

SRI VENKATESHWARA COLLEGE OF ENGINEERING

ADMINISTRATIVE AND SERVICE MANUAL



Accredited by NAAC & NBA*

SVCE BENGALURU

SRI VENKATESHWARA COLLEGE OF ENGINEERING
— Affiliated to VTU, Approved by AICTE, Recognised by UGC u/s 2(f) & 12(B)—

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Sri Venkateshwara Education Society® (Registered under Societies Act 1960) hereby makes the following guidelines governing matters of general administration to prescribe and regulate the conditions of service applicable to the employees of Sri Venkateshwara College of Engineering.

CHAPTER - 1

1. Title, Commencement & Application

1. The Administrative and Service Manual shall be called administration to prescribe and regulate the conditions of service applicable to the employees of Sri Venkateshwara College of Engineering (SVCE).
2. This shall be with effect from the date of approval by the Managing Committee of the Society^(R).
3. This shall apply to all the employees of Sri Venkateshwara College of Engineering.

2. Definitions

This Administrative Manual unless the context otherwise means

- ❖ **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987
- ❖ **“University”** means Visvesvaraya Technological University, Belagavi established under clause (3) of Article 34B of Constitution of India, the Visvesvaraya Technological University Act, 1994
- ❖ **“Government”** means Government of Karnataka
- ❖ **“College”** means Sri Venkateshwara College of Engineering, situated at Vidyanagar, Kempegowda International Airport Road, Bengaluru - 562 157 and the Hostels attached thereto
- ❖ **“Management”** means the **Chairman** or **Chief Executive Director**, or his nominee authorized by the Society to manage the affairs of the College
- ❖ **“Trust”** means Sri Venkateshwara Education Society®, runs different Institutions which operates from its office situated at SVCE Campus, Vidyanagar, Kempegowda International Airport Road, Bengaluru - 562 157 registered under Karnataka Societies Act 1960

- ❖ **“Governing Council”** means the Governing Council of Sri Venkateshwara College of Engineering constituted by the Sri Venkateshwara Education Society® to administer and manage the affairs of the College.
- ❖ **“Chairman”** means the Chairman of the Governing Council of the College.
- ❖ **“Chief Executive Director”** means the Chief Executive Director who shall discharge all the duties authorized to him/her and presides over all the meetings of Governing Council in the absence of Chairman.
- ❖ **“Director”** means the Director of the College who shall be In-Charge of overall supervision of the College.
- ❖ **“Principal”** means Principal of “Sri Venkateshwara College of Engineering” duly appointed by management who is also Ex-officio Member Secretary of the SVCE Governing Council
- ❖ **“Head of Department”** means the Head of Department of each approved Programme of study in Engineering / Management Studies
- ❖ **“Departmental Head”** means the person In Charge of a particular section/ department/ program/ course conducted or functioning in the college.
- ❖ **“Controlling Authority”** means the Governing Council in relation to all the academic staff and the Chief Executive Director in relation to all other employees.
- ❖ **“Enquiry Committee”** means the Committee constituted by the managing committee of the College in relation to employees.
- ❖ **“Appointing Authority”** means the authority competent to make appointments to any post in the College Authorized by management.
- ❖ **“Employee”** means the person in the service of the college in any post which includes the academic staff.
- ❖ **“Probationary Employee”** means a person in the service of the college purely on temporary basis subject to terms and conditions if any, prescribed and appointed for a period less than two years or by written confirmation.
- ❖ **“Permanent Employee”** means a person permanently employed in the service of the College in any post, duly confirmed by the management through written confirmation.
- ❖ **“Academic Staff”** means any member of the staff engaged wholly or partly in teaching or research in the college.
- ❖ **“KEA”** means Karnataka Examination Authority setup by Karnataka State Government for admission of students to professional colleges in Karnataka.

- ❖ **“COMED-K”** means Consortium of Medical, Engineering and Dental Colleges, Karnataka setup for admissions to private self-financing Institutions
- ❖ **“Appendix”** means Appendix to this Manual
- ❖ **“NBA”** means National Board of Accreditation, New Delhi, for accreditation of Engineering Degree programmes
- ❖ **“NAAC”** means National Assessment and Accreditation Council for evaluating the performance of the Universities and Colleges in the Country
- ❖ **“IIC”** means Institution Innovation Council foster the culture of Innovation amongst all Higher Education Institutions
- ❖ **“NIRF”** means National Institutional Ranking Framework outlines a methodology to rank institutions across the country
- ❖ **“ARIIA”** means Atal Ranking of Institutions on Innovation Achievements to encourage high quality research, innovation and entrepreneurship, towards making them globally competitive, and in the forefront of innovation
- ❖ **“QS I-GAUGE”** means brand specialised in rating colleges, universities and Schools in India

All other expressions that have not been defined shall have the same meaning in the Byelaws of the Society.

CHAPTER - 2

Maintenance of Important Books, Journals, Orders Etc.

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

- ❖ Karnataka Education Act 1983 and Rules enacted there under.
- ❖ Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
- ❖ Notifications, Circulars, Orders etc. of the Visvesvaraya Technological University.
- ❖ Karnataka Civil Service (General Recruitment) Rules, 1977.
- ❖ Karnataka Civil Service (Probation) Rules, 1977
- ❖ Karnataka Civil Service (CCA) Rules, 1957
- ❖ Karnataka Civil Service (Conduct) Rules, 1966
- ❖ Karnataka Civil Service (Performance) Rules, 2000
- ❖ Karnataka Government Servants (Seniority) Rules, 1957
- ❖ All India Council for Technical Education Act, 1987 and Regulation made there under.
- ❖ UGC Act 1956 Rules & Regulations, made there under
- ❖ The Employee's Provident Fund & Miscellaneous Provisions Act, 1952.
- ❖ Karnataka State Universities Act, 2000.
- ❖ Cadre & Recruitment Rules for Government Engineering Colleges, Polytechnics and the Department of Technical Education.
- ❖ All India Council for Technical Education & State Government Pay Scale Books.
- ❖ Office Manual.
- ❖ Karnataka Societies Registration Act, 1960
- ❖ Dictionaries (Big, Small & Pocket type).
 - (a) English – English
 - (b) English – Kannada
 - (c) Kannada – English
 - (d) Kannada – Kannada.
- ❖ CET Information Brochure and Procedures.
- ❖ Examination Regulations and Rules and Manual of Visvesvaraya Technological University.

