

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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KALPATARU VIDYA SAMSTHE (R)

KALPATARU INSTITUTE OF TECHNOLOGY

ADMINISTRATIVE AND SERVICE MANUAL

KALPATARU VIDYA SAMSTHE ® (Registered under) hereby makes 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) **“COMED-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) **“Enquiry 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 Samsthe ® 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 Samsthe ®
 - (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 Samsthe ®, B. H. Road, Tiptur-572 202, 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 in the Byelaws 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 Enactments 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, 2000
- (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 Employee's Provident Fund & Miscellaneous Provisions Act, 1952
- (13) Karnataka State Universities Act, 2000
- (14) Cadre & 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) Kacheri Kaipidi
- (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:-

- (1) 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 38 years & in respect of OBC Category IIA, IIB, 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, Visvesvaraya 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 insertion 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
- (2) 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 Byelaws Reservation of Vacancies in favour of SCs, STs, & OBCs, shall be at the discretion of the management which is not mandatory.
- (3) 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

appointment shall be on probation in terms of the KCS (Probation) Rules, 1977. The declaration 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 each 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. Incase of the probationer he/she shall be liable for discharge if found unfit / unsuitable
- (6) Any employee desirous of tendering resignation to the post held by him/her 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 routed to 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 Companies, 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 at 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 Universities. However, prior approval from the P5incipal / 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 relaxable 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 avilment 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 e applied for in the prescribed format & got 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 powers 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	HOD/ Off. Manager,	3 days	Full Powers	Full Powers
Other kinds of leave	Principal, HOD / 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.

6. 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 unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud
- (2) Or remain unauthorizedly 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 in the name 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 untouchability.
 - (12) He/she should not cause loss to the property of the college.
 - (13) He/she should not act or invigilate indecent behavior.
 - (14) He/she should not involve in acts of violence or moral turpitude
 - (15) He/she should not misbehave 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 contravention 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.

- (6) 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 reduced 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 Registers 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

8. 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 enshrined 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 inter 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/ 98-99 dated 3.5.2000 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 workshop. 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 machineries, equipments etc. are kept idle. They shall be in constant touch with the Concerned Head of the Department and Professors for maintenance and upkeep from time to time.

10. Duties and responsibilities of Administrative Staff

- (1) The Office Manager and Superintendent/FDCs shall assist the Principal for smooth functioning of the College office. All administrative matters are to be channelised 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 certificate, migration certificate, eligibility certificate and equivalent certificate.
 - (e) Issue of bona-fide / study certificate.
 - (f) Matters relating to scholarship and follow up.
 - (g) Maintenance of files relating to all correspondence.
 - (h) Rules, Regulations, orders Notifications, Circulars, etc. relating to Admissions and updation.
 - (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) Debarred 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 timely results.
 - (f) Register of Ineligible 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 indents.

- (v) ***Accounts and cash section:*** - 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 cheque 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) Challan Books
- (f) Aquittance 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 seriously 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 despatch 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 despatch 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 acknowledgement 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 local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificates and all other communications within the college shall be delivered internally without any delay. The concerned employees in the despatch 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 request 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 outer 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 worthiness 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 enforcement 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 tournament and athletic meets 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–Convener 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 spelt 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 deftly.
- (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). Incase 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.

- (17) All the files will be processed under trilateral index headings like “EST”, “ABM”, “ACT”, “CAS”, “EXM”, “SPS” etc. Such files shall be maintained by adopting the record Management adverted hereinafter.
- (18) The record management of all the files, records, registers maintained in the college either in the office or in the department. Shall be processed and dealt with as current files or registers. After the completion of adventure or required action the files, registers, and records may be closed under five classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register an index leave shall be affixed containing the following particulars.
- File No. / Register No. / Record No.
 - Subject Matter
 - Period of Coverage.
 - Date of Commencement.
 - Date of closure
 - Classification
 - Expiry date of currency to dispense with.
 - Extended date for preservation after review.
 - Signature of the Caseworker/ Superintendent/ Office Manager/ Head of the Department / Principal.
- (19) The closed files, registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record Keeper shall be incharge of proper maintenance.
- (20) The concerned Case Worker or the Superintendent or the Office Manager as the case may be shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the record section.
- (21) The classification of the closed files registers and records for the purpose of preservation either permanently or for a specified period shall be as specified below.

