



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

1st Phase, J.P. Nagar, Bangalore - 560 078

☎ : 080 - 3041 0501 - 502 Fax : 080 - 2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognised by Govt. of Karnataka, Affiliated to Visveswaraiah Technological University, Belgaum & Approved by A.I.C.T.E., New Delhi & Accredited by National Board of Accreditation)

Bommanahalli, Hosur Road, Bangalore - 560 068

☎ : 080 - 3021 9601 - 602 Fax : 080 - 2573 0551 / 3021 9629

E-mail : enqprincipal@theoxford.edu Web : www.theoxford.edu



ADMINISTRATIVE AND SERVICE MANUAL 2020

CHILDREN'S EDUCATION SOCIETY ®



1ST PHASE, J.P. NAGAR, BANGALORE – 560 078.

THE OXFORD COLLEGE OF ENGINEERING

(Linguistic Minority Institution)

ADMINISTRATIVE AND SERVICE MANUAL - 2020



VISION

With a vision to be a respected and sought after group of educational institutions, we are very much engaged in equipping individuals to be capable of building learning organization in the new millennium

MISSION

Our mission is to develop competent students with good value systems to face challenges of the continuously changing world.

QUALITY POLICY

To equip the students with highest standard of education, knowledge and ethics. To prepare them to meet the challenges of life with full confidence. Aim at all round development of the personality to be useful citizens.

INDEX

CHAPTERS	CONTENTS	RULE	PAGE
1	Title, Commencement and Application	1	7
	Definitions	2	7 to 9
2	Working Hours of the College	3	9
3	Maintenance of Important Documents, Enactments etc.,	4	10
4	Conditions of Service of the Employee, Mode of Recruitment, Minimum qualifications, Experience, Eligibility etc.,	5	11 to 12
	Resignation of the Employee	6	12 to 13
5	Admissibility of Emoluments/ Salary	7	13
6	Increment and conditions for sanction.	8	14 to 15
7	Kinds of leave admissible and procedure for sanction	9	15 to 16
	Maternity Leave	10	17
	Study Leave	11	17
	Short Term Fellowship Leave (STFL)	12	17
	Long Term Fellowship Leave (LTFL)	13	18
	Leave to Part-Time Employees	14	18
	Termination of Employees over staying the leave or remaining absent	15	19
	Availment of Compensatory off	16	19
8	Duties, Functions, Obligations and Powers of the Principal and Vice-Principal.	17 & 18	19 to 28
	Performance, Functions and Discharge of duties and responsibilities of teaching staff and Deans of Examination, Human Resource, Placement, Academic, Administration and Student Welfare.	19	28 to 35
	Duties, Functions and Obligations of Director-Placement and Training:	20	35
	Duties and responsibilities of Non teaching staff in the Department of Studies.	21	35

9	Library Committee	22	35
	Duties and responsibilities of Librarian, Deputy Librarian and Assistant Librarian.	23	36
10	Duties and responsibilities of the Director of Physical Education.	24	36 to 37
11	Duties and responsibilities of Manager/ Superintendent and Administrative Staff.	25	37 to 38
12	Obligations of Employees	26	38 to 39
	Code of conduct and Disciplinary Action	27	39 to 41
	Procedure for imposition of penalties	28	41
13	Maintenance of Service Register	29	42
14	Maintenance of Files and Records	30	42 to 44
	Preservation of Records	31	44
15	Organization and Method (O&M), Admission, Examination, Establishment, Purchase, Dispatch, Accounts and Cash Sections.	32	44 to 48
16	Admissibility of Traveling Allowances and Daily Allowances to the Employees	33	48 to 50
17	Incentive and Rewards for exemplary work.	34	50
	Welfare Scheme to the Employees	35	51
18	Superannuation	36	51
19	Terminal Benefits	37	52
20	Amenities to the Student	38	52 to 53
21	Delegation of Powers	39	53
22	Endowment for award of Medals, Prizes and Scholarships.	40	53 to 54
	Fee Concession and Scholarship to the Students.	41	55
	Conferment of Best Teacher Award.	42	55
	Conferment of Best Non-Teaching Employee Award.	43	55
23	Powers of the Management to make Rules, Byelaws Manuals and to amend the existing Rules/Byelaws.	44	56
24	Repeal and Savings	45	56

25	Functions and Responsibilities of the Governing Council	46	56 to 57
	Schedule Rule – 2 (e) and 5(3) Authority competent to make appointments.		57
	Annexure – 1 (Rule-9 (1) & (9)) Application for sanction of casual leave		57
	Annexure-2 (Rule-9 (3) & (9)) Applications for sanction of Earned leave		58
	Application for Admission to 2 nd , 3 rd , 4 th and 5 th year BE, B.Arch, M.Tech, MBA and MCA courses in the academic year.....		60
	Appendix -I Rule 5 (1)(b) Staff Pattern And Pay Scales		61 to 63
	Appendix-II Rule 5 (1)(c) Administrative, Non-Teaching, Office Staff and Maintenance Staff		64 to 65
	APPENDIX – III Rule 5(1)(d) Minimum Qualification And Experience Prescribed For Teaching Post in Degree Level Technical Institutions Engineering And Tecnology Disciplines		65 to 67
	APPENDIX – IV Rule 5(1) (d) Minimum Qualification And Experience Prescribed For Non- Teaching Posts And Administrative Posts.		68
	APPENDIX – V Rule 37(1) Delegation of Powers		69 to 70
	APPENDIX-VI (Rule-17 (14)) Job Responsibilities of Teachers (Degree Level Institutions) Prescribed By The Aicte		71



CHILDREN'S EDUCATION SOCIETY (R)
THE OXFORD COLLEGE OF ENGINEERING
ADMINISTRATIVE AND SERVICE MANUAL - 2020

No. CES 11 SAM 2014

Date: 02.03.2020

NOTIFICATION

Children's Education Society® hereby makes the following Manual containing the rules regulating the matters of general administration and to govern the conditions of service applicable to the employees of The Oxford College of Engineering (Telugu Linguistic Minority Institution).viz,

CHAPTER – 1

1. Title, Commencement & Application:-

- (1) The Administrative and Service Manual may be called “The Oxford College of Engineering Employees Administrative and Service Manual 2020”.
- (2) This is effective from the year 2014.
- (3) This shall apply to the employees of The oxford College of Engineering, which is a Telugu Linguistic Minority Institution.

2. Definitions:-

- (1) **In the Administrative and Service Manual unless the context otherwise means:-**
 - (a) **“Academic Staff”** means any member of the staff engaged wholly or partly in teaching, research development and extension activities of the College
 - (b) **“Annexure”** means Annexure to this manual.
 - (c) **“AICTE”** means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987.
 - (d) **“Appendix”** means appendix to this manual.
 - (e) **“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.

- (f) **“Chairman”** means the Chairman of the Governing Council of the College.
- (g) **“College”** means The Oxford College of Engineering, Bommanahalli, Hosur Road, Bangalore – 560 068 and the Hostels attached thereto.
- (h) **“Controlling Authority”** means the Governing Council in relation to all the employees.
- (i) **“Dean”** means Deans appointed by the Management classified as Dean (Academics), Dean (Research), Dean (Administration), Dean (Examination) and Dean (HR and Placement).
- (j) **“Departmental Head”** means the Director of Technical Education in Karnataka.
- (k) **“Director”** means Director of Post Graduate studies in the College.
- (l) **“Employee”** means the person in the service of the College in any post including the academic staff.
- (m) **“Enquiry Committee”** means the Committee constituted by the Managing Committee of the Society.
- (n) **“Governing Council”** means the Governing Council of the College to administer, govern and manage the affairs of the College.
- (o) **“Government”** means Government of Karnataka.
- (p) **“Guide”** means a Research Guide registered with the University for supervision of research work, scholars leading to award of Ph.D.
- (q) **“Head of the Department”** means the Head of the Department of each Department of studies in each specialty of MDS course and other Head of Department in the College.
- (r) **“Management”** means the Children’s Education Society® to manage, administer and govern the affairs of the College.
- (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 College.
- (u) **“President”** means President of the Society who shall preside over the meetings of the Governing Council.
- (v) **“Research Centre”** means Research Centre recognized by University.

(w) “Research Coordinator” means a Research Coordinator appointed to coordinated with the research activities.

(x) “Secretary” means the Secretary of the Society.

(y) “Society” means Children’s Education Society® registered under section 8 of the Karnataka Societies Registration Act 1960 (Karnataka Act No.17 of 1960).

(z) “Temporary Employee” means a person in the service of the College on temporary basis subject to such terms and conditions as may be prescribed and appointed for a period of less than a year.

(aa) “University” means Visvesvaraya Technological University established under section 3 of the Visvesvaraya Technological University Act, 1994. (Karnataka Act No. 39 of 1994)

(ab) “Vice President” means Vice President of the Society who shall preside over all the meetings of the Governing Council in the absence of Chairman.

(2) All other expressions which have not defined shall have the same meaning as in the Byelaws of the Society.

CHAPTER -2

3. Working Hours of the College

(1) The working hours of the College shall be from 09.00 hours to 16.15 hours on all working days for the students continuously with a lunch break between 12.00 hours to 12.30 hours, to attend the academic session, tutorial classes, workshop and practical.

(2) The working hours shall be from 09.00 hours to 16.30 hours for all the staff. However such of the staff who have Lecture classes shall report at 08.30 hours.

(3) The working hours shall be from 09.00 hours to 13.30 hours on Saturdays.

(4) The working hours of the Non-Teaching and Administrative staff shall be from 09.00 hours and work till 17.00 hours on all working days and from 09.00 hours to 14.00 hours on Saturdays.

(5) The working hours of the Principal shall be from 08.00 hours to 17.00 hours on all working days and from 08.00 hours to 14.00 hours on Saturdays.

(6) The working hours of the Library shall be from 09.00 hours to 22.00 hours on all working days and from 09.00 hours to 13.00 and 15.00 hours to 20.00 on Saturdays.

CHAPTER -3

4. Maintenance of Important Documents, Enactments etc.,

- (1)** The College shall maintain the following updated documents and Enactments for references.
 - (a)** Karnataka Education Act 1983 and Rules enacted there under.
 - (b)** Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
 - (c)** Notifications, Circulars, Orders etc of the Visvesvaraya Technological University.
 - (d)** Karnataka Civil Services (General Recruitment)Rules 1977
 - (e)** Karnataka Civil Services (Probation) Rules 1977
 - (f)** Karnataka Civil Services (CCA) Rules 1957
 - (g)** Karnataka Civil Services (Conduct) Rules 1966
 - (h)** Karnataka Civil Services (Performance Reports) Rules 2000
 - (i)** Karnataka Government servants (Seniority) Rules 1957
 - (j)** UGC Act 1956 Rules& Regulations made there under
 - (k)** All India Council for Technical Education Act, 1987 and Regulations framed there under.
 - (l)** AICTE Notifications, Circulars and Orders issued from time to time.
 - (m)** Architects Act, 1972 and Regulations framed there under.
 - (n)** The Employees Provident Fund & Miscellaneous provisions Act 1952
 - (o)** Cadre and Recruitment Rules of the Department of Technical Education promulgated by Government of Karnataka.
 - (p)** Karnataka Societies Registration Act 1960.
 - (q)** CET Information Brochure and the Acts and Rules of the State Govt. regulating admission to BE, B.Arch, M.Tech, MBA and MCA.
 - (r)** Examination Manual of Visvesvaraya Technological University.
 - (s)** NAAC Accreditation Manual
 - (t)** Karnataka Examinations Authority, Notifications issued from time to time
 - (u)** Rules/Orders/Circulars/Notifications issued from time to time by State Government relating to Technical Educations
- (2)** All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.

