

INSTITUTION POLICY MANUAL

"To impart high quality technical education by practicing an efficient quality management system and strive continuously to improve the infrastructure facility and the competence of faculties"

P.P.G. INSTITUTE OF TECHNOLOGY

Affiliated to Anna University | Approved by AICTE

ISO 9001:2015 Certified | Accredited by NAAC

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035



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VISION

To be an institution of excellence that provides technical learning in Engineering and Technology to compete globally and raise the economic standard of the nation.

MISSION

The stated vision of the institution will be achieved by:

- To impart the sound technical knowledge in diverse engineering disciplines through innovative pedagogical practices.
- To create a conducive learning environment with state-of-art infrastructure, laboratories and research collaborations.
- To enrich the competences of the students for economic and social developments.
- To empower students with global citizenship education, moral and ethical values in building sustainable society and nation.

QUALITY POLICY

To impart high quality technical education by practicing an efficient quality management system and strive continuously to improve the infrastructure facility and the competence of faculties.



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AUTHORITY

The P. Perichi Gounder Memorial Education and Charitable Trust exclusively oversees the administration of the college. The Management retains the authority to modify, amend, revoke, or nullify any or all of the established rules and regulations.

The employees employed at PPG Institute of Technology are subject solely to the rules and regulations established by the Management.



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1. ABOUT PPG GROUP OF INSTITUTIONS

In Coimbatore, the city famous for its hospitality and culture, **P. Perichi Gounder Memorial Education and Charitable Trust**, a renowned, benevolent, charitable educational trust was established in the year 1992 by **Dr. L.P. Thangavelu, M.S.**, a leading Laparoscopic Surgeon. The founder chairman Dr. L.P. Thangavelu, being the visionary and erudite educationalist has encrypted in the DNA of the Institution, the poise to evolve into a paragon of perfection and excellence. With the best support of his wife Mrs. Shanthi Thangavelu, as the trustee, the institutions under the banner of PPG - making strides in achieving and accumulating accolades and laurels.

PPG Group of institutions offers education streams in Engineering, College of Nursing, School of Nursing, College of Physiotherapy, College of Education, Teacher Training Institute, Business School and Arts and Science.

PPG Institute of Technology

At PPG, we believe that given the right push, guidance and infrastructure, every student can reach beyond himself to become a super achiever! That is why, right from reception, this group of institutions has added more and more facilities for excellence to flower not just in education but in all walks of life.

We have dedicated labs for every stream of subject.

Offering the right guidance is another key factor for excellence. We invite some of the best science, technology people to come and give lectures. Each student is empowered with soft skills in presentation and language to become an all-round personality. Continuous guidance is offered at every level of learning. Mostly, we believe discipline itself is a great teacher and we build this in every student. By the time our students leave, they know that they can achieve anything they want and that they can make others believe in that too!

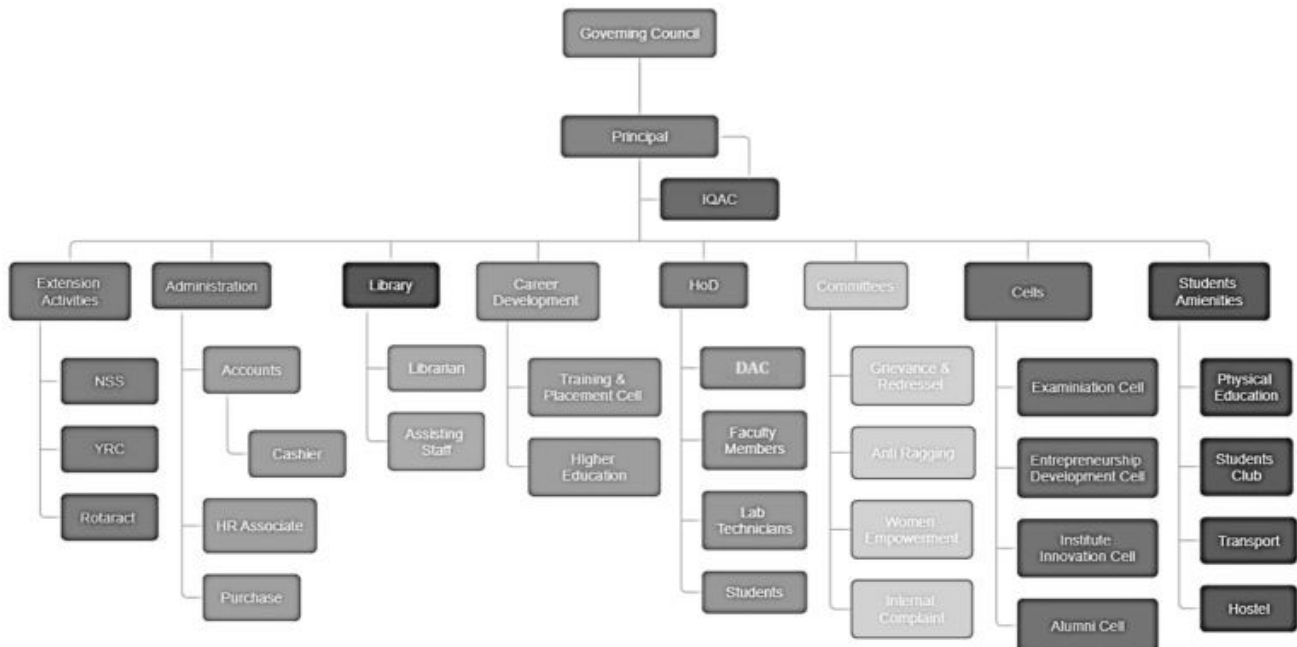


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2. ORGANIZATIONAL STRUCTURE





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3. GOVERNING COUNCIL

Governing council is a supreme body looking after the overall governance of the Institution including policy decision and financial allocation.

1. Governing Council acts as an advisory board for the policies of the Institution coined as per the norms fixed by AICTE, New Delhi / Anna University.
2. The Governing Council gives the go-ahead for the institution's mission and long-term plans, making sure they align with the interests of everyone involved. This includes approving budgets for each year.
3. The council makes sure that there are systems in place to control and manage everything, including finances, operations, and addressing internal concerns or complaints.
4. The council evaluates the growth of the Institution based on the performance in the academics and activities
5. The council also reviews and supports proposals for future plans, helping with their implementation.



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4. VISION AND MISSION OF THE INSTITUTION

VISION

To be an institution of excellence that provides technical learning in Engineering and Technology to compete globally and raise the economic standard of the nation.

MISSION

- To impart the sound technical knowledge in diverse engineering disciplines through innovative pedagogical practices.
- To create a conducive learning environment with state-of-art infrastructure, laboratories and research collaborations.
- To enrich the competences of the students for economic and social developments.
- To empower students with global citizenship education, moral and ethical values in building sustainable society and nation.