Sl. No.	Nature of item	Preservation	Classification
1	File/register required permanently	Permanent	A
2	File/register required longest period	25 year	B
3	File/register required for longer period	10 year	C
4	File/register required for few years	5 year	D
5	File/register required for short period	1 year	E

- (22) The record keeper in the **record section** shall maintain the register containing the following particulars.
- File/ Record/ Register No.
 - Page No. on Note side.
 - Page No. on Correspondence side.
 - Date of commencement.

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

(23) The files shall be divided section wise, office wise, Branch / Department wise like 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 auction 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 Roll
- (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, Notification 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 Traveling Allowances and Daily Allowances to the employees

- (1) Traveling Allowance (TA) & Daily Allowances (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 employees for travel is detailed below.

Items	Category			
	A	B	C	D
Traveling Allowance				
Travel by air with in state & out side state	Director / Principal	Professors	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 allowances admissible is Rupees Four per Kilo Meter.
- (5) Daily Allowances 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 traveling allowance and daily allowance shall be supported by the receipts and vouchers for the purpose of accounting and auditing,
- (8) Traveling 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 economically category of hotel entitled for.
- (10) The actual amount paid towards autorickshaw / taxi fare for the local journey between the college and bus stand, Railway station or Airport shall be reimbursable.

- (11) Travelling allowance & daily allowance are also admissible for deputation to by the management, for paper presentation in the National and International Conference. The period spent in attending including the reasonable time required to and fro journeys shall be treated as the period spent on duty. It shall not be admissible if the organizing or sponsoring authorities bear such expenditure.
- (12) Only the following categories of employees are eligible for traveling allowance and daily allowance for the journeys within the state and outside the state but within India.
- (1) They are permanent Employees.
 - (2) Performance of Journey shall be only for official duties.

CHAPTER -10

16. Incentives and Rewards for exemplary work.

The management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.

CHAPTER -11

17. Amenities to the Student

- (1) Indoor and outdoor games, gymnasium and other sports shall be organized in the college and hostel for the purpose of encouraging the students to participate in the sports activities.
- (2) A free medical check up shall be conducted for the student and for monitoring health and good physique.
- (3) Group insurance towards medical claim of students, may be introduced by the management if deems expedient.

CHAPTER -12

18. Delegation of powers

- (1) The administrative and financial powers shall be delegated at various levels for smooth, effective and efficient functioning of the college and also for obviating the delay.
- (2) The various administrative and financial powers delegated to different functionaries shall be as specified in Appendix – VIII

CHAPTER -13

19. 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 enshrined in the All India Council for Technical Education, Regulations read with cadre and recruitment rules enacted 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 Recruitments 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	8000-13500	15600-39100	6000
2.	Lecturer (Senior scale)	Assistant Professor	10000-15200	15600-39100	7000
3.	Lecturer (Selection Grade)/ Reader(with less than 3 years of service)	Assistant Professor	12000-18300	15600-39100	8000
4.	Lecturer (Selection Grade)/ Reader (with 3 years of service)	Associate Professor	12000-18300	37400-67000	9000
5.	Professor	Professor	16400-22400	37400-67000	9000
6.	Principal	Principal	16400-22400	37400-67000	10000

(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	8000-13500	15600-39100	6000
2.	College Librarian (Senior Scale)/ Director of Physical Education (Senior Scale)	College Librarian (Senior Scale)/ Director of Physical Education (Senior Scale)	10000-15200	15600-39100	7000
3.	College Librarian (Selection Grade)/ Director of Physical	College Librarian (Selection Grade)/ Director of Physical	12000-18300	15600-39100	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	12000-18300	37400-67000	9000

