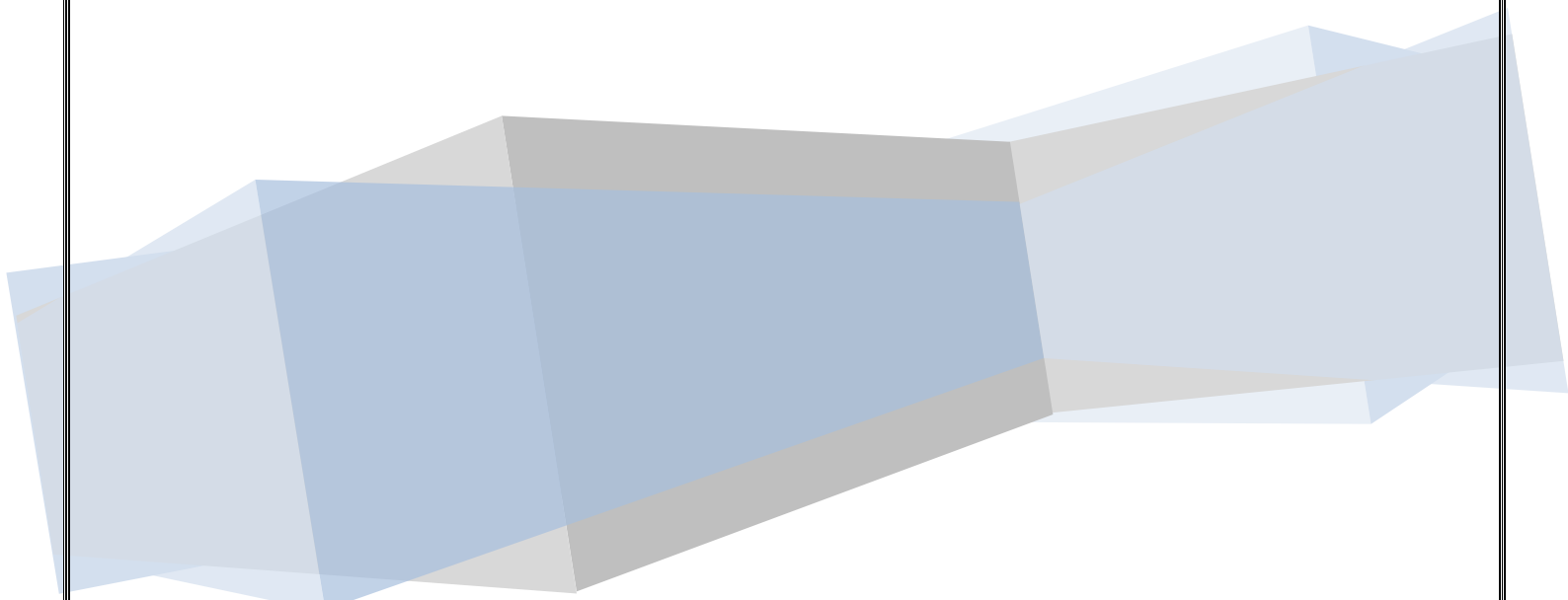


ACS College of Engineering Bangalore-74

SERVICE MANUAL



CHAPTER – 1

PRELIMINARIES

Chapter – 1: Preliminaries

1.1. Title, Commencement & Application:-

- 1.1.1. The Administrative and Service Manual of the ACS College of Engineering (ACSCE) shall be called as ‘ **ACS College of Engineering Employees (ASCE) Administrative and Service Manual**’.
- 1.1.2. This shall come in to force from the date of approval by the Governing Council of ACSCE.
- 1.1.3. This shall apply to all the employees of the ACSCE.

1.2. Definitions :- In this Administrative Manual unless the context otherwise means as follows:-

- 1.2.1. “**University**” means Visvesvaraya Technological University, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
- 1.2.2.
 - a. “**AICTE**” means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
 - b. “**Commission**” means University Grants Commission.
- 1.2.3. “**Trust**” means **MOOGAMBIGAI CHARITABLE & EDUCATIONAL TRUST (MC&ET)** was promoted by Sri. A.C.Shanmugam, as its Founder and Managing Trustee and registered at Bangalore under the Indian Trust Act with Registration No.62/92-93 on 29-05-92.
- 1.2.4. “**Governing Council**” means the Governing Body of ACSCE constituted by the MC&ET to administer and manage the College.
- 1.2.5. “**College**” Means ACSCE, Kambipura, Mysore road, Bangalore – 560074.
- 1.2.6. “**Chairman**” means the Chairman of the Governing Council of the College.
- 1.2.7. “**Rector**” means the Rector of the Engineering College who shall be incharge of overall supervision of the college, academically and administratively.
- 1.2.8. “**Principal**” means Principal of the ACSCE duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.
- 1.2.9. “**Head of the Department**” means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
- 1.2.10.
 - a. “**Academic Authority**” means freedom granted by the University to a college in all aspects of conducting academic programmes for promoting excellence.
 - b. “**Controlling Authority**” means the Governing Council in relation to all the Academic Staff.
- 1.2.11. “**Appointing Authority,**” means the authority competent to make appointments to any post as indicated in the Schedule.

- 1.2.12. **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.
- 1.2.13. **“Employee”** means the person employed in the service of the college in any post and is including the academic staff.
- 1.2.14. **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the College.
- 1.2.15. **“Permanent Employee”** means a person permanently employed in the Service of the College in any post, duly confirmed by the Governing Council.
- 1.2.16. **“Temporary Employee”** means a person in the service of the college purely on temporary basis subject to prescribed terms and conditions.
- 1.2.17. **“Appendix”** means Appendix to this Manual.

Note: All other expressions that have not been defined shall have the same objective and meaning as in the byelaws of the Trust.

1.3. Maintenance of Important Books , Journals, Orders etc.:-

The College shall maintain the following Books, Texts, Orders, Journals and Enactments for reference.

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

Note: All the above laws, rules, regulations, orders etc, for the time being in force shall be amended as and when they are required.

Wherever ACSCE rules are salient KCSR rules will be followed

CHAPTER – 2
APPOINTMENTS, CONFIRMATION,
TERMINATION & RETIREMENT

Chapter – 2: Appointments, Confirmation, Termination & Retirement

2.1. Duty Timings:

- 2.1.1. Duty hours in different departments and sections of the institution are to be followed as notified from time to time.
- 2.1.2. The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall follow accordingly.

2.2. Attendance:

- 2.2.1. All employees shall mark their attendance in respective attendance registers maintained in the department/office of the college.
- 2.2.2. On arrival for duty the employee shall initial against their names on the duty date. The attendance register will not be available for such initialing after lapse of 15 minutes from the time fixed for the commencement of duty. In case of Electronic Attendance monitoring, it will be closed after 15 minutes.
- 2.2.3. Employee reporting 15 minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is obtained by the head of the Department/Principal.
- 2.2.4. All employees on duty to be at their designated place of work during the working hours.
- 2.2.5. Any employee not found at his/her place of work during working hours for more than one hour without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.

2.3. National & Festival Holidays:

College may follow holidays as per VTU/Government of Karnataka as notified by the head of the institution. However, the employee has to be present for the flag hoisting ceremony compulsorily on 15thAug(Independence Day) and 26thJan(Republic Day) and also on other important college functions.

2.4. Appointments

- 2.4.1. All selections & appointments shall be approved by the Governing Council. The Governing Council shall appoint selection committee for the recruitment process.
- 2.4.2. A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- 2.4.3. A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.
- 2.4.4. At the time of joining, the Candidate shall complete the following formalities.
- 2.4.5. Submission of joining Report.
 - 2.4.5.1. Submission of attested copies of Educational Certificates along with originals for verifications.
 - 2.4.5.2. Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
 - 2.4.5.3. Submission of Evidence of date of birth/proof of age.
 - 2.4.5.4. Nomination for Provident Fund/Gratuity in prescribed form (if eligible).

- 2.4.5.5. Application for Identity Card along with three passport size photographs.
- 2.4.5.6. Application for opening Bank Account prescribed by the college.
- 2.4.6. Any of the following documents may be accepted as evidence of date of birth/proof of age.
- 2.4.6.1. Secondary School Leaving Certificate.
- 2.4.6.2. Where a person is non – SSLC, certified extract from Registrar of births and deaths or any other valid document acceptable to the Management.
- 2.4.7. The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- 2.4.8 The Institution may verify the antecedents of the candidate either directly or through agency be referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- 2.4.9. All appointments shall be subject to the candidate being medically found fit to this effect fit and the candidate shall produce medical certificate from the doctor specified by the College. The College may advise employee after appointment any time to be examined by a medical officer approved by the College for the purpose. If on examination the employee is found suffering from any Communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the college or to the other employees, students and staff of the college, may terminate his/her services on being found as medically unfit.
- 2.4.10. The staff pattern, the method of recruitment and the minimum qualification applicable shall be as enshrined in the All India Council for Technical Education, Regulations read with cadre and recruitment Rules enacted by the state Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the cadre and Recruitments Rules of the state Government have been reflected in Appendix – I, II, III, IV, V & VI. The scales of pay applicable to the principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.

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

2.5. Probationary Period: All employees, other than temporary and adhoc, shall ordinarily be on probation for a period of two years or as specified in the appointment order. The probationary period may be extended for a further period of six months or any part thereof, notice of extension of probation will be given to the employee in writing before the expiry of the probationary period and extension of probation should have sufficient reason. However,

if such extension notice is not given he/she is deemed to be confirmed and on satisfactory completion of probation, the appointment will be confirmed.

2.6. Service Records: A service register shall be separately maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated salary, scale of pay on which he/she was appointed, increments given from time to time, leave availed and at credit if any, transfers, promotions, suspensions, punishments etc. The service register shall be opened immediately after the employee reports for duty and to be updated periodically.

2.7. Special Service Contract: A candidate may be employed on contract basis for a fixed period on such terms and conditions which the Governing Council deems proper and fit as per the requirement of the institution/college.

2.8. Seniority: The Seniority in a particular cadre of service or class approved shall be determined as follows.

2.8.1 All persons confirmed shall be senior to all others not confirmed in that cadre.

2.8.2. The seniority of persons who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, relative seniority shall be determined with reference to their age seniority. The one who is older in age shall be treated as senior.

2.8.3. When persons are recruited to a class of post both by internal promotion and direct recruitment the internally promoted candidate shall rank higher than those recruited from external candidate.

2.8.4. When Promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

2.8.5. When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names or candidate are arranged in the order of merit.

2.8.6. Seniority of direct recruitment shall be determined as follows:

2.8.6.1. When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.

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

2.9. Resignation: When an employee tenders resignation to the post held by him/her, the resignation may be accepted by the appointing authority if it is in consonance with the terms and conditions specifically laid down in the appointment letter, in this regard the following points shall be verified before accepting the resignation.

2.9.1. Whether the resignation is not in the middle of the academic session prescribed by Affiliating University.

2.9.2. Whether the required notice or salary equivalent to the notice period has been paid.

- 2.9.3. If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be returned.
- 2.9.4. Whether no dues certificate has been obtained from different departments/sections of the Institution.
- 2.9.5. If the conditions of 2.9.1. To 2.9.4. are fulfilled the Head of the Institution shall forward the resignation letter to the GC with suitable opinion/remarks for orders/acceptance.
- 2.9.6. The GC has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- 2.9.7. After receiving the orders/acceptance from the GC, same shall be communicated to the employee by Head of the Institution concerned.
- 2.9.8. The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the GC.
- 2.9.9. The GC shall be Competent Authority to accept the resignation of all employees.

2.10. Service Certificate: Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the college, which will be issued and signed by the Head of the institution/college.

