section Heads.

d. Estimates for Receipts & Payments

- The finance manager shall ensure that all the Receipts & Payments are accounted for in every financial year.

e. Inevitable payments

- Provide for expenditure outside or in excess of the sanctioned budget allocation for the year without the prior sanction of the competent authority.
- Similarly, absence of budget provision or inadequacy of funds should not be given a justification for postponement of payment for the services already rendered. The adequacy of the budget provision should be taken into consideration before incurring any liability

f. Financial Audit

• Internal Audit

Internal audit shall be conducted every quarter. The finance committee shall meet at least once every quarter in a year along the respective Dept. coordinators.

• External Audit

The external audit shall be conducted twice in a financial year. The external agency shall verify whether "financial statements" (the information being verified) are stated in accordance with specified

g. A Delegations of Financial Powers

The financial powers given to the administrators of our college are as follows:

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- Principal has the power to sanction Rs. 1, 00,000/- for any immediate purchase.
- Heads of the Departments are given Rs. 10,000/- at the beginning of any financial year as imprest money. HOD can spend that on the department requirements with the permission of Principal. The imprest money is issued again after the bills are submitted periodically throughout the year. Regular purchase procedures are monitored by the Finance Committee as per the budget allocations.

The institute seeks to continuously review and improve the Budget Policy as adopted above and will commit to its implementation.


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Document Retention Policy Document

Introduction

It is **CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE(CJITS)** policy to maintain complete, accurate and high quality records. Records are to be maintained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No Officer, or employee of **CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE** shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of **CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE**.

CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE reserves the right to amend, alter and terminate this policy at any time.

Responsibility for Administration

The Principal shall be responsible for administering this policy.

Statement of Policy

It is the policy of this organization:

- To comply with applicable legal and regulatory duties to retain documents as contained in various Statutory Rules/Procedures in General any specific to Educational institutions.
- To possess all documents needed for normal academic purposes, including administration of ongoing Academic relationships.
- Therefore, the organization directs and expects all officers and employees to follow the rules and procedures set forth herein. Please be aware that “documents” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware



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that the rules and procedures apply to all computers and other electronic devices provided to employees by the organization for use in the business of the organization, regardless of whether those computers or devices are used on the organization's premises or elsewhere.

Rules and Procedures

From time to time, the Principal may issue a "legal hold", suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, Government investigations, or similar proceedings. If and when informed of this by the Principal, no one shall do not discard any documents relevant to the subject matter of the lawsuit, investigation or proceeding.

Employee will be informed of the specific types of documents that are relevant and must be retained for these purposes by the Principal. Until that point in time, do not discard any document that may be relevant without the written approval of the Principal. if in doubt, save the document.

In all other circumstances, employees must retain the documents listed in the schedule below for the periods of time set forth. The schedule reflects to legal obligations for document retention. Attention is drawn that the information listed in the schedule below is intended as a guideline and may not contain all the records CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE that may be required to keep in the future. Questions regarding the retention of documents not listed in this schedule should be directed to the Principal.

Please note that failure to follow this policy can result in possible civil and criminal sanctions against CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE and its Officers and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment for any delinquency.

Type of Document	Minimum Retention Requirement
Accounts payable ledgers and schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Contracts and leases (expired)	7 years
Contracts and leases (still in effect)	Permanently
Correspondence (General)	2 years
Correspondence (legal and important matters)	Permanently
Depreciation Schedules	Permanently

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Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Financial Statements (Year End)	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, and the like	Permanently
Internal audit reports	3 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Retirement records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Examination Results of students	Permanently

The management whenever necessary may add to the records to be preserved for a definite period or delete preservation of a record under intimation/approval of the affiliating University/State Government.


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E- Governance Policy Document

Policy Statement CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE has framed an E-Governance Policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.

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Policy Document on Environment and Energy Usage

The Environment and Energy usage Policy of CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE(CJITS) is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out alternate resources as solutions to the energy crisis.

This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. Green Campus Committee is devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programs to save energy and to protect the environment

Objectives:

- To assess our energy usage and measure its impact on the environment.
- To count CO2 emissions generated by our means of transportation-Vehicles.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install LED bulbs in the whole campus to save energy.
- To develop systematic waste management mechanism.
- To develop rain water harvesting unit and to undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging environmental and energy issues. to strengthen our employees' and students' environment and skills in order to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.
- To train our employees and students to make them 'Go Green Specialists' and partners to plant trees each year.



