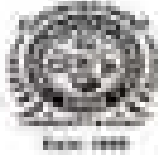


Functioning of the Institutional Bodies

| Sl. No. | Institutional Bodies |
|---------|----------------------|
| 1. | Governing Council |
| 2. | IQAC |





Kalpataru Vidyapeetham (KV) 5622, 1991

KALPATARU INSTITUTE OF TECHNOLOGY

Approved by Karnataka Technological University, Mysore & Recognized by AICTE, New Delhi

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LIST OF GOVERNING COUNCIL MEMBERS

| Sl. No. | NAME | | |
|---------|---|---------------------|--------------------------------|
| 01 | Sri F K Thippesudrappa | President, KVU | Chairman |
| 02 | Sri T S Sasavara | Vice-President, KVU | Member |
| 03 | Sri B S Indraj | Vice-President, KVU | Member |
| 04 | Sri G P Deepak | Vice-President, KVU | Member |
| 05 | Sri B S Umesh | Vice-President, KVU | Member |
| 06 | Sri M R Sangamesh | Secretary, KVU | Member |
| 07 | Sri H G Sudhakar | Secretary, KVU | Member |
| 08 | Sri G S Umashankar | Secretary, KVU | Member |
| 09 | Sri T U Jagadeesh Murthy | Secretary, KVU | Member |
| 10 | Sri T S Shivaprasad | Treasurer, KVU | Member |
| 11 | Sri G C Suresh | Member, KVU | Member |
| 12 | Sri T S Chethan Kumar | Member, KVU | Member |
| 13 | Sri M R Narayanaswamy | Member, KVU | Member |
| 14 | The Joint Director, Industry & Commerce Dept. Dudurga | Govt. Nominee | Ex-Officio Member |
| 15 | Prof. K A Ranganatha Shetty, Dean, Dept. of Computer Science & Engg., NITe Manipal Institute of Technology, Bangalore-44 | AICTE Nominee | Ex-Officio Member |
| 16 | Dr. Sreedhar K S, Professor, Dept. of CSE, UDDT, Davanagere | VTU Nominee | Ex-Officio Member |
| 17 | Director, Dept. of Technical Education, Govt. of Karnataka, Bangalore | Ex-Officio Member | Ex-Officio Member |
| 18 | Regional Officer, SWRC, AICTE, Bangalore | Ex-Officio Member | Ex-Officio Member |
| 19 | Dr. G.D.Gurumurthy | Principal | Ex-Officio Member Secretary |

[Signature]

PRINCIPAL
Kalpataru Institute of Technology
| Phone - 972 201.

* G.C Meeting 31-01-2023 *



Proceedings of the Governing Council meeting held on 31-01-2023 at 11:00 am.

Prof. P. K. Thippesudrappa president, K.V.S. Univ. Conducting the meeting.

Members Present:

Signature

1) Prof. P. K. Thippesudrappa
President K.V.S.

2) Prof. T. S. Balasubramanian
Vice President K.V.S.

3) Prof. Bageswari Narasimhan
Vice President K.V.S.

4) Prof. G. P. Deepthi
Vice President K.V.S.

5) Prof. B. S. Umesh
Vice President K.V.S.

6) Prof. M. P. Sengamseth
Secretary K.V.S.

7) Prof. Sudhakar H. G.
Secretary K.V.S.

8) Prof. G. S. Umashankar
Secretary K.V.S.



- 9) Sri T. U. Jagadeesh Murthy
Secretary HUS
- 10) Sri T. S. Shivaprasad
Treasurer HUS
- 11) Sri G. A. Suresh
member HUS
- 12) Sri T. S. Chethan Kumar
member HUS
- 13) Sri M. R. Nidambamurthy
Member HUS
- 14) Sri S. Muralida
Guest nominee (ex-officio member)
- 15) Prof. K. A. Rangaratha Shetty
AICTE member, ex-officio member
- 16) Dr. Sreedhar K. S.
VTU nominee, ex-officio member
- 17) Director, Dept of Technical Education,
Govt of Karnataka Bangalore Ex-officio member.
- 18) Regional officer, SWRO-AICTE,
Bangalore, ex-officio member.
- 19) Dr. G. D. Gunavarthy
Principal, ex-officio member,
Rocantary.

Agenda for the Governing Council meeting

01. Welcoming the members by Principal
02. Review of Academic activities since the last Governing Council meeting held on 16-05-2022
03. Admission details for the academic year 2022-23
04. Confirmation of previous G.C meeting Resolutions held on - 16-05-2022
05. Ratification of Appointment and promotion made till - 31-01-2023
06. measures to be taken to implement NIP according to 2022 Scheme.
07. increase in the intake to CSE Dept. and starting new programme - B.Tech.
08. Budget proposal for the academic year 2023-24.
09. Improving Training & Placement Activities.
10. presentation by new regarding academic progress in the department
11. Hostel and Sports Report
12. Any other subject with permission of the chair.



Regulatory Body Approved (U) Since 1982

KALPATARU INSTITUTE OF TECHNOLOGY

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Date: 31-01-2023

MINUTES OF GOVERNING COUNCIL MEETING

1. Meeting attended by:

| SN | Name | Designation | SN | Name | Designation |
|----|--|------------------------------------|----|---|-------------------------|
| 1 | Prof. R.A. Ranganatha Shetty Dean & HOD, Dept of IIT Vivek Meenakshi IT, Bangalore | Ex-Officio Member AICTE Nominee | 11 | Dr. G.U. Ganamurthy | Principal KIT |
| 2 | Dr. Siddhar Prof & HOD, Computer Science UBDT, Davanagere | Ex-Officio Member VTU Nominee | 12 | Mr. G.S.Yogananda Associate Professor | HOD, ECE |
| 3 | Sri. G.S.Umashankar Secretary, Kalpataru, Vidyasastra | Chairman in-charge | 13 | Mr. S. M. Srivasthakar Associate Professor | HOD, CSE |
| 4 | Sri. B.S. Umesh Vice-President, KVS | GC Member | 14 | Mr. R. J. Rajasekhkar Associate Prof | HOD, ISE |
| 5 | Sri. G.S. Deepak Vice-President, KVS | GC Member | 15 | Dr. B.M. Vishwanath Professor | HOD, Mech. |
| 6 | Mr. Sudhekar Vice-President, KVS | GC Member | 16 | Mr. A.M. Arunkumar Associate Professor | HOD Civil Engg. |
| 7 | Sri. M. R. Sangamesh Vice-President, KVS | | 17 | Mrs. Deepthi Anith Associate Professor | HOD, MBA |
| 8 | Sri. T.U. Jagadeeshmurthy Secretary, KVS | GC Member | 18 | Dr. C. Vedamurthy Professor | HOD, Physics |
| 9 | Sri. T. S. Shivraj Treasurer, KVS | GC Member | 19 | Dr. H.N. Chandrakala Professor | HOD, Chemistry |
| 10 | Sri. G.C. Sanku | GC Member | 20 | Mr. R.G. Charantamath Associate Professor | HOD, Maths |
| 11 | Sri. Chaitan | GC Member | 21 | Mr. T.S. Marjunath | Librarian |
| 12 | Sri. Narayanaswamy | GC Member | 22 | Dr. T.S. Kuan | IPD |
| | | | 23 | Mr. Narayanaswamy | Admission coordinate |
| | | | 24 | Mr. Jayanth | PEO |
| | | | 25 | Dr. Chethanchandra S. Basavaraddi | NAAC Coordinator |
| | | | 26 | Dr. S.V. Rajasekhara- reddy | NSA Coordinator |

II. Proceedings of GC Meeting:

1. Principal of KIT Dr. G.D. Ganamurthy welcomed ARTE Northing, VTU Northing, Chairman of GC, GC Members, HODs and all the dignitaries to the GC Meeting in the Board Room of Karpuram Vidya Samithi on the forenoon of 11.01.2023, Tuesday.
2. Principal made a PPT presentation of all the academic events held during the current academic year 2022-23, Result analysis of the previous academic year 2021-22, Report of Value addition activities, List of promotions and appointments, Placements, Future Plans, etcetera.
3. Dr. G.D. Ganamurthy requested the GC Members to ratify the Appointments and Promotions made during the year 2022-23.
4. Dr. Srihar VTU Northing, appreciated the good gesture of the Management, which granted a 20% hike in the DA of the KIT staff.
5. Dr. Srihar expressed that it is now up to the staff to work hard to earn a good name for the institution.
6. In view of CSE & EC departments getting the NBA Accreditation, Dr. Srihar suggested to start one new UG programme viz, AIME, and one PG programme viz, MCA. He also suggested to increase intake of CSE department.
7. Principal requested for the permission of GE members to dispose obsolete library books and journals.
8. Dr. Srihar told that State level and National level events could be hosted by the institution.
9. Dr. Srihar said the resource person for placement training could be from in-house.
10. Dr. Srihar told that during teachers day celebration, seminars must be conducted for teachers and their achievements must be appreciated.
11. Dr. Srihar expressed his view that Academic Clubs must be put in place and activities must be held with the involvement of students.
12. Dr. Srihar expressed his satisfaction about the increase in the number of P.H. holders and told that this number must keep growing.
13. With regard to the upgrading of the computers, Dr. Srihar suggested that going for laptops would be a solution to many problems like UPS breakdown & Wifi connectivity.
14. Srihar suggested that HODs should have routine system.
15. Need for strengthening R&D activities was stressed by the VTU Northing.
16. According to the VTU members, the college needs to provide a platform for start-up from the passed out students. This helps the placements to happen in the company started by the service.

students. This also helps the students to do their internships in the company run by the over 1000 under students.

17. Dr. Sridhar suggested that mentoring must be extended beyond first years. We must inquire about the well being of our students for at least three years after their passing out.

18. Dr. Sridhar told that it is high time that the institution must go for NAAC certification.

19. The GC meeting was concluded with the Principal thanking everyone in the meeting for their active participation, meaningful discussions and valuable suggestions.


PRINCIPAL

PRINCIPAL
Kannada Institute of Technology
Tiptur - 572 201

Proceedings of the Governing Council Meeting
held on 9th Nov at 11.30 AM
Mr. P. C. Tippenbappa President Conducting the
Meeting

Members Present

- 1) Mr. P. C. Tippenbappa President ^{KVS}
- 2) Mr. S. S. Mahraj - Vice President ^{KVS}
- 3) Mr. G. A. Prabhu - Vice President ^{KVS}
- 4) Mr. T. M. Jagadeeswamy Secretary ^{KVS}
- 5) Mr. K. P. Kudramangaly - Secretary ^{KVS}
- 6) Mr. P. Ramani - Secretary ^{KVS}
- 7) Mr. T. C. Shrinivas - Treasurer ^{KVS}
- 8) Mr. S. S. Suresh - Member ^{KVS}
- 9) Mr. G. S. Shrinivas - Member ^{KVS}
- 10) Mr. T. S. Chalkhanur - Member ^{KVS}
- 11) Mr. N. A. Ranganathaiah - Assoc. Member & ^{Office Member}
- 12) Mr. S. Mahadev - ^{K. T. U. Member & Officer in Charge of Prof. Dept. of Geol. & Mineralogy}

14) The Principal, Dept of Public Health
Govt of Karnataka Bangalore

15) The Regional Officer
Bangalore

16) Dr. G. D. Gowdappa, Bangalore
Secretary

Agenda for the Governing Council Meeting dated 09-03-2021

1. Welcome / Academic Report of 2019-2020 – Principal
2. Admission - Academic year 2020-21
3. Confirmation of the previous GC Meeting Resolutions which was held on 09-03-2020
4. Ratification of the Appointments and Promotions made till 09-03-2021
5. Presentation from HOD's of all departments:
 - a. Result Analysis of all semesters
 - b. Faculty Development programmes
 - c. R & D Centers – activities
 - d. Publications / Seminars / Conference / Workshop Attended
 - e. Awards for Students / Faculties
6. Training and Placement Report
7. Hostel Report
8. Sports Report
9. Any other subject with permission of chair


(Dr. G.D. Gowdappa)
Principal & Ex-officio Member Secretary

Proceedings of the Governing Council Meeting held on 09-02-2021

Governing Council Meeting was held on 09-02-2021 (Tuesday) at 11.30 a.m. in online mode using Google Meet. VTU nominee Dr. Sreedhar K.S., Professor, Dept. of Computer Science & Engg., UBDI College of Engineering, Davanagere and AICTE nominee Prof. K.A.Ranganatha Shetty, have participated in the meeting in online. Other Governing Council members have participated in offline. The meeting was held at Kalpataru Vidya Samstha Board Room.

Principal of Kalpataru Institute of Technology, Dr. G.D.Gurumurthy welcomed VTU nominee, AICTE nominee, Chairman of Governing Council, Governing Council Members, HODs of all the departments and other dignitaries.

Principal made a Power Point presentation about the academic events held between March 2020 to January 2021. Admissions, Result Analysis, implementation of previous resolutions, and value added activities etc. were highlighted.

This was followed by presentation from HODs of all the departments. Discussions were held on satisfactory conduction of online classes. Some HODs commented online classes were not recorded by few faculties due to some network problems. But clarified that classes were conducted as far as possible according to the Time-Table, else special classes were engaged. In total online classes were conducted satisfactorily and syllabus is covered.

Prof. Rajakumar, Secretary, KVS and Governing Council Member insisted on HODs – Principal be a member in the student group for the conducting online classes and frequently join the online classes to verify conduction of the online classes satisfactorily.

Dr. Sreedhar K.S., VTU nominee in his address to the Governing Council given his opinion that Placement & Trainings are to be given to the students from the 1st year itself. The training should be continuing until the students get placement.

Prof. K.A.Ranganatha Shetty, AICTE nominee addressed the Governing Council and given opinion that the Institution should apply for NAAC and NBA at the earliest.

Sri G.S.Umashankar, GC Member, Sri T.S. Chethan Kumar, GC Member and Sri T.S.Shivaprasad, Treasurer, Karpataru Vidya Samithi, draw the attention of the Governing Council Members regarding falling of the Admissions to B.E. courses and invited HODs and Principal to take appropriate steps to project the KITs performance as a measure to improve the admission status.

Sri P.K. Tippenudrappa, President, Karpataru Vidya Samithi and Chairman of Governing Council in his presidential remark expressed his opinion that COVID-19 situation is challenging one. It is challenging both for students and staff. The Faculty should take appropriate measures to keep in touch with students and encourage them to attend online classes without missing.

Principal thanked all the Governing Council Members for attending the meeting and having a meaningful discussion.


Principal
Karpataru Institute of Technology
KPTIUS - 872 302

Proceedings of the General meeting held on 30-06-2015 at 11:00 AM Sri P. Thippeswamy President conducting the meeting

Members Present

- 1) Sri P. Thippeswamy President KVS
- 2) Sri S. Narayaj - Vice President KVS
- 3) Sri M. Chandrabhawanthi - Vice President KVS
- 4) Sri G. Prabhu - Vice President KVS
- 5) Sri Rajkumar - Secretary: Narabimma KVS
- 6) Sri R. K. Vithalaram - Secretary KVS
- 7) Sri K. R. Rudramurthy - Secretary KVS
- 8) Sri P. V. Jagannadharaj - Secretary KVS
- 9) Sri P. Shivaprasad - Treasurer, Dapur KVS
- 10) Sri G. S. Suresh - Member KVS
- 11) Sri G. S. Brahmachari - Member KVS
- 12) Sri S. S. Chaitanyam - Member KVS
- 13) Sri S. Malanda - Guest Member KVS
- 14) Sri K. R. Rajagopalakrishna - Guest Member KVS

15) Dr. Dr. Kamalakar - Vice. President of the Institute
of Technical Education
Present

16) The Director
Dept of Technical Education Govt of Karnataka Bangalore
Absent

17) The Regional Officer - North Circle Bangalore
Absent

18) Dr. Chandrasekhar - President of the Institute
Present

Agenda for the Governing Council Meeting is as follows:

- 1) Welcome / Academic Report of 2017-18 - President
- 2) Admission: Academic Year 2018-19
- 3) Confirmation of the Minutes of the Meeting conducted which was held on 15-12-2017
- 4) Publication of the appointment of faculty members 2018-19
- 5) Presentation from HOD of all departments
- 6) a) Result Analysis of all Semesters
b) Faculty Development Programmes
c) D.O. Orders - releases
d) Publication / Seminar / Conference / Workshop attended
e) records for Student / Faculties
- 7) Budget allocation for the Academic Year 2018-19.
- 8) Training of Assessment Report
- 9) Hostel Report
- 10) Sports Report
- 11) Request for Improvement - feedback and HOD
- 12) Permission to go for NED
- 13) Any other subject with permission of chair

Dr. Kamalakar
Principal
Karnataka Institute of Technology
DPTCE - 572002



Kalpataru Vidya Sanstha (P) Ltd. 1997

KALPATARU INSTITUTE OF TECHNOLOGY

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Date: 30-10-2018

GOVERNING COUNCIL MEETING October-2018

I. Meeting attended by:

| Sl. No. | Name | Designation | SN | Name | Designation |
|---------|--|------------------------------------|----|---|------------------------|
| 1 | Dr. P.K. Thyagarajaperumal President of KVAFSU, Tirupur | Chairman | 16 | Mr. S.R.Nataraj Associate Professor | HoD, Civil |
| 2 | Prof. K.A. Ramakrishna Murthy Dean & HOD, Dept of CS Vasa Memorial IT, Bangalore | Ex-Officio Member AICTE Nominee | 17 | Mrs. Deeptha Aravali Associate Professor | HoD, MBA |
| 3 | Dr. A.N. Ramakrishna Principal Rajawade Institute of Tech. Mysore | Ex-Officio Member VTU Nominee | 18 | Dr. C. Veeramurthy Professor | HoD, Physics |
| 4 | Prof. Rajakumar Faculty, Kalpataru Vidya Sanstha | GC Member | 19 | Dr. H.N. Chandrakala Professor | HoD, Chemistry |
| 5 | Dr. T.U. Jagadeeswarthy Faculty, KVV | GC Member | 20 | Mr. R.G. Charamanath Associate Professor | HoD, Maths |
| 6 | Dr. T.S. Shivaprasad Teacher, KVV | GC Member | 21 | Dr. T.S. Kiran Prof. of ME | TPO |
| 7 | Dr. G.C. Suresh | GC Member | 22 | Mr. T.S. Manjunath | Librarian |
| 8 | Dr. Chandrasekhar T.S | GC Member | 23 | Mrs. Meera Subramani | HoD, English |
| 9 | Mr. G.S. Umashankar | Academic Committee Member | 24 | Mr. Jijy Asst. Prof., ME | Warden |
| 10 | Dr. Nandoochattai  | Principal KIT | 25 | Dr. Devraj Assoc. Prof., Physics | RA D Coordinator |
| 11 | Mr. G. C. Sriramesh | Office Manager KIT | 26 | Dr. S.V. Rajeshkannaswamy | NBA Coordinator |
| 12 | Mr. G.S. Yogananda Associate Professor | HoD, ECE | 27 | Dr. V.P. Chinnayyan Prof. of CSE | Research Supervisor |
| 13 | Mr. S. Sathish Associate Professor | HoD, CSE | 28 | Dr. Shivaprasad Prof. of Civil Engg. | Research Supervisor |
| 14 | Mr. K.J. Rajasekhar Associate Prof. | HoD, ISE | 29 | Mr. Jagath M.J | FED |
| 15 | Dr. H.M. Vivekanath Professor | HoD, ME | | | |

II. Proceedings of GC Meeting:

1. Principal of KIT Dr. Nandoochattai welcomed AICTE Nominee, VTU Nominee, Chairman of GC, GC Members, HODs and all the dignitaries to the GC Meeting in the Board Room of Kalpataru Vidya Sanstha at 11am on 30/10/2018, Friday.

2. Principal made a PPT presentation of all the academic events held from Dec-2017 to Oct-2018. Admissions, Result analysis, Value added activities, etc., were highlighted.



Principal
Kalpataru Institute of Technology
TPUSA - 675002

3. This was followed by the presentations from the HODs of all the branches. During the presentation many issues came up for discussion. Some of them are as continued below.
4. Prof. Ranganatha Shetty, AICTE Nominee advised that the low result subject Discrete Mathematics can be handled by Maths staff.
5. All the members suggested that an HOD can function more efficiently, if the HOD position is a rotation basis.
6. Mr. Umashankar, Academic Committee Member told that there should be a research archive in the campus. Staff must cultivate research culture and stay in the campus beyond the office hours.
7. Prof. Rajkumar expressed the need for uniformity in the information and presentation.
8. Dr. A. N. Ramakrishna VTU Nominee told that our college results should be compared with the VTU average. He continued that all the principals of different colleges would demand the VC to release/announce the University average results subject-wise.
9. Mr. Chetan, GC Member told that the teachers with low results must be evaluated.
10. Prof. Ranganatha Shetty, AICTE Nominee explained on the need for coaching for GATE aspirants.
11. Mr. T. U. Jagadishwarthy Searched must be conducted for all classes to improve communication skills of the students.
12. Treasurer of KVS Sri. T.S. Shivaprasad told that faculties must aim to publish papers in reputed journals with good Impact Factor / DOI. Other members added that Research & Publication must happen more effectively.
13. In the meeting, it was decided to conduct classes like C++ to make students more employable.
14. Prof. Ranganatha Shetty finally told that without a good number of publications, there is no way of getting NBA accreditation. We must concentrate on it. There should be at least one paper/staff/yr.
15. Dr. A. N. Ramakrishna concluded that the only means of boosting admissions is improving placement. The Institute must concentrate on this area. For this, communication skills of the students must be improved in the first two years of BE course.
16. Principal thanked all the members of Governing Council Meeting for the meaningful discussion.


Principal

Copies to: 1. The Hon'ble Vice-Chancellor, VTU Bellary, 2. Kapata Vidyasaheb Sirur, 3. Office Manager, KIT-Tygal,
Principal
Kapata Institute of Technology
- TIPTOL - 571004.

Proceedings of the Governing Council Meeting held on 6-3-2020 at 11-00 AM.

Sr P. S. Thippesudrappa President Conducting the Meeting

Members Present

- 1) Sr P. S. Thippesudrappa President, KVS
- 2) Sr S. S. Narayana - Vice President, KVS
- 3) Sr A. M. Chandraharana - Vice President, KVS
- 4) Sr G. K. Prabhakar - Vice President, KVS
- 5) Sr Rajendra - Secretary, Narasimhan, KVS
- 6) Sr D. L. Vikraman - Secretary, KVS
- 7) Sr K. R. Rameshwar - Secretary, KVS
- 8) Sr K. S. Jagadeeshwara - Secretary, KVS
- 9) Sr P. S. Shree Prasad - Treasurer, KVS
- 10) Sr G. C. Suresh - Member, KVS
- 11) Sr G. S. Unnikrishnan - Member, KVS
- 12) Sr T. S. Chakravarthy - Member, KVS
- 13) Sr S. Phani - Member, KVS
- 14) Sr S. S. Srinivas - Principal, KVS

Agenda for G.C meeting on 06/02/2020



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Sub: Governing Council Meeting Reporting

As per the direction of honorable President KVS and consent received from VTU & AICTE members, governing council meeting is convened on 06-02-2020 at 11am in KVS Board room-KIT Campus Tiptur.

