



# CSI COLLEGE OF ENGINEERING, KETTI

Approved by AICTE, New Delhi (F.No.730-52-301 (E)ET]97 dated NOV. 17, 1997),  
Government of Tamil Nadu (vide GO Ms. No. 112, dated 23.3.1998),  
Affiliated to Anna University, Chennai (Tamil Nadu Act 26of 2001 w.e.f.31.12.2001).



*7.1.10 The Institution Has A Prescribed Code Of Conduct For Student, Teachers, Administrators  
And Other Staff And Conducts Periodic Programmers In This Regard.*

*L. Mary Gnanak*



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## CSI COIMBATORE DIOCESE TRUST ASSOCIATION

### CSI COLLEGE OF ENGINEERING

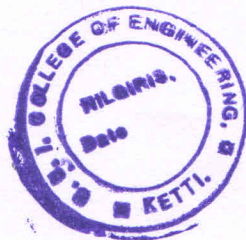
KETTI, THE NILGIRIS - 643 215

## PREAMBLE

This shall be called as the Human Resource Manual for the CSI College of Engineering, Ketti of the CSI Coimbatore Diocese Trust Association. This will come into effect from the academic year 2016- 2017.

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Government of Tamil Nadu (vide GO Ms. No. 112, dated 23.3.1998),  
Affiliated to Anna University, Chennai (Tamil Nadu Act 26 of 2001 w.e.f.31.12.2001).



CSI College of Engineering is a self-financing Institution offering degree level and Postgraduates level courses in different disciplines of Engineering Sciences. This College was founded by the Church of South India, Coimbatore Diocesan Council which is a pioneer in running Educational Institutions, from pre-primary to post matric and post graduate levels, all known for their academic standard and discipline. It was largely due to the missionary and visionary zeal and the concerted efforts of Rt. Rev. William Moses, the former Bishop of the Diocese that this Institution came into being in 1998-1999. Now under the leadership of Rt. Rev. Timothy Ravinder, Bishop, CSI Coimbatore Diocese & Chairman of CSICE and Mr.Sudan Appadurai, the Correspondent of the institution are striving hard to perform excellently well in various fields. The college continues to grow horizontally as well as vertically.

CSI College of Engineering is approved by AICTE, New Delhi (F.No. 730-52-301(E)/ET/97 dt. Nov. 17, 1997) and Govt. of Tamilnadu (Vide Co Ms. No. 112, Dt. 23.03.1998) and affiliated to Anna University, Chennai (Tamilnadu Act - 26 of 2001 w.e.f. 31-12-2001 and Anna University Amendment Act, 2001). This College seeks to impart value based Technical Education to meet the growing needs of such Technocrats and Entrepreneurs required for industries and business establishments

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## VISION OF THE INSTITUTION

To see that the students and staff are equipped and empowered to contribute in nation building process and development of Society at large. To become a portal of learning, research and entrepreneurial development in Engineering Sciences.

## MISSION OF THE INSTITUTION

To equip the students with technical knowledge skill and ability; to inculcate in them right attitudes and holistic values; to motivate them to think creatively, act independently and take decisions accordingly in all their scientific pursuits and other endeavors as well; to develop a system of meaningful interaction with industry.

### Mission Statement and Objectives:

The CSI College of Engineering, Ketti is a unit of higher learning of CSI Coimbatore Diocese. The Institution has been started with an objective to promote educational ministry within the sphere of the Church Administration as envisaged in the Memorandum of Articles of Association of Church of South India Trust Association, dated 26<sup>th</sup> September 1947. The aim of the Institution is to promote quality education in the field of Engineering keeping in mind the tradition and values of service to the humanity.

### History of the Institution:

The CSI College of Engineering (CSICE) which was established during the year 1998 is a minority self financing Institution offering Degree Level Courses in different disciplines of Engineering & Technology. The Institution was founded by the Church of South India Coimbatore Diocesan Council (CSICDC) which is pioneer in running educational Institutions, from pre primary to post-matric and post graduate levels, all known for their academic standard and discipline.