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This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Green Campus Committee Convener and its members under the guidance of the Principal of the college.

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Policy Document for Financial Assistance to the Students

POLICY STATEMENT:

CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE believes that no merit student should be deprived of education or discontinues his/her studies because of financial difficulties. In this regard, a Policy has been framed by the Management to provide financial Assistance to the economically back ward students in the form of concessions in Tuition / Transportation / Hostel fee

Objectives:

- To provide financial Assistance to the economically back ward students in the form of concessions in Tuition/Transportation/Hostel fee
- To ensure the free ship for the economically poor students To inform the students about the various government and non-government scholarship
- opportunities To support deserving candidates in the pursuit of government and non-government scholarships and free ship
- To intimate students about the renewal of scholarships

Eligibility Criteria

- 1) Student should have above 60 of marks in the 10+2 examination
- 2) The annual Income of the parents should not exceed Rs 2,50,000/- per annum
- 3) Maintenance of 75% attendance in the entire semester in all subjects
- 4) No disciplinary action was initiated sanctioned again the student
- 5) The students applying for relaxation should not have any Backlog subjects.
- 6) He She should also have a clear record of discipline

At the time of admissions, the students approach the Management to give the concessions in Tuition Transportation Hostel fee. Depending on the financial position of the students' parents, the Management decides the concession in the foe. Concessions will be continued from second year onwards as per the above-mentioned criteria


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Financial Audit Policy Document

1. Purpose

This policy defines the rules for all financial audits at CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY AND SCIENCE

2. Definitions

a. External Audit

External Audit is defined as periodic or specific purpose audit conducted by external qualified Chartered Accountant(s)

b. Internal Audit

Internal audit is defined as frequent or ongoing audit conducted by the accountants to monitor operating results; verify financial records; evaluate internal controls and to detect fraud.

3. General Policy Principles

- a. CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE will have periodic internal and external audits for all financial transactions
- b. CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE will employ respectively for internal and external audits. internal auditor and external auditors
- c. The financial statements for the college will be independently audited by a qualified auditor in compliance with the Accounting Standards.
- d. After the year-end closing procedures, all audited and final financial statements and reports will be prepared and submitted to the Budget and Finance Committee
- e. The Budget and Finance Committee will oversee and schedule all financial audits and liaise with the internal auditor
- f. The budget and Finance Committee will liaise with the external auditors and ensure that the auditors will have full access to all books of accounts, vouchers, supporting documents and relevant records.



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Audited financial reports will be published in the college website

4. Internal Audit Policy

- a. The purpose of the internal audit is to report to the Finance Committee on the accuracy of the accounts and records.
- b. Internal audit will be an audit of all transactions and a review of the adherence to financial control procedures.
- c. On completion of the internal audit procedures, a final report will be submitted to the Budget and Finance Committee about the findings in the internal control systems.
- d. The Budget and Finance Committee will review the internal audit report.
- e. Corrective measures may be requested by the Budget and Finance Committee.

5. External Audit Policy

- a. External auditors will be appointed by the Chairman of the Budget and Finance Committee and agree to an audit plan.
- b. External audits will be performed annually by independent auditors who will report directly to the Budget and Finance Committee, as to the fairness of books of accounts, recording of transactions and compliance with applicable laws and regulations.


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Green Environment Policy Document

Preamble Environment being the basis of life its conservation is an indispensable aspect of education. Future Technologies should emphasize the dependence between technology and nature. Proper Environment Management is essential for sustainable development and the Environment Policy is designed in tune with the United Nation's Sustainable Development Goals 2030, realizing that protection of Environment is part of the Institution at social Responsibility for the survival of humanity. This document through the policy Statement makes clear the Institution's approach to Environment protection which will be ensured through the Environment Audit which is defined by the ICC as a tool comprising a systematic, documented, periodic and objective evaluation of how well environmental organization, management and equipment are performing with the aim of safeguarding the environment and natural resources" in the functioning of the Institution and dissemination of Knowledge

Besides initiatives for Environment Protection, the Environment Policy includes Energy Management, Waste Management and Water Management which are dealt with separately taking into account the importance of each, and policies and procedures have been formulated for these topics.