- ❖ Kacheri Kaipidi.
- ❖ Kannada Office Terminologies.

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

CHAPTER – 3

Conditions of Service of the Employee

(1) The Conditions of Service of the Employee, the mode of recruitment, the minimum qualifications, experience, eligibility etc., for recruitment, shall be as specified below.

- (i) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by the government in respect of General Category is 33 years. In respect of SC, ST & OBC Category is 38 years & in respect of OBC Category IIA, IIB, IIIA, & IIIB is 36 years. It shall stand modified as and when amended by the Government. However, the maximum age limit is relaxable by the management if the candidate is found otherwise suitable.
- (ii) The minimum qualification, teaching experience and other eligibility criteria for recruitment to the academic posts, non-teaching posts and other categories of posts shall be as prescribed by the State Government, All India Council for Technical Education, Visvesvaraya Technological University, from time to time and can be relaxable by the management in case the Candidate is found suitable. However, the detailed qualifications are mentioned in APPENDIX III to VIII.
- (iii) The general procedure for recruitment of candidates to the post of teaching faculty for a period of one year & above shall be by insertion of an advertisement in the Newspaper notifying the vacancies that arise and can be relaxable by the management in case of candidates recruited for non-Teaching Category Posts. The selection of a Candidate shall be by the Board of Management/Committee consisting of the following in part or full.
 - a. Chairman / Chief Executive Director / Nominee of the Managing Committee.
 - b. Principal
 - c. University Nominee
 - d. Head of the concerned Department.
 - e. One/ Two experts drawn from within or outside the Institution

The selection of candidates for other categories of posts other than those mentioned above shall be at the discretion of the management and such appointments are governed by the general rules & regulations of the Institute.

(2) Selection of candidates shall be based on the Written Test or Interview as the case may be, as recommended by the Board/Committee of Appointment. Candidates shall be selected solely based on merit. The selection shall be governed by the rules of recruitment

prescribed in the General Byelaws. Reservation of vacancies in favor of SCs, STs, & OBCs shall be at the discretion of the management which is not mandatory.

- (3) The Candidates whose names are included in the selected list prepared by the Board / Committee of appointment may be approved at the discretion of the management. Their appointment shall be on probation in terms of the Karnataka Civil Services (KCS) (Probation) Rules, 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.
- (4) The seniority of the employees of the academic staff shall be published department wise, section wise, & grade wise every year and circulated among each employee and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.
- (5) Termination of the services of the probationary employees shall be in accordance with the provisions adopted by the SVCE Management from time to time. In the case of the probationer, he / she shall be liable for discharge if found unfit / unsuitable.

Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving 90 days (03 months) advance notice at the end of academic year or Three months' salary. Such a resignation letter shall be handwritten/ typed, signed, and submitted voluntarily by the employee without any act of compulsion. Such a resignation shall be submitted by the head of the Department to the Principal routed to the Management. Acceptance of the resignation shall be at the discretion of the management.

(2) Kinds of leave admissible and procedure for sanction

- (1) Casual Leave (CL): Every employee shall be entitled to Casual Leave of 12 days in a calendar year. In the case of new entrants, from the joining month remaining leaves are admissible. This leave can be availed with prior permissions
- (2) Special Casual Leave (SCL) for teaching faculty not exceeding 20 days in a calendar year i.e., 10 days each semester will be allowed for the purposes of attending University Examination work or Examination work of any other University, other works related to academics. For Non-Teaching staff 10 days per calendar year.
- (3) Earned leave(EL) is admissible to the vacation employees who completes two calendar years are eligible at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of 6 months commencing from 1st July to 31st December of each year.

- (4) In case of non-vacation employees, they are entitled for 15 days Earned Leave in the first half of calendar year commencing from 1st January to 30th June & another 15 days for the next half commencing from 1st July to 31st December, who completes two calendar years. The other provisions governing Earned Leave shall be at the discretion of the management.
- (5) EL, carry forward Accumulation & Encashment is not Available The minimum & maximum availment of casual leave shall be one day to three days at a spell. The minimum number of days of earned leave that could be availed is Five days. In case of prolonged illness, or for prosecution of higher studies, leaves may be availed over 60 days with the prior sanction of the management subject to credit in the account.
- (6) Leave cannot be claimed as a matter of right. Sanction of leave is at the discretion of the authority competent to sanction leave. The competent authority will decide the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave except for a day of casual leave. Otherwise, the availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of Casual Leave and other types of leave shall be as at Annexure I & II. Application of all kinds of leave shall be routed by the Heads of Department or Heads of Sections, to the principal for sanction / recommendation. The principal shall have the power to either sanction or reject the leave applied for, depending upon the exigencies of the work. Powers of sanction of leave by various authorities is as specified below.

Nature of leave	Authority competent to recommend	Authority Competent to sanction leave and to what extent		
		Principal	CED	Chairman
Casual Leave	HoD/Registrar	3 days	Full Powers	Full Powers
Other kinds of leave	Principal, HoD / Registrar	15 days	Full Powers	Full Powers

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

(3) Code of Conduct and Disciplinary Action

- (1) Every employee shall possess good moral character, and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He / She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud and defaming the name of the Institution or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.
- (2) An illustrative Code of Conduct applicable to each employee is as specified below
 - He/ She should be honest and show dedication diligence and devotion to duty
 - He/ She should not be neglecting his/her duties.
 - He/ She should not be involved in unlawful activities or instigate the students.
 - He/ She should not show discrimination in the name of caste, language, place, regional or other social & cultural background.
 - He/ She should not engage in malpractice in examination, nor encourage such act.
 - He/ She should not show negligence in the valuation of homework of the students.
 - He/ She should not leave the institute premises during working hours without the permission of Principal.
 - He/ She should not engage in private tuition at home or elsewhere.
 - Without the permission of the management, he/she should not prepare or publish Manuals/Books/Guides.
 - In his official capacity, he/she should not accept gifts from anybody on behalf of the college.
 - He/she should not practice untouchability.
 - He/she should not cause loss to the property of the college.
 - He/she should not act or invigilate indecent behavior
 - He/she should not involve in acts of violence or moral turpitude
 - He/she should not misbehave with students, parents, or management personnel.
 - He/she should not conduct any union meeting or participate in any such meeting.
 - He/she should not disobey the instructions/ orders of the higher-ups- management /Principal/Heads of the departments.
- (3) The above code of conduct is only illustrative but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.