QUALITY POLICY

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5. ADMISSION POLICY

Admission Policy and Process

Admission is made as per the norms prescribed by All India Council for Technical Education (AICTE) New Delhi, and the Directorate of Technical Education (DOTE), Chennai, from time to time. The seats are filled by Single Window Counselling by the Government of Tamil Nadu through the Directorate of Technical Education (DOTE), Chennai, and through then Consortium of Self-Financing Professional and Arts & Science College in Tamil Nadu. For Post Graduate Programmes (M.E. / MBA) Government Quota Seats are filled through Tamil Nadu Engineering Common Admission (TANCA) and Management Quota Seats are filled through the Consortium of Self-Financing Professional and Arts & Science College in Tamil Nadu.

Courses Offered

Sl. No.	Name of the Programme leading to Degree	Programme Duration
(I)	B.Tech. – Agricultural Engineering	4 Years
(II)	B.Tech. – Artificial Intelligence and Data Science	4 Years
(III)	B.E. – Computer Science and Engineering	4 Years
(IV)	B.E. – Computer Science and Engineering (Artificial Intelligence and Machine Learning)	4 Years
(V)	B.E. – Electronics and Communication Engineering	4 Years
(VI)	B.E. – Mechanical Engineering	4 Years
(VII)	B.E. – Biomedical Engineering	4 Years
(VIII)	B.Tech. – Information Technology	4 Years
(XI)	M. E. – VLSI Design	2 Years
(X)	M. E. – Engineering Design	2 Years

Under Graduate Eligibility

- A pass in the HSC (both +1 and +2) or its equivalent with a minimum average percentage in Mathematics, Physics and Chemistry put together for General Category - 45% and BC, BCM, SC & ST – 40%



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- A pass in any one of the HSC (Vocational Subject: both +1 and +2) as given below with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry with minimum average percentage put together for General Category - 45% and BC, BCM, SC & ST – 40%

Post Graduate Eligibility

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



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6. HR POLICY

RECRUITMENT – QUALIFICATION

- **Teaching** - The Institution follows the Anna University and AICTE recommendation for the qualification and designation.
- **Lab Instructor**- The minimum qualification for non-teaching is B.E./ B. Tech / MCA in the respective department
- **Lab Assistant** - The minimum qualification for non-teaching is ITI/ Diploma/ BSc (CSE) in the respective department

PAY SCALE AND ALLOWANCE

The institution follows AICTE pay scale structure

RECRUITMENT POLICY

- HOD will identify the need for teaching and non-teaching faculty member based on the vacancy in the department at least (6 months prior to the academic year)
- HOD forwards the HR requirement to the principal.
- Principal consolidate the HR requirement from all the departments and forwards to the Management for the approval.
- Management informs the HR person to advertise the vacancies with specialization through Newspaper/ job portals etc.
- The HR office will short list the profiles based on their qualification, specialization, experience, research and industrial relation and called for the interview
- The filled-in application will be received with the original documents and forwarded to selection process
- The selection committee comprises of Management Representative, the Principal, respective HOD, subject expert (external nominee)
- The interview process consists of class room observation, technical interview, personal interview, and Management interview
- If the candidate recommended by the panel, the appointment order will be issued by the Authority



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- The appointment order will have designation, department, salary structure along with the rules and regulation of the institution.

JOINING PROCEDURE

- Candidate should report to the HR office for signing joining report
- Candidate is expected submit documents – photocopy of Aadhar card, photocopy of PAN card, educational certificates, Experience certificates, Relieving orders from the previous employer, Photo, acceptance of appointment order etc.
- Submitting the joining report to the principal
- Reporting to the HOD of the appointed department
- Application for ID card has to be filled and submitted to stores
- Application for opening Bank account for salary credit has to be submitted to the HR/ Account department
- Application for membership in Library has to be submitted to the chief librarian
- Staff mail ID is created for effective paperless transaction and access internet from Data centre
- The data centre will enter the employee data in the website of the institution, Anna University portal & AICTE portal

DISCIPLINE

- Faculty member is governed by the rules and regulation of the institution, which are now in force and may come into force in future.
- Faculty member have to work under the supervision and guidance of the HOD and Principal and discharge the duties as assigned from time to time.
- Faculty member is strictly informed not to take up any paid or unpaid work outside the Institution without the written permission from the Principal/ Management.
- Faculty member should strictly follow the dress code viz., formal trousers and formal shirt tucked-in with belt and leather shoe for gents and saree with overcoat for lady faculty members.
- Wearing ID card is mandatory for all the faculty members



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- Faculty member cannot refuse to take any additional responsibilities assigned as and when the system demand
- Faculty members should not involve in any indisciplinary activities which affect the goodwill of the institution
- Faculty member should not consume narcotic drugs, Alcohol and smoke inside the campus.

LEAVE POLICY

- Any leave/ permission will be sanctioned only on submitting the request before the leave date and academic and/or non-academic work is properly altered
- Monthly 2 - one-hour permissions are permitted.
- Faculty member could avail one Casual leave (CL) per month, however accumulated CL could be availed not more than 3 days per month. HOD and Principal can cancel/ withdraw the CL if their presence is required for the development of the department and Institution
- Any leave which hampered the regular work of the department or institution leads to cancellation without any intimation.
- Faculty member could avail vacation leave (VL) as per the norms of the institution subjected to the condition. Vacation leave could be sanctioned if they fulfil the vacation requirements such as completion of academic audit (by IQAC), stock verification, college/ department level work/ exam duty etc.
- A comprehensive leave such as Leave on Loss of Pay (LLP), Compensation Leave, Medical Leave (ML), On Duty Leave (OD), Maternity Leave, and Earned Leave (EL) is provided to all employees.
- Eligibility for each type of leave is extended to all employees, with specific request procedures outlined. Leave requests must be submitted in advance of the intended leave date, and adherence to institutional policies is imperative for approval. Medical leave necessitates the submission of relevant medical documentation. Compensation leave and earned leave approval are contingent upon institutional policies and the availability of leave balances. On Duty Leave



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(OD) is granted for duties directly related to academic or non-academic work. The duration of each leave type is determined by the specific conditions and guidelines established by PPG Institute of Technology. It is essential for employees to refer to the official Leave Policy document for detailed information and compliance with the institution's regulations.

OD FOR SKILL DEVELOPMENT PROGRAM (FDP/ SEMINAR/ WORKSHOP/ CERTIFICATE COURSE/ CONFERENCE etc.,)

- Faculty member should attend one activity (FDP/ Seminar/ Workshop/ Conference) per year organized by the institution ranked within 100 by NIRF.
- Faculty member should take up one online Course/ certificate program for upgrading the skill every year
- OD is permitted to attend the skill development program subjected to the recommendation of the HOD and the Principal
- The knowledge acquired from the skill development program, should be shared in the college through seminar or conducting similar workshop for the benefit of other faculty members and the students
- The sponsorship amount would be released upon the submission of approve process documents to IQAC, program material to Library and delivery of presentation to the faculty members and the students.