### Courses Offered:

S.No.	Name of the Course	Year of starting	Sanctioned Intake
1	B.E. Computer Science & Engg.	1998	120
2	B.E. Electrical & Electronics Engg.	1998	60
3	B.E. Mechanical Engg.	1998	120
4	B.Tech. Information Technology	2001	60
5	B.E. Electronics & Communication Engg.	2009	60
6	B.E. Civil Engineering	2010	60
7	M.E. Computer Science & Engg.	2012	18
8	M.E. Power Electronics & Drives	2012	18
9	M.E. Manufacturing Engg.	2013	18
10	M.E. Structural Engineering	2013	18



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The college is affiliated to Anna University and approved by All India Council for Technical Education.

The Institution provides hostel facilities for both boys and girls in the Campus. The NCC (Boys and Girls division), NSS, YRC and RRC Units provide opportunities to students to develop their social responsibility. A full time Dispensary functions in the college campus. College buses ply to all important places in and around the Nilgiris District. Financial assistance like Scholarships, Bank Loans, etc. are provided to students.

The CSI College of Engineering is located in Ooty in the Nilgiris District. Ooty, one of the India's famous Hill Station is known for its beauty and serenity. Life is a gift of God and life at CSICE makes life more beautiful and meaningful. CSI College of Engineering is a unique college to provide higher education in the hills. Most of the local persons are tribal and the college strives to uplift the social and economical status of the local community by offering higher education to them.

**Authority: (a) Management Committee:** The CSI College of Engineering, Ketti is administered through a Management Committee constituted for this purpose with the following members as approved by the Executive Committee of the Diocesan Council:

1. Bishop-Chairman
2. Correspondent
3. The Vice President of the Diocese
4. The Hon. Secretary of the Diocese
5. The Hon. Treasurer of the Diocese
6. The Area Chairman, Nilgiri Area
7. Nilgiri Area Executive Committee Member (In turn)
8. Convener, Joint Board of Education
9. Principal of the College
10. Technical Expert

**(b) Governing Council:** The College is also governed by the Council constituted for this purpose with the following members:

1. The Bishop-Chairman & Correspondent
2. The Vice President of the Diocese
3. The Hon. Secretary of the Diocese
4. The Hon. Treasurer of the Diocese
5. The Area Chairman, Nilgiri Area
6. Convener, Joint Board of Education
7. Nilgiri Area Executive Committee Member
8. University Representative
9. Government Nominee
10. Industrialist



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**Short title and commencement:** These rules may be called as the "Human Resource Manual of CSI College of Engineering, Ketti – 2016". These rules shall come into force from the academic year 2016-2017.

#### CLASSIFICATION OF STAFF:

- (a) **Approved Probationer** means a staff member appointed in a permanent budget vacancy and whose appointment has been regularized in writing by the appointing authority.
- (b) **Probationer** means a staff who is provisionally employed to fill a permanent vacancy and who has not completed the period of probation provided by the management.
- (c) **Temporary Staff** is one who has been appointed for a limited period of work or project which is of an essentially temporary nature.
- (d) **Contract Staff** means an employee who is employed on a contract for a stipulated period of time, on the lapse of which the contract may be renewed or otherwise.
- (e) **Casual Staff** is one who is employed for a work of casual nature or some unexpected or unforeseen work for a shorter duration to meet the requirements of the Institution.

#### TEACHING AND NON TEACHING STAFF:

For CSI College of Engineering, the following teaching / non-teaching positions are accorded:

##### Teaching Faculties:

- a. Principal
- b. Vice Principal (Anyone of the HOD)
- c. Head of the Departments
- d. Professor
- e. Associate Professor
- f. Asst. Professor

##### Non-teaching Staff:

- a. Administrative Officer
- b. Manager / Bursar / Superintendent
- c. Cashier
- d. Accounts Assistant
- e. Administrative Staff
- f. Maintenance staff
- g. Security

##### Qualification:

##### Teaching Faculties: Engineering – Qualification

- I. Assistant Professor : B.E./B.Tech; M.E. / M.Tech both should be probably first class. Both should be in the same branch of study.