- (4) Any conduct of unusual behavior or act of an employee beyond the normal limits shall be viewed as misconduct or misbehavior attracting disciplinary action.
- (5) Any employee found to have indulged in a grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the committee constituted for the purpose may result in the following form.
- (6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct misbehavior, disobedience dereliction of duty, illegal gratification etc., or any other misdemeanor was established
 - Fine (in case of lowest grade of employee)
 - Censure
 - Withholding of increment / salary
 - Recovery of the pecuniary loss caused to the institution or any person.
 - Reduction of pay at any stage in the scale of pay applicable to the post held by them.
 - Reduction to any category of post with direction as to the fixation of pay at a particular stage in the reduced post.
 - Removal
 - Dismissal

(4) Terminal Benefits.

- The management may at its discretion extend to any employee the accidental life risk insurance coverage with any life insurance company.
- The management may also extend the group insurance scheme to the employees if found desirable by payment of premium.
- The management shall maintain Service Registers of all the employees & the entries therein updated from time to time in the college office. The Principal / Chairman/ Chief Executive Director or nominee of the management shall authenticate all the entries. The service register shall be shown to the concerned employees and their signatures obtained once in an Academic year.
- Other terminal benefits as specified in appointment order.

CHAPTER – 4

Duties & Responsibilities of the Teaching Faculty

- (1) The teaching faculty shall perform the duties & discharge the responsibilities diligently as per the norms contained in the All-India Council for Technical Education Regulations. An extract of the All-India Council for Technical Education norms are as envisaged in Appendix- IX. In addition to the duties and the responsibilities enshrined in the Appendix – IX the Principal & the other teaching faculty shall carry out the additional duties and functions, as may be necessary in the discharge of responsibilities assigned to them from time to time.
- (2) Heads of the Departments & Deans are responsible for maintenance and smooth running of their branch or Department. For this purpose, one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per timetable and syllabi within the scheduled time limit. They should co-operate with inter departments for extending teaching facilities like classrooms, practical classes, seminar hall etc. They shall bring to the notice of the principal from time to time with respect to any cases in the Department attendance, lesson plan, internal assessment etc., They will have to be scrutinized and supervised by the faculty assigned to do so. The grievances of the students in the Department will have to be sorted out by the departmental head.
- (3) Associate Professors are responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the laboratories and workshops entrusted to them. They shall discharge the additional functions as and when assigned to them by the head of the Department.
- (4) Assistant professors/lecturers shall engage the classes as per the regular timetable. All the syllabi will have to be covered as per the timetable, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct tests for internal assessment to improve the skill and knowledge of the students. They shall diligently maintain the Attendance registers, lab record books, blue books, record of Internal Assessment marks or any other academic requirement.
- (5) The entire teaching faculty shall discharge their responsibilities and carry out their academic activities stipulated by the All-India Council for Technical Education, in the booklet containing the revised pay scales and Service Conditions under No. F.1-

65/ CD/NEC/ 98-99 dated 3.5.2000 of the All India Council for Technical Education
as amended from time to time.

CHAPTER – 5

(1) Duties and responsibilities of the system manager, system analysts and other employees in laboratories and work shops

The System Manager, System Analyst and lab in charges are responsible for the conduct/ maintenance of laboratories and the workshop. They shall accommodate the various branches for smooth conduct of practicals. They shall co-operate with the staff of the other department or branches in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipment's, machines, plants etc. and ensure that no such machinery, equipment's etc., are kept idle. They shall be in constant touch with the Concerned Head of the Department and Professors for maintenance and upkeep from time to time.

(2) Duties and responsibilities of Administrative Staff

- (1) The Registrar and Superintendent(s) shall assist the management and coordinate with the principal for smooth functioning of the College office. All administrative matters are to be channelized by the Registrar/ Superintendent(s) as in Appendix XI.
- (2) The office organization in the college shall be as specified below.
 - (i) **Admission section:** - The caseworker is in charge of all admission matters. Admission of students to First Semester/ Third semester (diploma) and onwards shall be made & updated regularly. The following registers/ files should be maintained either in soft/ hard copy form and they shall discharge the duties as specified below: -
 - (a) Admission registers of students.
 - (b) Demand Cash and Balance (DCB) register.
 - (c) Files containing all the original academic documents of the students admitted to the First Semester/ Third semester (diploma). They shall be returned to the students concerned at the time of course completion and leaving the college, with the approval of the Principal.
 - (d) Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.
 - (e) Issue of bona-fide / study certificate.
 - (f) Matters relating to scholarship and follow up.
 - (g) Maintenance of files relating to all correspondence.