CHAPTER -4

5. Conditions of service of the Employees

(1) The Conditions of service of the Employees, the mode of recruitment the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here in after:

(a) 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 35 years. In respect of SC, ST & OBCs Category - I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 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 with outstanding merit and credentials.

(b) The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the All India Council for Technical Education and Government, as the case may be. The details of the staffing pattern and scale of pay shall be as specified in Appendix – I.

(c) The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified in Appendix - II.

(d) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non – teaching posts, administrative posts and other categories of posts shall be as prescribed by the All India Council for Technical Education and State Government from time to time. The detailed qualifications etc., are as mentioned in Appendix III & IV.

(e) 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 Newspaper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Principal	Chairman
2	Head of the Department concerned	Member
3	Director of P.G. Studies	Member
4	Dean of Academics	Member

(2) Selection of candidates shall be based on the written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the All India Council for Technical Education. Reservation of vacancies in favor of SCs, STs and 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 Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. 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 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. In case of the Probationer he/she shall be liable for discharge if found unfit/ unsuitable to hold the post in which appointed under Karnataka Civil Service (Probation) Rules 1977.

6. Resignation of the employee:

(1) The Principal and faculty members holding the post of Professor, Associate Professor and Assistant Professor shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year or before completion of a course of Post graduate study of two years or three years duration, as the case may be, so as to avert causing hindrance in preparation of dissertation of a research problem or project work undertaken by the Post Graduate students under the direction and guidance of the concerned PG teacher who is also a Guide and/or Research Coordinator.

(2) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least THREE months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written signed and submitted voluntarily & without there being any act of compulsion or coercion / duress. In the event of any employee securing appointment in the State Government or Union Government the Management may at its discretion accept the resignation tendered by such an employee waiving the 3 months notice period.

Provided that the resignations tendered by Post, E-Mail, Fax or Scanned copy shall not be entertained.

(3) An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the College to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an

employee shall pay 3 months gross salary without any deduction in the form of crossed Demand Draft in lieu of 3 months advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

(7) Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal. He shall return the books borrowed from the Library. He shall immediately vacate the designated quarters held by him and shall pay the outstanding electricity and water charges. Only thereafter he shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

CHAPTER-5

7. Admissibility of Emoluments

(1) The Emoluments consisting of pay, dearness allowance, house rent allowance and city compensatory allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective College the Management may extend the AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the State Government Rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that an higher pay scale may be sanctioned by the Management in deserving exceptional cases.

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

(3) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction consolidated gross salary to any of the employees depending upon the nature and tenure of appointments.

(4) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning advance increments in most deserving cases keeping in view of the teaching experience, higher and specialized qualification and eminence in the field of higher learning.

CHAPTER-6

8. Increment

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

(2) However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year.

(3) The following period shall not be counted for increment

- (a)** Loss of pay leave(LOP)
- (b)** Extraordinary leave (EOL)
- (c)** Unauthorized absence from duty
- (d)** Suspension
- (e)** Dies-non (Non duty period)
- (f)** Fellowship leave
- (g)** Study leave
- (h)** Interruption or break of service

(4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of outstanding ability, merit and highest degree of integrity.

(5) Temporary and part time employee appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment after completion of one year of service at the discretion of the Management after evaluation of performance, integrity, efficiency, commitment, dedication, peer team review and loyalty.

(6) Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.

(7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay.

(8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he returns to duty.

(9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

CHAPTER-7

9. Kinds of leave admissible and procedure for sanction

(1) **Casual Leave:** Every employee shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Special Casual Leave:** Not exceeding 15 days in a year special casual leave will be allowed for the purposes of attending University Examination work and academic work of the State University.

Provided that such of the faculty attending the examination work or any other academic work shall produce an attendance certificate issued by the custodian or competent authority in the University.

(3) **Earned Leave:** It 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 60 days.

(4) The Earned Leave credited under sub rule (3) shall be as on 1st January and as 1st of July. It is subject to the condition that the employee shall be on duty or vacation duly sanctioned, as the case may be, or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay or absence from duty at the rate of one day per month subject to a maximum of 5 days in an half year.

(5) The non vacation employees are entitled for 10 days Earned Leave in the first half of the calendar year commencing from 1st January to 30th June & another 10 days for the next half of the calendar year commencing from 1st July to 31st December, subject to a maximum accumulation of 60 days at a time.

(6) The Earned Leave credited under sub rule (5) shall be as on 1st January and as on 1st of July. It is subject to the condition that the employee shall be on duty or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay leave or absence from duty at the rate of 5/3 per month subject to a maximum of 10 days in an half year.

(7) Extraordinary Leave or Loss of Pay Leave: Extraordinary leave or Loss of pay leave may be sanctioned to an employee who does not have any other leave at his / her credit on request, subject to a maximum of 3 months. It is relaxable on Medical grounds on production of satisfactory medical certificate. During the period of Extraordinary Leave the employee is not entitled to any pay and allowances. 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 or Ph.D Course. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee.

(8) Availment of Leave: The minimum & maximum Availment of casual leave shall be one day and 5 days at a spell. The minimum number of days of earned leave that could be availed is 5 days. In case of illness or for prosecution of higher studies earned leave may be availed up to 60 days with the prior sanction of the of Management.

Provided that the casual leave cannot be combined with any other kind of leave except Sunday and General Holidays intervening subject to a maximum of 5 days at a stretch.

(9) Right to claim leave: 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 decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied 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 are at Annexure 1 & 2. Application for sanction of all kinds of leave shall be routed through the Head of Department or Head of section, as the case may be to the Principal for sanction / recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to which extent		
		Principal	Vice-President	President
Casual Leave	Head of the Department/ Manager/Librarian	5 days	Full Powers	Full Powers
Earned Leave & Other kinds of leave	Head of the Department/ Manager/Librarian	30 days	90 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 and the period required for joining the duty after

leave on medical grounds. The Medical Certificate and Fitness Certificate should be signed by the Registered Medical Practitioner.

10. Maternity Leave:

- (1)** Permanent female employees who have put in a minimum five years of service in The Oxford Educational Institutions are entitled for maternity leave of 90 days for the first confinement only.
- (2)** Maternity Leave can be combined with vacation or Earned Leave, Extraordinary Leave or Loss of Pay.
- (3)** The Maternity Leave shall not be debited against any other leave credit.
- (4)** The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

11. Study Leave

- (1)** Not more than 10% of the faculty in a department may be sanctioned study leave once throughout the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.
- (2)** Any employee who has completed at least 3 years of service shall be eligible for study leave.
- (3)** During the study leave the employee shall not be entitled for any leave salary.
- (4)** An employee seeking sanction of study leave shall execute undertaking or bond on a stamped paper duly sworn to before a Notary agreeing that he shall return to duty immediately on completion of the said study and shall not seek any extension.
- (5)** Such an employee who is sanctioned study leave shall successfully complete the course of higher studies and return to duty and shall not discontinue the course of study in the midst.

12. Short Term Fellowship Leave (STFL)

- (1)** Short term fellowship leave shall be sanctioned to the faculty for visit to the Academic Centre for research and teaching activities.
- (2)** An employee should have put in a minimum 3 years of service in the College.
- (3)** Such a leave shall be sanctioned for a period not exceeding 3 months at a time subject to leave title.
- (4)** If more than one faculty member is eligible for such a leave it shall be sanctioned according to seniority.

- (5) Financial support is not admissible from the Management.
- (6) Interse-seniority shall be maintained even during the leave period for all purposes.
- (7) During the STFL the employee shall not be eligible for any leave salary.

13. Long Term Fellowship Leave (LTFL)

- (1) Long term fellowship leave may be sanctioned for attending advanced training in the specialized areas whether leading to Post Graduate degree or Diploma or Doctoral or Post Doctoral degrees and so on.
- (2) Employees applying for sanction of such leave should have put in a minimum 5 years of service in the College.
- (3) Such leave shall be sanctioned initially for a period of 2 years which may be extended up to 3 years for obtaining PhD and/or post Doctoral studies.
- (4) The employees shall not be entitled to any leave salary during the leave period. However their lien shall be maintained during the leave period and terminable only at the behest of the employee and/or by the Management subject to the conditions imposed while sanctioning such leave.
- (5) Such employees shall execute a bond on a stamp paper duly notarized by undertaking that he shall serve the Institution after return from the leave for a minimum period of five years and shall abide by such terms and conditions and stipulations as may be prescribed by the Management.
- (6) Any employee failing to resume duty after expiry of the leave period shall be liable to pay to the Management an amount equal to 12 months salary. A condition to that effect shall be incorporated in the bond to be executed by him with two sureties and a bank guarantee for an amount equivalent to 3 months salary.
- (7) Such a leave shall be sanctioned only once throughout the service. However the Management may at its discretion may relax this condition in deserving cases depending upon the expediencies.
- (8) The seniority of the employees proceeding on such leave shall be determined by the Management keeping in view of the nature of duties and accomplishments turned out during such leave period. The orders of the Management in this regard shall be final.

14. Leave to Part-time Employees:

- (1) Part-time employees are not eligible for casual leave or any kind of leave.
- (2) Any Part-time teacher remains absent on the day of his engaging classes or practicals for any reason he shall resume duty as the next working day and make good to loss of part time academic work.

15. Termination of employees over staying the leave or remaining absent:

(1) Any employee who has been sanctioned leave and does not resume duty on expiry of the leave period or over stays leave by seeking extension of leave or remains unauthorisedly absent from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

(2) However the concerned employee shall be afforded an opportunity to submit representation on the proposed action.

16. Availment of Compensatory off

(1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any of the academic staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It may be availed as a prefixure or suffixure in combination with holidays for 3 days only at a stretch.

(2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.

(3) The Principal shall ensure that at least minimum number of faculty are available to carry out the academic activities in the College before sanctioning compensatory off.

CHAPTER-8

17. Duties, Functions, Obligations and Powers of the Principal and Vice-Principal.

(1) The Principal shall be the head of the institution. He will be primarily responsible for effective administration, governance and management of the institution. He shall oversee the academic activities, class room teaching, academic audit, research, development, extension and consultancy services.

(2) He shall ensure that theory classes, tutorials, practicals, workshops, computer labs are conducted in terms of the time table regularly.

(3) He shall contribute to the scholarship and advancement of the frontiers of knowledge, overall development of students and technical educational system which would meet the requirement of the industry and society at large.