Policy statement CJITS vows to protect the Environment by maintaining a Green, Eco-friendly campus, and by creating an awareness among it's stakeholders both as individuals and members of the society, so as to contribute to making the earth, our common home, a sure haven and a comfortable abode for the posterity.

Objectives

- Promoting & Benchmarking for environmental protection initiatives
- To encourage projects on environmental assessment
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among stakeholders
- To maintain and monitor the sustainability and eco f
- Friendly initiatives (clean fuel, renewable resources etc.)
- Reduction in resource use
- Financial savings through a reduction in resource use
- Curriculum enrichment through practical experience
- Development of ownership, personal and social responsibility for the CJITS campus and its environment
- Enhancement/updating of Institution profile
- Developing an environmental ethic and value systems in young people
- Conduct audits for recommendations and continuous improvement
- Encourage research and dissemination of sustainable development knowledge.



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- Green campuses and support local sustainability efforts, and
- Engage and share information with international networks.
- Introduce carbon neutrality measures

Procedure / Organization structure 6 faculty members (1 each from every department) and 10 students (one boy and one girl representatives) from all 5 departments will lead the team.

Suggested mode of Implementation: Each floor in every block will be assigned to a lab staff so that quantification of reusable resources (plastic wastes pen/pencils etc., papers/assignment books...) can be done. Bi-weekly reporting of lab staff to the concerned department faculty will ensure smooth execution of resource management within the campus.

Roles

- Environment Protection and awareness
- Environment Policy to be implemented in the Campus.
- Water Meter should be installed and maintain the inventory of water resource
- Storage of chemicals like; paints, gums resins, oils, lubricants, acids etc. in designated place and display of safety/warning signs.
- Internal inspection system should be developed for various equipments available in campus.
- Waste Management plan should be prepared for the campus.
- Environmental drills for response against spillage and leakage of chemicals in the campus
- Plastic usage can be reduced in college campus.
- The monthly inventory of e-waste is required to be maintained in formats on regular basis.
- Implement measures for carbon neutrality.
- Communicate the Environment Policy to all faculties members and staff.
- Form of interest group of students and faculty to follow on nature friendly pursuits and sustainable awareness.
- E-waste monthly inventory be maintained in the campus as per E waste rules 2016.
- Water Meter should be installed at the institute for monitoring of water consumption per capita.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco-friendly initiatives in the campus premises and periphery.

Action plan

- Observation of various days of importance ozone day, environment day, earth day etc
- Conduct awareness campaign on pollution and preventive measures
- Conduct regular green/environment audit and follow up corrective measures
- Ensure regular follow up and updates for clean campus practices like proper waste disposal, e-waste campaigning among stakeholders, rain water harvesting and monitoring judicious water usage
- Activities encouraging recycling, reuse, repair and refurbishing etc



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- Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)
- Monitor Green/renewable Energy initiatives and audits on its maintenance records once in six months


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Research and development Policy

Research Policy

Academic institutions are expected to perform threefold activity which includes teaching research and extension. Research happens to be one of the pioneer aspects of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities help to create and disseminate new avenues in knowledge, promote innovation and these will motivate better learning and teaching among faculties and students of CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE (CJITS).

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, CJITS framed and implemented its Research Policy.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students the policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and Mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college and is implemented all the departments and it serves as the guidelines for the functioning of the Research council of the college.

Custodian of the Policy

The implementation and updating of the research policy are carried out by the Director, Research Council. The Research policy shall have a Research advisory Cell to function under the Principal, of CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE and Science and to assist and advise in matters related to research within the college.

Objectives of Research Policy



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1. To encourage original quality basic and applied research in the fields Science, literature commerce and all related and other relevant fields.
2. To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
3. To establish linking with industries and business organizations to identify potential areas of research, surveys and her basic research enquiry.
4. To acquire Projects, market surveys and other research activities to acquire assistance from other business houses, industries, NGOs , boards and forums.
5. To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies and surveys.
6. To provide financial assistance for publication of research papers and research findings.
7. To offer a suitable platform to the faculty members, scholars and students of topublish their research findings and encourage them to bring to the notice of society issues of contemporary importance.
8. To organize various workshops to develop appropriate research skills among the scholars and faculty members
9. To depute faculty members to various workshops, seminars and conferences in their respective fields as areas of contemporary importance.
10. To establish suitable infrastructure in the college that will help to undertake different research projects.
11. To enrich information and data resources suitable for undertaking quality research projects and enquires.
12. To undertake all other such activities which will inculcate research culture in the college.