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- II. Associate Professor : Ph.D – 5 years experience  
III. Professor : Ph.D. with 10 years experience as per AICTE  
Note: Movement to higher grades is subject to availability of vacancies.

**Arts & Science:**

- I. Asst. Professor : M.A./M.Sc. with 1<sup>st</sup> class/M.Phil  
II. Associate Professor : Ph.D. – 10 years  
III. Professor : Ph.D. – 15 years as per AICTE

Librarian Qualification : M.Lib. probably with Ph.D.

Physical Director : M.P.Ed. with Ph.D. preferable

Lab Assistant : ITI / Dip in respective branch / Technical grade 1,2,3

The Management reserves right to create or dispense with any of the posts and qualification mentioned above subject to the guidelines issued by the AICTE/University.

All appointments shall be made by virtue of an order in writing by the Appointing Authority which shall consist of

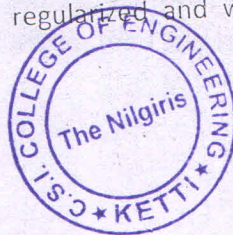
- a. Date of appointment
- b. Nature of appointment
- c. Period of appointment
- d. Period of probation
- e. Date of birth or age at the time of appointment
- f. Qualification
- g. Salary and other allowances payable
- h. Leave rules
- i. Age of retirement

The staff employed shall furnish in writing his/her correct and complete bio-data with relevant educational / professional / technical certificates to the Appointing Authority for the purpose of record and also thereafter promptly to notify in writing any subsequent changes in the particulars of his / her bio-data.

The management shall verify all the credentials of the employee by referring it to the concerned authorities as necessary.

**Mode of Recruitment:** Recruitments will be made based on the announcements in the Churches and advertisement in the media both paper and electronic fulfilling the criteria as guaranteed to a religious minority (Christian – CSI) Institution.

**Probation & Confirmation:** A person appointed to a post will be placed on a probation of one year after which if found satisfied will be regularized and will be placed under Approved Probationer category.



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During the period of probation the staff concerned is liable to be terminated at any time or his/her period of probation extended without assigning any reason.

During the period of probation the Head of the Institution will submit a performance evaluation report on the Probationer to the Appointing Authority once in a semester based on the assessment of the HOD.

The probationer will be placed on a minimum time scale or as recommended by the selection committee on consolidated remuneration and on satisfactory completion will be absorbed in the regular time scale as applicable to that post at that time.

Approved Probationers will also be enrolled in the EPF and Retirement Benefit Scheme of CSI Coimbatore Diocese.

Approved Probationers are entitled for the annual increment which shall be paid on the 1<sup>st</sup> July of every year.

**Promotions:** Promotions are based on the best interest of the Institution and may include such considerations as experience, education, degrees, skills, test scores, suitability and availability of the vacancies, satisfactory service and decides seniority.

**Transfers:** Transfers shall be made at the discretion of the management depending upon the vacancy positions / leave vacancies.

**Resignation:** If the employee resigns, one month notice should be given to the management. However, the management at its discretion may relieve the individual according to the exigencies.

Teaching Faculties are permitted to resign only at the end of the Semester. However, the management reserves the right to relieve the employee at any time at its discretion and according to the exigencies.

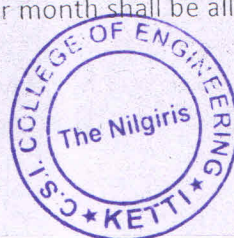
**Termination:** An employee of the Institution who fails to abide by the rules and regulations and norms prescribed by the management is liable to be terminated at any time by the management without any specific reasons being assigned.