(4) He will supervise the imparting the training in different employable criteria in the placement cell and ensure that the placement executive/officer/coordinator proactively interact with the HR divisions in the corporate sectors and arrange for campus visit to select the candidates for recruitment.

- (5)** He shall be instrumental in realization internationalization in a large segment in pursuit of achieving the academic eminence through multifarious factors.
- (6)** He is the Chairman of the Students Grievances Committee and receives the complaints and convenes the meetings at frequent intervals to formulate the decisions for redressal of grievances of solve the problems encountered by the students.
- (7)** He shall oversee the amenities provided to the students are intact.
- (8)** He shall conduct periodical staff meetings conducive for making arrangement to provide extra teaching aids to the students and also to the faculty by adopting latest technology so as to enable the teachers to teach beyond the scope of syllabus.
- (9)** He will inspire the faculty for contributing to the professional related activities.
- (10)** He shall organize conferences, workshop, seminar, symposiums etc. as a part of curriculum and also beyond curriculum in pursuit of achieving excellence.
- (11)** He will promote activities in relation to research projects, research guidance/supervision, in house research, development and extension, academic honors, students mentoring etc.
- (12)** He will oversee the functioning of the library, labs, computer labs, sports events etc through the committees / sub committees constituted from time to time.
- (13)** He is the Chairman of the Selection Committee are selection of the candidates for recruitment to the post of Professor & HOD, Professors, Associate Professors, Assistant Professors and Non-Teaching/Administrative posts and recommends to the Management for appointment.
- (14)** He shall conduct surprise inspection of the hostels, canteen departments, library, labs, workshops etc to ensure they are well equipped with the required furniture, equipments, appliances, chemicals, consumables, glass wares and so on as the case may be their effective functional.
- (15)** Develops strategy which keeps the Institute at the forefront of educational innovation and outstanding achievement and committed to excellence
- (16)** Develops a vision and mission for the institute, and communicates to the students, teachers, staff and other stakeholders
- (17)** Gives academic leadership to the college, embracing the range of subjects and disciplines represented in the college
- (18)** Provides a coherent academic vision and by inspiring the highest standards of research and teaching in the college

(19) Develops agreed Institutional strategies and associated financial and operational plans in partnership with staff, with clear objectives, targets and associated measurement

(20) Forecasts the opportunities by becoming an outward looking with focus on benchmarking against the best Institutes

(21) Manages the resources effectively (human, physical and financial) of the College in order to maximize its contribution to the Institutional vision and mission.

(22) Leads and contributes to the development, implementation and monitoring of College plans and policies

(23) Ensures the effective review of policies and procedures which involve the management, staff, students and other College users

(24) Provides the organisation, direction and management of the institution and leadership of the staff

(25) Leads and inspires and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making.

(26) Leads and manages the college with clear and effective delegation lines as appropriate while maintaining overall responsibility, supporting the research and scholarly activities of the academic staff by ensuring

- (i) A stimulating, creative and effective environment
- (ii) The provision of development opportunities for staff
- (iii) New staff and early career researchers are appropriately mentored
- (iv) Non-academic tasks are streamlined
- (v) Workloads are managed and distributed appropriately

(27) Implements policies and provide leadership to College staff, ensuring that they share and reflect the College's mission, values and aspirations.

(28) Makes proposals to the management regarding the academic, activities, and mission of the College, developing a suitably ambitious vision to inspire and motivate

(29) Ensure that information systems are in place which provide robust data to support the management of the whole College

(30) Co-operates with colleagues and management to ensure that the College offers the highest quality service to its clients and foster a culture of excellence and innovation

- (31)** Manage and monitors the work of the Academic team
- (32)** Develops an ethos of teamwork throughout the organisation
- (33)** Ensures the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments
- (34)** Ensures that appropriate targets are set and agreed throughout the College, that performance against them is monitored and that the College meets or exceeds them
- (35)** Makes certain that the College at all levels is committed to the development and personal growth of all the individuals it employs or serves
- (36)** Seek out development opportunities for the College, including business and community partnerships
- (37)** Ensures that the College is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the College
- (38)** Contribute to the development and maintenance of effective communication within and beyond the College and act as an ambassador for the College and an advocate of its interests
- (39)** Maintains and develop the College's partnerships with higher education institutions to meet the higher education needs of students
- (40)** Develop effective partnerships with local employers to provide a wide range of education and training opportunities
- (41)** Ensures that the College's health and safety policy is implemented
- (42)** The Principal will adopt flexible working methods to meet the changing needs of the College
- (43)** The Principal will adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment
- (44)** Develops and maintains quality standards appropriate to the post

- (45)** Ensures that adequate information is available for the top management and stakeholders to review the activities of the institute
- (46)** Grooms leadership among the faculty members by giving them opportunities to take responsibility in academics and administration
- (47)** Helps in institutional network and interaction with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum
- (48)** To implement best practices in curricular aspects in the Institution
- (49)** Building various institutional provisions with reference to academic, in terms of skills development, academic mobility, progression to higher studies and improved potential for employability
- (50)** Initiates to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market
- (51)** Plans and organizes the teaching, learning and evaluation schedules by participative management
- (52)** Nurtures critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators
- (53)** Leads and inspires the highest standards of Research and Teaching within the College, and continuing to improve the student experience
- (54)** Organizes, directs and manages the College and lead the staff, providing inspiring and motivating leadership to those engaged in teaching and training
- (55)** Determines the College's academic co-curricular and extra-curricular activities collectively with academicians.
- (56)** Builds on research excellence within the disciplines of the College, identify, encourage and develop cross-disciplinary research opportunities that address external priorities and developments
- (57)** Develops and enhances the post-graduate programs offerings of the College, both taught and as well as pertaining to research activities
- (58)** Maintains close links with relevant professional bodies and ensure that the College meets the quality, accreditation and development needs of the disciplines

- (59)** Enhances the quality of the student experience at undergraduate and postgraduate levels, ensuring that students are engaged fully as partners in developing the learning experience and are appropriately supported
- (60)** Introduces effective strategies for the recruitment of students
- (61)** Attract, manage and retain staff to achieve academic excellence, supported by Performance and Development Review processes, and contribute to the successful development of the College
- (62)** Ensures high quality arrangements exist for teaching, learning and student support and that the College delivers high quality education and training
- (63)** Strives to make the College an inclusive, student-centered organization and an effective learning environment for all College users
- (64)** Maintains student discipline and, within the rules and procedures provided for within the Articles, suspend or expel students on disciplinary grounds or expel students for academic reasons
- (65)** Ensures the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Management, of the pay and conditions of service of staff
- (66)** Provides management and leadership of staff which will ensure that the College discharges all of its legal responsibilities and that good employee relations are maintained and developed
- (67)** Promotes discipline and good conduct and encourage commitment of staff, leading by example
- (68)** Contributes to the training of staff to ensure the effective implementation of policies and systems agreed by the management Develops and maintains professional standards and expertise by undertaking relevant professional development
- (69)** Coordinates and liason with the university pertaining to the exams and coordinates same to the Dean Examinations
- (70)** Plans and develops staff and student welfare programs and sees that the stake holders are satisfied
- (71)** Guides students and staff in community activities

(72) Builds strategies with Placement committee and helps in placements of the students

(73) Through Internal Quality Assurance Cell and feedback from stakeholders, plans for quality improvement strategies in

- (i) Teaching-learning process
- (ii) Human Resources Management
- (iii) Research and Development
- (iv) Faculty Empowerment and Development Programs
- (v) Policy Development and Deployment

(74) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

(75) Helps in the decentralization of the various activities, academic, co-curricular and extra-curricular

(76) Develops and deploys institutional action plans for effective implementation of curriculum

(77) Conduct meetings with the HOD's to develop various strategies for effective implementation of various strategies

(78) To ensure and provide support facilities for effective teaching learning process like, Smart boards, OHP, LCD etc

(79) Ensures the support facilities to enhance teacher's efficiency like library facility, e-journals and e-vidya

(80) Ensures that grievances/complaints of the staff and students are promptly attended and resolved effectively

(81) Establishes institutional mechanism to monitor effective and efficient use of available financial resources

(82) Ensures that the Management is advised pertaining to financial management and financial mobilization on par with financial regulations and procedures

(83) Prepares annual estimates of income and expenditure for consideration and approval by the management and manage the budget and resources within the estimates approved by the management

- (84) Demonstrates prudent and effective budgetary management
- (85) Ensures that there is proper and effective operation of financial, planning and management
- (86) Analyzes the purchase committee, evaluates the proposals and short lists prospective vendors and makes recommendations to the committee
- (87) Plans and implements institutional mechanism for internal and external audit
- (88) Effectively plans and utilizes the funds received from various funding agencies
- (89) Liason with the management in procuring equipment for the institute as per the requirement of different departments

18. Duties, Functions and Powers of the Vice-Principals.

- (1) The Vice-Principal shall be responsible for performance of the duties and discharge of the functions assigned to the Principal during his absence on leave or otherwise.
- (2) The Vice-Principal shall carryout their day-to-day current duties and functions and exercise such powers which are subservient to such duties and functions during the absence of Principal.
- (3) Takes leadership of the College's curriculum development, comprising all subject area experts and experts of curriculum support teams
- (4) Planning for curriculum staffing resource for each semester in association with Principal
- (5) The design and implementation of student tracking and reporting systems
- (6) Working with the management to take responsibility for the development of partnership projects and maximizing progression to initiatives
- (7) Oversight of student application and interviewing procedures
- (8) Oversight of Key College Functions, Students admissions, Staff recruitment, Academic work, Performance Management.
- (9) To accept responsibility for:
A teaching commitment of approximately five hours per week

A leading by example in all matters relating to the teaching commitment

(10) Deputizing for the Principal and to accept responsibility for:

(a) The discharge of the Principal's properly delegated functions at any time when the Principal is away from the College

(b) providing leadership which supports, challenges and develops all staff within the spirit

(c) To undertake such other duties as the Principal may determine to ensure the continued mission, viability, and progress of the College in common with other senior managers to support colleagues in student incident management

(d) Effectively manages human resources and financial resources

(e) Leads and inspires and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making.

(f) Leads and manages the college with clear and effective delegation lines as appropriate while maintaining overall responsibility, supporting the research and scholarly activities of the academic staff by ensuring

(i) A stimulating, creative and effective environment

(ii) The provision of development opportunities for staff

(iii) New staff and early career researchers are appropriately mentored

(iv) Non-academic tasks are streamlined

(v) Workloads are managed and distributed appropriately

(g) Implements policies and provide leadership to College staff, ensuring that they share and reflect the College's mission, values and aspirations.