2.11. Termination/Removal from Service:

- 2.11.1. The Governing Council may terminate service of a temporary/ adhoc employee at any time.
- 2.11.2. The Governing Council may terminate service of an employee appointed under contract or agreement on the determination of the contract or agreement by efflux of time or otherwise.
- 2.11.3. The Governing Council may terminate the service of an employee under special circumstances, such as reduced workload, after giving three months notice or pay in lieu thereof. No such notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the rules, on giving a show cause notice to this effect.
- 2.11.4. After giving three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Governing Council, the Governing Council may terminate the employee. In case of medical unfitness, the opinion of the Medical board as decided by the Governing Council shall be obtained.

2.12. Superannuation: All employees shall retire on attaining the age of 60 years. The Governing Council may at its discretion grant extension of service of one year or more at a time beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 10 years in any case.

2.13 Provident Fund Scheme: The Employees appointed are covered by the Employee's Provident Fund and miscellaneous provisions act 1952. The applications of these rules are mandatory to all the employees. According to these rules the employee shall contribute towards PF Contribution at the rates prescribed in the rules and matching share of

contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the regional provident fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF account and pension fund account. The payment of contributions shall cease on the employee leaving the service either on resignation, termination or by retirement. The accumulated PF Contribution will be paid to the employee directly by the Regional provident fund Commissioner, Karnataka, Bangalore. For details with regard to PF and pension benefits, the employees provident fund and miscellaneous provisions Act 1952 be referred.

2.14. Miscellaneous Provisions:

- 2.14.1. **Transfer:** Any employee may be transferred/changed from one institution to another institution managed by the same Trust and such transfer does not cause any reduction in salary and position with no break in service.
- 2.14.2. **Joining Time:** When an employee is transferred from one institution to another under the same Management, he/she should join the institution to which he/she is sent immediately. If he/she is relieved in the morning, he/she must join the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join before the forenoon of the following immediate working day.
- 2.14.3. An employee who does not join his/her post within prescribed timings is not entitled to salary for the entire period till the date of joining in the new institution, treating that period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct, besides break the service, except where the employee establishes to the satisfaction of the Chairman, Governing Council, that he/she was unable to join duty for reasons beyond control.

CHAPTER – 3
PAY & ALLOWANCES

Chapter – 3: Pay & Allowances

3.1. Regulation of Emoluments: The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Governing Council from time to time. All appointment shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the Governing Council on the merit of each case. The allowances admissible to the permanent employees shall be DA, HRA & CCA as per the norms sanctioned by the Governing Council.

3.2. Charge Allowance: When an employee is assigned with additional duties in addition to his/her own duties and the charge entail a substantial increase of responsibility and some additional to be fixed by the Governing Council . The charge allowance shall generally not exceed one tenth of the minimum of the pay applicable to the post of which an employee is placed in additional charge or independent charge.

3.2.1. No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution.

3.2.2. The minimum period required for claiming charge allowance under this rule shall be one month

3.2.3. Charge allowance in respect of only one additional post is admissible even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of tenth of the minimum pay of the post carrying highest scale.

3.2.4. However, higher charge allowance, can be approved by Governing Council as and when the need may arise.

3.3. Fixation of Pay:

3.3.1. When an employee is promoted to a post or appointed to an ex- cadre post and such promotion or appointment involves assumptions of duties involving higher responsibilities than those of the post held by him/her, initial pay in the time scale of the post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.

3.3.2. An increment may be withheld from an employee by the institution, if his /her conduct/performance has not been satisfactory.

3.3.3. When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction by the Governing Council.

3.3.4. The conditions under which service counts for increments in a time scale are as follows.

- 3.3.4.1. All duty in a post on a time scale counts for increment in that scale are as follows.
- 3.3.4.2. All leave except extraordinary leave (leave without pay & Allowance) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave.
- 3.3.4.3. Extra ordinary leave (leave without Pay & Allowance) on medical grounds duly supported by medical certificate shall count for increment.
- 3.3.4.4. The period spent on probation shall count for increment.
- 3.3.4.5. Period spent while on suspension does not count towards the increments, if the period of suspension is treated as suspension.
- 3.3.4.6. Period of unauthorized absence not regularized but treated as such shall not count for increment in the time scale.
- 3.3.4.7. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her pay scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.

CHAPTER – 4
SERVICE RULES

Chapter – 4: Service Rules

4.1. Casual Leave.

- 4.1.1. The permanent employees are eligible for 12 days casual leave with full pay in each calendar year and casual leave credit shall be allowed in 2 installments of 6 days on 1st January and 06 days on 1st July, of the year.
- 4.1.2. An employee during his first year of service can avail of casual leave at the rate of one day per each completed month of service.
- 4.1.3. Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as on Casual leave.
- 4.1.4. Leave without allowance(LWA) shall not be granted in continuation of casual leave. In cases where leave without allowance is granted in continuation of casual leave, casual leave already granted if any, shall be cancelled and the leave without allowance should commence from the date on which the casual leave commenced.

4.2. Earned Leave:

- 4.2.1. Employees working in non - vacation category shall be eligible for 15 days of earned leave in a calendar year and will be credited only after completion of one year.
- 4.2.2. The following employees are considered as non – vacation staff
 - i. Principal
 - ii. Vice – Principals
 - iii. Head of the Department
 - iv. Non – Teaching Staff [Technical & Administrative]
 - v. Library Staff
 - vi. Placement & Training officer & Staff
- 4.2.3. The employees other than those mentioned in 4.2.2. are considered as vacation staff. They are eligible for 07 days of earned leave in a calendar year, in addition to their permitted vacation.
- 4.2.4. The minimum and maximum days of earned leave that may be availed at a stretch is 03 days and 60 days respectively with the prior sanction of the sanctioning authority.
- 4.2.5. Earned leave can be accumulated up to 300 days.
- 4.2.6. If during the earned leave period, there are general holidays, then those holidays are also counted as leave period.

- 4.2.7. The leave account of every employee shall be credited with earned leave in advance in two installments on the 1st January, and 1st July every year.
- 4.2.8. If vacation enjoying employee is refrained to avail the vacation because of the exigencies in the department, such employee is eligible to get one day EL for every 5 days of working during vacation period.

4.3. Special casual leave:

- 4.3.1. Special Casual leave may be granted to an employee for a period not exceeding thirty days in any one calendar year for the following purposes. The period of absence in excess of thirty days should be treated as regular leave of any kind admissible to the persons concerned. For this purpose the special causal leave is permitted to be combined with the other kinds of leave.
- 4.3.1.1. For participation in sports & Educational Programmes (e.g. Seminar/Conferences/Workshops) events of University/State/National or International importance. Only one event of its kind in a year is permitted.
- 4.3.1.2. When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a Member of a team which is accepted as representative on behalf of the College/University/ State/ Country.
- 4.3.1.3. Special casual leave not exceeding seven days may be allowed to spouses of married employees who undergo vasectomy or tubectomy operation as the case may be against the medical certificate issued by the Medical officer performing the operation.
- 4.3.1.4. Special casual leave not exceeding 14 days may be sanctioned by the GC to the Woman employee who undergo non – puerperal sterilization (and not puerperal sterilization) on the strength of the medical certificate granted by the medical officer performing the operation.
- 4.3.1.5. Special casual leave also be sanctioned to female employees having three or more living children who are not entitled to the grant of maternity leave but undergo tubectomy operation even during puerperium under the family planning scheme.
- 4.3.1.6. In the event of failure of tubectomy operation for the second time she shall be granted special casual leave not exceeding 14 days on production of a medical certificate from the medical officer performing the operation to the effect that the first operation was failure and the second operation was actually performed.
- 4.3.1.7. All women employee who undergo IUCD Placement may be granted a day's special casual leave on the day of insertion.
- 4.3.1.8. Special casual leave not exceeding thirty days in each calendar year may be granted to the employees who are chosen by any university for attending the examination work. They will not be eligible for TA & DA from the institution.
- 4.3.2. Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not

excluded from the admissible limit of special casual leave. However, Sundays and Holidays can be prefixed and suffixed to the special Casual Leave.

4.4. Extra Ordinary Leave (Leave Without pay)

4.4.1. Extra Ordinary Leave [Leave without salary] may be granted to an employee in the following circumstances.

4.4.1.1. When no other leave by rule is admissible or.

4.4.1.2. When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.

4.4.1.3. When an employee is undergoing treatment for cancer & mental illness/pulmonary tuberculosis/pleurisy of tuberculosis origin/leprosy, origin/Leprosy, the GC may at its discretion sanction the required extraordinary leave (leave without salary) for the treatment of such illness application is supported by the Medical Certificate issued by the Medical Specialist treating the concerned disease.

4.4.2. If an employee has availed extra ordinary leave/leave without allowance of some period of absence, has been treated as dies non i.e. on – duty during a half year, the credit of earned leave to be credited to his/her leave account shall be reduced by one tenth of the period of such leave and/or non – duty, subject to a maximum of five days.

4.5. Over Staying after the Leave

4.5.1. An employee who remains absent after the expiry of his/her originally granted leave period or the subsequently extended leave period if there is no leave at his/her credit is not entitled to any salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control due to the vagaries of nature.

4.6. Employment during the Leave: An Employee who is on leave shall not work in other place or accept any work/profession /consultancy /employment in any capacity either honorary or otherwise, without obtaining permission from Governing Council in writing. Any violation of the rule attracts disciplinary action against such employees.

4.7. Leave for Part - time Employees: Part – time employees are not entitled to any other kind of leave admissible under this chapter except casual leave which shall be limited to one day for every month of service in each calendar year to vacation staff and fifteen days in each calendar year to non – vacation staff.

4.8. Prefixing and Sufficing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /holidays shall be included in such leave.

4.9. Leave for Employees on contract: For the Members of staff who are appointed on contract basis for a minimum period of one year, if any leave will be allowed as follows.

4.9.1. Leave on full pay for 30 days and leave on half pay on medical certificate for 15 days for every year of the period of contract.

Provided that no leave on full pay be granted to those working in vacation departments, However they work during any part of the vacation under orders of the competent authority they shall be granted leave on full pay in accordance with the provisions of these rules.

4.9.2. Three months extra – ordinary leave without pay may also be granted provided that the period of contract is for minimum three years.

4.9.3. Casual leaves as indicated in rule 5.4 of these rules.

4.10. Vacations & Payment of Salary during Vacation

4.10.1. The Educational institution shall remain closed after every semester as prescribed by the head of the Institution in accordance with the prescribed norms of the affiliating university.

4.10.2. The following procedure shall be followed for the payment of salary for the period of vacation to the teaching staff.

4.10.2.1. For all teaching staff who have not completed one year of service and not relieved but continued in service as on date of the commencement of vacation, 50% salary only for the vacation months shall be paid or if the staff is prevented availing the vacation, full month salary shall be paid.

4.10.2.2. The balance of 15 days salary of each month of the vacation period shall be paid, after reporting for duty on re – opening of the institution after vacation in three monthly installments. Provided that salary for the vacation period shall not be drawn and paid for the months in which duty salary is drawn and period.

4.10.2.3. The payment of salary for the vacation period is subject to the following conditions.

4.10.2.4. Such teaching staff shall be present on duty on the last working day of commencement of vacation and the first working day on reopening after vacation.

4.10.2.5. They should have deposited all their education certificates (original) with the head of the institution before drawl of the vacation salary.

4.10.2.6. The Head of the institution shall record a certificate in the bill that he has secured the original certificates from the employee for whom vacation salary is drawn in this bill and kept in safe custody.

4.10.2.7. They shall refund the vacation salary drawn for the first year in case they resign from service before completion of the second academic year.

Similarly, they shall refund the vacation salary drawn for the second year in case, resign before completion of third academic year. Thus they shall continue in service for three years in order to avail the full benefit of the vacation salary.