- (h) Rules, Regulations, orders, Notifications, Circulars, etc. relating to Admissions and updation.
- (ii) **Examination Section:** -Case worker plays a dominant role in maintaining confidentiality. He/ She shall report to the Registrar /Controller of Examinations as in Appendix XII and the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He/She shall be vigilant & conversant with the rules, regulations and procedure published by the University. The following Registers, Files and documents shall be maintained either in soft or hard copy form: -
- (a) Marks cards register(s)/ file(s) of all the Semesters.
 - (b) Malpractice (MPC) register/file of students.
 - (c) Examination stationery stock and issue register.
 - (d) Result sheet of all Semesters.
 - (e) Files and documents for conduct of examination and announcement of timely results.
 - (f) Register/file of Ineligible students.
 - (g) Procurement and Distribution of Admission Tickets of all examinations.
 - (h) Collection of Examination Application forms and submission to the University.
 - (i) All Examination related work and seating arrangement and other allied work.
- (iii) **Establishment Section:** The employees working in the Establishment Section shall maintain confidentiality with respect to the duties discharged by them. The biodata of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared preferably. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Technical Education, University, CET cell, and all statutory bodies etc. shall be kept in the personal files of each employee concerned. All matters relating to

recruitment, promotion/termination welfare measures are to be dealt with promptly. Maintenance of leave account and sanction of leave are promptly entered in the service register and copies there of shall be kept in the personal files. The following important registers/ files shall be maintained either in soft/ hard copy form permanently: -

- (a) Service Register
 - (b) Attendance Register -Branch / Section wise.
 - (c) Leave Sanction Register/ file (CL/SCL/COFF/OOD)
 - (d) Movement Register
 - (e) Provident Fund Register
 - (f) Insurance Register / Record
 - (g) Staff Pattern and Vacancy Register
- (iv) **Purchase Section:** - All Petty purchases of the college are made at the request of the laboratory in charge or Head of the Department or the Principal. The officer in charge has to correspond with the firms for procurement of equipments, tools, consumables, peripherals etc. Every purchase shall be made after inviting quotations with specifications except major equipment(s). Definite specifications and addresses of the firms may be obtained from the Principal or Head of the Department. The following registers, files and records shall be maintained :-
- (a) Purchase files
 - (b) Separate stock ledgers for tools, equipment's, consumables, furniture, peripherals etc.,
 - (c) Daybook of receipt.
 - (d) Invoice books
 - (e) Quotations / correspondence/ purchase orders
 - (f) Scrap and waste disposal Register.
 - (g) Unserviceable Equipment Disposal Register
 - (h) Issue Register
 - (i) Maintenance Register

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

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

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

The employee concerned shall prepare the pay bills of every month for salary disbursement. Payments shall be made through Demand Draft/ Account transfer/

cheques/ Cash. Cash, cheques / demand drafts received shall be preserved in safe custody. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed seriously and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts shall be audited by the Chartered Accountant every year.

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

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

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

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

CHAPTER – 6

Duties and responsibilities of Librarian

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

(9) He/ She shall ensure that the library functions during the prescribed working hours.

CHAPTER – 7

Duties and responsibilities of Director of Physical Education.

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

CHAPTER – 8

Duties and responsibilities of Registrars/ Superintendents.

- (1) The Registrar and / or Superintendent in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the college. The main functions of the Registrar and Superintendent shall be as spelt out herein inter-alia other duties and functions.
- (2) Perform the day-to-day routine work of the office.
- (3) Place before Principal/ Management all correspondence, financial transactions, and important policy matters for final decision.
- (4) Responsible for the efficient management of office work.
- (5) Exercise general supervision over the section regarding office management, class arrangement and cleanliness of campus and inside the building.
- (6) Guide the inexperienced case workers in their day-to-day work.
- (7) Initiation to attend the important work on priority by the caseworkers.
- (8) Devote personal attention to the smooth running of the office as and when warranted.
- (9) Watching and overseeing the disposal of papers and fixing up watch register or other registers.
- (10) Advise and help the caseworkers for disposal of important and urgent matters.
- (11) Dealing with confidential and urgent files.
- (12) Inspection of the quality of the work of caseworkers and motivating them to achieve maximum efficiency.
- (13) Attend the immediate problems of students.
- (14) Enforcement of rules and procedures deftly.
- (15) The Registrar or Superintendent shall receive all the letters and other communications addressed to the college and open the covers / envelopes in the presence of the principal. If there are any papers to be attended on priority they shall be marked as “Top Priority”, “Today”, “Urgent”, “Immediate” and VVI (Very Very Important). In the case of Important, Very Important, Very Very Important

Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action.

- (16) All the letters and papers or communications meant for other sections, departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.
- (17) All the files will be processed under trilateral index headings like “EST”, “ABM”, “ACT”, “CAS”, “EXM”, “SPS” etc. Such files shall be maintained by adopting the record Management advertised hereinafter.
- (18) All the files, Records, Registers of the management shall be maintained in the college either in the office or in the department and they shall be processed and dealt with as current files or registers. After the completion of adventure or required action the files, registers, and records may be closed under five classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register an index leave shall be affixed containing the following particulars.
 - (a) File No. / Register No. / Record No.
 - (b) Subject Matter
 - (c) Period of Coverage.
 - (d) Date of Commencement.
 - (e) Date of closure
 - (f) Classification
 - (g) Extended date for preservation after review.
 - (h) Signature of the Caseworker/ Superintendent/ Registrar/ Head of the Department / Principal as the case may be.
- (19) The closed files, registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record keeper shall be incharge of proper maintenance.

(20) The concerned Case Worker or the Superintendent or the Registrar as the case may shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the record section.

(21) The classification of the closed files/ registers and records for the purpose of preservation either permanently or for a specified period shall be as specified below.

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

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

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

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

Preservation of records

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

- (a) Service Register
- (b) Acquittance Roll

- (c) Cash Book
 - (d) Passbook
 - (e) Audit Report
 - (f) Permanent assets of the college.
 - (g) Matters relating to land and building.
 - (h) Marks cards or Original statement of marks.
 - (i) All India Council for Technical Education approval Orders.
 - (j) Matters relating to court cases.
 - (k) Seniority list of various employees.
 - (l) Permanent affiliation orders.
 - (m) Affiliation orders of State Government, University and other apex Bodies.
- (2) Orders of the Government sanctioning the affiliation, Notification of the University sanctioning the affiliation and continuation of affiliation and approval orders of All India Council for Technical Education and also orders if any of the Government of India shall be preserved in the concerned section handy for immediate reference.

