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Sri Adichunchanagiri Shikshana Trust (R)  
**S J C Institute of Technology**  
Chickballapur - 562 101, Karnataka  
VTU Affiliated, AICTE Approved, Accredited by NAAC & NBA (CSE, ECE, ME), Gold Rated by QS-I Quage

 [www.sjcit.ac.in](http://www.sjcit.ac.in)

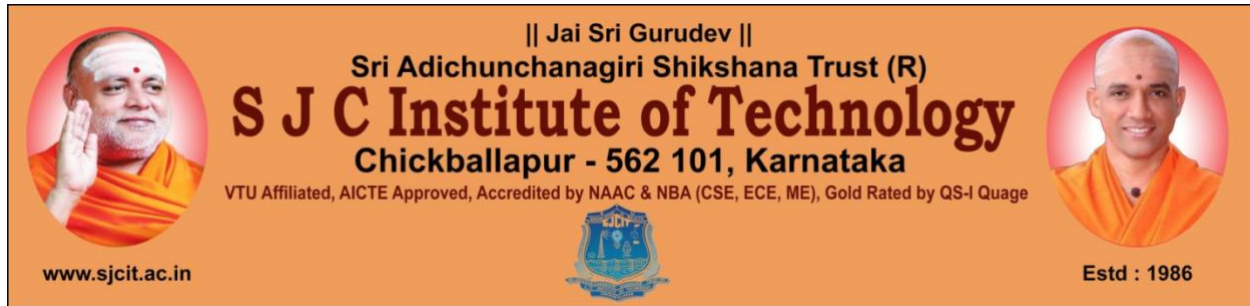


 Estd : 1986



## ADMINISTRATIVE AND SERVICE RULES MANUAL – 2021





## VISION

*Preparing Competent Engineering and Management Professionals to Serve the Society*

## MISSION

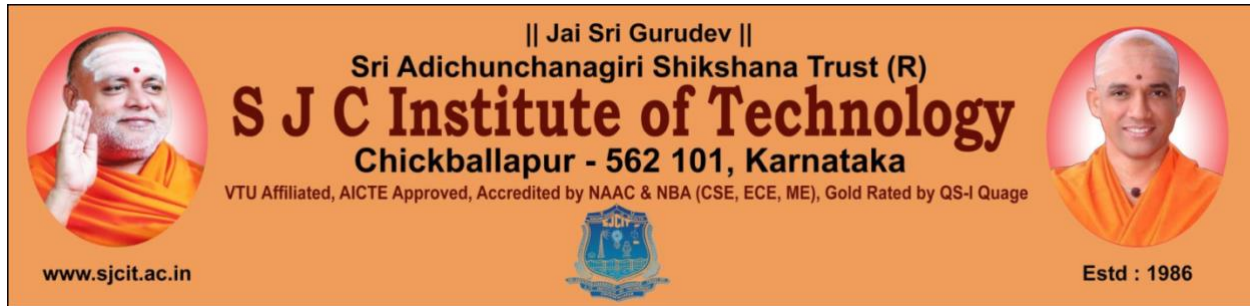
- Providing Students with a Sound Knowledge in Fundamentals of their branch of Study.
- Promoting Excellence in Teaching, Training, Research and Consultancy.
- Exposing Students to Emerging Frontiers in various domains enabling Continuous Learning.
- Developing Entrepreneurial acumen to venture into Innovative areas
- Imparting Value based Professional Education with a sense of Social Responsibility.

## OBJECTIVE

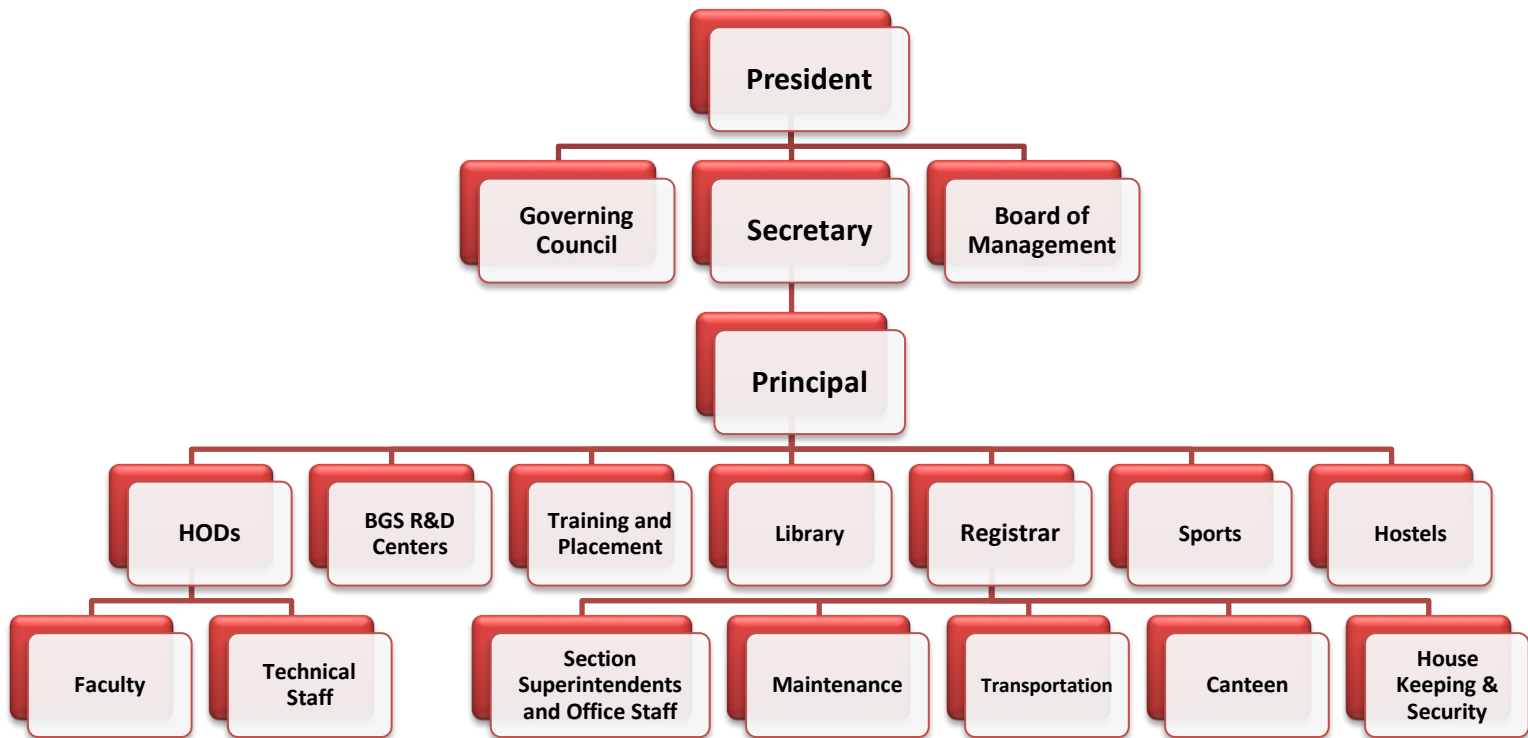
- To commit & strive continuously to impart Quality Education in Engineering, Technology and Management by achieving Excellence in Teaching, Training & Research to serve Industry and Society

## CORE VALUES

Integrity, Dedication, Compassion, Self-discipline, Spirit of Teamwork and Spirituality



## INTERNAL ORGANIZATION STRUCTURE



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## Chapter 1

### Foreword, Introduction and Interpretation

**Sri AdichunchanagiriShikshana Trust(R.)** hereby makes the *Administrative and Service Rules Manual* containing the rules regulating the matters of general administration and to govern the service conditions applicable to employees of **Sri JagadguruChandrashekaranaathaSwamiji Institute of Technology (SJCIT)**, Chickballapur.

#### Foreword

The basic structure of organizational functions and powers of the institute are laid down in a large number of rules and regulations, various policy decisions, procedural guidelines etc. formulated & stipulated from time to time since beginning by the Chairman and the Governing Council and other authorities. These instructions of the institute to regulate day-to-day activities of the institute as well as future plan of expansion. In order to ensure transparency and help the academic and administrative functionaries of the institute to discharge their responsibility with ease and efficiency, here is an attempt to codify those guidelines, instructions into an Administrative & Service Manual incorporating all changes which have taken place during these years of long existence

In other words, this *Administrative and Service Rules Manual* provides information on a wide range of subjects including privileges and responsibilities of functionaries so as to assist them in carrying out their duties diligently.

Also, this manual is aimed at acquainting the SJCIT employees with the Vision, Mission of the Institute on the one part and rules and regulations on the other part. It also provides updated information on facilities and amenities, employment policy, rights, duties and responsibilities, code of conduct etc. It also gives information about the opportunities, incentives available for Career Advancement in the form of Training & development etc. It also touches upon the concerns of the Institute with regard to health, safety and security of all students and staff.

It is hoped that the Administrative & Service Manual will help the academic and administrative functionaries of the Institute with clear direction to handle / tackle the problems arising in day to day functioning smoothly.

Any suggestions for additions and improvements in the Manual are welcome and users are requested to send the same to Principal of the Institute. However, this is not a comprehensive guide for all actions and activities of the Institute. It is possible that the changes may happen in future due to changing policy/approach in education and the institutional strategy to cope up with future demand. Such subject matters shall be attended to by the Authority as and when necessary.

## Introduction

Our service to Society is to educate the eligible young populace who wish to pursue Engineering and Technology and looking for quality education. We rely on the talents, qualifications, experience and hard work, enthusiasm of all our employees in general and members of faculty in particular to establish ourselves as a pioneer in Engineering Education. As a part of SJCIT family, each of the employees, irrespective of cadre should strive to achieve the goals of our institution with optimum utilisation of the available resources. Each of the faculty has to transform himself as the best teacher by acquiring and updating the knowledge. ***Administrative and Service Rules Manual*** is not mere compilation of information on policies and processes but also a reminder of our responsibilities in ensuring effective implementation of the same. The information in this manual may undergo changes over the years because of the changing needs of the time. Such changes, amendments, additions, deletions shall be conveyed through circulars, office notes, instructions etc. which shall be posted on SJCIT website.

## Interpretation

The **Board of Management (BoM)** shall be the sole Authority to decide on any matters of ambiguity, confusion by means of proper interpretation on all or any of the rules, procedures, guidelines and that its decision, interpretation shall be binding on all concerned. However, in case of any issue falling under judicial scrutiny, the judicial interpretation, judgment or decree shall be final and binding on all. Also, in case of any inconsistency/ambiguity between the Government administrative orders on the one hand and terms laid down in the Service Rules on the other, the orders of the Government shall prevail over the Service Rules, to the extent and limited to such inconsistency.

### 1.1 Title, Commencement and Application

- a) This Administrative and Service Rules Manual may be called as ***“SJC Institute of Technology - Administrative and Service Rules Manual - 2021”***
- b) This shall come into force with effect from the date of approval by the BoM or the date notified by the President, SAST®.
- c) The Service rules in the manual shall apply to all the employees of SJCIT but shall not be applicable to the employees hired from outsourcing agencies, service providers, and contractors through agreement of contract.
- d) The employees working in SJCIT may be covered under applicable labour legislations, after due notification of Top Management to the effect. However, all round growth of the Institute and financial soundness can only make way for fuller implementation of all regulatory measures stipulated by Government whether HR or otherwise. This inevitably needs optimum cooperation from all the staff to shoot the image of the Institution at par with reputed few Institutions in Karnataka so that the admissions are sought to the full extent year after year generating optimum resources.

## 1.2 Definitions

Unless the context otherwise requires, the words or expressions contained in these administrative and service rules shall bear the same meaning as assigned to each of them as under.

Sl. No.	Definition	Meaning
1	<b>Applicable Law</b>	Includes all applicable statutes, enactments, acts of legislature or parliament, laws, ordinances, rules, byelaws, regulations, notifications, guidelines, policies, permits, licenses, approvals, consents, authorizations, directions, directives, rulings and orders of the government agency, statutory authority, tribunal, arbitration body, board, court and any interpretation, policy or administration, having the force of law, by governmental agency having jurisdiction over the matter in question.
2	<b>AICTE</b>	All India Council for Technical Education established under the All India Council for Technical Education Act, 1987.
3	<b>Institution</b>	SJC Institute of Technology, Chickballapur, Karnataka includes its constituent units comprising of Teaching Departments// Laboratories / Offices/Sections/ Training and Placement/ Hostels/ Transportation / Library / Sports / Maintenance / Research Centers / Centers of Excellence / Incubation Centers / Innovation Cell / Entrepreneurship Development Cell of the Institution, whether existing or which may come into existence in future.
4	<b>Appointing Authority</b>	Includes the President, BoM, Principal or any such other officer as notified by the BoM delegating such authority from time to time.
5	<b>Board of Management</b>	The Board of Management of the Institution as constituted under Sri Adichunchanagiri Shikshana Trust(R.).
6	<b>Department</b>	Sections formed on the basis of STREAM of study and administrative sections handling work of different nature. Such sections are called Departments and are enjoying some functional independence.
7	<b>Disciplinary Authority</b>	Includes the President, BoM, Principal or any such other officer as notified by the BoM from time to time.
8	<b>Employee</b>	A member of the Teaching and Non-Teaching staff holding a permanent or temporary post or on fixed term contract or on deputation and includes an employee on probation/officiating (those on rolls) but does not include honorary/adjunct/Visiting/Guest faculty or a third party employee, contract labour, employee on casual basis and employee of a work charged establishment. This includes Professors, Associate Professors, Assistant Professors, Lecturers, Senior Residents, Junior Residents, Tutors, Scientists, Research Associates, Research Assistants, Demonstrators and other staff appointed for Teaching and Non-Teaching jobs in the Institution on daily wages or any such other person appointed by the Institution for daily wages.



9	<b>Employer</b>	SJCIT, a unit of Sri Adichunchanagiri Shikshana Trust® (SAST®) represented by President, BoM or such other authority or authorities who has been delegated with such powers.
10	<b>Management</b>	SJCIT, a unit of Sri Adichunchanagiri Shikshana Trust® (SAST®) represented by President, BoM or such other authority or authorities who has been delegated with such powers.
11	<b>President</b>	The President of SAST® who shall preside over the meetings of the BoM and Governing Council(GC).
12	<b>Secretary</b>	The Secretary of SAST®, Chickballapur.
13	<b>Governing Council</b>	The Governing Council of the College to administer, govern and manage the affairs of the College
14	<b>Principal</b>	The Head of SJC Institute of Technology
15	<b>Registrar</b>	The Registrar of the SJC Institute of Technology
16	<b>Head of the Department</b>	The Heads of the Department of each Department of studies in each specialty of Engineering course and other Heads of Department in the College.
17	<b>Research Centre</b>	Research Centre recognized by the University.
18	<b>University</b>	Visvesvaraya Technological University, Belagavi established under section 3 of the Visvesvaraya Technological University Act, 1994. (Karnataka Act No. 39 of 1994).
19	<b>Misconduct</b>	Any act of omission or commission committed by an Employee, which includes, without limitation, any act of omission or commission that is in breach of the terms of appointment of an Employee or detrimental to the interest, name and reputation of the Institution or constitute an offence under Applicable Laws, which is considered as misconduct under the Service Rules and also includes, without limitation; <ul style="list-style-type: none"> <li>a) any misconduct committed by an employee of the Institution whether within or outside its premises,</li> <li>b) any misconduct committed by an employee in connection with the working of the Institution or employees or constituents or parents or customers or guests of the Institution,</li> <li>c) any act or acts of omission or commission or indiscipline affecting the reputation of the Institution, and</li> <li>d) any act or acts committed in violation of any of the provisions of any law in force in the State or Country</li> </ul>
20	<b>Habitual</b>	An act, omission or commission or dereliction of duty of any kind, which is repeated for 3 or more times within a period of twelve months.
21	<b>Premises</b>	All movable and immovable assets of the College, including the offices, campus, residential quarters, hostel buildings, guest houses, etc., irrespective of the location, whether existing or that may come into existence in future (future additions).

22	<b>Salary or wages</b>	Subject to applicable laws, all remuneration earned by way of basic salary, dearness allowance, house rent allowance or any
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		such other allowances/components, but does not include variable pay or allowances, overtime allowances, etc.
23	<b>Sponsoring Body or Trust</b>	Sri AdichunchanagiriShikshanaTrust(R), Sri KshethraAdichunchanagiri, Nagamangala Taluk, Mandya Dist.
24	<b>State Government</b>	The Government of Karnataka.
25	<b>Service Rules</b>	The Statute/regulations/guidelines approved by the BoM of SJCIT.
26	<b>Watch and Ward or Security Staff</b>	Includes Watchmen / Security Guards or any other similar category of persons engaged or entrusted with such duty by the Management for carrying out the work of security or search exclusively or in addition to other duties.
27	<b>Words and Expressions</b>	Used herein and not defined herein but defined elsewhere in The Service rules manual of SJCIT or any law/enactments/orders/guidelines for the time being in force applicable to the Institution shall have the meanings respectively assigned to them in the corresponding Act, Statutes, Regulations, Rules & Ordinances as aforesaid.
28	<b>Interpretation</b>	Unless the context otherwise requires in this Service Rules: a) Words imparting the singular include the plural and vice versa, where the context so requires; b) Reference to one gender includes reference to the other gender as well; c) The headings/sub-headings used in these Service Rules are for the purpose of reference only and should be ignored for the purposes of interpretation and construction of the terms of the Service Rules; d) Reference to the words “include” or “including” shall be construed without limitation; and e) Reference to any law shall include such law as from time to time enacted, amended, supplemented or re-enacted by State Govt. and Central Govt.

### 1.3 Primary Accountabilities of BoM

The BoM of the College is the Highest administrative body of the College. It monitors to ensures the achievement of mission and vision of SJCIT. It promotes future academic plans & research activities by providing a clear-cut direction for implementation, and overall monitoring of all activities. It supports the Head of the Institution in execution of its programmes. It approves the budgetary allocation towards infrastructure, staffing pattern, Strategy and Fund for Research and Development etc. The Minutes of the BoM are being uploaded on the SJCIT website, so that the students and staff have appropriate access to information about the proceedings of BoM meetings. Norms and duties of various functionaries at SJCIT as approved by the BoM are made available to the stakeholders concerned in hardcopy/written form and also uploaded on the website of the Institution.

The BOM of SJCIT is individually and collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the

institutional mission is achieved. The Principal is the Member Secretary. The composition of BoM shall be as specified below.

1. Chairman – President, SAST(R.)
2. Secretary – Management Representative / Trustee
3. Member (Management Representative – Trustee)
4. Member (Management Representative - Industrialist)
5. Member (Management Representative – Educationist)
6. Member Secretary – Principal, SJCIT

The BoM exercises the following powers:

1. Approve the Budget and Financial strategy of the Institution in accordance with the Institution's strategic plan and ensures apt usage of the allocated funds. Approve the audited annual financial statements. Ensure proper system of financial management with proper resource allocation and management.
2. Ensure transparency in procurement process; (review the audit reports internal and external)
3. Human resource Management: Responsible for institution's human resources and employment policy which includes ensuring proper pay and creating healthy employment conditions. Ensure appointments are made in clear, open and transparent manner. Develop strategy for staff retention. The Institution has an internal appeal and Redressing procedure which should be strengthened.
4. Approve new programmes of study leading to UG, PG and Doctoral degrees
5. Collectively and individually steward the Institution fulfilling its mission
6. Act in good faith to the best interests of the Institution
7. Ensure that the meeting of the BoM are conducted in free and transparent manner
8. Approve the policies and programmes of the institution and monitor its effective implementation taking into cognizance the interest of the institution and stakeholders
9. Maintain the highest ethical standards and not allow any conflict of interest.
10. Open to feedback and suggestions regarding improvement in governance
11. Optimum utilisation of the institution's land and buildings. As part of this responsibility, it identifies the property and space requirements, provides for a planned programme of maintenance. The BoM has put in place the Building and Works Sub-committee to assist implementation of its strategies.
12. Risk Management, Control and Governance; effective risk monitoring mechanism both in terms of financial and well as academic management through
  - a) An effective internal and external audit mechanism.

- b) A well-knit strategic plan with proper allocation of resources. The Management monitors the strategic plan execution, both short term and long term goals, through periodical reviews (quarterly) of progress.
  - c) Interaction with students and all stakeholders on continuous basis
  - d) Transparency in its governance
  - e) Establish various committees/academic bodies/boards etc. to monitor the activities and make recommendations. Involve faculties in decision making process as part of these committees. The recommendations of the committee are evaluated by the Principal and on specific issues which are falling within the power of Management, approvals are sought as and when necessary/mandated.
13. Health and Safety: The major responsibility for ensuring good health and safety of employees, students and others in the campus.
14. Perform such other functions as may be necessary from time to time for the all-round development and to accomplish the objectives of the Institute.

#### **1.4 Functions and Responsibilities of the Governing Council**

The Governing Council (GC) shall be functional authority for overall Management by means of effective Governance with robust hierarchical Administrative setup, maintaining balance between academics and administration. The Principal is the Member Secretary. The composition shall be as specified below.

- 7. Chairman
  - 8. Secretary
  - 9. Member Secretary
  - 10. Member (Management Representative - Industrialist)
  - 11. Member (Management Representative – Eminent Academician)
  - 12. Member (University Nominee)
  - 13. Member (AICTE Nominee)
  - 14. Member (Government Nominee - DTE)
  - 15. Member (Teachers Representative - UG)
  - 16. Member (Teachers Representative – PG)
- a. The GC shall meet ordinarily once in six months.
- b. The Governing Council shall function based on the core competencies. It frames policy keeping in mind the future growth to realise the vision. It shall make all endeavours to achieve excellence in technical education. Special impetus shall be given to innovative teaching methodologies, induction of latest gadgets and technology in teaching.
- c. The Governing Council shall unfold strategies year after year to develop centres of excellence and transform it into potential hub for technical education. It shall encourage the members of faculty to take up the sponsored industrial R & D projects, In-house research programmes with the financial support of the AICTE, GOI, State Government, UGC and other funding agencies. It shall put in place plan of action that placement training programmes are held staggered from very first year of Engineering so that they stand

competitive when the campus selection of students for appointment in corporate sectors commences in the final year.

- d. The members of the Governing Council shall frequently interact with HODs for having the first-hand knowledge of academic position and deficiencies.
- e. The BoM shall reconstitute the Governing Council once in five years.

### **1.5 Roles and Responsibilities of Secretary**

- As a management representative, the Secretary assumes key role in the overall governance of the institution
- Articulation of long-term policies by the Management and overseer of policy implementation.
- Conduction of Governing Council meeting, planning and monitoring committee meetings.
- Releasing funds according to the budgetary approvals and contingent cases on specific request.
- A constituent member of the Staff Selection Committee and approve all appointments and relieving orders.
- Authorized to take decision on all college related activities.
- Defining and approving the college Quality Objectives/Policies and to ensure that the policy is understood, implemented and maintained.
- Formulation of strategic planning for the expeditious implementation of the set goals.
- Exploring the possibilities of introduction of new courses.
- Planning and implementing various welfare measures for faculty, staff and students
- Exploring the possibilities of introduction of new academic activities based on demand & employment opportunities.

## Chapter 2

# Service Conditions of Employees

### 2.1 Duties of Employees

The duties of an employee shall pertain to his/her work as per the terms and conditions of appointment and shall be as prescribed in the service rules and shall be such others as may be assigned to him/her by the Management from time to time.

- a) Every employee shall devote his full time of work to the Institution and discharge the duties entrusted diligently. It is obligatory that while discharging the work, each of them should adhere to statutes, rules and regulations contained herein as well as other instructions, directions, stipulations, policies, guidelines, standard operating procedures and practices etc., which are in practice and also those which may be notified from time to time by the Institution.
- b) Every employee shall carry out the work allotted by his/her superiors conscientiously and to the best of his ability adhering to all the rules and procedures.
- c) No employee shall move into working areas of other departmentsdistracting their functioning unless doing so is necessary in the course of discharge of his duties with due authorization of his Superior/HOD.
- d) Every employee is bound by the official timings. Punctuality is strictly followed without any let up. Adherence to official working hours is compulsory. Under any inevitable circumstances wherein any employee could not adhere to the timings, he/she need to take permission from competent authority.
- e) No employee shall leave the premises/place of work during working hours without prior permission from the Superior/HOD.
- f) No employee shall engage himself in any other employment part time or temporary basis for financial gain or otherwise. No employee shall engage in any activity prejudicial to the name, reputation or interests of the Institution.
- g) No employee shall disclose any confidential matter regarding the Institution business methods, inventions, know-how, secrets, etc., which has come to his knowledge in the course of his employment with the Institution to any un-authorized person or authority, to the press or the electronic media, unless permitted by his competent authority to do so in writing.
- h) Every employee shall be courteous to all including all staff, students, visitor/customer/supplier/ parent/guest/ caretaker etc. Every employee should discharge his/her duties efficiently without giving room for any complaints or displeasure.
- i) Every employee shall be responsible, jointly and severally, for safety and security of all machines, tools, apparatus, appliances, instruments, drawings, vehicles or other materials/properties of the Institution whether under one's custody or otherwise.
- j) Institution keeps trust on every employee. Therefore, Integrity and Honesty of each of the Employees should be of highest order. Employees are duty bound to ensure that the properties and assets of the Institution, whether movable or immovable are

safeguarded always. They should never part with articles of the institute in their custody without proper permission and recording, Even if the material/articles are out of use, the necessary set rules for disposal such as auctioning process should be adhered. So also, each of the employees are required to keep always a watch against theft, misuse, or mismanagement of any of the property and any such acts of fraud/distrust should be immediately informed to the higher ups. It is expected that each of the employee has a predominant role in the safety and security of every assets of the institution. Everyone should realize that if the institution prospers, all stake holders shall stand to benefit in the long run.