- (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. Replace by GOK 5 th pay
1	Foreman/ Programmers	5,200-125-5,700-150-7,200-200-8,800-260-9,580
2	Operator/ Instructor	4,575-125-5,700-150-7,200-200-8,400
3	Asst Operator/Asst. Instructor	3,300-75-3,450-100-4,450-125-5,700-150-6,300
4	Mechanics / Lab Attender	3,000-75-3,450-100-4,450-125-5,450
5	Helpers	2,600-50-2,700-75-3,450-100-4,350

	Administrative Staff	Rs.
6	Registrar / Office Manager	5,575-125-5,700-150-7,200-200-8,800-260-10,620
7	Superintendent / FDC	5,200-125-5,700-1,500-7,200-20-8,800-260-9,580
8	Clerks / SDC	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	2,500-50-2,700-75-3,450-100-3,880

- (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, Prescription)

- (1) The Job responsibilities of the teachers in the field of academic, administration, extension activities, development, research and consultancies shall be as prescribed by the All India Council for Technical Education from time to time. The same in 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-operate with the staff of the other branches to make arrangement for carrying out the practicals smoothly. They shall ensure the proper maintenance and repairs 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 denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

SCHEDULE

[Rule 2(1) (a)]

Authority competent to make appointments shall be as under

Sl . 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 Senior positioned	Chairman
6	Administrative post including all group 'D'	Chairman

ANNEXURE – 1

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 / HPL 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

(for 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 – I

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.	Cadre	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>Post 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 Minimum of 13 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 record 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 record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
2	Professors	12	<p>Qualification as above that is for the post of Associate Professor, applicable.</p> <p>Post 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 Minimum of 13 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 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 Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit 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 Professors.	25	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable.	<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</p> <p>Direct recruitment</p>
	Assistant Professors		BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech	

1. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' 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.

5. If a class/ division is not awarded, minimum of 60% 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 atleast 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)	75	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
7	Lecturers (non Engg) Mathematics, Physics, Chemistry,	9 3 3	Post Graduate in relevant subjects with atleast 55% of marks Ph. D preferred	Direct recruitment

Sl. No.	Cadre	Nos.	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 atleast 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 atleast 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)	75	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
7	Lecturers (non Engg) Mathematics, Physics, Chemistry,	9 3 3	Post Graduate in relevant subjects with atleast 55% of marks Ph. D preferred	Direct recruitment

Staff Pattern for UG Programmes

Sl. No.	Branch/Programme	Intake/Strength	AICTE 1:15	P	ASP	AP	First Year	Total	Remarks
1.	Computer Science & Engg.	120	24	3	5	16	3	27	Engineering
2.	Electronics & Comm. Engg.	120	24	3	5	16	3	27	Additional Faculty for
3.	Information Sc. & Engg.	60	12	1	3	8	0	12	
4.	Mechanical	120	24	3	5	16	6	30	
5.	Telecomm. Engg CLOSED	0	0	0	0	0	0	0	First year 16
6.	Civil Engg.	60	12	1	3	8	4	16	
Engineering Dept. Total		480	96	11	21	64	16	112	
7.	Electrical Engineering	-	3	0	0	0	3	3	Entire
8.	Physics	210	4	1	1	2	4	4	Supporting Department Faculty 22
9.	Chemistry	210	4	1	1	2	4	4	
10.	Mathematics	960	9	1	1	6	8	8	
11.	Languages + CLP	480	3	0	0	3	3	3	
Supporting Depts. Total		--	22	3	7	9	22	22	First Year
									Faculty
Grand Total							38	134	38

Staff Pattern for PG Programmes

Sl. No.	Programme / Department	Intake	AICTE 1: 15	P	ASP	AP	Total	Remarks
1	MBA (2 Years)	120	16	2	4	10	16	
2	Mathematics (MBA)		1			1	1	Additional
Total			17	2	4	11	17	