CHAPTER -9

Admissibility of Travelling Allowances and Daily Allowances to the employees

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

Items	Category			
	A	B	C	D
Travel by air with in state & outside state	Chairman/CED	Principal	Professors	Other Employees
Travel by train	I Class AC Chair Car	I Class AC	II Class AC	At the discretion of the Management
Travel by bus	Highest grade of accommodation	Highest grade of accommodation	Highest grade of accommodation	
Hired taxi	Rs.20 per KM	Rs.15 per KM	Rs.12 per KM	

- (3) The purpose of payment of travelling allowance is to reimburse the actual expenditure involved towards the travel by Air, Train, Bus, or by own Car or Taxi as the case may be. Hence, the actual amount spent on Air/ Train/ Bus fare, or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rates or actual City Taxi / Travel Taxi charges whichever is less.
- (4) In the case of travel by own car, the Mileage allowance admissible is Rs.12 per Kilo Meter.
- (5) Daily Allowances shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges, with the prior approval of the management.
- (6) No daily allowance shall be payable for the journey within the agglomeration limit of Bangalore city.

- (7) All the claims for traveling allowance and daily allowance shall be supported by the receipts and vouchers for the purpose of accounting and auditing.
- (8) Traveling shall be restricted to the economical class of journey to the extent possible subject to availability.
- (9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economically category of hotel entitled for.
- (10) The actual amount paid towards autorickshaw / taxi fare for the local journey between the college and bus stand, Railway station or Airport shall be reimbursable.
- (11) Travelling allowance & daily allowance are also admissible for deputation to by the management, for paper presentation in the National and International Conference. The period spent in attending including the reasonable time required to and fro journeys shall be treated as the period spent on duty. It shall not be admissible if the organizing or sponsoring authorities bear such expenditure.
- (12) Only the following categories of employees are eligible for traveling allowance and daily allowance for the journeys within the state or outside the state but within India.
 - (1) They must have put in a minimum of 2 years' service.
 - (2) They are permanent Employees.
 - (3) Performance of Journey shall be only for official duties.
 - (4) Such other employees of the College at the Discretion of the CED/Chairman as a special case

CHAPTER -10

Incentives and Rewards for exemplary work.

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

CHAPTER -11

Amenities to the Student

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

CHAPTER -12

Delegation of powers

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

CHAPTER -13

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

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

Sl. No.	Name of the Post	Pay Scale (New)
1	Principal	37400-67000+AGP 10000+Principal Allowances
2	Professors	37400-67000+AGP 10000
3	Assoc. Professors	37400-67000+AGP 9000
4	(a) Asst. Professors with Ph.D	15600-39100+AGP 8000
5	(a) Assistant Professor(SG)	15600-39100+AGP 7000
6	(a)Assistant Professors	15600-39100+AGP 6000

- (3) The scale of pay applicable to non-teaching, administrative and other staff in the existing state pay scale shall be as per AICTE norms.
- (4) The management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

CHAPTER – 14

Job Responsibilities of Teachers (All India Council for Technical Education, Prescription)

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

Schedule

[Rule 2(1) (a)]

Authority competent to make appointments shall be as under.

Sl. No.	Category of Post	Authority Competent to appointment
1	Principal	Chairman/CED/Management
2	Vice Principal	Chairman/CED/Management
3	Professor, Associate Professor, Assistant Professor/lecturer, Director of P.E, Librarian	Chairman/CED/Management & Principal
4	Professor and Head of Department	Chairman/CED/Management & Principal
5	Non-teaching and Senior positions	Chairman/CED/Management & Principal
6	Various Administrative posts and all group 'D' employees	Chairman/CED/Management

ANNEXURE – 1

Application for sanction of Leaves (OFFLINE/ONLINE)

Online link <http://192.168.2.55/COSEC/Login/Login>

The screenshot shows a web-based 'Leave Application' form. At the top, there is a navigation bar with a back arrow, a plus sign, and a square icon. The form fields are as follows:

- Application Date: [Text Input]
- Consideration In Terms Of: [Dropdown Menu] - Both
- From: [From Date] [Calendar Icon] [Full Day] [Dropdown Menu]
- To: [To Date] [Calendar Icon] [Full Day] [Dropdown Menu]
- Applied Duration: [Text Input]
- Posted Duration: [Text Input]
- Leave: [Dropdown Menu] - CL - CASUAL LEAVE
- Current Balance: [Text Input] [Chevron Icon]
- Reason And Contact Info:
 - Reason: [Text Input] - 50 Chars
 - Address: [Text Input] - 30 Chars
 - Contact Number: [Text Input] - 20 Chars

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

APPENDIX – I

Staff Pattern and Recruitment rules

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

Sl. No.	Cadre	Minimum Qualification and Teaching Experience	Recruitment method
1	Principal	<p>Qualification as above that is for the post of Professor, as applicable</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching /Research/Industry out of which at least 3 years shall be at the level of Professor. Or Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p>
2	Professors	<p>Qualification as that is for the post of Associate Professor, applicable.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. or</p> <p>Minimum of 13 years experience in teaching and/ or Research and/or industry</p> <p>In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p>

			In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
3	Associate Professors.	Qualification as that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid Direct recruitment
4	Assistant Professors	BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech	Direct recruitment
5	Professors in Mathematics, Physics, Chemistry	PG with at least 55% of marks with Ph. D in the relevant subject	50% by promotion from the cadre of Associate Professors & 50% by Direct recruitment

1. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
2. PhD shall be from a recognized University.
3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
4. Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
5. If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

APPENDIX – II

Staff Pattern for UG Programmes (Engineering & Technology)

1. Qualification: As per AICTE Norms
2. Principal/Director: 1 (To include as Professor in concerned Department)
3. Cadre Ratio: Professor: Associate Professor: Assistant Professor
4. (Minimum Cadre Ratio shall be 1: 2: 6 or better)
5. Faculty: Student Ratio:: 1: 20

Sl No	Department	Intake				
		30	60	90	120	180
1	ECE	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18
2	CSE	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18
3	ISE	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18
4	ME	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18
5	CE	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18
6	MT	1:1:3	1:2:6	1:3:9	1:4:12	3:6:18

