

Shri Tontad Siddalingeshwar Kalyana Kendra's
TONTADARYA COLLEGE OF ENGINEERING
GADAG - 582101

Rules and Regulations



2014 Onwards

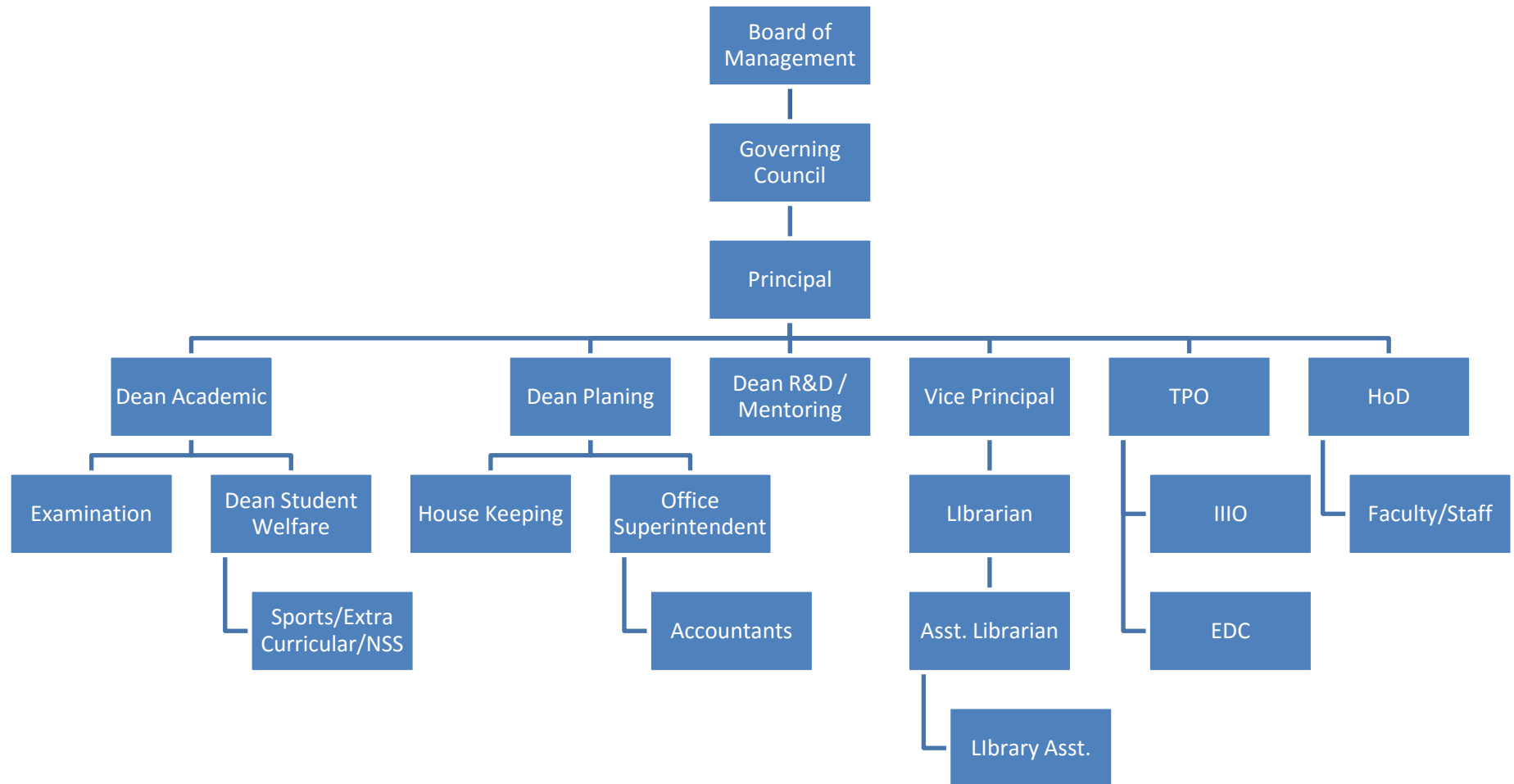
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Institute Organization Chart