(11) Promotes discipline and good conduct and encourage commitment of staff, leading by example

(12) Ensure that information systems are in place which provide robust data to support the management of the whole College

(13) Co-operates with colleagues and management to ensure that the College offers the highest quality service to its clients and foster a culture of excellence and innovation

(14) Manage and monitors the work of the Academic team

- (15) Develops an ethos of teamwork throughout the organisation
- (16) Ensures the dissemination of information about, and examples of, best practice in the sector as well as information on relevant national and local policy developments
- (17) Possess following PERSONAL QUALITIES AND SKILLS –
- (i) Clear strategic thinking
 - (ii) High level interpersonal skills
 - (iii) Persuasive communication skills
 - (iv) Strength and judgment for decision-making
 - (v) Flexible, inclusive, and pragmatic management style
 - (vi) Imagination and vision

19. Performance, Functions and Discharge of duties and responsibilities of teaching staff.

(1) The teaching faculty shall perform the duties & discharge the responsibilities diligently as per in terms of the norms contained in the AICTE Regulations, Statutes, Ordinances and regulations noticed by the VTU, as applicable to UG & PG courses offered and also the Research Activities in the Research Centres. The Principal and 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 and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical & practical and academic work will have to be supervised to ensure that classes are conducted as per time table & 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 relating to attendance, lesson plan, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.

(3) The HODs shall be responsible for proper conduct of tutorial, class room lecturers, practical sessions, labs, & workshop of both UG course, PG Programmes. In case of candidates promoted from 1st year to 2nd year, 2nd year to 3rd year and 3rd year to 4th year of BE, B.Arch courses and 1st year to 2nd year, 2nd year to 3rd year of M.Tech & MBA and MCA courses they shall not be deemed to have been admitted to the next succeeding year of the course by entering their names in the attendance register. Such candidates shall pay the fee prescribed for admission to next year of course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure - 3. Only upon producing of such receipt for having paid the prescribed fee and

submission of application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) The HODs shall organize the seminars, conferences, workshops and other co-curricular and beyond curricular activities relatable to their departments from time to time.

(5) Assistant Professors and Associate 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 workshop attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Assistant Professors shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within 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. They shall assist the HODs to organize the co-curricular and beyond curricular activities like Seminars, Workshops, Conferences and Symposiums etc.,

(7) The Part Time Faculty shall discharge their academic work and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be in par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) All the Faculty members comprising of the Principal, Professor, Associate Professor and Assistant Professor including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academics, project, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(9) The Deans are responsible for carrying out the functions and duties assigned to them having a coverage of inter departmental activities and inter disciplinary matters. The job profiles and their role shall be as specified herein below:

Dean of Examinations

- (a) Providing Indent for Blue books and exam stationary
- (b) Conduction of Internal Assessment test
- (c) Evaluation of Internal test paper
- (d) Coordinating with the various departments in filing proper evaluation reports
- (e) Submission of IA marks to university (through online/hard copy)

- (f) Conduction of University exams, Liaison with university
- (g) Submission of candidate exam fees DD to the university from time to time
- (h) Submission of theory / practical exam bill to University
- (i) Collection of Exam stationary
- (j) Collecting of question paper intends, sending the indents to university
- (k) Sending the subject invigilation list across MCA, MBA, BE to the University
- (l) Educating staff and students of the evaluation system
- (m) Assigning seating arrangement for students
- (n) Submission of report to the university
- (o) Disbursement of exam remuneration to faculty ,external and internal DCS
- (p) Forwarding of Applications of challenge valuation

- (q) Generating Candidate list of revaluation applied
- (r) Providing list of subject teachers for theory/practical examination to the University.

- (s) Forwarding to University M.Tech/MCA/MBA project reports with the list of examiners
- (t) Coordination of conducting MCA/MBA/M.Tech and Liaison with university
- (u) Submission of evaluation report of MBA/MCA Thesis
- (v) Arrangement of PhD registration and submission of the registration details to the University
- (w) Sending course work to the PhD students
- (x) Acting as Chief Superintendent for all the public employment entrance exams –(like PG CET, etc....).

Dean of Human Resource

- (a) In charge for planning and conduct of pre-placement training for students
- (b) Organizing the Soft skill training for students
- (c) Counseling the students on planning their career
- (d) Organizing Aptitude training for students
- (e) Organizing Personality Development training for students
- (f) Conducting training on how to write Resume
- (g) Organizing training students on Group Discussion

Dean of Placement

- (a) Strengthening the link between campus pool and our institute.
- (b) To coordinate with the Bangalore Placement Office of our institute.
- (c) Maintaining the data base of alumni and coordinating the alumni activities.
- (d) Arranging the placements by interacting with the companies, deputing the students for placement interviews and arranging campus interviews.
- (e) Industry institution interactions.
- (f) Arranging Industry visits for our students as suggested by respective HODs.
- (g) Organizing for Technical /domain level training
- (h) Arrangement for placement drive

Dean of Academics

- (a) Performance of a wide variety of tasks to ensure effective and efficient operation of the academic activities in the college. Provides leadership in directing the flow and support to all students, faculty, and staff to ensure academic procedures are being followed and seeks improvement and advisement regarding those procedures throughout the entire academic year. Monitors academic activities meticulously and serves as leader and executor of various academics procedures are being followed in campus without any violations.
- (b) Coordinating the assessment and development of academic programs within the College.
- (c) Preparing and revising, as necessary, academic program plans for the College.
- (d) Promoting and serving as a model for teaching professional achievement and professional service;
- (e) Overseeing all personnel matters involving academic and non-academic employees including: recruiting, appointment, re-appointment; termination and dismissal; faculty evaluation, tenure, promotion and merit; and the preparation and approval(s) of faculty workload plans and long-range professional development plans.
- (f) Maintaining good working relationships with faculty and administration in all academic and non-academic areas.
- (g) Communicating effectively with various constituencies within the University, surrounding community and State regarding the School/College.
- (h) Maintaining effective communication between students, faculty and Chairs within the School/College and with other academic unit personnel.
- (i) Serving a s a liaison with relevant professional associations and state and national regulatory and accrediting agencies such as VTU, AICTE, NBA, NAAC and etc.
- (j) Articulating University policy and procedures to members of the School/College.
- (k) Insuring that School/College policies and practices are consistent with those of the University;
- (l) Articulating the budgetary needs of the School/College and overseeing the allocation and expenditure of resources;
- (m) Coordinating the use of facilities assigned to the School/College;
- (n) Overseeing the preparation of class schedules and complying with institutional reporting requirements;
- (o) Maintaining student and faculty records;
- (p) Providing a system of advising;
- (q) Working with Principal and HODs to encourage grant applications by faculty members and to prepare proposals for outside funding of special projects.
- (r) Additional responsibilities as assigned by the Principal or Management for Academic Affairs.

Dean of Administration

- (a) Accomplishment of a wide variety of tasks to ensure effective and efficient operation of the campus. Provides leadership in directing the flow and support to all students, faculty, and staff to ensure operational procedures are being followed and seeks improvement and advisement regarding those procedures throughout the entire campus operation. Monitors campus operation and serves as an evening and weekend resource to external and internal customers.
- (b) Ensures effective campus operations (including evening and weekend activities), and recommends operational improvements to the Principal.
- (c) Promotes student success by providing information and support to students, as well as assistance on registration, admission requirements and procedures.
- (d) Takes a leadership role in working with Principal and other Deans to identify special skills requirements for Students and communicates this information to students.
- (e) Creates and communicates campus schedule and room assignments to faculty, staff and students.
- (f) Coordinates special campus projects, special events and other public relations affairs (i.e. part-time faculty orientation, student coffees, appreciation functions, etc.) at the direction of the Principal.
- (g) Notifies the appropriate supervisor and the Principal about violations of college policies and procedures or operational irregularities.
- (h) Works closely with the campus security operations and Administrative Services to aid in the maintenance of a safe learning environment.
- (i) Coordinates college scheduling program, assigning campus classrooms and facilities to maximize room utilization throughout the campus. Assigns course required rooms.
- (j) Develops, plans and implements goals and objectives to maximize space utilization with the approval of the Principal. Recommends changes to procedures to increase campus utilization, efficiency, customer service and efforts to increase FTE.
- (k) Manages inventory of supplies for classrooms and initiates reordering process when necessary. Provides logistical support to the institution.
- (l) Takes a prominent leadership position on the IQAC.
- (m) Notifies the Principal, Deans of other functions and HODs in the event of the absence of an instructor in the classroom, and coordinates scheduling changes to ensure compliance with state auditing requirements.
- (n) Supports the multi-functions of the campus, e.g. Library, Student Support Services, Financial Services, Registration, Security, etc.
- (o) May manage the campus IT infrastructure system.
- (p) Provides support and maintains communication with part-time faculty.
- (q) Maintains and distributes Part-Time Instructor's Campus Handbook and campus related directories/communications.
- (r) Plans and implements special projects as assigned by the Principal to

increase students and faculty service, room utilization and/or accommodate program needs.

- (s) Works a flexible schedule as directed by the Principal to support campus operations during evening and weekend hours.
- (t) Serves on campus, college-wide, and community supported committees to represent the college.
- (u) Serves in the absence of the other Deans at his/her request.
- (v) Performs other duties and responsibilities as assigned.

Dean of Students Welfare

- (a) This is a vital task responsible for student's matter involving issues such as maintaining ragging free campus, supervising students academic performance, assisting students in providing career guidance, employment guidance, book bank facility, financial support through various agencies, providing travel allowance, health care, accommodation, protection against sexual harassment, addressing grievance, over all guidance, discipline and growth of the students.
- (b) Maintaining a ragging free campus.
- (c) Monitoring random checking of mobile usage in the campus
- (d) General awareness regarding anti-social elements such as sexual harassment
- (e) Conducting regular health checkups through organizing health camps
- (f) Assistance for travel allowance
- (g) Coordinating and facilitating book bank facility from Institute library
- (h) Co-ordinate and supervise students academic performance and regularity through software based monitoring system, such as Pupil pod.
- (i) Dealing with the overall discipline in coordination with disciplinary committee and Principal.
- (j) Assisting in accommodation in association with hostel wardens
- (k) Co-ordinate the activities of the different bodies concerning student welfare
- (l) Supervise and/or organize the co-curricular activities, such as research paper presentation, quiz competition, debate competition etc.
- (m) Supervise and/or organize sports activities
- (n) Preparing the Institute team to participate in the Inter college competitions and University level competitions.
- (o) Supervise and/or organize the Extra-curricular activities such as Dance, singing, skits etc.
- (p) Arranging for the travel concession to the students during vacation to visit their native palaces.
- (q) Shall recommend the educational tours/excursions of the students.
- (r) Shall recommend Industrial visits.
- (s) Supervise and/or organize the career guidance and other counseling facilities for the welfare of the students.
- (t) To organize/coordinate programs and activities which shall strengthen student's exposure to industry, other institutes and research organizations

- (u) Provide an opportunity to give feedback of teachers within the guidelines of confidentiality.
- (v) Conduct grievance meetings regularly in accordance with student's representatives, Heads of departments and Head of the Institute.
- (w) Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Head of the Institute and the Management from time to time.
- (x) Conducting meetings periodically with students and principal to address their grievance.
- (y) Executing additional responsibilities as assigned by the Principal or Management for Students welfare and support

(10). The HODs, Deans and Faculty shall also involve in consultancy services and assignments in consultation with corporate sectors.

(11) All the faculty members including the HODs shall take-up the class, Practical to any PG students in conformity with the Regulations of Visvesvaraya Technological University.