Sl. No.	Programme / Department	Intake	AICTE 1: 1: 2	P	ASP	AP	Total	Remarks
1	CSE: M.Tech. (2 Years)	18	4	1	1	2	4	
Total				1	1	2	4	

Sl. No.	Programme / Department	Intake	AICTE 1: 1: 2	P	ASP	AP	Total	Remarks
1	ECE: M.Tech. (2 Years)	18	4	1	1	2	4	
Total				1	1	2	4	

Sl. No.	Programme / Department	Intake	AICTE 1: 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.	Cadre of the Post (Teaching)	Nos. as Per AICTE Norms
01	COMPUTERS SCIENCE AND ENGINEERING	
	Intake – 120, Total – 24 + 32 = 27, Cadre Ratio 1: 2: 6 (3: 5: 16)	
1.	Professor and HOD	1
2.	Professor	2
3.	Associate Professors,	5
4.	Assistant Professor	16
5.	First year Additional	3
	Total	27
02	ELECTRONICS & COMMUNICATION ENGINEERING	
	Intake – 120, Total – 24 + 3 = 27, Cadre Ratio 1: 2: 6 (3: 5: 16)	
1.	Professor and HOD	1
2.	Professor	2
3.	Associate Professors,	5
4.	Assistant Professor	16
5.	First year Additional	3
	Total	27
03	INFORMATION SCIENCE AND ENGINEERING	
	Intake – 60, Total – 12 = 12, Cadre Ratio 1: 2: 6 (1: 3: 8)	
1.	Professor and HOD	1
2.	Professor	0
3.	Associate Professors,	3
4.	Assistant Professor	8
5.	First year Additional	0
	Total	12
04	MECHANICAL ENGINEERING	
	Intake – 120, Total – 24 + 2 = 26, Cadre Ratio 1: 2: 6 (3: 5: 16)	
1.	Professor and HOD	1
2.	Professor	2
3.	Associate Professors,	5
4.	Assistant Professor	16
5.	First year Additional	6
	Total	30
05	CIVIL ENGINEERING	
	Intake – 60, Total – 12 + 3 = 15, Cadre Ratio 1: 2: 6 (1: 3: 8)	
1.	Professor and HOD	1
2.	Professor	0
3.	Associate Professors,	3
4.	Assistant Professor	8
5.	First year Additional	3
	Total	15
06	TELECOMMUNICATION ENGINEERING (CLOSED)	
	Intake – 60, Total – 12 = 12, Cadre Ratio 1: 2: 6 (1: 3: 8)	
1.	Professor and HOD	1
2.	Professor	0
3.	Associate Professors,	3

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

07	MASTER OF BUSINESS ADMINISTRATION (MBA)	
	Intake – 120, Total – 16, Cadre Ratio 1: 2: 6 (2: 4: 10) / (1: 2: 5)	
1.	Professor and HOD	1
2.	Professor	1
3.	Associate Professors,	4
4.	Assistant Professor	10
08	CSE: M. Tech. (CSE)	
	Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2)	
1.	Professor	1
2.	Associate Professors,	1
3.	Assistant Professor	2
09	ECE: M. Tech. (ECE)	
	Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2)	
1.	Professor	1
2.	Associate Professors,	1
3.	Assistant Professor	2
10	ME : M. Tech. (ME)	
	Intake – 18, Total – 4, Cadre Ratio 1: 1: 2 (1: 1: 2)	
1.	Professor	1
2.	Associate Professors,	1
3.	Assistant Pprofessor	2

APPENDIX - III

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

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 masters degree in the appropriate branch of engineering or Technology	No minimum requirement	
2.	Associate 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 at 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 AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 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 5 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 5 years should be at Senior Level comparable to that of Assistant Professor should also be eligible.
4.	Director / Principal / Head of Institute	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/Research must be 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 is significant and be recognized as equivalent to Ph. D degree and with 15 years experience of which at least 5 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 class/division. If a Grade point system is adopted the 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. "a first class master's degree in computer science Engineering/ Technology together with a first class bachelor's degree in any area of Engineering technology will be acceptable.