RELIEVING POLICY

- Any faculty member, who exhibits or record bad decorum either by words or deed, will be terminated without any notice. Such faculty cannot claim any compensation in the lieu of termination & should follow relieving norm
- Faculty member must produce all certificates (Aadhar, PAN, Experience Certificates, Degree certificates etc.) in original during inspection failing to which the institution can execute any disciplinary action including termination. In such cases, faculty member needs to repay the entire salary drawn and monetary benefits collected as on date from the institution for producing false information.



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- Faculty member should serve a minimum period of 1 years and not permitted to leave the institution in the middle of the academic year. Faculty member and staff can submit their resignation against the circular sent by the Principal in the Jan-Feb months. Such faculty member and staff are relieved after successful completion of their assigned work and academic roles. In case of leaving in between the years, staff has to pay
 - 3 months' salary as a penalty
 - Salary amount towards OD and vacation availed
 - Amount paid towards sponsoring the activities, training etc.
- Faculty member who has sponsored for higher studies (Master degree or PhD) must serve the institution for additional 3 years from the completion of the degree. In case, if they leave the institution in between agreement years after the completion of higher studies, staff has to pay
 - 3 months' salary as a compensation and additional one-month salary for every balance committed years
 - Salary amount towards OD and vacation availed
 - Amount paid towards sponsoring the activities, training etc.
- Faculty members must submit the "No Due" form and all the process documents assigned during their service to obtain the relieving & experience letters

RESEARCH POLICY

- Faculty members must get sponsorship at least one from the funding agency for organizing seminar/ workshop/ Conference every year
- Faculty members with PhD degree should work on funded research at any interval of time.
- An incentive of 5% for developing the infrastructure and 5% for self-development will be shared from the sponsored money.
- Faculty member should publish minimum 2 research papers in SCOPUS or Web of Science journals indexed by UGC journals
- Faculty member should obtain 1 patent per year



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- Faculty members must apply for fund for student's project from TNSCST etc. for the project they are guiding.

CONSULTANCY POLICY

- Faculty member should take up one consultancy work from the industry every year amounts not less than Rs. 50,000/-
- In knowledge consultancy, faculty member uses their knowledge for the consultancy work after the college hour without using any resource of the college/ department nor leave benefits. In such cases, the faculty members can retain 80% of their revenue generated from the consultancy work and share the 20% of the revenue generated with the institution
- If the faculty member doesn't use any resources of the institution/ department but avails leave benefits, then the faculty members can retain 50% of their revenue generated from the consultancy work and share the 50% of the revenue generated with the institution
- If the faculty member uses resources of the institution/ department and also avails leave benefits/ compensation for meeting the customers, then the faculty members can retain 20% of their revenue generated from the consultancy work and share the 80% of the revenue generated with the institution.
- Faculty members are permitted to claim TA/ DA as per the Institution norm

STUDENT FEEDBACK

Students give their feedback at the end of every semester on teachers and understanding of the courses through soft mode. Department will analyse the feedback given by the students and initiate the remedial measures. If any faculty member is found to be deficient, he/ she is counselled and recommended for training.

FACULTY SELF APPRAISAL

Faculty member performance is evaluated through faculty appraisal form which evaluates a faculty member in academic, research, industrial linkage and contribution to the students' progression. The HOD will give their observation based on the department



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contribution and the principal will give their observation based on the college level contribution. The effective evaluation is considered for the increments and promotion.

INCENTIVES AND AWARDS

The Institution has a policy to appreciate the accomplishment and achievement of the students and faculty members through incentives and awards both on academic and non-academic areas.

FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE/ WORKSHOP/ SEMINAR

The policy to offer financial support to teachers is in place to assist them in attending workshops and conferences organized by various colleges, as well as covering the membership fees for professional bodies.

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

- Faculty and staff members attending International or National level conferences will receive an allowance covering the registration fee.
- Faculty and staff attending workshops and seminars will be provided with registration fees as well as traveling allowance or dearness allowance.
- Faculty and staff members attending these events will be granted on-duty status.

FACULTY EMPOWERMENT POLICY

The Institution has a policy to attract and retain talented faculty members to improve the service quality to the students. The Institution offers good working ambiance to the faculty members. The institution has a policy to encourage the faculty members to conduct research and consultancy works. The institution encourages the faculty members to organize Guest lecture, Seminars, Workshops, Conference for the benefit of self-development and students' development. The institution encourages the faculty members to participate in FDPs, Seminars, Workshops etc., for self-development. Faculty members are permitted to present papers in conferences and research forums.



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Faculty members are permitted to pursue PhD program in a part-time mode. Faculty members are encouraged to publish their research work in peer reviewed journals indexed in Scopus and WoS. The institution supports the faculty members for patent work. The Institution provides free transportation, medical facility, Health Insurance, Privileged Leave, Vacation etc., to all the faculty members. Fee concession for the children of teaching/ non-teaching staff joining our group of institutions is given. Maternity leave is also provided.

RESOURCE MOBILIZATION

The main financial resource for the institute is the tuition fees and funds from trust. As per the guide line given by the Anna University Chennai the tuition fees are fixed. The sponsoring trust PPG Educational trust extends financial support to the institute for the short fall and ensures the availability of requisite funds.

WORKING DAYS/ HOURS

Faculty members (teaching and non-teaching) must available 8 hours per day.

Saturday	: 1 st & 3 rd week Saturday - Holiday
Sunday	: Holiday
Govt. Holidays	: As per the State Government of Tamilnadu

Number of working days per semester planned based on the recommendation of the Anna University, Chennai.

The minimum lecture hours per week per faculty members allocated for teaching process shall be:

Professor	: 12 Hours/ Week
Associate Professor	: 15 Hours/ Week
Assistant Professor	: 18 Hours/ Week



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DEPARTMENT ADVISORY COMMITTEE

The Department Advisory Committee (DAC) shall be the principal academic body of the Institution which plan and monitor the academic development of the Institute. The Committee meet every semester for follow-ups. The committee is responsible for,

1. Identifying the curriculum gap and recommending suitable actions to fulfil the gap
2. Supervise the academic developments viz., teaching-learning process
3. Discussing the department academic calendar in line with Institution academic calendar
4. Upholding the quality in question paper setting and evaluation process
5. Promote funded research and funded activities
6. Promote product development to link the industrial need
7. Bench mark the academic activities
8. Recommending quality benchmarks in Examination and Evaluation
9. Recommending value added courses to supplement in changing technologies
10. Recommending Incentives and Awards to the academic performers
11. Recommending faculty training for upgrading their skills
12. Encourage higher studies to faculty members
13. Recommending the necessary actions for CO-PO attainment
14. Encourage extension and outreach activities
15. Encouraging the students to participate internships and in plant trainings
16. MoU related activities
17. Selection of Elective courses

ROLES & RESPONSIBILITY - PRINCIPAL

Principal is the head of the Institution. He is responsible for administrating the academic and non-academic work of the Institution.