4.10.2.8. In case, they desire to take back the original certificates within three years of service they have to deposit two month's salary as the case may be in addition to the vacation salary drawn for the preceding vacation period such deposits will be refunded on depositing of the original certificates.

4.10.3. The above clauses are not applicable to those teaching staff who have completed three year of services as on the date of commencement of summer vacation.

CHAPTER – 5
DUTIES & RESPONSIBILITIES OF
VARIOUS CADRES

Chapter – 5: Duties & Responsibilities of Various Cadres

5.1. Chairman / Executive Director :

- 5.1.1. Responsible for smooth and efficient functioning of the college keeping in view of the Vision and Mission of the Institution.
- 5.1.2. To preside over and conduct proceedings of GC.
- 5.1.3. To initiate and support to implement all the GC resolutions.
- 5.1.4. To review periodically all the financial, academic and other matters pertaining to the college.
- 5.1.5. To review service records of Principal of the college and to write confidential reports of the Principal.
- 5.1.6. To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal in consultation with the Rector subject to ratification of the Governing Council.
- 5.1.7. To sanction all types of advances.
- 5.1.8. To give approval to the Principal/Rector for certain specific actions of urgent nature subject to ratification by Governing Council.
- 5.1.9. To examine and approve proposals of Principal/Rector on academic and administrative matters of the college subject to ratification by Governing Council.
- 5.1.10. To examine and approve the non – recurring expenditure exceeding rupees one Lakh submitted by Principal/Rector.
- 5.1.11. To support any policy/function delegated by Governing Council /MC&ET.
- 5.1.12. To initiate action on any matters of interest to the college subject to ratification by Governing Council.

5.2. Duties and Responsibilities of Rector

- 5.2.1. The Rector shall be responsible for overseeing the academic and administrative aspects of the management of College(ACSCE) subject to the policies and guidelines issued by the Chairman, Governing Council and MC&ET.
- 5.2.2. He shall be a member of the Governing Council and all Sub – Committees.
- 5.2.3. To issue instructions and provide guidance to the Principal of the college and other functionaries on the overall functioning of the colleges.
- 5.2.4. All the non – recurring financial related papers less than Rs 25,000/- shall be approved by the Rector on the recommendation of principal and the concerned subcommittees.

- 5.2.5. All policy matters/proposals like starting of new courses, alteration of intake, starting of new research centers are prepared in consultation with Chairman/Executive Director.
- 5.2.6. Construction/renovation of the buildings, are to be prepared in consultation with the Rector and approval shall be obtained from the Chairman of Building committee/Governing Council / MC&ET.
- 5.2.7. For all important policy matters, the Principal is required to get the approval from the Chairman, routed through the Rector.
- 5.2.8. Admission of management quota seats will be through admission committee of the management. Principal and Rector shall be members of this committee.
- 5.2.9. Rector is responsible to oversee the implementation of policies and programmes directed by Govt.,VTU, AICTE, UGC, Governing Council and MC&ET.
- 5.2.10. To liaise with apex institutions like VTU, AICTE, UGC, DTE and MHRD to mobilize financial as well as technical support for building the institution.
- 5.2.11. To oversee and counsel the teachers on teacher evaluation by students. Plan and oversee semester wise activities of different departments, monitoring of engineering faculty development cell (EFDC).
- 5.2.12. Any other duty and responsibilities assigned by the Chairman / Executive Director/GC/MC&ET from time to time.

5.3. Duties and Responsibilities of Principal

- 5.3.1. The principal is the Chief Executive of the College and is responsible to the Governing Council for all academic, administrative and financial matters of the college.
- 5.3.2. Teaching as per AICTE norms.
- 5.3.3. He is to function as the Member Secretary of the Governing Council (GC).
- 5.3.4. To be a link between Governing Council, Chairman, Executive Director and Rector on one hand & the college administration, staff and students on the other hand.
- 5.3.5. To provide the interface to project the activities of the college as decided by the Governing Council / MC&ET to all external agencies.
- 5.3.6. As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.
- 5.3.7. To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Executive Director, Rector and Chairman.
- 5.3.8. To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the college through the Rector and the Executive Director to the Chairman.
- 5.3.9. To obtain approval of the chairman on behalf of the Governing Council subject to the ratification of Governing Council for any urgent action to be taken by any authority

authorized by chairman wherever necessary in consultation with the Executive Director and Rector regarding the administration of the college.

- 5.3.10. To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through vice – principal (Admin) and respective heads of units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 5.3.11. To write the confidential reports of all the faculty and maintain them in his custody. However the CR's of non – teaching faculty (Except class IV) will be written by concerned HOD and submitted to the principal for compliance and safe custody.
- 5.3.12. To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- 5.3.13. To interact with all external agencies such as industries and other professional organizations as could be decided by the Governing Council /Trust in Consultation with the Executive Director and Rector.
- 5.3.14. To take necessary legal advice and follow up action whenever required on behalf of the college.
- 5.3.15. To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial, & administration of the college in consultation with Executive Director and Rector. To his extent, to have close liaison with the State, Central Government Department, AICTE and Universities.
- 5.3.16. To conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.
- 5.3.17. To act as sanctioning authority for all tours of all faculty and staff members recommended by concerned HODs excluding himself to keep the Executive Director, Rector and chairman informed of all such approved tours.
- 5.3.18. To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman, Executive Director and Rector the position in matter.
- 5.3.19. To sanction delegate's fee and permission for staff to present papers at National Conferences in consultation with Rector.
- 5.3.20. To obtain the approval of the chairman for the participation at International conferences with information to the Executive Director and Rector.
- 5.3.21. As regards participation in other activates outside the normal schedule of the college, prior intimation is to be given to the Executive Director and Rector.
- 5.3.22. To ensure admission of students as per the norms prescribed by University and also the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- 5.3.23. To ensure effective and satisfactory conduct of the academic activates by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Rector to Chairman of the Board for provision of

necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.

- 5.3.24. To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice – Principals, Section Heads, Executive Director and Rector.
- 5.3.25. To make payments towards the various activities of the college as per the approved budget after scrutiny by superintendent (Finance)/Finance officer.
- 5.3.26. To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made.
- 5.3.27. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- 5.3.28. To ensure maintenance of proper discipline both among students and staff.
- 5.3.29. To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- 5.3.30. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- 5.3.31. To attend to all matters pertaining to the GC. To arrange for the preparation of agenda and the meeting of the GC in consultation with the Rector. To prepare the draft minutes of GC meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC the actions taken by him of the College in consultation with the Executive Director and Rector.
- 5.3.32. Perform any other function that may be assigned by Rector /Executive Director/Chairman or the GC from time to time.

5.4. Duties and Responsibilities of Vice -Principal (Administration)

- 5.4.1. During leave or vacancy of Principal, the Vice Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
- 5.4.2. To be a link between the Rector, Principal on the one hand and HODs, Administrative departments, staff & students on the other hand.
- 5.4.3. To scrutinize all the proposals on administrative & financial matters carefully and then submit to the principal.
- 5.4.4. To verify all the files relating to establishment of bills, service matters, admission & examination work and to submit to the Principal.
- 5.5.5. To be in charge of students welfare (bus, train, air concessions), public relations, placement, campus maintenance and Security.
- 5.4.6. To scrutinize all the proposals on administrative and financial matters and to verify all the files and record opinion before submitting them to the Principal.

- 5.4.7. To place the pending statement cases to the Principal on or before 15th of every month with the assistance of Administrative Officer.
- 5.4.8. To be in charge of Recruitments, Promotions, Pay, allowances, deputation of employees, maintenance of service registers and personal files.
- 5.4.9. To sanction CL and special leave less than 5days.
- 5.4.10. To maintain service registers and personal files.
- 5.4.11. To maintain campus (House Keeping, Security and Garden) related Civil and electrical works.
- 5.4.12. To be in charge of Alumni activities, Community Services, Cultural and sports activities.
- 5.4.13. To make arrangements to procure items costing less than Rs. 10,000/-.
- 5.4.14. Any other work entrusted by the Principal, Rector, Executive Director and Chairman.

5.5. Duties and Responsibilities of Vice -Principal (Academic)

- 5.5.1. During leave or vacancy of Principal, the Vice- Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
- 5.5.2. To be link between the Rector, Principal on one hand and HODs, Staff & Students on the other hand in respect of academic activities.
- 5.5.3. To scrutinize all the proposals on academic matters carefully and then submit to the Principal.
- 5.5.4. To conduct seminars, Workshops and Conferences with the assistance of the concerned department.
- 5.5.5. To prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
- 5.5.6. To monitor the activities for conduction of classes and examinations.
- 5.5.7. In charge of Co – Curricular and Extra – Curricular activities.
- 5.5.8. To maintain campus discipline.
- 5.5.9. To interact with Parents.
- 5.5.10. To monitor Teaching activities as per schedule.
- 5.5.11. To Prepare Calendar of Events/Time Table.
- 5.5.12. Curricular development, Accreditation, Affiliation and LIC Inspections.
- 5.5.13. To monitor internal Evaluation/University Examinations.
- 5.5.14. To make arrangements to conduct Faculty Development Programmes/Seminars/Conferences.

- 5.5.15. Departmental Plan of work and performance report from faculty.
- 5.5.16. To ensure Training/Research and Consultancy activities.
- 5.5.17. To ensure faculty evaluation by students, corrective action and counseling.
- 5.5.18. Any other work entrusted by the Principal, Rector, Executive Director, Chairman and GC.

5.6. Duties and Responsibilities of the Head of Department (HOD)

- 5.6.1. Teaching as per AICTE/VTU norms.
- 5.6.2. Students Assessment, Evaluation and Conduction of Examinations.
- 5.6.3. To Ensure prompt compliance of university requirements as regards Departmental assignments and Evaluation System.
- 5.6.4. To Encourage and Plan Schemes of Collaborations, Consultancy with Industry and other Professional Organizations and Designated Authorities.
- 5.6.5. To Ensure proper Maintenance and upkeep of the Department.
- 5.6.6. To Plan and Prepare Proposals for the Development of the Department.
- 5.6.7. Monitoring and Conduction of Regular Classes as per the time table and to ensure the Conduction of Classes as per Lesson Plan.
- 5.6.8. Conduction of Monthly Departmental Meeting in order to review the performance of the academic and other Co – Curricular activities of the department.
- 5.6.9. To Prepare and Liaison with Principal about the procurement of Equipments purchase of Consumables and other Requirements of the Department. He shall be Member Secretary of the Equipment Purchase Committee for his Department.
- 5.6.10. To monitor duties of Faculty and non – teaching staff of the department.
- 5.6.11. To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- 5.6.12. To monitor students academic progress and arrange for Teachers -Parents meeting.
- 5.6.13. To ensure prompt inter Departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of University and other Agencies.
- 5.6.14. To ensure the appraisal of the Faculty by the students and to send the consolidated report to the Vice- Principal (Academic), Principal and Rector.
- 5.6.15. To write the confidential reports of all Non – Teaching Staff and Submit to the Principal every year.
- 5.6.16. Any other work entrusted by the vice-Principals/Principal/ Rector.