- k) Preventing Institution's property against accidents and/or damage either due to negligence or an intentional act, is the bounden duty of each of the employees. Furthermore, every employee, who is in charge of any machineries, equipments, shall/at once, report to his supervisor any defect/deficiency which he may notice in any machinery/equipment connected with his work. It may save the institution against major loss at a later stage and also ensure safety of those who use / handle such machines/equipments. It is the duty of every employee to ensure that the machine and/or place around the machine is kept clean and tidy always.
- l) Strict observance of all the safety instructions/norms including fire precaution and protection is obligatory on the part of every employee. No employee shall, unless specifically authorized, interfere with any safety device or any machine, either running or idle. All protective clothing and/or appliance provided for the safety of the employee shall be worn by him while on work.
- m) No employee shall indulge in and force or cause other employee to participate in any organizational activities not connected with the Institution, whether in alone or jointly, in the premises of Institution. Objectionable activities, inter alia include any trade union activities like holding meeting, canvassing for trade union, fund raising for trade union, shouting slogans, leading or participating in processions, distribution of leaflet or any literature, posters either in physical or in any electronic form while in service of the Institution. Open involvement by employees in activities connected with any political party, religious fundamentalist organization or group are prohibited.
- n) The management may prescribe for any set of employees or selected cadre to wear uniform, safety gears and personal protection equipment. These uniforms, safety gears and protective instruments provided by the Institution shall be the property of the Institution. The safety gears and protective equipment cannot be taken out of Institution, except with the written permission of the competent for justifiable reasons.
- o) No employee shall interfere or interrupt the performance of the assigned duties to another employee / colleague or misguide him/her in carrying out the work of the Institution.
- p) Every employee shall, whenever required by the Institution, travel to such locations/destinations outside the Campus to carry out entrusted duties by the Institution.
- q) All employees shall always help maintaining cleanliness in and around the work place in particular and the department in general.

- r) Every employee, irrespective of the expertise/skill to which he was originally selected, shall be required to undergo training in other activities/skill on the basis of multi-skill, multi-activities concept (jack of all arts), both for redeployment of employees as also for his career advancement. It shall be the responsibility of every employee to attend such training before such redeployment and acquire new skills.
- s) No employee shall undertake any assignment, occupation, employment, vocation and higher studies, trade business or calling directly or indirectly outside his employment without the Institution's specific approval in writing.
- t) All works, irrespective of nature, in the Institution are considered dignified. Every employee is required to be prepared and agreeable to perform any job when required by the management in the interest of the uninterrupted and productive working of the Institution /Institution.
- u) Every employee not only perform his routine duties as per work allocation but also attend to and fulfill such other works and activities as may be instructed by his immediate supervisor or his HOD.
- v) Every employee shall always be neatly dressed in uniform as per the uniform policy while on duty. The employee shall comply with the dress code of the Institution as notified from time to time. While on duty every employee should take care of one's Health and Hygiene.
- w) Every employees' approach towards colleagues, customers, students has to be friendly by his attitudes/nature and help maintaining decent and vibrant atmospheres all around.

## **2.2 Conduct of Employees**

### **General**

- 1) Every employee shall conduct himself in and out of the Campus with utmost decency upholding moral character as he is recognized more as SJCIT employee rather than his personal identification. Employees should be conscious of his identification in public and behave with utmost courtesy while interacting with students, parents/guardians, co-employees, colleagues, all stakeholders and the public at large.
- 2) Every employee shall serve the College honestly, diligently and faithfully and devote his/her efforts for the development of the Institution.
- 3) Every employee shall abstain from entering into any dealing with any person, firm, organization, which has an adverse impact on the functional efficiency of the College.
- 4) The management may introduce various methods, operations, processes to improve the efficacy and excellence of each employee from time to time to remain competitive and the employees should adopt and adapt with such changes & the same shall be binding.

### **2.2.1 Code of conduct for Faculty**

- a) Communicate effectively with students, colleagues, parents, management and others in the institute community in a manner that is professional, collaborative and supportive, and based on trust and respect
- b) Keep always updated in the knowledge of subject and the current affairs.



- c) Prepare thoroughly the lecture to be delivered in advance.
- d) Conduct lectures and laboratories as per the time table.
- e) Use of ICT tools in teaching to make the lectures more interesting (Audio/ Visual Aids).
- f) Attendance of the students should be recorded regularly. Attendance should be entered in ERP software on day-to-day basis.
- g) Complete the syllabus in stipulated time.
- h) Conduct all the examinations as per the scheduled time table. Evaluate all the examinations in the stipulated time.
- i) Discuss the scheme of evaluation with the students
- j) CIE marks should be entered within the stipulated time
- k) Conduct Proctorial meetings regularly.
- l) Be polite to the students-listen to their problems and put in efforts to solve them.
- m) Interact with the parents / guardians of the students regularly.
- n) Employees should seek prior approval for Leave of absence from competent authority and make arrangements that the periods are engaged by other faculty.
- o) Follow the rules, regulations and instructions of the Administration.

### **2.2.2 Code of Conduct for Supporting/Technical Staff**

- a) Commence work on time and manage time effectively.
- b) Use all work hours productively and ensure that the activities in the workplace do not impede the effective operation of the department.
- c) Maintain a supportive environment while performing the assigned duties.
- d) Respect confidentiality in all matters.
- e) Understand the job scope, practices, and procedures relating to the position.
- f) Ensure accuracy and thoroughness in the performance of the assigned duties.
- g) Meet targets regarding work to be performed to the best of your ability.
- h) Be well-organized. Demonstrate ability to solve problem within the scope of the position.
- i) Demonstrate ability to work independently when opportunity comes knocking.
- j) Show initiative to explore innovations and improvements
- k) Notify the in-charge if you are unable to come to work. Submit leave application to the concerned on time.

## **2.3 Classification of Employees**

Any employee may be classified as:

1. **Permanent**; or
2. **Probationer**; or
3. **Temporary**; or
4. **Fixed term employment/ time bound contract**; or
5. **Trainee**;

### **2.3.1 Permanent Employee:**

- a) A permanent employee is an employee who is/has been appointed to fill a permanent vacancy and who has satisfactorily completed the period of probation or any extension thereof and whose appointment has been confirmed in writing by the competent authority of the Institution.
- b) An employee already working in the Institution applies for a new position and that if he/she is selected shall undergo a period of probation in a new post. Such probationary employee if found not suitable, may be reverted to his earlier post, at the discretion of the management.

### **2.3.2 Probationer:**

- a) A probationer is one who is appointed against a clear vacancy and kept under observation for a predetermined period to ascertain his suitability and capability for the post for which he has been provisionally absorbed. After successful completion of period of probation his services shall be confirmed by an order subject to terms and condition if any.
- b) The period of probation shall ordinarily be one year for the Teaching Faculty and / or extendable by a further period of one year at the discretion of the Institution.
- c) The period of probation may vary from one cadre to another and one position to another and the period such probation for each cadre and position will be notified by the concerned Appointing Authority at the time of appointment. The Appointing Authority, at its absolute discretion, may waive off or reduce or extend the period of probation of an employee, based on his /her competency and efficiency in his/her new job.
- d) A probationer shall continue to be a probationer until confirmed in writing. An employee on probation cannot claim confirmation on completion of period of probation. It is the Management which has been bestowed with the authority to confirm the employee or otherwise.
- e) The period of active service is taken for the purpose of calculation of probationary period. So absence due to sickness or accident or any other reason shall result in pro-rata extension of period of probation. Accordingly, the date of confirmation shall get extended.

### **2.3.3 Temporary Employee:**

- a) A temporary employee/worker is one who is appointed to take care of temporary load of work due to either absence of permanent employee or temporary increase in workload. The temporary employees are not included in pay roll. The payment shall be either consolidated sum or on daily wages as the case may be. The temporary workers are appointed for a limited period and liable to be relieved once the need for such employees ceases.
- b) He/She shall not have any claim on employment, either to a permanent or to a temporary vacancy which may arise on a future date.

**2.3.4 Trainee:**

- a) A trainee is one who is engaged for receiving training in such disciplines on such terms as may be decided by the Institution.
- b) No trainee shall have any claim for employment after the completion of the period of training. The period of such learning shall vary depending on the job / discipline in which a person is undergoing training but shall not exceed one year; in any case.
- c) In the event the trainee fails to learn the job/work to the satisfaction of the Management, Management shall be the sole judge for curtailing/extending/ discontinuing the training period without assigning any reason thereof.
- d) The period of training shall be decided by the Institution and the trainee is bound by the applicable rules framed by the Institution.
- e) Undergoing training in the Institute shall not entitle any right for employment or absorption in the Institute.

**2.3.5 Employee on Contract:**

- a) An employee on contract is engaged for a fixed term as per agreement of contract.
- b) The employee on contract ceases to be employee on termination of contract as per terms of contract.
- c) The employee engaged on contract ceases to be employee on the expiry date of contract and such employee stands automatically relieved on the said date.

## 2.4 Recruitment Procedure

The objective of SJCIT is “To commit & strive continuously to impart Quality Education in Engineering, Technology and Management by achieving excellence in Teaching, Training & Research to serve industry and society”. In pursuit of this organizational goal, Management is aiming at building a team of dedicated, talented, qualified hard working teaching as well as non-teaching staff. Institute is aware of the fact that Education Field is Human Centric and therefore the Human Resource should be extraordinarily talented with their rich academic knowledge. They should hold high the Human values and Moral standards along with quality education. An enlightened team of teachers can ignite the untapped talents in the students which can work wonders. So also, the support of the non-teaching technical staff and other staff are equally important for smooth functioning. Therefore, the process of finding right candidate for the right job is the challenge that the Management has been efficiently carrying out. Along with the Management it is the duty of all staff to bring all lacunas and deficiencies are brought to the knowledge of the Management so that timely corrective treatments are carried. In the above backdrop, a well-planned system is designed and adhered too.

The Staff Selection Committee (SSC) is constituted to look into recruitment procedure in its entirety. The need for recruitments of various categories of staff is periodically assessed and sets into motion the recruitment process.

The various steps of recruitment process:

- a) Search for candidate for existing and immediate future vacancies under various categories.
- b) Initial filtration of candidates through a written test / scrutiny to ascertain their knowledge level.
- c) Preliminary subject based Technical interview ( for Fresh Recruits at entry level positions)
- d) Final interview (Technical & HR) by SSC and External Subject Experts and finalisation of list.
- e) All the meetings/interviews are scheduled in consultation with the head of the Institution

### 1) Search for Prospective Candidates:

The search for prospective candidates consists of following steps.

- Releasing Advertisements in leading Kannada and/or English dailies calling for applications in the prescribed formats & fees with all necessary details from eligible candidates for the advertised positions within specified date/period.
- Advertising through SJCIT Website (replicating the News Paper Advertisement).
- Encouraging ‘referrals’ with accountability from working staff to find talents, committed candidates. Incentives may be given for ‘referrals’ to staff to recommend with responsibility provided such referrals are transformed into recruitment after recruitment process.

***Application Procedures:***

- a) Format of Application form can be prescribed to extract Uniform and Comprehensive information for assessment and filtration. A minimum application fee payable to SJCIT while submitting application, may be collected so as to meet the essential expenses of recruitment process and also discourage “not so serious” candidates. The application form / formats may be made available on website with downloading facility.
- b) Retired personnel from teaching/industry and R&D may be encouraged to join to present a blend of experience and young talents.

**General Conditions to be adhered to by Candidates while Applying**

- a) The duly filled application along with required enclosures should reach the college office on or before the prescribed last date.
- b) Candidates who had applied in response to earlier advertisement need to apply afresh.
- c) All appointees have to undergo period of probation before being considered for confirmation or otherwise.
- d) The advertisement contains any specific condition if any; all other rules and procedures are as set out by AICTE/ University.
- e) The institute reserves the right to change, amend, add or delete any of the conditions of recruitment at any stage before commencement of selection process.

**2) Shortlisting of candidates through written test / scrutiny:**

Applications, when received, are organized in tabular form, classified under different headings so that essential information are easily available. This information is sent to the respective HOD by the office for initial process of short listing. HoDs are not given the discretion to drop any of the candidate until such applicants are found misfit for consideration by the competent authority evidenced with concrete reasons.

The objective of short listing is aimed at following:

- a) To reject applications that do not meet eligibility criteria
- b) To assess & examine the fundamental subject knowledge, communication skill, verbal and analytical abilities and Reasoning skills.
- c) To select the capable and efficient who fits into the requirements of the Institute from amongst those aspiring candidates. It ensures that the top performers in the initial filtration shall move to the next level of selection process.. Thus, task before the SSC would be easier. Apparently, the role of HoD should be committed to the Institute without giving room for any inferior selection yielding to extraneous pressure. If initial filtration is of high order, the selection is bound to be good for the Institute.
- d) Usually, primary concerns at this stage are the educational background, fundamental subject knowledge, communication skill, aptitude for teaching, previous experience and research activities done by the candidate. The team headed by HoD should be multi-talented to be able to unfold the talents and depth of knowledge of the candidate keeping in mind the requirement of the Department. The performance of candidate in “DEMO” is an important criteria for selection. After the preliminary process, the resumes of the shortlisted candidates should be sent to coordinator in the order of merit with brief justification on his/her recommendation to next level.

**3) Preliminary Interview (Technical, For entry level positions):**

- a) Initially the candidates applying for entry level positions will be screened by the SSC sub-committee. The SSC Sub-committee conducts the preliminary interview of the shortlisted candidates to evaluate their technical suitability and to ascertain that the prospective candidates have the requisite skills and confidence in their respective domain.
- b) This being an interactive mode of recruitment process, there would be ample opportunities to extricate the knowledge acquired by the candidate and his capability to transfer the knowledge to the students of all caliber. The interview should be mutually beneficial so that right candidate is selected and at the same time the candidates should understand clearly as to what is expected of them

**4) Final Interview with the SSC**

- a) The SSC conducts the final round of demonstration interviews with the shortlisted candidates.
- b) The successful candidates are issued with offer letters with clear instruction to accept and acknowledge in writing within 10 days' from the date of such offer letter.
- c) After receiving acceptance letters candidates are issued with appointment orders.

Scales of Pay of teachers, other academic staff and non-teaching staff :The Scales of Pay of teachers, other academic staff and non-teaching staff are as given in **Appendix-III**.

The present scales of pay is given for the confirmed staff. The pay scale and structure is subject to change by the management depending on the policy of the Institute which in turn depends on financial viability. However, it would be the effort of the Management of the Institute to follow the Governmental/AICTE/VTU guidelines. Hence, it is expected that each of the staff whether teaching or non-teaching, should pool their might in the direction of marching towards excellence so that the admissions are full and the demand for admission increases year after year. Optimum and continuous resource generation is the only way out for financial viability and sustainability which should be well appreciated by one and all.

## **2.5 Maintenance of Service Books**

- a) A service record is a collection of either electronic or printed material which provides a documentary history of an employee's activities and accomplishments while serving the Institution as a member it. Service Record books are maintained for all employees who are on rolls. The records contain the personal details viz, name , address (permanent and present) and unique identification marks, qualification, the date of confirmation, annual increments released, promotions of all kinds, and transfers and leave of absence taken, qualification newly acquired, special trainings undergone, any noteworthy achievements etc., are chronologically mentioned. The service records are updated regularly and concurrently. Each entry should be duly verified with reference to departmental orders, pay bills and 'leave sanction memo' and such other authenticated documents and attested by the competent authority.
- b) If the employee's is himself the Head of an Office, the attestation should be made by his immediate superior.
- c) There should be no erasing or overwriting. The words/sentence which needs corrections should be struck off and correct sentence/words should be written clearly just above the struck off sentence/words All such corrections should be properly authenticated by competent authority by signing against such correction.
- d) Any examination cleared or qualification acquired or any academic / research achievement/s attained which amounts to career advancement, should find place in Service Record. The documentary evidence of these achievements should be preserved in file.

## **2.6 Duties and Obligations of the Employee (Dos and Don'ts)**

- 1) Every employee should acquaint with the following and comply with the same religiously.
  - a) Every employee should maintain at all times absolute dignity, integrity, devotion to duty and loyalty to the Institution. He / She shall not do anything that would or is likely to tarnish the image or reputation of the Institution and thereby adversely affect its interests.
  - b) Employee has to acquire and update knowledge of his subject and expertise for the best performance of his/her entrusted duty in whatever capacity. Employee should be aware of and adhere to the rules and regulations and guidelines of the Institution, Government/AICTE / VTU issued from time to time.
  - c) Employee has to abide by the HR guidelines, instructions, internal notes/notices issued by the Establishment Dept. from time to time with regard to job/work allocation/allotment/ rotation, discipline, conduct and behavior. The instructions could be general in nature applicable to all or selectively for a particular employee.
  - d) Employee has to work diligently while discharging his duties and responsibilities
  - e) Every employee is bound to perform any additional duties entrusted by his superiors due to temporary increase in work load. Non-compliance such orders would be treated as dereliction of duty attracting disciplinary action.



- f) Employees should conduct himself very decently with all stakeholders, visitors to Campus and do nothing which is unbecoming of an employee of the Institution.
- 2) All employees should be very conscious of the hierarchical authority and responsibilities vested with different functionaries. Accordingly, each one has to hold himself accountable to the immediately superior in particular and all superior authorities in general. Also, those employees bestowed with controlling / supervisory powers should discharge their duties by extracting allocated work to the optimum level . Every employee holding supervisory post shall take all possible steps to ensure optimum performance with sense of devotion while holding aloft personal integrity. An impression of trust and love towards the institution is to be inculcated so that there is a feeling of one family identified with the institution.
- 3) All employees in the hierarchical management shall perform his duties in accordance with the powers conferred on him. All activities undertaken and decisions adopted by any functionary should be in the best interest of the Institute and manifest shrewd display of seasoned judgment without any loophole. It is the bounden duty of each of the employees to uphold the Interest of the Institute and that any orders received for implementation seems harmful to the interest of the Institute, the same should be placed for a review process. Every employee shall act in accordance with the rules and the regulations of the Institution. In otherwords “Rule of Law” is the primary criteria for functioning.
- 4) No employee shall: -
- a) Use his position or influence directly or indirectly to make any personal gain or to favour any third party or to secure employment for any person in any CONCERN with which he has or had official dealings in connection with the business of the Institution.
  - b) Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in the Institution.
  - c) Misuse the amenities provided for him by the Institution to discharge his official duties.
  - d) Accept any gifts, presents, gratis, payments or other favors from the students,parents, suppliers, contractors, dealers or anyone connected to the Institution without the knowledge of the management.
  - e) Disclose/divulge/use of any confidential information gained in the course of his employment in the Institution for personal gains/profit or advantage for himself or any other person.
  - f) Engage directly or indirectly in any trade or business or vocation or undertake any other employment while in services with the Institution.
- 5) No employee shall: -
- a) Propagate/indulge in communal or sectarian activity.
  - b) Discriminate against any person on the grounds of religion, caste, creed, language, sex etc.,
  - c) Indulge in or encourage any form of malpractice, and
  - d) Accept private tuition or run coaching class whether free or otherwise.
- 6) No employee shall give or accept gifts or favour of value from those individuals or organization doing or seeking to do business with the Institution without the knowledge/ approval of the management.

- 7) Any employee involved in giving or accepting gifts and / or favor in violation of the above shall be liable to disciplinary action. Management can take any action including termination in such cases based on the severity of incidence committed.

## 2.7 Probation and Confirmation

- a) As per the current guidelines, every employee is appointed on probation for a specified period. Probationary period for teaching staff will ordinarily be one year and for Non-teaching staff it is two years. The policy on probation may be reviewed from time to time by the Management at its sole discretion for the purpose of effective training and familiarization with the duties and obligations.
- b) The period of probation may be extended by one more year if the candidate has not come up to the desired level of efficiency. Even after completion of the extended period, if the candidate is found incapable to discharge his duties, his/her appointment shall be liable to be terminated. In case of promote, if his /her service during the period of probation is found below the expectation, he /she would be reverted to the post held prior to promotion. An employee on completion of probation cannot claim confirmation as a matter of right. Any candidate during the period of probation can be terminated without assigning any reason at the discretion of the management.
- c) The Board of Management enjoys the right to reduce the probation period for any category/ies of employees, based on their job profile and job opportunities. Such decision can be made applicable generally or selectively.
- d) An employee on probation may be confirmed in service if his/her performance during the probationary period has been found satisfactory. A formal order of confirmation would be issued by the competent authority.
- e) **Seniority:** The Service Seniority in a particular cadre or class of employees shall be determined as per the following:
  - a. All persons confirmed shall be senior to all others not confirmed in that cadre.
  - b. The seniority of persons who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, relative seniority shall be determined with reference to their age seniority. The one who is older in age shall be treated as senior.
  - c. When persons are recruited to a class of post both by internal promotion and direct recruitment the internally promoted candidate shall rank higher in seniority than those recruited directly.
  - d. When Promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.
  - e. When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order of merit secured in promotion test/ interview.
  - f. Seniority of direct recruitment shall be determined as follows:
    - i. When the recruitment is made through the process of written test and interview, the seniority shall be in the order of Rank (position) in the merit list.

- ii. If the appointments are made without written test and or interview the date of joining of the service shall be the date for reckoning seniority in service.

## **2.8 Working Hours of the College and Attendance**

1. All employees are required to work during duty hours declared by the Management from time to time. Weekly holiday is on Sunday. Public Holidays are declared by Management in advance through office note. Management reserves the right to call all or selected employees for attending to duty on Holidays in case of any special function or to complete the pending work on priority.
2. Changes in Working hours if any; in different departments and sections of the institution are to be followed as notified from time to time.
3. The Management reserves the right to change / modify working hours based on needs / requirement of the institution from time to time and the employee shall follow accordingly.

### **Present Working hours & Weekly Holidays**

- a) The Academic hours of the College for Students shall be from 09.00 hours to 16.00 hours on all working days continuously with lunch break between 12.15 hours to 13.00 hours.
- b) There shall be Holiday on all Sundays.
- c) There shall be holidays on 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of every month.
- d) The working hours shall be from 09.00 hours to 16.15 hours for all the staff. However, such of the members of faculty who have Lecture classes shall report at 08.45 hours.
- e) The working hours of the Administrative staff shall be from 10.00 hours and work till 17.00 hours on all working days
- f) The working hours of the Non-Teaching staff shall be from 09.00 hours and work till 16.15 hours on all working days
- g) The working hours of the Principal shall be from 08.30 hours to 17.00 hours on all working days
- h) The working hours of the Library shall be from 09.00 hours to 20.30 hours on all working days

### **4.Attendance:**

- a. All employees shall mark attendance in their respective attendance register maintained in the office of the college.
- b. On arrival for duty, the employee shall mark their attendance in the relevant box by affixing their initial in their respective staff Attendance Register.
- c. Attendance Register will not be available for signature for the staff who comes late by 10 minutes or more. In case of Electronic Attendance monitoring it will be closed after 10 minutes from the commencement timings of the College for the day.
- d. No employee reporting late by fifteen minutes from the time fixed for commencement of duty will be allowed to attend duty unless permission is accorded by the HoD / Principal.
- e. All employees are expected to be at their allotted place of work during their duty timings.
- f. Any employee found absent for more than 1 Hour from his /her place of work during working hours without obtaining permission from the Principal / Head of the Department, is liable to be treated as absent for that day.

- g. **National & Festival Holidays:** Institutions will follow holidays declared by the University. The Holiday as notified by University shall be conveyed thru office note from time to time by the Head of the Institution. However, despite declaration as Holiday, employee has to be present for the flag hoisting ceremony compulsorily on 15<sup>th</sup> August and 26<sup>th</sup> January and other important college functions.

## 2.9 Faculty Induction Training

In this phase of Faculty Induction Training (FIP), there would be ample scope for learning 'teaching skills' and developing leadership-qualities. It is also aimed at value addition to general academic as well as domain-specific knowledge / requirements. This flow of information is done through both instructional inputs as well as guided exposure to good practices and demonstrative situations. The following are broad coverage of subjects to be taught / trained.

- a) General orientation about the present scenario and challenges of technical education and the spectrum of duties and expectations.
- b) Basic understanding of the teaching-learning process, the psychology of learning and effective pedagogical techniques.
- c) Training for preparing lesson plans and effective instructional process and initiatives for developing competence in communication skills in various modes relevant to the technical profession.
- d) Inculcation of a holistic perception, professional values and ethical attitudes.
- e) Exposure to relevant ICT tools and aids for effective teaching-learning and resources for lifelong self-learning.
- f) Training in the appropriate use of various modes of student evaluation.
- g) Training in creative problem-solving; research methodology; conducting guidance for R&D projects etc.
- h) Guided exposure to good teaching practices, learning methods, lab development and organization of practical classes etc.
- i) Training in miscellaneous aspects other than teaching and research, such as administrative procedures, financial procedures and legal implication etc.

This Training Program for the inductee teachers, can be held in a phased manner during the period of probation commencing after their selection and reporting.