Agenda for the Governing Council Meeting are as follows:

1. Welcome/ Academic Report of 2018-2019-Principal
2. Admission / Academic Year 2019-20
3. Confirmation of Previous GC Meeting Resolutions which was held on 20-10-2018.
4. Ratification of Appointments and Promotions made in 05-05-2020.
5. Presentation from HOD of all departments:
 - a. Result Analysis of all semester
 - b. Faculty Development Programmes
 - c. R&D center - activities
 - d. Publications / seminars/Conference/Workshop attended.
 - e. Awards for students / faculties
6. Felicitation to Mr Shankar S.T., 50th Rank Holder in VTU Exam year 2018-19.
7. Budget allocation for the academic year 2019-20.
8. Training and Placement Report.
9. Hostel Report
10. Sports Report.
11. Permission to go for NBA and NAAC.
12. Any other subject with permission of Chair.

Dr. Chandrashekhra S. G.
Principal & Ex-officio Member Secretary
Principal
Kalpataru Institute of Technology
TPTUR - 575 002.

- (12) Dr. S. S. Rangaswathi - AICTE Member
/ a Co-opted member
- (13) Dr. A. R. Kumar - AICTE Member & Co-opted member
of group of I.T.E. Person
/ a Co-opted member
- (14) The Director
Dept. of Technical Education Govt. of Karnataka Bangalore
- (15) The Regional Officer - AICTE - Bangalore
- (16) D.T.E. Community - Bangalore (Co-opted member) - Invited
1/2/20

The proceedings of G.C. meeting are as follows:-

Date: 06-03-2020

GOVERNING COUNCIL MEETING March 2020

G. Meeting attended by:

| No. | Name | Designation | No. | Name | Designation |
|-----|-----------------------|-----------------|-----|-----------------------|-------------|
| 1 | Dr. H. S. Rangaswathi | Member | 11 | Dr. S. S. Rangaswathi | Member |
| 2 | Dr. A. R. Kumar | Co-opted Member | 12 | Dr. S. S. Rangaswathi | Member |
| 3 | Dr. S. S. Rangaswathi | Co-opted Member | 13 | Dr. S. S. Rangaswathi | Member |
| 4 | Dr. S. S. Rangaswathi | Co-opted Member | 14 | Dr. S. S. Rangaswathi | Member |
| 5 | Dr. S. S. Rangaswathi | Co-opted Member | 15 | Dr. S. S. Rangaswathi | Member |
| 6 | Dr. S. S. Rangaswathi | Co-opted Member | 16 | Dr. S. S. Rangaswathi | Member |
| 7 | Dr. S. S. Rangaswathi | Co-opted Member | 17 | Dr. S. S. Rangaswathi | Member |
| 8 | Dr. S. S. Rangaswathi | Co-opted Member | 18 | Dr. S. S. Rangaswathi | Member |
| 9 | Dr. S. S. Rangaswathi | Co-opted Member | 19 | Dr. S. S. Rangaswathi | Member |
| 10 | Dr. S. S. Rangaswathi | Co-opted Member | 20 | Dr. S. S. Rangaswathi | Member |
| 11 | Dr. S. S. Rangaswathi | Co-opted Member | 21 | Dr. S. S. Rangaswathi | Member |
| 12 | Dr. S. S. Rangaswathi | Co-opted Member | 22 | Dr. S. S. Rangaswathi | Member |
| 13 | Dr. S. S. Rangaswathi | Co-opted Member | 23 | Dr. S. S. Rangaswathi | Member |
| 14 | Dr. S. S. Rangaswathi | Co-opted Member | 24 | Dr. S. S. Rangaswathi | Member |
| 15 | Dr. S. S. Rangaswathi | Co-opted Member | 25 | Dr. S. S. Rangaswathi | Member |
| 16 | Dr. S. S. Rangaswathi | Co-opted Member | 26 | Dr. S. S. Rangaswathi | Member |
| 17 | Dr. S. S. Rangaswathi | Co-opted Member | 27 | Dr. S. S. Rangaswathi | Member |
| 18 | Dr. S. S. Rangaswathi | Co-opted Member | 28 | Dr. S. S. Rangaswathi | Member |
| 19 | Dr. S. S. Rangaswathi | Co-opted Member | 29 | Dr. S. S. Rangaswathi | Member |
| 20 | Dr. S. S. Rangaswathi | Co-opted Member | 30 | Dr. S. S. Rangaswathi | Member |

II. Agenda of GC Meeting held on 08-03-2020:

1. Principal of KIT Dr. Guruswamy G D welcomed VTU Members, Chairman of Governing Council, GC Members, HODs and all the dignitaries to the GC Meeting in the Board Room of Kalpataru Yashwantrao Chavan on 08/03/2020, Friday.

2. Principal made a PPT presentation of all the academic events held from Nov-2018 to Feb- 2020. Admissions, Result analysis, Implementation of Previous regulations and Value added activities, etc., were highlighted.

3. This was followed by the presentations from the HODs of all the Departments. During the presentation many issues came up for discussion. Some of them are as mentioned below.

4. Mr. Venkateshwar Academic Committee Member, told that subjects deemed to be tough are to be given special attention and taught by authority staff. There should be a research nucleus in the campus and staff should cultivate research culture.

Prof. Rajaswar Secretary KVS and GC member expressed the need strengthen the project system. He also pointed out to work value added project works to be conducted by students.

Dr. Jagadeeswarthy TU, Secretary KVS and GC member expressed the need to conduct the classes on Saturday afternoon and Sunday to complete the syllabus early to compensate loss of class due to conduct of scheduled athletic meet during the month of April-2020.

Dr. A. N. Ramakrishna Principal Rajeev Institute of Technology, Dhone,VTU Member told that college results should be compared with the VTU average. And he told that VTU will be releasing the consolidated statement of results.

7. Mr. Charan, GC Member told that Special care must be taken for the 11th year students. All the members agreed to this and told HODs and Principal to take additional measures with regard to that year.

8. Dr. A. N. Ramakrishna VTU Member, appreciated placement activities and stressed to improve the Placement Training to the students starting from 10th Year itself.

9. Treasurer of KVS Sec. T.S. Sivaprasad told that facilities must arise to Prepare for NBA / NCAAA activities. Also he pointed out improvement in Research activities.

10. Principal thanked all the members of Governing Council Meeting for the meaningful discussions.


Principal
Kalpataru Institute of Technology
TPT&R - 572205

G.C. Meeting

held

1952-53

Proceedings of the Governing Council meeting held on 12.12.52 at 11 am in Sri Sri Venkateswara Prasad Auditorium to the meeting.

Members Present

- 1) Sri Sri Venkateswara Prasad - President -
K.V.S.
- 2) Sri Sri Mahalingam - Vice President -
K.V.S.
- 3) Sri Sri Chandrabhawanth - Vice President -
K.V.S.
- 4) Sri Sri Prabhu - Vice President -
K.V.S.
- 5) Sri Sri Rajaram - Secretary -
K.V.S.
- 6) Sri Sri Venkateswara - Secretary -
K.V.S.
- 7) Sri Sri Rudramurthy - Secretary -
K.V.S.
- 8) Sri Sri Jagadeeswarthy - Secretary -
K.V.S.
- 9) Sri Sri Shivaprasad - Treasurer -
K.V.S.
- 10) Sri Sri Suresh - Member -
K.V.S.
- 11) Sri Sri Hanumanth - Member -
K.V.S.
- 12) Sri Sri Chaitanyam - Member -
K.V.S.
- 13) Sri Sri Phani - Gen. Member
K.V.S.
- 14) Sri Sri Rangaswamy - Gen. Member
K.V.S.

K.V.S.

- 16. Dr. Anupam Kumar - 100th Anniversary of the Institution
- 17. The Director
Dept. of Technical Education Govt. of West Bengal
- 18. The Regional Officer, West Bengal, Bangalore
- 19. Dr. Nandkishore - Principal, Government Engineering College, Mysore

Agenda for the Governing Council Meeting for the following

- 1) Welcome / Academic report of 2012 - Principal
- 2) Admission - Academic Year 2012-13
- 3) Confirmation of the Previous GC Meeting which was held on 20.12.2011
- 4) Participation of the A. S. Government & Teachers Trade
- 5) Presentation from HOD's of all Departments
 - a) Results analysis of all Semesters
 - b) Faculty Development Programmes
 - c) P.E.S. Centres - activities
 - d) Publications / Seminars / Conferences / Field trip / etc.
 - e) Awards for Students / Faculties
- 6) Budget - allocation for the Academic Year 2012-13
- 7) Training and Placement report
- 8) Hostel report
- 9) Sports report
- 10) Any other Subject with Permission of chair



Date: 15-12-2017

GOVERNING COUNCIL MEETING 2017-18

I. Meeting attended by:

| Sl | Name | Designation | Sl | Name | Designation |
|----|---|-----------------------------------|----|---|------------------------------|
| 1 | Prof. K.A. Ranganatha Shetty Dean & HOD, Dept of CE Vivek Menonulu T. Bangalore | Ex-Officio Member ACTE Nominee | 11 | Mr. G.D. Yogananda Associate Professor | HOD, ECE |
| 2 | Dr. Joseph Gonzalez Principal St. Joseph Engg. College Mysore | Ex-Officio Member VTU Nominee | 12 | Mr. S. Santhosh Associate Professor | HOD, CSE |
| 3 | Prof. Rajakumar Secretary, Kalpataru Yelva Sanstha | Chairman in-charge | 13 | Mr. R. J. Rajasekhhar Associate Prof | HOD, ISE |
| 4 | Dr. K.P. Rudramurthy Secretary, KYS | GC Member | 14 | Dr. B.M. Vishwanath Professor | HOD, Mech. |
| 5 | Dr. T.M. Jagadeeswarthy Secretary, KVB | GC Member | 15 | Mr. A.M. Anubhava Associate Professor | HOD in-charge Civil Engg. |
| 6 | Dr. T. S. Sriramesh Secretary, KVS | GC Member | 16 | Mrs. Deepthi Anith Associate Professor | HOD, MBA |
| 7 | Dr. G.C. Suresh | GC Member | 17 | Dr. C. Vedamurthy Professor | HOD, Physic |
| 8 | Dr. G. E. Urvachudra | GC Member | 18 | Dr. H.N. Chandrabala Professor | HOD, Chemis |
| 9 | Dr. Nandhaiah | Principal KIT | 19 | Mr. R.G.Chandraman Associate Professor | HOD, Maths |
| 10 | Mr. D. C. Shivakumar | Office Manager KIT | 20 | Mr. T.E.Maryanath | Librarian |

II. Proceedings of GC Meeting:

1. Principal of KIT Dr. Nandhaiah welcomed ACTE Nominee, VTU Nominee, Chairman of GC, GC Members, HODs and all the dignitaries to the GC Meeting in the Grand Room of Kalpataru Yelva Sanstha on the morning of 15/12/2017, Friday.
2. Principal made a PPT presentation of all the academic events held during the current academic year 2017-18, Round analysis of the previous academic year 2016-17, LJC results and remedies, Report of Value addition activities, List of projects, status.
3. This was followed by the presentations from the HODs of all the Branches. During the presentation many issues came up for discussion. Some of them are as mentioned below:

4. Dr. Joseph, VITU Director welcomed the CBT exam allocation system adopted by the KEA. He suggested that all private colleges must approach the Hon'ble Governor to get justice in this regard.
5. While discussing about the loopholes in the assessment system, Prof. Ranganatha Shetty remarked that some autonomous institutions do modify the question papers set by the external examiners and avoid tough questions. Further, there is no completion of syllabus. The questions are set only in the covered portion. Institutions are to think twice before going for Autonomy.
6. Dr. Joseph advised the infrastructure of KIT. He appreciated the services rendered by KIT to the rural and deprived students. He also appreciated the contribution of the Faculty of KIT.
7. While discussing the challenges faced by the faculty of KIT, Dr. Joseph suggested that students must be taken to task. If they don't attend additional classes, Students must be made to bear the expenses themselves towards placement training so that they take it seriously.
8. Treasurer of KVS, said that faculties must also to publish papers only in reputed journals with good Impact Factor / DOI.
9. Ex-Officio members opined that there has to be a correlation between IA Marks & External Marks.
10. Ex-Officio members also said to compare the semester results in each subject with that of the counterparts and with the university results.
11. Prof. Ranganatha Shetty felt that students must be imbued with additional courses like JAVA, Cloud Computing, during vacation which would make them more employable.
12. For a change, Cross-Department teaching would be a good practice. C++ of EC can be taught by CE faculty. Similarly Assistant of CS can be handled by EC faculty. The same way some subjects in Mechanical & Civil branches can be exchanged.
13. Dr. Joseph stressed on the need of having R&D centers in each department.
14. Prof. Ranganatha Shetty emphasized on the requirement of original research and Patent.
15. Some students like to be taught by their friends rather than by teachers. We have to identify some brilliant students and entrust them with the responsibility of preparing class lectures for exams.
16. Prof. Ranganatha Shetty advised that PCD of 1 year III branch section can be handled by same branch faculty.
17. Membership of Professional bodies is mandatory. Each faculty must have more than one membership.
18. All the departments must be provided with new laptops.

19. The Ex-Officio-DC members told the Management and the Principal in one that each faculty has at least one certification per year (like NPTEL). This can be linked with increment / promotion of the faculty.
20. Ex -Officio members told the Management to have rain water harvest system in the campus.
21. Ex -Officio members told the HODs to encourage the students to write GATE. Adequate support has to be extended to students.
22. All the annual functional events must get over by the end of February.
23. Hosting online exams for KPTCL, LIC, etcetera, incurs a lot of preparation on our staff. These departments mess up things and disturb the academics. The officers conducting such exams manage to pocket a huge sum for themselves and pay only a meager amount to the institutions. We can't tolerate such things, unless there is an order from the Deputy Commissioner for exams like CET, KVPY & JEE.
24. Ex -Officio-DC members told the principal to take measures to improve English speaking skill of the students.
25. Dr. Joseph advised the Management that reduction in Hostel Fee would help the admissions.
26. Principal thanked all the members of Governing Council Meeting for the meaningful discussion.


 PRINCIPAL

 Principal & Ex-officio member
 Karpurav Institute of Technology
 Tiptur - 572 201

Copy to : 1. Hon'ble Vice-Chancellor, VTU Bellary.

2. Karpurav Vidya Samithi (K).

3. Office Manager, KIT-Tiptur.

Computer Aided Detailing of Structures, 7th sem civil
 Design of RCC and Steel Structures, 7th sem civil
 Analysis of Indeterminate Structures, 5th sem Civil Engg
 Design of RC Structural Elements, 5th sem civil Engg
 Highway Engineering, 5th sem civil engg
 Automata Theory and Computability, 5th sem ISE
 Application Development Using Python 5th sem ISE
 Electromagnetic Waves, 5th sem ECE
 DSP Lab, 5th sem ECE

The management member Sri Umashankar asked the HODs, the reason for fail of result in these subjects. HODs give the clarification that these subjects are generally tough and problematic. The Management member BS Umesh asked that if it was known earlier, what initiatives were taken by the department in overcoming the limitations.

It was decided that principal has to call, the faculty along with the respective HOD, a meeting, to verify the teaching methods followed by the faculty in these subjects. The IQAC members, Sri Umesh BS, Dr Siddalingaraj and Prof Hanumanthappa suggested that, for the subject in which results are not up to the mark, special classes are to be conducted in this semester such that the failed students clear the subject in the forth coming exam. The details of such special classes are to be maintained separately.

Management member Sri GS umashanker suggested that HODs should take appropriate steps to identify such deemed to be tough subjects and initiate additional measures to improve the performance of the students. Principal suggested that, number of teaching hours for such tough subjects may be increased and less performing students are to be identified at the earliest. Remedial classes are to be conducted for them.

3. The principal explained to the member that for sixth sem students general graduate aptitude training and python programming classes are in progress. These classes are conducted by external experts. 10 seconds. For 62 number of 6th sem girl students special skill course is in progress. This program is offered by cogginery on its CSR activity.



Principal put forward his plan to conduct skilled laboratory classes for 4th sem students. IQAC members welcomed the suggestion. Principal requested the HODs to suggest the area of skilled lab course suitable of their students. The decision of the course shall be made in consultation with the faculty of the department, alumni, industrial experts and approve by DAB.

4. It is observed that students of our college are lacking the communication skill especially, communicating in English. It is the opinion of many HR experts visiting KIT for campus recruitment. To improve the, communicating in English, skill of our students all IQAC members and HODs are of the opinion to conduct spoken English classes for students. It was suggested that at 3rd or 4th sem spoken English classes are to be conducted.

5. Principal made known to IQAC members that institution has applied for increase in intake to CSE branch from 120 to 180, and applied for new programme Artificial intelligence and machine learning to be effective from 2023-24.

Principal also made it known to all the members that Applying for NAAC is in progress. By 5th of May IQA is applied to NAAC. The SSR filing is in progress. He requested the cooperation of all the HODs and staff in satisfactory filing /uploading of the data required for NAAC.

The meeting was concluded by consolidation the key suggestions:

- 1) Special remedial classes are to be conducted in the subjects where failure rate is more than 15%.
- 2) Special attempt is to be given to subjects which are deemed a bit tough. Remedial classes are to be conducted in such subjects, during the regular course.
- 3) Skilled labs are to be offered as an add on course to students at 2nd and 3rd year level.
- 4) Spoken English classes are to be conducted at 2nd year.
- 5) Institution shall complete the application for NAAC before July 2023 and get ready for NAAC visit.

The meeting was ended at 11am. Dr. Siddalingaprasad, IQAC member, rendered vote of thanks to all the members and HODs.

Siddalingaprasad
Coordinator

Principal



15. Budget utilization.
16. Skill lab set up & conduction details
17. Stock book
18. Proctoring system
19. Any other innovative methods

The Course-File check-list would be as follows

General & Individual Time tables

1. Students list
2. Syllabus
3. Calendar of events
4. Lesson plan
5. Work diary
6. Attendance
7. Tutorial Classes
8. Quiz & Assignments
9. Test question papers with scheme
10. Notes
11. CE marks list
12. Course end survey report
13. Feedback report
14. Attendance
15. Result analysis
16. CO - PO attainment

[Signature]
Co-ordinator
Department of Studies
Karpagam Institute of Technology
CUTTACK

1. KVS Office
2. IQAC Members

[Signature]
[Dr. G.D. Chatterjee]
Principal & IQAC Chairman
Principal
Karpagam Institute of Technology
CUTTACK - 753 001



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KIT/IQAC/22-23/23

Date: 26-04-2023

CIRCULAR

All the IQAC members are called on a meeting on 29-04-2023, Saturday at 9:30am in the Board of KVS. Following are the agenda for the meeting:

1. NAAC Preparations
2. All courses for 2nd and 4th semesters
3. Spoken English for 4th semester
4. Result analysis of 3rd and 5th semesters
5. Any other matter with the permission of the Chair.

[Signature]
Coordinator

[Signature]
Principal & Chairman

Copy to:

| Sl. No. | Position | Name | Signature |
|---------|----------------|---|--------------------|
| 1 | Mgrt Member | Dr. G.A. Umashankar Secretary, KVS | |
| 2 | Mgrt Member | Dr. B.S. Umesh Vice President, KVS | |
| 3 | Chairman | Dr. G.D. Gurusamy, Principal | |
| 4 | Member | Dr. S.V. Rajashekharasudhan, Professor, IIT | <i>[Signature]</i> |
| 5 | Member | Mr. A.M. Anand Kumar Assoc. Prof & HD/IT | |
| 6 | Member | Dr. P.V. Srinivasulu Reddy, Prof. Maths | |
| 7 | Member | Mr. N.R. Prashanth Assoc. Prof, IAC | <i>[Signature]</i> |
| 8 | Member | Dr. C. Madhav Assoc. Prof. CSI | |
| 9 | Member | Mr. S. Hanumanthappa Assoc. Prof. IIT | <i>[Signature]</i> |
| 10 | Member | Dr. M.J. Ravi Prakash Assoc. Prof. CSI | <i>[Signature]</i> |
| 11 | Member | Dr. T.S. Subrahmanyam Assoc. Prof. ME | |
| 12 | Member | Dr. Nishu Kumar Mitta Assoc. Prof. MBA | <i>[Signature]</i> |
| 13 | Member | Mr. Divakar Aravamudan, KIT | <i>[Signature]</i> |
| 14 | Co-coordinator | Dr. C. Veeramathy Prof & HD/IT, Physics | <i>[Signature]</i> |
| 15 | Alumni Member | Mr. M. P. Vasanth Kumar | |
| 16 | Student Member | Mr. Praveen Reddy, VII sem, CSI | |

[Signature]
Principal & Chairman



Kalpataru Value Education (KV Edu) Since 1983

KALPATARU INSTITUTE OF TECHNOLOGY

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www.kpit.edu



REF: KAL/AC/28724

07/12/2023

CIRCULAR

It is hereby informed to the HODs of CSE & ISE departments that the schedule of Academic Audit is confirmed on 04-12-2023, Sunday. The schedule is as follows.

Audit Time: 9:30 am - 1:30 pm

Lunch Break: 1:30 pm - 2:30 pm

A working lunch is arranged for all the staff at KPI Boys Hostel.

It is mandatory that all the staff (Teaching & Non-Teaching) to be present on the day, for the consistent progress of auditing.

Discussion and coordination to the Auditing team, from all the staff, is selected.

Full attention is required to bring it to the notice of all the concerned staff through smooth & satisfactory completion of auditing.


Kalpataru Institute of Technology
KV Edu Since 1983

Copy to

1) HOD CSE *[Signature]*

2) HOD ISE



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Bt. - 57 0024, Mysuru, Karnataka - 57 0024. Phone: 0824 221111

www.kalpataru.edu www.kalpataru.ac



REF / I.T. / 14-13 / 14,31

20-12-2022

To

Head of the Department

Department of Information Science & Engg

KIT, Tiptur.

Subject: Academic Auditing of IS department.

The Academic Auditing is scheduled on 04.12.2022, Sunday.

The following are the members of the Auditing Team.

1. Dr. Thippeswamy
Professor & Head,
Department Computer Science & Engg,
SMIT, Bengaluru.
2. Dr. L.V. Rajasekaramathya,
Professor
Department of Electronics & Communication Engg,
KIT, Tiptur
3. Dr. T.S. Siddalingaswami,
Associate Professor,
Department of Mechanical Engg,
KIT, Tiptur

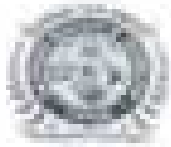
You are requested extend full cooperation to the Auditing Team.

With regards,


Professor


Kalpataru Institute of Technology
Tiptur - 57 0024.

Copy
to Head of ISD



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Private Institute of Technology, Kalpataru Group of Institutions, K. J. Somaiya Road,
Mumbai - 400 072, Maharashtra, India. Phone: +91-22-25421100, Fax: +91-22-25421101, Website: www.kalpataru.edu

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Mumbai - 400 072, Maharashtra, India. Phone: +91-22-25421100, Fax: +91-22-25421101, Website: www.kalpataru.edu

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KIT/IRAC/23-24/MA

CC - 12/2023

To: Dr. T.S. Siddalingappa

Associate Professor of Mechanical Engineering

KIT, Tigra

Subject: Internal Academic Auditing of CSE & ISE departments.

Internal Academic Auditing of CSE & ISE departments will be conducted as per the discussions held in IRAC Meeting held on 10.10.2022. The Auditing is scheduled on 04.11.2022. Hence, you are requested to be one of the Internal Auditing Members. Please accept the assignment and do the needful.

The Schedule is as follows:

Audit Time: 9.30 am - 1.30 pm

Lunch Interval: 1.30 pm - 2.15 pm

With regards,

Prof. Dr. H.H. Parab, Head of Mechanical Engg.
T.S.