5.7. Duties and Responsibilities of Professor/Associate Professor

5.7.1. Associate Professor:

- 5.7.1.1. Teaching as per AICTE/VTU norms.
- 5.7.1.2. Instruction and conduction of experiments in laboratory.
- 5.7.1.3. Students Assessment, Evaluation and Conduction of Examinations.
- 5.7.1.4. Research Activities and Research Guidance.
- 5.7.1.5. Leader for Consultancy Projects and Extension Services.
- 5.7.1.6. Curriculum Development and Developing Resource Materials.
- 5.7.1.7. Innovation in Teaching, Laboratory work and Instruction Materials.
- 5.7.1.8. Continuing Education Activities.
- 5.7.1.9. Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level.
- 5.7.1.10. To ensure training of faculty members in his/her subject of Specialization.
- 5.7.1.11. Student counseling and Interaction.
- 5.7.1.12. Co - curricular and extra -curricular activities.
- 5.7.1.13. Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- 5.7.1.14. Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- 5.7.1.15. Conducting bridge courses for Slow Learners.
- 5.7.1.16. In addition to the above, the teacher shall co – operate faithfully with HOD, Head of the institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

5.7.2. Professor:

In addition to the above (5.7.1), Professor will have the following additional responsibilities.

- 5.7.2.1. Providing Leadership in Both PG&UG Courses in his/her Field of Specialization.
- 5.7.2.2. Policy Planning and Monitoring.

5.8. Assistant Professor:

- 5.8.1. Teaching as per AICTE/VTU norms.
- 5.8.2. Instructions and conduction of experiments.

- 5.8.3. Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- 5.8.4. Involving in Consultancy and R & D activities
- 5.8.5. Developing Resource Materials and Lab Manuals.
- 5.8.6. Involving in Co – Curricular and Extra – Curricular Activities.
- 5.8.7. Proctoring, Mentoring and Guidance to the students.
- 5.8.8. Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- 5.8.9. Assisting in Departmental Administration and other Developmental Works.
- 5.8.10. In addition to the above, Assistant Professor shall co – operate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

5.9. Workshop Staff/Laboratory Staff

The workshop/laboratory staff is categorized as.

- i. Workshop Superintendent.
- ii. Foreman/Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Workshop Attendant/Helper

The various workshops should be under the overall change of the workshop superintendent. The workshop superintendent shall be of the rank of an Assistant Professor. The Foreman shall be of the level of Assistant Professor.

5.9.1. Workshop Superintendent:

The Workshop Superintendent shall be of the rank of an Assistant Professor from the department of Mechanical Engineering. He is the Head of all the workshops of the college and is responsible to the Head of the Department in all matters concerned to men, materials, machines and maintenance in workshops and services to various departments.

The job description is as follows:

- i. Planning, scheduling, organizing, coordinating and monitoring workshop/ Laboratory classes.
- ii. Plan, deliver and evaluate theoretical & workshop instructions.
- iii. Design, develop and test instructional materials and tasks for skill training.
- iv. Plan and organize staff development programmes for workshop staff.
- v. Procurement and commissioning of plant and equipment in the workshops.

- vi. Procurement and storage of raw materials, tools and instruments.
- vii. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- viii. Advise and assist students and faculty in fabrication of their projects.
- ix. Manage the maintenance of equipments and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.
- x. Participate in professional development activities.

5.9.2. Foreman/Instructor

The Foreman/Instructor is responsible to the Workshop Superintendent in all matters connected with the workshop instruction, proper utilization of men, materials and machines and maintenance of assigned shops assigned to him.

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment.
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipments for the workshop jobs.
- v. Plan, deliver and evaluate theoretical and workshop instruction.
- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- vii. Arrange for preventive and breakdown maintenance.
- viii. Assist students and faculty member in the fabrication of their projects.
- ix. Participate in professional development activities.
- x. Assist the workshop superintendent in certain functions as and when necessary.

5.9.3. Assistant Instructor

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him.

The job description is as follows:

- i. Procurement/Storage/Accounting of raw materials, tools and instruments.
- ii. Issue of materials/tools/equipment for shop jobs.
- iii. Plan, deliver and evaluate shop instruction.
- iv. Guide the students in the performance of practical tasks and skill exercises.
- v. Inculcate safety procedures and safety practices among students
- vi. Supervise the maintenance of tools and equipment including preventive and breakdown maintenance.
- vii. Assist students and faculty members in the fabrication of their projects.

5.9.4. Mechanic: The Mechanic is responsible to the Assistant Instructor and the Foreman/Instructor of the workshop in all the matters concerned with instruction, utilization and maintenance of tools, equipments and materials in the workshop allocated to him.

The job description is as follows:

- i. Assist the Assistant Instructor in his work.
- ii. Guide the students in their practical classes to complete the experiments.
- iii. Assist students and faculty members in the fabrication of their projects.

5.9.5. Workshop Attendant/Helper

The Workshop Attendant/Helper shall be responsible to Assistant Instructor/Foreman/Workshop Superintendent.

The job description is as follows:

- i. Assist the Foreman/Instructor and Asst. Instructor in the performance of their duties.
- ii. Routine maintenance of tools and equipments.

5.10. Laboratory Staff

For all the departments except Computer Science & Information Science departments, the laboratory staffs are categorized as follows.

- i. Foreman
- ii. Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Helper

5.10.1. Foreman

The Foreman is responsible to the HOD in all matters connected with the Laboratory instruction, proper utilization of men, materials and machines and maintenance of Laboratories under his control.

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment.
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, Scheduling, Organizing, coordinating and monitoring Laboratory instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipment for conducting Lab experiments.
- v. Plan, deliver and evaluate theoretical and Laboratory instruction.
- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- vii. Arrange for preventive and breakdown maintenance.
- viii. Assist students and faculty members in the fabrication of their projects.
- ix. Participate in professional development activities.
- x. Assist the faculty incharge of laboratory in certain functions as and when necessary.

5.10.2. Instructor:

The Instructor is responsible to the faculty member incharge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory under his control.

Assist the students and faculty members in conducting experiments/practical work/research work.

5.10.3. Assistant Instructor:

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of instruments, equipment and materials in the laboratory allocated to him. Assist the students and faculty members in conducting experiments/practical work/research work.

5.10.4. Mechanic:

The Mechanic is responsible to the Assistant Instructor/Instructor of the laboratory in all the matters concerned with instruction, utilization and maintenance of instruments, equipments and materials in the laboratory allocated to him.

The job description is as follows:

- i. Assist the Assistant Instructor in his work.
- ii. Guide the students in their practical classes to complete the experiments.
- iii. Assist students and faculty members in the fabrication of their projects.
- iv. Assist the Asst. Instructor/Instructor in minor repairs of the instruments/equipments.

5.10.5. Helper:

The helper shall be responsible to the Mechanic/Assistant Instructor and the faculty members of the laboratory.

The job description is as follows:

- i. Cleaning of apparatus, tools/instruments, equipment and accessories.
- ii. Assist the mechanic/Assistant Instructor / Instructor in their work.

5.11. Computer Center Technical Staff

5.11.1. System Manager

The system manager shall be a full time post with the cadre equivalent to Associate Professor. He shall have a teaching load of 4 Hours/Week. The Qualifications for the post of system manager shall be the same as that of an Associate Professor with an additional requirement of having undergone a training course/diploma in the management of computer or having a work experience of at least two years in the management of a computer center. The system manager shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

5.11.2. System Analyst

The system Analyst shall be full time post with the cadre of aAssistant Professor with an additional requirement of having undergone a training course/diploma in management of computer. He shall have a teaching load of 4 Hours/Week. The system Analyst is responsible to the HOD of Computer Science and System Manager and all the activities associated for effective and optimum utilization of computer hardware and software, their upkeep and maintenance.

5.11.3. Computer Programmer

Computer Programmer will report to System Analyst/HOD Computer Science. Computer Programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He has to debug and execute the developed program. He is also responsible for upkeep of the computer lab.

The job description is as follows:

To Assist the System Manager/System Analyst, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

5.11.4. Computer operator

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

The job description is as follows:

To assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

5.12. Library Staff

The Library staff is categorized as follows.

- (i) Chief Librarian
- (ii) Assistant Librarian
- (iii) Library Assistant
- (iv) Library Attendants.

5.12.1. Chief Librarian/Librarian

The Chief Librarian/Librarian is responsible for planning and development. The Chief Librarian/ Librarian of the college provide the necessary library facilities to the students and staff of the college. He is responsible to the Principal in all matters connected with the library activity.

The job description is as follows:

- i. General Administration.
- ii. Budgeting.
- iii. Books/Periodicals/Video tapes selection and acquisition.
- iv. Planning and development of the library.
- v. Supervising of cataloguing and indexing.
- vi. Arranging for book binding.
- vii. Supervising the usage of e – journals and e – library facility.

5.12.2. Assistant Librarian

The Assistant Librarian is responsible to the Chief Librarian/Librarian in all matters connected with the library.

The job description is as follows:

- i. Assisting the librarian in his work.
- ii. Cataloguing and classification of books and periodicals.

5.12.3. Library Assistants:

The Library Assistant is responsible to the Assistant Librarian and the Chief Librarian/Librarian.

The job description is as follows:

- i. Issue and receiving of books
- ii. Restoring the books and periodicals
- iii. Maintenance of reference library, reading room and e-library facility.

5.12.4. Library Attendants:

The Library Attendants are responsible to the Chief Librarian/Librarian

The job description is as follows:

- i. Checking at the entrance.
- ii. Control at the property counter
- iii. Labeling/pasting.
- iv. Maintaining and upkeep of library
- v. Binding of books.

5.13. Placement & Training Department:

The department of placement and training consist of

- i. Placement & Training officer.
- ii. Data Entry Operator.
- iii. Helper.

5.13.1.Placement & Training officer:

The Placement and Training officer should of the cadre of a Professor and this post must treated as a non – vacation post. The officer shall have a teaching work load of 4 contact hours/week. The placement and training officer should maintain a good liaison with industry in and around the place of the campus. He should conduct annual survey of job requirements in the industries, research and service organization. He should arrange for training for students, campus interviews, in – plant training and also arrange to get industries' sponsored projects for both staff and final year students. He should create data bank of personnel who are experts in their respective fields from industries/research /Service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries/research/service organizations.

He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries/Research/Service organizations.

5.13.2. Data Entry Operator:

The data entry operator is responsible for entry of relevant data of students, data pertaining to the soft skill trainers, experts in industries/research/human resource personnel of various industries.

5.13.3. Helper:

He will be assisting the placement and training officer in all placement and training activities.

5.14. Physical Education Department:

The physical education department consists of

- i. Director
- ii. Helper/Ground maintenance staff

5.14.1. Director:

The job description is as follows:

5.14.1.1 He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.

5.14.1.2. He will be responsible for conduct of tournaments and athletic meets at the college; impart coaching and /or training to the students to participate in inter – collegiate and /or inter - university competitions, and also National and International competitions.

5.14.1.3. The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.

5.14.1.4. The Director of Physical Education shall be responsible for selection of a team of talented students to represent the college for various sports events and motivate them to win trophy, shield, medals and other prizes.

5.14.1.5. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Principal or any other higher authorities.

5.14.1.6. He is the Member – Convener of the sports committee and make arrangement for Periodical meeting of the sports committee and prepare the minutes of the meetings.

5.14.1.7. He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.

5.14.1.8. The Director of Physical Education shall arrange for conducting annual periodical stock verification of sports materials and other equipments and submit annual stock verification reports to the principal with his specific findings, if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.

5.14.2. Helper:

- i. Helpers are responsible to the Director.
- ii. They should upkeep the indoor and outdoor field.
- iii. They should help in conduction of all games, sports activities including tournaments.

5.15. Building Section/Maintenance Department:

The Building department is headed by a Resident Engineer. He is responsible for construction and maintenance works. The following are the cadres in Building department.

- i. Resident Engineer.
- ii. Site/Maintenance Engineer.
- iii. Junior Engineers/Maintenance Supervisor.
- iv. Maintenance Attendants/Assistants.

There shall be a minimum of one Resident Engineer, one Site/Maintenance Engineer, two junior engineers and maintenance Attendants (housekeeping, maintenance of lawns and gardens & security), corresponding to the magnitude of works / maintenance.