(12) The above stipulations shall be equally applicable to the part-time faculty who shall complete their academic work and carryout their Practical classes on the days prescribed without altering them to any other alternate proceeding or succeeding days to meet their personal exigencies.

(13) The Professors and HODs shall be In-charge of the Library, Departmental Library and Laboratory. In addition to performance of the duties and discharge of their functions they shall allocate the duties and assignments to the Associate Professors and Assistant Professor and also the non-teaching staff.

(14) The job responsibilities shall be as prescribed by the All India Council for Technical Education and Visvesvaraya Technological University especially in the field of academics, administration, extension activities, development, research and consultancies from time to time shall be strictly adhered to by the faculty. The description shall be as specified in the Appendix VI.

(15) The Director of P.G. Studies shall be responsible for the Course Work, Research, Development and Extension activities in the P.G. Departments of studies. He shall co-ordinate with all Professors & HODs and also P.G. Teachers in the conduct of P.G. class, practical, project, and such other training effectively in pursuit of achieving the academic eminence in the filed of technology.

(16) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He shall be responsible for the smooth functioning of the Departments to conduct course in BE, B.Arch, M.Tech, MBA and MCA and also activities relatable to research, development and extension of all the Departments. He will exercise such power and carryout such functions as prescribed under this Manual and the Regulations of the All India Council for Technical Education and Visvesvaraya Technological University,

as amend from time to time. He will formulate the perspective planning and monitor it for the co-coordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

20. Duties, Functions and Obligations of Director-Placement and Training:

(1) The Director shall be in-charge of the placement and training centre and function under the supervision and guidance of Dean of placement.

(2) The Director shall be responsible for conduct of training in soft skill development, personality development, motivation, communicative english and allied programs.

(3) He will visit regularly all the corporate sectoral bodies and industries to persuade them to conduct campus selection of candidates for recruitment.

(4) He shall identify the resource persons, technocrats and human resource personnel and bring them to deliver lectures in pursuit of improving the aptitude, skills, talent and trait of the students.

(5) He shall submit the monthly progress report to the Principal and Dean of Placement for vetting and laying before the Governing Council.

21. Duties and responsibilities of Non teaching staff in the Department of Studies.

(1) The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

(2) The Laboratory Technicians, Lab Assistants and lab in-charge are responsible for the laboratories and workshop. 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 Head of the Department and Principal for maintenance and upkeep from time to time.

CHAPTER -9

22. Library Committee:

(1) The composition of Library Committee shall be as here under:

1	Principal	Chairman
2	Director of PG Studies	Member
3	All the HODs	Members
4	All the Deans	Members
5	2 UG and PG student representatives	Members
6	Manager(Purchases)	Member
7	Librarian	Member-Secretary

(2) The Committee shall meet periodically at least once in three months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like digital library, E-Library, Online Library, Helinet, Library Software and other innovative networking system.

23. Duties and responsibilities of Librarian, Deputy Librarian and Assistant Librarian.

(1) The Librarian, Deputy Librarian and Assistant Librarian shall be non-vacation staff. They shall work keeping the Library open from 09.00hrs to 22.00hrs from Monday to Friday and 09.00hrs to 20.00hrs on Saturdays by staggering the working hours.

(2) The Librarian and Deputy Librarian shall supervise the library for its effective functioning. They will formulate the policy and perspective planning for maintenance of scientific system of library. They will ensure access use and security of library materials by utilizing the supporting facilities like computers, internet, Bandwidth, Online journals, computerized services, inflibnet, delnet, IUC and other information services.

(3) They shall be responsible for proper maintenance of books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, reprographic work, social and extension activities.

(4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.

(5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.

CHAPTER – 10

24. Duties and responsibilities of the Director of Physical Education.

(1) The Director of Physical Education shall be non-vacation staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. During the vacation they shall organize and participate in games in the College campus.

(2) They shall be responsible for coaching of the students and conduct the tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games

events conducted from time to time at state level, university level and inter-collegiate level and also for National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National sports policy.

(3) They shall adopt the latest scientific method of training and coaching curricular development related to College and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for indoor games, gymnasium and yoga programmes in the College and in the hostels.

(4) They shall perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in College premises.

(5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run, pace race and development of flexibility and co-ordinating ability.

(6) They will make all endeavourance to win and secure the medals, trophies and awards through the students in the games etc.,

CHAPTER-11

25. Duties and responsibilities of Manager / Superintendent and Administrative Staff.

(1) The Manager / Superintendent 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 Manager and Superintendent shall be as spelt out hereunder, inter-alia, other duties & functions.

(2) They shall perform the day-to-day routine work of the office.

(3) They will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.

(4) They shall be responsible for the efficient Management of office work.

(5) They shall Exercise general supervision over the section in regard to office Management, Class arrangement, Cleanliness of campus and inside the building.

(6) They will guide the inexperienced case workers in their day to day work.

(7) They shall attend the important work on priority.

- (8) They shall devote personal attention for smooth running of the office as and when warranted.
- (9) They shall be responsible for watching and overseeing the disposal of papers or other records.
- (10) They shall advise and help the case workers for disposal of important and urgent matters.
- (11) They shall personally deal with confidential and urgent files/papers.
- (12) They shall conduct periodical inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.
- (13) They shall personally attend the immediate problems of students.
- (14) They will be instrumental for enforcement of rules and procedures strictly.
- (15) They shall attend to all matters relating to approval and extension of approval of AICTE/COA for each academic year and also affiliation and renewal/extension of affiliation of Visvesvaraya Technological University as applicable for each academic year.
- (16) The 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 and Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.
- (17) 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.

CHAPTER -12

26. Obligation of the employees

- (1) The administrative staff in the office shall perform such duties and shall discharge such functions as assigned to them by the Principal in the work distribution order. They shall work under the supervision and guidance of the Manager/Superintendent.
- (2) Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the

institution. They shall not do any thing which is unbecoming of an employee. They shall carryout their duties and responsibilities conscientiously.

(3) Every Employee shall take care of the properties, equipments, material, instruments, machines, furniture and apparatus etc, of the College. He shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee an account of mishandling or misuse the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.

(4) It is incumbent on the part of the employee to promptly report any occurrence of such an event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

(5) Every employee shall take appropriate precautions against hazards and use safety devices and preventive measures.

(6) Every employee shall ensure that the stock procurement and stocking of materials, medicines etc., do not get outdated. Periodical review shall be conducted to identify the materials and medicine nearing expiry date and the concerned HOD shall appraise the Management about the said juxta position and initiate appropriate action to avert such mishappening.

(7) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.

(8) Employee shall not criticize the Management in any form affecting the reputation and image and also shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

27. 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, and fraud or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.

(2) An illustrative code of conduct applicable to each employee is as specified below:

- (a)** He /She should be honest and show dedication, diligence & devotion to duty.
- (b)** He /She should not neglect his/her duties.
- (c)** He/She should not involve in criminal activities or instigate the students to indulge in such activities.

- (d)** He /She should not show discrimination in the name of caste, creed, religion, language, place, origin or other social & cultural background.
- (e)** He/She should not engage in malpractice in examination nor instigate such act.
- (f)** He/She should not show negligence in the valuation of answers of the students.
- (g)** He/She should not leave the institute premises during working hours without permission of Principal or Management.
- (h)** He /She should not remain absent or avail leave repeatedly without permission of the Principal
- (i)** Without the permission of the Management he/she should not publish Manuals / Books/Guides/Journals.
- (j)** In his/her official capacity he/she should not accept gift from anybody on behalf of the College.
- (k)** He /She should not practice and instigate untouchability.
- (l)** He/She should not cause loss to the property of the College.
- (m)** He/She should not act or abet indecent behavior.
- (n)** He/She should not involve in activities of violence or moral turpitude
- (o)** He/She should not misbehave with students, parents or Management personnel.
- (p)** He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- (q)** He/She should not disobey the instructions/orders of the higher-ups-Management /Principal /Heads of 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 activity of an employee beyond the normal limits, shall be viewed as misconduct or misbehavior & attracts disciplinary action against the concerned.

(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 Enquiry Committee constituted the purpose may result in position of penalties specified infra.

(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 misdemeanours is established :-

- (a)** Fine (in case of lowest grade of employee)
- (b)** Censure
- (c)** Withholding of increment
- (d)** Recovery of the pecuniary loss caused to the institution or Management or any person

- (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them
- (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction
- (g) Removal from service.
- (h) Dismissal from service.

28. Procedure for imposition of penalties.

(1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.

(2) A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witnesses by whom the charges could be sustainable in the form of annexures 1, 2, 3 and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Management/ Disciplinary Authority shall proceed to constitute an Enquiry Committee to inquire into the charges levelled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence collaborated with the oral evidence and after hearing the arguments shall submit the report of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.

(3) The disciplinary authority shall upon the receipt of the report of the enquiry committee shall make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven and charge should not be inflicted on him by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub rule (6) of rule 24 and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.

4) All the procedural aspects for initiation of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.

CHAPTER-13

29. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:

- (a) Date of Birth
- (b) Qualification and Experience
- (c) Temporary and Permanent Address
- (d) PF Membership No / Bank Account No.
- (e) Contact Telephone No. (Landline and Mobile)
- (f) ESI Policy Number.

(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in a year and their signatures obtained as a token of acknowledgement.

CHAPTER -14

30. Maintenance of Files and Records.

(1) 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 in this Manual.

(2) The Record Management of all the files, records and 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 slip shall be affixed containing the following particulars.

- (a) File No. / Register No. / Record No.
- (b) Subject Matter
- (c) Period of Coverage.
- (d) Date of Commencement.
- (e) Date of closure
- (f) Classification
- (g) Expiry date of currency to destroy.
- (h) Extended date for preservation after review.
- (i) Signature of the Case worker/ Superintendent / Manager / Head of the Department/Principal.

(3) The closed files, Registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record Keeper shall be in-charge of proper maintenance.

(4) The concerned Case Worker or the Superintendent or the 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.

(5) The classification of the closed files registers and records for the purpose of preservation either permanently or for a specified period shall be as indicated 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

(6) The record keeper in the record section shall maintain the register containing the following particulars.

- (a)** File / Record/ Register No.
- (b)** Page Nos. on Note side.
- (c)** Page Nos. on Correspondence side.
- (d)** Date of commencement.
- (e)** Date of Closure.
- (f)** Classification of the file.

(7) The files shall be divided section wise, office wise, Branch/ Department wise like Establishment Section, Admission Section, and Examination Section, Despatch Section and so on. Soon after the expiry of the currency of the life of the file/ record/ register they shall cause to be destroyed and disposed of by auction sale of waste or old papers 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.

(8) All the applications for admission to various courses in respect of the candidates admitted along with one set of copies of the marks card for degree certificate of the qualifying examinations shall be arranged academic year wise, course wise in a chronological order and maintained in the record section.

(9) All the marks registers shall be maintained in respect of each semester of different courses and updated day-to-day basis.

31. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.

