

DOCUMENT RETENTION POLICY

Introduction

It is Vi Institute of Technology (VIIT) policy to maintain complete, accurate and high quality records. Records are to be maintained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No Officer, or employee of Vi Institute of Technology shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of Vi Institute of Technology.

Vi Institute of Technology reserves the right to amend, alter and terminate this policy at any time.

Responsibility for Administration

The Principal shall be responsible for administering this policy.

Statement of Policy

It is the policy of this organization:

- To comply with applicable legal and regulatory duties to retain documents as contained in various Statutory Rules/Procedures in General any specific to Educational institutions.
- To possess all documents needed for normal academic purposes, including administration of ongoing Academic relationships.
- Therefore, the organization directs and expect all officers and employees to follow the rules and procedures set forth herein. Please be aware that "documents" includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware that the rules and procedures apply to all computers and other electronic devices provided to employees by the organization for use in the business of the organization, regardless of whether those computers or devices are used on the organization's premises or elsewhere.

Rules and Procedures

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

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

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

Please note that failure to follow this policy can result in possible civil and criminal sanctions against Vi Institute of Technology and its Officers and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment for any delinquency.

Type of Document	Minimum Retention Requirement
Accounts payable ledgers and schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Cheques (for important payments and purchases)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases (still in effect)	Permanently
Correspondence (General)	2 years
Correspondence (legal and important matters)	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Financial Statements (Year End)	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, and the like	Permanently
Internal audit reports	3 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Examination Results of students	Permanently

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

UG Admission Policy

Admissions are made as per State Government Norms. 65% of seats through Single Window Counselling and 35% of seats are filled through the Consortium of Self-Financing Professional Colleges, as per the norms of Government of Tamil Nadu.

S.No.	Programme	Sanctioned Intake	Duration
1	<u>B.E. Civil Engineering</u>	30	Four Years
2	<u>B.E. Computer Science & Engineering</u>	60	Four Years
3	<u>B.E. Electronics & Communication Engineering</u>	60	Four Years
4	<u>B.E. Electrical & Electronics Engineering</u>	30	Four Years
5	<u>B.E. Mechanical Engineering</u>	60	Four Years

Eligibility Criteria

Eligibility for Ist Year BE programmes

- A pass in HSE (academic stream) /CBSE/Pre-degree/Plus 2 equivalent school study with minimum eligibility in Mathematics, Physics, Chemistry (Or)
- Pass in HSC (vocational stream) with Engineering / Technology as vocational subjects and any 1 or 2 of the related subjects like Maths, Physics, Chemistry (Or)
- Any equivalent qualification approved and recognised by the State Board of Technical Education and Training / Higher Secondary Board of Tamil Nadu and Universities in Tamil Nadu.
- Candidates must have a minimum pass marks according to community.

Category	% Marks	Remarks
OC	45	Aggregate in Mathematics, Physics and Chemistry put together.
BC/MBC/DNC	40	
SC/ST	40	
HSC (Academic)		HSC (Vocational)
Mathematics + Physics + Chemistry		Related Subjects + All Vocational subjects

Lateral Entry for Direct II Year B.E/B.Tech Programmes

A pass in 3-year Diploma courses conducted by Tamil Nadu State Board of Technical Education or equivalent recognised by the board in pre-final/ final semester of study.

Category	% Marks	Remarks
OC	45	Aggregate V & VI semester put together.
BC/MBC/DNC	40	
SC / ST	40	

PG Admission Policy

Candidates for admission to the first semester of the Post-Graduate Degree Programme shall be required to have passed an appropriate Under-Graduate Degree Examination of Anna University or equivalent as specified under qualification for admission as per the Tamil Nadu Common Admission (TANCA) criteria.

Note: TANCA releases the updated criteria during the admissions every academic year. Admission shall be offered only to the candidates who possess the qualification prescribed against each programme. Any other relevant qualification which is not prescribed against each programme shall be considered for equivalence by the committee constituted for the purpose. Admission to such degrees shall be offered only after obtaining equivalence to such degrees. However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed at the time of admission. Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time. Eligibility conditions for admission such as the class obtained, the number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

Sl. No	Department	Programme	Sanctioned Intake	Test Agency	Name	Address
1.	Electrical Engineering	M.E (Embedded system Technologies)	18	Anna University	TANCET	Guindy, Chennai -25 www.annauniv.edu

UG Fee Structure

Fee charged as per the fee prescribed by the State Level Fee Committee.