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 UGC/CSIR or similar test accredited by UGC	No minimum requirement
2.	Associate Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level and Ph. D degree in the relevant subject.	5 years experience in Teaching and research excluding 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 55% 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)	10 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
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

APPENDIX- V

AICTE 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:</p> <p>Ph. D degree (with first class degree at Bachelor's or Master's level).</p> <p>In addition the candidate should be an eminent person in the field.</p> <p>Experience:</p> <p>15 years of experience in teaching/ industry/research out of which 5 years must be at the level of Professor or above.</p> <p>Desirable:</p> <p><i>Administrative experience in a responsible position.</i></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 15 years experience of which at least 5 years should be at a Senior level comparable to that of professor would also be eligible.</p> <p>Desirable:</p> <p><i>Administrative experience in a responsible position.</i></p>

APPENDIX-VI

FOR INSTITUTIONS OFFERING MANAGEMENT STUDIES

Qualification and Experience	Qualification & Experience for Candidates from Industry & Profession
<p>Qualification: Ph. D degree or a Fellowship of IIMs, ICA or ICWA with first class Master's Degree in Business / Management / Administration /other relevant management related discipline. In addition the candidate should be an eminent person in the field. Experience: 15 years of experience in teaching/ industry/research out of which 5 years must be at the level of Professor or above in Management.</p> <p>Desirable: <i>Administrative experience in a responsible position.</i></p>	<p>Candidates from industry / Professionals with First class Master's Degree in Business Management/ Administration / other relevant management related discipline with professional work which is significant and can be recognized as equivalent to Ph. D degree and with 15 years of professional experience out of which 5 years should be at a Senior level comparable to that of professor would also be eligible</p> <p>Desirable: <i>Administrative experience in a responsible position.</i></p>

Clarification by AICTE:

Item No.1: Eligibility for the Post of lecturer in **Computer Science and Engineering**
Relaxation in the requirement of First Class,

Item No.2: Anomaly in the AICTE prescribed eligibility criteria for the post of lecturer in Computers Science & Engineering.

Decision taken:

The Committee agreed to the decision of the AIB-IT i.e. B. E. in any Engineering discipline **or** M.Sc. In mathematics / Physics / Electronics / Computer Science and allied subject **and** First Class M. Tech / M.E degree in Computer Science / Information Technology,

Item.No.3: Clarification in respect of the qualification prescribed for appointment as Lectures in MCA course.

Decision taken:

Bachelor's degrees in any discipline or M. Sc in any branch along with Class MCA degree are eligible for appointment as Lecturers in MCA Course.

APPENDIX – VII
NON TEACHING – TECHNICAL STAFF

i) COMPUTER SCIENCE & ENGINEERING (Intake – 120)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	System Manager	1	Same as Processor	Direct recruitment / Promotion
2..	System Analyst	1	B.E (Computer Science) or Diploma with experience	Direct recruitment
3.	Programmers	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 Mechanics
6.	Attenders	2	SSLC with 2yrs 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	Nos.	Qualification	Recruitment Method
1.	Foremen	1	Diploma in Electronics & Communications with experience	Direct recruitment
2.	Instructor	2	Diploma in Electronics & Communications 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 – 60)

Sl. No.	Name of the Post	Nos.	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 2yrs certificate with experience	By promotion from the Cader 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		

(iv) **MECHANICAL ENGINEERING (Intake – 120)**

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Foreman	1	BE/B. Tech. / Diploma in Mechanical Engineering with experience preferred	By promotion from the Cader of Instructor
1.	Instructor	3	Diploma in Mechanical Engineering with experience preferred	By promotion from the Cader of Assistant Instructor
2.	Asst Instructor	4	SSLC with ITI with experience preferred	By promotion from the Cader of Mechanics
3.	Mechanics	4	SSLC with ITI or 3yrs experience	50% by direct recruitment; & 50% by promotion
4.	Helpers	4	7 th std with in one year experience	Direct recruitment
	Total	16		

v) **BASIC SCIENCES AND MATHEMATICS**

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Instructor (Senior Grade)	2	Bachelors 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 Cader of Assistant Instructor
2.	Asst. Instructor	2	Lab Technician Course and experience in Engineering College Laboratory preferred	Direct recruitment / by promotion from the Cader of Lab Attendant
3.	Lab Attendant	2	SSLC with vocational course preferred	Direct recruitment
4.	Peons	2 +1*	7 th Standard	Direct recruitment
	Total	9		