1. Functions of Key Administrative Positions

Position	Functions
Governing Council	<ul style="list-style-type: none"> • Frame directive principles and policies. • Amend and approve policies from time to time • Approve budgets
Principal	<ul style="list-style-type: none"> • Mobilize internal & external resources to strengthen the institute • Plan & provide necessary facilities/equipment for development. • Instill confidence and devotion in every member of the institute • Periodic monitoring & evaluation of various processes • Ensure effective purchase procedure • Define quality policy and objectives • Annual budget • Arrange periodic meeting of various bodies and committees. • Accounts and finance • Employee recruitment
Dean Planning	<ul style="list-style-type: none"> • Employee Recruitment and development • Purchase Process • Annual Magazine • Resource Provision • Preparing Budget • Office Administration • Compliance with AICTE, DTE & University • Admission • Transport • Alumni interaction • Public relations • Resource Generation • Housekeeping including hostels
Dean Academics	<ul style="list-style-type: none"> • Prepare and execute academic calendar • Monitor the teaching-learning process • Carry out result analysis and suggest corrective measures to Principal • Initiate supplementary teaching measures • Internal and External examinations • Library Up gradation • Student Training and Placement • Proper conduct of co-curricular activities



Dean, Research and Development	<ul style="list-style-type: none"> • Up-scaling and enhancing the research activities within the institute • Raise awareness of funding opportunities to support faculty research and externally funded sponsored/consultancy projects • Encourage industry institute linkages and collaborative research • Motivate faculty to write funding projects • Monitor the effective utilization of funds of externally funding projects. • Facilitate the Consultancy work in the institution. • Maintain and update record of research publications.
Dean, Student welfare	<ul style="list-style-type: none"> • Formation of student council • Proper conduct of cultural activities • Proper conduct of sports activities • Student discipline • Student health care • Student orientation
Training and Placement Officer	<ul style="list-style-type: none"> • Identify and provide for training needs of students • Arrange in-campus/ off-campus interviews • Proposing annual T & P budget
Industry Institute Interaction officer	<ul style="list-style-type: none"> • Liaison with industry • Establishing MoUs • Providing Internships
Office Superintendent	<ul style="list-style-type: none"> • Liaison with AICTE, DTE and SU • College roster • Service Books • Faculty personal files • Recruitment process • Maintain minutes of meeting • New proposals • Coordinate day to day activities of office • Purchase process • AICTE, DTE, VTU committee preparation • Annual College budget • Scholarships
Heads of Department	<ul style="list-style-type: none"> • Plan and execute academic activities of the department • Maintain discipline and culture in the department • Maintain the department neat and clean • Pick and promote strengths of students / faculty / staff • Monitor academic activities of the department • Propose Department Budget • Adhere to QMS Procedures • Maintain records of departmental activities and achievements



Librarian	<ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and propose expansion / development • Maintain library discipline and culture • Prepare annual budget for library
Alumni Incharge	<ul style="list-style-type: none"> • Formation of student council (SC) • Arrange periodic meetings of SC • Ensure alumni registration • Prepare alumni news letter • Proposing annual budget • Arrange alumni meet
Workshop Incharge	<ul style="list-style-type: none"> • Smooth running of college workshop • Preparing Material Requirement • Oversee the college bus service • Oversee the generator facility
Counseling Cell Incharge	<ul style="list-style-type: none"> • Facilitate career guidance to students • Assist students suffering from psychological disorders • Arrange for professional counselors • Maintain record of counseling activities • Student academic counseling • Provide slow-pace programme for weaker students • Arrange remedial classes for weaker students
Department Association Coordinator	<ul style="list-style-type: none"> • Organize events through students professional societies / chapters • Organize paper and design contests • Encourage student participation • Publication of technical magazine and news letters • Record of student participation and achievements in Co-curricular and extra – curricular activities • Maintain record of such events
Physical Instructor	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of gym • Purchasing of sport items • Encourage students to participate in zonal tournaments • Creation and upkeep of sports facilities • Proposing annual budget