- Staff Pattern for 1 Year as per university norms

Sl No	Department	Intake								
		240	300	360	420	480	540	600	660	720
1	ECE	1	1	1	1	2	2	2	3	3
2	CSE	2	2	2	3	3	3	4	4	5
3	ISE	0	0	0	0	0	0	0	0	0
4	ME	2	2	2	4	5	5	5	6	6
5	CE	1	1	1	1	1	2	2	3	3
6	EEE	2	2	2	3	3	3	4	4	5
7	MT	0	0	0	0	0	0	0	0	0
8	CSE-AI	0	0	0	0	0	0	0	0	0
9	CSE-DS	0	0	0	0	0	0	0	0	0
10	CSE-CS	0	0	0	0	0	0	0	0	0
11	Physics	2	2	3	4	4	5	5	6	6
12	Chemistry	2	2	3	4	4	5	5	6	6

13	Maths	4	4	4	5	6	7	7	8	8
14	Humanities	2	2	2	2	2	2	2	2	4

Staff Pattern for PG Programmes

SI No	PG	Intake		
		18	24	60
1	M.Tech	1:1:1	1:1:2	---
2	MBA	---	---	1:1:4

APPENDIX - III

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

SL. NO.	CADRE	QUALIFICATIONS	EXPERIENCE	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSIONALS
1.	Assistant Professor	First class Bachelor's degree in the appropriate branch of engineering/Technology or First-class master's degree in the appropriate branch of engineering or Technology	No minimum requirement	
2.	Associate Professor	Ph.D. degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/ Technology	3 years experience in Teaching/Industry/ Research at the level of Lecturers or equivalent	Candidates from Industry/Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/Technology or First class Master's level in the appropriate branch of engineering/ Technology AND Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years' experience would also be eligible.
3.	Professor	Ph.D. Degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/ Technology	10 years experience in Teaching/Industry/ Research out of which 5 years must be at the level of Assistant Professor and / or equivalent	Candidates from Industry / Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/ Technology and with Professional work which is significant and be recognized as equivalent to Ph.D degree and with 10 years experience of which at least 5 years should be at Senior Level comparable to that of Assistant Professor should also be eligible.
4.	Director / Principal / Head of	Ph.D. degree with the First Class Degree at Bachelor's or Master's level	15 years experience in Teaching/Industry/Research must be at the level of	Candidates from Industry/Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering/ Technology and with Professional work is significant and be recognized as equivalent to Ph. D degree and with 15 years experience of which at least 5 years should be at Senior Level

	Institute	In addition the candidates should be an eminent person in the field.	Professor or above	comparable to that of a Professor would also be eligible. Desirable: Administrative Experience in a responsible position.
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NOTE: 1.If a class/ division is not awarded at B.E. or M.E/Equivalent Degree a minimum of 60% marks in aggregate shall be considered as equivalent to first class/division. If a Grade point system is adopted the CGPA will be converted into equivalent marks as given below.

2. If the discipline of Computer Science Engineering/ Technology, in lieu of the 'First class degree at bachelor's and / or Master level in the appropriate branch. "a first class master's degree in computer science Engineering/ Technology together with a first class bachelor's degree in any area of Engineering technology will be acceptable.

APPENDIX- IV

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED BY AICTE FOR TEACHING POST IN HUMANITIES AND SCIENCES IN DEGREE LEVEL TECHNICAL INSTITUTION

Sl.NO	CADRE	QUALIFICATION	EXPERIENCE
1.	Assistant Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC/CSIR or similar test accredited by UGC	No minimum requirement
2.	Associate Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level and Ph. D degree in the relevant subject.	5 years experience in Teaching and research excluding the period spent for obtaining the degree and has made some mark in the area of Scholarship as evidenced by quality of publications, contribution to educational innovations, design of new courses and curricula.
3.	Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level and Ph. D degree in appropriate branch of the relevant of Humanities and Sciences (Desirable: Post Doctoral work in appropriate branch of the relevant of Humanities and Sciences)	10 years experience of which 5 years must be at a Senior level comparable to that of a Assistant Professor in Postgraduate teaching, and/or experience in research at the University / National level Institutions, including experience of guiding research at Doctoral level.

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

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70

	8.25	75	
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APPENDIX- V

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

Qualification and Experience	Qualification & Experience for Candidates from Industry & Profession
<p>Qualification: Ph. D degree (with first class degree at Bachelor's or Master's level). In addition the candidate should be an eminent person in the field.</p> <p>Experience: 15 years of experience in teaching/ industry/research out of which 5 years must be at the level of Professor or above.</p> <p>Desirable: <i>Administrative experience in a responsible position.</i></p>	<p>Candidate from industry/Professionals with master's degree in engineering/ Technology and with professional work which is significant and can be recognized as equivalent to Ph. D degree and with 15 years' experience of which at least 5 years should be at a Senior level comparable to that of professor would also be eligible.</p> <p>Desirable: <i>Administrative experience in a responsible position.</i></p>

FOR INSTITUTIONS OFFERING MANAGEMNT STUDIES

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

<p><i>Desirable:</i></p> <p><i>Administrative experience in a responsible position.</i></p>	<p><i>position.</i></p>
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APPENDIX-VI

Clarification by AICTE

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

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

Decision taken:

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

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

Decision taken:

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

APPENDIX – VII

NON-TEACHING – TECHNICAL STAFF AS PER VTU GUIDELINES

COMPUTER SCIENCE & ENGINEERING (Intake – 180)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	System Manager	1	Same as Processor	Direct recruitment / Promotion
2.	System Analyst	1	B.E (Computer Science) or Diploma with experience	Direct recruitment
3.	Programmers	2	B. Sc (computer) / BE or Diploma in Computer Science	Direct recruitment /
4.	Computer Maintenance	2	Diploma with experience	By promotion from the Cadre of Mechanics
5.	Data Entry Operator (DEO)	2	SSLC with ITI with experience	By Direct recruitment / promotion
6.	Attenders	2	SSLC with 2yrs certificate with experience	Direct recruitment
7.	Helpers	2	7 th standard with experience	Direct recruitment
	Total	12		