- (a) Service Register
- (b) Aquittance Roll/Register
- (c) Cash Book
- (d) Pass Book
- (e) Audit Report
- (f) Permanent Asset Register of the College
- (g) Land and building documents
- (h) Marks cards or Original statement of marks
- (i) Orders of the Government of Karnataka granting recognition for establishment of the College.
- (j) Approval of All India Council for Technical Education
- (k) Matters relating to court cases
- (l) Seniority list of various employees
- (m) Orders/Notifications of the Government of Karnataka/VTU sanctioning the affiliation and renewal of affiliation from time to time.
- (n) Applications for admission of students to the BE, B.Arch, M.Tech, MBA and MCA Courses/programmes along with photostat copies of the academic documents.

(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/Council for Architecture, Certificates of Accreditation and also orders if any of the Government of Karnataka shall be preserved in the concerned section handy for immediate reference.

CHAPTER -15

32. Organization & Methods (O.M.)

The office organization in the College shall be as specified below

Admission Section: -

(1) The case worker is in-charge of all admission matters. Admission of students to First year/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) DCB register
- (c) Files containing all the original academic documents of the students admitted to the First year/semester. They shall be returned to the concerned students at the time of leaving the

College.

- (d) Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.
- (e) Issue of bonafide / study certificate
- (f) Scholarship register in respect of students belonging to SC, ST and OBCs and follow up.
- (g) Maintenance of files relating to all correspondence.
- (h) Rules, Regulations, Orders, Notifications, Circulars, etc. relating to Admissions, Examinations, Syllabus and their updation from time to time.

(2) Admission of students under Government quota, Management and NRI/Foreigners Quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Technical Education, Visvesvaraya Technological University and Karnataka Examination Authority etc shall be maintained properly.

Examination Section:-

(3) Case worker plays a dominant role in maintaining confidentiality. He shall report to the 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 examination.
- (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) Internal assessment marks statement and register.
- (g) Result analysis statement.

Establishment Section: -

(4) 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, Karnataka Examinations

Authority, AICTE/COA etc shall be kept in the concerned files. All matters relating to recruitment, promotion / termination, retirement and welfare measure are to be dealt promptly. Maintenance of leave account and sanction of leave are promptly entered in

the services 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) Movement Register
- (f) Provident Fund Register
- (g) Insurance Register / Record
- (h) Staff Pattern and vacancy Register
- (i) Attendance Register – Branch / Section wise.
- (j) Personal File
- (k) Enquiry Files

Purchase Section: -

(5) There shall be a Purchase Committee consisting of the following for making recommendations to the procurement of the equipments, computers, instruments, chemicals, consumables, peripherals, furniture etc.,

Principal	Chairman
Director of Post Graduate Studies	Member
All HODs	Members
Librarian	Member
Manager (Purchases)	Member-Secretary

(6) The requirement of the equipments, computers, peripherals, consumables, chemicals, instruments etc., shall be submitted in the form of a note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Manager (Purchases) to invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7) The quotations or the tender so received shall be considered by the Purchase Committee in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/vendors with the approval of the Governing Council.

Provided that in case of urgency purchase orders may be issued with the approval of the Executive Director subject to ratification by the Governing Council.

(8) All petty purchases by the College may be made at the request of Laboratory in-charge and Head of the Department and the Principal. The Manager (Purchases) may correspond with the firms for procurement of equipments, consumables, peripherals, chemicals etc. Every purchase shall be made after inviting quotation with specifications. Purchase orders may be issued with the approval of the Executive

Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated ratification of the Governing Council shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

- (9)** The following registers, files and record shall be maintained.
- (a)** Purchase files
 - (b)** Separate stock ledgers for chemicals, equipments and computers consumables, furniture, instruments, peripherals, appliances etc.
 - (c)** Day book of receipts
 - (d)** Invoice books
 - (e)** Quotations / correspondence / Purchase order
 - (f)** Scrap and waste disposal Register
 - (g)** Unserviceable Equipment Disposal Register
 - (h)** Issue Register

(10) The concerned employee shall be in constant contact with Heads of Department for procurement of tools, chemicals, equipments, computers, 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 stock available shall be issued to the various laboratories & work shop only on the basis of indents.

Accounts and Cash Section: -

(11) 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 shall be remitted to the bank on the next working day to the credit of The Oxford College of Engineering. 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 any authorized signatory, 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 Book
- (f)** Acquittance Register
- (g)** Scholarship Register
- (h)** Provident Fund Register
- (i)** Other Deduction Register
- (j)** ESI Register
- (k)** Professional Tax Register
- (l)** TDS Register(Form 16)

(12) The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the S/B Account

of the concerned employee. The cash, cheque, DD/Pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. 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 should be got audited by the Chartered Accountant every year.

Despatch Section:-

(13) All the letters and other communications received and despatched shall be registered in the inward register books by an employee who is in-charge of dispatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record 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 Acknowledgment Register

(14) On Receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned person 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 dispatched on the same day. Local delivery letters and other items communications shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificate 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 dispatch of day to day correspondence without giving scope for any delay.

CHAPTER-16

33. Admissibility of Traveling Allowances and Daily Allowances to the employees

(1) Traveling Allowance (TA) & Daily Allowance (DA) shall be admissible to 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 Traveling Allowance depending upon the status of the employees for travel is detailed below.

Mode of Journey	Category			
	A	B	C	D
	Director/ Principal	Professors	Associate Professor/ Assistant Professor	Non- Teaching & ministerial employees
1. Travel by Air within the State & the out side State	Economy Class	Not admissible	Not admissible	Not admissible
2. Travel by train	1 Class AC	I Class Sleeper	I Class	II Class
3. Travel by bus	Highest grade of accommodation	Highest grade of accommodation	Next to the highest grade	Ordinary Bus
4. By own car or hired taxi	Rs.9 per KM	Rs. 9 per KM	Not admissible	Not admissible

(3) The purpose of payment of traveling allowance is to reimburse the actual expenditure involved toward the travel by Air, Train, Bus, or by own Car or Taxi, as the case may be. Hence the actual amount spent for travel by Air/ Train/ Bus fare or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rate or actual City Taxi/ Travel Taxi hire charges or Rs. 9 per kilometer in case of own car which ever is less.

(4) In case of travel by own car, the mileage allowances admissible is Rs. 9 per KM subject to the prevalent hire charge in respect of taxis, whichever is less.

(5) Daily Allowances shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges in the ordinary hotels excluding the star hotels.

(6) TA or DA shall not be admissible 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 tickets, receipts, bills and vouchers for the purpose of accounting and auditing.

(8) Traveling shall be restricted to the economical class of journey to the extent possible.

(9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economically category of hotel.

(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 subject to production of bills, vouchers or receipts.

(11) Traveling Allowance & Daily Allowance are also admissible for deputation of the employees by the Management to higher studies, specialized training, Seminar, Conference, and Workshop. 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 including travel fare.

(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.

- (a)** They must have put in minimum 5 years of service.
- (b)** They are permanent Employees.
- (c)** Performance of Journey shall be only for official duties.

CHAPTER – 17

34. Incentive and Rewards for exemplary work.

(1) 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.

(2) In pursuit of motivating the faculty for presentation of papers in National and International conferences, seminars, symposiums etc and also to publish research papers on various projects in the National and International journals an incentive in the nature of cash awards shall be sanctioned. The details of the cash award shall be as here under:

Sl.No	Nature of Presentation/Publication	Amount of Cash Awards
1	National Level Presentation	Rs. 2000/-
2	National Level Publication	Rs. 3000/-
3	International Level Presentation	Rs. 4000/-
4	International Level Publication	Rs. 5000/-

Provided that the journals shall have wide circulation at National Levels and International Levels.

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research and developmental activities and also extension activities an advance increment as admissible under the AICTE pay scales shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for **promotion** to the higher posts against the existing vacancies.

35. Welfare Scheme to the Employees:

- (1)** Every employee shall insure his life for a minimum assured sum of Rupees One lakh with the LIC of India by obtaining the endowment policy
- (2)** All the employees shall be registered for ESI under ESI Act 1948 subject to the eligibility criteria prescribed therein
- (3)** All the employees shall be provided free transport from their residence to college and back
- (4)** Canteen facilities shall be provided to all the employees at the subsidized rates
- (5)** Free Health Care Service and Dental Health Care Service and Curative Treatment facilities shall be provided to all the employees who are not covered under the ESI Scheme.
- (6)** Employees shall be encouraged to obtain Medi Claim Policies and adopt New Pension System (NPS) of Government of India.

CHAPTER – 18

36. Superannuation:

- (1)** Every permanent employee shall retire on the last day of the month in which he/she attains the age of 60 year. If the last day of the month is a general holiday and any days preceding thereto or general holidays the employee shall be relived on the afternoon of the last working day before the date of such retirement and the succeeding holidays till the end of such a month shall be treated as on duty for all purposes. If the date of birth of an employee is a first day of the month he shall be relived on the afternoon of the last day of the month preceding the month in which he attains the age of 60 years
- (2)** However the Management may at its discretion continue an employee who has attained superannuation in service till the attainment of 65th year of age selectively on the basis of merit, experience, area of specialization and peer group review if such an employee is physically fit and having an outstanding track record.
- (3)** When an employee is continued in his service beyond superannuation he/she shall abide by such terms and conditions as may be imposed by the Management and draw such emoluments as may be determined by the Management as specified in the contractual agreement.

CHAPTER - 19

37. Terminal Benefits.

(1) The permanent employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The Management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner 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 Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

(3) The Management may at its discretion extend the benefit of gratuity to the permanent employees who have put in a minimum 5 years of service in collaboration with LIC or any other insurance company.

CHAPTER - 20

38. Amenities to the Student

(1) Separate hostels shall be provided to boys and girls who are in need of such accommodation at reasonable charges.

(2) A free medical check up shall be conducted for the student for monitoring health and good physique at the Health Centre.

(3) Compulsory accidental insurance policy to all the students.

(4) NCC training shall be arranged by the College in collaboration with I Karnataka Girls Battalion under the Directorate of NCC for Goa and Karnataka. Apart from the girls senior wing a separate boys wing will also be organized.

(4) NSS camps will be organized from time to time as a part of extra-curricular activities.

(5) Transport facilities in the College Buses from residence to college and back at reasonable charges.

(6) Canteen facilities at subsidized rates

(7) Fee concession, awards, scholarships and other incentives under "Endowment Fund"

- (8) Sponsoring the students on selective basis for participation in the inter - collegiate/university competitions like debate, sports, intellectual expositions etc.
- (9) Placement training as a part of syllabus for superb employability by conducting soft skill development, personality development, communicative english programmes, mock interviews, motivation skill, aptitude improvement etc.
- (10) Sponsoring to industry training especially in the converging areas like software, networking, innovative devices etc.
- (11) Periodical guest lectures at frequent intervals from resource persons, technocrafts, experts from industry and factory
- (12) Assistance for external projects in the reputed organisations under CSIR, public sectors undertakings, MNCs
- (13) Smart campus comprising of communicating the attendance, performance, result etc to the parents by messages (SMS/MMS).