**Retirement:** The age of retirement for all the Teaching and Non Teaching staff is 60. However, he/she could be employed for few more years based on the discretion of the management.

**Working hours:** An employee of the Institution is normally required to work for 8 ½ hours per day including lunch break.

**Working days:** All the employees are expected to work for six days in a week except Sundays and Government holiday.

**Permissions:** Two permissions of one hour per month shall be allowed either early or late.



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## LEAVE:

**Casual Leave:** Casual Leave is allowed for 12 days in a year.

**Medical Leave:** Medical Leave of 10 days per year is permissible on production of the certificate from the Medical Practitioner. However, the management can consider the request for Medical leave beyond this limit in case of major illness / accident, etc with or without pay.

**Special Casual Leave:** SCL is permitted for the teaching faculties for 10 days per year on production of Certificate from the Organizers to attend a Conference / Symposium including University valuation. Any other special leave excluding these activities will be treated as vacation. A Faculty pursuing Ph.D. program will be eligible for additional 5 days of leave without pay per semester.

**Study Leave:** The Faculty pursuing Ph.D. can apply for study leave for a maximum period of two years without pay subject to fulfilling the norms for minimum period of service to the institution after obtaining the leave. 10% of the faculty may be permitted for higher studies without affecting the class work.

**Compensatory leave:** Compensatory leave is permissible for the non teaching staff only if they had worked on holidays.

**Maternity leave for women staff:** Women staff members are eligible for the maternity leave of three months per child upto a maximum of two children.

**Leave for miscarriage and sterilization:** Women employee who has put in one year of continuous service in the Institution and who are more than 12 weeks pregnant shall be granted special leave for four weeks with full pay in case of miscarriage on production of medical certificate.

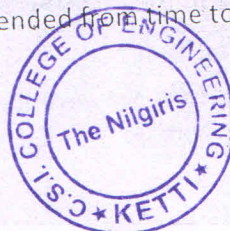
**Other leave:** 10 days Christmas leave apart from 28 days leave during summer.

**Leave on loss of pay:** Leave on loss of pay will be granted under exigency.

Leaves can be availed only with prior permission from the Head of the Institution based on the recommendation of the Head of the Department.

## CODE OF CONDUCT:

1. Every employee of the Coimbatore Diocesan Institutions shall at all times maintain absolute integrity and devotion to duty. The whole time of the Employees is at the disposal of the Diocese which is responsible for claiming his/her pay/ paying him /her from its own funds or from various funding sources and he may be employed in any manner required by the proper authority without claim for additional remuneration.
2. Every employee shall abide by and comply with the Act, Statutes, Regulations and Rules framed there under as amended from time to time, and all orders and directions of his superior authorities.



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3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
4. All the employees on any account should not bring down the reputation of the institution, in which they are working.
5. Every employee shall endeavour to promote the interests of the Diocesan Institutions and shall not act in any manner prejudicial thereto.
6. No employee shall be a member of any political organization or take active part in any political activity.
7. No employee shall be a member of any cult.
8. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
9. No employee shall join or continue to be a member of any association of the employees of the Diocese which has not obtained the recognition of the Diocese, or recognition in respect of which has been refused or withdrawn.
10. No employee shall, except in accordance with any general or special order of the Diocese or in the performance in good faith of the duties assigned to him communicate directly or indirectly any official document or information to any Diocesan employee or any other person to whom he is not authorized to communicate such documents or information.
11. No employee shall except with previous sanction of the Diocese engage directly or indirectly in any trade or business or undertake any other employment.
12. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his / her case to the Diocese.
13. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his / her service under the Diocese.
14. i. No employee shall, except with the previous permission of the Bishop own wholly or in part, or conduct, or participate in the editing or managing of any news paper or other periodicals.
- ii. No employee shall, except with the previous permission of the Officers of the Diocese concerned, in respect of the Officers of the Diocese, the Bishop participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast/publication of such contribution is of a purely literary, artistic, scientific, educational or cultural character.
15. i. No Diocesan Employee shall except with the previous sanction of the Bishop or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of an defamatory character.
- ii) Nothing in this rule shall be deemed to prohibit an Employee from vindicating his private character or any act done by him in his private capacity and were any action for vindicating his private character or any act done by him in private capacity is taken, the Employee shall submit a report to the prescribed authority regarding such action.