H.H. Parab
Kalpataru Institute of Technology
Jalgaon - 392 005



Kalpataru Group Started in the Year 1981

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HIT/20A/03/25-27/2022

25-11-2022

To

Head of the Department

Department of Computer Science & Engg

KIT, Tiptur

Subject: Academic Auditing of CSE department

The Academic Auditing is scheduled on 04.12.2022, Sunday.

The following are the members of the Auditing Team.

1. Dr. Thippaswamy
Professor & Head,
Department Computer Science & Engg.
KIT, Bengaluru
2. Dr. V.V. Rajeshkaranalaya,
Professor
Department of Electronics & Communication Engg.
KIT, Tiptur
3. Dr. T.S. Siddalingappa,
Associate Professor,
Department of Mechanical Engg.
KIT, Tiptur

You are requested extend full cooperation to the Auditing Team.

With regards,


Principal


Kalpataru
Institute of Technology
Tiptur - 572 001

Copy to:

Dr. T.S. Siddalingappa
Dr. V.V. Rajeshkaranalaya



KALPATARU INSTITUTE OF TECHNOLOGY

W-20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



Date: 01/04/2023

First Year BEd Feedback Collection

| SN | Name of the Faculty | Section of class | Roll No. | No. of students given feedback | Signature of the faculty |
|----|--|------------------|----------|--------------------------------|--------------------------|
| 1 | Dr. Madhavi Handanna Asst. Prof. ECE | EA | 278191 | 61 | |
| 2 | Mrs. Prabhala C Asst. Prof. ECE | EA-B | 278207 | 54 | |
| 3 | Mrs. Supriya N V Asst. Prof. CSE | EA-C | 278209 | 61 | |
| 4 | Mrs. Supriya Patel Asst. Prof. CSE | EA-E + EA-F | 278201 | 99 + 09 | |
| 5 | Dr. Madhavi Asst. Prof. CSE | EA-D | 278192 | 46 | |
| 6 | Mrs. Manisha Anandappa Asst. Prof. ME | EA-E | 278216 | | |

QAC Coordinator

Principal



List of Students present during faculty appraisal by students

Section: G Cycle: Physics Branch: CV Room No.: 52R2M

| SN | Name of the Student | Signature |
|----|---------------------------------|-----------|
| 01 | Akshay C. Shekar | |
| 02 | Dhara K. S. | |
| 03 | Kirtanavarni N.S. | |
| 04 | Mihun Gowda H. Lingannaoudra | |
| 05 | Pooja H.S. | |
| 06 | Sanjana P. | |
| 07 | Shilpaashree HM | |
| 08 | Venkatesh J.D. | |
| 09 | Sara N.C. | |
| 10 | Sapthya D.H. | |
| 11 | Chandan | |
| 12 | | |

P

 IQAC Coordinator

Number of students given feedback: 03

 Sign IQAC Coordinator

Faculty Present during feedback:

Name Mrs. Sumanthra Patel T.P.

Department CSE

Sign

HOD Signature

 HOD Signature

Date 03/04/2023



KALPATARU INSTITUTE OF TECHNOLOGY

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 Ph: +91-8245-25002, 25003, 25004 Fax: +91-8245-25005, 25006, 25007, 25008, 25009
 Email: principal@kitiptur.ac.in



Ref No: KIT/CA/2022-23

Date: 13-12-2022

To

The HOD & Staff
 Dept. of ECE, ME & Civil Engg.
 KIT-Tiptur

Dear Sir,

Sub: Schedule of Academic Audit.

Academic Audit for the academic year 2021-22 is scheduled on 18th December 2022, Sunday. I request you and all staff of the Department are to get ready for the Academic Auditing with all the relevant documents for inspection. Please ensure that all the staff, both Teaching and Non-Teaching are to be present in the department on the schedule date at 10.00 a.m. I solicit the co-operation and co-ordination from all the staff both Teaching and Non-Teaching in the successful conduction of the Academic Auditing.

Copy to:

Dr. C. Vedamurthy
 Co-ordinator, IQAC

Principal


 Kalpataru Institute of Technology
 Tiptur - 577302

EAC → ✓

ME → ✓

CV → ✓

Dr. C. Vedamurthy → ✓



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Ref No: KGT/2022/3-3/12

Date: 14-12-2022

CIRCULAR

With respect to scheduled Academic Auditing of ECE / ME / Civil Engineering Departments the Internal Academic Audit members are called on a meeting on 15-12-2022 at 3.30 p.m. to discuss about conduction of Academic Auditing.


Principal
Kalpataru Institute of Technology
Bangalore, India

Copy to:

1. Dr. S.V.Rajasekharamadhyu, Professor, Dept. of ECE ✓
2. Dr. Maithel C, Professor, Dept. of CSE ✓
3. Prof. Shashidhara M S, Assoc. Professor, Dept. of CSE ✓
4. Prof. Rajasekhkar K J, Assoc. Professor, Dept. of ISE ✓
5. Dr. Raviprakash M L, Assoc. Professor, Dept. of CSE ✓
6. Dr. C.Vedamurthy, IQAC Co-ordinator ✓



Ref.No: KIT/2022-23/12

Date: 29-11-2022

To

The HOD & Staff
Dept. of CSE
KIT-Tiptur

Dear Sir,

Sub: Schedule of Academic Audit.

Academic Audit for the academic year 2021-22 is scheduled on 4th December 2022, Sunday. I request you and all staff of the Department are to get ready for the Academic Auditing with all the relevant documents for inspection. Please ensure that all the staff, both Teaching and Non-Teaching are to be present in the department on the schedule date at 8.00 a.m. I solicit the co-operation and co-ordination from all the staff both Teaching and Non-Teaching in the successful conduction of the Academic Auditing.

Copy to:

Dr. G. Vedamurthy
Co-ordinator, IQAC


Principal
Kalpataru Institute of Technology
Mysuru



Ref No: KITS/2022/13/July

Date: 29-11-2022

To

The HOD & Staff
Dept. of ISE
KIT-Tiptur

Dear Sir,

Sub: Schedule of Academic Audit.

Academic Audit for the academic year 2021-22 is scheduled on 4th December 2022, Sunday. I request you and all staff of the Department are to get ready for the Academic Auditing with all the relevant documents for inspection. Please ensure that all the staff, both Teaching and Non-Teaching are to be present in the department on the schedule date at 8.00 a.m. I solicit the co-operation and co-ordination from all the staff both Teaching and Non-Teaching in the successful conduction of the Academic Auditing.

Copy to

Dr. C. Vedamurthy
Co-ordinator, IQAC


Dr. C. Vedamurthy
Co-ordinator, IQAC



KALPATARU INSTITUTE OF TECHNOLOGY

Internal Quality Assurance Cell (IQAC)

Ref: KIT/IQAC/2022-23/22

Date: 08/10/2022

With the consent from the Management members of IQAC and the Principal, a meeting of IQAC members is scheduled on 10/10/2022 ~~Friday~~ at 3:30pm in the chamber of the principal. All the Members of IQAC are hereby invited to attend the meeting.

- Agenda:
1. Internal Academic Auditing
 2. Applying for AACSB Accreditation
 3. Any other matter with the permission of the chair

Sudhakar
Coordinator

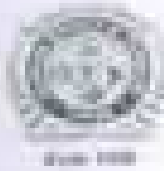
Chair of the Department
Department of Physics

Department of Technology
KITUR, Tumkur

Copy to:

| Sr | Position | Name | |
|----|----------------|--|--------------------|
| 1 | Agmt Member | Sh. G.S. Umashankar Secretary, FVE | |
| 2 | Agmt Member | Sh. B.S. Umash Vize President, KVL | |
| 3 | Chairman | Dr. G.D. Gurusurthy, Principal | |
| 4 | Member | Dr. S.V. Rajashekararathya, Professor, EEE | <i>[Signature]</i> |
| 5 | Member | Mr. A.M. Arunkumar Assoc. Prof & HOD, CE | |
| 6 | Member | Dr. P.V. Ramasudha Prof. Maths | <i>[Signature]</i> |
| 7 | Member | Mr. N.R. Prabhakar Assoc. Prof., E&I | |
| 8 | Member | Dr. C. Muthu Assoc. Prof. CE | <i>[Signature]</i> |
| 9 | Member | Mr. S. Hanumanthappa Assoc. Prof. CE | <i>[Signature]</i> |
| 10 | Member | Dr. M.L. Rangaraj Assoc. Prof. CE | <i>[Signature]</i> |
| 11 | Member | Mr. T.L. Sathishgopal Assoc. Prof. ME | <i>[Signature]</i> |
| 12 | Member | Mr. Shivar Govind MBA, Assoc. Prof. MBA | <i>[Signature]</i> |
| 13 | Member | Sh. Divakar Accountant, KIT | <i>[Signature]</i> |
| 14 | Coordinator | Dr. C. Vallamurthy Prof & HOD, Physics | <i>[Signature]</i> |
| 15 | Alumni Member | Mr. M. P. Venayakumar | |
| 16 | Student Member | Mr. Prasad Kashyap, V sem. CSE | |





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www.kalpataru.ac.in



Ref. No. : KIT/IQAC/2021-22/21A

11.10.2022

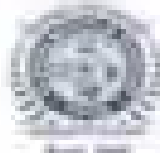
IQAC CIRCULAR

IQAC meeting for the EVEN semester 2021-22, was held on 10.10.2022, Monday.

It was decided in the meeting to hold Academic Auditing on 05.11.2022 Saturday, tentatively. All the HODs and Staff are hereby informed to present the following documents pertaining to the academic year 2021-22 for verification.

1. Course Files
2. Blue books
3. Lab Records
4. Lab arrangements
5. Micro-Teaching
6. Proceedings of Department meetings
7. Class-Room Ambience
8. R & D Publications
9. Conferences, Workshops & Seminars organized & Attended.
10. Students achievements in curricular, co-curricular and sports activities.
11. Placements details
12. Higher studies enrollment of the students
13. Results analysis
14. Remedial class conduction.
15. Budget utilization.
16. Skill lab set up & conduction details
17. Stock book
18. Proctoring system
19. Any other innovative methods





REF: KIT/IQAC/1021-22/19

DATE: 11-05-2022

Minutes of IQAC Meeting

The Chairman Dr. G D Ganeswarthy welcomed the members for the meeting.

The following points were discussed in the meeting:

Agenda 1. Review of minutes of IQAC Meeting and subsequent action taken.

Resolution 1: The IQAC meeting was conducted on 12th March 2022 at 1:00 p.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

| Sr. No. | Recommendation given by IQAC Committee | Action Taken for Implementation & Outcomes |
|---------|--|---|
| 1. | NBA Accreditation | Discussion - The IQAC members discussed about progress in the NBA Accreditation work. |
| | | Action Taken - NBA confirmed visit date from 2 nd - 5 th Nov 2022. So it was informed to all the staff to be update with necessary documents to face the NBA Team. |

Agenda 2. Review of Preparations for NBA Visit in June 2022.

Dr. E.V. Rajashekaraswamy, NBA Co-ordinator at college level briefed about NBA preparations in the two departments ICE and CEE. He informed the IQAC committee that the level of preparation was satisfactory.

Agenda 3. Any other point with permission from the chair

Dr. G D Ganeswarthy, Chairman IQAC suggested that the college must plan to go for NAAC too.

Dr. G D Ganeswarthy, Chairman, proposed the vote of thanks to all IQAC members.

Dr. C. Venkateswary
 Coordinator (IQAC)

Dr. G D Ganeswarthy
 Principal and Chairman (IQAC)

Copy to:

- The President and Office bearers, KVS, Tirupati.
- Office bearers of IQAC, KIT, Tirupati.
- HODs of CSE/IT/MED/V/EC/MBA/PHY/CHE/MATHS/OFFICE/LIBRARY/SPORTS



INTERNAL QUALITY ASSURANCE CELL

(IQAC)

03-05-2017

VISION

To develop systematic quality processes in the college for evolving, enhancing and maintaining excellence in its academic and administration

MISSION

M1: To promote innovative practices to continually improve the effectiveness of the teaching-learning experiences of the staff and students.

M2: To plan for the sustained overall improvement of the college.

M3: To periodically monitor the academic progress.



Kalpataru Vidya Samithi (P) Ltd. 1981

KALPATARU INSTITUTE OF TECHNOLOGY

Approved by the Government of Karnataka and Affiliated to K. J. Somaiya Institute of Science and Technology, Mumbai

1st Floor, 8th Road, Tiptur - 577 202, Karnataka, India.
Ph: 082424 - 21887, 082424-21888 Fax: 082424 - 21889 Mobile: 98461 98461
www.kalpataru.edu www.kalpataru.ac.in



REF: KIT/IQAC/2016-17/01

DATE: 02-05-2017

To
The President
KVS, Tiptur

Respected Sir,

Subject: Constitution of Internal Quality Assurance Cell (IQAC) in KIT and Nominations of Management members for the committee.

The Internal Quality Assurance Cell (IQAC) is an advisory body taking care of maintenance of quality at the institution level. As per the to get accreditation from NBA and NAAC, there is a need for constituting IQAC in our college. Hence I request you to give permission to start IQAC in our college. I also request you to nominate a few office bearers of Kalpataru Vidya Samithi as the members of IQAC.

Thanking You

G. S. Srinivas

G. S. Srinivas

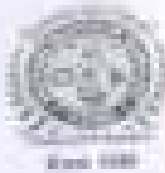
President
Kalpataru Vidya Samithi
TIPTUR.

Yours faithfully

M. Srinivas

Principal

Kalpataru Institute of Technology
8th Road, Tiptur - 577 202



KALPATARU INSTITUTE OF TECHNOLOGY

Kalpataru Institute of Technology, Kalpataru, Bhubaneswar, Odisha, India
K.P. 001, Bhubaneswar, 751005, Odisha, India
Ph: +91 6742 250000 Fax: +91 6742 250001 E-mail: info@kaptaru.edu.in
www.kalpataru.edu.in



REF: KIT/IQAC/2016-17/01

DATE: 02-05-2017

To
The President
KVS, Type



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Subject: Constitution of Internal Quality Assurance Cell (IQAC) in KIT and Nomination of Management members for the committee.

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Thanking You

Dr. ...

President
Kalpataru Vidya Samithi
TIPTUR.

Yours faithfully

...
Principal

Kalpataru Institute of Technology
K.P. 001, Bhubaneswar, Odisha, India



Kalpataru Vajra Kavathi (P) Ltd. 5881
KALPATARU INSTITUTE OF TECHNOLOGY

Department of Mechanical Technology (P) Ltd., Tiptur - 577129, Karnataka, India.
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 Ph: +91 8245 411211, 411212, 411213 Fax: +91 8245 411214, 411215, 411216, 411217, 411218
 Email: info@kalpataru.ac.in, admission@kalpataru.ac.in



REF: KIT/IQAC/2016-17/03

DATE: 04-05-2017

Circular

Internal Quality Assurance Cell (IQAC) has been constituted with effect from 03/05/2017. The following are the office bearers of the newly constituted of Internal Quality Assurance Cell (IQAC)

| Sl. No. | Position | Name |
|---------|--------------|--|
| 1 | Member | Dr. G. S. Umashankar, Member from Management. |
| 2 | Chairman | Dr. Nandreshaiah D M, Principal. |
| 3 | Co-ordinator | Dr. C. Velamurthy, Professor & HOD, Physics. |
| 4 | Member | Dr. T. M. Chandrashekariah, Professor, ME.  |
| 5 | Member | Prof. Marthel G, Associate Professor, CSE.  |
| 6 | Member | Prof. Narang S B, Associate Professor & HOD, CV. |
| 7 | Member | Prof. R. G. Choudhriiah, Associate Professor & HOD, Maths. |
| 8 | Member | Prof. Raviprasadh M L, Assistant Professor, CSE.  |
| 9 | Member | Mr. Shivakumar G S, Manager.  |
| 10 | Member | Mr. Vinay Kumar M P, Admin.  |
| 11 | Member | Ms. Channayer S, Student, BE. |

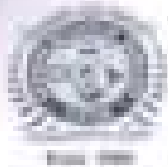
Copy to:

- The President and Office bearers, KVS, Tiptur.
- Office bearers of IQAC, KIT, Tiptur.
- HODs of CSE/SEME/CV/ECE/EDA/PHY/CHE/MATHS/OFFICE/LIBRARY/SPORTS



Principal
PRINCIPAL

Kalpataru Institute of Technology
 Tiptur - 577129



REF: KITO/QAC/2016-17/05

DATE: 06-05-2017

Minutes of IQAC Meeting

The meeting of IQAC was held at 1.00 pm, on 06-05-2017 in Principal Cabin.

The meeting started with a welcome note by IQAC Coordinator, Dr.C.Vedavathy. He introduced the members of the IQAC to the HODs and other staff. This was followed by the chairman speech on objectives which include basic purposes, activities, and function of IQAC.

The Chairman, Dr. B.M.Nandakrishnan requested all the members for open house discussion on academic excellence.

Agenda 1. Ratification of the Vision and Mission statements of the Institution and IQAC.

The Vision and Mission of the Institution were stated earlier as follows:

Our Vision is to bring forth Technical graduates of high caliber with a strong character and to uphold the spiritual and cultural values of our country.

Our Mission is to impart quality technical and managerial education at graduate and post graduate levels through our dedicated and well qualified faculties.

All the HODs and IQAC members agreed upon retaining the above statements.

The Vision and Mission of IQAC were stated by the members to be:

Vision

To develop systematic quality processes in the college for creating, enhancing and sustaining excellence in its academic and administrative.

Mission

- *To promote innovative practices to continually improve the effectiveness of the teaching-learning experiences of the staff and students*
- *To plan for the sustained overall improvement of the college.*
- *To periodically monitor the academic progress.*

The chairman and the Principal told the HODs to prepare the Vision and Mission of their respective departments.



All the HODs and IQAC members agreed upon the above statements.

Management member Mr.G.S.Umasankar suggested that without cultural and spiritual background the value of education is incomplete.

Dr.B.M.Nandeeshaiah, Chairman and principal felt that the statements of vision and mission are appropriate and hence they can be ratified. All the members of IQAC agreed. He added that students need exposure to industries. So we have to facilitate for the same.

Dr.C.Vedamurthy, coordinator expressed that there is no substitute to hardwork and it's required to achieve overall development of Institute. Concrete steps are needed in all directions for achieving quality excellence.

Agenda 2: Registration and organization of Alumni Meet

Dr.T.M.Chandrasekhariah pointed out that in addition to the academic feedback taken from students, parents and employers, alumni interaction is equally important.

The IQAC Committee suggested with the permission of chair to collect the contacts of alumni and to organize alumni meet. It was decided to assign the said work to all department coordinators.

Agenda 3: Planning of NSS activities

Prof.R.G.Chandrashekar proposed, to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

The meeting ended with a formal vote of thanks.



Dr. C. Vedamurthy
Coordinator (IQAC)



Dr. B.M. Nandeeshaiah
Principal and Chairman (IQAC)


Kuvempu Institute of Technology
KVTU, Tiptur - 577 232.

Copy to:

- The President and Office bearers, KVS, Tiptur.
- Office bearers of IQAC, KVT, Tiptur.
- HODs of CSE/BE/MEC/VCE/MBA/PHY/CHEM/MATHS/OFFICE/LIBRARY/SPORTS.



KALPATARU INSTITUTE OF TECHNOLOGY

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www.kalpataru.edu www.kalpataru.org



REF: KIT/IGAC/2016-17/06

DATE: 07-05-2017

To
The President
KVS, Tiptur

Respected sir,

Subject: Vision Mission Statements of KIT for approval

The vision Mission statements for KIT are referred by IGAC in the meeting held on 06.03.2017 and the same is submitted for your approval. The Vision Mission are as follow:


Vision Statement :

Our Vision is to bring forth Technical graduates of high caliber with a strong character, and to uphold the spiritual and cultural values of our country.

Mission statement :

Our Mission is to impart quality technical and managerial education at graduate and post graduate levels through our dedicated and well qualified faculties.

Thanking You


President
Kalpataru Vidya Samithi
TIPTUR

Yours faithfully



Principal


Kalpataru Institute of Technology
Tiptur Tiptur - 577 202





Kalpataru Group of Institutions (KGI) Estd. 1983

KALPATARU INSTITUTE OF TECHNOLOGY

Address: Kalpataru Institute of Technology, Kalpataru Group of Institutions, KGI, KGI, KGI

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Ref: KITT/IOAC/2016-17/97

DATE: 08-05-2017

Circular

The Vision and Mission statements of the institution are as follows.

Vision

Vision is to bring forth Technical graduates of high caliber with a strong character and to uphold the spiritual and cultural values of our country.

Mission

Our Mission is to impart quality technical and managerial education at graduate and post graduate levels through our dedicated and well qualified faculty.

All the HODs are hereby requested to revise the Vision, Mission and POs of your Programme in line with vision and mission of the Institute and submit the same with in a week.

Principal

Principal

Kalpataru Institute of Technology
Kalpataru Group of Institutions, KGI, KGI, KGI

Copy to:

- HODs of CSE/ISE/MCA/VCE/MBA/PHY/CHE/MATHS/OFFICE/LIBRARY/SPORTS



Kalpitaru Vidyapeetham (Est. 1981)

KALPATARU INSTITUTE OF TECHNOLOGY

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REF: KIT/IQAC/2016-1708

DATE: 12-06-2017

IQAC MEETING CIRCULAR

With the approval from the principal & chairman of IQAC, a meeting of IQAC members and HODs has been convened in the principal chamber on 15-06-2017 at 3.00 PM to discuss the agenda as listed.

AGENDA

Ratification of the Visitor and Mission, PEDs statements of the Departments and of the IQAC.

Dr. C Vidanurthy
Coordinator (IQAC)



REF: KIT/IQAC/2016-17/09

DATE: 16-06-2017

Minutes of IQAC Meeting

The meeting of IQAC was held at 3.00 p.m. on 15.06.2017 in Principal Cabin.

The meeting started with a welcome note by IQAC Coordinator, Dr.C.Vedamathy.

The Chairperson Dr. B M Nandocchiah requested all the members for open house discussion on Department Vision and Mission statements.

All department HODs read the vision and mission statements and explained the process of defining the vision mission. The PEDs of Engineering branches are also discussed and finalized.

The vision and mission of IQAC itself is also framed by mutual discussion and finalized.

The vision Mission statements and PEDs are as follows:-

1) VISION MISSION OF IQAC:

Vision

To develop systematic quality processes in the college for evaluating, enhancing and sustaining excellence in its academic and administration

Mission

- *To promote innovative practices to continuously improve the effectiveness of the teaching-learning experiences of the staff and students.*
- *To plan for the sustained overall improvement of the college.*
To periodically monitor the academic progresses.

2) VISION & MISSION OF CSE:

Vision

To be a center of excellence in Education and Research in the field of Computer Science and Engineering by empowering the students to be highly competent, technologically proficient, self-motivated, innovative professionals, entrepreneurs and responsible global citizens upholding human values to meet the global challenges.

Mission

M1>To impart the students with strong fundamental concepts, analytical capability, problem-solving skills, there by enhancing the employability skills required for the industries.

M2.To provide a conducive teaching-learning, research environment through faculty training, self-learning, sound academic practices to carry out research with reputed research institutes or industries.



M3 To train the students to become professional by providing them the opportunities to promote organizational and leadership skills in students through various extracurricular and co-curricular events.

M4 To inculcate the qualities of leadership and entrepreneurship with good human values and professional ethics to become good citizens and serve the society.