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POLICY DOCUMENT ON SANCTIONED POSTS

As per policy procedures, CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE Adoni conducts recruitments for the sanctioned posts based on the requirements put forth by the respective departments keeping in view all the norms that have been laid down by AICTE and UGC norms through HR selection procedures. All such procedures are followed in accordance with the JNTUA guidelines.

A. The selection committee formed comprises the following panel:

- | | |
|---------------------------|----------|
| a. Chairman | Chairman |
| b. Academic Director | Member |
| c. Principal | Member |
| d. Subject Experts | Member |
| e. Head of the Department | Member |

B. Advertisements in leading newspapers regarding faculty vacancies and positions are floated.

C. Recruitment Procedure:

Once resumes are received by the Head of the Institution by post or in person or through e-mail, they are sorted out based on the academic profile, experience gained and research status.

- The HR team consisting of the members as cited above conducts a meeting so as to decide the date and venue for the walk in interview and demonstration.
- The candidates that are short listed after the above cited procedure are communicated well in advance to appear before the selection committee on a particular date and time.
- Negotiations are entertained as regards salary and emoluments.
- If things go well, an offer letter is served asking the candidate for acceptance of the offer.
- On receiving of acceptance from the candidate, joining process is followed.

D. Joining Process:

- After having verified all the presented documents, ID proof and Address proof, an appointment letter is released towards confirmation to the joining of the new faculty.
- Once the appointment letter is served and confirmation is received from the candidate, date of joining is announced.
- After receiving the joining report, finally the process comes to an end and a new employee code is generated on the payroll system.

E. Terms and Conditions of Service:

- The employee shall abide by the rules and regulations of the college while performing his/her duties.
- The employee must update the records regarding his/her contact number and residential address. In case of any change, the employee must inform the higher authority.
- The employee should be punctual to his/her duties. He/she should not abstain from institution without proper leave or prior permission of the leave sanctioning authorities.




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- d. The employee must observe professional ethics. He/she, directly or indirectly should not engage in any trade or business or any sort of exploitation for his/her personal ends.
- e. Leave on medical grounds is entertained.


PRINCIPAL
Principal

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Seed Amount Policy

The CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE wishes to encourage its Faculty members to engage in the activities of research and innovation. Present policy document related to release of seeds grant and financial assistance for promotion of research / capacity building / Outreach / knowledge upgradation will be followed with effect from July, 2017.

The faculty members can apply for financial assistance for one or more of the following purposes:

- Technology allowance to buy a portable technology device, which can aid in mobility and increase the research output,
- To develop proof of concept or prototype for a novel research idea,
- For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact with the group etc)
- For pursuing Ph.D from the home institution in the form of discount in the Ph.D fee
- For filing patents
- For publishing and getting rewarded in quality journals and conferences
- For travel to disseminate research findings to the society
- For applying for paid certification programs
- For attending FDPs, training programs, refresher courses

Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes publications, and innovation amongst faculty members. Seed money grant policy of CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE is designed to stimulate competitive research in emerging areas of national/international importance, and to promote innovative product and technology development. It will and to facilitate the start of research which may potentially develop creative ventures



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Objectives of Seed Money Policy:

- To create an enabling environment within college to encourage research.
- Provide required support through research framework and guidelines.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To create opportunities for faculty members of the college to involve themselves in real life research projects.
- To aid a faculty to start a research program that has the potential to sustain and attract funds from external agencies.
- To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
- To promote inter-departmental collaboration in emerging areas.
- To promote generation of IPR and product/process development

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Training and Placement Policy

Objectives:

- The Placement Cell endeavors to become a link between the job seekers (ie. students) and job providers (ie companies/corporate] by building up their capacity and networking with Industries.
- Building a strong network among the corporate & institute for placements.
- Become the preferred choice of Employers with reference to Campus Recruitments.
- Provide equal employment opportunities for all the students.
- To ensure sustainable employment for all our students.