CHAPTER - 21

39. 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. The various administrative and financial powers delegated to different functionaries shall be as specified in Appendix-IV.
- (2) However in case of urgency the HODs and the Principal may procure any chemicals or consumables the maximum amount of which shall not exceed Rupees Five Hundred at a stretch with the oral instructions of the Vice-President subject to ratification of the competent authority.

CHAPTER - 22

40. Endowment for award of Medals, Prizes and Scholarships.

- (1) An Endowment Fund called “**The Oxford College of Engineering Endowment Fund**” shall be constituted. The amounts received from any of the following sources shall be the part of the Endowment Fund:
- (a) Any contribution or grant sanctioned by the University Grants Commission, Government or Central Government.
 - (b) Any bequest, contribution, donation and gifts made by private Individuals or Institutions or Organizations.
 - (c) Any contribution from Foreign Government, Foreign Institutions, Foreigners, NRIs, People of Indian Origin in aboard.
 - (d) Amounts received from any other sources.

(2) **The Oxford College of Engineering Endowment Fund** shall be deposited in Vijaya Bank in a separate account and/or invested in securities authorized by the Indian Trusts Act 1882 as may be decided by the Governing Council and the Management.

(3) The amount received shall be appropriated for the purpose for which such contribution, donation, bequest or gift having been made.

(4) The interest accrued on the deposit or any income derived on the investment of the fund in securities shall be spent for award of scholarship, medals or prizes to the students securing highest marks in any course of study or in a subject or group of subjects in the first attempt as the case may be in the University examinations.

(5) If two or more students securing equal marks the amount available for the medal, prize or scholarship shall be equally divided.

(6) The Management shall have the power to convert the medal or prize into cash award owing to insufficient interest accrued for award of medal for which the fund is instituted.

(7) The Governing Council shall select eligible, qualified and deserving candidates for sanction of prize, medal or scholarship.

(8) If for any reason the prize, medal or scholarship cannot be awarded in any particular academic year then the interest and the income so received shall be added to the Endowment Fund.

(9) The prize, medal or scholarship shall be awarded at the time of any academic event held by the College.

(10) The prizes, medals or scholarship shall not be awarded on communal or any other extraneous factors.

(11) In addition to the above award a **“Best Student”** award shall be also conferred on one of the meritorious students for their outstanding academic performance in each academic year. Such of the students studying BE, B.Arch, M.Tech, MBA & MCA shall be eligible for selection as **“Best Student”** subject to the satisfaction of the following qualifying criteria.

- (a) Students who have secured 1st rank in the University examinations with/without gold medal or secured 2nd rank to 5th rank in the University examinations; or
- (b) Students who have secured highest marks in the University Examinations being the aggregate of all the annual/semester examinations.

(12) Such a **“Best Student”** shall be conferred with an award in terms of a gold medal or cash including refund of the tuition fee paid by him for one year course of study.

41. Fee Concession and Scholarship to the Students.

(1) Such of the Students who satisfy the following criteria will be eligible for the following Incentives:

- (a) 50% concession in 2nd year, 3rd year and 100% in 4th year on the tuition fee to the toppers in each degree courses in the University Examination.
- (b) Award for consistent good academic record throughout the course.
- (c) Award for 100% attendance.
- (d) Award for representing University/State/National level sports.

(2) The selection of candidates for the above incentives shall be by a Committee consisting of Vice-President, Principal, Deans and Director of PG studies.

(2). Such of the students who are admitted under Government Quota to BE & B. Arch course upon their allotment in the process of selection of seats through counseling held by Karnataka Examinations Authority will be eligible for the following incentives.

- (a) Students who have secured Engineering rank/Architect rank below 5000 in the CET are exempt from payment of tuition fee in the 1st year BE/B.Arch course.
- (b) Students who have secured Engineering rank/Architect rank above 5000 but below 10000 in the CET shall be eligible for waiver of 50% of annual tuition fee.
- (c) Students who have secured rank below 5000 in the PG CET for admission to MCA course shall be eligible for waiver of 50% of the annual tuition fee.

42. Conferment of Best Teacher Award.

(1) In each academic year a **“Best Teacher Award”** shall be conferred on one of the faculty in the College including PG departments. The eligibility criteria and the factors adjudging the **“Best Teacher”** for conferment of such an award is as prescribed in Appendix – V.

(2) The eligibility of faculty for **“Best Teacher Award”** shall be considered by a Committee consisting of the President, Vice-President, Principal and Deans and Director of PG Studies in the light of the criteria.

43. Conferment of Best Non-Teaching Employee Award.

(1) In each academic year a **“Best Non-Teaching Employee Award”** shall be conferred on one of the Non-Teaching Employees including Administrative Staff in the College including PG Departments. The criteria for selection shall be as prescribed in Appendix – VI.

(2) The selection of candidates for award under sub rule (1) shall be by a Committee consisting of Vice-President, Principal and Director of PG studies.

CHAPTER-23

44. Powers of the Management to make Rules, Byelaws Manuals and to amend the existing Rules/Byelaws.

(1) The Management is vested with the powers to make Rules, Regulation 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.

(2) Any amendment to Byelaws, Memorandum of Association, Rules and Regulations shall be subject to approval of the District Registrar under the provisions of Karnataka Societies Registration Act 1960.

CHAPTER-24

45. Repeal and Savings

(1) The Oxford College of Engineering, Administrative and Service Manual 2007 in force is hereby repeal.

(2) The repeal shall not affect anything duly done or any action taken shall be deemed to have saved.

CHAPTER-25

46. Functions and Responsibilities of the Governing Council

(1) The Governing Council shall be functional authority for effective Management, Governance, Administration of the college in relation to academics and administration. The Principal is the Member Secretary. The composition shall be as specified below.

1. Chairman
2. Vice Chairman
3. Member Secretary
4. Member (Chief Mentor)
5. Member (University Nominee)
6. Member (AICTE Nominee)
7. Member (Government Nominee)
8. Member (Teachers Representative - PG)
9. Member (Teachers Representative – UG)
10. Member (Dean – Academics)
11. Member (Dean – Administration)
12. Member (Dean - HR & Placements)
13. Member (Dean – Examination)
14. Member (Dean – R & D)
15. Member (Dean – Students Welfare)
16. Member (Management Nominee)

- (2) The Governing Council shall meet atleast once in six months.
- (3) The Governing Council shall function based on the core competencies and shall be a policy making authority. It shall make all endeavors to achieve the excellence in technical education, introduction of innovative teaching methodologies, induction of latest gadgets and technology in teaching.
- (4) The Governing Council shall be responsible for attainment of stature of centre of excellence and potential in technical education. It shall inspire the faculty to take up the sponsored industrial R & D projects, In-house research programmes with the financial support of the AICTE, GOI, State Government, UGC and other funding agencies. It shall ensure that placement and training programmes are held staggeringly for campus selection of students for appointment in corporate sectors.
- (5) The members of the Governing Council shall frequently interact with HODs for having the 1st hand knowledge of academic position and requirements.
- (6) The Management shall reconstitute the Governing Council once in three years.

SCHEDULE

Rule – 2 (e) and 5(3) Authority competent to make appointments.

Sl. No.	Category of Post	Authority Competent to appointment
1	Principal	Management
2	Vice Principal	Management
3	Director of Post Graduate Studies	Management
4	Professor and Head of Department	Management
5	Professor, Associate Professor, Assistant Professor, Director of Physical Education, Librarian.	Management
6	Non teaching employees	President/ Vice President
7	Administrative and Maintenance staff.	President/ Vice President

Annexure-1
(Rule-9 (1) & (9))
Application for sanction of casual leave

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Dates for which the leave is applied. No of days.	
4	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
5	Telephone No./Mobile No. for contact during the leave period	
6	Address during the leave period.	

Date:

Signature of the Employee

Recommendation of the HOD/Section Head/Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

Signature of the HOD/Section Head

(For office use only)

No. of days of CL in the Credit	
Leave last availed on	
Leave balance at credit	
No of days of leave sanctioned	
Orders of the leave sanctioning authority.	

Signature of the Principal & seal

Signature of the Office Staff.

Annexure-2
(Rule-9 (3) & (9))
Applications for sanction of Earned leave

1	Name of the Employee	
2	Designation, Department/Section/Branch	
3	Whether vacation or Non-vacation staff	
4	Dates for which the leave is applied. No of days.	
5	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
6	Telephone No./Mobile No. for contact during the earned leave period	
7	Address during the earned leave period.	

Date:

Signature of the Employee

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

Date:

Signature of the HOD/Section Head

(For office use only)

No. of days of EL in the Credit	
Earned Leave last availed on	
Earned Leave balance at credit	
No of days of Earned leave sanctioned	
Orders of the Earned leave sanctioning authority.	

Signature of the Principal & seal

Signature of the Office Staff.



**Annexure – 3
(Rule – 17 (3))**

THE OXFORD COLLEGE OF ENGINEERING

Application for Admission to 2nd, 3rd, 4th and 5th year BE, B.Arch, M.Tech, MBA and MCA courses in the academic year.....

Date

**To
The Principal
The Oxford College of Engineering**

1	Name of the student (In block letters)	
2	Course/year studied during the previous year.	
3	Register No	
4	Particulars of the examination appeared during the previous year	Year :
		Result :
		Year :
		Result :
5	Admission to which year of the course.	
6	Present Address of the Student	
7	Contact Phone/Mobile Number of the Student	
8	Contact Phone/Mobile Number of the Parents	
9	Details of the Tuition Fees/other fees paid by Crossed DD. (Attach a photocopy of the fee paid receipt)	1. Receipt No:
		2. Date:
		3. Amount Paid:
10	Remarks	

Signature of the Student

Appendix -I
Rule 5 (1)(b)
STAFF PATTERN AND PAY SCALES

The Staff Pattern and Pay scales shall be as prescribed under AICTE Pay Scales, Service Conditions and Qualifications for the teachers and other academic staff in technical institutions (Degree) Regulations, 2010.