Program Educational Objectives

PEO1: Graduates shall meet essential skills by acquiring knowledge in Basic Sciences and Computer Science and Engineering principles to adapt to emerging technologies and environment to solve real world problems by engaging in life-long learning.

PEO2: To inculcate ability in creativity and design of computer support systems and impart knowledge and skills for analysis, design and implement software applications for pursuing studies & research.

PEO3: To exhibit leadership capability, triggering social and spiritual commitment and facilitate community services and protect environment.

2. VISION, MISSION & PEOs OF ECE

Vision

To contribute towards the development of technology in the field of Electronics and Communication so that mankind can have more benefits from our works and thoughts.

Mission

To achieve the vision of the department with

M1: To provide excellent education in the field of Electronics and Communication technologies.

M2: To promote scientific and research attitudes to bring out the best from our students to make them excellent engineers.

EOs of Department

Program Educational Objective 1:

To prepare students for graduate and postgraduate programs and to succeed in a career in Electronics and Communication Engineering related fields.

Program Educational Objective 2:

To provide students with a foundation in fundamental engineering principles together with in-depth disciplinary knowledge or solid foundation in mathematical, scientific and engineering fundamentals required to succeed in technical profession.

Program Educational Objective 3:



To train students with a broad-based scientific and engineering knowledge so as to comprehend, analyze, design, and create innovative products and solutions for the real life problems.

Program Educational Objective 4:

To inculcate in students professional and ethical attitude with a strong character and to uphold the spiritual and cultural values, effective communication skills, teamwork skills, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

Program Educational Objective 5:

To provide student with an academic environment aware of advanced technological growth leading to life-long learning needed for a successful professional career, excellence and leadership.

4. MISSION, VISION, & SCOPE OF USE

Vision

To develop young minds in a learning environment with high academic ambience by synergizing spiritual values and technological competence to serve the society.

Mission

Constantly strive and pursue the vision of imparting an in depth knowledge of the fundamentals of engineering and technology to make the students with ability to pursue higher studies or join the work force in the chosen area of Information Science and Technology further with an ability to analyze, synthesizing and develop appropriate software.

Programme Educational Objectives

The Mission and Vision of the Institute and Information Science and Engineering Programme lays emphasis on the following:

1. This contains to impart education to become a graduate with ability to pursue for higher studies or to join industries.
2. To impart education with clear knowledge of the fundamentals and applied aspects of Information Science and engineering
3. To impart education in related area of Information science and technology with ability to develop softwares to find solution societal problems.

4. To develop a professional attitude, good communication skill and to work in multidisciplinary teams with strong ethical moral spiritual background to recognize the needs of society.

5. To provide an academic environment for continued learning and application with the use of the new tools for finding effective solution to real life problems.

5. VISION, MISSION & PEOs OF MECHANICAL ENGINEERING

Vision

To be a Centre of Academic and research excellence in Mechanical Engineering committed by sculpting competent engineers enriched with professional ethics to serve the needs of society.

Mission

M1: Imparting quality education to students to excel in Mechanical Engineering.

M2: Develop state-of-the-art facilities with emphasis on industry interaction, consultancy, research and innovation.

M3: Instilling ethics, human values for solving societal problems and environmental protection.

Program Educational Objectives(PEOs)

- To prepare students for graduate and postgraduate programmes and to succeed in a career in Mechanical Engineering related fields.

- To provide students with a foundation in fundamental engineering principles together with in-depth disciplinary knowledge or solid foundation in mathematical, scientific and engineering fundamentals required to succeed in technical profession.

- To train students with a broad-based scientific and engineering knowledge so as to comprehend, analyse, design, and create innovative products and solutions for the real life problems.

- To inculcate in students professional and ethical attitude with a strong character and to uphold the spiritual and cultural values, effective communication skills, teamwork skills, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

- To provide student with an academic environment aware of advanced technological growth leading to life-long learning needed for a successful professional career, excellence and leadership.

To be an excellent center of civil Engineering, offering high quality education through basic concepts and advanced technologies to the students to pursue higher studies, research, entrepreneurship and offer professional services and employability towards the sustainable world.

Mission

1. To strive for the best academic performance and to be competent in the placement, by providing thorough theoretical concepts and practical knowledge to make the students capable of tackling civil engineering challenges in their profession.
2. To motivate the students towards research orientation by providing innovative guidance for their better exposure to the world.
3. To encourage the students for higher studies, research & entrepreneurship in the field of civil engineering.
4. To train the students to meet the industrial requirements which keeps changing with advancement.

Program Educational Objectives (PEOs)

PEO 1 To enhance basic knowledge of advanced mathematics, science and engineering, so that the students will have the ability to solve engineering problems.

PEO 2 To inculcate the ability to gain multi-disciplinary knowledge through projects and industrial training to meet the industrial needs.

PEO 3 To prepare the students for a successful career with effective communication skills, team work skills and promote awareness among students towards issues of social relevance and professional ethics and practice.

PEO 4 To engage in lifelong learning, career enhancement, research and adapt to changing professional and social needs.

PEO 5 To provide sufficient training and placement to all the students so that they demonstrate technical competence in the industry.

6. MISSION & VISION OF CIVIL ENGINEERING

Vision

To develop young minds in a learning environment with high academic ambience by synergizing spiritual values and technological competence to serve the society.

Mission

Constantly strive and pursue the vision of imparting an in depth knowledge of the fundamentals of engineering and technology to make the students with ability to pursue

higher studies or join the work force in the chosen area of Information Science and Technology further with an ability to analyze, synthesizing and develop appropriate software.

Engineering Educational Objectives

The Mission and Vision of the Institute and Information Science and Engineering Programme lays emphasis on the following:

1. This contains to impart education to become a graduate with ability to pursue for higher studies or to join industries.
2. To impart education with clear knowledge of the fundamentals and applied aspects of Information Science and engineering.
3. To impart education in related area of Information science and technology with ability to develop software to find solution societal problems.
4. To develop a professional attitude, good communication skill and to work in multidisciplinary teams with strong ethical moral spiritual background to recognize the needs of society.
5. To provide an academic environment for continued learning and application with the use of the new tools for finding effective solution to real life problems.

DIVISION A MISSION OF PHYSICS

Vision

Fundamental principles of basic sciences and in particular that of Physics being the building blocks of Technology, our vision will be imparting our students the fundamental principles of physics in an interesting way and make them to use this knowledge to develop new inventions in technology that is useful to mankind.

Mission

- To provide high quality education keeping in mind our vision.
- To provide necessary infrastructure to create real interest in physics.
- To make the students understand the importance of basic science and in particular physics in the field of Engineering & Technology.
- To build skills in students to make use of principles of physics for the development of new inventions in engineering and technology.



8. VISION MISSION OF CHEMISTRY

Vision

Vision to be the fountainhead of new ideas for innovations in Science and Technology.

Mission

Providing outstanding teaching and quality training in applications of Chemistry in the field of Engineering through experiential learning.

9. VISION & MISSION OF MATHEMATICS

Vision

To mould the students to have strong mathematical and analytical skills to meet the challenges upon to them.

Mission

The mission of the mathematics department is to have a positive and lasting impact on the quality of mathematics education and assist educators of mathematics in meeting the challenges of today's dynamic educational landscape. It strives to provide excellent teaching, and services to the university community and to the world in the application of mathematics to the disciplines.

10. VISION & MISSION OF TRAINING & PLACEMENT CELL

Vision

To generate students of competent standards so as to be successful in the corporate world. Also, to enhance the employability of our students by imparting the necessary skills to meet the expectations of the industry.

Mission

M1. To equip students with employable skills to top up their academic endeavor

M2. To ascertain success of students by providing deserving training programs based on their average, above average and below average standards

M3. To organize recruitment drives for our students with renowned business organizations, on campus or off-campus

M4. To enhance career guidance for the corporate sector/ government jobs/ entrepreneurship/ higher education

M5. Not the least, to build the brand image



ED VISION & MISSION OF LIBRARY

Vision

To be a leading library & learning Center in Science, Technology, by delivering innovative services that echoes the diverse & dynamic spirit of KIT community.

Mission

To provide seamless access to comprehensive, quality resources in physical and digital formats in support of teaching, research & learning needs of KIT community.

ED VISION MISSION OF PHYSICAL EDUCATION AND SPORTS

Vision

Embracing students with life skills and prepare them to be fit and confident to take on the world.

Mission

"KIT sports department offers to manage, serve and promote various games both indoor and outdoor at all levels of play, thereby making the students to be life time learners in the classroom and on the field. To develop them in building character and godliness."

The meeting is concluded with Dr. Vasanthakumari, Coordinator IQAC, thanking the management member, Mr. Umashankar, the members of IQAC and HODs and principal on behalf of success full completion of defining the department Vision, Mission and PEDs.



Principal
Principal
Karpagam Institute of Technology
Pondicherry 605 006



REF: KIT/IQAC/2016-17/18

DATE: 16-06-2017

To
The President
KVS, Tirupur

Respected sir,

Subject: Vision/Mission Statements of Departments approval

The vision/Mission statements of departments of KIT were referred by the departments and drawn to the attention of IQAC in the meeting held on 13.06.2017 and the same is submitted for your approval. The Vision/Mission are enclosed herewith.

VISION AND MISSION STATEMENTS

1. Vision/Mission statements of IQAC.

Vision

To develop systematic quality processes in the college for involving, enhancing and sustaining excellence in its academic and administration

Mission

- To promote innovative practices to continuously improve the effectiveness of the teaching-learning experiences of the staff and students.
- To plan for the sustained overall improvement of the college.

To periodically monitor the academic progress,

2) VISION & MISSION OF CSE:

Vision

To be a centre of excellence in Education and Research in the field of Computer Science and Engineering by empowering the students to be highly competent, technologically proficient, self-motivated, innovative professionals, entrepreneurs and responsible global citizens upholding human values to meet the global challenges.

Mission

M1: To impart the students with strong fundamental concepts, analytical capability, problem-solving skills, there by enhancing the employability skills required for the industries.

M2: To provide a conducive teaching-learning, research environment through faculty training.



sustaining, sound academic practices to carry out research with reputed research institutes or industries.

M3 To create a culture of innovation and entrepreneurship providing them the opportunities to promote organizational and leadership skills initiatives through various extracurricular and co-curricular events.

M4 To inculcate the qualities of leadership and entrepreneurship with good human values and professional ethics to become good citizens and serve the society.

Program Educational Objectives

PEO1: Graduates shall excel essential skills by acquiring knowledge in Basic Sciences and Computer Science and Engineering principles to adapt to emerging technologies and environment to solve real world problems by engaging in life-long learning.

PEO2: To inculcate ability in creativity and design of computer support systems and impart knowledge and skills for analysis, design and implement software applications for pursuing studies & research.

PEO3: To exhibit leadership capability, triggering social and spiritual commitment and inculcate community services and protect environment.

3) VISION, MISSION APEOs OF ECE

Vision

To contribute towards the development of technology in the field of Electronics and Communication so that mankind can have more benefits from our works and thoughts.

Mission

To achieve the vision of the department will

M1: To provide excellent education in the field of Electronics and Communication technologies.

M2: To promote scientific and research attitudes to bring out the best from our students to make them excellent engineers.

PEOs of the Department

Program Educational Objective 1:

To prepare students for graduate and postgraduate programs and to succeed in a career in Electronics and Communication Engineering related fields.

Program Educational Objective 2:



To provide students with a foundation in fundamental engineering principles together with in-depth disciplinary knowledge or solid foundation in mathematical, scientific and engineering fundamentals required to succeed in technical profession.

Program Educational Objective 3:

To train students with a broad-based scientific and engineering knowledge so as to comprehend, analyze, design, and create innovative products and solutions for the real-life problems.

Program Educational Objective 4:

To inculcate in students professional and ethical attitude with a strong character and to uphold the spiritual and cultural values, effective communication skills, teamwork skills, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

Program Educational Objective 5:

To provide student with an academic environment aware of advanced technological growth leading to life-long learning needed for a successful professional career, excellence and leadership.

MISSION, VISION & PECs OF ISE

Vision *

To develop young minds in a learning environment with high academic ambience by synergizing spiritual values and technological competence to serve the society.

Mission

Constantly strive and pursue the vision of imparting an in depth knowledge of the fundamentals of engineering and technology to make the students with ability to pursue higher studies or join the work force in the chosen area of Information Science and Technology further with an ability to analyze , synthesizing and develop appropriate software.

Programme Educational Objectives

The Mission and Vision of the Institute and Information Science and Engineering Programme lays emphasis on the following:

1. This contains to impart education to become a graduate with ability to pursue for higher studies or to join industries.
2. To impart education with clear knowledge of the fundamentals and applied aspects of Information Science and engineering.



3. To impart education in related area of Information science and technology with ability to develop software to find solution societal problems.

4. To develop a professional attitude, good communication skill and to work in multidisciplinary teams with strong ethical moral spiritual background to recognize the needs of society.

5. To provide an academic environment for continued learning and application with the use of the new tools for finding effective solution to real life problems

4. VISION, MISSION & PECs OF MECHANICAL ENGINEERING

Vision

To be a Centre of Academic and research excellence in Mechanical Engineering committed by sculpting competent engineers enriched with professional ethics to serve the needs of society.

Mission

M1: Imparting quality education to students to excel in Mechanical Engineering.

M2: Develop state-of-the-art facilities with emphasis on industry interaction, consultancy, research and innovation.

M3: Inculcating ethics, human values for solving societal problems and environmental protection

Program Educational Objectives(PEOs)

- To prepare students for graduate and postgraduate programmes and to succeed in a career in Mechanical Engineering related fields.

- To provide students with a foundation in fundamental engineering principles together with in-depth disciplinary knowledge or solid foundation in mathematical, scientific and engineering fundamentals required to succeed in technical profession.

- To train students with a broad-based scientific and engineering knowledge so as to comprehend, analyse, design, and create innovative products and solutions for the real life problems

- To inculcate in students professional and ethical attitude with a strong character and to uphold the spiritual and cultural values, effective communication skills, teamwork skills, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

- To provide student with an academic environment aware of advanced technological growth leading to life-long learning needed for a successful professional career, excellence and leadership

To be an excellent center of civil Engineering, offering high quality education through basic concepts and advanced technologies to the students to pursue higher studies, research, entrepreneurship and offer professional services and employability towards the sustainable world.

Mission

1. To strive for the best academic performance and to be competent in the placement, by providing thorough theoretical concepts and practical knowledge to make the students capable of tackling civil engineering challenges in their profession.
2. To motivate the students towards research orientation by providing innovative guidance for their better exposure to the world
3. To encourage the students for higher studies, research & entrepreneurship in the field of civil engineering
4. To train the students to meet the industrial requirements which keeps changing with advancement

Program Educational Objectives (PEOs)

PEO 1 To enhance basic knowledge of advanced mathematics, science and engineering so that the students will have the ability to solve engineering problems.

PEO 2 To inculcate the ability to gain multi-disciplinary knowledge through projects and industrial training to meet the industrial needs.

PEO 3 To prepare the students for a successful career with effective communication skills, team work skills and promote awareness among students towards issues of social relevance and professional ethics and practice.

PEO 4 To engage in lifelong learning, career enhancement, research and adapt to changing professional and social needs.

PEO 5 To provide sufficient training and placement to all the students so that they demonstrate technical competence in the industry

6. MISSION & VISION OF CIVIL ENGINEERING

Vision

To develop young minds in a learning environment with high academic ambience by synergizing spiritual values and technological competence to serve the society.



Mission

Constantly strive and pursue the vision of imparting an in depth knowledge of the fundamentals of engineering and technology to make the students with ability to pursue higher studies or join the work force in the chosen area of Information Science and Technology further with an ability to analyse , synthesizing and develop appropriate software.

Programme Educational Objectives

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1. This contains to impart education to become a graduate with ability to pursue for higher studies or to join industries.
2. To impart education with clear knowledge of the fundamentals and applied aspects of Information Science and engineering
3. To impart education in related area of Information science and technology with ability to develop softwares to find solution societal problems.
4. To develop a professional attitude, good communication skill and to work in multidisciplinary teams with strong ethical-moral-spiritual background to recognize the needs of society.
5. To provide an academic environment for continued learning and application with the use of the new tools for finding effective solution to real life problems.

TO VISION & MISSION OF PHYSICS

Vision

Fundamental principles of basic science and in particular that of Physics being the building blocks of Technology, our vision will be imparting our students the fundamental principles of physics in an interesting way and make them to use this knowledge to develop New inventions in technology that is useful to mankind.

Mission

- To provide high quality education keeping in mind our vision.
- To provide necessary infrastructure to create real interest in physics.
- To make the students understand the importance of basic science and in particular physics in the field of Engineering & Technology.
- To build skills in students to make use of principles of physics for the development of new inventions in engineering and technology.



8.1 VISION MISSION OF CHEMISTRY

Vision

Vision to be the fountainhead of new ideas for innovations in Science and Technology.

Mission

Providing outstanding teaching and quality training in applications of Chemistry in the field of Engineering through experiential learning.

9.1 VISION & MISSION OF MATHEMATICS

Vision

To mould the students to have strong mathematical and analytical skills to meet the challenges open to them.

Mission

The mission of the mathematics department is to have a positive and lasting impact on the quality of mathematics education and assist educators of mathematics in meeting the challenges of today's dynamic educational landscape. It strives to provide excellent teaching, and service to the university community and to the world in the application of mathematics to the disciplines.

10. VISION & MISSION OF TRAINING & PLACEMENT CELL

Vision

To generate students of competent standards so as to be successful in the corporate world. Also, to enhance the employability of our students by imparting the necessary skills to meet the expectations of the industry.

Mission

- M1. To equip students with employable skills to top up their academic endeavour
- M2. To ascertain success of students by providing deserving training programs based on their average, above average and below average standards
- M3. To organize recruitment drives for our students with renowned business organizations, on campus or off-campus
- M4. To enhance career guidance for the corporate sector/ government jobs/ entrepreneurship/ higher education
- M5. Not the least, to build the brand image



11. VISION & MISSION OF LIBRARY

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Vision

Embedding students with life skills and prepare them to be fit and confident to take on the world.

Mission

KIT Sports department offers to manage, serve and promote various games both indoor and outdoor at all levels of play, thereby making the students to be life time learners in the classroom and on the field. To develop them in building character and godliness."

Thanking You

Handwritten signature

Yours faithfully

Handwritten signature

Principal

Principal

Karlsruhe Institute of Technology
KIT - 76131 Karlsruhe - Germany



Kalpataru Vidya Samithi (P) Ltd. 1987

KALPATARU INSTITUTE OF TECHNOLOGY

Approved by All India Council of Technical Education, New Delhi, India.

10th Floor, B-11 Road, IITPUL - 575 004, Bangalore - 56004.

Ph: +91 80 2646 2646, 2646 2647 Fax: +91 80 26 2676 Email: info@kit.edu

www.kit.edu www.kit.edu



Ref: KIT/QAC/2016-17/11

DATE: 17-06-2017

Circular

As per the discussions in the IQAC & HODs meeting held on 13-06-2017 and the approval of the same by the President of KVS, the Vision and Mission statements of the departments are as follows.

Vision and Mission Statements:

1. Vision Mission statements of IQAC:

Vision

To develop systematic quality processes in the college for evolving, enhancing and sustaining excellence in its academic and administrative.

Mission

- To promote innovative practices to continually improve the effectiveness of the teaching-learning experiences of the staff and students.
- To plan for the sustained overall improvement of the college.
To periodically monitor the academic progress.

2) VISION & MISSION OF CSE:

Vision

To be a center of excellence in Education and Research in the field of Computer Science and Engineering by empowering the students to be highly competent, technologically proficient, self-motivated, innovative professionals, entrepreneurs and responsible global citizens upholding human values to meet the global challenges.

Mission

M1: To impart the students with strong fundamental concepts, analytical capability, problem-solving skills, there by enhancing the employability skills required for the industries.

M2: To provide a conducive teaching-learning, research environment through faculty training, self-learning, sound academic practices to carry out research with reputed research institutes and industries.

M3: To train the students to become self-reliant and professional by providing them the opportunities to promote organizational and leadership skills in students through various extracurricular and co-curricular events.


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Kalpataru Institute of Technology
10th Floor, IITPUL - 575 004

M4: To inculcate the qualities of leadership and entrepreneurship with good human values and professional ethics to become good citizens and serve the society.

Program Educational Objectives

PEO1: Graduates shall excel essential skills by acquiring knowledge in Basic Sciences and Computer Science and Engineering principles to adapt to emerging technologies and environment to solve real world problems by engaging in life-long learning.

PEO2: To inculcate ability in creativity and design of computer support systems and impart knowledge and skills for analysis, design and implement software applications for pursuing studies & research.

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4. VISION, MISSION & PEOs OF ECE

Vision

To contribute towards the development of technology in the field of Electronics and Communication so that mankind can have more benefits from our works and thoughts.

Mission

To achieve the vision of the department will

M1: To provide excellent education in the field of Electronics and Communication technologies.

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PEOs of the Department

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Program Educational Objective 3:

To provide student with an academic environment aware of advanced technological growth leading to life-long learning needed for a successful professional career, excellence and leadership.

4. MISSION, VISION, & POLICY OF ISE

Vision

To develop young minds in a learning environment with high academic ambience by synergizing spiritual values and technological competence to serve the society.

Mission

Constantly give and pursue the vision of imparting an in depth knowledge of the fundamentals of engineering and technology to make the students with ability to pursue higher studies or join the work force in the chosen area of Information Science and Technology further with an ability to analyse, synthesizing and develop appropriate software.

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Vision

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Mission

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PRINCIPAL

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(Pty) LTD. • 01 211

8. VISION MISSION OF CHEMISTRY:

Vision

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Mission

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All the HODs are hereby informed as being the same to the notice of all the concerned.


Principal

Department of Technology
K. J. Somaiya Institute of Engineering & Information Technology

Copy to:

- HODs of CSE/ISE/ME/CV/EC/MHA/PHY/CHE/MATHS/OFFICE/LIBRARY/SPORTS



Kalpataru Institute of Technology (Autonomous Institute) established in 1981
KALPATARU INSTITUTE OF TECHNOLOGY

W. N. DSS, N. K. Road, TIFRIM, V. T. DSS, Kumbhara, 585001,
Dist. Chikmagalur, Karnataka, India. Ph: 08382-252224, 252225, 252226 Fax: 08382-252224, 252225, 252226 Email: info@kalpataru.ac.in www.kalpataru.ac.in



REF: KTI/IQAC/2018-19/12

DATE: 02-11-2018

With the approval from the principal & chairman of IQAC, a meeting of IQAC members has been convened in the principal chamber on 02-11-2018 at 3.00 PM to discuss the agenda as listed.

AGENDA

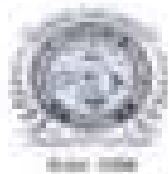
1. Action taken report on the decisions of the previous IQAC Meeting
2. To improve the academic results of the students.
3. Addition Classes in programming languages.
4. To encourage Research activities in the campus.

Copy to:

| Sl. No. | Position | Name | Signature |
|---------|--------------|--|-----------|
| 1. | Member | Dr. G. S. Umashankar, Member from Management. | |
| 2. | Chairman | Dr. Nandakishore B. M., Principal. | |
| 3. | Co-ordinator | Dr. C. Vadamarthy, Professor & HOD, Physics. | |
| 4. | Member | Dr. T. M. Chandrashekarappa, Professor, ME. | |
| 5. | Member | Prof. Madhai C., Associate Professor, CSE. | |
| 6. | Member | Prof. Narayn S. B., Associate Professor & HOD, CV. | |
| 7. | Member | Prof. B. G. Choudhary, Associate Professor & HOD, Maths. | |
| 8. | Member | Prof. Raviprakash M. L., Associate Professor, CSE. | |
| 9. | Member | Mr. Shivakumar G. S., Manager. | |
| 10. | Member | Mr. Vinay Kumar M. P., Assistant. | |
| 11. | Member | Mr. Chinnappa S., Student, B.E. | |

Dr. C. Vadamarthy
Coordinator (IQAC)





Kalpataru Vidya Samithi (P) Trust - 1981

KALPATARU INSTITUTE OF TECHNOLOGY

Approved by Government of Karnataka, Department of Higher Education, Bangalore.