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16. i. No employee shall except with the previous permission of the Bishop give evidence before any public committee.

ii. Nothing in this rule shall applied to (a) evidence given before a Committee which has power to compel the attendance of witnesses or the projection of documents; (or) (b) evidence given before an authority holding before any judicial or any inquiry committee.

17. It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him in connection with his position as an employee or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Bishop promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of a material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

18. Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of the conviction along without following the procedure laid down for departmental inquiries.

19. No employee shall, except with the previous knowledge of the Bishop acquire or dispose of any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

**Note:**

The above rules apply only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the employee concerned.

20. Christian staff members are to actively participate in the morning chapel service and also in the other Christian activities conducted in the campus such as Communion service on Wednesday and Prayer service on Thursday.

i. The Executive Committee of the Diocese may at any time by general or special order require the employees to submit to the Bishop within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

ii. Provided that the Bishop or the Officers of the Diocese may exercise the powers to call for the property statements under this sub-rule, when a specific vigilance enquiry calls for it.

iii. The employees are prohibited from the possession and consumption of liquor or any intoxicative drink / drugs when they are on duty.



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21. All the employees must contribute their might for the improvement of the institution.
22. All the employees of the Diocese shall be subject to the general and overall control of the Bishop.
23. No employee shall be allowed to stand for the election such as Municipality, Panchayat Assembly etc. or to participate in any political organization without any prior consent of the Appointing Authority.
24. No employee shall participate in the governance of the Church Administration without prior permission of the Bishop.

#### Use of E- mail, Computers, Telephones and other Electronic Devices:

Staff in the course and scope of their employment with the Institution may have access to the Institution computers, Internet services, e-mail and other electronic devices by virtue of employment. Employees shall not use these services for personal purposes without the permission of the Management.

1. Computer misuse includes any unauthorized use of the computers. Examples are listed below, but this list is not exhaustive.
2. Hacking into the computer for any reason.
3. Using another person's password to gain access to computer files, the Internet, email and other computer services.
4. Entering unnecessary or meaningless data into the computers.
5. Downloading information onto the computer from floppy discs / CDs/ Pen drives/ external hard disks or from Internet sources that have not been properly scanned for viruses.
6. Causing any virus to be introduced onto the computer.
7. Entering or downloading onto the computer any defamatory, offensive or pornographic material.
8. Using the computer to play games, participate in chat rooms, browse the Internet, send or receive email when such use is not related to the performance of duties or otherwise approved by the Management.
9. Printing or copying computer data other than as required for performing duties.
10. Placing computer programs, files or data on home or other computers located outside the Institution premises except as authorized by Management.

#### Responsibilities:

All the employees must adhere to the guidelines mentioned below:

- Be responsible and honest in conduct
- Not to disrupt the normal functions of the Institution
- Carry out and follow the orders of the Superiors
- Not to disclose the employers confidential information
- Work with reasonable care and skill



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- Not to misuse or damage the management property
- Not to act against the management
- Not to solicit or take bribes / tips
- To accept any change brought in by the management in terms of new policies, projects and protocols for development.