Registration:-

1. Before getting registered with the Department of Training and Placement it is mandatory for all the 6th semester students to attend the 1st Placement Orientation Session of T&P. Absentees will not be allowed to get registered with the Dept. of T&P
2. All the 6th semester students of all branches are required to get registered with Department of Training and Placement as per the schedule declared and as per the Instructions issued during the 1st Placement Orientation Session of T&P
3. After registration a student can switch over their option once (to opt out of placement or interchange of option) before the 1st company visit. No request of change of option will be entertained after the 1st campus placement drive.
4. Student who wishes to appear for a particular campus placement drive must register with T&P Dept. for the drive. The registration Would imply that the student has verified by himself/herself and has consented to the company profile, job profile, terms & conditions, package, bond & eligibility criteria. After registration, if student fails to turn up for the drive, he/she will not be considered for future placements.

Eligibility Criteria for Placement Assistance:

1. Eligibility criteria will be as per the norms of the company providing placement opportunity
2. Pre-requisite for placement-
 - a) Campus Recruitment Training (CRT) Completion with minimum 90% attendance. Exemption to CRT will be granted to only those students who opt for 4-8 weeks industrial training in an industry of repute with prior permission of TPO
 - b) Academic Attendance of 75% on the date of campus placement drive is mandatory for every student in final year to appear in the campus placement drive of any company.



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3. Students must update their record in T&P dept. after declaration of result (backlogs only). Regular semester results will be updated by T&P. This is very important because it is possible that the companies may reject the candidature of a student in case of incomplete data.
4. It is compulsory for all students to have PASSPORT & PAN CARD within 90 days of registration with T&P.

Directive Principles, Rules and Regulations:

1. Placement Cell will strive hard to provide placement opportunity to all its eligible and interested students of Final Year.
2. In order to achieve its placement objectives, the Training Cell shall organize various training programmes, Guest lectures, seminars, workshops, internship and other allied activities in addition to other similar academic/ non-academic activities for ensuring employability of its students.
3. The Placement cell shall also strive hard to invite various reputed Companies/ Organizations for recruitment placement of its students in the field of their specializations.
4. It will be the endeavour of each student to co-operate with the Placement cell and to appear for opportunities offered for their Placement.
5. Any student having a job -offer in hand will not be allowed to appear for any further placement opportunities unless and until all the eligible and interested students get one job-offer each in their hand. However students will be given chances of upgrading their placements offers if the subsequent company/organization has been conferred with a "Dream Status" or "Core Company" status by the Institute
 - a. The Institute may offer "Dream Status" to any reputed company/organization which has a very strong brand equity &/or is offering a very high salary package.
 - b. "Core Company Status" will be given to only those companies whose operations are in the core sector of ME/CE/EEE/ECE branches.
 - c. "Dream Status" Core Company Status" will be granted to a particular company by the TPO of the respective colleges.
6. Once a student is enrolled with T & P Cell & if he/she fails to appear in any of the campus (in house/pooled/any other) drive of any company without submitting a written application with justified reason and document's will not be eligible to appear for the next 3consecutive campus placement drive. Habitual absenteeism will not be entertained (Even if it includes the DREAM or CORE COMPANY).



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7. It will be mandatory for all the students registered with T&P to appear for all the campus placement drive termed as "Mandatory" by the Dept. Of Training and Placement irrespective of the type of company. The "Mandatory" status to any particular company will be provided by the TPO. Any student skipping any "Mandatory" status campus recruitment drive without a justified reason and advance information will be detained from any further campus placement drive.
8. Once all eligible students secure one job-offer each, the students would be allowed to appear for all the further Companies visiting for placement (inclusive of all types of campuses).
9. If a selected student in any company through the campus placement drive fails to join the company without any justified reason he/she will not get clearance from the T&P Dept.
10. A notice of Placement Process once fixed will be communicated through E-mail or SMS to all the eligible students for that particular campus placement drive.
 - a. It is important that all students must regularly check their E-Mail & SMS for getting information on Placement related activities.
 - b. . It will be students own responsibility to get updated on placement related processes and activities. (In case of any query student can visit to T & P office)
 - c. Every student who enrolls with T & P Office and who has opted for "Campus Placement" in the registration form will be eligible (as per companies eligibility criteria) for all the Companies offering Placement.
11. No preference related to Place of work will be entertained.
12. Students those who do not enroll with the T & P Office, shall not be allowed to take part in the placement process under any circumstances later.
13. The students must think well before enrolling with T&P and then act accordingly i.e. enrolling with T & P is an act of expressing your desire and confirmation to join the organization on its terms and conditions, if selected. In order to maintain the institute's commitment to the organization, students will have to join the company from which they have received the offer letter. They will not be allowed to reject an offer at a later stage as per the policy already specified and decided by the authority. It should be noted, that students represent their personal commitment and the institute's commitment by such positive action.