No. 108, 8th Road, 10th Cross, 54, 222, New Road, 560022, Bangalore, India.

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www.kit.edu www.kit.edu



REF: KIT/IQAC/2018-19/13

DATE: 08-11-2018

Minutes of IQAC Meeting

The IQAC meeting held on 07th Nov. 2018.

The Chairman Dr. H M Narayanaswaih welcomed the members for the meeting of IQAC. The following points were discussed in the meeting:

Agenda 1: Action taken report on the decisions of the previous IQAC Meeting

| Sr. No. | Recommendation given by IQAC Committee | Action Taken for Implementation & Outcomes |
|---------|--|--|
| 1. | Vision and Mission of all Departments | The Vision and Mission of all Departments were finalized. |
| 2. | Registration and organization of Alumni Meet | Alumni Meet was organized on 28/04/2018 and 160 alumni attended the meeting. |
| 3. | NSS activities | Activities like Blood Donation Camp (06/04/2018), Seed ball preparation at Thimlaguru Nursery, Hill Road (01-06-2017), Teach Bharath Abhyasa at our KIT campus (07-10-2017) etc. successfully conducted under NSS. |

Agenda 2: To improve the academic results of the students.

The Chairman Dr. H M Narayanaswaih of IQAC is emphasized on improving academic results of all semesters. It was decided to conduct remedial classes for slow learners.

Agenda 3: To encourage Research activities in the campus.

Mrs. Malini C and Mr. Vinay Kumar M P suggested that research culture should inculcate in academics and Industry-Institute interaction is to be strengthened.

Mr. Hariprakash M L, was of the opinion that academic policies are need to be revised and related activities definitely promoting research culture.

The Committee decided to convince the management to give following facilities for pursuing research/Ph.D work:

- Providing Special Leave (SPL) for the faculties for pursuing Ph.D work when they want to meet their guides and any other Ph.D examination.
- If the faculties are pursuing internal Ph.D at our research centers there fees will be waived off.
- For paper presentation in conferences TA and DA leave to be granted.

Agenda 4: Addition Classes on programming languages.

For making our students more employable, additional programming languages like C, Java and Python must be taught during free hours.

The meeting ended with a formal vote of thanks.


Dr. C. Veeramurthy
Coordinator (IQAC)


Dr. B.M. Nandeshchali
Principal and Chairman (IQAC)
Principal
Kannada University of Sumathi
571 327-228

Copy to:

- The President and Office bearers, KVS, Tiptur.
- Office bearers of IQAC, KIT, Tiptur.
- HODs of CSE/ISE/ME/CY/EE/MBA/PHY/CHE/MATHS/OFFICE/LIBRARY/SPORTS



REF: KIT/IQAC/2019-2020

DATE: 13-03-2020

Minutes of IQAC Meeting

The Chairman Dr. G. H. Datarwarthy welcomed the members for the meeting.

The following points were discussed in the meeting:

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

Resolution 1: The IQAC meeting was conducted on 12th March 2020 at 1:00 pm. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

| Sr. No. | Recommendation given by IQAC Committee | Action Taken for Implementation & Outcome |
|---------|--|--|
| 1. | Review of Academic Results | <p>Discussion – Results of Utd Semester 2019-20 were discussed.</p> <p>Action Taken – It was decided to inform the respective HODs to take corrective measures to improve the results by adding extra classes for low result subjects.</p> |
| 2. | Research activities in the campus. | <p>Discussion – Discussions were made with regard to international publications of research scholars.</p> <p>Action Taken – Research guides were informed to see that their students publish papers in international journals.</p> |
| 3. | Classes on programming languages | <p>Discussion – IQAC members found that added courses were offered by CSE Department on C++.</p> <p>Action Taken – It informed to HODs to continue the same.</p> |

Above action taken report is noted by all the IQAC Members.

Agenda 2: Review of Academic Result and Action plan for improvement.

Resolution: It was decided in the meeting that remedial classes should be continued for slow learners in tough subjects.

Agenda 3: Proposal of introducing New Branch Artificial Intelligence and Machine Learning

Resolution: Keeping a pace with change of trends, it is distanced to introduce a new branch of Artificial Intelligence and Machine Learning from the AY 2021-22. The infrastructure and resources available in the Computer Science and Engineering branch can be shared and utilized for the same. The additional requirements could be worked out.



Agenda 4 Reduction of intake for Mechanical Engineering Department and closure of its related PG courses

Resolution: Due to fall in the number of students getting admission to the said programmes, it was decided to reduce the intake in Mechanical Engineering and closure of the PG courses.

Dr. G D Ganesanthy, Chairman, proposed the vote of thanks to all IQAC members.


Dr. C. Yalamrthy
Coordinator (IQAC)


Dr. G D Ganesanthy
Principal and Chairman (IQAC)

Copy to:

- The President and Office In-charge, KVS, Tiptur.
- Office In-charge of IQAC, KTE, Tiptur.
- HODs of CHE/ISE/MEX/VIC/EMBA-PT/CHE-MATHS/OFFICE/LIBRARY/SPORTS



KALPATARU INSTITUTE OF TECHNOLOGY

Autonomous Engineering Educational Society, Kalpataru & Pimpri (M.S.) DIST., Maharashtra

V.V. Road, B.N. Road, Tiptur - 577 201, Karnataka, INDIA
Ph: 081824 - 20207, 20208 Fax: 081824 - 20208, 20209, 20210, 20211, 20212
www.kalpataru.edu, www.kalpataru.ac



Ref: KVS/BA/1/2021-22/16

Date: 12-05-2022

To
The President
KVS, Tiptur



Respected Sir,

Subject: Induction of another officer bearer of KVS for IQAC.

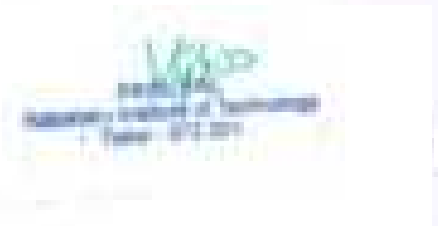
I request you to kindly induct another officer bearer as member of IQAC along with the existing member Sri G.S. Umashankar, Secretary, KVS, Tiptur.

Thanking You

(Handwritten signature)

(Handwritten signature)
President
Kalpataru Vidyapeetham
TIPTUR.

Yours faithfully



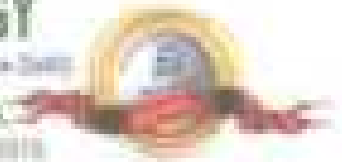


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KALPATARU INSTITUTE OF TECHNOLOGY

Affiliated to Government Technological University, Mysore & Recognized by AICTE, New Delhi

N.H. 308, S.R. Road, **TIPTUR - 572 201**, Karnataka, INDIA
Ph : 081-8234 - 21222, 21223 Fax : 081-8234 - 21602, 21603, Mobile : 97422 10019
www.kalpataru.ac.in, principal@kalpataru.ac.in



MEMO: KIS/HR/HR/2001-22/16

Date: 13-02-2021

To
The President
KVS, Tiptur

Respected Sir,

Subject: Induction of another office bearer of KVS for IQAC.

I request you to kindly nominate another one office bearer as member of IQAC along with the existing member Sri G.S.Uthachandras, Secretary, KVS, Tiptur.

Thanking You

[Handwritten signature]

[Handwritten signature]
President
Kalpataru Vidyapeetha
TIPTUR.

Yours faithfully

Principal

Kalpataru Institute of Technology
Tiptur - 572 201



Kalpataru, Vidya Samithi (P) Ltd. 1983

KALPATARU INSTITUTE OF TECHNOLOGY

Approved by All India Council of Technical Education, New Delhi & Recognized by UGC, New Delhi

84, 85, 86 Road, 10TH, 11TH, 12TH, Crossroads, 2025,

PO - 141004, DIST - MOH, STATE - PUNJAB, INDIA. Phone: 91-1823-250000

Website: www.kalpataru.edu.in



Ref no: KIT/IQAC/2022-23/07

Date: 18-09-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Proceedings of IQAC Meeting Held on 12/8/2022

IQAC meeting for the EVEN semester 2021-22, was held on 12.8.2022. Frstly, IQAC Management members, IQAC Chairman (Principal) and IQAC members took part in the meeting. HODs, TPO, PEO, NSS coordinator and Cultural coordinator were also invited for the meeting. The following are the conclusions were drawn after elaborate discussions.

1. All the IQAC members congratulated HODs & Staff of ECE & CSE departments on their success in obtaining NBA Accreditation for 3 years from Aug 2022 to June 2023. IQAC members also congratulated Dr. C. Malhotra, Associate Professor, Dept CSE and IQAC member on acquiring doctoral degree.

2. IQAC members ratified unanimously nomination of Prof Pradheeb N R, Assoc. Professor, Dept of ECE and Prof Sackargowda Mitta, Assoc. Prof, Dept of MBA as new IQAC members. And welcomed the new members for the meeting.

3. The Vision and Mission statement of the institution as well as departments were observed in the context of new education policy(NEP). The IQAC members felt that necessary is there to redefine Vision & Mission statements of the institutions as well as departments in compliance with NEP. Principal and Head of the department have to initiate the process of redefining the vision mission statements. PDS, PEOs & PSONs are to be revised as per NEP with the consultation of DAB and make holders. This process to be completed as early as possible.


Principal
Kalpataru Institute of Technology

4. One News letter per semester must be brought out at at the department level and at the Institution level.
5. College Website must be updated regularly, giving the complete information on the college activities. The mandatory disclosures, according to ANTE norms, are to be available in the website.
6. All the departments are to be compliant with the remarks pointed out by the NBA team, who visited our college recently.
7. Importance must be given for Institution-Industry interaction. Each department must have at least one MOU with a standard industry.
8. Each department must have membership with professional societies and carryout activities involving both faculty and students.
9. R & D centers must be strengthened by providing funds to fund and from external agencies.
10. Departments should work for project design and product design. Students are to be inspired for carryout projects in-house.
11. Departments must take up consultancy work.
12. Faculties need to mandatorily undergo UUV training and NITTY training.
13. Mentoring/Proctoring is to be strengthened. Faculties must be consistently in touch with parents. Attendance of the students must be regularly monitored and informed to the parents.
14. Procedure for Feedback on Faculty needs to be changed. Feedback on all aspects of duties and self appraisal are to be taken and evaluated.
15. Incubation and innovation club must be set up at college level.
16. Departments have to conduct department meeting periodically (at least once in a month) with the agenda for the academic improvement.

17. All the non-teaching staff must undergo First-Aid and Fire Fighting training and possess relevant certificates.

18. It was suggested that all departments to adopt micro-teaching workshop before the beginning of every semester to improve the teaching process.

19. It was decided in the meeting to conduct academic auditing at the end of each semester. This must be done with one IQAC member and two faculty members from other departments for ODD SEM. One IQAC member, one other department member and one external expert from Institution's industry at the end of every EVEN SEM / Academic year.

20. Various committees should conduct their meetings at least twice in a semester.

The IQAC coordinator Dr. Velamurthy C. Thanked all the IQAC members for their valuable suggestions for the improvement of quality of the Institution. Also thanked HODs of various departments for their participation in the meeting.

IQAC Chairman Dr. Gurusamy G.D. thanked all the participants present in the meeting. Meeting ended at 02:15 PM.


[Dr. G.D. Gurusamy]

Principal & IQAC Chairman


Rajaguru Institute of Technology
TPTUO - 072201

Copy to:

1. KVS Office
2. KIT Office
3. All IQAC Members
4. All HODs



KALPATARU INSTITUTE OF TECHNOLOGY

Ref: KIT/IQAC/3073-22/21

Date: 30/08/2022

HODs CIRCULAR

All the HODs are hereby informed to participate in the IQAC Meeting in the Board Room on 12.08.2022, at 11:30am.

- Agenda:
1. Review of NBA Visit Remarks
 2. Policies for the next academic year 2022-23
 3. Internal Academic Auditing
 4. Applying for NAAC Accreditation and
 5. Inclusion of new IQAC members any other matter with the permission of the chair


 (Dr. G.D. Gurusurthy)

Principal & IQAC Chairman
 Kalpataru Institute of Technology
 KPTUS-572291

copy to:-
 HOD

Handwritten notes:
 copy to:-
 HOD
 CSE / EEE / ECE / Mech / CIVIL / IT /
 PCC / EEE / ECE / Mech / CIVIL / IT /
 down members / M.B.



KALPATARU INSTITUTE OF TECHNOLOGY

Internal Quality Assurance Cell (IQAC)

Ref: KIT/IQAC/2021-22/23

Date: 10/08/2022

With the consent from the Management members of IQAC and the Principal, a meeting of IQAC members is scheduled on 12/08/2022 Friday at 11.30am in the Board Room. All the Members of IQAC are hereby invited to attend the meeting.

- Agenda:
1. Review of NMA Visit Remarks.
 2. Policies for the next academic year 2022-23.
 3. Internal Academic Auditing.
 4. Applying for NAAC Accreditation
 5. Inclusion of new IQAC members and
 6. Any other matter with the permission of the chair.

S. Srinivasan
 Co-ordinator
 IQAC
 Kalpataru Institute of Technology
 Tirupur, Tamil Nadu

Copy to:

| S/N | Position | Name | |
|-----|-------------------|--|--|
| 1 | Management Member | Mr. C. V. Venkateshwarar Secretary, KV's | |
| 2 | Management Member | Mr. E.S. Umesh Vice President, KV's | |
| 3 | Chairman | Dr. G.D. Ganeswarthy, Principal | |
| 4 | Co-ordinator | Dr. C. Velamurthy Prof & HOD, Physic. | |
| 5 | Member | Dr. S.V. Rajasekhararadhya, Professor, ICE | <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> <i>S. Srinivasan</i> |
| 6 | Member | Mr. A.M. Anurkumar Assoc. Prof & HOD, CV | |
| 7 | Member | Dr. P.V. Narmaladevi Prof, Maths | |
| 8 | Member | Mr. N.R. Pratharth Assoc. Prof, I&E | |
| 9 | Member | Dr. C. Madhan Assoc. Prof, CSE | |
| 10 | Member | Mr. S. Hanumanthappa Assoc. Prof, CE | |
| 11 | Member | Dr. M. L. Balagovindh Assoc. Prof, CSE | |
| 12 | Member | Mr. T.S. Sankaragopalaraj Assoc. Prof, ME | |
| 13 | Member | Mr. Shekar Sundh Mitta, Assoc. Prof, MBA | |
| 14 | Member | Dr. Divakar Accountant, IT | |
| 15 | Alumni Member | Mr. M. P. Vinaykumar | |
| 16 | Student Member | Mr. Prayal Anshyaq, IV sem, CSE | |



INTERNAL QUALITY ASSURANCE CELL (IQAC), KIT: TUMKUR

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KALPAVEDI INSTITUTE OF TECHNOLOGY

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IGAC Meeting

15-06-2017

A meeting of IGAC members was held on 15-06-2017, at 3pm, in the principal chamber.

Agenda

Reaffirmation of student mission and setting the department and IGAC.

1. Sri. G.S. Umalkhanikar
Academic Member, KV

2. Dr. B.M. Nandakish
Principal & chairman

3. Dr. C. Vidyanath
Coordinator

4. Dr. T.M. Chandrasekhar
Prof. in ME, Member

5. Mrs. Madhul.C
Asst. Prof., CSE, Member

6. Mr. S.B. Halarnaj
Asst. Prof. in EE, CV, Member

7. Mr. R.G. Chandrashekar
Asst. Prof. in CS, Maths, Member

8. Mr. Rajyambhale
Asst. Prof. in CSE, Member

9. Mr. G.S. Shivakumar
Manager, Member

10. Mr. Vijaykumar
Manager Alumni, Member

Handwritten notes:
Principal
Coordinator
Coordinator

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ISAC Meeting

07-11-2018

Agenda

1. Review of previous meeting.
2. Action plan for improving results.
3. Additional class on programming language.
4. E.A.D. activities.

The following ISAC office bearers were present in the meeting:

1. Sri. G.S. Umathankar
Academic Member, IRI. 
2. Dr. B.M. Sureshbabu
Principal & chairman. 
Principal
Government College of Education
MIRAJ, DIST. SRT
3. Dr. C. Vedamurthy
Prof & HOD, Physic. Coordinator. 
4. Dr. J.M. Chandrashekar
Professor, M.E. Member. 
5. Mrs. Mallikarjuna
Asst. Prof., C.E. Member. 
6. Mr. S.B. Narayana
Asst. Prof & HOD, C.V. Member. 
7. Mr. R. G. Charantimath
Asst. Prof & HOD, Maths. Member. 
8. Mr. Sampath Kumar
Asst. Prof., C.E. Member. 
9. Mr. Shivakumar
Manager, Member. 
10. Mr. Vinay Kumar
Member. 

IQAC Meeting

12-03-2020

1. Review of previous IQAC meeting
2. Review of academic results & action plan for improvement
3. Proposal for introducing new meetings several like AG & etc.
4. Reduction of debts for math. Dept & other of school.

The following members of IQAC were present

1. Sri. Dr. S. Umashankar
Acadmic member, *S. Umashankar*
2. Dr. G.D. Guruswamy
Principal & Chairman, *G.D. Guruswamy*
3. Dr. C. Vasanthiy
Prin. & HOD., Physic. Coordinator, *C. Vasanthiy*
4. Dr. S.V. Rajalakshmi
Prin., CIE, Member, *S.V. Rajalakshmi*
5. Mr. Malhar C
Asst. Prin., CIE, Member, *Malhar C*
6. Mr. Mahesh K.D
Asst. Prin. & HOD., V. Member, *Mahesh K.D*
7. Mr. R.G. Chandrashekh
Asst. Prin. & HOD., Math. Member, *R.G. Chandrashekh*
8. Mr. Rajprakash M.L. OTC
Asst. Prin. CIE, Member, *Rajprakash M.L.*
9. Mr. G. S. Sankaran. Manager
Member, *G. S. Sankaran*
10. Mr. Vinay Kumar M.P.
Alumnus. Member, *Vinay Kumar*

IQAC Meeting
12-2-2021

Agenda

1. NQA Accreditation
2. Apologies sent with the permission of the chair
IQAC members attended the meeting.

1. Sri. B. S. Umashankar
Secretary, IQAC *S. Umashankar*

2. Sri. B. S. Umashankar
Vice President, IQAC *Umashankar*

3. Dr. G. D. Gurusamy
Principal, Chairman *G. D. Gurusamy*
Regulera Institute of Technology
(RTUO-2020)

4. Dr. C. Radharaman
Prof. & HOD, Physic. Coordinator *Radharaman*

5. Dr. S. V. Rajalakshmi
Professor, Ec. Member *S. V. Rajalakshmi*

6. Mrs. Mathi C
Asst. Prof. ESE, Member *Mathi C*

7. Mr. S. S. Indira
Asst. Prof. & HOD, Co. Member *S. S. Indira*

8. Mr. R. G. Chandraiah
Asst. Prof. & HOD, Math. Member *R. G. Chandraiah*

9. Dr. Rajalakshmi M. L.
Asst. Prof. ESE, Member *Rajalakshmi M. L.*

10. Mr. G. S. Shankar
Manager, Member *G. S. Shankar*

11. Mr. Vinay Kumar
Assistant, Member *Vinay Kumar*

IGAC Meeting
10-5-2021

Agenda

1. Review of previous IGAC meeting.
 2. Preparations for IMA visit in June 2021.
 3. Any other point with the permission of the chair.
- IGAC members attended the meeting:

1. Sri. G.S. Venkateswar
Secretary, IMA. *G.S.V.*
2. Sri. G.S. Umash
Vice-President, IMA. *Umash*
3. Dr. G.D. Sureshbabu
Principal, KIT, Chairman *G.D.S.*
4. Dr. C. Vadamethy
Professor, Hybrid. Coordinator *C.V.*
5. Dr. S.V. Rajalakshmy
Prof. ECE, Member *S.V.*
6. Mr. T.C. Sathishgopal
Assoc. Prof. ME, Member *T.C.*
7. Dr. P.V. Nirmaladevi
Prof., Maths, Member *P.V.*
8. Mr. Madhavi C
Assoc. Prof., CE, Member *Madhavi*
9. Mr. Harishankar
Assoc. Prof. IEE, Member *Harishankar*
10. Mr. A.M. Anandamurthy
Assoc. Prof. ECE, CV, Member *A.M.*
11. Mr. Divakar T.S
Accountant, Member *Divakar*
12. Mr. Vinayakumar M
Alumnus, Member *Vinayakumar*

IGPC Meeting 10/08/2021

- Agenda:
1. Review of UCA Remarks
 2. Release for the next academic year 2020-21
 3. Internal Academic Auditing

1. Sri. G.S. Limbharde Secretary, IAS, Mgmt Member *G.S. Limbharde*
2. Sri. B.S. Umashik Vice-President IAS, Mgmt Member *unpaid*
3. Dr. G.D. Gunturam Principal, IAS, Chairman *unpaid*
4. Dr. C. Venkatesh Prof + HD, IAS, Co-ordinator *unpaid*
5. Mr. M.R. Prabhakar Asst. Prof. IAS, Member *unpaid*
6. Smt. Mathi. Asst. Prof. Member *unpaid*
7. Dr. P.V. Nimmaladevi Professor, IAS, Member *unpaid*
8. Dr. M.L. Rajaratnam Asst. Prof. IAS, Member *unpaid*
9. Sri. Director, Account. Member
10. Mr. M.P. Vengalwar Alumnus, Member
11. Mr. A.M. Arunkumar Asst. Prof + HD, IAS, Member *unpaid*
12. Mr. T.S. Sridharan Prasad Asst. Prof + Member *unpaid*
13. Mr. Harinarayana S Asst. Prof. Member *unpaid*
14. Mr. Pradip S. Asst. Prof. Member *unpaid*
15. Dr. P. Nimmaladevi *unpaid*

IQAC Meeting
10-10-2022

Invited Members

- 1. HOD, CSE *Not present*
- 2. HOD, ISE *Not present*
- 3. HOD, ECE *Not present*
- 4. HOD, ME *Not present*
- 5. HOD, CVSA
- 6. HOD, CHEM *Not present*
- 7. HOD, MATHS

- Agenda:
- 1. Academic Auditing
 - 2. Application for NAAC
 - 3. Any other matter

IQAC Member Attended Meeting

- 1. Dr. A. L. Chavan, Secretary, IQAC
- 2. Dr. B. I. Chavan, Vice President, IQAC
- 3. Dr. S. D. Chavan, Principal
- 4. A. M. Anantapur, CSE
- 5. Dr. Sampat, ME
- 6. Dr. Mathur, CSE
- 7. Dr. Prasad, ECE
- 8. Hanumanthappa, ISE
- 9. T. L. Siddhagoudra, ME
- 10. Dr. D. V. Rajanikant, ECE
- 11. Vasanthappa, Prof

Signature

ICAC Meeting

DATE: 15/04/23

TIME: 11:30 AM

- Agenda:
1. NMAC Report
 2. Bill format for 2nd & 3rd semester
 3. English for 4th sem
 4. Rebuild discussion of CA + J. Prasad
 5. Any other matters with the permission of the chair

Meeting attended by:

1. Dr. G. S. Venkatesh Mr. Secretary, ICAAC
2. Mr. N. S. Venkatesh Vice-President, ICAAC
3. Dr. G. D. Subramanyam Principal, Cheluvu
4. Rajulakshmi B. S. HOD, SLE
5. Anil Kumar T. D. HOD, CV
6. Dr. V. S. Venkatesh HOD, ME
7. Shashikumar M. HOD, C&E
8. G. S. S. Srinivas HOD, ECE
9. Deepthi Anitha HOD, MBA
10. Dr. M. S. Srinivas Reddy HOD, MCA
11. Dr. P. V. Subramanyam Professor, Maths
12. Dr. T. L. Subramanyam HOD, Physics
13. Hanumanthappa S. Asst. Prof.