5.15.1. Resident Engineer

The Resident Engineer is responsible to the Principal in all matters concerned with the upkeep and maintenance of buildings, water supply, and sanitation, electricity,

upkeep of class rooms & laboratories, utility places, maintenance of gardens, repairs, minor alteration, security arrangements etc. He is also responsible for construction works in the college.

5.15.2. Site/Maintenance Engineer

The Site/Maintenance Engineer is responsible for the Resident Engineer in all the aspects concerned with the maintenance work of the Institution. They are also responsible for the construction activities to the Resident Engineer.

5.15.3. Junior Engineer/Maintenance Supervisor

The Junior Engineer/Maintenance Supervisor is responsible for the Resident Engineer and Site/Maintenance Supervisor in all aspects concerned with upkeep of the campus/construction work of the Institution.

5.15.4. Maintenance Attendants/Assistants

The Maintenance Assistants consists of electrician, mason, plumber & carpenter etc. The Maintenance Attendants consist of persons for housekeeping, sanitary workers, Security personnel and garden workers. They are responsible to the Junior Engineer, Maintenance Supervisor in the work assigned to them.

5.16. Administrative Section:

5.16.1. Administrative Officer

- 5.16.1.1. Administrative Officer (AO) is Head of the Administrative wing of the college. AO is responsible to the Principal in overall administration and specifically responsible for financial, stores, transport section and GC.
- 5.16.1.2. To be the custodian of service records of all staff (teaching and non – teaching) expect Principal in consultation with Vice Principal (Admin).
- 5.16.1.3. To assist the Principal in all matters pertaining to the GC, State Government, Central Government and other agencies connected with the college.
- 5.16.1.4. To assist the Vice – Principals and Principal in all the meetings to be held in the college where his presence is indicated.
- 5.16.1.5. To assist the Vice – Principals and Principal in all matters pertaining to the students.
- 5.16.1.6. To assist the Vice – Principals and Principal in all matters of staff recruitment.
- 5.16.1.7. To supervise the working of all the sections of the administrative wings.
- 5.16.1.8. To arrange for audit of accounts and furnish replies to audit reports.
- 5.16.1.9. To assist Principal in all legal matters connected with the institution.
- 5.16.1.10. To attend any other work that will be assigned by the higher authorities.

5.16.2. Registrar

- 5.16.2.1. Responsible for admission, examinations and service matters of the Institution.
- 5.16.2.2. Will assist the Principal in matters relating to admission of students, University examinations, scholarships, issue of certificate etc.
- 5.16.2.3. Will serve as a link between the AO and the junior staff of the College.
- 5.16.2.4. Will assist the AO/Vice – Principals/Principal and in organizing meetings, seminars and conferences and in all GC matters.
- 5.16.2.5. Will assist the Vice-Principal (Admin)/Principal/Rector in interaction with the University, the DTE and other authorities in getting approvals to several proposals and to take follow up action in these matters.
- 5.16.2.6. Will assist the AO/Vice – Principal (Admin) in all matters pertaining to the supervision of the different sections of the administrative wing.
- 5.16.2.7. To attend any other work that will be assigned by the higher authorities.

5.16.3. Superintendent (Accounts)

- 5.16.3.1. To keep all financial matters pertaining to the college in order and up to date.
- 5.16.3.2. To attend financial matters with specific reference CET & DTE.
- 5.16.3.3. To prepare Budget statements and attend to follow up matters pertaining to budget provision.
- 5.16.3.4. To attend matters pertaining to Grants with specific reference to state Govt., Central Government, MC&ET Educational Trust and other Agencies.
- 5.16.3.5. To attend matters pertaining to Audit.
- 5.16.3.6. To attend AC/DC bills of examinations.
- 5.16.3.7. To prepare Annual Report of accounts.
- 5.16.3.8. To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.
- 5.16.3.9. To verify and admit bills, vouchers etc.
- 5.16.3.10. To attend financial matters pertaining to the Buildings Section.
- 5.16.3.11. To attend any other work entrusted by AO/Vice-Principals/Principal.
- 5.16.3.12. To attend regular check on, receipt & expenditure.
- 5.16.3.13. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, Equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund

registers, bank accounts, cash book, etc. They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.

5.16.4. Superintendent (Examination)

- 5.16.4.1. To attend all matters pertaining to the conduct of University examinations both theory and practical.
- 5.16.4.2. To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to university, sectional marks dispatch to university etc.
- 5.16.4.3. To prepare AC and DC Bills in respect of both theory and practical exams.
- 5.16.4.4. To attend all matters pertaining to the results of university Examinations.
- 5.16.4.5. To attend matters pertaining to all Examinations.
- 5.16.4.6. To attend to results analysis to be sent to MC&ET.
- 5.16.4.7. To attend to the entry of enrolled students and the same to be sent to the University.
- 5.16.4.8. To attend to supervision work of case workers.
- 5.16.4.9. To review the weekly pending cases and brings them to the notice of the next superior.
- 5.16.4.10. To give opinion for all the files duly quoting the rules.
- 5.16.4.11. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application from for revaluation, rejection of results, repeaters and process them accordingly.

Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates, marks cards and preparation of statistical data required by the university.

5.16.5. Superintendent (Stores)

- 5.16.5.1. To take all steps necessary for receiving / procuring and storing of all types of equipments and consumables as required by the respective departments of the college including administration.
- 5.16.5.2. To take all steps necessary for annual stock verification of all stocks in store.

- 5.16.5.3. To take all steps necessary for the repair / servicing and / or disposal of all the unserviceable and / or redundant plant equipments and other articles or fixtures including office equipments, which are returned to the stores from the departments.
- 5.16.4.4. To take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.
- 5.16.5.5. To take steps for renewal of all licenses of items in stores as applicable.
- 5.16.5.6. To maintain all registers of the section in satisfactory / prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
- 5.16.5.7. To maintain day book and other stock regarding goods received.
- 5.16.5.8. To attend processing of several schemes pursued by the college like central assistance scheme etc.
- 5.16.5.9. To attend all AC and DC bills. To process all the bills of the items purchased and taken on stock in stores.
- 5.16.5.10. To take all steps concerning the furniture of the college like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.
- 5.16.5.11. To take all steps regarding stationery requirements of the college like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.
- 5.16.5.12. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC, Central assistant scheme. Maintain furniture/stationery issue register, stock ledger and unserviceable items register.

5.16.6. Superintendent (Admission & Academic)

- 5.16.6.1. All matters pertaining to admission of students to the college at all levels in line with the norms of the University, State and Central Government.
- 5.16.6.2. All works connected with VTU, DTE, and AICTE & State Government in relation to the admission of students.
- 5.16.6.3. Students matters in relation to Scholarships, Educational and Project tours, Practical training, Certificates etc.
- 5.16.6.4. Class master timetable.

- 5.16.6.5. Keeping track of Academic calendars.
- 5.16.6.6. Preparing reports and supply of information in relation to all statutory bodies.
- 5.16.6.7. Looking after matters pertaining to Summer/Winter Schools, Conferences, and Seminars etc.
- 5.16.6.8. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for admitting and collecting the fees at the beginning of the academic year. Preparation of the eligible candidate list and forwarding it to the concerned departments. Arrange for the conduction of workshops, seminars, conferences in the college. Arranging for the project/industrial/educational tours of the students and faculty. Preparing the academic calendar as outlined by the university. Attending to various inspection committees like LIC, AICTE and furnishing the all details required by them.

5.16.7. Superintendent (Establishment)

- 5.16.7.1. To ensure that all papers pertaining to the staff of the college (Teaching and Non – Teaching) are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.
- 5.16.7.2. To ensure that all papers pertaining to GC meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the GC meetings.
- 5.16.7.3. To take steps for the issue of necessary office orders and subsequent follow up matters.
- 5.16.7.4. To attend to schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters pertaining to study leave, deputation of staff for higher studies, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in – charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.
- 5.16.7.5. To review the weekly pending cases and brings them to the notice of the next superior.
- 5.16.7.6. Should give his opinion for all the files duly quoting the rules.
- 5.16.7.7. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are

responsible for various service related matters of the employees. They prepare the salary bills of the employees including various deductions.

CHAPTER – 6
CONDUCT RULES, PENALTIES
& PROCEDURE

Chapter – 6: Conduct Rules, Penalties & Procedure to Levy Them

6.1 General:-

6.1.1. Every ACSCE Employee should maintain absolute integrity, devotion to duty & do nothing which is unbecoming of ACSCE Employees.

6.1.2. Supervisory Employees: Every ACSCE Employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all staff under his/her control and Authority, besides motivating them in discharging their duties with perfection and efficiency.

6.1.3. Subordinate Employees: No ACSCE Employee shall in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in the best judgment except that when he is acting under the direction of authority and shall, where he is acting under such direction obtain the direction in writing wherever possible, and where ever it is not possible to obtain the direction in writing, he shall obtain ratification for the action taken.

6.1.4. Employment of near relatives of ACSCE servants in enjoying ACSCE patronage:-

6.1.4.1. No ACSCE Employee shall use his/her position or influence directly or indirectly to secure employment for any member of his family.

6.1.4.2. ACSCE Employee shall as soon as he/she becomes aware of the acceptance by a member of his/her family of an employment in any ACSCE organization, such acceptance shall be intimated to the competent authority.

6.1.4.3. No ACSCE Employee shall in the discharge of his/her official duties deal with any matter or give or sanction any contract under ACSCE organization to any other person or if his/her or any member of his/her family is interested in such matter or contract in any other manner and the ACSCE employee shall refer every such matter or contract his higher authority and act according to the instruction of the authority to whom the reference is made.

6.1.5 Taking part in Politics and Election:

6.1.5.1. ACSCE Employee shall neither be a member of nor be otherwise associated with any political party or any organization which takes part in politics nor shall take part in, subscribe in aid or assist in any other participation or activity.

6.1.5.2. No ACSCE Employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.

6.1.6 Joining of Association by ACSCE Employees:

No ACSCE Employee shall join or continue to be a member of an Association, the objects or activities of which are prejudicial to the interest of the ACSCE organization.

6.1.7. Demonstrations and Strikes: No ACSCE Employees shall

6.1.7.1. Engage him/her or participate in any demonstration which is prejudicial to the interest of ACSCE organization.

6.1.7.2. Resort to or in any way instigate, incite or abet any form of strike by any number of employees.

6.1.8. Contact with Press or Radio or TV Programme:

6.1.8.1. No ACSCE Employee shall except with the previous sanction of the MC&ET, own wholly or in part or conduct or participate in the editing or management of any news paper or other periodical publications.

6.1.8.2. Participate in a radio broadcast or TV Programme or contribute an article or write a letter to a newspaper or periodical or make a statement of fact/opinion either in his own name or anonymously or pseudonymously or in the name of any other person against the interest of ACSCE organization.

6.1.9. Evidence before Committee or any other authority:

6.1.9.1. No ACSCE Employee shall except with the previous permission of the Principal/Head of Institution/GC/MC&ET give evidence in connection with any enquiry conducted by any person/committee or authority.

6.1.9.2. Unauthorized Communication of Information: No ACSCE Employee shall except in accordance with any general or special order of the institution in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof information to any other person to whom he is not authorized to communicate such document or information.

6.1.10. Subscription: No ACSCE Employee shall except with the previous sanction of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in pursuance of any object whatsoever.

6.1.11. Investment, lending and borrowing: No ACSCE employee shall lend or borrow money from any person within the local limits of his authorities or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person.

6.1.12. Vindication of acts and character of ACSCE Employees:

6.1.12.1. No ACSCE Employee shall except with the previous sanction of the GC have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

6.1.12.2. Nothing in this rule shall be deemed to prohibit ACSCE employee from vindicating his personal character or any act done by him in his personal capacity where an action for vindicating his personal character or any act done by him in personal capacity is taken. ACSCE employee shall submit a report to the prescribed authority regarding such action.