- a) The Training process shall go alongside their Teaching work/job. The job allotment is done as a direct exposure to the job which would provide a practical platform to demonstrate the Training input received. Much of the Training activities shall be organized in summer and winter vacations so that the regular academic activities for students are not disturbed or affected.
- b) Keeping in view large numbers of inductee teachers and time constraints, the training can be conducted through Massive Open Online Courses (MOOCs) mode followed by periodic contact programs. The induction Training extends for two terms spreading over a minimum period of 250 hours and a maximum of 400 hours. This Training would include on the job training and exposure to industrial/ field practices.

- c) The modules and their contents of Training serve as a guide to understand overall topics to be covered. The minimum knowledge and skills that will have to be acquired after course completion are also outlined.

**1. Orientation towards Technical Education & Curriculum Aspects**

- a. Overview of technical education- the present scenario and emerging challenges; excellence in technical education – criteria for quality education.
- b. Domains of Learning-Cognitive, Affective and Psychomotor as per revised Bloom's Taxonomy; Cognitive process dimension and knowledge dimension; program objectives and learning outcomes at different levels.
- c. Psychology of learning and motivation; principles of instruction and learning; understanding the teaching-learning process.
- d. Four pillars of learning proposed by UNESCO- learning to know; learning to do; learning to be and learning to live together.
- e. Interpreting the curriculum and its characteristics; curriculum and instruction; curricular and extra-curricular modes of student-teacher interaction; alternative modes of learning; curriculum implementation, monitoring and evaluation.
- f. Need for correlating knowledge to professional practice, research & development.

**2. Professional Values, Ethics, Ecology & Sustainable Development**

- a. Understanding the essential complementarities of values and skills.
- b. Understanding the human reality correctly and the inherent interconnectedness and order in the whole existence.
- c. Guru-Shishyaparampara relationship.
- d. Developing a holistic perception of human happiness; prosperity; life-goals, needs and relationships; ethical human behavior SarvejanaSukhinoBhavantu.
- e. Mentoring and counseling; personality development.
- f. Understanding the ecology and basic parameters of sustainable development.
- g. Salient values and attitudes for professional excellence and personality development; social responsibility as good citizens and also as technical professionals.

**3. Communication Skills, Modes and Knowledge Dissemination**

- a. Basic concepts, models, verbal and non-verbal and written communication; the importance of communication skills in the teaching-learning process and in knowledge dissemination; barriers in communication.
- b. Different modes of communications and respective media.
- c. Application of principles of communication to improve the instructional process and for effective professional interaction with peers, superiors and subordinates.
- d. Proficiency in oral communication; logical discussion and presentation; use of dialogue mode: right pronunciation and command of the language.
- e. Various modes of written communication- research papers, articles, technical reports, project proposals/ reports, thesis, manuals etc. Learning to write

minutes, summary of deliberation, executive summary etc. in an effective manner; Nontechnical communication, official correspondence, file notes etc.

- f. Introduction to modern media & methods, appropriate use of Educational Technology (ET) and audiovisual aids.

#### **4. Instructional Planning and Delivery**

- a. Interpretation of learning outcomes; a clear grasp of the subject matter; learning outcome objectives.
- b. Preparation and effective implementation of the lesson plan for systematic presentation in the classroom.
- c. Effective chalkboard work; the right pace of delivery; use of interactive mode; frequent recapitulation and summing up the key points.
- d. Correlating lecture inputs effectively with tutorial exercises, home assignments and laboratory work as well as indicating relevance to prevailing practices.
- e. Supplementing with brief handouts/ class-notes and references for detailed study.
- f. Appropriate instructional strategies and suitable teaching methods and media for effective instruction and learning by students appropriate to the subject matter/ course content.
- g. Feedback mechanisms for continuous improvement in the teaching-learning process.

#### **5. Technology Enabled Learning and Life-long Self-learning**

- a. Suitable online and offline techniques and tools for the assessment of appropriate learning outcomes.
- b. Effective use of library facilities, use of research journals and classified research material.
- c. Need for life long learning through own experience and by interaction through seminars, workshops, conference and refresher courses etc.; continuous updating of knowledge.

#### **6. Effective Modes of Student Assessment and Evaluation**

- a. Clear identification of outcome expectations.
- b. Concepts, principles, characteristics and process of student evaluation in the process of education.
- c. Assessment tests and performance measures, rubrics, etc. to assess cognitive, psychomotor and affective learning outcomes using scientific principles of evaluation.
- d. Valid and reliable schemes and tools for student assessment; effective design of question paper.
- e. Evaluation through written tests, quizzes, objective questions, viva-voce through home assignments and open book examination.
- f. Evaluation through projects and case studies.
- g. Mechanism for project and thesis evaluation.
- h. Relevance of alternative modes of evaluation.
- i. Student self-assessment tools.
- j. Analysis, interpretation and reporting of test data

## **7. Creative Problem Solving, Innovation and Meaningful R&D**

- a. Introduction to the creative problem-solving process, needs analysis, problem formulation, innovative concept generation, feasibility analysis, detailed design etc.
- b. Hunting for innovative solutions; design and development.
- c. Understanding different research designs including methodologies and their appropriateness to problems; action research proposal; problem identification, literature review, research instruments appropriate to the research problem, steps of analysis and synthesis, presentation of results and conclusions etc.; action research report.
- d. Guidelines for developing a research field for oneself.
- e. R&D through teamwork.

## **8. Miscellaneous Aspects (Institutional Management & Administrative Procedures)**

- a. Familiarization with the institutional vision framework and administrative procedures; financial and procurement/purchase procedure; relevant legal matters etc.
- b. Modes of interaction with external organizations.
- c. Feedback from alumni and prospective employers, etc. for continuous improvement.
- d. In the second term of the training, the inductee teacher is expected to work under a mentor (who may be one of the senior faculty) at the institute. The inductee teacher will be teaching one subject and also one laboratory course under the guidance of a senior teacher as a mentor. In this term, the teacher will practically implement the Training acquired under the course studied in the first term.
- e. The mentor will assist the teacher in his/ her endeavour to pick up the right practices on curriculum implementation and evaluation etc.
- f. The teacher in the laboratory course will have to understand the laboratory class handling and also develop new experiments to understand the working of laboratory equipment, process of conduct of laboratory experiments and student assessment.
- g. The faculty, in this term, will also be required to practice communication skills by preparing and presenting a paper on state-of-the-art of a subject chosen under the guidance of the mentor.
- h. The teacher will also be expected to prepare a mock funding proposal for a research project to be submitted to a funding agency.



## **2.10. In-Service Training Needs at Various Levels**

- a) During Lecturer/ Assistant Professorship – having experience of 5-10 years**
  - a. Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
  - b. Training for research guidance, sponsored project planning and conduction, consultancy etc.
  - c. Training for lab development and preparing manuals.
  - d. Training on IPR issues, patenting, technology transfer/dissemination and ethical issues in R&D.
  - e. Training on organization of conferences, workshops, symposia etc.
  - f. Training in basic principles of education technology through MOOCs.
- b) During Associate Professorship– having an experience of 10-15 years**
  - a. Refresher Modules for knowledge updating, newer developments and thrust are as in the concerned fields.
  - b. Training in curriculum development, resource material development and best practices in teaching and research through MOOCs.
- c) During Professorship/HOD-around 20-30 years**
  - a. Refresher Modules for knowledge updating, newer developments and thrust are as in the concerned fields.
  - b. Training courses in Institutional Management and promotion of Entrepreneurship development
  - c. Training in leadership; preparing vision, mission and strategy by involving all stake holders.
  - d. Training on collaborative research with industry, institutions, government agencies and NGOs.
  - e. Planning for departmental growth, motivation and efficiency.
  - f. Removal of obsolescence and planning for Continuous Growth of the departments and the institution.
  - g. Effective interaction with monitoring and collaborating agencies.
  - h. Facilitating a value-based ethical environment in the institutional handling disciplinary issues.
  - i. Liaison with monitoring governmental and other regulatory bodies.

### **Expected Outcome from The Proposed Training Program**

- a. It is strongly believed and expected that the Comprehensive Training Program as envisaged in this policy document if properly implemented, will go a long way in improving the quality of technical education in the country.
- b. The institutional environment, discipline and motivation of students /teachers will also boost up, thus improving the quality of teaching-learning processes.
- c. The grooming in professional skills, values and attitudes will have a profound impact on shaping up the young minds and transforming them into socially responsible technical professionals.

- d. Organization of continuous in-service training programs will help the teachers to keep themselves abreast with the latest developments and also correlate their teaching to the prevailing practice and indigenous development as per the needs of the country.
- e. It will also promote a culture of continuous learning from the seniors and ensure a cohesive team work within the department as well as institution.
- f. A major area of student-teacher interaction outside the classroom, which is presently conspicuous by its absence, will also develop enabling proper mentoring, counselling and healthy personality development among the students.

## Chapter 3

### Promotions and Increments

Increments to the employees will not flow automatically as matter of course. A permanent employee shall be entitled to annual increment in the running time scale of pay applicable to the post held by him upon completion of one incremental period of 12 months of active service. It will be released by the Management upon evaluation of satisfactory performance of the duty and of service records and self-appraisal reports.

The following period shall not be counted for increment

- a. Loss of Pay leave (LOP)
  - b. Extraordinary leave (EOL)
  - c. Unauthorized absence from duty
  - d. Suspension
  - e. Dies-non (Non duty period)
  - f. Fellowship leave
  - g. Study leave
  - h. Interruption or break of service
- 3.1) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of outstanding ability, merit and highest degree of integrity.
  - 3.2) Temporary and part time employee appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment after completion of one year of service at the discretion of the Management after evaluation of performance, integrity, efficiency, commitment, dedication, peer team review and loyalty.
  - 3.3) Increment may be with-held / postponed as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after review of the reason under which the decision of postponement/withholding of increment was taken provided such review is in favour of the said employee.
  - 3.4) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay.
  - 3.5) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he returns to duty.
  - 3.6) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.
  - 3.7) An employee may be entitled to an annual increment as per the Pay-scale after completing twelve months of reckonable/active service including the probationary period at the sole discretion of the Management provided that his performance and conduct are reported to be satisfactory as per Appraisal/Confidential Report.

- 3.8) Where an employee is appointed on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be granted at the end of every year at the sole discretion of the management, provided that his performance and conduct are found satisfactory.
- 3.9) An employee may be granted special increments in exceptional cases and for the outstanding performance during his service at the discretion of the Management.
- 3.10) The annual increment may be withheld for a specific period or postponed indefinitely if an employee is found guilty after disciplinary proceedings as laid down by Management. The period for which the increment should be withheld shall be decided by the competent authority.
- 3.11) Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, the employee shall not be entitled to get the increment so withheld in future years. In case, the increment is withheld for a particular period without cumulative effect, the concerned employee shall be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01-01-1998 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01-01-1999 shall be withheld for three months but the next increment which falls due on 01-01-2000 shall be given to him with effect from 01.01.2000 itself.
- 3.12) When an employee working in the lower scale of *pay* is promoted or appointed to a higher scale of pay, his increment shall fall due after he completes one year of service in the higher scale of pay.
- 3.13) The increment due to an employee shall be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay/ unauthorized absence.
- 3.14) The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments shall be regulated accordingly.
- 3.15) As per API eligible score and performance score - Annexure API, Performance Evaluation Form

## **Chapter 4**

# **Roles and Responsibilities/ Delegation of Authorities of all the Positions / Designations**

### **4.1 Principal**

- a) Provide leadership for the academic administration and create an effective and conducive environment for learning
- b) Ensure that quality education is imparted to the students and foster their holistic development.
- c) Endeavour for all round development and achievement of strategic goals of the institution
- d) Report to the Chairman, BoM on all matters of institutional functioning.
- e) Authorized to take decision on all college related activities.
- f) Act as a link / liaison between the Staff, Students and Management
- g) Being an Ex-Officio member / Member-Secretary of the Governing Council and BoM, he shall put-forth proposals in all administrative / academic / finance related matters and seek approval and monitor post-approval implementation.
- h) Assess the HR requirements and put up proposal for necessary sanction of competent authority and thereafter initiate the process of recruitments as per the procedures and norms;
- i) Act as a facilitator between external agencies and the Institution
- j) Create and maintain an environment for growth and development of the institution involving all stakeholdersthrough mutual cooperation and coordination.
- k) Ensure that proper administrative and evaluation process is in place, inter alia to address the genuine grievances of the students, staff and faculty members
- l) Prepare Strategic Plan periodically for the Institution and work on the action plan to achieve the milestones set before the Institution.
- m) Discharge the duties as Executive in-charge of all academic and administrative bodies and ensure adherence of all regulations framed by the BoM
- n) Conduct periodical meetings of various bodies/committees to review and assess their activities and guide wherever necessary.
- o) Comply with the time schedule in preparing, updating all data & records to ensure timely submission of records and reports required to be submitted to UGC, AICTE, DTE, VTU, TEQIP and others as the case may be.
- p) Promote accreditation activities in line with guidelines/instructions of NBA, NAAC etc, by maintaining records and reports in the stipulated formats.
- q) Take all necessary actions for smooth conduction of examinations
- r) Being the Ex-Officio Working Chairman of the Hostels, Principal has to keep advising and monitoring the functioning of Hostels in hygienic environment without triggering complaints.

- s) Being the Ex-Officio Member-Secretary, Building & Works Committee, SJCIT, suggest plans for various new building projects proposed by the College. Also contribute towards speedy completion of the approved projects without delay.
- t) Be the Ex-Officio Working President of the Executive Committee of SJCIT Alumni Association
- u) Perform/Execute any other duties or responsibilities assigned by the Chairman, BoM from time to time.
- v) Principal is responsible for smooth conduct of all academic activities, which include:
  - i. Defining the responsibility and authority of all teaching and non-teaching staff.
  - ii. Conducting HODs meeting periodically regarding the academic review/monitoring
  - iii. Defining the action plan for Quality improvement in line with the Quality Policy and monitoring it periodically.
  - iv. Initiating corrective measures to be carried out within the time frame.
  - v. Encourage all quality improvement programmes.
  - vi. Involve in Procurement activities for the various requirements of the Institution.
  - vii. Student admission as per the norms in consultation with Registrar.
  - viii. Working towards fulfilling the requirements to get accreditation from NBA for all courses offered.
  - ix. Collaborate with the management in policy making and decision making on goal achievement and to prepare a master plan to transform the college as a center of excellence in a green campus.
  - x. Adhering the norms of University, Director of Technical Education (DTE) and All India Council for Technical Education (AICTE).
  - xi. Setting priorities for short term and long-term goals.
  - xii. Training and apprising faculty members in managing curricular, co-curricular and extra-curricular activities.
  - xiii. Standardize and Streamline all the procedures to implement Quality Management System.
  - xiv. Establish global contacts with industries, institutions, research and development Organizations, leading to MOU.
  - xv. Bringing out the natural talents of students and ignite them.
  - xvi. Conducting both internal and external examinations in the role of Chief Superintendent.
  - xvii. Identify and conduct of in-house programmes for the value addition to faculties, staff and students.

## 4.2 Registrar

- a) Responsible for the entire administration of the college activities in consultation with the Principal in matters related to:
  - a. Approval process of existing courses, application of additional Courses and Increase in intake in existing branches (AICTE & VTU)
  - b. Keep all related documents of AICTE & VTU
- b) Assist the Principal in the recruitment process; from advertising, forwarding the eligible applications to HoDs for screening and initial filtration; compiling of data of applicants who have been recommended in the initial selection process by HoDs for final interview etc. After finalization of selection arrange for issue of appointment orders to the selected candidates and collect acceptance letters; follow up till date of joining ; collecting joining reports from recruited staff.
- c) Offer of salary and perks should be indicated at the time of final interview in consultation with Principal to the candidate. On his / her consent for the terms of offer, further process should be taken up. Accordingly, salary structure with component thereof should be intimated to the candidate.
- d) Periodical submission of list of eligible staff for consideration of promotion to the next higher scale/cadre and recommendation for post promotion salary fixation to such promotes to the competent Authority. Such proposal should be put forth in consultation with Principal.
- e) To assist the Secretary and Principal in student admission process. (Fresh Admissions, Lateral Admissions, Transfer Admissions, Re-admissions)
- f) Safe Keeping of Staff Original Certificates and other achievement certificates etc. deposited with the Institute.
- g) Maintain Staff Service Registers, StaffFile and Staff disciplinary action files including those who have been relieved.
- h) Keep all documents of Govt. of Karnataka,AICTE , VTU , DTE and others.(Related to staff , students , admissions , fees collections , ragging and others) and follow up to ensure immediate or periodical compliance as the case may be.
- i) Keep all the legal records of Staff, Students, Suppliers and Others and put up before the competent authority for necessary response and action.
- j) Keep all original deeds and documents under safe custody. (MOUs, Land Documents, Receipts of Taxes paid, Building plans, Staff Bonds, and others)
- k) Ensuring maintenance of records and files related to all admissions. (Nominal Roll, Discontinued studentsdetails, shortage of attendance, long absentees, students medical leave and others)
- l) Looking after functions like issue of Mark Statements, Provisional Certificates, Degree Certificates, Transfer Certificates, Conduct Certificates and other certificates.
- m) Supervision of all Examination works / arrangements. (Internal Exams, Model Exams and University Examinations-theory and practical, collecting questions papers for printing, issuing question papers to concern department)
- n) Supervising maintenance of Exam related Files, Records, Exam Remuneration Bills, Issuing of Exam Hall tickets, No Dues Certificates, University Exam Hall Arrangements.



- o) Supervision of all types of Scholarships, Railway Concessions forms, Transport details (Driver Arrangement, Route Arrangement, Diesel Bills, Bata Register and others), dispatch registers (Inward, Outward and Local tapals, distribution of tapals to concern departments or in-charges)
- p) Maintenance of all leave files and registers (Casual Leave, grant of permission, latereporting, to Duty, Vacation, Medical Leave, Maternity Leave), all attendance registers (Faculties, Non-Teaching Staff, Administrative Staff, Hostel and Canteen Staff)
- q) Maintenance of Telephones, Xerox Machines, Fax Machines, Computers, Printers, Cash Counting Machine, Stationeries stock.
- r) Maintenance of Key movements (All departments and class rooms), furniture repairs and maintenance, Supervision of Bell timings.
- s) Identification of training needs of the office staff.
- t) Execution all other works assigned by the Secretary, CAO and Principal from time to time.

### 4.3 HOD

- a) Affiliating the activities of faculty and the supporting staff in the department towards achieving the institutional goals and department objectives.
- b) Systematic Planning and Supervision of overall activities with special reference to:
  - a. Determining time frame for syllabus coverage, internal examinations and dates for Closing and reopening of semester.
  - b. To make effort to fulfill departmental requirements like staff, equipments, books, class- rooms and other learning materials.
  - c. Preparation and submission of annual departmental budget to the Principal.
  - d. Installing laboratories, Up-keeping and improving the existing laboratories.
  - e. Conducting departmental staff meetings periodically to review performance.
  - f. Act as a counselor, motivate high achievers and encourage slow learners.
  - g. Explore the opportunities for staff development programmes including projects and research for both teaching and non-teaching technical staff.
  - h. Coordinate with the Principal in the administration of the College.
  - i. Reporting to the Principal regularly regarding academic activities.
  - j. Co-ordinate with the University thru Principal in curriculum up gradation.
  - k. Enroll faculty members to professional organizations.
  - l. Allocate and share workload evenly among the faculty keeping in mind the efficiency factor.
  - m. Delegate and Decentralize the functions and power among Staff to extract optimum outcome.
  - n. Fix deadline for the assigned work and keep monitoring progress at periodical review.
  - o. Conduct class committee meeting involving student representatives for functional coherence.
  - p. Organize regular counseling programmes for the students through the Student Counselor.

#### **4.4 Professor/ Associate Professor/ Assistant Professor**

- a) To co-ordinate with the HoD in all academic and co-academic activities.
- b) Comply with specific and special tasks assigned by the head of the department.
- c) Completion of Syllabus including practical within the time stipulated.
- d) Close follow up of absenteeism and initiate corrective measures
- e) Answer script correction/evaluation.
- f) Perform duties as invigilators and examiners as and when assigned.
- g) Senior most faculty or designated faculty to shoulder the responsibilities of the head of the department in his / her absence.
- h) Guiding students on specific task like industrial visit, etc.
- i) Adhering ethical and disciplined mannerism/ both in and out the campus and inculcate similar mannerism from students.
- j) Accepting additional responsibilities like warden ship, timetable in-charge, Purchase In-charge; discharge diligently the duties like, class-in-charge, project guide, student counselor as and when assigned.
- k) Involve in student record maintenance, transmission of progress report, collecting students' feedback etc.
- l) Attending FDP / Refresher Courses, Summer Schools, Winter Schools, and Seminar etc. to ensure that their knowledge level is enhanced continuously.
- m) To update themselves technology developments and innovations taking place in their field by utilizing journals, e-journals .
- n) To sanction/approve request for grant of leave of absence for the students under his /her supervisory control.
- o) To evaluate individual performance and award internal marks.
- p) Maintain the course file with lesson plan to ensure that syllabus of each unit is covered in time followed with submission of 'summary of class work and assessment and 'Attendance record'to HoDfor his certification.
- q) Ensures that all Laboratory programs, projects are planned and completed well in time.
- r) Ensures that any arrears in the laboratory programs by any student by any reason are taken care of and the student is helped to complete the programmeintime.
- s) Faculty ensures that all the periodical tests and model examinations for theory and practical are held as per the calendar.
- t) Ensures that the students maintain all stipulated notebooks, records etc. up-to-date for all the subjects systematically by means of periodical random checks.
- u) Put in the best efforts for 'course delivery' with efficiency and effectiveness preferably utilizing the support of teaching aids and course files.
- v) Ensure thatquestion bank is created for the subjects taught collecting questions from different Universities so that it helps in knowledge expansion and keeping students abreast with the method of viewing/analysing the subjects from different angles.
- w) Encourage & guide the students to participate in seminars, competitions, projects.

- x) Work out plan for arranging special classes to provide the opportunities to students to seek clarification and clear off doubts on any aspects so that the results turn out excellent.
- y) Faculty assists HoD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc to ensure improvement wherever needed.
- z) Members of Faculty assist in association meetings and academic committee meetings.

#### **4.5 Class In-charge**

- a) Class in-charge takes the responsibility of the class.
- b) Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and suggests suitable remedial action.
- c) Class in-charge works as a liaison/link officer between Institute and parents on matters pertaining to students with particular emphasis on studies, attendance, performance and matters of discipline.
- d) Class in-charge keep constant touch with the members of faculty regarding observance of discipline and academic program of the students.
- e) Class in-charge ensures that the results of the periodical tests and University examination are collected, analyzed and presented with report on remedial measures taken up to HoDs, Principal and parents.

#### **4.6 Student Counselor**

- a) Each Student Counselor takes the responsibility of maximum no. of 20-30 students.
- b) Student Counselor advises the student/s in all academic-connected matters and helps them in curricular, extra-curricular, career development and personality development areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- c) In carrying out the counseling process the Student Counselor establishes a system of consultation with the HoD and other connected faculty members and updates the relevant information and requirements of his / her students.
- d) Student Counselor keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- e) Student Counselor counsels the students in respect of university examination and guides them for successful performance.
- f) Student Counselor helps in identifying talents among students, direct them to various activities and monitor their performance and progress.
- g) Student Counselor is expected to keep his / her own counseling file (student record) with all the information's and correspondence to efficiently implement and monitor the effectiveness of counseling in achieving overall improvement of student performance and development.

#### **4.7 Laboratory In-charges**

- a) Responsible for monitoring the operations and maintenance of Lab equipments.
- b) Responsible for assisting the purchase of lab equipments.
- c) Responsible to take necessary steps to replace the worn-out equipments.
- d) Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.

#### **4.8 Laboratory Technician**

- a) Identification, Installation, Operation, Maintenance and service of repaired items of laboratory equipments / instruments / tools / accessories / spares etc.,
- b) Assistance in conducting laboratory sessions.
- c) Reporting the damages, worn-out parts to the HoD through lab-in charges and setting it right.
- d) Help faculty in consultancies and project test.
- e) Attending all other assignments entrusted by the HoD.
- f) Assisting HoD for record updating and record maintenance works.
- g) Assigning unique identification number for all the equipment / instrument purchased.
- h) Fixing up safe and secured location for storing the items in the laboratory / workshop
- i) Carry out preventive maintenance as per plan and maintaining records for the same.
- j) Identifying the faulty equipment / instrument and taking necessary step to rectify the fault.
- k) Keeping the equipment/instruments/accessories etc., neat and tidy.

#### **4.9 Office Superintendent**

- a) To act as In-charge in the absence of the Registrar.
- b) To assist Registrar in all his day to day activities.