1. Anna University work and communication
2. AICTE work and communication



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3. DOTE work and communication
4. Planning the academic schedule
5. Monitoring the regular class work
6. Administrative decision
7. Monitoring the fee payment
8. College budget presentation to the management
9. Strategic planning to uplift the quality of education
10. Approving the bench mark set by the IQAC in the education process
11. Analysing the faculty member appraisal and recommending appropriately
12. Conducting the Internal and University exam
13. Approving the co-curricular, extra-curricular and extension activities of the college
14. Infrastructure development
15. Preparing the academic calendar
16. Monitoring the academic work
17. Preparing the college time table
18. Monitoring the students' scholarship approval process
19. Approving the faculty development programs
20. Facilitate the infrastructure and academic environment for faculty members and students
21. Students' facilitator for academic grievances

ROLES & RESPONSIBILITY - HEAD OF THE DEPARTMENT

Head of the department is responsible for the academics and administration of the department, reporting to the principal.

The HOD is responsible for

1. Overall administration of the department
2. Appointment of qualified faculty members as per the University norm
3. Monitoring the teaching-learning & Evaluation process
4. Plan and conduction of internal and university exams



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5. The quality of the question paper has to be checked against bloom's taxonomy and quality index
6. Announce the result on the 3rd day of last exam
7. Present the result analysis of internal exam and University exam for remedial correction
8. Upgrading the laboratory facilities as per the University norm and state-of-the-art
9. Budget preparation and submission
10. Infrastructure development
11. Facilitate the Students progression
12. Facilitate the Faculty progression (academic, research and industrial linkage)
13. Analyse the feedback from students and stack-holders and plan the remedial measures
14. Planning guest lecture (Industrial, Academic and Alumni) from eminent personalities for all the courses
15. Maintaining file system as per the recommendation of IQAC
16. Address students' and staff grievances
17. Maintain a good communication with the parents and other stake holders
18. Ensure the department organizes activities and functions
19. Recommend suitable training to the faculty members to improve their skill
20. Ensure the students' counselling
21. Facilitate the students to participate in co-curricular, extra-curricular and Extension activities
22. Regular updation of students' profile
23. Placement and training
24. Circulate the University and AICTE circulars
25. Maintain the dress code
26. Monitor the regularity of the students



ROLES & RESPONSIBILITY - TEACHING FACULTY MEMBERS

Teaching faculty member is responsible for the academics and students' progression of the department, reporting to the Head of the Department.

1. Abide by the rules and regulation of the Institution
2. Maintain the course file as per the guidelines of the IQAC
3. Maintain the student profile
4. Plan and execute the lesson plan
5. Deliver lecture using pedagogy methods
6. Prepare the question papers using bloom's Taxonomy and ensure that it meet the standard of quality index
7. Evaluate the exam answer scripts and discuss the mistake with the students
8. Organize guest lecture (industrial, academic and alumni) for the benefit of students
9. Conduct Students' counselling
10. Organize activities such as webinar, seminar, workshops, conference etc.
11. Upgrade the knowledge through FDP, seminars, workshops, online courses etc.
12. Present research papers in conferences
13. Publish the research papers in Scopus/ WoS/ UGC annexure Journals
14. Publish the patent
15. Attend all the exam duty as assigned by the exam cell
16. Take the department and college level responsibilities and discharge the duty with utmost perfection
17. They have to complete the assigned lecturing and academic work on time
18. They should train the students in the laboratories and evaluate the record with marks within the stipulated time
19. Students must be prepared for university exams
20. Study material must be distributed at least one week before the scheduled class.
21. The quality of the question paper has to be prepared considering the bloom's taxonomy and quality index



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22. Answer scripts have to be evaluated within 3 days from the day of exam and mistakes are discussed with the students
23. Assignment, Seminar, Case study and mini-project have to be given to the students
24. Students' regularity has to be monitored and reported to the parents on need
25. Log book has to be completed in all respect and must be duly signed by the HOD on a regular frequency as recommended by the IQAC.

LABORATORY INCHARGE

1. To maintain the equipment's in the laboratory
2. Laboratory time-table has to be prepared
3. To maintain the stock, service and breakage register
4. Laboratory budget has to be prepared
5. Prepare the comparison statement of equipments by calling the quotations for budget preparation
6. Equipments and consumables have to be purchased as per the University recommendation

CLASS ADVISOR

1. Regular upgrading and maintaining the student's profile
2. Preparation of class time table
3. Monitoring the regularity of the students
4. Monitoring the quality of content delivery of the courses
5. Monitor the completion of the course as per the lesson plan
6. Coordinate the internal examination
7. Students' counselling
8. Conveying official information given by the HOD
9. Announcements on co-curricular, extra-curricular and extension activities
10. Encouraging the students to participate in all the activities



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SYSTEM ADMINISTRATOR

1. Maintenance of computers in the campus
2. Installation of software as per the laboratory requirement

LAB INSTRUCTOR

1. Maintenance of the laboratory equipments
2. Cleanliness of the laboratory
3. Opening and closing of the laboratory
4. Identify the instrument damage and record the same
5. Maintain the service register
6. Maintain the login register
7. Allocation of experimental tables and components
8. Assist the faculty member during the laboratory conduction



7. CODE OF CONDUCT POLICY

GENERAL RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights

Students have the right to:

- Be free from discrimination based on various factors.
- Enjoy freedom of expression, assembly, and association within the confines of ethical behaviour.
- Fair evaluation, proper information on grading criteria, and the right to appeal.
- Be free from harassment.
- Be heard in cases of decisions affecting them.
- Timely notification of disciplinary proceedings or actions.
- Report non-compliance or ethical violations in confidence without personal repercussions.

Responsibilities

Students are responsible for:

1. Familiarizing themselves with the institution's Code of Conduct and other policies.
2. Avoiding any form of bribery, seeking or accepting personal favours that may influence studies or work.
3. Reporting any attempts at seeking bribes or personal favours.
4. Proper use of institution resources and refraining from personal gain.
5. Respecting faculty, staff, and fellow students, maintaining ethical behaviour, and contributing positively.
6. Avoiding plagiarism, cheating, or attempting to gain unfair advantages.

CODE OF CONDUCT FOR STUDENTS

Students at PPG Institute of Technology are expected to:

- ✚ Maintain punctuality and decorum.