6.1.13. Canvassing by Non – Official or other influence: No ACSCE Employee shall bring or attempt to bring any political or other influence to bear upon any higher authority to further his interests in respect of matter pertaining to his/her service under the ACSCE organizations.

6.1.14. Personal Representations of the ACSCE Employee: Any representation by ACSCE Employee shall only be made through proper channel and whenever it is addressed to the GC, the advance copy to be submitted to the principal.

6.1.14.1. No representation shall be submitted on behalf of a set of employees or in the name of any association.

6.1.14.2. No employee shall involve in any union activities which are detrimental to the development of the institute.

6.1.15. Consumption of Intoxicating Drinks and Drugs:

6.1.15.1. ACSCE Employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

6.1.15.2. No ACSCE employee shall consume intoxication drinks/drugs of any form and present in the campus.

6.2. Code of Conduct for Teachers:

6.2.1. No Teaching Staff:

6.2.1.1. Knowingly or willfully neglects his/her duties.

6.2.1.2. Propagate through his/her teaching lessons or otherwise Religious, communal or sectarian outlook or incite or allow any student to indulge in communal, Religious or sectarian activity:

6.2.1.3. Discriminate against any student on the ground of religion, caste, creed, language, gender, place/region or origin, social and cultural background of any of them.

- 6.2.1.4. Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- 6.2.1.5. Make any sustained neglect in conducting class work or home work done by the students.
- 6.2.1.6. While being present in the institution, absent him/her except with the prior permission of the head of the institution from the class which he/she is required to attend.
- 6.2.1.7. Remain absent from the institution without leave or without prior permission of the head of the institution, provided that where such absence without leave or without the prior permission of the head of the institution is due to reasons beyond the control of the code (serious emergencies) it shall not be deemed to be breach of the code of conduct if on return to duty, the teacher has applied for leave and obtained post facto approval for the necessary sanction for the leave is required.
- 6.2.1.8. Accept any job of a remunerative or any non remunerativenature from any source other than the institution or university or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.
- 6.2.1.9. Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the principal.
- 6.2.1.10. Ask for or accept (except with the previous sanction of the principal) any contribution or otherwise associate himself / herself with the raising of any funds or in kind, in pursuance of any other collections, whether in cash or in kind, in pursuance of any object whatsoever.
- 6.2.1.11. Engage him/her as selling agent or canvas for any publishing firm or trader.
- 6.2.1.12. Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such a manner that he/she comes into contact by virtue of his/her means to repay.
- 6.2.1.13. Accepts or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with whom he/she comes into contact by virtue of his/her position in the Institution/college.

Explanation:

- a. The expression gift shall include free transport, boarding, lodging or any service or any other pecuniary advantage when provided by person other than near relative or personal friend having no dealings with him/her in connection with Institution.

- b. On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice, provided directly or indirectly it does not form act of corruption.

6.2.1.14. Practice or incite any student to practice casteism, communalism or untouchability or any unlawful act.

6.2.1.15. Cause or incite any other person to cause any damage to institution property.

6.2.1.16. Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the institution premises.

6.2.1.17. Be guilty of or encourage, violence or any conduct which affects moral turpitude.

6.2.1.18. Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the Institution, in and around the place of work.

6.2.1.19. Organize or attend any meeting during the working hour except where he/she is required or permitted by the Principal to do so.

6.2.1.20. No teacher shall undertake private tuition or any other assignment in any other institution/Government departments/NGO's etc, without explicit permission from the head of the institution.

6.2.1.21. No teacher shall be permitted to inflict physical or corporal punishment on a student under any circumstances.

6.2.2. Every Teaching Staff:

6.2.2.1. Be punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Principal of the Institution.

6.2.2.2. Abide by the rules and regulations of the institution and also show due respect to the constituted Authority.

6.2.2.3. Take prior permission from the GC for contesting/canvassing for any election and obey any direction issued by the GC.

6.2.3. Nothing containing in sub rules of 6.2 shall be deemed to take away or abridge or restrict any legitimate right of a teacher/employee.

6.2.3.1. To appear for any examination to improve his/her qualifications and teaching skills.

6.2.3.2. To become or to continue to be a member of any literary scientific or professional organization.

- 6.2.3.3. To make any representation for the redressal of any bonafide, grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- 6.2.3.4. To organize or attend any meeting outside during working hours subject to the conditions that such meeting is held outside the Institution premises provided such meetings are not detrimental to the interests of the Institution.
- 6.2.4.** The breach of any conditions specified in sub rules of 6.2 shall be deemed to be a breach of the code of conduct.
- 6.2.5.** The code of conduct specified for teachers shall correspondingly apply to all other employees of the Institution.
- 6.2.6** The MC&ET/GC shall authorize the principal of the institution to take appropriate steps/actions against the employee who does any breach of the above said rules.

6.3. Misconduct & Suspension

- 6.3.1. Misconduct:** Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct.
 - 6.3.1.1. Theft, fraud and dishonest in respect of the property of the Institution.
 - 6.3.1.2. Demanding/accepting or offering bribe or any illegal gratification whatsoever.
 - 6.3.1.3. Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the Institution.
 - 6.3.1.4. Willful insubordination or disobedience, disrespect whether individually or in group with others to any lawful and reasonable order of a superior.
 - 6.3.1.5. Sleeping while on duty.
 - 6.3.1.6. False statement made in the application for employment.
 - 6.3.1.7. Anywhere within the institution causing or threatening to cause mental and/or injury to other employees either individually or collusion with others.
 - 6.3.1.8. Committing any act likely to harm or endanger the institution's property.
 - 6.3.1.9. Sabotage, in any form.
 - 6.3.1.10. Conviction against criminal activity including moral turpitude.
 - 6.3.1.11. Refusal to accept any letter or any communication from the authority of Institution.
 - 6.3.1.12. Abstaining from appearing before any enquiry/authority/committee, when called.
 - 6.3.1.13. Failure to produce documents/papers etc. when called for.

- 6.3.1.14. Habitual negligence / reluctance in performing duties.
- 6.3.1.15. Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum, consuming of liquor and any other prohibited material within the Institution.
- 6.3.1.16. Habitual indiscipline or loitering or misbehavior.
- 6.3.1.17. Refusal to take any bona fide official assignment.
- 6.3.1.18. Habitual irregularity in attendance.
- 6.3.1.19. Gambling in any form within the premises of the Institution.
- 6.3.1.20. Leaving the institution during working hours without permission.
- 6.3.1.21. Engaging or abetting in abusing and causing physical violence with another employee or any reason at any time in the Institution.
- 6.3.1.22. Habitual absence without leave or overstaying when on leave.
- 6.3.1.23. Holding of unauthorized meetings in the Institution.
- 6.3.1.24. Discourteous behavior.
- 6.3.1.25. Causing sexual harassment.
- 6.3.1.26. Wearing objectionable dress and indecent exposure of the body.
- 6.3.1.27. Attending nature's call/spitting in open in the Institution premises.

6.3.2. Suspension

- 6.3.2.1. The GC or any other Competent Authority specified by the GC may place an employee under suspension.
 - 6.3.2.1.1. Where a disciplinary proceeding against the employee is contemplated or is pending.
 - 6.3.2.1.2. Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
 - 6.3.2.1.3. An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
 - 6.3.2.1.4. An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

6.3.3. Subsistence Allowance

- 6.3.3.1. An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

6.3.3.2. Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows.

6.3.3.2.1. The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule 6.3.3.1. If in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.

6.3.3.2.2. The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

6.3.3.3. No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

6.3.4. Treatment of period of Suspension: If the concerned employee is honorably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as reduced by the subsistence allowance already allowed to him/her be paid.

6.4. Discipline & Penalties:

6.4.1. Penalties: The GC or any other authority empowered in this behalf herein called the "Disciplinary Authority" may for good and sufficient reasons impose one or more penalties on employees as detailed below:

6.4.1.1. Fine in the case of Class IV employees.

6.4.1.2. Censure.

6.4.1.3. Withholding of Increments.

6.4.1.4. Withholding of promotion.

6.4.1.5. Recovery from pay of the whole or part of any pecuniary loss caused by the negligence or breach of the administration of the authority to whom the services of the employee had been lent.

6.4.1.6. Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

6.4.1.7. Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding.

6.4.1.7.1. Seniority and pay in the scale of pay, grade or post or service from which the employee was reduced.

6.4.1.7.2. Conditions of restoration of the scales of pay, grade or post of service from which the employee was reduced and his seniority and pay and such restoration to that scale of pay, post of service.

6.4.1.8. Compulsory retirement from service.

6.4.1.9. Removal from service which shall not be a disqualification for future service elsewhere.

6.4.1.10. Dismissal from service.

Note: The principal is authorized to impose the penalty mentioned in clause.6.4.1.1 & there shall be no appeal against his decision.

6.4.2. The following shall not amount to a penalty within the meaning of this rule.

6.4.2.1. Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.

6.4.2.2. Stoppage of an employee's pay at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.

6.4.2.3. Non – Promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.

6.4.2.4. Reversion to a lower post while officiating in a higher post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct.

6.4.2.5. Compulsory retirement in accordance with provisions relating to his superannuation or with the abolition of department or wok related to his qualification.

6.4.3. Termination of the Service:

6.4.3.1. The GC or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trail. During the period of suspension the employee may be paid subsistence allowance as per Karnataka Civil Service Rules.

6.4.3.2. Where on the conclusion of the enquiry, the GC makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and the employee shall be entitled to full pay and allowances due to him.

6.4.3.3. Where the GC makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee

shall be paid for the period of suspension such portion of his pay and allowances as the GC may in its discretion specify and the period of suspension shall count as duty unless the GC has otherwise directed.

- 6.4.3.4. Where the GC makes an order imposing the penalty of compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowance as the GC may in its discretion, specify.

6.4.4. Procedure for Imposing Penalties:

No order shall be passed imposing any of the penalties specified in clause (6.4.1) in this chapter except after an inquiry held in the following manner.

- 6.4.4.1. Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.
- 6.4.4.2. For the purpose of preparing his/her defence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such explanations.
- 6.4.4.3. On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.
- 6.4.4.4. The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.
- 6.4.4.5. The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charges. The witnesses appearing in support of the defence may be cross examined by the person presenting the case in support of the charges namely the presenting officer.
- 6.4.4.6. On the conclusion of the enquiry, the inquiring officer shall prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties specified in clause 6.4.1. Chapter-6 Supra, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by Disciplinary authority by way of

imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any Representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make a personal presentation also before the disciplinary authority in support of his/her written representation.

6.4.4.7. In regard to imposition of minor penalties specified in clause 6.4.1. Of Chapter-6, the procedure is to be followed is as follows.

6.4.4.7.1. The employee should be informed of the allegations and the action or proposed action to be taken and he/she should given an opportunity to make any representation that he/she may wish to make.

6.4.4.7.2. The disciplinary authority shall consider such representations before passing an order.

6.4.5. Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Governing Council and other competent authority are made applicable to the employees of the ACS College of Engineering.

6.4.6. The GC is the final authority in respect of disciplinary measures and there shall be no appeal against its decision.