COMPUTER SCIENCE & ENGINEERING in Artificial Intelligence (Intake – 60)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	System Manager	1	Same as Processor	Direct recruitment / Promotion
2.	System Analyst	1	B.E (Computer Science) or Diploma with experience	Direct recruitment
3.	Programmers	2	B. Sc (computer) / BE or Diploma in Computer Science	Direct recruitment /
4.	Computer Maintenance	2	Diploma with experience	By promotion from the Cadre of Mechanics
5.	Data Entry Operator (DEO)	2	SSLC with ITI with experience	By Direct recruitment / promotion
6.	Attenders	2	SSLC with 2yrs certificate with experience	Direct recruitment
7.	Helpers	2	7 th standard with experience	Direct recruitment
	Total	12		

COMPUTER SCIENCE & ENGINEERING in Data Science (Intake – 60)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	System Manager	1	Same as Processor	Direct recruitment / Promotion
2.	System Analyst	1	B.E (Computer Science) or Diploma with experience	Direct recruitment
3.	Programmers	2	B. Sc (computer) / BE or Diploma in Computer Science	Direct recruitment /
4.	Computer Maintenance	2	Diploma with experience	By promotion from the Cadre of Mechanics
5.	Data Entry Operator (DEO)	2	SSLC with ITI with experience	By Direct recruitment / promotion
6.	Attenders	2	SSLC with 2yrs certificate with experience	Direct recruitment
7.	Helpers	2	7 th standard with experience	Direct recruitment
	Total	12		

COMPUTER SCIENCE & ENGINEERING in Cyber Security (Intake – 60)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	System Manager	1	Same as Processor	Direct recruitment / Promotion
2.	System Analyst	1	B.E (Computer Science) or Diploma with experience	Direct recruitment
3.	Programmers	2	B. Sc (computer) / BE or Diploma in Computer Science	Direct recruitment /
4.	Computer Maintenance	2	Diploma with experience	By promotion from the Cadre of Mechanics
5.	Data Entry Operator (DEO)	2	SSLC with ITI with experience	By Direct recruitment / promotion
6.	Attenders	2	SSLC with 2yrs certificate with experience	Direct recruitment
7.	Helpers	2	7 th standard with experience	Direct recruitment
	Total	12		

ELECTRONICS & COMMUNICATION (Intake - 120)

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Foremen	1	Diploma in Electronics & Communications with experience	Direct recruitment
2.	Instructor	3	Diploma in Electronics & Communications with experience	Direct recruitment / Promotion.
3.	Asst. Instructor	5	SSLC with ITI with experience/	By promotion from the Cadre of Asst. Instructor
4.	Mechanics	4	SSLC with 2 yrs experience	Direct recruitment
5.	Helpers	3	7 th std with experience	Direct recruitment
	Total	16		

INFORMATION SCIENCE (Intake – 60)

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

MECHANICAL ENGINEERING (Intake – 30)

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

CIVIL ENGINEERING (Intake – 30)

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

BASIC SCIENCES AND MATHEMATICS

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Instructor	2	Bachelor's Degree in Science in PCM with 1 st class and a minimum of 5 years' Experience in an Engineering College Laboratory	Direct Recruitment / by promotion from the Cader of Assistant Instructor
2.	Asst. Instructor	2	Lab Technician Course and experience in Engineering College Laboratory preferred	Direct recruitment / by promotion from the Cader of Lab Attendant
3.	Lab Attendant	2	SSLC with vocational course preferred	Direct recruitment
4.	Peons	2	7 th Standard	Direct recruitment
	Total	9		

ADMINISTRATIVE STAFF

Sl. No.	Name of the Post	Nos.	Qualification	Recruitment Method
1.	Registrar	1	Group A Category Retired Officer from the State Govt. Department/Board and has put in not less than 25 years of Service in various Departments	On Contract basis
2.	Manager	1	PG / UG Degree with 15 yrs experience	Direct recruitment
3.	Superintendents	4	Degree with 10 yrs experience	Direct recruitment / promotion
4.	FDC	3	Degree with 5 yrs experience	Direct recruitment / promotion
5.	SDC	6	Degree with knowledge of computers	Direct recruitment / promotion
6.	Typists	2	Any Degree / Diploma with DEO / Computer usage	Direct recruitment
7.	'D' group employees	2	SSLC / 7 th Standard	Direct recruitment
	Total	18		

LIBRARY STAFF

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

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

			computerization of the library	
4.	Library Assistants	1		Direct recruitment

PHYSICAL EDUCATION STAFF

1.	Director of Physical Education (Selection Grade)	Direct recruitment
	<p>(i) Completed 5 years of service as College Director of Physical Education in the senior scale</p> <p>(ii) Has attended at least 2 refresher courses of about 3-4 weeks duration each with proper and well-defined evaluation procedure after placement in the scale of lecturer.</p> <p>(iii) Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least two weeks duration.</p> <p>(iv) Passed the physical fitness test.</p> <p>(v) Constantly good appraisal report.</p>	
2.	Director of Physical Education (Senior Scale)	Direct recruitment
	<p>(i) Should have completed 6 years of service as college Director of Physical Education with a benefit of relaxation of 2 years for Ph.D. and 1 year for M. Phil. Degree holder.</p> <p>(ii) Passed the physical fitness test.</p> <p>(iii) Should have attended at least one orientation course and one refresher course of about 3-4 weeks duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D. degree holders)</p>	
3.	Director of Physical Education	Direct recruitment
	<p>(i) A master's degree in physical education (two-year course) or master's degree in Sports or an equivalent degree with at least 55% of the marks or CGPA and consistently good academic record.</p> <p>(ii) Record of having represented the university / college at the inter university / inter-collegiate competitions or the State in national championships.</p> <p>(iii) Passed the physical fitness test.</p> <p>(iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>	

Note:

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

APPENDIX – VIII

DELEGATION OF POWERS

Sl .No.	Description of Power	Organization level	College level	Department level
		1. Chairman / President 2. Secretary / CED of the Organization	2. Principal 3. Registrar	1. Head of the Department
(1)	(2)	(3)	(4)	(5)
I	ADMINISTRATIVE			
1.	To sanction promotion, permanent or officiating and other arrangements	Full Power	Recommends	Recommends
2.	To permit staff to carry out research work in the institution under grants provided by the UGC., AICTE., etc.,	Full Power	Full Power	--
3.	To appointment part time lecturers for the Vacant posts	Full powers	With consent of Management	--
4.	Appointment of Staff for Special coaching Classes	Full powers	Full powers	--
II	PERMISSION TO STAFF			
5.	To sanction the acceptance of remuneration by college officials for work as examiners for various examinations of Universities	Full powers	Full powers	--
III	LEAVE			
6.	To sanction maternity leave to female officials	Full Powers	Recommends	Recommends
IV	TA & DA			
7.	To sanction TA to officials for attending meetings	Full powers	Recommends	Recommends
8.	To sanction conveyance for office related work	Full powers	Full Powers	--