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- ✦ Wear identity cards within the college campus.
- ✦ Attain a minimum of 75% attendance to be eligible for university examinations.
- ✦ Utilize available facilities efficiently.
- ✦ Uphold cleanliness in the campus.
- ✦ Engage in college events, programs, and activities.
- ✦ Strictly refrain from ragging or any related activities.
- ✦ Abstain from illegal activities, including political activities.
- ✦ Adhere to prescribed dress codes and regulations.
- ✦ Not use mobile phones during lecture hours.
- ✦ Protect college property.
- ✦ Seek prior permission for absences and utilize free time in the library.
- ✦ Avoid disruptive behaviour during class hours.
- ✦ Participate actively in assessments and examinations.
- ✦ Abide by the no-smoking/alcohol/drug policy.
- ✦ Show politeness and respect to others.
- ✦ Take responsibility for personal belongings and punctuality.

DRESS CODE FOR STUDENTS

For Boys:

- ✦ Formal attire mandatory, including tucked-in shirts and formal pants.
- ✦ Clean shave and neatly trimmed hair required.
- ✦ Avoid wearing bracelets or bands.

For Girls:

- ✦ Churidar with knee-length top and dupatta pinned on both sides prescribed.
- ✦ Prohibited attire includes flared dresses, gowns, jeans, and t-shirts.

CODE OF CONDUCT FOR HOSTELLERS

Hostel residents must:

- ✦ Occupy allotted rooms and seek permission for any changes.



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- ✦ Leave the hostel premises before class hours unless permitted.
- ✦ Report illness to the warden for necessary action.
- ✦ Refrain from unlawful or undesirable activities.
- ✦ Take responsibility for any damage to hostel property.
- ✦ Avoid bringing valuables and inform the warden during long leaves.
- ✦ Adhere strictly to rules regarding visitors, celebrations, and outings.
- ✦ Obtain permissions as required for hostel exits and adhere to prescribed rules.

CODE OF CONDUCT FOR LABORATORY USAGE

Students must:

- ✦ Enter the laboratory only in the presence of instructors.
- ✦ Wear ID cards and lab coats.
- ✦ Use required stationery and follow instructions for experiments.
- ✦ Sign in the attendance register and while receiving/returning apparatus.
- ✦ Obtain faculty signatures for conducted experiments.

CONDUCT AND BEHAVIOR GUIDELINES DURING ONLINE CLASSES

- ✦ Attend classes in assigned sections only.
- ✦ Do not circulate unique class links to other sections.
- ✦ Maintain attendance through provided forms.
- ✦ Use genuine email IDs for registration.
- ✦ Follow disciplined behaviour during online sessions.
- ✦ Adhere to video and audio guidelines set by faculty.

CODE OF CONDUCT FOR ONLINE EXAMINATION SYSTEM

During online exams, students must:

- ✦ Join sessions punctually and follow attendance procedures.
- ✦ Fill attendance forms promptly.
- ✦ Follow guidelines for question paper review, answering, and submission.
- ✦ Submit answer sheets as instructed in the specified format within the deadline.



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- ✦ Avoid malpractice and ensure correct submission protocols.

CODE OF CONDUCT FOR LIBRARY USAGE

Users of the library must:

- ✦ Maintain silence and discipline.
- ✦ Register entries and exits, avoid food consumption and maintain decorum.
- ✦ Follow guidelines for using personal belongings and handling borrowed books.



8. E-GOVERNANCE POLICY

The e-Governance Policy at PPG Institute of Technology is aimed at enhancing various functions within the institution through digital systems. The objectives and areas of focus encompass several aspects including administration, finance, student support, and examinations.

Objectives:

- Implementation: To integrate e-governance across multiple functions of the institution.
- Operational Efficiency: Incremental operations carried out in a more efficient manner.
- Accountability and Transparency: Emphasize collective accountability and transparency in all activities.
- Continuous Growth: Achieve consecutive growth in the institution's e-administration processes.
- Online Communication: Facilitate online communication among various entities within and outside the institution.
- Ease of Information Access: Ensure easier access to information.
- Global Visibility: Aim to enhance the institution's global visibility.
- Scope and Implementation:
 - The e-Governance policy at PPG Institute of Technology spans across multiple areas of operation:

Administration:

- ✚ Utilization of ICT-based technology to streamline administrative activities.
- ✚ Implementation of e-Governance through software like Back Bone for reporting, leave management, time tracking, and employee profiles.

Finance and Accounts:

- ✚ Usage of Tally Prime software for maintaining accounts.



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- ✚ Areas covered include accounting, email communication, online payments to vendors and for statutory purposes, and tuition fee collection through secure online channels.
- ✚ Future software procurement is based on the assessment of requirements discussed between the Secretary, accountant, and accounts staff.
- ✚ Student Admission and Support
- ✚ Admissions are conducted exclusively online for various programs offered by the institution, such as undergraduate, postgraduate, diploma, and PG diploma courses.

Examination:

- ✚ Aiming for a comprehensive process where departments can input marks through the CAMPUS Examination software.
- ✚ Operations include student data capture, course allocation, subject entry, application generation and printing, mark entries, and moderation processes.
- ✚ Strict confidentiality and supervision by the Examination Officer and the institution's Principal are imperative for the examination process.

Conclusion:

The e-Governance Policy at PPG Institute of Technology is geared towards optimizing administrative, financial, academic, and support functions through digital systems, ensuring transparency, efficiency, and global accessibility across the institution.



9. EXAMINATION POLICY

PPGiTech, affiliated with Anna University, Chennai, strictly adheres to the university's rules and regulations for both internal and external assessments. The examination process is administered by the Exam Cell, led by the Principal or Senior Professors serving as the Chief Superintendent, along with exam cell coordinators. This policy outlines the transparent mechanisms and grievance redressal systems in place to ensure fairness, integrity, and student satisfaction throughout the examination process.

TRANSPARENT MECHANISM:

Guidelines Adherence:

- Examination procedures align with Anna University guidelines and PPGIT policy.
- All relevant information is accessible on the college website for student and public reference.

Academic Calendar and Communication:

- The Academic Calendar, including examination dates, is prepared and shared well in advance with students.
- Examination circulars and schedules are disseminated strategically one week before exams through social media and notice boards.

Induction Program:

- New students are familiarized with the academic environment during the first-year induction program.
- Details about Anna University and PPGIT Exam Policy are explained, ensuring clarity about examination processes.

Mentor-Mentee Engagement:

- Mentors and mentees engage in discussions to address examination-related queries, provide support, and resolve concerns.



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Scheme of Evaluation:

- Faculty explains the scheme of evaluation before examinations, ensuring students understand assessment criteria.