#### Disciplinary Proceedings:

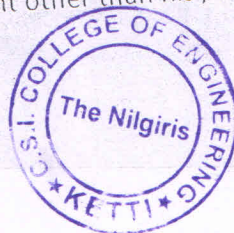
To impart discipline the Management views the following to be acts of misconduct:

#### Minor Misconduct:

1. Late attendance or absence from duty without notice or permission or leave.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Smoking within the Institution Premises / Compound.
4. Failure to wear uniforms, or wearing unclean uniforms or lack of personal cleanliness while on duty.
5. Expectoring or spitting or indulging in such unhygienic acts or causing nuisance in the premises of the Institution.
6. Laziness, inefficiency, neglect of or careless work.
7. Obtaining leave or attempting to obtain leave on false pretences.
8. Refusal to accept, receive or take delivery of notice, letters or any communications from the Management.
9. Loitering and wasting time during working hours or malingering.

#### Major Misconduct:

1. Habitual acts of minor misconduct if repeated for more than three times.
2. Any act, including acts of minor misconduct, when the consequences of such act is damage to property or injury to person or otherwise of a serious nature.
3. Improper behavior.
4. Failure to report for duty when leave has been refused or cancelled and the staff has been called back to be on duty.
5. Communicating directly or indirectly any official document or information to any employee or any other person is not authorized to receive such document or information except in accordance with any general or special order of Management in the performance of the duties assigned to him / her.
6. Filing nomination for any election such as local bodies / Legislative Assembly / Parliament without prior permission of the Management.
7. Canvassing for any political parties either for any elections or for any political conference / meeting etc within the premises.
8. Engaging in computer misuse as defined in 16.0 under Computer Misuse Act.
9. Accepting service or accepting any kind of employment or doing any business which involves the receipt of fee salary, wages or honorarium, emoluments or profits without obtaining the previous sanction of the Management.
10. Entering any section or department other than his / her department except for purposes of performing assigned duties.

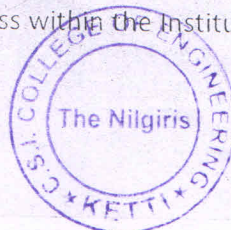


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11. Unauthorized handling, misusing or mishandling of any machine, apparatus or equipment.
12. Using the Institution facilities without authorization for personal purposes.
13. Refusal to accept or obey an order of transfer from one department, centre or branch of the Institution to another.
14. Insubordination or disobedience whether along or in combination with others of any lawful and reasonable order of a superior or instigating others to insubordination or disobedience.
15. Causing delay in the performance of work or go-slow in work or instigation thereof.
16. Deliberately or recklessly making false, vicious, malicious or defamatory statements against the institution or any Officer, superior, or co-staff of the Institution.
17. Giving to the press, radio or any general news media any comment, talk, news or articles regarding the Institution without the prior written permission of the Management.
18. Bringing liquor or other intoxicants onto the Institution premises; consuming any intoxicants on the Institution premises; reporting for work smelling of liquor or other intoxicants; or reporting to work in an unfit condition because of previous indulgence or under the influence of any intoxicants.
19. Riotous or disorderly behavior or conduct on the Institution premises including but not limited to fighting, assaulting, abusing, threatening, intimidating or coercing superior, co-staff, patients, patient's relatives, visitors or others.
20. Using indecent language or engaging in offensive, improper conduct against superiors, co-staff, patients, patient's relatives, visitors or others.
21. Sexual harassment of another employee and others.
22. Participating in any illegal strike or stay – in – strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
23. Squatting or remaining within the premises of the Institution other than the appointed place with a view to intimidate or coerce or threaten the Management or its officials or staff.
24. Engaging in any act or conduct within the Institution premises which is likely to endanger the life or safety of any Management, superior, co-staff, patients, patient's relatives, visitors or others.
25. Possessing firearms, other weapons or any other article in the Institution premises detrimental to the security of the Institution or persons on the institution premises.
26. Tampering with records of the Institution, falsification, defacement, or destruction or stealing of any records of the Institution including but not limited to those pertaining to employees and patients.
27. Soliciting, demanding, offering or accepting bribe or any illegal gratification from others while discharging official duty.
28. Engaging in private work or trade within the institution premises, engaging in other employment while in the service of the institution or engaging in the same or similar profession outside the institution without the written permission of the Management.
29. Commission of any offence punishable under the Indian Penal Code whether committed inside or outside the Institution and conviction by a court of law for any criminal offence.
30. Borrowing or lending money as business within the Institution premises.