Tuition Fee – Government Quota	
For all UG courses	50,000 per annum
Tuition Fee – Management Quota	
For all UG courses	50,000 per annum

PG Fee Structure

Tuition Fee – Government Quota	
For all PG courses	50,000 per annum
Tuition Fee – Management Quota	
For all UG courses	50,000 per annum

Reservation Policy

Seats are reserved for different categories according to TNEA Reservation Policy.

TNEA (Tamil Nadu Engineering Admission) is conducted by Anna University for engineering aspirants. The candidates will be offered admission to various colleges or universities across Tamil Nadu state.

TNEA Reservation is on the basis of the rules and guidelines laid down by the Government of Tamil Nadu. Seats have been reserved for different categories according to TNEA Reservation Policy. Here are the details regarding the reservation structure for TNEA.

TNEA Category-Wise Seat Distribution

The Government of Tamil Nadu has laid down rules of reservation for TNEA according to which, the selection of the candidate will be on the basis of 7 categories. These seven categories are OC, BC, BCM (BC Muslim), MBC and DNC, SC, SCA and ST reservation.

Given below is the table elaborating on 69% Rule of Reservation

69% Rule of Reservation

Categories	Percentage Reservation
Open Competition (OC)	31
Backward Class (BC)	26.5
Backward Class Muslim (BCM)	3.5
Most Backward Class and Denotified Communities (MBC and DNC)	20
Scheduled Caste (SC)	15
Scheduled Caste (Arunthathiyars)	3
Scheduled Tribes (ST)	1

TNEA Special Reservation

Special Reservation in TNEA is only for the candidates belonging to Tamil Nadu. Application forms for TNEA 2019 special reservation are processed by separate authorities

Category	Number of Seats		
	University Departments And University Colleges	Government Government Colleges	And Aided Self-Financing Colleges
Sons/Daughters Of Ex- Servicemen	8	34	108
Sons/Daughters Of Freedom Fighters	2	2	6
Orthopedically Differently Abled Persons	1 % Of Total Seats Under Single Window System		
Hearing Impaired	1 % Of Total Seats Under Single Window System		
Visually Impaired	1 % Of Total Seats Under Single Window System		
	University Department	University Colleges/Gover nment/Aided And Self- Financing Colleges	
Eminent Sports Person	12	488	

Candidates who wish to seek admission in Anna University may take note of the reservation quota for special categories from the table presented below

Some of the Important Information regarding TNEA Special Reservation is given below

- Candidates who wish to seek admission under category of “Sons/Daughters of ex-servicemen” must enclose their certificate in a manner as directed by officer of the Department of Ex-Servicemen’s welfare of Tamil Nadu.
 - Candidate seeking admission in above mentioned category must produce charge certificate and valid ID proof of ex-serviceman.
 - Candidates applying under the category of “Sons/Daughters of freedom fighters”, have to submit a duplicate copy of the Jail Extracts or in its absence, Co-prisoner’s Certificate or certificate from Ex-Chief Minister or Ex-Minister or Ex-member of Legislature or Ex-member of Parliament as a proof.
 - Candidates under “Orthopedically Differently Abled Persons, Hearing impaired and visually impaired” have to submit a certificate from the Medical Board of the District concerned providing information about the nature and extent of disability in percentage.
 - Candidate applying for special categories is also eligible for general counselling session.
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TNEA Eligibility Criteria for Physically Disabled Candidates

The candidates with orthopedic disability are eligible for claiming Engineering Admission against Differently Abled Persons category. A candidate is considered to be disable under this category if he/she has physical impairment of 40% or above.

A candidate will be considered disable with hearing ability of 40 Decibels and above only in the better ear with speech discrimination score of 50 % and above.

Candidates with low vision of 40 % and above are considered as disabled, and hence eligible for claiming Engineering Admission against Differently Abled Persons category.

A candidate has low vision when his/her sight is less than 6/18 to 6/60 with best correction in better eye. One eyed persons with normal vision are not considered as disable.