Sl. No.	Designations	No of Posts	Pay Scale
1	Principal	1	37,400-67,000+ AGP of Rs. 10,000 & Special Pay of Rs. 3000
2	Director of PG studies	1	37,400-67,000+ AGP of Rs. 10,000

01 CIVIL ENGINEERING DEPARTMENT			
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	9	15,600-39,100+ AGP of Rs. 6,000

02 ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT			
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

03 MECHANICAL ENGINEERING DEPARTMENT			
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	27	15,600-39,100+ AGP of Rs. 6,000

04 COMPUTER SCIENCE AND ENGINEERING DEPARTMENT			
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	8	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	18	15,600-39,100+ AGP of Rs. 6,000

05 ELECTRONICS AND COMMUNICATION ENGINEERING DEPARTMENT			
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	3	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	10	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

06	INFORMATION SCIENCE AND ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	7	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	23	15,600-39,100+ AGP of Rs. 6,000

07	BIO-TECHNOLOGY DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	2	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	8	15,600-39,100+ AGP of Rs. 6,000

08	MECHATRONICS ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	10	15,600-39,100+ AGP of Rs. 6,000

09	AUTOMOBILE ENGINEERING DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	2	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	14	15,600-39,100+ AGP of Rs. 6,000

10	CONSTRUCTION TECHNOLOGY AND MANAGEMENT DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	7	15,600-39,100+ AGP of Rs. 6,000

11	ARCHITECTURE DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD/Director	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	3	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	6	15,600-39,100+ AGP of Rs. 6,000

12	MATHEMATICS DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	4	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	12	15,600-39,100+ AGP of Rs. 6,000

13	PHYSICS DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	1	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	6	15,600-39,100+ AGP of Rs. 6,000

14	CHEMISTRY DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	1	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	5	15,600-39,100+ AGP of Rs. 6,000

15	COMPUTER APPLICATION DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	9	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	24	15,600-39,100+ AGP of Rs. 6,000

16	BUSINESS ADMINISTRATION DEPARTMENT		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Prof. & HOD	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Professor	2	37,400-67,000+ AGP of Rs. 10,000
(3).	Associate Professors	6	37,400-67,000+ AGP of Rs. 9,000
(4).	Asst. Professors	16	15,600-39,100+ AGP of Rs. 6,000

15	LIBRARY		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Librarian	1	37,400-67,000+ AGP of Rs. 10,000
(2).	Deputy Librarian	1	37,400-67,000+ AGP of Rs. 10,000
(3).	Asst. Librarian	1	15,600-39,100 + AGP of Rs. 6,000

15	PHYSICAL EDUCATION		
Sl. No.	Designations	No of Posts	Pay Scale
(1).	Director of Physical Education	1	15,600-39,100+ AGP of Rs. 6,000

Appendix-II
Rule 5 (1)(c)

Administrative, Non-Teaching, Office Staff and Maintenance Staff

The Staff Pattern and Pay scales shall be as prescribed under Karnataka Civil Services (Revised Pay) Rules, 2006.

Sl. No.	Designations	No of Posts	Pay Scale
1.	Registrar	1	12,000-300-12,300-350-14,400-400-16,800-450-19,500-525-22,650
2.	Manager	5	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
3.	Office Assistant	10	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
4.	Stenographer	2	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
6	Clerk	10	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500.
7	Record Keeper	1	5200-100-600-125-6500-150-7100-175-7800-200-8200.
8	Attender	30	4800-100-6000-125-6500-150-7100-175-7275.
9	Electrician	5	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
10	Maintenance Technician	5	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
11	Maintenance Asst	5	4800-100-6000-125-6500-150-7100-175-7275.
Stores			
Sl. No.	Designations	No of Posts	Pay Scale
1.	Manager	1	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
2.	Store Keeper	1	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
House Keeping			
Sl. No.	Designations	No. of Posts	Pay Scale
1.	Housekeepers	1	4800-100-6000-125-6500-150-7100-175-7275.
2.	Ayah	15	4800-100-6000-125-6500-150-7100-175-7275.
Labs			
Sl.No.	Designations	No. of Posts	Pay Scale
1.	Lab Attender	20	5200-100-6000-125-6500-150-7100-175-7800-200-8200.
2.	Helper	20	4800-100-6000-125-6500-150-7100-175-7275.

Technical Staff			
Sl.No.	Designations	No. of Posts	Pay Scale
1.	Foreman	5	10000-250-10500-300-12300-350-14400-400-16800-450-18150.
2.	System Analyst/Administrator	2	18150-450-19500-525-22650-600-26250-675-26925.
3.	Programmers	5	10000-250-10500-300-12300-350-14400-400-16800-450-18150.
4.	Operator	7	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
5.	Asst. Operator	7	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500.
6.	Mechanics	12	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
7.	Instructor	8	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350.
8.	Asst. Instructor	13	5500-100-6000-125-6500-150-7000-175-7800-200-8600-225-9500
9.	Workshop Attender	5	5200-100-6000-125-6500-150-7100-175-7800-200-8200
10.	Helpers	28	4800-100-6000-125-6500-150-7100-175-7275.

APPENDIX - III

Rule 5(1)(d)

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

SL. NO	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Asst. Professor	1 st class Bachelor's degree in the appropriate branch of Engineering/Technology and 1 st class masters degree in the appropriate branch of engineering or Technology.	
2.	Asst. Professor (MCA)	1 st class Bachelor's degree in the appropriate branch of Engineering/Technology and 1 st class masters degree in the appropriate branch of engineering or Technology. or BE and MCA with 1 st Class or MCA with 1 st Class	In case of MCA 2 years relevant experiences.
3.	Asst. Professor (Management)	1 st Class in Master Degree in Business Administration	2 years relevant experiences.
4.	Asst. Professor (Architecture)	1 st Class Bachelor and Master Degree in Architecture.	-
5.	Asst. Librarian	Master Degree in library and information science with at-least 55% marks and qualifying in the NET/SLET/SET in library science	Minimum 2 years of experience is desirable.

		conducted by UGC or other agency approved by UGC.	
6.	Director of Physical Education	Master Degree in Physical Education (2 years course) with at-least 55% of Marks and qualifying in NET/SLET/SET conducted by UGC or other Agency approved by UGC.	Consistently good academic record having represented University/College at the Inter University/Inter-Collegiate Competations and State and/or National Championship, passed the physical fitness test.
7.	Associate Professor	Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology. Post Ph.D publications and guiding Ph.D Scholars is preferred.	5 years experience in Teaching/Industry/Research of which 2 years post Ph.D experience. In case of Architecture professional practice of 5 years as certified by Council of Architecture.
8.	Deputy Librarian	Master Degree in library and information science with at-least 55% marks. Ph.D in Library or Allied discipline with consistently good academic record.	10 years of experience of which 5 years as Asst. librarian. Evidence of innovative library service and organisation of published work and ICT Modernization of Library and should have evidence of published work of 10 books/publications in indexed/isbn/issn numbered journals/books
9.	Professor	Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology. Post Ph.D publications and guiding Ph.D Scholars is preferred.	10 years experience in Teaching/Industry/Research out of which at-least 5 years should be at the level of Associate Professor or minimum 13 years of experience in Teaching and/or Research/Industry. In case of research experience a good academic called and books/research publications/IPR/patents record as may be determined by the expert members in the Selection Committee. In case industry experience it shall be at Management Level equivalent to Associate Professor with active participation record in devising, designing, planning , executing , analyzing, quality control, innovative training, technical books, research paper publications/IPR, Patents etc. as may be determined by the expert members in the selection committee. In case of Architecture professional practice of 10 years as certified by the Council of Architecture.
10.	Librarian	Master Degree in library and information science with at-least 55% marks. Ph.D in Library or Allied discipline with consistently good academic record.	15 years of experience of which 5 years as deputy librarian. Evidence of innovative library service and organisation of published work and ICT Modernization of Library and

			should have evidence of published work of 10 books/publications in indexed/ISBN/ ISSN numbered journals/books.
11.	Principal /Director	<p>Ph.D. in appropriate stream with the First Class Degree at Bachelor's and Master's level in the appropriate branch of engineering/ Technology.</p> <p>Post Ph.D publications and guiding Ph.D Scholars is preferred.</p>	<p>10 years experience in Teaching/Industry/Research out of which at-least 5 years should be at the level of Associate Professor or minimum 13 years of experience in Teaching and/or Research/Industry.</p> <p>In case of research experience a good academic called and books/research publications/IPR/patents record as may be determined by the expert members in the Selection Committee.</p> <p>In case industry experience it shall be at Management Level equivalent to Associate Professor with active participation record in devising, designing, planning, executing, analyzing, quality control, innovative training, technical books, research paper publications/IPR, Patents etc. as may be determined by the expert members in the selection committee.</p> <p>In case of Architecture professional practice of 10 years as certified by the Council of Architecture</p> <p>Flair for Management and Leadership having at-least five years administrative experience.</p>

NOTE: Equivalent percentage of great point equivalence of the Ph.D shall be as specified by AICTE from time to time.

APPENDIX – IV**Rule 5(1) (d)****MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR NON- TEACHING POSTS AND ADMINISTRATIVE POSTS.**

Sl. No.	Name of the Post	Qualification	Recruitment Method
1	Foreman	Diploma in the relevant branch awarded by Karnataka Technical Examination Board with experience	Direct Recruitment
2.	System Analyst/Administrator	BE in computer science or Information Science or MCA.	Direct Recruitment
	Programmers	BSc (Computer Science, Electronics) or Diploma in Computer Science/ Information Science.	Direct Recruitment
	Operator	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board.	Direct Recruitment
	Asst. Operator	SSLC/PUC with ITI Trade Certificate in relevant branch	Direct Recruitment
	Mechanics	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board or ITI Trade Certificates in the relevant branch with 5 year's experience.	Direct Recruitment
	Instructor	Diploma in the relevant Branch awarded by Karnataka Technical Examination Board with 2 years experience.	Direct Recruitment
	Asst Instructor	SSLC with ITI Trade Certificates in the relevant branch with 3 year's experience.	Direct Recruitment
	Workshop Attender	Pass in SSLC with 5 years experience as Helper	By promotion from the cadre of Helper
	Helpers	Pass in 7 th std	Direct recruitment

APPENDIX – V
DELEGATION OF POWERS
Rule 37(1)

Sl. No.	Description of Power	Delegated to	% of power Delegated
1	Administrative approval of works	Director/Principal	Estimate of Rs. 1 lakh for one work subject to availability of grants
2	Books and periodicals: To sanction purchase of reference books and journals for academic work	Director/Principal	Full powers
3.	Stationery	Director/Principal, All HODs	Full powers
4.	Office equipment	AO	Full powers
5.	purchase of Computers and peripherals	HOD CSE/IT	Full powers
6.	purchase of Laboratory equipment and consumables	All HODs	Full powers
7.	Repair and AMC of computer and related items	All HODs	Full powers
8	Repair and AMC of office equipment and furniture	AO	Full powers
9	Advertisement sanction: Publishing of official advertisement	Director/Principal	Full powers
10	To sanction the acceptance of remuneration by faculty under their control for work has examiners for various examinations conducted by government departments	Director/Principal	Full powers
11.	Training: To sanction training programs, and incur expenditure on honorarium, transport, training material, contingency, etc. subject to program being authorized under some approved scheme	All HODs	Full powers

Utilization of Financial powers

Sl. No.	Description of Power	Delegated to	% of power Delegated
1.	Administrative approval of works	Director/Principal	100000
2.	Books and periodicals: To sanction purchase of reference books and journals for academic work	Director/Principal	100000
3.	Stationery	Director/Principal, All HODs	50000
4.	Office equipment	AO	50000
5.	Computers and peripherals	HOD CSE/IT	100000
6.	Laboratory equipment and consumables	All HODs	50000
7.	Repair and AMC of computer and related items	All HODs	20000
8.	Repair and AMC of office equipment and furniture	AO	20000
9.	Advertisement: To sanction publishing of official advertisement	Director/Principal	50000
10.	To sanction the acceptance of remuneration by faculty under their control for work has examiners for various examinations conducted by government departments	Director/Principal	50000
11.	Training: To sanction training programs, and incur expenditure on honorarium, transport, training material, contingency, etc. subject to program being authorized under some approved scheme	All HODs	50000

APPENDIX-VI

(Rule-17 (14))

**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. 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