15/04/23

KALPATARU VIDYA SAMSTHE (R)

B. H. Road, Tiptur-572 202, Tumkur District, Karnataka

ADMINISTRATIVE AND SERVICE MANUAL



Kalpataru Institute of Technology

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Ph: 08134-251207, Fax: 08134-251919

E-mail: principal@kittiptur.ac.in Web: www.kittiptur.ac.in



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KALPATARU VIDYA SAMSTHE (R)

B. H. Road, Tiptur-572 202, Tumkur District, Karnataka

Note: Non teaching staff insert GOR 5th Pay scale

ADMINISTRATIVE AND SERVICE MANUAL



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KALPATARU VIDYA SAMSTHE (R)

KALPATARU INSTITUTE OF TECHNOLOGY

ADMINISTRATIVE AND SERVICE MANUAL

KALPATARU VIDYA SAMSTHE ® (Registered under) hereby resolves the following guidelines governing matters of general administration to prescribe and regulate the conditions of service applicable to the employees of Kalpataru Institute of Technology, viz :-

CHAPTER - 1

1. Title, Commencement & Application:-

- (1) The Administrative and Service Manual shall be called Kalpataru Institute of Technology employees Administrative and Service Manual.
- (2) This shall come in to force from the date of approval by the Managing Committee of Kalpataru Vidya Samsthe ®.
- (3) This shall apply to all the employees of The Kalpataru Institute of Technology.

2. Definitions:-

- (1) In these Administrative Manual unless the context otherwise means:-
 - (a) "Appointing Authority" means & in relation to any post in the college the authority competent to make appointments to any post as indicated in the Schedule.
 - (b) "Academic Staff" means any member of the staff engaged wholly or partly in teaching or research in college.
 - (c) "AICTE" means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
 - (d) "Appendix" means Appendix to this Manual.
 - (e) "College" means Kalpataru Institute of Technology, B. H. Road, Tiptur-572 202, Tumkur District, Karnataka, and the Hostels attached thereto.
 - (f) "Chairman" means the Chairman of the Governing Council of the College.
 - (g) "CUMED-K" means Consortium of Medical, Engineering and Dental Colleges, Karnataka setup for admissions to private self-financing institutions.
 - (h) "Controlling Authority" means the Governing Council in relation to all the academic staff and the Director in relation to all other employees.
 - (i) "Departmental Head" means the Director of Technical Education in Karnataka.

- (j) "Employee" means the person in the service of the college in any post & includes the academic staff.
 - (k) "Eapuly Committee" means the Committee constituted by the managing committee of the Trust.
 - (l) "Executive Director" means the Executive Director who shall preside over all the meetings of the Governing Council in the absence of Chairman or Vice Chairman.
 - (m) "Governing Council" means the Governing Council of The Kalpataru Institute of Technology constituted by the Kalpataru Vidya Sanstha @ to administer and manage the College.
 - (n) "Government" means Government of Karnataka.
 - (o) "Head of Department" means the Head of Department of each approved course of study in Engineering.
 - (p) "KEA" means Karnataka Examination Authority setup by Karnataka State Government for admission of students to professional colleges in Karnataka.
 - (q) "Management" means Chairman of The Kalpataru Vidya Sanstha @
 - (r) "NBA" means National Board of Accreditation, New Delhi, for accreditation of engineering degree programmes.
 - (s) "Permanent Employee" means a person permanently employed in the service of the College in any post, duly confirmed by the management.
 - (t) "Principal" means Principal of The Kalpataru Institute of Technology duly appointed by management who is also Ex-officio Secretary of the Governing Council.
 - (u) "Trust" means The Kalpataru Vidya Sanstha @, B. H. Road, Typar-571 202, Tumkur District, Karnataka, Registered under 1950.
 - (v) "Temporary Employee" means a person in the service of the college purely on temporary basis subject to such terms and conditions if any, prescribed and appointed for a period less than one year.
 - (w) "University" means Visvesvaraya Technological University, Belgaum established under Section 3 of the Visvesvaraya Technological University Act, 1994.
- (2) All other expressions which have not been defined shall have the same meaning as the Systems of the Trust.

CHAPTER - 2

3. Maintenance of Important Books, Journals, and Orders Etc.:-

(1) The College shall maintain the following Books, Texts, Orders, Journals, and Documents for reference:

- (1) Karnataka Education Act 1983 and Rules enacted thereunder.
- (2) Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed thereunder.
- (3) Notifications, Circulars, Orders etc. of the Visvesvaraya Technological University
- (4) Karnataka Civil Service (General Recruitment) Rules, 1977.
- (5) Karnataka Civil Service (Probation) Rules, 1977
- (6) Karnataka Civil Service (CCA) Rules, 1957
- (7) Karnataka Civil Service (Conduct) Rules, 1966
- (8) Karnataka Civil Service (Performance) Rules, 2009
- (9) Karnataka Government Servants (Seniority) Rules, 1957
- (10) All India Council for Technical Education Act, 1987 and Regulation made there under.
- (11) UGC Act 1956 Rules & Regulations, made thereunder
- (12) The Employer's Provident Fund & Miscellaneous Provisions Act, 1952
- (13) Karnataka State Universities Act, 2000
- (14) Code & Recruitment Rules for Government Engineering Colleges
- (15) Polytechnics and the Department of Technical Education
- (16) All India Council for Technical Education & State Government Pay Scale Books
- (17) Office Manual
- (18) Karnataka Societies Registration Act, 1960
- (19) Dictionaries (Big, Small & Pocket type)
 - (a) English - English
 - (b) English - Kannada
 - (c) Kannada - English
 - (d) Kannada - Kannada.
- (20) KEA (CET) Information Brochure and Procedures
- (21) Examination Regulations and Rules and Manual of Visvesvaraya Technological University
- (22) Kachari Kaidi
- (23) Kannada Office Terminologies

(2) All the above laws, rules, regulations, orders etc. for the time being in force shall be updated as and when they are amended.

CHAPTER – 3

4. Conditions of Service of the Employee:-

- (i) The Conditions of Service of the Employee, the mode of recruitment, the minimum qualifications, experience, eligibility etc. for recruitment, shall be as specified below:
 - (i) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by government in respect of General Category is 33 years. In respect of SC, ST & OBC Category I is 18 years & in respect of OBC Category II, III, IIIA, & IIIB is 36 years. It shall stand modified as and when amended by the Government. However, the maximum age limit is relaxable by the management if the candidates are found otherwise suitable.
 - (ii) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the academic posts, Non-teaching posts and other categories of posts shall be as prescribed by the state government, All India Council for Technical Education, Universities Technological University, from time to time. However, the detailed qualifications are mentioned in APPENDIX III to VIII.
 - (iii) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by invitation of an advertisement in the News paper notifying the vacancies that arise. The selection of candidate shall be, by a Board of Management consisting of the following:
 - (i) Chairman
 - (ii) Principal
 - (iii) Head of the concerned Department
 - (iv) Two experts drawn from outside
 - (v) Representative of the University
 - (vi) Representative of the All India Council for Technical Education
 - (vii) Representative of the Director of Technical Education, on behalf of the State Government
- (ii) Selection of candidates shall be based on the Written Test or interview, as the case may be, as suggested by the Board of Appointment. Candidates shall be selected solely based on merit. The selection shall be governed by the rules of recruitment prescribed in the General Dyclass Reservation of Vacancies in favour of SCs, STs, & OBCs, shall be at the discretion of the management which is not mandatory.
- (iii) The Candidates whose names are included in the select list prepared by the Board of Appointment may be appointed at the discretion of the management. Their

appointments shall be on probation in terms of the KCS (Probation) Rules, 1977. The duration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.

- (4) The seniority of the employees of the academic staff shall be published department wise, section wise, & trade wise every year and circulated among such employees and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the Standing Orders issued there under shall be adopted and enforced.
- (5) Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General Recruitment) Rules 1977. Issues of the probationer holds shall be liable for discharge if found unfit / unsuitable.
- (6) Any employee desirous of tendering resignation to the post held by himself shall submit the resignation letter giving 1-month advance notice. Such a resignation letter shall be written, signed and submitted voluntarily by the employee without any act of compulsion or coercion / duress. Such a resignation shall be submitted through the head of the Department to the Principal posted in the Management. Acceptance of the resignation shall be at the discretion of the management. In the event of any employee securing appointment in the State Government, Union Government & Government Corporation, the management may, at its discretion, accept the resignation tendered by the employee waiving the condition of 1 month notice period.

5. Kinds of leave admissible and procedure for sanction

- (1) Casual Leave: Every employee shall be entitled to Casual Leave of 15 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned as one day for every completed month of service in the first year of the service.
- (2) Special Casual Leave not exceeding 30 days in a year will be allowed for the purposes of attending University Examination work or Examination work of any other University and academic work of the University. However, prior approval from the Principal / Director is to be obtained before availing the special casual leave. Necessary entries shall be made in the service register of the concerned.
- (3) Earned leave is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of 6 months commencing from 1st July to 31st December of each year. The maximum accumulation of Earned Leave at a time shall be 240+15 days.
- (4) In case of non vacation employees, they are entitled for 15 days Earned Leave in the first half calendar year commencing from 1st January to 30th June & another 15 days for the next half commencing from 1st July to 31st December, subject to a maximum accumulation of 240 + 15 days at a time.

- (5) The other provisions governing the earned Leave in Rule 112 of the KCSRs shall apply mutatis-mutandis.
- (6) Extraordinary leave can be sanctioned to an employee who does not have any other leave at his/her credit on his request, subject to a maximum of 3 months. It is releasable under Medical grounds on production of satisfactory medical certificate. Extraordinary leave may also be granted for prosecuting higher studies, which will enhance the competence of the concerned employee, at the discretion of the management, especially to PG Course, Ph. D. Course and training in Industry. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee. During the period of Extraordinary Leave, the employee is not entitled to any pay and allowances.
- (7) Female employees are entitled for Maternity Leave of 135 days which is restricted to one child during the confinement. And paternity leave of 15 days.
- (8) The minimum & maximum availing of casual leave shall be one day and three days at a spell. The minimum number of days of earned leave that could be availed is three days. In case of illness, or for prosecution of higher studies, earned leave may be availed over 60 days with the prior sanction of the management.
- (9) Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority will decide the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied for in the prescribed format & get sanctioned before proceeding on leave except for a day casual leave. Otherwise availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of Casual Leave and other types of leave shall be as at Annexure 1 & 2. Application of all kinds of leave shall be routed by the Heads of Department or Heads of Sections, as the case may be to the Director / Principal for sanction / recommendation. The Director / Principal shall have the power to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers of sanction of leave by various authorities is as specified below.

| Nature of leave | Authority competent to recommend | Authority Competent to sanction leave and to what extent | | |
|----------------------|----------------------------------|--|-------------|---------------------|
| | | Principal | Director | Board of Management |
| Casual Leave | HO/ Off. Manager, | 3 days | Full Powers | Full Powers |
| Other kinds of leave | Principal, HO / Off. Manager | 7 days | 30 days | Full Powers |

- (10) Leave may be sought both on private / domestic affairs and on medical grounds. In case of leave on medical grounds the leave application shall be supported by a medical certificate. With the recommendation from the surgeon/attending doctor indicating the reason thereof. For joining the duty after leave on medical grounds, the fitness certificate issued by a medical practitioner having at least a MBBS qualification is necessary.

8. Code of Conduct and Disciplinary Action

- (1) Every employee shall possess good moral character, and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/She shall not do any act which is embarrassing of an employee or get involved in criminal case, embezzlement, defalcation, fraud.
- (2) Or remain unauthorisedly absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities. An illustrative Code of Conduct applicable to each employee is as specified below:-
 - (1) He/She should be honest and show dedication diligence and devotion to duty
 - (2) He/she should not be neglecting his/her duties.
 - (3) He/she should not involve in unlawful activities or instigate the students.
 - (4) He/she should not show discrimination on the basis of caste, language, place, regional or other social & cultural background.
 - (5) He/she should not engage in malpractice in examination, nor encourage such act.
 - (6) He/she should not show negligence in the valuation of home work of the students.
 - (7) He/she should not leave the institute premises during working hours without permission of Principal.
 - (8) He/she should not engage private tuition at home or elsewhere.
 - (9) Without the permission of the management, he/she should not prepare or publish Manuals/Books/Guides.
 - (10) In his official capacity, he/she should not accept gift from anybody on behalf of the college.
 - (11) He/she should not practice nepotism.
 - (12) He/she should not cause loss to the property of the college.
 - (13) He/she should not act or instigate indecent behavior.
 - (14) He/she should not involve in acts of violence or moral turpitude.
 - (15) He/she should not interfere with students, parents or management personnel.
 - (16) He/she should not conduct any union meeting or participate in any such meeting.
 - (17) He/she should not disobey the instructions/ orders of the higher-ups: management/Principal/Heads of the departments.
- (3) The above code of conduct is only illustrative but not exhaustive. Any transgression of the code of conduct shall render the employee liable for disciplinary action.
- (4) Any conduct of unusual behavior or act of an employee beyond the normal limits shall be viewed as misconduct or misbehavior attracting disciplinary action.
- (5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the committee constituted for the purpose may result in the following form.

Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct misbehavior, disobedience, dereliction of duty, illegal gratification etc or any other misdemeanor was established:-

- (1) Fine (in case of lowest grade of employee)
- (2) Censure
- (3) Withholding of increment
- (4) Recovery of the pecuniary loss caused to the institution or any person.
- (5) Reduction of pay at any stage in the scale of pay applicable to the post held by them.
- (6) Reduction to any category of post with direction as to the fixation of pay at a particular stage in the relevant post.
- (7) Removal
- (8) Dismissal

7. Terminal Benefits:-

- (1) The Permanent employees are eligible to become 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 equal matching.
- (2) The management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Commissioner for Provident Fund along with equal 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 Provident Fund Commissioner at the time of his retirement / resignation / death under the provisions of the said Act, 1952.
- (3) The management may at its discretion, extend to any employee the accidental life risk insurance coverage with any life insurance company.
- (4) The management may also extend the group insurance scheme to the employees if found desirable by payment of premium.
- (5) Service Register of all the employees shall be maintained by the management & the entries therein updated from time to time in the college office. All the entries shall be authenticated by the Principal / Director. The service register shall be shown to the concerned employees and their signatures obtained at least once in 6 months.

CHAPTER – 4

B. Duties & Responsibilities of the Teaching Faculty

- (1) The teaching faculty shall perform the duties & discharge the responsibilities diligently as per the norms contained in the All India Council for Technical Education Regulations. An extract of the All India Council for Technical Education norms are as envisaged in Appendix- IX. In addition to the duties and the responsibilities mentioned in the Appendix – IX the Principal & the other 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 are the heads for maintenance and smooth running of their Branch or Department. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table and syllabi within the scheduled time limit. They should co-operate with other departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department attendance, lesson plan, internal assessment etc., They will have to be scrutinized and supervised by the faculty assigned to do so. The grievances of the students in the Department will have to be sorted out by the departmental head.
- (3) Assistant Professors, are responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the laboratories and work-shops entrusted to them. They shall discharge the additional functions as and when assigned to them by the head of the Department.
- (4) Lecturers shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, with in the prescribed time limit. They shall strive hard to improve and upgrade the quality 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 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.
- (5) The entire teaching faculty shall discharge their responsibilities and carry out their academic activities stipulated by the All India Council for Technical Education, in the booklet containing the revised pay scales and Service Conditions under No. F.1-65/ CD/NEC/ 88-99 dated 1.5.2000 of the All India Council for Technical Education as amended from time to time.

CHAPTER – 5

9. Duties and responsibilities of the system manager, system analysts and other employees in laboratories and work shops

- (1) The System Manager, System Analyst and lab incharge are responsible for the laboratories and the workshops. They shall accommodate the various branches for smooth conduct of practicals. They shall co-operate with the staff of the other department or branches in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc. and ensure that no such machines, equipments etc. are kept idle. They shall be in constant touch with the Concerned Head of the Department and Professor for maintenance and upkeep from time to time.

10. Duties and responsibilities of Administrative Staff

- (1) The Office Manager and Superintendents/FDCs shall assist the Principal for smooth functioning of the College office. All administrative matters are to be channelled by the Office Manager / Superintendent / FDCs.
- (2) The office organization in the college shall be as specified below:
 - (i) **Admission Section** - The caseworker is incharge of all admission matters. Admission of students to First Semester and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below :-
 - (a) Admission registers of students.
 - (b) Demand Cash and Balance (DCB) register.
 - (c) Files containing all the original academic documents of the students admitted to the First Semester. They shall be returned to the concerned students at the time of leaving the college, with the approval of the Principal.
 - (d) Register of procurement of transfer certificates, migration certificate, eligibility certificate and equivalence certificate.
 - (e) Issue of bono-fee / study certificate.
 - (f) Matters relating to scholarship and follow up.
 - (g) Maintenance of files relating to all correspondence.
 - (h) Rules, Regulations, scheme Notifications, Circulars, etc. relating to Admissions and updates.
 - (ii) **Examination Section** - Caseworker plays a dominant role in maintaining confidentiality. He shall report to the Office Manager and the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He / She shall be vigilant & conversant with the rules, regulations and procedure published by the University. The following Registers and documents shall be maintained :-
 - (a) Marks register of all the Semesters.
 - (b) Defuncted students register.

- (c) Examination stationery stock and issue register.
- (d) Result sheet of all Semesters.
- (e) Files and documents for conduct of examination and announcement of final results.
- (f) Register of Insurgent students.
- (g) Procurement and Distribution of Admission Tickets of all examinations.
- (h) Collection of Examination Application forms and submission to the University.
- (i) All Examination related work and seating arrangement and other allied work.

(iii) **Establishment Section:** - The employees working in the Establishment Section shall maintain confidentiality with respect to the duties discharged by them. The bio-data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Technical Education, University, CET cell, etc. shall be kept in the concerned personal files of each employee. All matters relating to recruitment, promotion / termination, welfare measures are to be dealt promptly. Maintenance of leave account and sanction of leave are promptly entered in the service register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently :-

- (a) Service Register
- (b) Attendance Register
- (c) Leave Sanction Register
- (d) Casual Leave Register
- (e) Special Casual leave Register
- (f) Movement Register
- (g) Provident Fund Register
- (h) Insurance Register / Record
- (i) Staff Pattern and Vacancy Register
- (j) Attendance Register- Branch / Section wise.

(iv) **Purchase Section:** - All Petty purchases of the college be made at the request of laboratory in charge or Head of the Department or the Principal. The officer incharge has to correspond with the firms for procurement of equipments, tools, consumables, peripherals etc. Every purchase shall be made after inviting quotations with specifications. Definite specifications and addresses of the firms may be obtained from the Principal or Head of

the Department. The following registers, files and records shall be maintained :-

- (a) Purchase files
- (b) Separate stock ledgers for tools, equipments, consumables, furniture, peripherals etc.,
- (c) Daybook of receipt.
- (d) Invoice books
- (e) Quotations / correspondence/ purchase orders
- (f) Scrap and waste disposal Register.
- (g) Unserviceable Equipment Disposal Register
- (h) Issue Register
- (i) Maintenance Register

The concerned shall be in constant contact with Heads of Department for procurement of tools, equipments, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up to date and daily entries are made regularly. The stocks available shall be issued to the various laboratories & Workshop only on the basis of approved orders.

- (v) **Accounts and cash matters** - It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash. Demand Draft and cheques as the case may be. The money so collected shall forthwith be recorded in the day book and reflected in the cash book. The money so collected after the closure of the bank hours shall be remitted to the bank on the next working day to the credit of concerned Head of Department. The Employees dealing with cash and accounts shall perform their duties honestly & efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque signed by the Principal and / or Secretary, as the case may be. The following registers, files and records shall be maintained and updated on day-to-day basis.

- (a) Cash Book
- (b) Day Book
- (c) Remittance Register
- (d) Pass Book
- (e) Cheque Books
- (f) Acquittance Registers
- (g) Scholarship Registers
- (h) Provident Fund Registers
- (i) Other Deduction Registers
- (j) Insurance Registers
- (k) Cheque Book Register
- (l) Fee Register

The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through cheques. Cash, cheques / demand drafts received shall be preserved in safe custody. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed strictly and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts shall be got audited by the Chartered Accountant every year.

(vi) **Dispatch Section** - All the letters and other communications received and despatched shall be registered in the inward register books by an employee who is incharge of dispatch section. He/She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, records and files shall be maintained in the dispatch section.

- (a) Inward Register
- (b) Outward Register
- (c) Local Delivery Book
- (d) Stamp Accounts Register and File.
- (e) Courier Register
- (f) Xerox Copy Register.

On Receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned postal or other authorities. They will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgment obtained. All the other outgoing letters and other despatchable items shall be despatched on the same day. Local delivery letters and other items of communications shall be forwarded through the post messenger or special messenger depending upon the expediency. The circulation of notes, circulars, certificates and all other communications within the college shall be delivered internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and despatch of day to day correspondence without giving scope for any delay and responsible for loss or misplace of any receipts, papers, letters etc.

(vii) All the Sections in the College shall be subject to verification by the persons authorized by the principal at least once in a year or at regular intervals as may be expedient.

CHAPTER – 6

11. Duties and responsibilities of Librarian

- (1) The Librarian shall perform the duties and functions and discharge the responsibilities with respect to the Library. He is solely responsible for preservation and protection of the Library, Books, Journals and other periodicals.
- (2) A Librarian shall be responsible for loss, theft and damage of the Books, Journals, Papers, CDs, Periodicals and other properties of the Library. He will ensure proper circulation and renewal of books periodically among the faculty and the students and also their return within the stipulated time frame. He is responsible for levying and charging the fines at the prescribed rates for belated return and damage of the books.
- (3) The Librarian shall arrange for periodical stock verification of Books, Journals, CDs, Periodicals and other properties in Library atleast once a year and submit a report of stock verification to the Principal with his specific findings, duly indicating the status of the Library, through the Library Committee.
- (4) The Librarian shall involve himself in the up-gradation, strengthening, innovation and implementation of the latest technology including E-Library to promote the scientific outlook of the Library in pursuit of achieving a meaningful and usefulness of the library.
- (5) He shall be responsible for adoption and enforcement of a systematic library and maintenance of all the connected registers, records, and documents.
- (6) The Librarian shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Management, Principal or any other higher authorities.
- (7) He shall hand over the physical possession of the Library to a responsible person with the approval of the Principal during his leave period.
- (8) He is the Member – Convener of the Library Committee and arranges for periodical meetings and maintains the minutes of the meetings.
- (9) He shall ensure that the Library functions during the prescribed working hours.