9.	To authorize subordinate officials to proceed on duty within the state	Full Powers	Recommends	Recommends
10.	To authorize subordinate officials to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail.	Full Powers	Recommends	--
12.	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate officials	Full Powers	Recommends	Recommends
(1)	(2)	(3)	(4)	(5)
V	FINANCIAL			
13.	To sanction arrears claims of subordinate officers	Full Powers	Recommends	--
14.	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules of the organization	Full Powers	--	--
15.	To sanction permanent advances for contingent expenditure to drawing officers	Full Powers	Full Powers	Recommends
16.	To sanction expenditure on publication of officials Advertisement in News Paper	Full Powers	Recommends	--
17.	To permit in special circumstances the remittance of pay, traveling allowance and contingencies of officials employed out of way places	Full Powers	Recommends	Recommends
18.	To sanction refund of wrong or excess credits provided Each claim is supported by certificate or original credit and its	Full Powers	Recommends	--

	non-payments. 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.			
19.	To accord administrative approval to works against funds provided in the budget.	Full Powers	--	--
20.	Countersigning of all bills	Full Powers	Full Powers	Recommends
VI	FINANCIAL - STUDENTS			
21.	To sanction refunds of revenue including fees, fines, etc.,	Full Powers	Recommends	--
22.	To refund fees paid by the students who have been awarded free ship and half free ships	Full Powers	Full Powers	--
23.	Sanction of Industrial visits for students and staff	Full Powers	Full Powers	Recommends
24.	Sanction of Study Tour Programme	Full Powers	Recommends	--

(1)	(2)	(3)	(4)	(5)
VII	WRITE OFF – BAD DEBT			
25.	To sanction the write off of Irrecoverable charges relating to breakages 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	Recommends	Recommends
VIII	EXHIBITIONS			
26.	To sanction expenditure for participating in Exhibitions or VTU mela and other similar important state exhibitions	Full Powers	Recommends	Recommends

27.	To sanction expenditure for participating in District and other exhibitions within the state	Full Powers	Recommends	Recommends
IX	STORES PURCHASE			
28.	To declare stores as obsolete, surplus or unserviceable and dispose them of subject to fixing responsibility for the loss where they have become obsolete, surplus or unserviceable owing to negligence or fraud etc., on the part of individual officers	Full Powers	Recommends	Recommends
29.	To sanction the purchase of Furniture	Full Powers	Recommends	Recommends
30.	To sanction the purchase of Office Equipments	Full Powers	Recommends	Recommends
31.	To sanction charges for insurance on special goods scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Powers	Recommends	Recommends
32.	To sanction local purchase of stationary articles in offices	Full Powers	Recommends	Recommends
33.	To order the casual and emergent purchase of stores	Full Powers	--	--
34.	To accept tenders for purchase of stores ordered directly by the Department	Full Powers	Recommends	Recommends
35.	To sanction the direct purchase of the following Article Chemical and other consumables stores Apparatus and other articles of Laboratories equipment not exceeding Rs.10,000/- for any articles Tools and plant and all articles of workshop equipment not exceeding Rs.10,000/- for any	Full Powers	Recommends	Recommends

	<p>articles.</p> <p>Controlled stores like Iron, Steel, Cement, Emulsion Timber, etc.,</p> <p>Chemicals, paints, books Electric tubes and bulbs apparatus etc., vide (a) and (b) supra from Government Department and Government Factories and Janatha Bazaars at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotation.</p>			
36.	To sanction of purchase of Hostel Utensils, Furniture and equipments	Full Powers	--	--
37.	To sanction Contracts for running cycle stands, canteen, etc, Auction sales of grass etc, in the premises of building Proposals for the disposal of withered, fallen or felled trees in the aforesaid premises	Full Powers Full Powers Full Powers	--	--
X	MAINTENANCE			
38.	To sanction charges for repairs to college vehicles	Full Powers	--	--
39.	To sanction repairs of calculators, furniture and other articles of office equipment	Full Powers	Recommends	Recommends
40.	To sanction charges for shifting telephones from one office building to another	Full Powers	Recommends	Recommends
41.	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
42.	To sanction repairs to typewriters, computer, printers, duplicators, Xerox machine, Fax etc.,	Full Powers	Recommends	Recommends
43.	To sanction expenditure on	Full Powers	--	--

	Major overhauls of vehicles Minor overhauls of vehicles Petty repairs including replacement of missing or worn out parts, tyres and tubes			
44.	To sanction expenditure on Repairs of apparatus, tools and plants and other lab, and workshop equipment Erection of equipment	Full Powers Full Powers	Recommends --	Recommends --
XI	LIBRARY			
45.	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines, journals, books and BIS codes for their departmental libraries and for granting prizes.	Full Powers	Recommends	Recommends
46.	To purchase for college purposes, Government of Karnataka / India, University, AICTE, NBA and other publication and copies of administrative reports	Full Powers	Recommends	Recommends
47.	To sanction charges for copying / Xeroxing	Full Powers	Full Powers	Recommends
48.	To sanction charges in connection with the publications of handbooks and leaflets	Full Powers	Recommends	Recommends
49.	Subscription to the periodicals and journals for each Department	Full Powers	Recommends	Recommends
50.	To sanction advance payment for the supply of magazines and journals	Full Powers	Recommends	Recommends
51.	To sanction book binding charges for old and worn – out library books	Full Powers	Full Powers	Recommends

APPENDIX-IX

(Rule-8)

JOB RESPONSIBILITIES OF TEACHERS (DEGREE LEAVEL INSTITUTIONS) PRESCIBED BY THE AICTE

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