#### **4.10 Accountant**

- a) Responsible for the following activities in consultation with the Office Superintendent:
  - i. Writing & maintaining accounts, cash books / ledgers
  - ii. Preparation of monthly accounts including writing of cash books, bank book & journals
  - iii. Verifying of payment bills prepared
  - iv. Preparation & consolidation of projected budgets
  - v. Cash collection and remittance to Bank , exercising control over cash holdings.
  - vi. Supervision of bank transaction on daily basis and reconciling regularly.
  - vii. Supervision of postal accounts and accounts with other financial institutions
  - viii. Submitting daily accounts details of Cash and Bank Transactions with transaction-wise arranged credit chals /debit vouchers along with relevant Cash/ Bank Registers, pass book to Principal for scrutiny. The cash and bank accounts should be tallied /reconciled on daily basis.
  - ix. Verification of cheques received before depositing with Bank & bills received claiming payment.
  - x. Verification of debit vouchers and the cheques issued in settlement thereof.
  - xi. Writing daily collection register for college accounts, hostel etc.,
  - xii. Writing demand draft register, money value register
  - xiii. |Attending to Auditors' report and & write appropriate, convincing replies

- b) Responsible of keeping the following in safe custody
  - a. Bill books / receipt books
  - b. Files
  - c. Registers
  - d. Cash books / Bank Transactions' book
  - e. Ledgers
  - f. Debit Vouchers and Credit Chelans/receipts
  - g. Cheque books / pass books
  - h. Bank chelans
  - i. Fixed deposit / Term Deposit certificates
  - j. Other important office documents pertaining to accounts and finance.
- c) Preparation of salary reports
- d) Preparation of acquittance and getting of signatures
- e) Attending to TDS, remittance to Govt. submission of monthly, quarterly returns to IT; collecting evidence of investment by staff before allowing rebate and preparation and distribution of Form No.16 to Tax Payers (TDS)
- f) Writing and updating Caution deposit register

#### **4.11 Cashier**

- a) Collection of all types of fees.
- b) Writing challan and remittance to bank
- c) Maintaining relevant register and tally / reconcile it on daily basis

#### **4.12 Admission and Exam clerk**

##### **Admission**

1. Issue of prescribed application and collection of duly filled and completed application along with other documents as per VTU/GOVT. guidelines after ensuring collection of requisite fees.
2. Preparing and submission of admission register/statement online / offline as the case may be, to various authorities such as KEA, COMEDK, DTE, VTU/AICTE. Obtain approval from KEA/DTE/VTU by attending Reconciliation Meeting.
3. Ensure day-to-day uploading of student data into system.
4. Submit periodically all relevant Returns/Statements /information to all statutory authorities to ensure compliance of admission procedure.
5. Preparing FEE list (break-up ) for UG/PG branch-wise and year –wise well in advance after receipt fee structure from VTU, and put up for administrative approval from Management.
6. Cross checking/verifying as to the correctness of “Fee demand ” after process of uploading of ‘Fee Demand’ YEAR-WISE into individual student account for the for the year/ full course.
7. Arranging TIMELY remittance to VTU - fees payable to them as per their notification. Arranging remittance of other Fees viz. Student / Teachers’ welfare, Red Cross etc..
8. Follow up with KEA, COMEDK, AICTE to recover ‘fees receivable’ from them. On full settlement of fee account/s with KEA, Comedk, AICTE reconciliation report to be placed with Bank remittance received details . This process should be in coordination with Accounts Dept.

9. To keep record of the “FEE CONCESSION” granted by Chairman, Trustees etc. and ensure its compliance in coordination with Accounts Section.
10. Facilitating REFUND of fees relating to cancellation / Transfer (MQ to CET/COMEDK) of seats according to the policy of Institute , in co-operation with Accounts Section/Software administrator .
11. Preparing course-wise, class-wise list of students before the commencement of classes.
12. Processing application for change of branch (III Semester )/college (issue of NoC), issue of TC etc.
13. Preparing and providing admission information to AICTE, LIC, GC etc. as the case may be.
14. Preparation of admission related data for submission to FEE FIXATION Committee etc.
15. Coordinating /Monitoring (a)collection of Semester Examination Forms (b) entry/uploading of online examination application to VTU Examination portal .  
Examination
16. Verification of Examination application details including subjects and ascertaining payment of fees.
17. CIRCULATING of Examination related Circulars and Notifications to students and members of faculty.
18. Monitoring , uploading of internal assessment of marks from all Departments and submitting onward to VTU segregating branch-wise, semester-wise report/list after verification as per guidelines.
19. Preparing of list of those who are appearing (applied) for Examination. Preparation of statement of Examination fee collected / payable to VTU and arranging timely remittance.
20. Arranging Issue of Hall Tickets before Semester Exam and issue of Duplicate Hall Tickets on request for those who have lost the Hall Tickets.
21. Preparing semester PRACTICAL Exam Time table (as notified by VTU) . Arranging Breakfast/lunch for the External Examiners ; maintaining and settlement of allowance (TA/DA) account/s for External Examiners. Collecting day to day marks list /answer sheets of Practical Examination and ensure safe-keeping for onward submission to University as per guidelines.
22. Preparing Semester Theory Examination Time table (based on University Notification) .
23. Issue of booklets to invigilators (Theory Exam); duty allocation to invigilators and non-teaching staff.
24. Work out Seating Arrangement for Semester Examination. Prepare form ‘A’ & ‘B’, acknowledgment etc.
25. Arranging post examination SAFE & SECURED delivery of answer script as per guidelines on daily basis to the Regional Centre Bangalore.
26. Preparation and timely submission of statement of Remuneration bill/claim for all Practical and Theory Exams in respect of teaching and non-teaching staff. Arranging disbursal of remuneration on receipt of remittance and sanction from VTU.
27. Seeking report on shortage of attendance from all Departments and complying with penal provision if any as decided by Principal. Submission of relevant reports to VTU after due discussion with Principal.

28. Monitoring & Complying with procedures stipulated by VTU with regard to filing of application online/offline as the case may be, for revaluation / photo copy of answer script. Arranging collection and remittance of relevant fees, submission of statements /documents to VTU.
29. Correspondence & Follow up with regard to withheld results . Maintenance & Handling Semester Marks Cards, Examination statistics etc. Submitting Faculty Data whenever called for to VTU for assignment of Exam duties.

#### **4.13 Scholarship clerk**

##### **Common / Uniform Procedure / Process**

1. Announcement of circulars of Dept. calling for application from eligible students.
2. Monitoring online submission of application along with documents in time.
3. Taking hard copies of such applications and uploaded attachments for verification.
4. Submission of applications printout with signature of student/Principal (with seal) to the respective Dept. along with detailed statement in the prescribed format.
5. **On release of scholarship**, preparing list of individual student for accounting and arriving at pending dues/surplus refundable.
6. Preparing acquittance as per the prescribed format and obtain signature of each of beneficiary in acknowledgment followed with refund process for surplus amount.
7. Acknowledgement statement submission, after obtaining signature of students /Principal arranging submission to the Dept.
8. In case of non-disbursed scholarship, arranging refund/return to the Dept./Treasury with details.

#### **4.15 Transport clerk**

- a) Preparation of students list of boarding the vehicle.
- b) Preparation of “fees paid students” list.
- c) Maintaining the details of Drivers up-to-date.
- d) Keeping the relevant documents related to the vehicles, in safe custody.
- e) Vehicles FC related process has to be looked after promptly.

#### **4.16 Dispatch clerk**

- a) Making entry to all inward post.
- b) Sending the letters to the concerned Department/persons for response and action.
- c) Keeping the relevant records in safe custody.
- d) Incorporating all posts to be sent and numbered. The office copy of the letters/documents to be filed or sent to the concerned Departments as the case may be.

#### **4.17 Office Assistant**

- a) Communicating / delivering all the office correspondence to respective department staff.

#### **4.18 Driver**

- a) Transport Students to and from College in the mornings and afternoons
- b) Proper upkeep of the busses with cleanliness and regular service to ensure smooth running without any mechanical problem. Seasonal servicing, checkup and repair should be ensured.
- c) Obey all traffic rules and carry certified copies of all documents of the vehicle.

- d) Perform inspections of the bus before and after each route
- e) Safe driving to be adhered to ensure safety of all students/boarders
- f) Comply with the time schedule, stick on to regular route.
- g) Time schedule should be followed to reach prefixed pick-up and drop-off points so that the students are not made to wait for boarding or reach late.
- h) Keep a watch on students to control indiscipline or chaotic environment. Any students perpetrating or instigating indiscipline in the bus should be reported to Principal immediately.
- i) Assist students who need help to get into or alight the bus.
- j) Attend monthly safety meetings
- k) Attend to work related with issue of bus pass etc.,
- l) Log book and records of any special incidence etc. to be maintained.
- m) Repairs and maintenance requirement should be taken up promptly with the competent authority so that buses are kept safe and transport worthy.

#### **4.19 Electrician / Plumber**

- a) Responsible for the maintenance of building and general equipment.
- b) Attend to the complaints from any department on priority
- c) Inspect regularly all electrical / water supply installations, connection to ensure problem free working.
- d) All indent for replacements/ repairs has to be inspected and follow-up action to be taken.

#### **4.20 Gardener**

- a) Responsible for pumping in water to all tanks of the college campus regularly.
- b) Responsible for maintaining, watering the garden/construction works in the college campus.
- c) Garden to be maintained neatly and attractively.

#### **4.21 Sweepers**

- a) Responsible for the house keeping of buildings and cleanliness in the campus.
- b) Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily. Work to be taken up on continuous basis to ensure hygienic environment.
- c) Responsible for cleaning the windows, doors, roof, fittings and fixtures, benches etc., on an ongoing basis.
- d) Responsible for adhering to the additional works assigned during functions and programmes in the Seminar hall/campus.

#### **4.22 Attender.**

**Apart from the regular duties, following duties are also to be carried out.**

- a) Responsible for opening and closing of class rooms daily.
- b) Responsible for depositing the keys in the office every day.
- c) Responsible for depositing the lost and found articles in the Office every day.
- d) Responsible for distributing the parcels and bundles to the Departments as a team.



#### **4.23 Librarian**

- a) To achieve optimum efficiency of Library resources.
- b) Collection and Processing of indent from various departments.
- c) Procurement and Maintenance of books, journals.
- d) Overall supervision of Library activities
- e) Protecting important volumes, records and discard of the obsolete.
- f) Ensure the modern trend in updating the library.
- g) Ensure the user satisfaction by collecting the feedback and by personal enquiry.

#### **4.24 Assistant Librarian**

- a) Assisting the Librarian in all types of work.
- b) Maintaining silence during library working hours
- c) Keeping of all files and registers.
- d) Preparation of consolidated monthly reports of the usage like issues returns and entry registers.
- e) Responsible for issue, returns and renewal of books and journals

#### **4.25 Library Assistant**

- a) Automation entry
- b) Maintenance of digital library systems, CD, DVD Floppies.
- c) Issue and returns of CD, DVD
- d) Keeping digital library files and registers.
- e) Preparation of consolidated monthly reports of the usage

#### **4.26 Library office Assistant**

- a) Responsible for the arrangement of book in racks.
- b) Xerox-operating and maintaining the bill books
- c) Responsible for ensuring Cleanliness of the library.

#### **4.27 Chief Warden / Warden (Boys & Girls)**

- a) Responsible for all aspects of management of hostels, including maintenance and discipline in the hostels
- b) Ensure that rules and regulations of the Hostel are respected and adhered to by the students.
- c) Chair the Hostel Committee to look in to the various issues
- d) Arrange for and participate in regular visit to the hostel to ensure maintenance of proper discipline in the hostel.
- e) Hold regular hostel committee meetings to discuss and resolve issues and to regularly communicate about policies, code of conduct, etc.
- f) Take care of the security arrangements in the Hostel
- g) Receive and act upon complaints and suggestions received from students
- h) Any other issues and details that may arise relating to the running of the hostel and student discipline in the hostel.
- i) Coordinate amongst all staff in the Hostel for smooth functioning.

#### **4.28 Deputy Warden (Boys & Girls)**

- a) Assist the Warden in his duties.
- b) Monitor maintenance of discipline of students during study hour, silence hour and during dining.
- c) Admission of students to Hostel and allotment of rooms through lot system.
- d) Encourage homely atmosphere inside the hostel.
- e) Coordinating the activities of the sub-wardens.
- f) Ensuring prompt housekeeping.
- g) Carrying out Health Care and Welfare activities for the inmates.
- h) Implementing the rules and regulations of hostel without discrimination.
- i) Conduct Hostel Representative meeting to discuss relevant issues every month on second Wednesday.
- j) Grant permission to stay inside and to stay outside the hostel campus under justifiable circumstances.
- k) Exercise regulatory measures for defaulting students.

**4.29 Residential Wardens (RW):** Besides the Deputy Chief Warden, there will be three residential wardens, one each for boys and girls hostels. The residential wardens will be on regular rolls of the institute and will also be assisting the CW and DCW in administration of their respective hostel.

- a) In-charge of one wing .
- b) Empowered to sanction leave to student/s under justifiable /convincing reasons.
- c) Helping Deputy Chief Warden in allotment of Hostel rooms and other related issues
- d) Keep track of collection of Mess fee and report defaulters.
- e) Monitor the maintenance of discipline during study hour, silence hour and dining time.
- f) Encourage homely atmosphere inside the hostel.
- g) Carry out Health Care and Welfare activities for the inmates.
- h) Implementing the rules and regulations of hostel without discrimination
- i) Conduct regular meetings of the mess/canteen committee.
- j) Suggest improvement plans for Student welfare, up-gradation of Students' Facilities in hostels and carry out implementation if approved / sanctioned.
- k) Any other responsibility assigned from time to time by management or higher authorities.

#### **4.30 Asst. Warden (Boys & Girls Hostel)**

- a) In-charge of one wing. Helping Deputy Warden in verifying Mess Bills.
- b) Empowered to sanction leave to student/s under justifiable /convincing reasons.
- c) Helping Deputy Chief Warden in allotment of Hostel rooms and other related issues
- d) Monitor the maintenance of discipline during study hour, silence hour and while dining
- e) Encourage homely atmosphere inside the hostel.
- f) Carry out Health Care and Welfare activities for the inmates.
- g) Implement the rules and regulations of hostel without discrimination.
- h) Follow up with the defaulters for compliance of all instruction and rules including payment.

#### **4.31 Supervisor/Manager:**

- a) In-charge of the hostels
- b) Maintaining hostel accounts and records.
- c) Preparation of bills and passing them for payment.
- d) Supervising Carpentry, electrical work in the hostel.
- e) Responsible for Water supply to Hostel
- f) Supervising the dining hall during breakfast, lunch and dinner.
- g) Preparation of mess bill and responsible for monthly reconciliation of mess bill
- h) Supervising the mess workers and sweepers.
- i) Supervising the cleanliness in and around the hostel.

**4.32 Caretakers:** Apart from CW, DCW and RWs, there will be a caretaker attached to each hostel to assist CW/DCW/RW in their routine work. The caretaker will be responsible for daily maintenance of hostels and other tasks assigned from time to time.

- a) In charge of all equipments/tools relating to extra-curricular activities of students and responsible for its proper maintenance.
- b) Assist the CW/DCW in tracking maintenance issues and oversee cleanliness in both mess and canteen.
- c) Accompany CW/DCW in surprise checks to be scheduled by the warden
- d) To report any non-compliance of hostel regulation by students.
- e) To take regular rounds in the hostel, sports area and Gym etc.
- f) To maintain reports/record sheet related to facilities required.
- g) Responsible for proper upkeep of hostel Rooms.
- h) Responsible for monthly reconciliation of Mess Bill, and its announcement on notice boards / individual intimation if necessary.

#### **4.33 Mess Manager (Hostel)**

- a) In-charge of the kitchen store-room
- b) Maintaining hostel accounts, bills and records.
- c) Responsible for purchase of quality food materials at competitive prices.
- d) Responsible for distributing the cooking materials to mess based on student strength.
- e) Procuring bills from supplier and passing them for payment.
- f) Supervising Carpentry, electrical work in the hostel mess.
- g) Responsible for Water supply to mess.
- h) Supervising the dining hall during breakfast, lunch and dinner.
- i) Preparation of regular mess bills to be collected from students.
- j) Supervising the mess workers and sweepers.
- k) Supervising the cleanliness in and around the hostel.

#### **4.34 Mess workers**

- a) Preparing and serving food for the students and staff in the hostel
- b) Maintenance of kitchen equipment
- c) Maintaining cleanliness of the kitchen and dining hall

#### **4.35 Physical Education Director (PED)**

- a) Prepare Budget for every Year-regarding sports activities.
- b) Conducting State Level/University level tournaments if opportunities are offered by relevant authorities. Keep trying to claim stake for conducting such events in the college campus.
- c) Attending Physical Education Directors' Meeting.
- d) Participating in advanced training programmes.
- e) Inculcating a strong sense of discipline in sports amongst students.
- f) Developing inter-personal relationship with various departments, especially with sports talents.
- g) Assess and Select Competent Participants for college team to participate at the intra and inter College level tournaments.
- h) Arranging coaching camps and friendly matches for the Players with players of peer colleges.
- i) To pressurize for mandatory practice for the team players.

#### **4.36 NSS Programme Officer**

- a) Conducting NSS programme as per plan and submitting report

#### **4.37 Training and Placement Officer (TPO)**

- a) Identifying the training needs of students in II, III and IV year by obtaining critical response sheet from them
- b) Identify and arrange for internal/external resource persons according to the need
- c) Arrange for industrial canvass by appropriate students with the help of placement coordinators/HoD
- d) Organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HoDs/alumni
- e) Arrange for Industrial visits and In-plant (while on job) training in consultation with HoDs and obtain brief report with proof for the industrial visit/in-plant training
- f) Organizing interaction with alumni and current students
- g) Organizing and conducting On/Off campus interviews and maintaining records for the placement of students.

#### **4.38 Transport In-Charge**

- a) Sanctioning of leave of absence to drivers
- b) Maintaining personal records and files including maintenance of Leave records of the drivers
- c) Supervision of daily maintenance of vehicles (tinkering, greasing, air check-up etc., )
- d) Verification of diesel bills, workshop bills of vehicles.
- e) Arranging Eye Check-ups periodically (Once in a semester) for drivers

#### **4.39 Functions and Discharge of duties and responsibilities of Teaching staff.**

1. The teaching faculty shall perform the duties & discharge the responsibilities diligently as per guidelines/ norms contained in the AICTE Regulations, Statutes, Ordinances and regulations notified by the VTU as applicable to UG & PG courses offered and also in respect of the Research Activities in the Research Centres. The Principal and the other members of teaching faculty shall carry out the additional duties and functions as may be necessary in the discharge of responsibilities assigned to them from time to time.
2. Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose, one of the Professors is designated as Head of Department to head the Department who is accountable to Principal with regard to running of the Department. All the theoretical & practical and academic work will have to be supervised by the concerned faculty to ensure adherence to time table & syllabi and completion within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc.,
  - a. All members of faculty and HoD are duty bound to bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, internal assessment, acts of indiscipline etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.
3. The HoDs shall be responsible for proper conduct of tutorial, class room lecturers, practical sessions, labs, & workshop of both UG course, PG Programmes. All admissions are done for one year (2 semesters) only. All eligible promoted candidates should take re-admission for the next higher class/semester by paying the prescribed fee and submitting the appropriate application for the relevant year along with the receipt to the HoD/Principal as the case may be. On the basis of fee receipts, the names are included in the attendance register and the student is deemed to have been readmitted.
4. Only upon completion of readmission process, the names shall be entered in the attendance register and such students only shall be allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.
5. The HODs shall organize the seminars, conferences, workshops and other co-curricular and beyond curricular activities relatable to their departments from time to time.
6. Assistant Professors and Associate Professors are responsible for their teaching and practical classes assigned to them. They shall carry out the instructions given to them from time to time. They shall also be responsible for the supervision and management of the laboratories and workshop attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.
7. Assistant Professors shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table. They shall strive hard to improve and upgrade the quality of teaching to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the qualities of leadership. They shall conduct the tests for internal assessment in order to improve the skill and knowledge of the students. They shall diligently maintain the register of internal assessment and attendance register. They shall assist the HoDs to organize the

co-curricular and extra - curricular activities like Seminars, Workshops, Conferences and Symposiums etc.,

8. The Part Time Faculty shall discharge their academic work and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HoD from time to time. They shall be on same footing with the regular faculty members except the conditions of service specifically made applicable to them.
9. All the Faculty members comprising of the Principal, Professor, Associate Professor and Assistant Professor including the Part-time faculty members and adjunct faculty shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities as per the set targets. They shall make themselves available for academics, project, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

#### **4.40 Duties and responsibilities of Non-teaching staff in the Department of Studies**

- 1) The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.
- 2) The Laboratory Technicians, Lab Assistants and Lab In-Charge are responsible for the laboratories and workshop.
  - (1) They shall accommodate the various branches for smooth conduct of practical.
  - (2) They shall co –operate with the staff of the other department or branches in the conduct of practical smoothly.
  - (3) They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc., and ensure that all machineries, equipmentsetc are kept all the time workable.
  - (4) They shall regularly inspect and take up repairs and maintenance and replacement on time so that the practical classes are smoothly conducted.

## **Chapter 5**

# **Leave Provisions and Rules**

### **5.1 Holidays**

- 1) The Institution shall have right to declare holidays to be observed during a calendar year before the commencement of respective calendar year. However, the Institution reserves the right to change, alter or cancel any of the declared holidays under exceptional circumstances.
- 2) All employees are required to work for a minimum of 6 days a week and 7 hours a day unless notified otherwise.
- 3) Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- 4) All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work. They shall not be entitled to any extra remuneration for such work except compensatory 'time off' at the discretion and convenience of the institution. Such compensatory 'time –off' can not be claimed as a matter of right.
- 5) The Institution reserves the right to declare any day as holiday without any previous intimation to employees but without affecting the quantum of declared holidays. Such special holidays shall be compensated by working for extended hours or on public holidays.
- 6) Every employee may be required to work on a weekly off or other holiday depending upon the nature and exigencies of work (the decision of the Institution i.e Registrar, Principal, or such other competent officer shall be final and binding) and the employee so required shall have a substituted holiday, to be availed within a period of one month, subject to applicable guidelines.
- 7) The above mentioned holidays along with the change effected from time to time shall be notified on the notice board of the Institution from time to time. The notification on the notice board as mentioned above shall be considered to be sufficient notice to all the employees.
- 8) If the festival holidays fall during the period of strike or lockout, the employees shall not be entitled to the benefits of the festival holidays. The entire period of strike or consequent lockout shall be treated as unauthorized absence and dealt with accordingly.
- 9) Weekly holidays shall be as prescribed by the management of the Institution, subject to applicable notification from VTU guidelines.

### **5.2 Leave Provisions**

The following general principles shall govern the grant of leave to the employees: -

- 1) No leave can be claimed as a matter of right. Leave may be granted after considering the exigencies of work/service if any. The leave sanctioning authority has the discretion to review, reduce the days sanctioned or revoke the sanction of leave at any time according to the exigencies of service.

- 2) Except in an emergency, earned leave or special causal leave or any other leave for long period must be avoided. All such applications should be submitted through proper channel in the prescribed form at least two weeks in advance.
- 3) Leave can be availed only after it has been sanctioned by a competent authority except under emergency situation. But, intimation should be made at the earliest thru quickest means.
- 4) Leave (Maternity Leave, Leave without pay etc.) shall be granted in accordance with the leave rules in force at the time of sanction.
- 5) Depending upon the exigencies of service; the competent authority, may refuse, postpone, revoke or reduce leave of any description, recall any member of staff cutting short the period of leave sanctioned. Non-compliance of such 'recall' order shall amount to indiscipline, except under medical grounds where such request is supported by documentary proof/evidence to the satisfaction of the Management.
- 6) An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- 7) Except in the case of casual leave, it shall be obligatory for every employee to furnish, to the leave sanctioning authority, the address during the period of leave with telephone number and email ID if any before proceeding on leave.
- 8) If an employee who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance at least 3 days in advance so as to enable the office to process the application and communicate the decision to the employee before the expiry of the already sanctioned leave.
- 9) No leave of absence or extension of leave shall be deemed to have been granted or extended, unless it is sanctioned/approved and communicated to the employee concerned.
- 10) Over-stay of the sanctioned leave shall be treated as unauthorized absence and treated as misconduct.
- 11) The employees applying for leave on medical grounds shall produce medical certificate from a competent doctor as stipulated by Management.
  - a. If the medical certificate issued leads to suspicion as to its genuineness, especially that of a private doctor, Management may initiate scrutiny and inquiry proceedings or adopt any other methods which it deems fit to unearth the truth. It may constitute a separate inquiry board for the purpose.
  - b. The Medical Board is empowered to make appropriate enquiries and Medical examination of the employees before giving its recommendations. The findings of inquiry with the recommendation shall be placed before the management by the board for appropriate decision
  - c. Based on the outcome of inquiry, either leave shall be granted, if Management is satisfied fully with regard to the reason put forth by the employee or may initiate appropriate action if the findings of the board is to the contrary.
  - d. An employee not submitting himself for medical examination shall be liable for disciplinary action.
  - e. An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty. The Management may also refer him to appear before the Medical Board constituted by it to satisfy itself before sanctioning / approving.



## 5.3 Leave Types

The employees are entitled to the following types of leave.

- 1) Casual leave
- 2) Special Casual leave
- 3) Earned leave
- 4) Maternity/Paternity leave
- 5) Extraordinary leave
- 6) Restricted Holiday

### 5.3.1 Casual Leave:

- a) A Permanent employee shall be entitled to **12** days of casual leave during the calendar year. Other employee or any employee appointed during the course of the year shall be entitled to casual leave on pro rata basis.
- b) Casual leave cannot be combined with any other leave.
- c) Entitlement of casual leave is to help meeting unforeseen & emergent situations and hence prior sanction is not insisted. Casual leave is granted for a maximum period of **3** days at a stretch.
- d) Public holidays declared by the Institution and weekly holidays can be prefixed or suffixed to casual leave subject to the condition that the total period shall not exceed **3** days at a stretch.
- e) Ordinarily, prior permission of the competent authority has to be obtained before taking such leave. In case of inability to take prior permission, the concerned staff member should intimate the HoD / or the appropriate authority as early as possible through quickest means of communication followed with a written confirmation with reasons for absence from work and the probable duration of such absence.