CHAPTER – 7

12. Duties and responsibilities of Director of Physical Education

- (1) The Director of Physical Education shall ensure discipline among the students and he will be personally responsible for attainment of strict discipline in all aspects among the students.
- (2) He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
- (3) He will be responsible for conduct of tournaments and athletic events at the college; and impart coaching and / or training to the students to participate in inter-collegiate and /or inter-university competitions, and also national and international competitions.
- (4) The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.
- (5) The Director of Physical Education shall be responsible for selection of a team of talented students to represent the college for various sports events and motivates them to win trophy, shield, medals and other prizes.
- (6) He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Management, Principal or any other higher authorities.
- (7) He is the Member-Chairman of the Sports Committee and arranges the Periodical meetings of the committee and maintains the minutes of the meetings.
- (8) He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.
- (9) The Director of Physical Education shall arrange for periodical stock verification of sports materials and other equipments at least once in year and submit a report of stock verification to the principal with his specific findings duly indicating the current status through the Sports Committee.

CHAPTER – 8

13. Duties and responsibilities of Office Manager / Superintendents / FDCs.

- (1) The Office Manager & / or Superintendent / FDC in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the college. The main functions of the Office Manager and Superintendent / FDC shall be as split out herein *inter-alia* other duties & functions.
- (2) Perform the day to day routine work of the office.
- (3) Place before principal/management all correspondence, financial transactions, and important policy matters for final decision.
- (4) Responsible for the efficient management of office work.
- (5) Exercise general supervision over the section in regard office management, class arrangement, cleanliness of campus and inside the building.
- (6) Guide the inexperienced case workers in their day to day work.
- (7) Initiation to attend the important work on priority by the case workers.
- (8) Devote personal attention for smooth running of the office as and when warranted.
- (9) Watching and overseeing the disposal of papers and fixing up watch register or other registers.
- (10) Advise and help the case workers for disposal of important and urgent matters.
- (11) Dealing with confidential and urgent files.
- (12) Inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.
- (13) Attend the immediate problems of students.
- (14) Enforcement of rules and procedures duly.
- (15) The Office Manager or Superintendent shall receive all the letters and other communications addressed to the college and open the covers / envelopes in the presence of the Principal. If there are any papers to be attended to on priority they shall be marked as "Top Priority" "To day" "Urgent" "Immediate" and VVI (Very Very Important). In case of important very Important, Very Very Important Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action.
- (16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.

- (f) Date of Closure
- (g) Classification of the file.

(13) The files shall be divided section wise, office wise, Branch / Department wise (the establishment Section and so on). Soon after the expiry of the currency of the life of the file/ record/ register shall cause the destruction of the file or disposal of those files by section sale of waste or old papers after tearing them, with the approval of the Principal. If the Principal after scrutiny deems it necessary to extend the currency of the life he shall pass written orders on such closed file/ record/ register.

14. Preservation of records:

- (1) The following files/ records/ registers and documents shall be preserved permanently:
- (a) Service Register
 - (b) Acquittance Book
 - (c) Cash Book
 - (d) Pass Book
 - (e) Audit Report
 - (f) Permanent assets of the college
 - (g) Matters relating to land and building
 - (h) Marks cards or Original statement of marks
 - (i) All India Council for Technical Education approval Orders.
 - (j) Matters relating to court cases
 - (k) Seniority list of various employees
 - (l) Permanent affiliation orders.
 - (m) Affiliation orders of State Government, University and other apex Bodies.
- (2) Orders of the Government sanctioning the affiliation, Verification of the University sanctioning the affiliation and continuation of affiliation and approval orders of All India Council for Technical Education and also orders if any of the Government of India shall be preserved in the concerned section handy for immediate reference.

CHAPTER -9

15. Admissibility of Travelling Allowances and Daily Allowances to the employees

- (1) Travelling Allowance (TA) & Daily Allowance (DA) shall be admissible to both teaching, non-teaching and other employees on their tour on duty in connection with the official work other than examination duty.
- (2) The admissibility of Travelling Allowance depending upon the status of the employee for travel is detailed below.

| Items | Category | | | |
|--|--------------------------------|--------------------------------|--------------------------------|---------------------------|
| | A | B | C | D |
| Travelling Allowance | | | | |
| Travel by air with in zone & out side zone | Director / Principal | Professor | Secretary | Not eligible |
| Travel by train | I Class AC | I Class Sleeper | I Class AC Chair Car | II Class Sleeper |
| Travel by bus | Highest grade of accommodation | Highest grade of accommodation | Highest grade of accommodation | Next to the highest grade |
| By own or hired taxi | Rs.4 per KM | Rs.4 per KM | Rs.4 per KM | Not entitled |

- (3) The purpose of payment of travelling allowance is to reimburse the actual expenditure involved towards the travel by Air, Train, Bus, or by own Car or Taxi as the case may be. Hence, the actual amount spent on Air/ Train/ Bus fare or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rates or actual City Taxi / Travel Taxi hire charges which ever is less.
- (4) In case of travel by own car, the Mileage allowance admissible is Rupees Four per Km. Motor.
- (5) Daily Allowance shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges, with the prior approval of the management.
- (6) No daily allowance shall be payable for the journey within the agglomeration limit of Bangalore city.
- (7) All the claims for travelling allowance and daily allowance shall be supported by the receipts and vouchers for the purpose of accounting and auditing.
- (8) Travelling shall be restricted to the economical class of journey to the extent possible subject to availability.
- (9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economical category of hotel entitled for.
- (10) The actual amount paid towards accommodation / taxi fare for the local journey between the college and bus stand, Railway station or Airport shall be reimbursable.

CHAPTER -13

13. Mode of Recruitment and minimum qualification of the teaching faculty and non teaching staff

- (1) The staff pattern, the method of recruitment and the minimum qualification applicable shall be as embodied in the All India Council for Technical Education, Regulations read with orders and recruitment rules issued by the State Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the Cadre and Recruitment Rules of the state Government have been reflected in Appendix - I, II, III, IV, V, VI & VII.
- (2) The scales of pay applicable to the Principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.

(a) Teachers

| | Category | Category | Existing Rs Pay Scale | Revised New Pay Band Rs. | Academic Grade Pay Rs. |
|---|--|---------------------|-----------------------|--------------------------|------------------------|
| 1 | Lecturer | Assistant Professor | 8000-12000 | 18000-28100 | 6000 |
| 2 | Lecturer (Senior scale) | Assistant Professor | 10000-15000 | 20000-30100 | 7000 |
| 3 | Lecturer (Selection Grade/ Reader/with less than 3 years of service) | Assistant Professor | 12500-18000 | 25000-35100 | 8000 |
| 4 | Lecturer (Selection Grade/ Reader with 3 years of service) | Assistant Professor | 12000-18000 | 24400-34600 | 8000 |
| 5 | Professor | Professor | 18400-22400 | 37400-47600 | 9000 |
| 6 | Principal | Principal | 20000-25000 | 37400-47600 | 12000 |

(b) Librarians and Physical Education Personnel.

| | Category | Category | Existing Rs Pay Scale | Revised New Pay Band Rs. | Academic Grade Pay Rs. |
|---|--|--|-----------------------|--------------------------|------------------------|
| 1 | College Librarian / Director of Physical Education | College Librarian / Director of Physical Education | 8000-12000 | 18000-28100 | 6000 |
| 2 | College Librarian (Senior Scale) Director of Physical Education (Senior Scale) | College Librarian (Senior Scale) Director of Physical Education (Senior Scale) | 10000-15000 | 20000-30100 | 7000 |
| 3 | College Librarian (Selection Grade) Director of Physical | College Librarian (Selection Grade) Director of Physical | 12000-18000 | 25000-35100 | 8000 |

| | | | | | |
|----|-----------------------------|---|-------------|-------------|------|
| | Education (Selection Grade) | Education (Selection Grade) with less than 3 years of service | | | |
| 4. | | College Librarian (Selection Grade) Director of Physical Education (Selection Grade) with 3 years of service | 12000-18000 | 87400-87000 | 8000 |

(3) The scale of pay applicable to non teaching, administrative and other staff in the existing state pay scale shall be as under:-

| Sl. No. | Technical staff | Rs. Ranges by GUK 5 th pay |
|---------|--------------------------------|---|
| 1 | Foreman/ Programmer | 5,200-125-7,100-150-7,200-200-8,800-260-9,580 |
| 2 | Operator/ Instructor | 4,375-125-5,700-150-7,200-200-8,400 |
| 3 | Asst Operator/Asst. Instructor | 3,300-75-3,450-100-4,450-125-5,700-150-6,500 |
| 4 | Mechanics / Lab Attender | 3,000-75-3,450-100-4,450-125-5,450 |
| 5 | Helpers | 2,200-50-2,700-75-3,450-100-4,350 |

| | Administrative Staff | Rs. |
|----|----------------------------|--|
| 6 | Registrar / Office Manager | 5,375-125-7,700-150-7,200-200-8,800-260-10,620 |
| 7 | Superintendent / P.O. | 5,200-125-5,700-150-7,200-200-8,800-260-9,380 |
| 8 | Clerks / S.D.C. | 3,850-100-4,450-125-5,700-150-7,050 |
| 9 | Computer Operators | 3,000-75-3,450-100-4,450-125-5,450 |
| 10 | 'D' Group | 2,300-50-2,700-75-3,450-100-3,880 |

(4) The management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

CHAPTER – 14

20. Job Responsibilities of Teachers (All India Council for Technical Education, Prescriptions)

- (1) The job responsibilities of the teachers in the field of academic, administration, extension activities, development, research and consultancy shall be as prescribed by the All India Council for Technical Education from time to time. The same is brief as specified in Appendix IX.
- (2) The System Managers, System Analyst, etc. are incharge of the Laboratories. They shall accommodate the students of various branches for smooth conduct of practicals. They shall coordinate with the concerned teacher, guide in practical works and co-ordinate with the staff of the other branches to make arrangement for carrying out the practicals smoothly. They shall ensure the proper maintenance and repair to the machineries and equipments as and when required without laying the machineries idle. They shall coordinate with head of the department and Professor and the Principal for maintenance, and functioning of the machineries.

CHAPTER - 15

21. Powers of the Management to make Rules, Byelaws manuals and to amend the existing Rules / Byelaws

The management is vested with the powers to make Rules, Regulations or Byelaws and also to amend the same as and when it becomes expedient. The decisions of the management in all matters shall be final. However the management may review its decision and pass the desired orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

SCHEDULE [Rule 21] (a)

Authority competent to make appointments shall be as under

| S. No. | Category of Post | Authority Competent to appointment |
|--------|---|------------------------------------|
| 1 | Principal | Management |
| 2 | Vice Principal | Management |
| 3 | Professor, Assistant Professor and lecturer, Director of P.E, Librarian, Asst. Librarian, | Management |
| 4 | Professor and Head of Department | Management |
| 5 | Non teaching and Service positions | Chairman |
| 6 | Administrative post including all group 'D' | Chairman |

ANNEXURE – I

Application for sanction of casual leave

| | | |
|---|---|--|
| 1 | Name of the Employee | |
| 2 | Designation/ Department | |
| 3 | Dates for which the Leave applied for No. of days and reasons | |
| 4 | Telephone No. / Mobile No. (For contact during the leave period) | |
| 5 | Recommendation of the HOD/Section Head/Office Manager/Principal | |
| 6 | Orders of the Director / Principal | |

Signature of the Employee

(for office use only)

No. of days CL- in the Credit: _____

Leave last availed on: _____

Leave balance at credit: _____

No. of days of leave sanctioned: _____

On _____ or from _____ to _____

Orders of the leave sanctioning authority:

Principal

Signature & Seal

ANNEXURE – 2

Application for sanction of Earned / EPL leave

| | | |
|---|---|--|
| 1 | Name of the Employee | |
| 2 | Designation & Department/ Section/Branch | |
| 3 | Dates for which the Leave applied for No. of days | |
| 4 | Address during the leave period | |
| 5 | Telephone No. / Mobile No. (For contact during the leave period) | |
| 6 | Purpose | |
| 7 | Recommendation of the HOD/Section Head/Office Manager | |
| 8 | Order of the Director / Principal | |

Signature of the Employee

(Not office use only)

No. of days EL in the Credit _____

Leave last availed on _____

Leave balance at credit _____

No. of days of leave sanction; on _____ or from _____ to _____;

Orders of the leave sanctioning authority.

Principal

Signature & Seal

APPENDIX – 1

Staff Pattern and Recruitment rules

- A) Staff pattern and recruitment rules shall be in accordance with the AICTE Regulations. The minimum qualification, teaching experience and mode of recruitment are in brief as under :

| Sl. No. | Grade | Nos. | Minimum Qualification and Teaching Experience | Recruitment method |
|---------|----------------------|----------|--|--|
| 1 | Principal / Director | One each | <p>Qualification as above that is for the post of Professor, as applicable</p> <p>Four PhD publications and guiding PhD students is highly desirable</p> | <p>Minimum of 10 years teaching / Research/ Industry out of which at least 3 years shall be at the level of Professor. Or</p> <p>Minimum of 15 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents earned shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation earned in designing / designing, developing, planning, executing, analyzing, quality control, monitoring, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Fit for Management and Leadership is essential.</p> <p>In case of Architects, Professional Practice of 10 years as certified by the Council of Architects shall also be considered valid.</p> |
| 2 | Professors | 12 | <p>Qualification as above that is for the post of Associate Professor, applicable.</p> <p>Four PhD publications and guiding PhD students is highly desirable</p> | <p>Minimum of 10 years teaching research / industrial experience of which at least 5 years should be at the level of Associate Professor, or</p> <p>Minimum of 12 years</p> |

| | | | | |
|---|---------------------|----|--|---|
| | | | | <p>experience in teaching and/ or Research and/or industry</p> <p>In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as directed by the expert members of the Selection committee.</p> <p>If the experience is industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in drawing / designing, planning, executing, evaluating, quality control, inventory, training, technical books / research paper publications / IPR / patents, etc. as directed by the expert members of the Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p> |
| 3 | Associate Professor | 25 | <p>Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, as appropriate; discipline Free PhD publications and guiding PhD students is highly desirable.</p> | <p>Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid/ Direct recruitment</p> |
| | Assistant Professor | | <p>BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech.</p> | |

1. Experience for PhD is based on publication of 5 international Journal papers, each Journal having a cumulative impact index of not less than 1.0, with themselves as the main author and all 5 publications being in the relevant area of specialization.
2. PhD shall be from a recognized University.
3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
4. Experience at Diploma Institutions is also considered equivalent to experience in Degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.

3. If a class/ division is not awarded, minimum of 50% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

| | | | | |
|---|--|-------------|--|--|
| 4 | Professors in Mathematics, Physics, Chemistry | One each | PG with about 55% of marks with Ph. D in the relevant subject | 50% by promotion from the cadre of Lecturers & 50% by Direct recruitment |
| 5 | Lecturers (Engineering) | 15 | M.Tech with BE 1 st Class in appropriate branch | Direct recruitment |
| 6 | Lecturers in Computer Science Engineering | | In lieu of First class at Bachelor/Master level in the appropriate branch a First Class master's degree in computer science for Engineering / Technology together with the first class Bachelor's degree in any area of Engineering / Technology | Direct recruitment |
| T | Lecturers (non Engg) Mathematics, Physics, Chemistry | 9 3 3 | Post Graduate in relevant subjects with about 55% of marks Ph. D preferred | Direct recruitment |

| Sl. No. | Cadre | Num. | Minimum Qualification and Teaching Experience | Recruitment method |
|---------|--|-------------|--|--|
| 1 | Principal/ Director | One each | M. Tech., Ph. D. with 15 years of experience | Direct recruitment. After selection |
| 2 | Professors and HOD | 12 | PG with Ph. D in the respective subject | Direct recruitment. After selection |
| 3 | Asst. Professors. Minimum 3 for each department | 25 | PG with about 55% of marks with Ph. D in the relevant subject | 50% by promotion from the cadre of Lecturers & 50% by Direct recruitment |
| 4 | Professors in Mathematics, Physics, Chemistry | One each | PG with about 55% of marks with Ph. D in the relevant subject | 50% by promotion from the cadre of Lecturers & 50% by Direct recruitment |
| 5 | Lecturers (Engineering) | 15 | M.Tech with BE 1 st Class in appropriate branch | Direct recruitment |
| 6 | Lecturers in Computer Science Engineering | | In lieu of First class at Bachelor/Master level in the appropriate branch a First Class master's degree in computer science for Engineering / Technology together with the first class Bachelor's degree in any area of Engineering / Technology | Direct recruitment |
| T | Lecturers (non Engg) Mathematics, Physics, Chemistry | 9 3 3 | Post Graduate in relevant subjects with about 55% of marks Ph. D preferred | Direct recruitment |

Staff Pattern for UG Programmes

| Sl. No. | Branch/Programme | Intake Strength | ACTE I:1:2 | P | ASP | AP | First Year | Total | Remarks |
|--------------------------------|---------------------------|-----------------|------------|-----------|-----------|-----------|------------|------------|--------------------|
| 1. | Computer Science & Engg. | 120 | 24 | 1 | 5 | 16 | 1 | 27 | Programming |
| 2. | Electronics & Comm. Engg. | 120 | 24 | 1 | 5 | 16 | 1 | 27 | Additional |
| 3. | Information Sc. & Engg. | 60 | 12 | 1 | 1 | 8 | 0 | 12 | Faculty for |
| 4. | Mechanical | 120 | 24 | 1 | 5 | 16 | 0 | 26 | |
| 5. | Telecomm. Engg. (CLOSED) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | First year |
| 6. | Civil Engg. | 60 | 12 | 1 | 1 | 8 | 4 | 16 | 16 |
| Engineering Dept. Total | | 480 | 96 | 11 | 21 | 64 | 16 | 112 | |
| 7. | Electrical Engineering | - | 1 | 0 | 0 | 0 | 1 | 1 | Extra |
| 8. | Physics | 210 | 4 | 1 | 1 | 2 | 4 | 4 | Supporting |
| 9. | Chemistry | 210 | 4 | 1 | 1 | 2 | 4 | 4 | Department |
| 10. | Mathematics | 900 | 8 | 1 | 1 | 6 | 8 | 8 | Faculty |
| 11. | Languages - CLP | 400 | 1 | 0 | 0 | 1 | 1 | 1 | 22 |
| Supporting Depts. Total | | - | 11 | 3 | 4 | 9 | 22 | 12 | First Year Faculty |
| Grand Total | | | | | | | 38 | 134 | 36 |

Staff Pattern for PG Programmes

| Sl. No. | Programme / Department | Intake | ACTE I:1:2 | P | ASP | AP | Total | Remarks |
|--------------|------------------------|--------|------------|----------|----------|-----------|-----------|------------|
| 1. | MBA (2 Years) | 120 | 10 | 1 | 4 | 10 | 15 | |
| 2. | Mechanics (MBA) | | 1 | | | 1 | 1 | Additional |
| Total | | | 11 | 1 | 4 | 11 | 17 | |

| Sl. No. | Programme / Department | Intake | ACTE I:1:2 | P | ASP | AP | Total | Remarks |
|--------------|------------------------|--------|------------|----------|----------|----------|----------|---------|
| 1. | CBE, M.Tech. (2 Years) | 18 | 4 | 1 | 1 | 2 | 4 | |
| Total | | | | 1 | 1 | 2 | 4 | |

| Sl. No. | Programme / Department | Intake | ACTE I:1:2 | P | ASP | AP | Total | Remarks |
|--------------|------------------------|--------|------------|----------|----------|----------|----------|---------|
| 1. | SCE, M.Tech. (2 Years) | 18 | 4 | 1 | 1 | 2 | 4 | |
| Total | | | | 1 | 1 | 2 | 4 | |

| Sl. No. | Programme / Department | Intake | ACTE I:1:2 | P | ASP | AP | Total | Remarks |
|--------------|------------------------|--------|------------|----------|----------|----------|----------|---------|
| 1. | ME, M.Tech. (2 Years) | 18 | 4 | 1 | 1 | 2 | 4 | |
| Total | | | | 1 | 1 | 2 | 4 | |

APPENDIX – II

Staff Pattern and Staff students ratio – Departments

| Sl. No. | Category of the Post (Teaching) | Nos. as Per AICTE Norms |
|-----------|--|-------------------------|
| 01 | COMPUTERS SCIENCE AND ENGINEERING | |
| | Intake – 120, Total – 14 + 13 = 27, Cadre Ratio 1: 2: 6 (1: 3: 16) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 6 |
| 4. | Assistant Professor | 16 |
| 5. | First year Assistant | 1 |
| | Total | 27 |
| 02 | ELECTRONICS & COMMUNICATION ENGINEERING | |
| | Intake – 120, Total – 14 + 13 = 27, Cadre Ratio 1: 2: 6 (1: 3: 16) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 6 |
| 4. | Assistant Professor | 16 |
| 5. | First year Assistant | 1 |
| | Total | 27 |
| 03 | INFORMATION SCIENCE AND ENGINEERING | |
| | Intake – 80, Total – 11 = 12, Cadre Ratio 1: 2: 9 (1: 3: 8) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 3 |
| 4. | Assistant Professor | 6 |
| 5. | First year Assistant | 0 |
| | Total | 12 |
| 04 | Mechanical Engineering | |
| | Intake – 120, Total – 14 + 13 = 27, Cadre Ratio 1: 2: 6 (1: 3: 16) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 3 |
| 4. | Assistant Professor | 16 |
| 5. | First year Assistant | 0 |
| | Total | 22 |
| 05 | CIVIL ENGINEERING | |
| | Intake – 80, Total – 12 + 3 = 15, Cadre Ratio 1: 2: 6 (1: 3: 8) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 3 |
| 4. | Assistant Professor | 6 |
| 5. | First year Assistant | 3 |
| | Total | 15 |
| 06 | TELECOMMUNICATIONS ENGINEERING (CLOSED) | |
| | Intake – 60, Total – 12 = 12, Cadre Ratio 1: 2: 6 (1: 3: 8) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 2 |
| 3. | Associate Professors, | 3 |

| | | |
|----|-----------------------|-----------|
| 4. | Assistant Professor | 8 |
| 5. | First year Additional | 0 |
| | Total | 12 |

| | | |
|----|--|----|
| 67 | MASTER OF BUSINESS ADMINISTRATION (MBA) | |
| | Intake – 120, Total – 16, Cadre Ratio 1: 2: 8 (0: 4: 12) / (1: 2: 9) | |
| 1. | Professor and HOD | 1 |
| 2. | Professor | 1 |
| 3. | Assistant Professors, | 8 |
| 4. | Assistant Professor | 12 |
| 68 | CSE: M. Tech. (CSE) | |
| | Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2) | |
| 1. | Professor | 1 |
| 2. | Assistant Professors, | 1 |
| 3. | Assistant Professor | 2 |
| 69 | ECE: M. Tech. (ECE) | |
| | Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2) | |
| 1. | Professor | 1 |
| 2. | Assistant Professors, | 1 |
| 3. | Assistant Professor | 2 |
| 70 | ME : M. Tech. (ME) | |
| | Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2) | |
| 1. | Professor | 1 |
| 2. | Assistant Professors, | 1 |
| 3. | Assistant Professor | 2 |

APPENDIX - III

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS ENGINEERING AND TECHNOLOGY DISCIPLINE

| SL. NO. | CADRE | QUALIFICATIONS | EXPERIENCE | QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSIONALS |
|---------|--|---|--|---|
| 1. | Assistant Professor | First class Bachelor's degree in the appropriate branch of engineering/Technology or First class master degree in the appropriate branch of engineering/Technology. | No minimum requirement | |
| 2. | Assistant Professor | Ph.D. degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/Technology. | 3 years experience in Teaching/Industry/Research at the level of Lecturers or equivalent. | Candidates from Industry/Professionals with First Class Degree or Bachelor's or Master's level in the appropriate branch of engineering/Technology or First class Master's level in the appropriate branch of engineering/Technology A-III Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 3 years experience would also be eligible. |
| 3. | Professor | Ph.D. Degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/Technology. | 10 years experience in Teaching/Industry/Research out of which 3 years must be at the level of Assistant Professor and /or equivalent. | Candidates from Industry / Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/Technology and with Professional work which is significant and be recognized as equivalent to Ph.D. degree and with 10 years experience of which at least 3 years should be at Senior Level comparable to that of Assistant Professor should also be eligible. |
| 4. | Director / Principal / Head of Institution | Ph.D. degree with the First Class Degree at Bachelor's or Master's level. In addition the candidates should be an eminent person in the field. | 15 years experience in Teaching/Industry/Master's level or at the level of Professor or above. | Candidates from Industry/Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/Technology and with Professional work which is significant and be recognized as equivalent to Ph. D degree and with 15 years experience of which at least 3 years should be at Senior Level comparable to that of a Professor would also be eligible. Desirable: Administrative Experience in a responsible position. |

NOTE: 1. If a class / division is not awarded at B.E. or M.E./Equivalent Degree a minimum of 60% marks in aggregate shall be considered as equivalent to first classification. If a Grade point system is adopted for CGPA, will be converted into equivalent marks as given below.