ASSESSMENT GRIEVANCE AND REDRESSAL SYSTEM:

Multiple Avenues for Grievances:

- Grievances can be addressed through the Grievance Redressal Committee, Mentor-Mentee interactions, Class Committee, DAC, and Student Feedback System.
- Grievance Redressal Committee handles formal complaints, while Mentor-Mentee and Class Committees provide personalized approaches.
- DAC addresses academic concerns at the departmental level.
- Student Feedback System allows students to contribute opinions for ongoing improvements.

INTERNAL ASSESSMENT GRIEVANCE:

Prompt Marking and Resolution:

- Students receive their marks within three days of the examination.
- Grievances addressed to faculty are rectified within a day and subsequently updated on the Learning Management System (LMS).

Retest for Absentees:

- In cases of absenteeism due to valid reasons, a retest is conducted with HoD and Principal approval.

EXTERNAL ASSESSMENT GRIEVANCE:

Revaluation and Challenge Procedures:

- Anna University Regulation 2021, clauses 16.4 and 16.5, outline the revaluation, review, and challenge procedure for End Semester Examinations (ESE).
- Provisions for addressing processes under the 2017 regulation are also covered.

Question Paper Discrepancies:



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- Appeals for discrepancies in the Question Paper (QP) are directed to the University, providing students with a formal channel to raise concerns.

This comprehensive policy ensures that PPGiTech maintains transparency, fairness, and effective grievance redressal mechanisms, fostering a conducive environment for learning and assessment.



10. GRIEVANCE REDRESSAL POLICY

PPG Institute of Technology has a grievance redressal policy to address individual and collective grievances of the students and staff of the Institution. Student includes undergraduates, Postgraduates, Research- scholars and the doctoral level. Staff refers to all Academic and Administrative staff members. It also includes faculty (Full time, part-time, visiting) Teaching Assistants, Directors and Academic and Administrative staff.

A grievance may be any kind of discontentment of negative perception, whether expressed or not, arising from anything connected with Institute which may be unfair, unjust or inequitable. These grievances may be general related to their studies/ progression or specifically pertaining to ragging, sexual harassment, etc.

PPG Institute of Technology shall have various redressing committees, such as

1. Grievance Redressing Committee (Separately for Research scholars, students and Staffs)
2. Anti – Ragging Committee
3. Internal Compliant Committee
4. Anti-Sexual Harassment Committee

The Institution has exclusive Committees for the affiliated Colleges and the Institution departments. The functioning of all these Committees is being monitored by the centre for student affairs. The Anti- ragging Committee is constituted as per the guidance of the UGC and the Affiliating University, with Principal as the Chairman, members from all the department HODs and the representative from the police department also. A separate cell for preventing Sexual Harassment functions in the Institution with a lady Professors as its Director and due representation from Administrative Staff and Students.

Thus, PPG Institute of Technology shall not tolerate any harassment of Students/Staff and strive hard to redress grievances of any nature at the earliest through suitable mechanisms.

ANTI – RAGGING COMMITTEE



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Anti-Ragging Committee in conformity with Supreme Court judgments and directions, UGC guidelines and State Government Instructions, PPGIT is following “Zero Tolerance policy” towards ragging. Any student of PPGIT accused and found guilty of ragging will be severely dealt with, in accordance with the provisions of law. It has ruined many innocent lives and careers. It is now defined as an act that violates an individual student’s dignity. It is totally banned in the campus and anyone found guilty of ragging and/or helping ragging is liable to be punished as it is a criminal offence. PPGIT ensures strict compliance on the prevention of Ragging in the form.

This Institute has formed an Anti-Ragging Committee and squads to monitor the students. Besides each student and his/her parents/guardian are required to submit a combined undertaking against ragging. All concerned officials of the Institute, Students, parents, guardians need to adhere to the stipulations on ragging and effectively monitor and comply with the provisions made against ragging.

A complaint box is kept near to the notice board and in the college reception for receiving complaints if any.

Objectives

- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To bring out an awareness among the students about its consequences
- To be vigilant to prevent its occurrence
- To address any ragging issues immediately and taken action as advised by the committee.

INTERNAL COMPLAINT COMMITTEE

As per section IV of AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, internal complaint committee was constituted. It identifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.



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Functions

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

ANTI-SEXUAL HARASSMENT COMMITTEE

The internal complaint committee was formed to handle sexual harassment complaints at work in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. Since 2008, PPG Institute of Technology (PPGIT) has constituted a committee against to sexual harassment.

Objectives of the Committee

Promote gender amity among students and employees to prevent discrimination and sexual harassment against women. Provide recommendations to the Director for changes or elaborations in the rules for students in the Prospectus and the Bye-Laws, with the goal of making them gender just. Additionally, establish procedures for the prohibition, resolution, settlement, and prosecution of acts of discrimination and sexual harassment against women by both students and employees. The objective is to promptly address instances of discrimination against women and incidents of sexual harassment, provide necessary support services for victims, and put an end to such harassment.



11. INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

This Policy is applicable to all personnel employed at PPG Institute of Technology involved in delivering the curriculum and/or conducting assessments.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

IQAC -Mission

1. To set Quality Benchmarks and consistently channel the efforts to remove the deficiencies and to achieve academic and administrative distinction.
2. To nurture the culture of quality in sync with national and international standards encompassing all the stakeholders to strive for the best at every level of the organizational hierarchy.
3. To synchronize all quality-related activities by having a robust and systematized methodology of documentation and integrated communication.
4. To Provide precise and timely information related to various quality parameters and warranting self-evaluation, accountability, and innovation in teaching-learning processes.
5. To develop and execute a transparent, constructive, and action-oriented feedback mechanism from all the stakeholder's enabling improvement in academic and administrative performance.
6. To organize institutional training programs, workshops, seminars, and expert lectures to cultivate all-pervasive quality consciousness among stakeholders.
7. To promote learner-centric environment by integration of technology and promoting use of ICT tools among students and faculty
8. To Facilitate PPG Institute of Technology for National and International Ranking Frameworks.



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Objective

The primary aim of IQAC is

- ✦ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ✦ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- ✦ Develop and apply quality benchmarks/parameters for various academic and administrative activities of the institution.
- ✦ Foster a learner-centric environment conducive to quality education and faculty maturation for participatory teaching and learning processes.
- ✦ Collect feedback from students, parents, and stakeholders on quality-related institutional processes to drive improvements.
- ✦ Disseminate information on various quality parameters of higher education to create awareness.
- ✦ Organize workshops, seminars, and quality circles on quality-related themes to promote learning and best practices.
- ✦ Document various programs and activities aimed at quality improvement.
- ✦ Act as a nodal agency to coordinate quality-related activities and disseminate best practices across the institution.
- ✦ Develop and maintain an institutional database through MIS to track and enhance institutional quality.
- ✦ Promote a culture of quality within the institution through various initiatives.
- ✦ Prepare the Annual Quality Assurance Report (AQAR) in adherence to NAAC guidelines for submission to NAAC.