### 5.3.2 Special Casual Leave/ Sabbatical Leave

- a) Special Casual Leave not exceeding **12** days in a calendar year may be granted to the faculty members of the Institution, at the discretion of the Board of Management, for the following purposes:
- b) Eligibility
  - ✓ To attend professional conferences /workshops /seminars /symposia
  - ✓ To attend examination related duties in other Sister Institutions, Universities and Professional Institutions not exceeding **6** days in a calendar year.
  - ✓ To attend outstation inspection duties and any other work assigned by the Regulatory and Accreditation Authority / bodies.
  - ✓ To attend any other academic activities
- c) Any faculty / official who desires to avail the above said leave shall apply in writing along with documentary evidence and obtain prior approval from the sanctioning authority before proceeding on leave.
- d) On completion, the details of the Conference / Workshop / Seminar / Symposium along with 'certificate of attendance' shall be submitted to the Approving Authority for recording in the personal file of the employee.

- e) Any faculty member intending to attend outstation inspections and other work assigned by the Regulatory/Accrediting bodies shall submit copies of the invitation/letter from such bodies to the Approving Authority before proceeding on leave.
- f) Leave to attend work related to Higher Studies shall be restricted to his / her area of Specialization and with justifications to the satisfaction of the approving authority.
- g) Special casual leave cannot be accumulated.
- h) Special casual leave may be combined with other forms of leave with prior approval of competent authority. However, such leave cannot exceed the duration of special casual leave itself.
- i) Apart from the above, all the permanent teaching/non-teaching employees may be granted special casual leave on the following grounds:
  - ✓ To undergo sterilization operation (vasectomy or salpingectomy) under family welfare Programme not exceeding **6** days including intervening weekly off & holidays.
  - ✓ To a female employee, to undergo non-puerperal sterilization not exceeding **10** days including intervening Sundays & holidays.
  - ✓ To a male employee if his wife undergoes non-puerperal operation not exceeding **6** days including intervening Sundays & holidays.

### **5.3.3 Earned Leave**

- a) Vocational Staff shall not be entitled to any earned leave, generally.
  - b) Employees, who are employed post-superannuation, shall be eligible for **10** days of earned leave in a year upto the age of 65 years. The employees, who are above 65 years are not entitled to any earned leave.
- 1) For **Teaching Staff**
- a) Teaching staff who works in 'non-vacation department' shall be entitled to **10** days earned leave in a calendar year. Every such employee shall be entitled to 10 days of earned leave for every completed year of service from the date of joining. Leave accrues only on completion of a satisfactory service of 12 months. Subsequent entitlement of earned leave shall be in proportion to the length of service calculated on monthly basis.
  - b) Those Teaching staff who work in 'vacation department' shall not be entitled to earned leave in a calendar year.
  - c) The leave account of every employee shall be credited with earned leave in advance in two installments or 5 days each on 1<sup>st</sup> of January, and 1<sup>st</sup> of July, every year.
  - d) Earned leave cannot be accumulated
  - e) Earned Leave can be sanctioned for a minimum period of **5** days and a maximum period of **10** days. Per semester comprising of six months, an employee can avail maximum of **5** days of earned leave. However, under special circumstances, Management is empowered to sanction earned leave upto a maximum period of 10 days at a stretch. But, salary for the period of

earned leave availed shall be released after reporting back to duty. Application in the prescribed form shall be submitted to the appropriate authority through proper channel at least 10 days in advance. Alternate arrangements shall be made before proceeding on leave by handing over charges to the next person In-charge. He shall take back the charge on reporting back to duty.

- f) Earned leave cannot be availed 2 months before retirement/superannuation or during the 'notice period' in the case of resignation.

2) For **Non - Teaching Staff**

- c) Employees in the non-teaching staff category working in the 'non-vacation' department are eligible for **12 days earned leave** in a calendar year which shall be credited in advance in two installments of **6** days each on first January and first July of every year.
- d) In respect of those employees who join during the middle of the calendar year, earned leave shall be credited at the rate of one day for every completed calendar month of service in the half year in which he / she joins the service, subject to a maximum of 6 days during the relevant half year.
- e) The credit of earned leave for the half year in which an employee is due to retire or resigns from service shall be accorded at the rate of one and a half days for each-calendar month of service up to the date of retirement or resignation, subject to a maximum of 6 days.
- f) When an employee is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of one day for each completed calendar month of service up to end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.
- g) If an employee has taken any extraordinary leave in a half year, the credit to be afforded to his/her earned leave account at the commencement of the next half year shall be reduced by one tenth or to the extent of such extraordinary leave subject to a maximum of 6 days.
- h) While according credit of earned leave, fraction of a day shall be rounded off to the nearest day.
  - i. The maximum earned leave that may be granted at a time shall be 5 days generally.
- i) Earned Leave cannot be accumulated.
- j) Earned leave cannot be availed 2 months before retirement/superannuation or during the notice period required to be served by the employee on resignation.

**5.3.4 Maternity Leave & Paternity Leave:**

- a) Maternity leave and benefits shall be in accordance with the Maternity Benefits Act, 1961 or such other applicable law, as the case may be.

- b) All women employees, irrespective of the cadre, and appointed on a regular basis on a time scale, including probationers, who have put in at least one year of regular service, are eligible for **135** days Maternity leave on full pay, and only for the first two pregnancies, and limited to the two children after one year of service. This leave is not debited to any leave account.
- c) Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this nature of leave to a woman employee, in her career is not more than six weeks and the application for leave shall be accompanied by a Medical Certificate from a registered Medical Practitioner.
- d) Payment to the employee, granted for maternity leave, will be at the rate of pay last drawn before proceeding on leave.
- e) Maternity leave, combined with earned leave, half pay leave or extraordinary leave or any other admissible leave may be granted, supported by a Medical Certificate.
- f) Paternity leave of **5** days (at one stretch) may be given to a male employee with less than two surviving children during the confinement of his wife.
- g) Paternity leave will not be debited to leave account. Leave salary will be the pay drawn immediately before proceeding on leave.
- h) Paternity leave may be combined with any other kind of leave, except casual leave. It cannot be encashed.

#### **5.3.5 Extra-ordinary Leave for Teaching Staff (Leave Without Pay):**

- a) Faculty may be granted Extra-ordinary leave for academic career advancement/enhancement at the discretion of the Management. Sanction of Extra-ordinary Leave may be considered on the following grounds also.
  - (i) On medical grounds, when there is no other type of leave at his credit.
  - (ii) For higher studies beyond PG for Skill enhancement on mutual agreement
  - (iii) Initially sanction of extra ordinary leave shall be not exceeding one year but extendable up to a maximum of two years during the entire period of service, provided he/she has rendered a minimum of 10 years of continuous service in this Institution.
- b) During the extraordinary leave, the employee shall not take up any employment, etc., except with the prior written permission of the Management. He may also be required to execute employment bond or service contract as required by the Institution before availing such extra-ordinary leave. Such leave period will not be considered for any employment benefits, except for the payment of gratuity and other terminal benefits, unless otherwise approved by the Management.
- c) The employee shall not be entitled to get any pay or allowances or such other financial benefit for such period of leave.
- d) The said extra ordinary leave shall not count for the purpose of reckoning the period of leave for the grant of increments as also for reckoning the period of satisfactory service for grant of promotion.

### **5.3.6 Leave for Employees on Fixed Term Contract (FTC)**

- a) An employee on fixed term contract shall be entitled only for casual leave and compensatory leave during the contract period.
- b) Such an employee on Fixed Term Contract needs to avail casual leave before the expiry of his period of contract. But, if contract is renewed for further term, he is permitted to carry forward the 'Leave balance' to the extended term.

### **5.3.7 Leave for Temporary Employees**

- a) Temporary employees engaged on time scale of pay for a period exceeding one year will be entitled to leave on the same terms and conditions as the permanent staff of the Institution. However, an employee appointed temporarily on daily wages, he/she shall earn one day casual leave on completion of one month's service.
- b) Employees engaged on consolidated pay for period exceeding six months will be eligible for 'leave' of 6 days for every six months' service.

### **5.3.8 Leave for Employees on Post Retirement Engagement**

Any employee appointed as per the terms of post retirement engagement policy of the Institution is entitled for the following leave during the period of service.

#### **a) Paid Leave - 6 days per year.**

- He is eligible for 6 days of paid leave in a contractual year.
- Leave is credited at the beginning of the contract period. However, in case of termination of contract before the due date under whatever reasons, the salary for the excess leave availed if any becomes recoverable.
- Encashment of un-availed leave is not permitted.
- The salary for the leave period shall be released only after reporting back to duty after availing leave.

**b) Special Casual leave** - The Special Casual Leave may be allowed selectively at the discretion of the Management, which shall not exceed 10 days per year (applicable only to faculty members)

**5.3.9 Restricted Holiday**

Permanent employee shall be entitled to avail 2 days of restricted holidays during the calendar year

**5.3.10 Miscellaneous - Leave Provision**

- a) No leave other than casual leave shall be granted to an employee who has given notice of resignation which is under consideration.
- b) An employee who has been given notice of termination of his services by the management may be permitted to avail whatever leave he is entitled to, subject to the condition that such leave (except Earned Leave) shall be restricted to the period of notice except the day of relieving. In case if the management feels that his/her presence is harmful to the institution, it may consider relieving immediately with cash compensation for such outstanding leave. If termination is due to indiscipline/moral turpitude, he/she stands ineligible to claim benefit of outstanding Leave.
- c) When an employee is under unauthorized absence and that such absence is preceded or succeeded with Public Holiday, the entire period of absence including preceding and succeeding public holidays are treated as unauthorized absence without salary/pay.

## Chapter 6

### Performance Appraisals of Employees

- 1) The Management shall conduct appraisal of the performance of every employee annually or periodically and /or as and when required as per the management policy and maintain the performance records of all the employees under the custody of Head of Institution(s) or an authorized officer appointed by the Institution.
- 2) The performance of every teaching employee of the institution may be appraised at the end of Academic Year and for Non-teaching employees, the appraisal may be done at the end of financial year. This shall be done by an authority immediately next above in hierarchy or the section/department head and reviewed by the Head of Institution (Management).
- 3) The Performance appraisal for Teaching Staff shall be completed within 60 days from the end of the Academic Year and for Non-Teaching Staff, within 60 days from the end of the Financial Year.
- 4) This performance report containing the performance appraisal ratings shall be one of the important parameters for deciding the annual increments, performance incentives, promotion, demotion, up gradation or for deciding suitability to a particular position or job as determined by the management.
- 5) The report of Performance Appraisal and appraisal documents are confidential in nature and the same may be disclosed in the event of circumstantial necessity connected with administration.
- 6) Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to conduct research and innovate for their self-career advancement, keep abreast with changes in technology, and develop expertise for effective implementation of curriculum. They are also expected to provide services and solutions to the industry and society for finding solution to the real life problems in industry/society. Another role relates to the sharing administrative responsibilities and co-operate with other members of Faculty, HODs and the Principal. An effective performance appraisal system for faculty is vital for keeping the staff alert and active leading to optimizing the contribution of individual faculty to cumulative institutional performance. The academic, administrative, curricular and extra-curricular activities carried out by the faculty of the institution are assessed by internal committee as well as by external academicians and peers (NBA, NAAC, LIC) as their observation and valuable suggestions boost the confidence of the faculty members and set them on the right path. The Institution has adopted the policy to carry out stringent quality assessment. Hence, the SJCIT Academic Performance Evaluation Committee (SJCIT-APEC) was constituted and assigned the task of assessing the performance of academic activities of the institute and give valuable suggestions required to achieve remarkable academic standards in the competitive educational environment. Initially, the APEC focused on improving teaching-learning process of each of the members of faculty which shall be followed with assessment of academic departments as a whole. The National Assessment and Accreditation Council (NAAC) has evolved certain benchmarks for ascertaining and ensuring the quality at different levels of Higher Education viz. Internal Quality Assurance Cell (IQAC) which identifies the benchmarks required for achieving

the required quality. To sum up, SJCIT- APEC is playing predominant role in improving the quality of academic and administrative activities of the Institution to a higher level.

- 7) The institution evaluates teachers at four levels : Self-appraisal, HoD/Principal assessment, Students' feedback, and IQAC evaluation (APEC) based on teaching, research, involvement in projects and participation in developmental activities. All these activities fetch due weightage to contribute towards better appraisal.
  - a) **Self-Appraisal:** A structured self-appraisal form is made available to each faculty member wherein he/she gives the details of his/her performance and participation in all the activities (higher studies pursued by the faculty, papers published, guidance given to the students in the co-curricular and extra-curricular activities ) assigned to him/her by the department /college during that academic year.
  - b) **HoD/Principal Assessment:** The concerned HoD/Principal gives their remarks on the performance of the faculty member during that academic year.
  - c) **Students' feedback:** A well-defined online appraisal system is in place to assess and analyze the performance of the Faculty. Semester/subject wise feedback is obtained from each student of a class through Online Teachers Appraisal System (dhi S/W) is to evaluate classroom delivery, subject knowledge and other abilities of the faculty member in respect of academic activities against TEN parameters on a scale of 1 to 4.
  - d) **IQAC evaluation (APEC) :** Based on the appraisals and performance in academic audit process, IQAC considers or otherwise of granting annual increment, promotion/regularization, movement of AGP etc.
- 8) The HoD and designated senior professors, at regular intervals take feedback from the students about the coverage of portion, problems if any, faced in understanding the subject, requirement of analytical teaching/ revision of certain topics, etc. Also, there are several committees formed in the institution headed by Professors. Some of these committees are the IQAC, First Year Common Cycle Groups - Physics Cycle & Chemistry Cycle headed by respective HoDs, higher semester Subject Expert Groups Working with Subject lead, LIC of VTU, etc. These committees are primarily entrusted with the responsibility of monitoring and evaluating the academic activities, requirement of infrastructure and laboratory equipments of the departments. These committees periodically check: Course files of each course which reveals the quality of teaching content and Methods adopted for teaching the course; Coverage of syllabus content and adherence to the schedules. The committee also inspects the teaching Methodology followed by the faculty, including verification of the attendance, work diary, student list, lesson plan, question papers (also model question papers), mapping of the course objectives with the program outcomes and any other details. Major emphasis is placed on the student appraisal. Dhi S/W - the student feedback system at SJCIT is fairly robust and unfolds the teaching capability of faculty. The ten questions to be answered by the students regarding the teaching – learning for every subject being studied by themis/are quite exhaustive and help the IQAC and HoD in the evaluation process.
- 9) Academic Performance Evaluation process is conducted to bring quality in our teaching-learning process and also considered for awarding annual increment, promotion, regularization of services etc., The purpose of the APEC is to evaluate the performance of the faculty and appreciate their achievements and give suggestions for further



improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities. After interacting with the faculty, the committee would give valuable suggestions on the following points.

- a) Availability of Lecture notes/materials. Efforts taken for curricular and co-curricular development
- b) Teaching quality – board work, presentation, subject knowledge, applications, providing additional / extra information on every concept, Strengths, Weaknesses. Opportunities and Challenges of the faculty etc.
- c) Research work and publications of papers and patents, Remedial classes, Bridge courses
- d) Skill development and personality development, Evaluation Methods adopted for internal and external examinations, Future plans
- e) SWOC (Strengths, Weaknesses. Opportunities and Challenges) analysis

**10) Documents to be presented:**

- a) **Personal File** – Latest Resume, Appointment order, Increment notes, Memos, Copy of Marks sheets, Degree certificates, Salary slip, IT returns, Certificates of appreciation, FDP/Conference certificates, Awards/Recognitions etc.,
- b) **Academic File** - Calendar of events, Faculty Time Table, Students List, Students Batch List ( for practical courses, projects& elective courses), Minutes of course/class committees' meetings, Academic Diary, Appraisals, VTU related orders, Attendance registers, list of students' who have attendance shortage, Consolidated statement of marks of internal tests, Remedial/Bridge classes, Result Analysis, question paper and scheme of evaluation for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> internal tests, all assignments given, Make-up / Re-Test given (if any) etc., Previous Year University question papers, Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given, sample tutorial sheets, quiz or any other assessment done, all answer sheets of Make-up / Re-Test given (if any)
- c) **Course File** – syllabus, lesson plan, question bank, assignments/tutorials, quiz questions, notes/materials, PPTs, videos, internal test question papers, scheme of evaluation
- d) Project (Mini project/Design project/Final semester project) progress review reports
- e) Mapping of Course outcome and Programme outcomes (POs)
- f) Industrial relevance of the course, if any
- g) All the blue books, text books/reference books

**11) Interviews for the Faculty**

- a) The Internal Quality Assurance Cell (IQAC) consisting of the Principal, Coordinator and HoDs is constantly engaged in improving the quality through an ongoing process of identifying the areas requiring improvement, analyzing the various outcomes based on statistics/data, modifying the policies for boosting motivation and morale to achieve high standards.

- b) The members of Internal Quality Assurance Cell (IQAC) conduct interview for faculty members and ascertain the innate quality and aptitude and sincere intention to improve.
- c) Interviews are conducted for confirming and granting/fixing the pay scale (regularization), annual increment, awarding three non-cumulative increments for completion of PhD and promotions.
- d) Self-appraisal form by staff member will be filled up. It has details related to subjects and lab handled in the preceding year, the results in the subjects taught, the feedback percentage, the workshops attended, funded projects awarded etc. are to be filled. In the case of interview related to release of non-**cumulative** increments, the staff has to submit application attached with PDC of the PhD.
- e) Normally, interview/s is/are scheduled in the month in which increment/promotion/regularization is/are due. In the case of award of non-cumulative increments, interviews are scheduled after the submission of PDC of Ph.D.
- f) During the interview, the staff has to present slides consisting of details related to subjects and labs handled, projects guided, contents covered beyond syllabus, research work, valuation work, any other work of University carried out, students' feedback, SWOC analysis etc.
- g) The interview panel goes through minute details starting from subject delivery and knowledge, research, lesson plans, notes, evaluation of blue-books etc. and seek clarification or detailed submission on subjects, research and project work to extricate information.
- h) If there are any shortcomings the staff members are suggested suitably to improve quality under above said parameters.
- i) Finally, the performance evaluation sheet is to be filled with utmost care and the result of the interview will be written in the same sheet. The result directly points the action taken and it will be one of the three of the following:
  - i. Eligible for increment/scale/promotion
  - ii. Deferred for 3 months, in the case of minor shortcomings
  - iii. Deferred for 6/12 months, in the case of major shortcomings in the interview performance.

## 6.1 Academic Performance Evaluation

The process of Academic Performance Evaluation intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified Engineers/Researchers pass out from our Institution which is affiliated to the VTU. For proper functioning of academic activities in our institution and to quantify the efforts dispensed by the faculty and students, some assessment parameters have been designed. These include the assessment of course delivery as per the curriculum and syllabus of VTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

Analytically speaking this document is envisioned to elaborate the process of 'academic Performance Evaluation', which can help pour institution / faculty/student for success in the Engineering/Management Education. It encompasses the process of internal and external evaluation of courses, major/miniprojects, seminars, delivery of courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees.

## 6.2 Objectives of Academic Performance Evaluation

- (i) To ensure academic accountability.
- (ii) To define quality of each component of the functionalities and to ensure quality of technical and management education throughout the system.
- (iii) To safeguard functionalities of technical and management education.
- (iv) To define and inculcate effectiveness in teaching-learning process and to devise methodology to confirm maximum output from faculty members as well as students.

## 6.3 Course Delivery

The B.E/M.Tech/MB A Programs are administered as a combination of Theory and Practical courses, seminars, miniprojects and projects related to the area of specialization. There are some courses for B.E program which are aimed as a link between society and themselves through NSS/Physical Education activities.

### 6.3.1 Lecture Based Courses

The faculty shall introduce the course (pre-requisite, learning objectives and outcome of the course) briefly, on the first day of instruction so as to give an idea of what the course can impart to the students and its importance and relation to the area of specialization. The course/lesson plan shall be entered in the course diary which would come as part of the course file. The faculty shall try their best to stick to the course plan. The process will be monitored by the Internal monitoring

committee(IMC) at department level. Based on the performance of the students in the internal tests, remedial measures in the form of extra classes/remedial classes shall be conducted.

### **Internal Evaluation**

#### **TUTORIALS/ASSIGNMENTS/MINI PROJECTS**

- Ensure quantum and quality of assignments/tutorials/Mini -project/**CLASS TESTS**
- Ensure equality of question papers; quality of evaluation/ correction; Uniform distribution of questions from the portions covered as per the course plan. Three tests of one and a half hour
- Duration are mandatory.

#### **AWARDING OF SESSIONAL MARKS**

- Based on the performance of students in class test and assignments, sessional marks shall be awarded as per VTU Regulations.

### **6.3.2 Practical Courses**

Practical Instruction manual shall be prepared with respect to theory, procedure, flowcharts, equations, tables, model graphs, expected results to be obtained. It will be subject to revision based on changes in the course content.

The first session of class shall be meant for introduction to the lab, brief explanation of pre-requisite, learning objectives and outcome, rules and regulations of the lab, cycle of experiments, the expected student attitude and responsibility towards completion of experiments, the experience they gain at the end of the lab and division of student batches.

The students shall be instructed to come prepared for the practical classes, after going through the theoretical and practical aspects of the experiment; along with lab record, graph paper, drawing instrument etc. The student has to complete the experiment, perform necessary calculations/programmes/ graphs plotting, inferring the result etc. and submit the lab records for getting endorsed by the faculty in charge in the class itself. A viva (1 to 5 questions) on the day's experiments shall be conducted along with the endorsement of the faculty to assess the performance of the student. Marks are to be awarded for lab records/output and viva in each practical class, which shall be added up to award internal assessment marks. Conduct of minimum number of experiments as specified in the syllabus is mandatory.

After all the practical classes are over, practical tests shall be conducted by the faculty.

### **6.3.3 Projects**

**B.E** - Identification of students' batches (with maximum of 4 students in a batch), broad areas of projects, guides etc. shall be completed within one week after the commencement of the classes for 7<sup>th</sup> and 8<sup>th</sup> semesters. The attendance of the student in the institution/the external workplaces shall be maintained by the internal/external supervisor. The day-to-day activities of the students shall be endorsed weekly. Project evaluation shall be done in two phases— Mid-term and end of term. The presentation using ICT in limited slides giving salient points on problem definition, literature survey/review, methodology, design & fabrication, computational analysis, statistical

analysis, results, discussion, conclusions and bibliography is mandatory for evaluation. Evaluation shall be based on the above factors. Conference paper/journal paper based on projects shall be given added credits. Interdisciplinary projects shall be encouraged. Evaluation scheme for final semester project is as per VTU.

**M.Tech**-Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. VTU ORDINANCES for M.Tech project evaluation procedure have to be followed.

#### 6.3.4 Seminar

**Presentation**-seminar on a topic of current relevance/emerging trends related to the discipline with prior approval of faculty shall be presented. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. The seminar report shall be prepared in the specific format as specified by the Institution. Evaluation shall be based on the style of presentation, technical context, adequacy of reference, depth of knowledge and overall quality. Distribution of marks shall be as follows.

Marks for the report	: 30%
Presentation	: 40%
Ability to answer questions on the topic	: 30%

#### 6.3.5 Design Project/Practicing projects (for B.E programme)

Each student or a group of students has to take up a design project. The project topic could be arrived at, in consultation with a faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

#### 6.4 Co-Curricular Activities and Extra Curricular Activities

Encourage the extra-curricular and co-curricular activities of the students like, participation in the activities of Department Associations, Professional bodies, functions organized and coordinated by the institution etc. Conduct programmes/lectures that are beneficial to the students for the development of Professionalism.

#### 6.5 Discipline & Academic Ambience

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest.

Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

1. College Discipline
2. Academic Audit

3. CareerGuidance and Training &PlacementUnit
4. Industry–Institute–Interaction Cell
5. Research&ConsultancyCell
6. CentralComputingFacility
7. Librarycommittee
8. CommunityServiceCell/NSS
9. Professionalbodies
10. Department Clubs
11. Students’ Grievances redressalCommittee
12. Students’ WelfareCommittee
13. Anti-raggingsquadandAnti-raggingcommittee
14. Hostelcommittee
15. Bus/Transportationcommittee
16. Sportscommittee
17. Women’sforum
18. StaffWelfareCommittee
19. Canteencommittee
20. AlumniAssociation
21. EDC

## **6.6 DutiesandResponsibilitiesofFacultyMembers**

1. AcademicActivities
2. Research&Consultancy
3. Administration
4. ExtensionActivities attendant with institution functioning.

### **6.6.1 AcademicActivities**

- Classroominstruction
- LaboratoryInstruction
- Curriculumdevelopment
- Developinglearningresourcematerialandlaboratorydevelopment
- Students’assessment&evaluationincludingexaminationworkofuniversity
- Organizationofco-curricular&extra-curricularactivities
- Student guidance&counseling
- ContinuingEducationactivities
- Knowledge updating - Expanding knowledge thru research, dissemination throughbooks, seminars,publications
- Career Advancement activities throughupgradingqualification,experienceand professional activities.

### 6.6.2 Research & Consultancy

- Research & Development activities and research guidance
- Sponsored Projects
- Consultancy & Testing Services
- Promotion of Industry Institution interaction and R&D.