2. If the discipline of Computer Science Engineering/ Technology, in lieu of the First class degree at bachelor's and/ or Master level in the appropriate branch. It is that master's degree in computer science Engineering/ Technology together with a first class bachelor's degree

In any case, engineering technology will be important.

APPENDIX- IV

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED BY AICTE FOR TEACHING POST

IN HUMANITIES AND SCIENCES IN DEGREE LEVEL TECHNICAL INSTITUTION

| Sl. No | CADRE | QUALIFICATION | EXPERIENCE |
|--------|---------------------|--|---|
| 1. | Assistant Professor | Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the DGCER or similar test accredited by UGC. | No minimum requirement. |
| 2. | Associate Professor | Good academic record with at least 58% marks or equivalent CGPA at the Master's degree level and Ph. D degree in the relevant subject. | 3 years experience in Teaching and research including the period spent for obtaining the degree and has made some mark in the area of Scholarship as evidenced by quality of publications, contribution to educational innovations, design of new courses and curricula. |
| 3. | Professor | Good academic record with at least 57% marks or equivalent CGPA at the Master's degree level and Ph. D degree in appropriate branch of the relevant of Humanities and Sciences (Desirable: Post Doctoral work in appropriate branch of the relevant of Humanities and Sciences). | 15 years experience of which 5 years must be at a Senior level comparable to that of a Assistant Professor in Postgraduate teaching, and/or experience in research at the University / National level institutions, including experience of guiding research at Doctoral level. |

NOTE: If a Grade-Point system is adopted the CGPA will be converted in to equivalent marks as given below

| GRADE POINT | PERCENTAGE OF MARKS |
|-------------|---------------------|
| 4.25 | 55 |
| 4.75 | 68 |
| 5.25 | 80 |
| 5.75 | 88 |
| 6.25 | 95 |

APPENDIX- V

ACTE PRESCRIBED QUALIFICATION AND EXPERIENCE FOR THE POST OF PRINCIPAL/DIRECTOR IN TECHNICAL INSTITUTIONS

| Qualification and Experience | Qualification & Experience for Candidates from Industry & Profession |
|--|---|
| <p>Qualification: Ph. D degree (with first class degree or Bachelor's or Master's level).</p> <p>In addition the candidate should be an eminent person in the field.</p> <p>Experience: 12 years of experience in teaching/ industry/research out of which 3 years must be at the level of Professor or above.</p> <p>Desirable: Administrative experience in a responsible position.</p> | <p>Candidate from industry/Professionals with Master's degree in Engineering/ Technology and with professional work which is significant and can be recognized as equivalent to Ph. D degree and with 12 years experience of which at least 3 years should be at a Senior level comparable to that of professor would also be eligible.</p> <p>Desirable: Administrative experience in a responsible position.</p> |

APPENDIX – VII
NON TEACHING – TECHNICAL STAFF

(i) COMPUTER SCIENCE & ENGINEERING (Intake – 120)

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|---------------------------|-----------|---|---|
| 1. | System Manager | 1 | Bachel as Programmer | Direct recruitment / Promotion |
| 2. | System Analyst | 1 | B.E (Computer Science) or Diploma with experience | Direct recruitment |
| 3. | Programmer | 2 | B. Sc (Computer) or Diploma in Computer Science | Direct recruitment |
| 4. | Computer Maintenance | 2 | Diploma with experience | Direct recruitment |
| 5. | Data Entry Operator (DEO) | 2 | SSLC with ITI with experience | By promotion from the Cadre of Mechanic |
| 6. | Attender | 2 | SSLC with 2 yrs certificate with experience | Direct recruitment |
| 7. | Helpers | 2 | 7 th standard with experience | Direct recruitment |
| | Total | 12 | | |

(ii) ELECTRONICS & COMMUNICATION (Intake - 120)

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|------------------|-----------|--|---|
| 1. | Foreman | 1 | Diploma in Electronics & Communication with experience | Direct recruitment |
| 2. | Instructor | 1 | Diploma in Electronics & Communication with experience | Direct recruitment |
| 3. | Asst. Instructor | 4 | SSLC with ITI with experience | By promotion from the Cadre of Asst. Instructor |
| 4. | Mechanics | 3 | SSLC with 2 yrs experience | Direct recruitment |
| 5. | Helpers | 2 | 7 th std with experience | Direct recruitment |
| | Total | 12 | | |

(iii) INFORMATION SCIENCE (Intake – 90)

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|---------------------------|-----------|--|---|
| 1. | System Analyst | 1 | B.E (Computer Science) or Diploma with experience | Direct Recruitment |
| 2. | Programmer | 2 | B. Sc (Computer) or Diploma in Computer Science | Direct Recruitment |
| 3. | Computer Operator | 2 | B. Sc with Computer or Diploma in Computer Science | Direct Recruitment |
| 4. | Data Entry Operator (DEO) | 2 | SSLC, ITI or 2 yrs certificate with experience | By promotion from the Cadre of Asst. Instructor |
| 5. | Mechanics | 2 | SSLC with ITI or experience | 50% by direct recruitment; & 50% by promotion |
| 6. | Helpers | 2 | 7 th std with experience | Direct recruitment |
| | Total | 12 | | |

(b) MECHANICAL ENGINEERING (Grade – 120)

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|------------------|-----------|---|---|
| 1. | Foresman | 1 | Dipl. Tech. / Diploma in Mechanical Engineering with experience preferred | By promotion from the Cadre of Instructor |
| 1. | Instructor | 3 | Diploma in Mechanical Engineering with experience preferred | By promotion from the Cadre of Assistant Instructor |
| 1. | Asst Instructor | 4 | SLLC with ITI with experience preferred | By promotion from the Cadre of Mechanics |
| 3. | Mechanics | 4 | SLLC with ITI or 3 yrs experience | 50% by direct recruitment; & 50% by promotion |
| 4. | Helpers | 4 | 7 th std with 10 yrs experience | Direct recruitment |
| | Total | 13 | | |

(c) BASIC SCIENCES AND MATHEMATICS

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|---------------------------|----------|---|--|
| 1. | Instructor (Senior Grade) | 1 | Bachelor Degree in Science in PCM with 1 st class and a minimum of 5 years Experience in an Engineering College Laboratory | Direct Recruitment / by promotion from the Cadre of Assistant Instructor |
| 1. | Asst. Instructor | 2 | Lab Technicians Course and experience in Engineering College Laboratory preferred | Direct recruitment / by promotion from the Cadre of Lab Attendant |
| 1. | Lab Attendant | 2 | SLLC with vocational course preferred | Direct recruitment |
| 4. | Peon | 2 +1* | 7 th Standard | Direct recruitment |
| | Total | 7 | | |

*Maths

(d) ADMINISTRATIVE STAFF

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|-----------------------|-----------|---|--------------------|
| 1. | Manager | 1 | PG / UG Degree with 15 yrs experience | Direct recruitment |
| 2. | Superintendents / POC | 4 | Degree with 10 yrs experience | Direct recruitment |
| 3. | SDC (Grade-1) | 8 | Degree with knowledge of computers | Direct recruitment |
| 4. | Typists | 2 | Any Degree / Diploma with DEO / Computer lang | Direct recruitment |
| 1. | SDC (Grade-2) | 1 | PUC / SLLC with 5 years Experience | |
| 4. | 'C' group employees | 2 | SLLC / 7 th Standard | Direct recruitment |
| | Total | 18 | | |

(iii) **LIBRARY STAFF**

As per AICTE norms individual Librarians to be appointed to UG, MCA, and MBA Programmes, in the light of this for a proper hierarchy and management of the libraries the following norms are recommended. The Librarians are required to function in shifts.

| Sl. No. | Name of the Post | No. | Qualification | Recruitment Method |
|---------|----------------------------------|-----|---|-----------------------------------|
| 1. | Chief Librarian | 1 | Ph. D in Library Science and should have put in 5 years of service in the Senior Grade | Direct recruitment / by promotion |
| 2. | College Librarian (Senior Grade) | 2 | Master's Degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 75% of marks or its equivalent CGPA and consistently good academic record/ computerization of the library. | Direct recruitment |
| 3. | Assistant Librarian | 3 | Bachelor degree in Library Science / Documentation or an equivalent professional degree with First Class and consistently good academic record/ computerization of the library. | Direct recruitment |
| 4. | Library Assistants | 1 | | Direct recruitment |

| | | |
|----|---|--------------------|
| 1. | Director of Physical Education (Selective Grade) | Direct recruitment |
| | <p>(i) Completed 3 years of service as College Director of Physical Education in the same state</p> <p>(ii) Has attended at least 2 refresher courses of about 3-4 weeks duration each with proper and well defined evaluation procedure after placement in the scale of increase.</p> <p>(iii) Shows evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least two weeks duration.</p> <p>(iv) Passed the physical fitness test.</p> <p>(v) Consistently good appraisal report.</p> | |
| 2. | Director of Physical Education (Senior Scale) | Direct recruitment |
| | <p>(i) Should have completed 4 years of service as college Director of Physical Education with a benefit of relaxation of 2 years for Ph.D. and 1 year for M. Phil. Degree holder.</p> <p>(ii) Passed the physical fitness test.</p> <p>(iii) Should have attended at least one orientation course and one refresher course of about 3-4 weeks duration each with proper and well defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holder).</p> | |
| 3. | Director of Physical Education | Direct recruitment |
| | <p>(i) A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 50% of the marks or CGPA and consistently good academic record.</p> <p>(ii) Evident of having represented the university / college at the inter university / inter-collegiate competitions or the State or national championships.</p> <p>(iii) Passed the physical fitness test.</p> <p>(iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> | |

Notes:

1. The Management is empowered to relax the qualification or age limit in deserving cases.
2. Provisional posts can be filled up by direct recruitment provided eligible candidates are not available.
3. Management has discretionary powers to appoint retired persons for important posts like Principal, Professors, Registrar/ Office Manager & Foreman etc.

APPENDIX – VIII
DELEGATION OF POWERS

| Sl. No. | Description of Power | Organisation level | College level | Department level |
|------------|--|---|--|---------------------------|
| | | 1. Chairman / President 2. Secretary of the Organisation | 1. Director 2. Principal 3. Administrative Officer | 1. Head of the Department |
| (1) | (2) | (3) | (4) | (5) |
| I | ADMINISTRATIVE | | | |
| 1. | To sanction promotion, permanent or officiating and other arrangements | Full Power | Recommend | Recommend |
| 2. | To permit staff to carry out research work in the institution under grants provided by the UGC, AICTE, etc., | Full Power | Full Power | — |
| 3. | To appointment of part time lecturers for the Vacant posts | Full powers | Full powers | — |
| 4. | Appointment of Staff for Special coaching Classes | Full powers | Full powers | — |
| II | PERMISSION TO STAFF | | | |
| 5. | To sanction the acceptance of remuneration by college officials for work as examiners for various examinations of Universities | Full powers | Full powers | — |
| III | LEAVE | | | |
| 6. | To sanction maternity leave to female officials | Full Powers | Full Powers | Recommend |
| IV | TA & DA | | | |
| 7. | To sanction TA to officials for attending meetings | Full powers | Recommend | Recommend |
| 8. | To sanction conveyance for office related work | Full powers | Full Powers | — |
| 9. | To authorize subordinate officials to proceed on duty within the state | Full Powers | Recommend | Recommend |
| 10. | To authorize subordinate officials to proceed on duty beyond the state but within India | Full Powers | Recommend | Recommend |
| 11. | To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail. | Full Powers | Recommend | — |
| 12. | To sanction duty allowance for both on tour exceeding 10 days at a place to subordinate officials | Full Powers | Recommend | Recommend |

| | | | | |
|-----------|---|-------------|-------------|-----------|
| V | FINANCIAL | | | |
| 13. | To sanction arrears claims of subordinate officers | Full Powers | Recommend | — |
| 14. | To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules of the organization | Full Powers | — | — |
| 15. | To sanction permanent advances for contingent expenditure to drawing officers | Full Powers | Full Powers | Recommend |
| 16. | To sanction expenditure on publication of officials' Advertisement in News Paper | Full Powers | Recommend | — |
| 17. | To permit in special circumstances the remittance of pay, traveling allowances and contingencies of officials employed out of way places | Full Powers | Recommend | Recommend |
| 18. | To sanction refund of wrong or excess credits provided (i) Each claim is supported by certificate or original credit and its non-payment. (ii) the claim is preferred within 3 years of original credit. (iii) (ii) It is clearly established that it was a case of wrong or excess credits. | Full Powers | Recommend | — |
| 19. | To accord administrative approval to works against funds provided in the budget. | Full Powers | — | — |
| 20. | Counter signing of all bills | Full Powers | Full Powers | Recommend |
| VI | FINANCIAL - STUDENTS | | | |
| 21. | To sanction refunds of revenues including fees, fines, etc., | Full Powers | Recommend | — |
| 22. | To refund fees paid by the students who have been awarded free ship and half free ship | Full Powers | Full Powers | — |
| 23. | Sanction of Industrial visits for students and staff | Full Powers | Full Powers | Recommend |
| 24. | Sanction of Study Tour Programs | Full Powers | Recommend | — |

| | | | | |
|-------------|---|-------------|-------------|-----------|
| VII | WRITE OFF – BAD DEBT | | | |
| 19. | To sanction the write off of 1. Irrecoverable charges relating to breakages 2. Value of books lost or missing from libraries found irrecoverable subject to the condition the loss is not caused by negligence of any official (books issued for reference within the premises) | Full Powers | Full Powers | Recommend |
| VIII | EXHIBITIONS | | | |
| 26. | To sanction expenditure for participating in Exhibitions or VTI meets and other similar important state exhibitions | Full Powers | Recommend | Recommend |
| 27. | To sanction expenditure for participating in District and other exhibitions within the state | Full Powers | Recommend | Recommend |
| IX | STORES PURCHASE | | | |
| 28. | To declare stores as obsolete, surplus or unserviceable and dispose them of subject to fixing responsibility for the loss where they have become obsolete, surplus or unserviceable owing to negligence or fraud etc., on the part of individual officers | Full Powers | Recommend | Recommend |
| 29. | To sanction the purchase of Furniture | Full Powers | Recommend | Recommend |
| 30. | To sanction the purchase of Office Equipments | Full Powers | Recommend | Recommend |
| 31. | To sanction charges for insurance on special goods scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport | Full Powers | Recommend | Recommend |
| 32. | To sanction local purchase of stationery articles in offices | Full Powers | Recommend | Recommend |
| 33. | To order the casual and emergent purchase of stores | Full Powers | — | — |
| 34. | To accept tenders for purchase of stores ordered directly by the Department | Full Powers | Recommend | Recommend |
| 35. | To sanction the direct purchase of the following Article (a) Chemical and other consumables stores (b) Apparatus and other articles of Laboratories equipment | Full Powers | Recommend | Recommend |

| | | | | |
|----------|---|-------------|-----------|-----------|
| | <p>not exceeding Rs. 10,000/- for any articles</p> <p>(c) Tools and plant and all articles of workshop equipment not exceeding Rs. 10,000/- for any articles.</p> <p>(d) Controlled items like Iron, Steel, Cement, Brazilian Timber, etc.,</p> <p>(e) Chemicals, paints, books Electric tubes and tube apparatus etc., vide (a) and (b) supra from Government Department and Government Factories and Janatha Bazaars at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotation.</p> | | | |
| 36. | To sanction of purchase of Hostel Utensils, Furniture and equipments. | Full Powers | — | — |
| 37. | To sanction | | — | — |
| | (a) Contracts for running cycle stands, canteen, etc. | Full Powers | | |
| | (b) Auction sales of grass etc. in the premises of building | Full Powers | | |
| | (c) Proposals for the disposal of withered, fallen or felled trees in the official premises. | Full Powers | | |
| X | MAINTENANCE | | | |
| 38. | To sanction charges for repairs to college vehicles. | Full Powers | — | — |
| 39. | To sanction repairs of calculators, Furniture and other articles of office equipment. | Full Powers | Recommend | Recommend |
| 40. | To sanction charges for shifting telephones from one office building to another. | Full Powers | Recommend | Recommend |
| 41. | To sanction repairs of buildings and other facilities in the campus. | Full Powers | Recommend | Recommend |
| 42. | To sanction repairs to typewriters, computers, printers, duplicators, Xerox machine, Fax etc. | Full Powers | Recommend | Recommend |
| 43. | To sanction expenditure on | Full Powers | — | — |
| | (a) Major overhauls of vehicles | | | |
| | (b) Minor overhauls of vehicles | | | |
| | (c) Petty repairs including replacement of missing or | | | |

| | | | | |
|-----|--|-------------|-------------|-----------|
| | worn out parts, tyres and tubes | | | |
| 44. | To sanction expenditure on 1. Repairs of apparatus, tools and plants and other lab, and workshop equipment 2. Excesses of apparatus | Full Powers | Recommend | Recommend |
| | | Full Powers | — | — |
| XI | LIBRARY | | | |
| 45. | To sanction the purchase of books of reference relative to the special work of particular departments including periodicals like magazines, journals, books and B.D. codes for their departmental libraries and for granting prizes. | Full Powers | Recommend | Recommend |
| 46. | To purchase for college purposes, Government of Karnataka / India, University, AKTE, NBA and other publications and copies of administrative reports | Full Powers | Recommend | Recommend |
| 47. | To sanction charges for copying / Xeroxing | Full Powers | Full Powers | Recommend |
| 48. | To sanction charges in connection with the publication of handbooks and leaflets | Full Powers | Recommend | Recommend |
| 49. | Subscription to the periodicals and journals for each Department | Full Powers | Recommend | Recommend |
| 50. | To sanction advance payments for the supply of magazines and journals | Full Powers | Recommend | Recommend |
| 51. | To sanction book binding charges for old and worn -- out library books | Full Powers | Full Powers | Recommend |

APPENDIX-IX

(Form-B)

JOB RESPONSIBILITIES OF TEACHERS (DIGREE LEVEL INSTITUTIONS) PRESCRIBED BY THE AICTE

| ACADEMIC | RESEARCH & CONSULTANCY | ADMINISTRATION | EXTENSION ACTIVITIES |
|--|--|---|--|
| <ol style="list-style-type: none"> 1. Class Room Instruction 2. Laboratory Instruction 3. Curriculum Development 4. Developing Learning Resources Material & Laboratory Development 5. Student Assessment & Evaluation including transcription work of the University 6. Participation in the Co-curricular & Extra-Curricular Activities 7. Student Guidance & Counseling & helping their personal, ethical, moral and overall character development 8. Continuing Education Activities 9. Keeping abreast of new Knowledge and skills, help promote new knowledge and help dissemination of such knowledge through books, publications, etc. 10. In- self development through upgrading qualifications, experience & Professional activities | <ol style="list-style-type: none"> 1. Research & Development Activities & Research Guidance 2. Industry sponsored projects 3. Providing Consultancy and Training Services 4. Promotion of Industry Institution Interaction | <ol style="list-style-type: none"> 1. Academic and Administrative Management of the Institution 2. Policy Planning, Monitoring & Evaluation and operational activities both at Departmental and Institutional Level 3. Design and Development of new Programmes 4. Preparing project proposals for funding in areas of R.&D work, Laboratory Development, Modernization, Expansion etc. 5. Administration both at Departmental & Institutional level 6. Development, Administration and management of Institutional facilities 7. Monitoring and Evaluation of Academic and Research activities 8. Participating in policy planning at the Regional, National level for development of Technical Education 9. Helping mobilization of resources for the institution 10. Develop, update and maintain MOU 11. Plan and implement Staff Development activities 12. Maintain Accountability 13. Conduct performance Appraisal | <ol style="list-style-type: none"> 1. Extension Services 2. Interaction with Industry and Society 3. Participation in Community Services 4. Providing I & D support and Consultancy services to Industry and other User agencies 5. Providing non-formal modes of education for the benefit of the Community 6. Promotion of entrepreneurship and job creation 7. Dissemination of Knowledge 8. Providing Technical Support in the areas of social relevance |

APPENDIX – V
Form of Option

(i) I _____
—hereby elect the revised scale of the post with effect from 1st
January, 2006.

(ii) I _____
—hereby elect to continue on the existing scale of pay of my
substantive / officiating post mentioned below until:

- the date of my next increment
- the date of my subsequent increment raising my pay to Rs. _____
- I vacate or cease to draw pay in the existing scale.
- The date of my promotion to _____

Existing scale _____

Date :

Place :

Signature :

Name :

Designation:

Office in which employed _____

APPENDIX – VI

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :-

Signature _____

Station:-

Name _____

Designation _____

College/Institution _____

APPENDIX - X

AGREEMENT

THIS AGREEMENT made this _____ day of _____ two thousand nine between Shri/Smt/Kum _____
Reader/Lecturer/Professor of _____ Principal _____ of _____
_____ College/University, established by _____
_____ hereinafter referred to as "the Employee" (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and _____
College/University hereinafter referred to as "the said College/University" of the other part.

WHEREAS the Employee has been working as a Reader/ Lecturer/Professor of _____/Principal of the said college/University from the _____ day of _____ 199 _____.

AND WHEREAS the Government of Karnataka has by Government Order No. _____ sanctioned a scheme for revision of the pay-scales of the University and College teachers and other measures for improving standards in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Karnataka by the said Government Order which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto as follows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said Government Order
2. Agree to have these conditions, inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter,
3. Agree that in the event of his failure to abide by these conditions he shall cease to derive benefits of revised pay scales.

Shri/Smt/Kum _____

In witness _____

Whereof _____ the employee above named hereto has set his/her hand and seal of University has been unto affixed.

Members of the Managing
Committee/Governing Body of _____ have set their respective
hands the day and year first _____

hereinafter written,
Signed and Delivered by
Shri/Smt/Kam-----

the Employee above named in the
presence of

1. _____

2. _____

OR
Signed and delivered by

1. _____

2. _____

S. Etc. the present Members-----

of the Managing
Committee/Governing body of ---

In the presence of-

--

1. _____

2. _____