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14. Adherence to time must be taken into strictly consideration.
15. Dress code is STRICTLY FORMALS. Those who don't follow the dress code will not be considered for placements.
16. Individual details and Academics details must be updated on regular intervals by students to Training & Placement coordinators.
17. Students are not authorized to communicate with the companies in any individual capacity when company visits our college for placement. Any corporate interaction by any student at any stage before and after selection must be carried out in consultation with TPO
18. If a student appears in written test and does not appear himself herself in front of the interview panel without seeking prior permission from TPO, he or she will not be permitted for any future drives and will be detained for future placements.
19. If a student gets selected in any particular company and gets a joining date after one year of their passing year then in that case college authorities are not responsible for their joining. Also in any case if any company withdraws its offer letter/letter of intent at any stage before joining of any selected students the T&P department and college or any authority will not be responsible for it.
20. Students should refrain from using recommendations for getting placed in a company/corporate. Strict action will be taken against such students.
21. While attending campus interview, every student must carry the following:
 - a. College Identity Card
 - b. 5 Nos. passport size color photographs
 - c. 2 copies of the updated and signed resume
 - d. Original Mark-sheets from SSC Onwards in Folder
 - e. 2 set of photocopies of all relevant mark-sheets, certificates (self-attested)
 - f. Xerox of PAN Card or Passport or Driving License (self-attested)
 - g. Pens (Black & Blue)/Pencils/Stapler/Gum etc.
22. Students are expected to get enough information about the company, job profile and other details about the visiting company before appearing for pay recruitment drive. It is compulsory for students to visit the website of the visiting company before the campus placement drive.



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23. Students who are not eligible or are already selected by a company will attend their regular classes. Attendance Record of each drive is shared by T&P Dept. to all respective departments on regular basis.
24. Students should inform immediately about any change of Marks/Mobile No. /Email ID to T&P Dept. After selection, student will not change his Mobile No. & Email ID till he/she joins the company.
25. The department of T&P will also try hard to arrange campuses of No Criteria Companies for not eligible students. The not eligible students should see that they get placed in the first opportunity of such companies which they get.
26. The institute reserves its right to allow/ disallow any student from taking part in the placement process without assigning any reason thereto.
27. Decision of the Institute would be final and binding on all
28. Request/grievances/issues will be referred to the Principal/TPO.
29. Any suggestions/ modifications/ deletion/ grievances in respect of the above policies, in writing by the individual concerned student shall be considered, if found fit, on a case-to-case basis by TPO in consultation with the Principal.
30. TPO in consultation with the Principal reserves the right to take decisions on the cases which fall beyond the purview of above mentioned Policy, Rules and Regulation statements.

Rules:- In case of Multiple companies on same day

1. In a scenario where a student is sitting for multiple companies which visits the campus on the same day, the student can appear for any number of companies. But, he/she will have to accept the offer from the company which comes out first with its list and gives a final offer to him/her first.
2. The student will then be barred from appearing for any other company's placement processes and will be pulled out from their processes immediately, even if he/she is waiting to go in for an interview or GD.
3. The other companies will also be informed that the student is placed and he/she should not be considered further.

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STAFF WELFARE POLICY

1.Purpose

The purpose of the policy is to promote healthy working environment , to improve employee morale , to strengthen employer employee bonding and to enhance their job satisfaction.

2.Scope

This policy is applicable to all employees of the institution across all cadres including Teaching staff , Non teaching staff nd support staff working in CJITS, Jangaon.

3.Policy

The policy is in accordance with the well being of all employees working in our college .

4.Welfare measures -categories

The Management of CJITS ensures that the benefit of all the welfare measures under statutory and non -statutory schemes of the institution is made known to and made accessible to all of its employees-academic and administrative .Towards this , the management allocates a fund .