### 6.6.3 Administration

- Academic and Administrative Management of the Institution viz. Policy planning, implementing, monitoring & evaluation and promotional activities (departmental & institutional level),
- Design and development of new programmes
- Preparation of Project proposals for funding areas of R&D work, lab development, modernization etc.
- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning activities (Regional/State/National/International levels),
- Helping mobilization of resources of the Institution
- Staff development activities
- Maintain accountability, conduct performance appraisal.

### 6.6.4 Extension Activities

- Interaction with industry & society
- Participation in community services
- Providing R&D support and consultancy services to industry and other user agencies
- Promotion of entrepreneurship and job creation
- Dissemination of knowledge
- Providing technical support in areas of social relevance

## 6.7 Class/Course Committees

**Class Committee** for a B.E/M.Tech class shall comprise of a senior faculty who does not handle any course for the class as Chairman, faculty Advisor of the class and all the faculty members engaging different courses of the class and 2 student representatives from the class – one at a comparatively high academic level and the other at an average level. The faculty advisor concerned shall be the Convener of this committee.

**Course Committee** – In the case of common courses for B.E (such as Mathematics, Physics, Chemistry etc.) a course committee has to be constituted by the Principal for each course. The chairman shall be a senior faculty member not offering the course. All faculty members handling the course for various classes and 4 student representatives from different classes/sections shall be members.

### Functions

The course committees and class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and third after the first and the second internal tests respectively. These committees shall monitor the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standards of internal tests and evaluation process. These committees will also address the difficulties faced by students and will take suitable remedial actions, if required. At the end of the semester, the committee should meet with the student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

## 6.8 Functioning of the Academic Performance Evaluation System

### 6.8.1 Documents to be Produced For Audit

Each department of the institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available as and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses)
4. Minutes of course/class committees
5. Academic Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Book
8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review reports
13. Register of internal evaluation marks
14. Student Activities Log Book (for B.E programme only)



- 15.Details of covering the contents beyond syllabus
- 16.RegisterofRemedial/Bridge/LanguageLabclasses
- 17.MinutesofDiscipline,AcademicandStudentWelfareCommittees
- 18.Consolidatedsemestergrades ofstudents
- 19.ResultAnalysis

## **6.9 Academic DiaryandCourseFile**

### **6.9.1AcademicDiary**

Anacademicdiaryistobemaintainedbyeachstaffofthedepartment.AcademicDiarybecomesapartofthecoursefile

#### **6.9.1.1AcademicDiaryforLectureBasedCourses**

Itshallcontain

- TimeScheduleofclasses
- Syllabus
- Courseplan
- Calendar of events
- Detailsofassignments,tutorials
- Attendanceofstudents
- Marks awarded orassignments,internalexamsetc.
- Internalevaluationmarks
- Topicscoveredandmodeofinstructionineachclass
- Extraclassesengaged
- Learningmaterialsprovided

#### **6.9.1.2AcademicDiaryforPracticalCourses**

Itshallcontaindetailssuchas

- TimeScheduleofclass
- Syllabus
- CoursePlan
- AttendanceofStudents
- PracticalEvaluationSheet
- Marksforclassviva
- MarksforFinaltest
- InternalEvaluationmarks

### 6.9.1.3 Academic Diary for Seminar/Projects

It shall contain

- Time Schedule of class
- Attendance of students
- Seminar/Project presentation details
- Seminar/Project Topic, (Name of student who presented, Time slot, Seminar/Project evaluation details)

### 6.9.2 Course File

**6.9.2.1 Course file for Lecture based courses:** One course file each for each theory course is to be maintained in the Department/faculty for each semester. The Course file shall contain the following documents:

- 1) Course diaries of all faculty who have engaged the course
- 2) Question paper and scheme of evaluation for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> internal exams, all assignments given, Make-up/Re-Test given (if any) etc..
- 3) Previous Year University question papers,
- 4) Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given,
- 5) Sample tutorial sheets, quiz or any other assessment done
- 6) All answer sheets of Make-up/ Re-Test given (if any)
- 7) Mapping of Course outcome and Programme Outcomes (POs) & PSOs
- 8) Attainment Sheet of CO-PO and CO-PSO
- 9) Industrial relevance of the course, if any

**6.9.2.2 Course File for Practical courses:** One course file each for each Practical course has to be maintained in the Department for each semester. Course files shall contain the following documents:

- 1) Course Diary of all batches
- 2) Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any) etc.,
- 3) Sample answer sheets (at least one excellent, one good and one marginal pass for Lab internal exam)
- 4) Mapping of Course outcome and Programme outcomes (POs) and PSOs
- 5) Industrial relevance of the course, if any

### 6.9.2.3 Course File for Seminar/Projects

It shall contain (i) Course Diary (ii) Consolidated List of Seminar/Project topics with PO mapping and industrial relevance, if any

## 6.10 Feedback System

A standard feedback questionnaire is collected from the students every semester-end course wise.

- Feedback mechanism is a well-organized system in the college.
- The system of feedback collection is online and automated
- The feedback is quantified and has 10 parameters
  1. **Effective Communication and Clarity in Explanation**
    - Very Effective and Clear
    - Effective and Understandable
    - Moderately effective and Reasonably clear
    - Ineffective and not clear
  2. **Preparedness and Depth of Subject Knowledge (Relevant Practical Applications wherever applicable)**
    - In-depth
    - Adequate
    - Moderate
    - Inadequate
  3. **Time Management ( effective use of the class hour and timely coverage of syllabus)**
    - Complete Utilization and Adequate Coverage
    - Complete Utilization and Satisfactory Coverage
    - Partial Utilization and Unsatisfactory Coverage
    - Partial Utilization and Under Coverage
  4. **Enforcement of Discipline in the Class**
    - Excellent Control
    - Good Control
    - Moderate Control
    - Poor Control
  5. **Invites Questions and Encourage Thinking (Class Motivation towards Enhanced Learning)**
    - Most of the time
    - Occasionally
    - Rarely
    - Never
  6. **Provide discussions on Problems, Programs, Assignments , quiz, case studies /situation analysis, Exam questions and Illustrations**
    - Most of the time
    - Occasionally
    - Rarely
    - Never
  7. **Availability, Accessibility and Approachability for clarifications outside the Class**
    - Most of the time
    - Occasionally
    - Rarely
    - Never
  8. **Study materials such as Lecture notes, handouts, ppts, etc.,**
    - Very Useful
    - Useful

- Satisfactory
- Less Useful

**9. Coverage of Syllabus**

- Well Covered
- Adequately Covered
- Moderately Covered
- Poorly Covered

**10. Evaluation of Tests/Assignments with suggestions for Improvement**

- Very Fair
- Fair
- Satisfactory
- Unfair

**6.11 Assessment**

- **Each Factor/Point is on a grade of 4. All Factors/ points have equal weight age**
  - **4 is highest and 1 is lowest (Excellent, Good, Fair, Poor)**
  - **$10 \text{ points} * 4 = 40 * 2.5 = 100$**
- **Final Grading**
  - **85 and above : Excellent**
  - **Between 81 and 84 : Very Good**
  - **Between 71 and 80 : Good**
  - **Between 61 and 70 : Average**
  - **Between 51 and 60 : Satisfactory**
  - **50 and Below : Poor**
- Each parameter discussed with faculty members to help them improve
- All the parameters mentioned in the feedback form will be analyzed in two levels  
1st level: Average of one parameter with respect to teachers is calculated.  
2nd level: Average of averages of the parameters is calculated.
- Ability of teaching with respect to each syllabi and comprehending ability of the teachers will be analyzed
- All the comments written by the students in the feedback forms will be communicated to the respective faculty members along with their feedback levels to know their strengths and weaknesses and to enhance their teaching skills.
- Percentage of students participating : 75% to 95%
- Faculty members who get average feedback below 60% are identified. Those faculty members are given orientation lectures and special inputs by the head of the department.
- Also the faculty members who get average feedback of 85% or above are appreciated at the department level staff meetings.
- Best teacher award + 2 other awards annually.

## 6.12 Performance Appraisal of Heads of Department

The term Head of Department (HoD) relates to the Head of a particular academic discipline/department, supporting sections. The HoDs are appointed to an academic department or supporting department like Library, Sports etc.,

The prime role of the Head of an Academic Department is to provide strong academic leadership. The Head of Department is required to lead, manage and develop the department to ensure that it achieves the highest possible standards of excellence in all its activities. They will be supported by the Faculty members and other colleagues within the department.

All Heads of Department are required to lead, represent set vision, and delegate powers to others in order to achieve the departmental goal with the integrated involvement of members of the Faculty. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on size and nature of the Departments and the personal standpoint of the individual Head of Department.

### Responsibilities of an Academic Head of Department:

- a) Providing academic leadership
- b) Representing the department's interests externally and to the college Management
- c) Monitoring effectiveness of Faculty and staff
- d) Presenting the department's case for allotment of essential resources.
- e) Taking all necessary steps for overall development including infrastructure for optimum functional efficiency.
- f) Motivating the staff and Students for optimum performance
- g) Being an ideal and effective teacher worthy of emulating by others.
- h) Supporting research and consultancy
- i) Promoting course development and evaluation
- j) Keeping himself abreast with the changes happening in the area of respective discipline.
- k) Promoting short term and long term course workshop / training programs
- l) Ensuring student representation and involvement in all college/university level activities
- m) Representing the department before management.
- n) Establishing good links between University/Industries and advisers/experts

### Parameters for Evaluating the Head of Department:

#### 1. Leadership and Management

- a) Responsible and accountable for formulating and implementing the academic strategy of the Department in line with approved plans by the college Administration by means of optimum utilisation of man power under him.
- b) Develop strong leadership and shrewd management of human resource (faculty management in particular) deriving maximum benefit with reasonable HR expenses.
- c) develop and sustain appropriate system for management, consultation, decision-making and inter and intra departmental communication
- d) Promote image of the Department in particular and college in general.

#### 2. Responsibility towards Teaching and Students

- a) Ensure that students experience the best possible learning environment through:
  - the fulfilment of the responsibilities concerning students in respect of their admission, flow of instruction, monitoring of progress and examination outcome.
  - the availability of regular assistance,

- monitoring adherence to the regulations and procedures stipulated from time to time.
- b) Refresh and develop new programmes and popularise them in order to attract new students.

### **3. Responsibility for Research**

- a) Ensure highest levels of quality, integrity and ethics in all research activities undertaken
- b) Create a dynamic and futuristic research environment for both staff and students

### **4. Knowledge Transfer**

- a) Create and exploit new opportunities for knowledge transfer activity in order to secure additional income source and open up new areas of teaching and/or research
- b) Contribute to encourage initiatives in order to improve understanding and communication of surrounding area.

### **5. People Management**

- a) Ensure that College HR policies and procedures are implemented
- b) Ensure that work load is distributed amongst staff impartially and their performance is monitored closely.
- c) Ensure that all staff have access to the necessary support to enable them to effectively contribute and also develop their skills and gain experience
- d) Create thirst for achieving excellence, co-operate with all and thereby command respect within and beyond the department
- e) Make effective use of all staff resources and explore opportunities for collaboration and joint working with others beyond the department and beyond the Faculty
- f) Ensure that students are included in the various academic related decision making process within the department
- g) Ensure maintenance of safe and healthy environment for both staff and students.

### **6. Financial Management**

- a) Take responsibility for develop budgets and comply with College financial regulations
- b) Manage income and expenditure in order to promote financial sustainability
- c) Ensure adherence by all Departmental members, with College Financial Regulations and other financial operating procedures and regulations
- d) Ensure that College equipment/facilities under the department's control are properly maintained and timely serviced .

### **7. Quality Assurance**

- a) Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement; such procedures will include teaching, research and management of resources
- b) Comply with auditing, quality assurance and risk management procedures both internal and external

## **8. Development of Academic/Research Standing**

- a) Continue to develop and transform the department as a leading academic researcher by encouraging a good number of talented faculty and students towards research which should include publication of research papers, securing of external funding and the pursuit of other relevant indicators of standing in the field
- b) Give due consideration to ways of retaining connections with teaching at both undergraduate and postgraduate levels
- c) Give due consideration to the status of Head as a role model for other members of staff in the pursuit of academic excellence

## **9. Person Specification for Head of Department**

### **a) Background and Experience**

Candidates shall:

- have a very strong academic record and standing
- normally should be at professorial level - although skills and aptitude are more important
- have a very good understanding of the academic disciplines within the department

### **b) Skills**

Candidates shall:

- have the ability to engage constructively with people
- have excellent communication skills
- have very good ambassadorial and diplomatic skills
- have the ability to manage a number of competing demands
- have excellent delegation skills
- be flexible and adapt to changing circumstances
- be able to develop their skills and gather advice from a variety of sources
- be willing and able to exercise judgement and take risks

## Chapter 7

### Deputation of Employees for Higher Studies/Trainings / Fellowships (Study Leave)

#### 7.1 Higher Studies (Long period)

- 1) Study Leave may be granted for pursuing higher studies at the absolute discretion of the Governing Council and Management, especially to PG Course or Ph.D Course.
- 2) The period of 'study leave' shall be restricted to the extent of duration of the course of study undertaken by the employee
- 3) Not more than 10% of the faculty in a department may be sanctioned with 'study leave' based on their competence and dedication. Only once during the career/service is permitted to avail the benefit of 'Study leave' for acquiring any specialized or higher studies / Training and/or for fellowship and Ph.D.
- 4) Those who have put in service of 3 years or more are eligible to apply for 'study leave'.
- 5) An employee seeking sanction of 'study leave' shall execute Bond on requisite stamp paper undertaking that he would report to duty immediately on completion of the said study and shall not seek any extension. The bond should be duly certified by a Notary.
- 6) Such an employee who is sanctioned 'study leave' shall successfully complete the course of higher/specialized studies and return to duty thereafter. Discontinue in between is not allowed.
- 7) No employee can claim for deputation for higher studies as a matter of right. However, any employee who applies for sponsoring his/her candidature for higher studies may be permitted by the Governing Council, subject to the following conditions:
  - a. Pursuing higher studies shall be voluntary and at his/her own request.
  - b. 'Leave' without salary (LoP) shall be granted for the period of study.
  - c. No salary is payable by the Institution for the duration of the study.
  - d. No guarantee is given for appointment after completion of study.
  - e. Such an employee could be taken back to duty after successful completion of higher studies, on the terms and conditions which Governing Council may decide.
  - f. Under exceptional circumstances Governing Council may depute any employee on specific recommendation of Head of the Institution with full/part salary with other terms and conditions as it deems fit.

#### 7.2 Fellowship / Training Leave (Short-Term):

- 1) For Short term fellowship 'leave' shall be sanctioned to the faculty for visit to the Academic Centre for research, training and teaching activities.
- 2) An employee should have put in a minimum of 3 years of service in the College.
- 3) Such fellowship 'leave' shall be sanctioned for a period of not exceeding 3 months at a time subject to leave title.
- 4) If more than one faculty members applies for fellowship 'Leave', service seniority shall be the criteria to decide on eligibility for sanctioning of such a 'Leave'.



- 5) Candidate has to make his own arrangement for meeting related expenses of training.
- 6) During fellowship/Training, the employee shall not be eligible for 'paid Leave'

### **7.3 Fellowship / Training Leave (Long -Term):**

- 1) Long term fellowship leave may be considered for attending advanced training in the specialized areas whether leading to Post Graduate degree or Diploma or Doctoral or Post Doctoral degrees and so on.
- 2) Employees applying for sanction of such 'leave' should have put in a minimum 5 years of service in the College
- 3) Such 'leave' shall be sanctioned initially for a period of 2 years which may be extended up to 3 years for completing PhD and/or post Doctoral studies.
- 4) Fellowship/Training Leave shall be treated as Leave on Loss of Pay. However they continue to be employee of the Institute. Their service can be terminated only at the request of the employee and/or by the Management subject to the conditions imposed while sanctioning such leave.
- 5) Such employees shall execute a bond on oath undertaking that he/she shall serve the Institution after return from the leave for a minimum period of five years and shall abide by such terms and conditions and stipulations as may be prescribed by the Management. The bond shall be duly certified by Notary
- 6) Any employee failing to resume duty after expiry of the leave period shall be liable to pay to the Management an amount equal to 12 months' salary. A condition to that effect shall be incorporated in the bond to be executed by him /her with two sureties and a bank guarantee for an amount equivalent to 12 months' salary
- 7) Such a leave shall be sanctioned only once during the entire service in the Institute. However the Management may at its discretion may relax this condition in deserving cases depending upon the expediencies.
- 8) The seniority of the employees proceeding on such leave shall be determined by the Management keeping in view of the nature of duties and accomplishments achieved during such leave period. The orders of the Management in this regard shall be final.
- 9) If more than one faculty member is eligible for such a leave it shall be sanctioned based on seniority.
- 10) Financial support is not admissible from the Management.

## Chapter 8

# Resignation and Retirement Policies

### 8.1. Resignation

- 1) A permanent employee desirous of leaving the Institution's services shall give an advance written notice of 3 months in case if he/she is a teaching staff or 1 month in case if he/she is a non- teaching staff for resigning from the services of the Institution, failing which he/she shall be liable to pay three months' or one month's salary, as the case may be. He shall continue to be in service till the resignation is accepted and relieving memo/order is issued by the management. However, the management reserves the right to accept the resignation by waiving notice period for the reasons to be recorded in writing and relieve the employee at any time before the expiry of the notice period.
- 2) An employee may be relieved of his/her duties at any time after he/she has been served with the notice of termination at the discretion of the management and he/she shall not be entitled to any payment of compensation/salary for the unexpired period of notice.
- 3) Any trainee / temporary / probationary employee desirous of discontinuing his traineeship or leaving the Institution can do so after giving 30 days' notice in case of teaching / research and incase of non- teaching 15 days' notice to the Institution.
- 4) The resignation once submitted by an employee and accepted by the management cannot be withdrawn unless the management permits.
- 5) Employee is not permitted to avail or adjust accumulated 'Leave' against the notice period required to be served by him/her.
- 6) On the acceptance of resignation and its communication by the Management to the concerned employee, he shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties or articles held in his custody within the date of expiry of the notice period or on or before the date of relieving and submit 'no due' certificate to that effect. If the employee fails to return documents, cash and other property of the Institution under his custody in full settlement, the Management shall have right to recover cost/liability from the salary or other dues payable to the said employee or the employee should arrange for settlement of entire dues.
- 7) After compliance of all the formalities and submission of 'no due' certificate from all connected departments, the employee shall be entitled to get the relieving memo.
- 8) No un-availed outstanding 'leave' at credit of an employee shall be adjusted against the stipulated notice period while resigning. The employee has to put in active service during the 'notice period'.
- 9) In all cases of termination of services of an employee whether by resignation, discharge or dismissal, the employee must obtain 'no dues' certificates from Accounts Department / Library / Engineering Department or any other connected departments/ section of the Institution and thereafter seek clearance certificate from the management certifying that nothing is due from him/her to the Institution so as to relieve the employee by the competent authority.

## 8.2. Termination of Employment by the Institution

- 1) In the best interest of the institution for its sustenance and development, the service of any permanent employee/s maybe terminated by giving three months' notice or by giving three month's salary in lieu of three months' notice, with or without assigning any reasons. Three months' pay in lieu of notice is given in exceptional cases if the situation warrants.
- 2) When there is a need for the management to reduce the surplus staff on account reduction of intake or closure of any discipline/department because of poor admission, the employees in such departments become surplus / redundant. To maintain financial viability, tough decision has to be taken to reduce the staff strength on the basis of "*last come first go*". The management will provide three months' notice or payment in lieu thereof to such of the employees whom the Management indicates in terms of the applicable principle.
- 3) The service of a temporary / trainee may be terminated or discontinued by giving a notice of one month or payment in lieu thereof.
- 4) The service of a probationer may be terminated if performance is not to the expected level at any point of time during the period of probation with a month's notice or at the end of the probationary period. The services of an employee may be terminated by the Institution without notice, if he has made false statements on matters germane to his employment in the Institution or suppressed facts at the time of employment or during the period of service in the Institution.
- 5) The services of an employee suffering from "Continuous ill Health" may be terminated by giving three months' notice or three month's salary in lieu of notice.
- 6) The service of any employee is liable to be terminated on any of the following grounds after a notice of three months or payment of three months' salary in lieu of notice period:
  - (i) insanity, senility, physical infirmity; or
  - (ii) physical or mental sickness or disability for a continuous period of 180 days, if in the opinion of an authorized Medical Board, disability renders him/her unfit for efficient discharge of the duties.
- 7) The service of any employee may be terminated at any point of time, if the management has reason to believe that the continuation of such employee in the service is likely to adversely affect the reputation of the Institution for non-observation of internal guidelines with respect to maintenance of confidentiality of classified information to which the employee has access to or comes across in his routine discharge of duties.
- 8) The Institution reserves the right to terminate, dismiss or discharge any employee, if he/she is proved guilty of committing any act of misconduct or violates the terms of his/her employment with the Institution.

### 8.3. Retirement and Superannuation

- 1) The date of retirement of staff (teaching employee&non-teaching employee) from the service of the Institution on superannuation shall be the date on which he/she attains the age of 58 years. However, if the date of superannuation falls on any day other than the first day or the last day of the month and if the employee makes a written request to continue in service till the end of the month, the Institution may permit such an employee to retire on the last day of the month. The Institution may re-employ a retired teaching faculty who is medically fit and whose services are considered necessary and beneficial to the institution on contract for fixed term as per the Regulation of Management.
- 2) In determining the age of the employee, the documents as specified in clause 16 of this rule shall be valid.
- 3) Any employee may be subjected to medical examination if there is any substantial reason of health issue with an employee to ascertain his/her fitness. After examination, if found physically unfit or mentally unsound to perform the duties, such employee may be discharged from the services of the Institution. An employee is bound to cooperate with the Management in conducting medical examination. Refusal to submit oneself for medical examination shall amount to misconduct and will follow with disciplinary action.
- 4) Subject to applicable policies, rules and regulations, an employee may seek voluntary retirement either after he has put in 20 years of qualifying service in the Institution or after he has attained 50 years of age. Providing/releasing any benefit available on voluntary retirement shall be at the absolute discretion of the Board of Management. An employee, who wish to take voluntary retirement, shall give notice of three months or pay up equivalent of three months' salary in lieu thereof.
- 5) In all ordinary cases, a retiring employee shall be permitted to avail the earned leave at his credit two months before the date of his retirement.
- 6) Regarding Encashment of Earned Leave the management has positive approach. The policy enunciating the scheme of encashment shall be brought out depending on the financial viability/soundness. The growth of the institution is very much important to bring out such reforms into the system.

Note: Where the date of retirement of an employee falls on general holidays, the employee may be permitted to hand over charge at the close of working hours of the preceding working day. However, the pecuniary benefit may be paid till the date of retirement subject to management sanction on each of such cases.

**8.4 Retirement Gratuity/Death Gratuity:**

- 1) In terms of payment of gratuity act 1972 and subsequent amendments, all eligible staff are entitled to receive gratuity on retirement / resignation. The employee is eligible for payment of if he has put in a minimum of 5 years of confirmed continuous service in the Institution. The gratuity payable shall be 15 days salary per completed year of service and payable on cessation of employment (either by resignation, retirement or termination, etc., provided he has rendered minimum period of 5 years of service) by taking the last drawn salary as the basis for the calculation. In case of death or permanent disability, the condition of qualifying service of 5 years is waived.

**Formula for calculation gratuity:**

$$\frac{\text{Basic} + \text{DA}}{26} \times 15 \times \text{No. of Years of Service}$$

The gratuity will be reviewed on a case by case basis and the difference in payment of gratuity will be sanctioned with the approval of the Competent Authority, subject to a ceiling limit declared by the Government from time to time under payment of gratuity act 1972.

- 2) The gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer shall be forfeited to the extent of the damage or loss so caused. Further, the gratuity payable to an employee may be wholly or partially forfeited under following circumstances.
  - (i) if the services of such employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
  - (ii) if the services of such employee have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment with the Institution.
- 3) The employees covered under the Payment of Gratuity Act, 1972, as amended from time to time, will be entitled to payment of gratuity, in compliance with the said Act.

## Chapter 9

# Welfare Schemes and Terminal Benefits

### 9.1 Welfare Schemes

- (1) Every employee shall be covered under life Insurance for a minimum assured sum of Rupees One lakh with the LIC of India by obtaining the endowment policy
- (2) All the eligible employees shall be registered for ESI under ESI Act 1948 subject to the eligibility criteria under the Act / guidelines.
- (3) All the employees shall be provided to and from transport facility if the residence falls in the 'Bus plying route' at a concessional rate.
- (4) Canteen facilities shall be provided to all the employees at the subsidized rates
- (5) Free medical service facility including Dental Health Care and Curative Treatment is available to all the employees who are not covered under the ESI Scheme subject to the terms of 'Health care Policy' framed by the Institute.
- (6) Employees shall be encouraged to obtain Medi Claim Policies and adopt New Pension System (NPS) of Government of India.

### 9.2 Terminal Benefits

- (1) The permanent employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.
- (2) The Management shall deduct the PF contribution of the employee from salary at prescribed rate and deposit the same with the Regional Provident Fund Commissioner along with matching contribution by employer. The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.
- (3) The Management may at its discretion extend the benefit of gratuity to the permanent employees who have put in a minimum 5 years of service in collaboration with LIC or any other insurance company.