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Functions

- A. Establishing and implementing quality benchmarks
- B. Setting parameters for various academic and administrative activities of the institution
- C. Securing NBA accreditation/reaccreditation for all eligible programs
- D. Facilitating the creation of a learner-centric environment conducive to quality education and fostering faculty evolution for participatory teaching and learning
- E. Collecting and analysing feedback from all stakeholders on quality-related institutional processes
- F. Disseminating information on various quality parameters to all stakeholders
- G. Organizing workshops, seminars on quality-related themes, and promoting quality circles
- H. Documenting programs/activities contributing to quality enhancement
- I. Serving as the nodal agency for coordinating quality-related activities, including adopting and disseminating best practices
- J. Developing and maintaining an institutional database through MIS for enhancing institutional quality
- K. Conducting annual reviews on the achievements aligned with the Strategic Plan and recommending necessary revisions
- L. Periodically conducting Academic and Administrative Audits and follow-ups
- M. Preparing and submitting the Annual Quality Assurance Report (AQAR) as per NAAC guidelines and parameters
- N. Organizing programs for capacity building in teaching pedagogy, OBE, and promoting awareness on initiatives like NEP, NPTEL.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;



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- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organized methodology of documentation and internal communication.

Composition of IQAC:

- ✚ The composition of the IQAC adheres to NAAC recommendations
- ✚ Chairperson: Head of the Institution
- ✚ Director - Internal Quality Assurance Cell
- ✚ Heads of all Departments
- ✚ One member from the Management
- ✚ Several senior administrative officers
- ✚ One nominee each from the local society, Students, and Alumni
- ✚ One nominee each from Employers/Industrialists/Stakeholders
- ✚ One of the senior teachers as the coordinator/Director of the IQAC

Term and office of the IQAC members:

- Nominated members serve for a three-year term.
- The IQAC convenes at least twice in an academic year.
- Meeting minutes and action taken reports are periodically documented.



12. GENDER EMPOWERMENT AND SOCIAL EQUITY POLICY

PPG Institute of Technology is committed to providing wide and broader opportunities in education, research and innovation for applicants from groups that are disadvantaged and /or currently under- represented so as to improve their quality of life and build capacity and empower them. National and State Government Policies in this regard are strictly adhered at PPG Institute of Technology with respect to students' admissions and also in Faculty /staff selection.

PPG Institute of Technology recognizes that men and women often have different needs and priorities, face different constraints, have different aspirations and contribute to development in different ways. The University strives to ensure that its entire staff understands the different roles, responsibilities and experiences of women and men in relation to the issues being addressed. It promotes and supports a diverse workforce at all levels of teaching, non – teaching and administration.

PPG Institute of Technology has taken proactive steps to create, support systems to reduce the gender gap in academic and administrative domains by establishing centre for empowerment of women, Day care centre, Prevention of Sexual Harassment Cell, Equal Opportunity Cell, Grievance Cell, Counselling facilities and students' clubs with equal representation of boys and girls to provide mentoring, scholarships and targeted support.

Gender Audit:

In line with our commitment to gender equality, PPG Institute of Technology conducts regular gender audits to assess and improve the effectiveness of our policies and initiatives.

Objectives of current Gender Audit:

- To evaluate the impact of planned and existing policies on gender equality



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- Conducting a gender audit strengthens the organization's collective ability to analyze its activities through a gender perspective, identifying both strengths and weaknesses in addressing gender equality issues.

Gender Policy:

- There shall not be any kind of discrimination on the basis of Gender
- The institution will be open to both men and women
- All genders have the right to express themselves freely and fairly.
- A grievance redressal cell maintains impartiality, confidentiality by providing accessible and active atmosphere to all the female students and teaching and non-teaching women for their inequity.
- The institute adopts comprehensive safety measures to all the students, teachers and non-teaching staff irrespective to gender.



13. POLICY ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

PPG Institute of Technology Energy Usage Policy is dedicated to advancing renewable energy sources, aiming to mitigate fossil fuel depletion and enhance planetary sustainability. This policy serves as a crucial tool for managing the organization's energy usage, establishing optimal practices for energy awareness and conservation. The organization successfully attains its energy conservation objectives through various procedures and methods outlined in the energy policy. The responsibility of familiarizing themselves with PPGIT energy-saving initiatives falls on the shoulders of the organization's stakeholders. To successfully integrate energy conservation practices within the organization,

- Identify strategies for conserving energy that organizations could adopt.
- Evaluate the energy efficiency of appliances by referencing utility bills, scrutinize electricity consumption, and establish periodic benchmarks for reducing energy usage.
- Ensure all involved parties adhere to energy policies and prioritize conservation efforts.
- Explore alternative energy sources such as solar, sensor-based energy conservation and biogas along with implementing energy-efficient technologies.
- Choose energy-efficient tools and LED bulbs over fluorescent lighting.
- Encourage the use of pedestrian-friendly pathways and bicycles to minimize energy consumption.



14. WASTE MANAGEMENT POLICY

PPG Institute of Technology is dedicated to excellence in teaching, innovation, lifelong learning, cultural enrichment, and outreach services, aiming to transform lives and serve society. While prioritizing these goals, we also recognize the need to minimize our environmental impact and create a safe working environment for our staff, students, and visitors. Sustainable waste management is a crucial aspect of this commitment. By implementing effective waste segregation practices and whenever possible by converting waste into valuable resources, we take responsibility for the proper disposal of all generated waste on campus.

- All solid waste generated within the campus premises shall undergo segregation into biodegradable and non-biodegradable categories.
- Regular maintenance and repair of equipment are essential for sustainable waste segregation with color-coded bins.
- Student projects on waste management, specifically focusing on sanitary waste, conducted by Rotaract, NSS, and UBA, which also organize awareness campaigns.
- Set specific targets to reduce waste generation, aiming for recycling, reusing, or reducing waste sent to landfills.
- Implement systems for separating different types of waste to enable easier recycling or proper disposal.
- Establish methods for managing organic waste separately, such as composting, to reduce methane emissions from landfills.
- Educate individuals about proper waste disposal practices, recycling methods, and the importance of reducing waste.
- Biogas plant integrated with a material recovery facility.
- Incinerators shall be provided and maintained within the Girls' hostel for the safe and sanitary disposal of napkins.



15. WATER MANAGEMENT POLICY

The water management policy of PPGIT encompasses all on-site activities related to water. Within the campus, various water-saving systems are in place to supply drinking water to the extensive academic community. Ensuring the quality of water distributed through the unique sources of the water conservation system necessitates the implementation of a comprehensive water management policy.