The following are the provisions available under the different categories.

4a. statutory welfare measure

Employee Provident Fund (EPF)

Employee State Insurance (ESI)

Maternity Leave

Medical Leave

4b . Non statutory welfare measure

Group Insurance Scheme

Wedding Leave for Management Staff

Flexible Working Hour lot Staff with Special needs

Reduced Teaching Hours in workload for Staff in Administrative roles

Corpus Fund to meet-out the salary during emergency



4c.profesinal Development support scheme.

- Seed Money for Research (Minor Research Projects sponsored by the Management)
 - Reimbursement of Registration and Travel Expense for Attending Leadership Training Programmes, Conferences/ Workshops etc.,
 - Financial Assistance for Thesis Submission
 - Cash Awards to the Research Guides for they ward's completion of the thesis
 - Appreciation Incentive to Research Supervisors
- Cash Incentives for publishing in the peer reviewed indexed Journals, Patents and IPR
- Staff Exchange Programmes
- A Leave on Loss of Pay (LLOP) to pursue PhD/PDF/ Advanced Studies

4d .Financial Assistance under loans and Advance payments

Fee Concession for Staf s Children

Salary Advance Scheme / Interest free Festival Loans

Loan by Thrift and Credit Society.

4e .Financial Assistance For Medical Emergencies.

Free consultation at College Health Care Centre

Financial assistance for Medical Issues / Treatment of needy staff

Reimbursement of Medical expenses based on the circumstance of employee.



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4f .Awards and recognitions

The staff members are acknowledged with Awards and recognitions under the following Categories

Awards for Best Faculty Researcher (Arts and Science Disciplines)

Newly awarded Ph.D. holders honoured in the College Day

College Day — Faculty members honoured for Patent, Book Publication/ Organizing funded conferences

College Day - Faculty members honoured for qualifying in UGC/CSIR-NET & SET examinations

College Day — Staff honoured for 100% Attendance

Retirement function held for retiring staff

Wrist Watches as a take-home memorabilia presented to teaching, non-teaching and support staff who put in 25 years of meritorious service.

Faculty members who contribute for Nation Building through Community Extension Services are honoured

Faculty members who render consultancy services are honoured

Financial Assistance to Family members of faculty who demised during their period of service.

4e .Career advancement Support

Free Capacity building trainings and orientation programmes for Teaching and Non

- Teaching staff at different levels.

Workshop on facilitating ICT tool usage for effective teaching-learning and Learning Management System (LMS)

Workshop on Office Automation System and Tools

Free Access to ICT facilities, Laboratories, E-Studio and Library facilities of the Institution

Leave on Other Duty (OD) for attending Seminars, Conferences and Workshops etc.



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4e .Infrastructure facilities

Pure Drinking RO water

Free Wi-Fi, Free email addresses in the institutional domain name

ATM facility, Bank, Post-office, Car Parking Lots, Cafeteria facility, Staff Discussion Rooms, Common Room for Men, Lounges for Women and Feeding Room

- Stationary, Printing Press
- Dining & Lodging Facilities for Men and Women
- Auditorium and Conference Hall Bookings done for conducting Family functions / ceremonies of Staff Members at a nominal cost during Holidays/ Non-working hours.
- Photocopy Centre

4f .Miscellaneous welfare measures.

- Uniform for Security, Class IV Staff and Helpers in Dining Hall at free of cost
- Food at free of cost lot Class IV Staff and Security Personnel — Three meal a day
- Tea and Refreshments for Office Staff
- Gifts to Staff and their Children during Christmas Celebrations
- Gift to Staff on Teacher's Day
- Celebrating Days of Importance : Teachers' Day
- Fellowship Lunch for Staff during occasions
- Christmas Family get-together Dinner for the staff and their families
- Staff Retreat — Teaching and Non-teaching
- Fellowship Tours for Teaching, Non-teaching, Deputy and Sub-Wardens of hostels.
- Yearly Sports Competitions for all the staff during College Sports Day
- Special Medical Camps/Check-ups for all Staff/ Health Screening Camps.



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Conclusion.

The purpose of college employee's welfare policy is to develop personality of the workers to make a better workforce. Welfare schemes creates efficient , healthy, loyal and satisfied labor force for the organization. Providing such facilities make their work life better and leads to good standard of living.


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