## **Chapter 10**

### **Preservation of Properties/Records of the Institution**

#### **10.1 General**

Every employee shall

- 1) Take due care of the property, materials, instruments, equipment, machineries, furniture, cash, etc., of the Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accidents, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse by any employee, such 'loss' shall be recovered from said employee.
- 2) Promptly report any occurrence of damage or defect noticed which is likely to endanger lives of employees or outsiders or cause damage to the property of the Institution.
- 3) Take appropriate precautions against hazards and make use of safety gears / devices and adopt preventive measures per the guidelines.
- 4) Those employees handling material, medicine procurement and stock maintenance, etc. should conduct periodical checking to identify and segregate items nearing expiry date and take steps to seek approval from Management / superiors to dispose of such materials. Management of inventory holding should be given importance so as to prevent any pecuniary loss.

#### **10.2 Unauthorized Possessions of Goods etc.,**

- 1) An employee found in possession of any goods, equipment, implements, articles, materials, etc. belonging to Institution unauthorizedly and that reasonable explanation is not forthcoming, such incidents should be investigated; and if it is found to be an act of theft/illegal possession, appropriate disciplinary action shall follow.
- 2) The management may confiscate such goods and such unauthorized possession may be subjected to disciplinary action including dismissal from service.

#### **10.3 Unauthorized Persons in the Premises**

- 1) An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reasons, shall leave Institution premises forthwith, unless required to stay back by the management.
- 2) Such employees shall not enter Institution premises without permission.

#### **10.4 Invention and Patents**

- 1) No employee of Institution shall, either during his service in the Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/discovery undertaken by him during his service in Institution or by using the properties/ materials/resources of the Institution.
- 2) Such inventions, discoveries, intellectual properties and all rights and interests embedded therein shall be the property of the Institution and the employee shall take appropriate steps to perpetually, on a world-wide basis and irrevocably assign such rights and interests to the Institution.

### **10.5 Unauthorized Communication of Information**

- 1) No employee shall, except in accordance with any other general or special order of Institution, or in the course of bonafide performance of the duties assigned to him, communicate directly or indirectly any important official document or information to any employee or any other person who is/are not authorized to receive such document or information.

### **10.6 Unauthorized Publications of Official Documents**

- 1) No employee, while in service of Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into possession in his official capacity, without obtaining prior written permission from Institution.

### **10.7 Identity Card**

- 1) The Institution shall provide every employee with an identification badge/Card for any or all of the following purposes
  - i. Identification;
  - ii. Entry and Exit;
  - iii. Attendance recording;
  - iv. Emergency contact or for any other purpose which may be notified by the Institution from time to time.
- 2) Every employee shall possess and wear the identification badge which shall contain his photograph and signature and/or name badge to be visible while on the premises of the Institution.
- 3) All employees shall comply with all instructions with regard to the custody of the badge and shall show it to any person authorized to inspect it at any point of time when warranted.
- 4) Every employee shall keep the badge in his possession safely. In case of loss of badge, the competent authority should be informed **immediately** to avoid misuse of the same by miscreants.
- 5) A duplicate badge shall be issued on payment of fee which may be fixed from time to time. Any employee who has been supplied with identity badge, uniforms or any other instruments /equipments use/utilize it as per instructions during duty hours. Violation of instruction shall attract disciplinary action.
- 6) Every employee when he ceases to be employee of the Institution or on suspension shall surrender his identity card/ badge to the Institution forthwith.

### **10.8 Search**

- 1) Any employee may be subjected to search including his vehicle and bags etc. by a person or persons authorized by the Management at any point of time or while entering or leaving the premises of Institution. However, the search shall be conducted with respect to women employees by women inspecting/security officials. All security measures introduced by the security committee from time to time shall be binding on all employees.
- 2) The quarters, accommodation facilities, electronic, communication and storage devices, emails and such other facilities provided by the Institution shall also be open for inspection



and search in the presence of the employee concerned. Where the employee is absent or refuses to be present / submit himself for search, the search maybe conducted in the presence and witness of four employees, of whom two shall be women employees.

- 3) The Institution shall not be responsible in any way for any damage or loss caused to any personal property of any employee within premises of Institution.
- 4) Every employee shall deposit with appropriate authority any unclaimed articles found in the premises of Institution.

## Chapter 11

### Miscellaneous

#### 11.1 Age Proof, Address, Uniforms

- 1) The management shall cause recording the age of every employee at the time of appointment. The following documents shall be considered to be satisfactory evidence of date of birth /age of employee in the order of preference.
  - i. Birth Certificate; or
  - ii. Secondary school leaving certificate or equivalent with date, month and year of birth; or
  - iii. Any other documentary proof issued by the Government containing the date, month and year of birth of employee.
- 2) Any document submitted late of time of his/ her employment shall not be considered as proof of age

#### 11.2 Residential Address / Change of Address:

- 1) Every employee shall give his / her correct local as well as permanent postal addresses to the human resource department at the time of his / her appointment and shall thereafter intimate in writing periodically as and when there is a change.
- 2) Any communication required to be served on the employee shall either be delivered personally or by registered post / courier/ sent by email.
- 3) The communication sent by the management shall be deemed to be served on the employee, if sent to the last recorded residential address /email address given by the employee. Any communication, other than routine work related communications, if sent by email, will be followed by a 'registered -AD' post (Acknowledgement Due) to the last known address.
- 4) On being appointed, every employee shall submit information regarding Date of Birth, age, address, marital status, number of children, number of dependents, educational qualifications, history of previous employment, training, references, etc., in the prescribed form. Any change in the information given should be reported to the human resources department as and when happens immediately. In the absence of such information, the last known address on record shall be considered as the address of the employee for all communications.

#### 11.3 Uniforms:

- 1) All uniforms, liveries, shoes, tools, manuals, etc., provided by the management to the employees, shall be used exclusively while discharging official duties and under no circumstances shall be used for private purposes or while not on duty. All employees should abide by the guidelines as determined from time to time by the Management with regard to uniform dress code policy.
- 2) The cost of all returnable articles provided by the management to the employees and damaged while in the possession of the employee shall be recovered from the employees.

#### **11.4 Vacating Quarters/Accommodation by Relieved/Terminated Employee:**

- 1) If any employee who has been allotted/provided with a residential quarters/accommodation by the management is relieved from his/her services upon resignation, termination, dismissal or discharge from service, he/she shall vacate the residential quarters/accommodation within 8 days from the date of relieving / termination/dischargefrom/of his/her service, unless extension is granted by the Management. Not vacating the quarters/accommodation provided by the management shall amount to illegal trespass and the concerned person/s shall be prosecuted accordingly.
- 2) The Management may allow an employee to overstay in the quarters/ accommodation provided by the management for a period not exceeding three months, in case of exigencies where such order is issuedin writing. In such cases, the employee shall pay penal rent in addition to actual rent as fixed by the management during the period of overstay. In this regard the decision of the management will be final and binding on the employee.

#### **11.5 Abandonment of Service**

- 1) Ifan employee remains absent without prior written permission or prior written sanction or overstays the leave originally granted or subsequently-extended, the Management shall issue him / her notice directing to report for duty within the stipulated date to his / her last known address. Such notices are sent 2-3 times. If he / she does not report for duty within a stipulated time, he/she shall be deemed to have voluntarily abandoned his/her service and he/she shall be deemed to have lost his/her lien on his/her job. The name of such employee will be removed from the rolls of the Institution.
- 2) This is without prejudice to the right of the Management to take appropriate disciplinary action against the concerned employees for such unauthorized absence causing disturbance in the functioning of the assigned duty.
- 3) If an employee proceeds on any foreign visit without prior written permission of the management, whether for personal reason or otherwise, shall lose lien on his employment.

#### **11.6 Clearance Certificate:**

- 1) In all cases of cessation of employment, the concerned employee shall obtain a clearance certificate from the concerned department in which he was working confirming that nothing belonging to the Institution is due by him.
- 2) If the employee fails to return material /property of the Institution, the cost of such material / property shall be recovered by deducting such cost from his salary/dues payable.
- 3) Any other amount due by him to the Institution shall also be recovered from the salary and other amounts payable by the Institution to the employee, subject to applicable laws.

#### **11.7 Service Certificate:**

- 1) Every employee who has worked in the capacity of a permanent/probationary employee and quits the service or retires or dismissed or discharged from the Institution shall be given a service certificateIf he/she applies and subject to his/her obtaining all necessary clearances.

- 2) The Management shall authorize an official of the Institution to issue Service Certificates to the employees. The Service Certificates issued by any other authority shall not be valid.

#### **11.8 Fidelity and Security Bond:**

- 1) Every employee dealing with cash, stores, and / or property of the Institution may be called upon to execute fidelity / security bonds / an Under-taking as specified by the management.
- 2) In certain cases, cash security may be stipulated by the competent authority in the management.
- 3) The management shall have the right to stipulate that every employee must serve for a specified period from the date of joining service.
- 4) In the event of resignation from service before completion of such specified period of compulsory service, the management shall have the right to require the employee to pay to the Institution compensation in lieu thereof, as may be decided by the management.

#### **11.9 Behavior with Colleagues & Gender Discrimination:**

- 1) Every employee shall treat his colleagues with dignity and respect.
- 2) No discrimination based on gender, caste, creed, community and colour shall be allowed in any of the working procedures.

#### **11.10 Nomination:**

- 1) Every employee shall nominate a person or persons to receive any amount due to him/her from the Institution in the event of his/her death or his/her being incapacitated to act for himself/ herself by any cause, in compliance with applicable laws, rules and regulations.

#### **11.11 Transfers:**

- 1) All employees are liable for inter departmental transfer in the Institute and inter institutional transfer / deputation from one Institution to another Institutions run by the sponsoring body or trust (SAST) anywhere in Karnataka or outside, whether existing or which may come into existence in future, at the sole discretion of the Management.
- 2) All employees are liable for being shifted from one discipline, function, department, section, branch, station etc., of the Institution to another.
- 3) Provided that the wages, grade, continuity of service and other conditions of service of the employees are not adversely affected by such transfer, except in case of transfer on the request of an employee for his personal reasons and granted by the management.

#### **11.12 Attendance and Late Coming:**

- 1) Every employee shall be at work in his designated place / area during the time fixed and shall commence work at the assigned place and at the time fixed for commencement of work in accordance with the notified working hours.
- 2) He shall sign against his name in the attendance register and also mark his attendance in the electronic records or biometric system maintained either in the department or in a place decided by the Management.

- 3) Every employee shall personally record his time on attendance at the work spot, in such manner as may be prescribed from time to time, before commencing work, before and after any rest intervals and at the time of exit after working hours. No employee shall record attendance for any other employee.
- 4) An employee failing to record attendance is liable to be treated as absent for the day, unless he gives justifiable reasons in writing for his delay and if the same is accepted by his superior.
- 5) The employee shall be punctual for the discharge of his duty at his work- place. Any employee who does not report at his appointed place of work at the time fixed, or is late by more than fifteen minutes from the time fixed, he shall be treated as absent for the day unless he gives adequate reasons in writing to the satisfaction of the authority designated for the purpose for his late coming or absence from his work spot at the time of commencement of duty.
- 6) The 'Timings' for period / work , interval etc. are notified from time to time by the administration and circulated to all departments. The time of reporting to duty and departure are recorded in the "biometric attendance recorder / " and the same shall be taken as evidence for ascertaining punctuality.
- 7) No employee shall leave the work place during the working hours without obtaining permission from his HOD/superior. If any employee is found to have left the assigned place or places of work before the start of the interval period or before the close of the shift, such employee shall be deemed to have committed an act of misconduct and shall be liable for disciplinary action as provided under disciplinary rules, besides marking absent for the day.
- 8) If any employee leaves the work spot during working hours without prior permission and or without any satisfactory reason, such employee shall be liable to be treated as absent for the whole day, in case of absence prior to the interval and continues even after post-interval period. However, if the absence commences after the interval period, the authority may consider the absence as half a day.
- 9) If an employee does not report at his workplace punctually at the specified time the word '**late**' shall be entered by the head of the department / Management against his/her name in the specified box relating to the date in question . If an employee comes late or absents from the place of work without permission for three days or more in a month, he shall be considered a habitual late comer / absentee and the said act shall be considered as misconduct warranting disciplinary action in accordance with the rules. Any employee coming late shall not be entitled for salary on the principle of "No work-No pay."
- 10) Every employee, before commencement of shift or on completion of shift duty, shall enter/leave the Institution premises, ten minutes before the commencement or within ten minutes after closing of the respective shifts. At any rate, his coming into the designated work place or his stay in the Institution premises after the closure of the shift time shall not exceed beyond fifteen minutes.
- 11) Any employee reporting late within fifteen minutes from the appointed time may at the discretion of the Supervisor/HOD, be permitted to work. However, an employee reporting late by more than fifteen minutes from the appointed time on any day shall not be permitted

to work. For the period of such non-attendance, the employee shall not be entitled for salary.

- 12) If any employee's record pertaining to late coming, missing from the work spot and absence from work results in loss of training or probation or regular service, the same shall attract suitable action as per the Institution guidelines from time to time.
- 13) Absence without proper sanction or absence without valid reason shall not be sanctioned as **"leave on loss of pay"** but shall be treated as unauthorized absence.
- 14) If any employee after registering his attendance in the manner prescribed is found absent from his place of work during working hours without permission or if although present in such place refuses to carry out his work, it shall be construed as misconduct. In addition, the concerned employee's salaries shall be deducted in accordance with law.
- 15) If an employee desires to leave early or arrive late for work, prior permission shall have to be obtained from the concerned department head and the same needs to be communicated to the Superior/ Head of the Department.
- 16) Every employee at the start of the shift shall be in uniform (where prescribed) and ready for work and shall not leave duty at the end of the shift, unless he/she hands over charge properly to the employee detailed for the next shift.

#### **11.13 Responsibility in Exam Work:**

##### **1) Duties of a Teacher: -**

- a. Every teacher of the Institution or Constituent college or Institution shall carry out the work relating to Teaching, Research, Examination or Academic work assigned to them by the Institution from time to time.
- b. For the purpose of sub-section (a) both the teaching and non-teaching employees in the services of the Institution and also in the constituent colleges of the Institution shall be administratively controlled by the Institution and shall abide by the instructions or orders issued by the Institution from time to time.

##### **2) Obligation to perform the examination work:-**

- a. Any person who is entrusted with the examination work relating to invigilation, supervision, papersetting, evaluation, conduct of practical examinations, printing pi; question papers and answer books, tabulation and preparation of marks cards and ail. Such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- b. If any person who has been allotted the examination work under sub-section (a) is found guilty of breach of duties or involves in any misbehavior shall on conviction be debarred for a period which may extend to three years or with a fine up to five thousand rupees or with both as per Malpractice or Professional Misconduct Committee Regulations of the Institution, as amended from time to time;

- 3) **Punishment for abetment of offences: -** Whoever instigates or abets the commission of offence punishable under section 53 shall, on conviction be punished with the same punishment provided for in that section.

- 4) **Prohibition of private tuition:-** No Teacher of the Institution or constituent college shall engage himself in private tuition or in any other employment or job in any manner without the written permission of the Institution or the authority which appointed him.

#### **11.14 Penalties:**

- 1) An employee found guilty of the acts of commission or omission detailed as misconduct under rule 52 shall be liable to be punished, with any of the following penalties:

##### **11.14.1 Minor Penalties:**

- a. Censure;
- b. Fine;
- c. Withholding and /or deferment of increment without cumulative effect;
- d. Withholding of Promotion;
- e. Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of trust or breach of rules;
- f. Reduction to a lower stage in the time scale of pay for a period with specific direction as to whether or not the employee will earn increments during the period of sustenance of the penalty.

##### **11.14.2 Major Penalties:**

- a. Reduction to a lower time scale of pay, grade, post or service with or without further directions regarding,
  - i. Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced.
  - ii. Conditions of restoration to the scale of pay, grade or post or service from which he was reduced and his seniority and pay on such restoration to that scale of pay, grade, post, service;
- b. Compulsory Retirement;
- c. Termination / Removal from service which shall not be a disqualification for future employment;
- d. Dismissal from service which shall be a disqualification for future employment. Provided that no penalty other than those specified in clauses (b) (c) & (d) of Rule shall be imposed for an established charge of corruption / misappropriation / fraud.
- e. Notwithstanding anything contained in the above rules, the Management shall have the right to dismiss without enquiry an employee who has been convicted by the Court of Law for an offence involving moral turpitude or sexual harassment.

#### **11.15 Disciplinary Authorities, Appeals-Procedure**

- 1) The Board of Management or any authority authorized in this behalf by the board shall be competent to impose any of the penalties on any employee as per the delegation of powers made by it. The board shall also, notify the disciplinary authority cadre wise and the penalties that such an authority may impose.
- 2) Without prejudice to the provision of clause (1), the Principal may impose any of the minor penalties and the Board of Management may impose any of the major for the teaching staff. As regards the non-teaching staff, Registrar is the Authority to impose penalties

- 3) A disciplinary authority competent to impose any of the minor penalties may institute disciplinary proceedings against any employee for the imposition of any of the major penalties, notwithstanding that such disciplinary authority is not competent to impose any of such penalties.

#### **11.16 Appeals:**

- 1) The Principal shall be the appellate authority against the penalties imposed by the Registrar or any other authority notified by the Board of Management.
- 2) The President shall be the appellate authority against the penalties imposed by the Principal.

#### **11.17 Misconduct**

- 1) "Misconduct" shall include an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or participation committed within or outside the premises of Institution, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management.
- 2) Any act of omission/commission/ indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of Institution.

#### **11.18 Entry, Exit & Leaving Jurisdiction, Deputation**

- 1) No employee shall enter or leave the premises of the Institution, except through the gate or gates provided for the purpose and as specified by the Institution.
- 2) Every employee shall show his identification badge to the security staff on duty while passing through such gates or places of entry / exit.
- 3) No employee shall enter the premises of the Institution, except when on duty, without the permission of the superior/HOD in this behalf.
- 4) The Institution reserves the right to bar entry into its premises of an employee who is:
  - a) not following the registered procedure of entry/ exit, or
  - b) suspected to be under the influence of alcohol or narcotic substances or drugs, or
  - c) suffering from any contagious or infectious disease, or
  - d) in-possession of any material prejudicial to the security of the Institution, its employees or visitors, or
  - e) likely to create disturbance & disturb peace at work, or
  - f) reasonably considered hazardous for safety & health, or
  - g) suspended or laid off from his services.
- 5) No employee shall leave the Institution during the duty hours except after obtaining written permission of the authorized officer and with a valid gate pass. If any employee desires to leave the Institution /Institution premises during the hours of work notified for the employee, the said employee shall obtain prior consent of and a gate pass from the Supervisor, and in the absence of the Supervisor/HOD, from the in- charge Supervisor/HOD.



- 6) Refusal by an employee to appear before a doctor for examination for verification of consumption of alcohol or drugs or narcotic substances shall be considered to be a confirmation that he has consumed alcohol or is under the influence of drugs or narcotics.
- 7) If any employee is required to take any of the Institution's property or articles outside the Institution premises, he shall first obtain permission from the HOD/Superior after making a request in that behalf, and in addition, the employee shall get the property/article description duly entered in the register maintained for this purpose and shall obtain a gate pass from his HOD/superior.
- 8) Any employee who is off duty, or has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason or is declared to be suffering from an infectious disease, shall immediately leave the premises of the Institution and shall not enter any part of it except with the permission of the HOD/superior in this behalf.
- 9) No employee shall take inside the premises of the Institution any outside person without the permission of the HOD/superior.
- 10) Every employee may be searched at the main gate or such other specified entrances of the Institution by the security staff on duty or by any other person appointed by the management for that purpose.
- 11) Every employee shall be liable to be searched- after any times while entering or leaving or when within the Institution premises, during or outside working hours, by the security staff or by any other authorized person/s. All personal belongings including, all clothing, tiffin boxes, documents, pens, footwear, glasses, bags, watches, computer peripherals and receptacles of any kind are liable to be searched and the employee shall offer them for search when required.
- 12) Every employee shall be liable to be searched both at the time of entry and exit or at any other time as may be required by the Superior/HOD, by a person of the same sex authorized by the superiors in this behalf. Such checks/ searches shall be done at the nearest security post or department or office.
- 13) Every employee shall be liable to be searched by the security staff or by any other person authorized by the management, in any part of the Institution's premises, at any time, if the management suspects that the employee is in wrongful or unauthorized possession of any property belonging to the Institution or to other persons.
- 14) No packages, parcels, medicines or any other articles, except tiffin boxes (containing only eatables), reading materials, newspapers, magazines and dress shall be allowed to be taken inside the Institution premises. Such articles which are not allowed to be taken inside the Institution premises, may however be left at their own risk with the security personnel at the main gate, or such other gates provided for the purpose. When the employee goes out of the gate, such tiffin boxes and or any other materials or packages in his possession shall be kept open for inspection to the security staff.
- 15) The right to regulate the entry into work areas shall vest solely with the management as may be notified from time to time.

- 16) Any article belonging to the Institution found in his or her possession shall be liable to be confiscated and action shall also be taken against him/her under these rules and under any other law for the time being in force from time to time.
- 17) The outgoing packages must bear the signature of the respective heads of the department or superior as may be authorized in the prescribed gate pass but they are liable for inspection by the security officer. No property or any other material or equipment, etc., belonging to the Institution/patients/visitors/guests and other employees shall be taken out of the premises without obtaining a gate pass from one of the officers authorized to issue the same.
- 18) No employee shall be permitted to bring their personal belongings into the Institution. All such personal belongings of the staff must be deposited at the security office and not brought inside the premises.
- 19) No employee shall be permitted to bring their personal jewelry, valuables, etc., to the premises and if he does so and if any theft or loss of the same occurs, then it shall be entirely at his own risk and the management shall not at all be responsible for the same.
- 20) Every employee shall be required to make available all articles carried by him for inspection at the gate. The management shall have the right to prevent any entry or exit of any employee for any reasonable cause.
- 21) An employee coming on bicycle, scooter, motor bike, car or any other vehicle shall be required to park the same in the area/place earmarked for the purpose of such parking and shall be searched by the security at the gate.
- 22) Any employee who wants to enter the Institution during the period other than his normal duty hours may do so at the sole discretion of the management.

#### **11.19 Working Outside The Office Hours And On Holidays:**

- 1) The Management reserves the right to require all or any of the employees to work either before the office hours or after the office hours in the exigencies of service on any day and to require all or any of the employees, subject applicable laws, to work on declared holidays / weekly off.

#### **11.20 Essential Services:**

- 1) The following services shall be treated as essential services and the employees working in such sections shall not go on strike along with other employees of the Institution even if other employees working in non-essential services go on strike.
- 2) These employees shall not refuse to work whenever called upon to do so. Further, these employees shall not refuse to work in any shift nor shall they refuse to work overtime.
- 3) An act of refusal to work when asked to do so or violation of any of these rules by every employee working on essential service shall be considered to be a serious act of misconduct warranting disciplinary action.
- 4) The following sections or class of employees shall be treated as essential service:
  - i. Maintenance, housekeeping & security;
  - ii. Canteen and transport
  - iii. Power House;
  - iv. Maintenance of water supply and services;

- v. Administration, Support staff, Information technology, Finance, Accounts, Coordinators, Human Resources, Guest Relations.

#### **11.21 Institution Quarters:**

- 1) If an employee is authorized and allowed to occupy a quarter belonging to the Institution, he shall be so as a licensee and not as a tenant of the Institution. The occupant shall be further subject to the conditions stipulated by the Institution at the time of occupation.
- 2) An employee, who has been permitted to occupy a house quarter belonging to the Institution, may be, at any time, transferred from one house quarter to another house quarter or from one room to another, at the discretion of the management.
- 3) In case of termination of an employee's service for any reason whatsoever, by the Institution, or in case where the employee leaves the services of the Institution for any reason whatsoever, he shall immediately hand over to the Institution vacant possession of the quarters in good condition.
- 4) The Institution /management reserves its right to break open the quarter/house and take possession in case an employee does not vacate the quarters within eight days of his leaving the service of the Institution or in case of his services being terminated and or in the event of his transfer to some other place of work.

#### **11.22 Shift Working:**

- 1) Any department or section of a department may be worked in more than one shift at the discretion of the HOD or unit head.
- 2) If the Institution is working in more than one shift, an employee shall be liable to be transferred from one shift to another.
- 3) An employee working in a shift shall not leave the place of work at the close of that particular shift unless he satisfactorily hands over the charge to the concerned employee in the following shift.
- 4) If as a result of discontinuance of shift working, any permanent employee is likely to be discharged, he shall be discharged having regard to the length of his services in the Institution and the department and the occupation concerned, those with the shortest term of services being discharged first.
- 5) On re-starting a shift, notice thereof shall be given by way of letters to the individual employee concerned, and the employee discharged as a result of the discontinuance of the shift shall, if he presents himself within seven days of the posting of the letters be given preference for employment according to the length of his services in the Institution and the department and the occupation concerned.
- 6) The management may close down any department or section of a department after giving one month's notice to the employee. Before re-opening such department or section or Institution, as the case may be, seven days' notice thereof shall be given in writing to the individual employees concerned. Every such employee shall report to work within 7 days from the date of receipt of such notice.
- 7) Hours of work, rest intervals and weekly holiday shall be regulated in accordance with law. However, fixation of hours of work shall be at discretion of the management. The duration and timings of work shall be subject to alteration at any time having regard to the exigencies of work.