***Maths**

(x) **ADMINISTRATIVE STAFF**

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Manager	1	PG / UG Degree with 15 yrs experience	Direct recruitment
2.	Superintendents / FDC	4	Degree with 10 yrs experience	Direct recruitment
3.	SDC (Grade-1)	6	Degree with knowledge of computers	Direct recruitment
4.	Typists	2	Any Degree / Diploma with DEO / Computer usage	Direct recruitment
5.	SDC (Grade-2)	3	PUC / SSLC with 5 years Experience	
6.	'D' group employees	2	SSLC /7 th Standard	Direct recruitment
	Total	18		

(xi) 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 cadres are recommended. The libraries are required to function in shifts.

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Chief Librarian	1	Ph. D in Library Science and should have. put in 5 years of service in the Senior Scale	Direct recruitment / by promotion
2.	College Librarian (Selection Grade)	2	Master's Degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% 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

(xii)

PHYSICAL EDUCATION STAFF

1.	Director of Physical Education (Selection Grade)	Direct recruitment
	<p>(i) Completed 5 years of service as College Director of Physical Education in the senior scale (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 lecturer. (iii) Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least two weeks duration. (iv) Passed the physical fitness test. (v) Constantly good appraisal report.</p>	
2.	Director of Physical Education (Senior Scale)	Direct recruitment
	<p>(i) Should have completed 6 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. (ii) Passed the physical fitness test. (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 holders)</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 55% of the marks or CGPA and consistently good academic record. (ii) Record of having represented the university / college at the inter university / inter-collegiate competitions or the State in national championships. (iii) Passed the physical fitness test. (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>	

Note:

1. The Management is empowered to relax the qualification or age limit in deserving cases.
2. Promotional 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	Organization level	College level	Department level
		1. Chairman / President 2. Secretary of the Organization	1. Director 2. Principal 2. 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	Recommends	Recommends
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	Recommends
IV	TA & DA			
7.	To sanction TA to officials for attending meetings	Full powers	Recommends	Recommends
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	Recommends	Recommends
10.	To authorize subordinate officials to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail.	Full Powers	Recommends	--
12.	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate officials	Full Powers	Recommends	Recommends

V	FINANCIAL			
13.	To sanction arrears claims of subordinate officers	Full Powers	Recommends	--
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	Recommends
16.	To sanction expenditure on publication of officials Advertisement in News Paper	Full Powers	Recommends	--
17.	To permit in special circumstances the remittance of pay, traveling allowance and contingencies of officials employed out of way places	Full Powers	Recommends	Recommends
18.	To sanction refund of wrong or excess credits provided (i) Each claim is supported by certificate or original credit and its non-payments. (ii) the claim is preferred within 3 years of original credits. (iii) (iii) It is clearly established that it was a case of wrong or excess credits.	Full Powers	Recommends	--
19.	To accord administrative approval to works against funds provided in the budget.	Full Powers	--	--
20.	Countersigning of all bills	Full Powers	Full Powers	Recommends
VI	FINANCIAL - STUDENTS			
21.	To sanction refunds of revenue including fees, fines, etc.,	Full Powers	Recommends	--
22.	To refund fees paid by the students who have been awarded free ship and half free ships	Full Powers	Full Powers	--
23.	Sanction of Industrial visits for students and staff	Full Powers	Full Powers	Recommends
24.	Sanction of Study Tour Programme	Full Powers	Recommends	--