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Punishment includes the following:

**Punishment for Minor Misconduct:**

Punishment for minor misconduct may include any of the following types of discipline, which may be enforced in any other and not necessarily in the order listed:

1. Caution of Censure
2. Warning
3. Suspension without pay or allowance for a period not exceeding six working days.

**Punishment for Major Misconduct:**

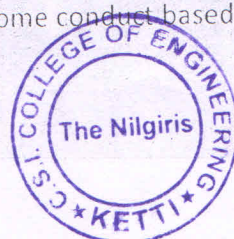
1. Suspension without pay and allowances for a period upto 30 days.
2. Stoppage of one or more increments without cumulative effect.
3. Stoppage of one or more increment with cumulative effect.
4. Demotion
5. Discharge from employment
6. Dismissal

**Procedure for disciplinary Action:**

1. No order of punishment shall be made without the staff being given an opportunity to explain to the satisfaction of the Management the circumstances alleged against him through an oral or recorded enquiry.
2. In the case of a major misconduct there shall be a recorded enquiry.
3. If the staff concerned does not admit the charges leveled against him or his explanation to the charges is not satisfactory, the Management may arrange to hold a recorded enquiry in accordance with the principles of national justice. The Management may place the staff concerned under suspension pending enquiry.
4. The Management may appoint an enquiry officer either from among the staff or from outside to conduct the enquiry.
5. The staff shall present himself at the time and place set for the enquiry. If the staff concerned fails to appear at the enquiry for reason which the enquiry officer considers unsatisfactory, the enquiry shall be proceeded with ex-parte.
6. The statements of all the witnesses on either side and the staff made at the enquiry shall be recorded.
7. The enquiry officer shall record his findings as to all or any of the charges leveled against the staff as established.
8. If charges are proved in the enquiry, the Management shall take into account the gravity of the misconduct, the previous record of the staff and any other extenuating or aggravating circumstances that may exist. The nature of the punishment shall be at the discretion of the Management. The order passed by the Management shall be communicated in writing to the staff concerned.

**Prohibition of Sexual Harassment:**

It is prohibited for any employee to subject another employee to harassment based on the employee's gender. Sexual harassment is unwelcome conduct based on gender that is severe



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material electronic or otherwise, eve teasing, offensive gestures and official favour in return for sexual favours.

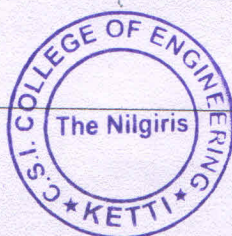
Any employee who is subjected to sexual harassment shall file a complaint to the Sexual Grievances Redressal Committee especially constituted for this purpose by the Management.

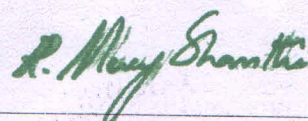
**REDRESSEL OF GRIVEVANCES:**

All complaints of grievance arising out of employment shall be submitted to the immediate superior in the first instant and if the concerned staff is not satisfied with the decision or action taken by the immediate superior he/she may refer the matter to the Head of the Department who shall there afterward in consultation with the appointing authority examine the matter expeditiously and intimate the decision taken to the concerned staff member. If the staff member is still not satisfied with the decision of the Departmental Head he/she is permitted to refer the matter to the Head of the Institution for a decision. All staff members have a right to appeal individually to the Management Committee through the Head of the Institution any service matter and the decision of the Committee is final.

In all matters regarding the internal administration of the institution, the decision of the Management Committee/ Executive Committee/ Diocesan council of CSI Coimbatore Diocese is final.

  
**BISHOP-CHAIRMAN**





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