CHAPTER – 7

DELEGATION OF FINANCIAL POWERS

Chapter – 7: DELEGATION OF FINANCIAL POWERS

The delegation of powers for various functionaries is tabulated in 7.1. The various sub – committees and their financial powers, expenses towards hospitality for meetings and guests for various cadres, expenses towards industrial visits, honorarium towards guests and invited lecturers are indicated in 7.2

7.1. Delegation of Powers: General

Sl. No.	Description of Power	Organization/ CollegeLevel	College level	College Level	Department level
		I. Chairman, GC II. Rector (Authorized by Chairman wherever necessary)	Principal	Vice-Principals	Head of the Department
(1)	(2)	(3)	(4)	(5)	(6)
I	ADMINISTRATIVE				
1.	To sanction promotion, officiating and other arrangements	Full Power	Recommends	Recommends	Recommends
2.	To permit staff to carry out research work in the institution under grants provided by the UGC, AICTE, Etc.	Full Power	Full Power	Recommends	Recommends
3.	Appointment of part time Lecturers for the vacant posts	Full Power	Full Power	Recommends	Recommends
4.	Appointment of Staff for Special Coaching Classes	Full Power	Full Power	Recommends	Recommends
II	PERMISSION TO STAFF				
5.	To permit the acceptance of remuneration by college officials for work as examiners for various examinations of Universities	Full Power	Full Power	Full Powers	Recommends

III	TA & DA				
6.	To sanction TA to officials for attending meetings in the college	Full Powers	Full Powers	Full Powers	Recommends
7.	To sanction conveyance for office related work	Full Powers	Full Powers	----	----
8.	To authorize subordinate officials to proceed on duty within the state	Full Powers	Full Powers	Recommends	Recommends
9.	To authorize subordinate officials to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends	Recommends
10.	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail	Full Powers	Full Powers	Recommends	Recommends
11.	To sanction daily allowance for halts on tour exceeding 10 days at a place subordinate officials	Full Powers	Recommends as per norms	Recommends	Recommends
IV	FINANCIAL				
12.	To sanction arrear claims of subordinate officers	Full Powers	Recommends	Recommends	Recommends
13.	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules of the organization	Full Powers	Bring to the notice of superiors	----	----
14.	To sanction permanent advances for contingent expenditure to drawing officers	Full Powers	Full Powers as per norms	Recommends	Recommends
15.	To sanction expenditure on publication of officials Advertisement in News Paper	Full Powers	Recommends against prior approval	----	----
16.	To permit in special circumstances the remittance of pay, traveling allowance employed out of way places	Full Powers	Recommends	Recommends	Recommends

17.	To sanction refund of wrong or excess credits provided (i) Each claim is supported by certificate or original credit and it's non – payments. (ii) The claim is preferred within 3 years of original credits. (iii) It is clearly established that it was a case of wrong or excess credits.	Full Powers	Recommends as per prior approval of superiors	----	----
18.	To accord administrative approval to works against funds provided in the budget.	Full Powers	Acts as per prior approval / sanction against each work	----	----
19.	Countersigning of all bills	Full Powers	Full Powers	Recommends against specific purchase orders or prior approval	Recommends against specific purchase orders or prior approval
V	FINANCIAL – STUDENTS				
20.	To sanction refunds of revenue including fees, fines etc.	Full Powers	Full Powers	Full Powers	Recommends
21.	To refund fees paid by the students who have been awarded free ship and half free ships	Full Powers	Full Powers	Full Powers	Recommends
22.	Sanction of Industrial visits for students and staff	Full Powers	Full Powers	Recommends	Recommends
23.	Sanction of study tour programme	Full Powers	Full Powers	Recommends	Recommends

VI	WRITE OFF – BAD DEBT				
24.	To sanction the write off of 1.Irrecoverable charges relating to breakages 2.Value of books lost or missing from libraries found irrecoverable subject to the condition the loss is not caused by negligence of any official (books issued for reference within the premises)	Full Powers	Full Powers for genuine cases Rupees less than one Lakh	Forwards (for cases less than Rupees Twenty five thousand only)	Forwards
VII	EXHIBITIONS				
25.	To sanction expenditure for participating in Exhibitions or VTU mela and other similar important state exhibitions	Full Powers	Full Powers for cases less than one Lakh	Recommends	Recommends
26.	To sanction expenditure for participating in district and other exhibitions within the state	Full Powers	Subject to prior approval Full Powers for cases less than one Lakh against approval/ sanction of superiors	Recommends	Recommends
VIII	STORES PURCHASE				
27.	To declare stores as obsolete, surplus or unserviceable and dispose them off subject to fixing responsibility for the loss in case of where they have become surplus or unserviceable owing to negligence or fraud etc., on the part of individual officers	Full Powers	Full Powers for cases less than one Lakh on specific directions of superiors	Recommends as per the technical/ expert opinion / report for cases less than Rs. Twenty five thousand only	Recommends on the basics of technical/ expert opinion / report
28.	To sanction the purchase of Furniture	Full Powers	Full Powers for cases less than one	Recommends justifying the requirements for	Recommends justifying the requirements

			Lakh against prior financial sanctions.	cases less than Rs. Twenty five thousand only	
29.	To sanction the purchase of office equipment's	Full Powers	Full Powers for cases less than one Lakh against prior financial sanctions.	Recommends justifying the requirements for cases less than Rs. Twenty five thousand only	Recommends justifying the requirements
30.	To sanction charges for insurance on special goods, scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Powers	Full Powers for cases less than one Lakh	Forwards for cases less than Rs. Twenty five thousand only	Forwards
31.	To sanction local purchase of stationery articles in offices	Full Powers	Full Powers for cases less than one Lakh	Recommends for cases less than Rs. Twenty five thousand only	Recommends
32.	To order the casual and emergent purchase of stores	Full Powers	Full Powers for cases less than one Lakh as approved / sanctioned by superiors	Recommends for cases less than Rs. Twenty five thousand only	Full Powers for amount less than ten thousands within budget sanctioned
33.	To sanction the direct purchase of the following articles (a) Chemical & other consumables (b) Apparatus and any other article of laboratory equipment not exceeding Rs.10,000/- for any article	Full Powers	Full Powers	Full Powers	Full Powers
34.	(a) Tools, plants and all articles of workshop equipment not exceeding Rs.10,000/- for any article. (b) Controlled stores like iron, steel, cement, Emulsion timber, etc. vide (a) and (b) supra from Government Department and Government Factories and Janatha Bazaars	Full Powers	Full Powers	Full Powers	Full Powers

	at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotation.				
35.	To sanction (a) Contracts for running Motor cycles stands, canteen, etc. (b) Auction sales of grass etc, in the premises of building (c) Proposals for the disposal of withered, fallen or felled trees in the aforesaid premises	Full Powers	Full Powers in coordination with the Admin. Officer	-----	----
36.	To sanction repairs of calculators, furniture and other articles of office equipment	Full Powers	Full Powers for less than one lakh	Recommends for cases less than Rs. Twenty five thousand	Recommends
37.	To sanction charges for shifting telephones from one office building to another	Full Powers	Full Powers	Full Powers	----
38.	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends and Forwards to relevant chief of engg. Dept.	Recommends	Recommends
39.	To sanction repairs to computers, printers, duplicators, photo copying machine, Fax etc.	Full Powers	Full Powers less than one lakh	Full Powers less than twenty five thousand	Recommends

40.	To sanction expenditure on 1. Repairs of apparatus, tools, plants and other lab & workshop equipment's 2. Erection of equipment	Full Powers	Full Powers less than one lakh	Recommends less than twenty five thousand	Recommends
41.	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines, journals, books and BIS codes for their departmental libraries and for granting prizes	Full Powers	Full Powers less than one lakh against post budget sanction	Full Powers less than twenty five thousand against post budget sanction	Full Powers less than twenty five thousand within budget sanctioned against post budget sanction
IX	LIBRARY				
42.	To purchase for college purposes, Government of Karnataka/India, University,AICTE,NBA and other publication and copies of administrative reports	Full Powers	Full Powers less than one lakh	Recommends less than twenty five thousand	Recommends
43.	To sanction charges for copying/photo copying	Full Powers	Full Powers less than one lakh	Recommends	Recommends
44.	To sanction charges in connection with the publications of handbooks and leaflets	Full Powers	Full Powers less than one lakh	Recommends less than twenty five thousand	Recommends
45.	Subscription to the periodicals and journals for each department	Full Powers	Full Powers less than one lakh	Recommends	Recommends
46.	To sanction book binding charges for old and worn – out library books	Full Powers	Full Powers less than one lakh	Recommends less than twenty five thousand	Full Powers for amount less than two thousand within budget sanctioned

APPENDICES

7.2. Sub – Committees and their financial powers:

All purchases of equipments and furniture are to be procured through the departmental purchase committee (sub – committee)/institutional purchase committee as applicable.

Purchases should adhere to the stores – purchase department procedures (SPD)

7.2.1. Department Purchase committee: up to Rs.10,000/-

- | | | |
|--|---|------------------|
| a. Principal | : | Chairman |
| b. Vice Principal/HOD depending on seniority | : | Member |
| c. HOD of the concerned department | : | Member |
| d. Senior Faculty as member | : | Member |
| e. Registrar | : | Member Secretary |

7.2.2 Institutional Purchase committee from Rs. 10,000 up to Rs. 1.00 Lakh

- | | | |
|--------------------------------|---|------------------|
| a. Rector | : | Chairman |
| b. Principal | : | Member |
| c. Vice Principal (Admin) | : | Member |
| d. HOD of concerned department | : | Member |
| e. AO | : | Member Secretary |

7.2.3 Institutional Purchase committee more than Rs. 1.00 Lakh

- | | | |
|------------------------------------|---|------------------|
| a. Chairman | : | Chairman |
| b. Rector | : | Member |
| c. Expert from outside the College | : | Member |
| d. Principal | : | Member |
| e. Vice Principal (Academic) | : | Member |
| f. HOD of concerned department | : | Member |
| g. Vice Principal (Admin) | : | Member Secretary |

7.2.4 Imprest amount towards hospitality for meetings & guests

- HOD'S @Rs. 500/month or as fixed by the Executive Director/ Chairman whichever is less.
- VPs each @Rs. 500/month or as fixed by the Executive Director/ Chairman whichever is less.
- Principal @Rs.3000/month or as fixed by the Executive Director/ Chairman whichever is less.
- Rector @ Rs.1000/month or as fixed by the Executive Director/ Chairman whichever is less.

7.2.5. Expenses towards industrial visit

7.2.5.1 Local:

- i. College bus + Diesel, Driver bata @Rs.150 per day
- ii. DA for accompanying staff as per norms