The PPGIT is assembling to develop and implement its water management policy. Regular visual inspections of all water conservation measures across the campus are essential for the team. Their primary responsibilities include maintaining the water distribution system, conducting routine checks on drinking water quality, and optimizing wastewater utilization.

- PPGIT places a strong emphasis on harvesting rainwater as a sustainable water source.
- Our policy is to implement rainwater harvesting practices in nearly all campus buildings to harness this valuable resource.
- Approximately 10 rainwater harvesting (RWH) pits have been erected and are in operation to capture building runoff rains across the entire college. Most high-rise buildings are equipped with RWH pits of adequate capacity.
- Roof areas are strategically designed to collect rainwater, which is then channelled through a proper piping system.
- The collected rainwater is directed back to RWH pits located in close proximity to each building.
- Building runoff is efficiently collected through dedicated RWH pits, primarily located within each building.
- Conduct regular assessments to understand water usage patterns and identify areas for conservation or efficiency improvements.
- Implement guidelines promoting responsible water use, such as fixing leaks, installing water-saving devices, and adopting efficient irrigation practices.



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- Educate the community about the importance of water conservation through workshops, campaigns, or educational materials.
- Establish monitoring systems to track water consumption, set targets, and regularly report progress to assess the effectiveness of implemented measures.
- To recycle the waste water, the institute features a sewage treatment facility. This facility cleans the waste water and makes it suitable for re- using to water trees and plants. Further more to prevent the discharge of untreated sewage into the environment.



16. ENVIRONMENT AND GREEN POLICY

PPG Institute of Technology environment and green policy referred to as an environmental and sustainability policy, outlines its commitment to reducing its environmental impact and promoting eco-friendly practices and environmental sustainability.

The main objectives of an environment and green policy are to promote sustainable and environmentally friendly practices, reduce the negative impact of human activities on the environment, and contribute to the overall well-being of the planet.

- Adopting rules and regulations on environmental policies and promoting the shift to cleaner energy sources is a pivotal step.
- Investing in sustainable infrastructure, renewable energy projects and efficient public transportation systems is essential for reducing the carbon footprint and promoting eco-friendly practices.
- Incentivize environmentally friendly practices and technologies to encourage innovation aligned with sustainability goals.
- Implementing and enforcing strict waste management policies, such as recycling initiatives.
- To raise awareness and educate the public about environmental issues and promote eco-friendly behaviours and choices.
- Restricted entry of automobiles, promoting the use of Bicycles and provision of Pedestrian Friendly pathways.
- Ban on use of disposable Plastics in line with the State Government Guidelines.
- Encouraging all stakeholders to support and participate in ensuring green cover in the campus.
- Preserving age old trees and protects them to have prolonged life.



17. POLICY FOR DISABLE FRIENDLY & BARRIER FREE ENVIRONMENT

PPGIT has incorporated these policies into its teaching and learning processes. The college aims to create an environment that guarantees equal opportunities, protects the rights of individuals with disabilities, and encourages their full participation in the academic setting, recognizing them as valuable human resources. The institution aligns with the principles of inclusive education, emphasizing that students with learning disabilities and other impairments have the right to an education tailored to their needs. Guided by state government directives, the institution ensures equal opportunities for all students.

- To ensure accessibility, the institution shall provide Wheelchair and Lift facilities to enable easy access to classrooms for students with mobility challenges.
- Ensuring accessibility features such as ramps and lifts for individuals with disabilities.
- Providing safe, usable, gender-sensitive, and functional restrooms for disabled individuals.
- Installing appropriate text and pictogram signage, including tactile paths, lights, display boards, and signposts, to enhance visibility and accessibility.
- Providing necessary tools, assistive technology, and fostering awareness among leadership, teaching staff, and college communities to support learners with disabilities both inside and outside the classroom.
- These signs shall be thoughtfully designed and positioned to provide clear direction, information, and orientation.
- Offering provisions such as human assistance, readers, scribes, digital copies of reading material, and screen reading for inquiry and information.
- Cultivating an inclusive culture to prevent the exclusion of staff and students with disabilities in all areas of employment and education.
- Disability sensitization sessions are integrated into the orientation program for new hires and students.



18. ALUMNI ASSOCIATION POLICY

Introduction:

The PPG Institute of Technology values the contributions and accomplishments of its alumni, recognizing their vital role in shaping the present and future of the institution. The Alumni Association endeavours to foster enduring connections between past and present members of the institute, leveraging these connections for mutual growth and development.

Objective:

- Alumni Database: Create and maintain a comprehensive database of alumni since the inception of the institute.
- Regular Communication: Facilitate regular communication between the institute and its alumni to share updates and developments.
- Relationship Building: Encourage extended relationships among current students, staff, and all affiliates of the institute.
- Event Organization: Arrange social, educational, and networking events locally and at batch levels.
- Ambassadorship: Encourage alumni to act as ambassadors for the institute's advancement and support.
- Continuing Education: Provide ongoing educational opportunities for alumni and current students.
- Fund Generation: Generate funds for the institute's development and support the association's objectives.
- Recognition of Alumni: Appreciate and showcase alumni achievements on the institute's official social platforms.
- Motivation for Students: Display alumni achievements as Success Stories within the college premises to inspire current students.
- Financial Records: Maintain accurate financial records, including books of accounts, bills, vouchers, and receipts, and conduct an annual audit.



P.P.G. INSTITUTE OF TECHNOLOGY

Affiliated to Anna University | Approved by AICTE
ISO 9001:2015 Certified | Accredited by NAAC
NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035



Roles and Working:

1. Membership Registration: Encourage institute students to become members of the Alumni Association.
2. Guidance by Alumni: Invite accomplished alumni to share experiences with current students, offering them hospitality and a token of appreciation.
3. Executive Council Meeting: Conduct an annual meeting to plan the association's future activities, including alumni meets, and review financial status.
4. Audit and Financial Statements: Ensure annual auditing of the association's accounts by a Chartered Accountant and submit audited statements for each financial year.

Success Story Selection Process:

1. Alumni Database Creation: Use a Google form link distributed across official social channels to collect alumni information.
2. Categorization: Classify alumni into specific slots based on graduation years and programs.
3. Success Story Nomination: Nominate alumni achievers from each slot for the Success Story display.
4. Selection Committee: A committee comprising association office bearers and Heads of Departments will rate nominees on a scale of 10 using a Google form, selecting the alumni with the highest average score for the Success Story display.
5. Rotation and Display: Rotate Success Stories bi-monthly, avoiding repetition in achievement fields within a single cycle and ensuring equal representation across various fields.
6. Video Preparation: Selected alumni will create 3-minute videos to be edited and shared on official social platforms alongside a flyer.
7. The PPG Institute of Technology Alumni Association is committed to fostering meaningful connections, acknowledging achievements, and enriching the experiences of both current students and esteemed alumni.