- 8) In respect of certain essential categories of the employees, hours of work shall be so arranged that the hours of work spread over inclusive of intervals of rest shall not exceed 12 hours a day.

### **11.23 Personal Safety:**

- 1) Adherence to all-safety guidelines and instructions including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed in handling chemicals, medicines and substances, etc., is obligatory on the part of all employees.
- 2) An employee shall not, unless specifically authorized, interfere with any safety device or machine or violate any safety guidelines. Failure to observe safety rules and instructions or interference with any safety device or machine shall be deemed to be misconduct and corrective action shall be initiated, including disciplinary action and punishment, if any, in the interest of safety of the Institution and of the employees.
- 3) Every employee shall immediately report any injury sustained by him/her or any other employee to the concerned authority for immediate medical attention.
- 4) It is the duty of every employee to personally ensure and be responsible for his equipment/machines and/or Institution being kept clean, tidy and in safe condition. It is also the duty of every employee to report to the proper authority any defect, which he may notice and which may endanger himself / herself or any other employee or person, or might result in damage to any property.
- 5) Every employee shall abide by the safety rules and procedures that may be framed from time to time by the management or the safety committee.

### **11.24 Miscellaneous Alternate Work:**

- 1) Depending upon the exigencies of work, every employee, wherever he is employed, shall also do any other kind of work other than his usual job when asked to do so by his superior or head of department, any other officer of the Institution placed above him, when situations arise due to insufficient work in his respective department or for any other reasons. Refusal to obey reasonable and lawful orders of the above nature shall be construed as misconduct under these rules.
- 2) When an employee is called upon to perform any other kind of work other than his/her usual work, he shall not refuse to do such job or such other job on ground of dignity. All work of whatever nature done in the Institution shall be considered to be dignified.

### **11.25 Deduction From The Salary:**

- 1) The competent authority shall be entitled to have a right to "deduct from the salary of an employee, subject to the Payment of Wages Act, 1936 or any other applicable law, shall be made in respect of:
  - i. Any fine levied for misconduct;
  - ii. The damage or loss caused to the Institution by negligence attributed to his/her - neglect or default;
  - iii. The amenities or services provided by the institution;
  - iv. The advances/loans granted to the employees; and
  - v. The installment of loans along with interest taken by the employee from the financing bank or credit agency with the prior approval of the management.
- 2) If ten or more employees acting in concert, absent themselves without reasonable cause, the management shall have the right to deduct from the salary of each of such employee an amount not exceeding the salary of eight days for such concerted absence.

#### **11.26 Complaints and Grievances:**

- 1) Any employee desirous of getting redressal of any of his grievances arising out of his employment or relating to the unfair treatment or wrongful exaction on the part of a superior shall submit a complaint in writing to any officer appointed by the Competent Authority in this behalf.
- 2) The HOD/Heads of Units or any such officer authorized by the management shall personally investigate the complaint after due notice to the complainant at such time and such place as he may decide.

#### **11.27 Service of Notice:**

- 1) Every employee shall be bound to receive any notice or communication which the management may seek to serve upon him. Refusal to receive any notice or communication shall be treated as misconduct under these rules.
- 2) If any employee refuses to receive any notice or communication, an endorsement to that effect shall be made by the person who serves the notice, with the particulars of date and time of refusal together with his signature there under and the signature of the witnesses present/and a copy of the said notice shall be put up and displayed on the notice board. Thereafter, it shall be deemed to have been served on the employee.
- 3) A notice may be served through registered post acknowledgement due/courier/email to the last available address of the employee in his personal records. Any notice sent by registered post/courier/email to the address furnished by him shall be deemed to be sufficient service even if the same is returned with endorsement 'refused', refused to accept; 'party left', 'party not available during service hours', 'party left without instructions', 'no such person available at the address', etc.,
- 4) In such cases of refusal to accept a communication when tendered, the management shall at its discretion either exhibit the communication on the notice board in the department in which he was working or post it to the employee with acknowledgement due and /or through a courier / email service to the last known address of the employee available in the records of the Institution.
- 5) **Any notice, order, charge sheet, communication or intimation which is personal i.e., meant for an individual employee and shall be given in writing under these rules and handed over to the employee.**
- 6) Before such a notice, order, charge sheet, communication or intimation is handed over to the employee, it shall be read out and explained to him if he so desires.

#### **11.28 Loss or Damage to Personal Properties of an Employee:**

- 1) The management shall not in any way be responsible for any loss or damage to any personal property of any employee including any vehicle brought and left in the premises of Institution /institution / hospital.

### **11.29 Accidents:**

- 1) An employee shall immediately report to his superiors any injury/injuries sustained by him or any other employee or any accidents occurred in the course of his service with the Institution.
- 2) The management shall not have any obligations to pay any compensation to any employee or his legal heirs if the employee sustains injury in the course of his employment due to the following reasons:-
  - a. Self- infliction;
  - b. Working or wandering in the place where he is not authorized to work or where the entry is restricted for only trained personnel;
  - c. Operating a machine, apparatus, vehicle or process without proper authorization;
  - d. Carrying out any work which has no connection with the Institution/Institution;
  - e. Not following the instructions given for doing an activity or process;
  - f. Non usage of safety equipment or devices, when provided;
  - g. Inactivation or sabotage of the safety devices, emergency switches, etc.
- 3) In the event of an accident occurring due to the negligence of an employee or due to non-adherence to work rules, safety rules, instructions and/ or non-usage of safety equipment/appliances, the management shall not have any responsibility/liability with respect to such accident.
- 4) In addition, the employee shall be liable to suitable disciplinary action as mentioned above.
- 5) Further if an employee does not report such accident to the Management, such accident shall be deemed to have happened/occurred outside the premises of the Institution and not arising out of and in the course of employment and the Management shall not have any liability or responsibility whatsoever in this connection.
- 6) Any employee who is involved in an accident outside the premises shall report details of the same to the management immediately.

### **11.30 Right Of Management To Fix Up Additional Service Conditions In Respect Of An Employee Working On Essential Service:**

- 1) The Management shall have the right to prescribe additional service conditions in respect of the employees working on essential service.
- 2) The management may fix up hours of work, weekly holidays, festival and other terms of service separately for essential services, in addition to those mentioned in these rules in view of the special nature of work of such employees.

### **11.31 Possession/Consumption of Intoxicating Drinks and Narcotics**

- 1) No employee shall possess or be under the influence of intoxicating substance/ drugs while on duty.

### **11.32 Participation in Politics and Elections**

- 1) No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- 2) Further, he shall not contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority or panchayath raj institution or cooperative society other than the employees' co-operative society of the Institution.

### **11.33 Demonstration and Strikes**

- 1) No employee shall organize or participate in any demonstration in the premises of Institution or within 500 meter radius from the Institution compound, which is prejudicial to the Institution or public order, decency or morality or which involves defamation or contempt of court.
- 2) He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

### **11.34 Connection with Press, Radio and Television**

- 1) No employee shall, except with the prior permission of Institution and in the bonafide discharge of his duties, participate in a Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Institution or detrimental to the image/interests of Institution.
- 2) Any religious preaching or political propaganda during working hours and/or within the premises of the Institutions in his official capacity and/or representing as an employee of the Institution is strictly prohibited and any violation shall be treated as misconduct.

### **11.35 Criticism of Management**

- 1) No employee shall criticize the management either in the press or over the Press/Social Media or on any public platform.
- 2) Any grievance of an employee shall be discussed with his immediate superior or such other person/s notified by the management or with the management, in an appropriate manner.



## Chapter 12

### Decentralization and Distribution of Responsibilities - Functional Committees

The administration of SJCIT is overseen by the BoM. The BoM has in place several Committees / Sub-Committees in addition to other committees to continuously monitor the academic and administrative activities of the Institution. Adhering to the core principles of good governance, the Institution has various academic and administration committees in place to ensure smooth functioning and efficient governance. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to instil transparency and accountability in the process of administration. The diversity in the composition of committees helps in making pragmatic decisions. The committees are classified into following groups:

1. Statutory Committees (as per VTU guidelines)
2. Sub Committees of BoM
3. Institution level Committees
4. Department level Committees
5. Adhoc Committees (Event Based)

The committees from Sl. No. 2 to 5 primarily act as recommending bodies to the executive/statutory committees which help in decision making. This document provides information on the Constitution, Functions, Term, Meetings, Quorum and Responsibilities of all the committees.

#### 12.1 Functional Committees and Responsibilities

- Various committees have been framed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member was designated as Chairman/Convener/Member-Secretary.
- Every committee has been defined the roles and responsibilities
- It is the responsibility of the chair/convener to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arise, the chair/convener will take necessary remedial actions. If the remedial action requires attention of the Management, then it will be immediately brought to the notice of them for necessary action.
- This kind of work culture will resolve the problems as and when they arise and make the remedial system effective
- The composition, term, quorum and frequency of meetings in general are as follows
  - **Term:** The term of the nominated members shall be two years.
  - **Quorum:** One half of the members.
  - **Meetings:** Minimum One/Two meetings per year. However, the meeting may be scheduled as and when necessary. The Member-Secretary/Convener of the committee shall draw the schedule for meeting with prior approval of the Principal

**12.2 STAFF SELECTION COMMITTEE(SSC):****Constitution:** The Constitution of SSC shall be as follows:

Sl. No.	Category	Status
1	President, SAST®	Chairman
2	Secretary, SAST®, Chickballapur	Member
3	Chief Administrative Officer(CAO) SAST®, Chickballapur	Member
4	University Nominee	Member
5	Subject Expert	Member
6	Concerned Head of the Department	Member
7	Principal	Member-Secretary

**Functions:** Shall conduct interviews for selecting suitable candidates for appointment to teaching, non-teaching and other posts in the college. Recommend candidates for recruitment to the BoM.**Term:** Two years and shall continue to be in force until reconstitution.**Quorum:** One half of the members.**Meetings:** Need based; the meeting may be scheduled as and when necessary.**12.3 HOSTEL COMMITTEE(HC):****Constitution:** The Constitution of HC shall be as follows:

Sl. No.	Category	Status
1	President, SAST®	Honorary Chairman
2	Secretary, SAST®, Chickballapur	Member
3	Chief Administrative Officer(CAO) SAST®, Chickballapur	Member
4	Registrar	Member-Secretary
5	Chief Warden	Member
6	Warden	Member
7	Principal	Working Chairman

**Functions:** Approve Annual Budget, Review the Annual Audit Report & Audited statements of accounts, make policies/rules from time to time necessary on general administrative matter, to approve developmental/improvement works taken up for the welfare of hostilities to consider/approve staff welfare measures proposed by the Hostel Administration. The Hostel Committee is the final disciplinary authority. It sanctions/authorizes initiation of disciplinary proceedings. It is the final authority to impose punishment on proved misconduct.**Term:** Two years and shall continue to be in force until reconstitution.**Quorum:** One half of the members.**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.**Role of Member-Secretary:** The Member-Secretary shall with the approval of the Working-Chairman convene the meeting. Shall with the approval of the Working Chairman prepare the agenda for the meeting and also record the minutes and circulate amongst the members. The Member-Secretary shall ensure compliance of all decisions of the Committee.

**12.4 ALUMNI COMMITTEE(AC):****Constitution:** The Constitution of AC shall be as follows:

Sl. No.	Category	Status
1	President, SAST®	Honorary President
2	Secretary, SAST®, Chickballapur	Member
3	Chief Administrative Officer(CAO) SAST®, Chickballapur	Member
4	Registrar	Vice President
5	One Nominated Alumni Faculty member	Secretary
6	One Nominated Alumni Faculty member	Joint-Secretary
7	One Nominated Alumni Faculty member	Treasurer
8	Principal	Working President

**Functions:** As per the Byelaws of SJCIT Alumni Network.**Term:** Three years and shall continue to be in force until reconstitution.**Quorum:** One half of the members.**Meetings:** Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.**Role of Secretary:** Shall with the approval of the Working-President convene the meeting, prepare the agenda, record the minutes and circulate the same amongst the members. Secretary shall ensure compliance of all decisions of the Committee.

Sl. No.	Name of the Committee	Roles and Responsibilities
1.	<b>Discipline Committee</b>	<ul style="list-style-type: none"> <li>➤ To oversee and monitor the overall discipline of students in the college, and review it periodically.</li> <li>➤ To take decisions and actions related to indiscipline activities of the students in the college as and when required</li> </ul>
2.	<b>Anti-Ragging Committee</b>	<ul style="list-style-type: none"> <li>➤ Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.</li> <li>➤ The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.</li> <li>➤ Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.</li> </ul>
3.	<b>Anti Ragging Flying Squad</b>	<ul style="list-style-type: none"> <li>➤ Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee.</li> <li>➤ The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc.</li> <li>➤ The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to.</li> <li>➤ A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.</li> </ul>

4.	<b>Internal Quality Assurance Cell (IQAC)</b>	<ul style="list-style-type: none"> <li>➤ Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis for SJCIT</li> <li>➤ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.</li> <li>➤ Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes;</li> <li>➤ Dissemination of information on various quality parameters of higher education;</li> <li>➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;</li> <li>➤ Documentation of the various programmes / activities leading to quality improvement;</li> <li>➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;</li> <li>➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;</li> <li>➤ Development of Quality Culture in the institution;</li> <li>➤ Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.</li> </ul>
5.	<b>Students Grievance Redressal Cell:</b>	<ul style="list-style-type: none"> <li>➤ To develop an organizational framework to resolve Grievances of Students.</li> <li>➤ To provide the Students access to immediate, hassle free recourse to have their Grievances redressed.</li> <li>➤ To enlighten the Students on their duties and responsibilities.</li> <li>➤ To establish structured interactions with Students to elicit information, academic and administrative process on their expectations.</li> <li>➤ To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy</li> </ul>
6.	<b>Anti- Sexual Harassment Committee</b>	<ul style="list-style-type: none"> <li>➤ To provide conciliation to settle the matter between her and the respondent.</li> <li>➤ Conduct inquiry within the time frame (90 days) as prescribed in the Act.</li> <li>➤ Prepare inquiry and settlement reports &amp; submit the same to the Director.</li> <li>➤ Ensure confidentiality in conciliation proceedings and conducting inquiry as well as in keeping records.</li> <li>➤ Easy accessibility</li> </ul>
7.	<b>Alumni Association Committee</b>	<ul style="list-style-type: none"> <li>➤ To maintain alumni data base, ensure alumni meetings, establish alumni interaction, to promote alumni awareness engagement and commitment to the Institute, support a strong relationship between the alumni association and current students.</li> </ul>
8.	<b>Committee of Wardens</b>	<ul style="list-style-type: none"> <li>➤ To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel</li> <li>➤ To supervise all facilities/amenities and their up keep, receive complaints from students, redress grievances etc.</li> <li>➤ To control, counsel the behavior of students in the hostel, monitor study schedules and patterns, etc.</li> <li>➤ To plan for all the infrastructure facilities required as per</li> <li>➤ Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel</li> <li>➤ Responsible for the receipts and the payments of the hostel.</li> </ul>
9.	<b>Library Committee</b>	<ul style="list-style-type: none"> <li>➤ The Library Committee provides a forum for discussion of matters relating to the Library and its services.</li> <li>➤ To decide and adopt policies to govern the management and programme of the library.</li> <li>➤ To prepare the annual budget, rules and regulations of the library.</li> <li>➤ The committee also looks into students complains, if any.</li> <li>➤ The Library Committee is a standing committee of the Academic Council.</li> </ul>
10.	<b>Canteen Committee</b>	<ul style="list-style-type: none"> <li>➤ To supervise, take steps for the maintenance of canteen facilities with hygiene</li> <li>➤ To maintain and control the quality of food supplied in the canteen</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To modernize the canteen equipment and cooking procedures</li> <li>➤ To control and make suggestions to the canteen management</li> <li>➤ To plan for all the infrastructure facilities required as per norms</li> </ul>
11.	<b>Career Guidance Cell</b>	<ul style="list-style-type: none"> <li>➤ Collects and maintains the students database for the purpose of HR activities</li> <li>➤ Does the training need analysis for all third year students. Based on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.</li> <li>➤ Responsible for identifying placement opportunities across reputed organizations.</li> <li>➤ Arrange for interaction with industry and bridge the gap between Institute and industry.</li> <li>➤ Arranges for better conduct of industry – specific Training programmes</li> <li>➤ Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.</li> <li>➤ Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students</li> <li>➤ The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills.</li> <li>➤ Plan, designs, and imparts Soft skills to the students.</li> <li>➤ Plan, designs and imparts personality development to the students.</li> <li>➤ Plan, designs and implements finishing schools to the students.</li> <li>➤ Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills</li> </ul>
12.	<b>Student Welfare Committee</b>	Coordinating problems in the distributions of BC, MBC, SC/ST scholarship to the deserving candidates. Monitoring students facilities, organizing financial support to deserving students.
13.	<b>Transportation Committee</b>	To organize route schedule, to monitor maintenance of vehicles, liaison with Government, to address issues related to man power
14.	<b>College Internal Complaints Committee (CICC)</b>	<ul style="list-style-type: none"> <li>➤ Creates awareness about the internal complaint committee among the Institute academic and administrative units.</li> <li>➤ Promotes effective communication and collaboration among those responsible for complaints</li> <li>➤ Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.</li> <li>➤ Encourages an open-dialogue with the complainant from the committee members.</li> <li>➤ Monitors emerging complaint trends and circulate the information as needed.</li> <li>➤ Serves as a resource in developing or improving complaint related processes.</li> <li>➤ Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.</li> <li>➤ Makes recommendations to senior management as to any resources or actions required for Institute compliance.</li> </ul>
15.	<b>Central Mentoring-Cum-Counselling Committee at College/Departments under VTU</b>	<ul style="list-style-type: none"> <li>• To support the students in molding their character with self-confidence.</li> <li>• To de-stress the students by listening their problems and suggest solutions.</li> <li>• To conduct periodical meetings to address issues related to student academics.</li> <li>• To counsel and mentor the specific case of students for academic improvement, career advancement and overall development.</li> <li>• To review the counseling process conducted by faculty.</li> </ul>
16.	<b>Internal Committee for the Students with disabilities in universities/ college</b>	<ul style="list-style-type: none"> <li>• To take care of day to day needs of differently able persons as well as for implementation of the schemes existing and to be devised in future.</li> </ul>
17.	<b>Accreditation (NBA/NAAC) Committee</b>	<ul style="list-style-type: none"> <li>• To apply for NAAC/NBA certification.</li> <li>• To conduct periodical review meetings to monitor the progress of NAAC/NBA certification work.</li> <li>• To attend the seminars/conferences related to NAAC/NBA certification.</li> <li>• To organize training programmes for staff members by external resource persons to create awareness about NAAC/NBA certification.</li> <li>• Periodically reviewing the updation of NBA/NAAC related activities in the college</li> </ul>

18.	<b>College Website and Internet Maintenance Committee</b>	<ul style="list-style-type: none"> <li>To maintain and update the contents in the college website periodically.</li> <li>To promote news, events related to college in the website regularly.</li> </ul>
19.	<b>Central Computing Facility And Computer Maintenance Committee</b>	<ul style="list-style-type: none"> <li>To provide central computing facility for the first year students</li> <li>To maintain all the computers, LCD projectors, printers in the college</li> </ul>
20.	<b>University Examination Committee</b>	<ul style="list-style-type: none"> <li>To conduct and monitor the University Examinations as per the time table systematically with proper arrangements</li> </ul>
21.	<b>Internal Examination Committee</b>	<ul style="list-style-type: none"> <li>To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements</li> </ul>
22.	<b>Signboard In charge/ Power supply, Generator, UPS, A/Cs Maintenance Committee</b>	<ul style="list-style-type: none"> <li>To install signboards in the college as and when required</li> <li>To monitor and maintain the Power supply, Generators, UPSs, A/Cs available in the college and hostels</li> </ul>
23.	<b>Publicity and College News Promotion Committee</b>	<ul style="list-style-type: none"> <li>To send advertisements, news items to the newspaper about the college or events organized in the college.</li> <li>To bring press reporters to the college functions through invitations or by phone.</li> <li>To make promotional activities about the college in the newspaper and website.</li> </ul>
24.	<b>Purchase Committee</b>	<ul style="list-style-type: none"> <li>To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines.</li> <li>After receiving the item /device/equipment in good quality, make arrangements for payment.</li> <li>To make arrangements for servicing/repairing of faulty items/devices/equipments.</li> </ul>
25.	<b>Central Time Table Committee</b>	<ul style="list-style-type: none"> <li>To coordinate the time table preparation for first year classes at college level in consultation with HODs in every semester.</li> <li>To prepare master time table of the college during every semester</li> </ul>
26.	<b>Estate Maintenance Committee</b>	<ul style="list-style-type: none"> <li>To do works related to campus cleaning, gardening and do the maintenance work (including carpentry and plumbing works) of all buildings in the college and hostel premises.</li> </ul>
27.	<b>Security Committee</b>	<ul style="list-style-type: none"> <li>To maintain duty chart of securities in the Academic Blocks, Boys Hostel, Girls Hostel and in College Main Gate</li> </ul>
28.	<b>Professional Societies Activities: ISTE, CSI, IEEE/IETE Committee</b>	<ul style="list-style-type: none"> <li>To promote ISTE/CSI/IEEE/IETE memberships among students in the college.</li> <li>To conduct mini project competition for all second/third year students during even semester in every year</li> </ul>
29.	<b>AICTE – Approval and VTU – Affiliation Process Committee</b>	<ul style="list-style-type: none"> <li>To do works related to AICTE Approval and VTU Affiliation process</li> </ul>
30.	<b>Research Council</b>	<ul style="list-style-type: none"> <li>To review the Research and Development activities of the college each year and make suggestions for further improvements</li> </ul>
31.	<b>Academic Calendar Committee</b>	<ul style="list-style-type: none"> <li>To prepare and publish the academic calendar at the beginning of every semester.</li> </ul>
32.	<b>College Magazine Committee</b>	<ul style="list-style-type: none"> <li>To prepare and publish College Annual Magazine at the end of every academic year.</li> </ul>
33.	<b>NSS/NCC Committee</b>	<ul style="list-style-type: none"> <li>To conduct NSS related activities in the college.</li> <li>To conduct NCC related activities in the college.</li> </ul>
34.	<b>Institute Innovation Council, IPR and Entrepreneur Development Cell</b>	<ul style="list-style-type: none"> <li>To promote Innovation culture at Institute level</li> <li>To assist in IPR related services</li> <li>To promote and conduct EDC related activities in the college</li> <li>To support and sustain Startups at Institute Level</li> </ul>
35.	<b>Cultural Activities Committee</b>	<ul style="list-style-type: none"> <li>To conduct cultural activities in the college during College Day and during other events.</li> <li>To accompany with students for cultural events to be organized in other colleges/Universities</li> </ul>

36.	<b>Sports Committee</b>	<ul style="list-style-type: none"><li>• To promote and develop sports activities in the college among students and staff members.</li><li>• To organize intra-college and inter-college sports events in the college.</li><li>• To accompany with students for sports events to be organized in other colleges</li></ul>
37.	<b>Planning Committee</b>	<ul style="list-style-type: none"><li>• To make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, to review the activities of the previous semester/year and make recommendations to the Principal/CAO/Management for further improvement.</li><li>• To overview the financial viability of the college in each financial year and based on the report of the auditor it will make suggestions /recommendations to the Principal/CAO/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year.</li></ul>
38.	<b>Admission Committee</b>	<ul style="list-style-type: none"><li>• To promote admission related activities throughout the year</li><li>• Design, Plan and implement college Brand Building Activities</li><li>• Present ideas, mechanisms, tools and techniques to improve admissions</li></ul>

## **Conclusion**

The contents of this manual/service rules are solely written for the employees of SJCIT. Trust has taken all reasonable care to ensure that the contents of this Service Rules manual do not violate any copyright or any other intellectual property rights of any person, organization and/or institute in any manner whatsoever.

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## **ANNEXURES**

### **Maintenance of Important Documents, Enactments etc.,**

The College shall maintain the following updated documents and Enactments for references

- a) Karnataka Education Act 1983 and Rules enacted there under.
- b) Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
- c) Notifications, Circulars, Orders etc of the Visvesvaraya Technological University.
- d) Karnataka Civil Services (General Recruitment )Rules 1977
- e) Karnataka Civil Services (Probation) Rules 1977
- f) Karnataka Civil Services (CCA) Rules 1957
- g) Karnataka Civil Services (Conduct) Rules 1966
- h) Karnataka Civil Services (Performance Reports) Rules 2000
- i) Karnataka Government servants (Seniority) Rules 1957
- j) UGC Act 1956 Rules& Regulations made there under
- k) All India Council for Technical Education Act, 1987 and Regulations framed there under.
- l) AICTE Notifications, Circulars and Orders issued from time to time.
- m) The Employees Provident Fund & Miscellaneous provisions Act 1952
- n) Cadre and Recruitment Rules of the Department of Technical Education promulgated by Government of Karnataka.
- o) Karnataka Societies Registration Act 1960.
- p) CET Information Brochure and the Acts and Rules of the State Govt. regulating admission to BE, B.Arch, M.Tech, MBA and MCA.
- q) Examination Manual of Visvesvaraya Technological University.
- r) NAAC Accreditation Manual
- s) Karnataka Examinations Authority, Notifications issued from time to time
- t) Rules/Orders/Circulars/Notifications issued from time to time by State Government relating to Technical Educations  
Training Policy For Technical Teachers – AICTE Guidelines