VII	WRITE OFF – BAD DEBT			
25.	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	Recommends
VIII	EXHIBITIONS			
26.	To sanction expenditure for participating in Exhibitions or VTU mela and other similar important state exhibitions	Full Powers	Recommends	Recommends
27.	To sanction expenditure for participating in District and other exhibitions within the state	Full Powers	Recommends	Recommends
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	Recommends	Recommends
29.	To sanction the purchase of Furniture	Full Powers	Recommends	Recommends
30.	To sanction the purchase of Office Equipments	Full Powers	Recommends	Recommends
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	Recommends	Recommends
32.	To sanction local purchase of stationary articles in offices	Full Powers	Recommends	Recommends
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	Recommends	Recommends
35.	To sanction the direct purchase of the following Article (a) Chemical and other consumables stores (b) Apparatus and other articles	Full Powers	Recommends	Recommends

	<p>of Laboratories equipment 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 stores like Iron, Steel, Cement, Emulsion Timber, etc.,</p> <p>(e) Chemicals, paints, books Electric tubes and bulbs 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.	<p>To sanction</p> <p>(a) Contracts for running cycle stands, canteen, etc,</p> <p>(b) Auction sales of grass etc, in the premises of building</p> <p>(c) Proposals for the disposal of withered, fallen or felled trees in the aforesaid premises</p>	<p>Full Powers</p> <p>Full Powers</p> <p>Full Powers</p>	--	--
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	Recommends	Recommends
40.	To sanction charges for shifting telephones from one office building to another	Full Powers	Recommends	Recommends
41.	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
42.	To sanction repairs to typewriters, computer, printers, duplicators, Xerox machine, Fax etc.,	Full Powers	Recommends	Recommends
43.	<p>To sanction expenditure on</p> <p>(a) Major overhauls of vehicles</p> <p>(b) Minor overhauls of vehicles</p> <p>(c) Petty repairs including</p>	Full Powers	--	--

	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. Erection of equipment	Full Powers Full Powers	Recommends --	Recommends --
XI	LIBRARY			
45.	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines, journals, books and BIS codes for their departmental libraries and for granting prizes.	Full Powers	Recommends	Recommends
46.	To purchase for college purposes, Government of Karnataka / India, University, AICTE, NBA and other publication and copies of administrative reports	Full Powers	Recommends	Recommends
47.	To sanction charges for copying / Xeroxing	Full Powers	Full Powers	Recommends
48.	To sanction charges in connection with the publications of handbooks and leaflets	Full Powers	Recommends	Recommends
49.	Subscription to the periodicals and journals for each Department	Full Powers	Recommends	Recommends
50.	To sanction advance payment for the supply of magazines and journals	Full Powers	Recommends	Recommends
51.	To sanction book binding charges for old and worn – out library books	Full Powers	Full Powers	Recommends

APPENDIX-IX

(Rule-8)

JOB RESPONSIBILITIES OF TEACHERS (DEGREE LEAVEL INSTITUTIONS) PRESCIBED 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 Resource Material & Laboratory Development 5. Students Assessment & Evaluation including Examination work of the University 6. Participation in the Co-curricular & Extra-Curricular Activities 7. Students Guidance & Counselling & helping their personal, ethical, moral and overall character development 8. Continuing Education Activities 9. Keeping abreast of new Knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, etc. 10. 10. Self development through upgrading qualification, experience & Professional activities 	<ol style="list-style-type: none"> 1. Research & Development Activities & Research Guidance 2. Industry sponsored projects 3. Providing Consultancy and Testing 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 promotional 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 MIS 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 R & 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 heretohas set his/her hand and seal of University has been unto affixed.

Members of the Managing
Committee/Governing Body of
hands the day and year first

have set their respective

hereinabove written.
Signed and Delivered by
Shri/Smt/Kum-----

the Employee above named in the
presence of

1.-----

2.-----

OR
Signed and delivered by

1.-----

2.-----

5. Elc. the present Members-----

of the Managing
Committee/Governing body of ----

In the presence of-

--

1.-----

2.-----