7.2.5.2 Outstation:

- i. College bus
- ii. Accompanying staff DA as per norms or actual bill

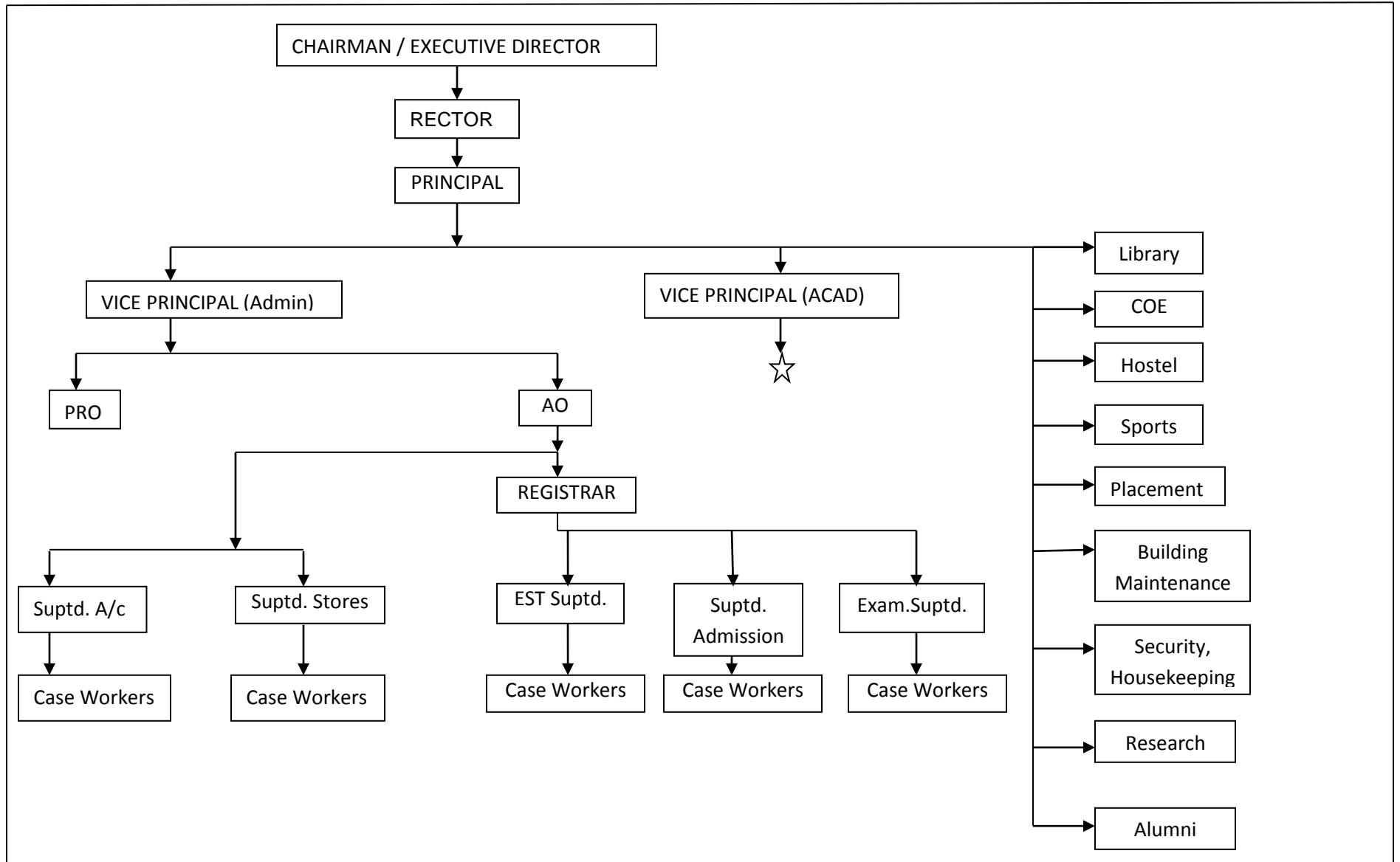
7.2.6. Honorarium towards guest & invited lecturers

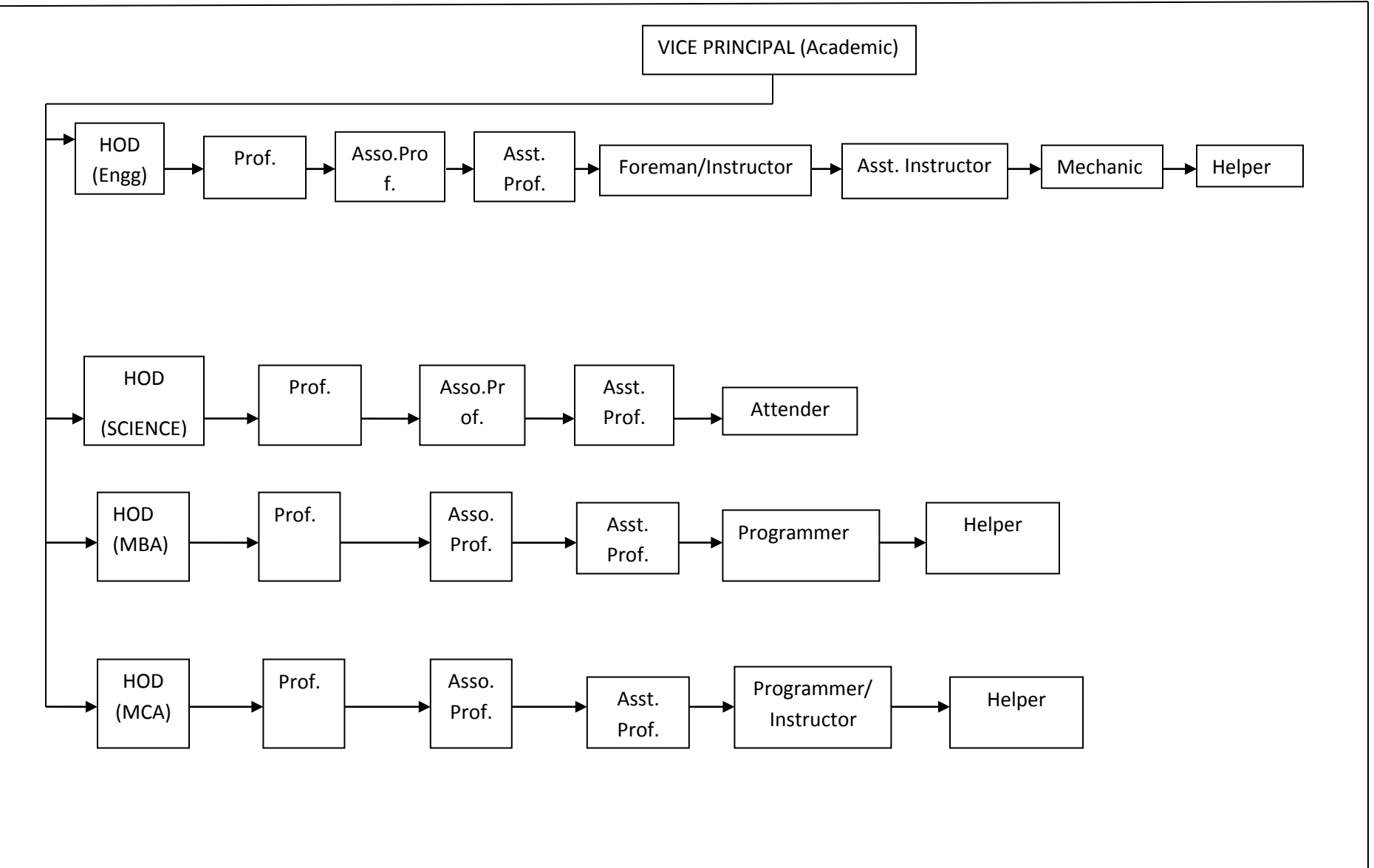
- i. Invited lectures @ Rs. 1000/- Lecturer (1 Hour)
- ii. Guest lecturers @ Rs. 450/hour.

References

1. Duties and Responsibilities of ACSCE Employees.
2. Karnataka Civil Service (General Recruitment) Rules,1977.
3. Karnataka Civil Service (Probation) Rules, 1977.
4. Karnataka Civil Service (CCA) Rules, 1957.
5. Karnataka Civil Service (Conduct) Rules, 1966.
6. Karnataka Government Servants (Seniority) Rules, 1957.
7. All India Council for Technical Education Act, 1987 and Regulation made there under.
8. Cadre & Recruitment Rules for Government Engineering College, Polytechnics and the Department of Technical Education.
9. All India Council for Technical Education & State Government Pay Scale Books.
10. Visvesvaraya Technological University service rules for the employees.

APPENDIX – I ORGANISTIONAL CHART





APPENDIX – II

NON TEACHING STAFF:

(i) CIVIL ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1	Foreman	1	B.E/Diploma with 10yrs. of experience
2	Instructor	2	Diploma with 5 yrs. of experience
3	Asst. Instructor	3	ITI with 2 yrs. of experience
4	Helpers	3	7 th Std. with 2 yrs. of experience

(ii) MECHANICAL ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1	Foreman	1	B.E/Diploma with 10yrs. of experience
2	Instructor	2	Diploma with 5 yrs. of experience
3	Asst. Instructor	3	ITI with 2 yrs. of experience
4	Helpers	3	7 th Std. with 2 yrs. of experience

(iii) ELECTRONICS & COMMUNICATION ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1.	Instructors	2	Diploma with 5 yrs. Of experience
2.	Asst. Instructor	3	ITlwith 2 yrs. Of experience
3.	Mechanic	3	Diploma/ITI with 3 yrs. Of experience ITI
4.	Helper	2	7 th Std.with 2 yrs. Of experience

(iv) COMPUTER SCIENCE & ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1.	System Manager	1	Same as Asst. Professor
2.	System Analyst	1	B.E(Computer Science) with 3 years of Experience /Diploma with 10 years' experience
3.	Programmers/Instructor	2	B.Sc. (Computers)or Diploma
4.	Computer operator/Asst. Instructor	2	ITI with 2 yrs. of experience
5.	Helpers	2	7 th standard with 2 yrs. of experience

(v) AERONAUTICAL ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1	Foreman	1	B.E/Diploma with 10yrs. of experience
2	Instructor	2	Diploma with 5 yrs. of experience
3	Asst. Instructor	3	ITI with 2 yrs. of experience
4	Helpers	3	7 th Std. with 2 yrs. of experience

(vi) BIO-MEDICAL ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1.	Foreman	1	B.E/Diploma with 10yrs. of experience
2.	Instructor	2	Diploma with 5 yrs. of experience
3.	Asst. Instructor	3	ITI with 2 yrs. of experience
4.	Helpers	3	7 th Std. with 2 yrs. of experience

(vii) ELECTRICAL AND ELECTRONICS ENGINEERING (Intake – 60)

Sl. No.	Name of the Post	No.'s	Qualification
1.	Instructors	2	Diploma with 5 yrs. of experience
2.	Asst. Instructors	3	ITI with 2 yrs. of experience
3.	Mechanic	2	ITI
4.	Helpers	2	7 th Std. with 2 yrs. of experience

(viii) BASIC SCIENCES

Sl. No.	Name of the Post	No.'s	Qualification
1.	Instructor	1	Bachelor's Degree in Science in PCM with 1st Class and a minimum of 5 year's experience in an Engineering College Lab
2.	Asst. Instructors	2	Lab Technician course and experience in engineering college lab preferred
3.	Attendants	2	SSLC with Vocational course preferred

(ix) ADMINISTRATIVE STAFF

Sl. No.	Name of the Post	No.'s	Qualification
1.	AO(Administrative Officer)	1	Degree with 18 yrs. Experience
2.	Registrar	1	Degree with 15 yrs. Experience
3.	Superintendents	4	Degree with 10 yrs. Experience
4.	Clerks	8	Degree with knowledge of computers

(x) LIBRARY STAFF

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

Sl. No.	Name of the Post	No.'s	Qualification	Recruitment Method
1	Chief Librarian	1	Ph.D in Library Science and should have Put in 5 years of service of service Scale	Direct recruitment/by promotion
2	College Librarian (Selection Grade)	2	Master's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of marks or its equivalent CGPA and consistently good academic record computerization of the library.	Direct recruitment
3	Assistant Librarian	3	Bachelor degree in library Science/Documentation or an equivalent professional degree with First Class and consistently good academic record computerization of the library.	Direct recruitment
4	Library Assistant	1	Diploma / Certificate in Library Science with experience	Direct recruitment

(xi) PHYSICAL EDUCATION STAFF

1	Director of Physical Education (Selection Grade)	Direct recruitment
	(i) Completed 5 years of Service as College Director of Physical Education in the senior scale. (ii) Has attended at least 2 refresher courses of about 3-4 weeks duration each with proper and well defined evaluation procedure after placement in scale of lecturer. (iii) Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two weeks duration. (iv) Passed the physical fitness test. (v) Constantly good appraisal report.	

Director of Physical Education

- (i) A Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or CGPA and consistently good academic record.
- (ii) Record of having represented the university/college at the inter university/inter – collegiate competitions or the State in national championships.
- (iii) Passed the physical fitness test.

Qualifying in the national test conducted for the purpose by the UGC or any other Agency approved by the UGC.

Note:

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