2. Administrative Rules and Regulations

2.1 Reporting for Duties on Time

- College working hours are, normally from 9.00 a.m. to 5.15 p.m. A six day working schedule from Monday to Saturday is followed, Saturday being half day from 9.00 a.m. to 1.15 p.m.
- All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time. Three late coming (9.16 am 9.30 am) will be treated as one casual leave or LWP whichever is applicable. Coming late after 9.30 am will be considered as casual leave / LWP as the case may be.
- Anyone needing to go out of the College premises during working hours for a period of maximum of 60 minutes (except lunch break) shall seek necessary permission from HoD and Principal in the prescribed form to the maximum of three occasions in a month.
- Staff members shall compulsorily wear College ID while in the College premises.
- Staff members shall submit their investment details to the Account Section before 30th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported Principal and Management.
- Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms. All members of staff are expected to present themselves in decent attire. The dress code for male faculty is tucked in shirts and shoes and for Female faculty Saree. Faculty and staff shall communicate to each other and with students preferably in English.



2.2 The Duties and Responsibilities of Teaching Faculty

2.2.1 General

- The Faculty Member should reach the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- The work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:

1.	Principal	04 hours / week
2.	Dean / Professor/HoD	12 hours / week
3.	Associate Professor	16 hours / week
4.	Assistant Professor	20-22 hours/week

- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Faculty Members are expected to update their knowledge by attending seminars / workshops / conference, after obtaining necessary permission from the HoD and Principal.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

2.2.2 Department

- The Faculty Member should always first talk to the HoD and keep the HoD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HoD after taking into account the Faculty Member's interests and area of specialization.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Management in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.



- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

2.2.3 Class Room Teaching

Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan. The Faculty Member should get the lesson plan - approved by HOD. The lesson plan is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject.

The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings. The Faculty Member should engage the full period and should not leave the class early.

Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and in the attendance software.

The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately. The Faculty Member should take care of academically weak students and pay special attention to their needs in classes.

The Faculty Member shall give all possible pattern questions of each unit to the students in the question bank.

The Faculty Member should interact with the class coordinator or Mentor and inform him / her about the habitual absentees, academically weak student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly. The Faculty member should

- Regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- Make himself/ herself available for doubt clearance of students.
- Motivate the students and bring out the creativity / originality in the students.



2.2.4 Laboratory

The Faculty Member going for laboratory class must perform the experiments personally (Faculty Journal) and be satisfied with the results before asking the students to conduct the experiments. Whenever possible, additional experiments to clarify or enlighten the students must be given. The lab observations/records must be corrected then and there or at least by next class. Allow the students inside the lab only on submission of the required records written up to date. Faculty Incharge of laboratory must

- Give crystal clear instructions.
- Attest the readings of the experiment.
- Let the students know the percentage of error he/she commits for every experiment.
- Sign the manual /rough record before the end of each practical class.

Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours. Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD. In order to prevent theft, faculty members are advised to take the following action.

- Before starting the practical's/projects, students shall be asked to check the PCs/equipment's etc. and report in case of any missing items/irregularity to the lab In-Charge. As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- Students shall not be permitted to carry bags into the labs.
- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

2.2.5 Student – Faculty Rapport

The Faculty Member should have a good control of students. As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator and HOD. The Faculty Member should act with tact and deal with in subordination by students mutually. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.



2.3 Duties and Responsibilities of Class Coordinator:

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- To ensure that every student is well supported to fulfill his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Address students' queries.
- Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- To lead an effective induction programme and value added course for student's in consultation with HOD.
- To produce the assessment plan for every semester well in advance
- To manage the production and dissemination of reports to students, parents, College Management, VTU, DTE, NBA, AICTE and other governing bodies from time to time implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- Take charge of any special projects assigned by the management from time to time. Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- Be the academic leader of the designated class in the Department.
- To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- To monitor the semester progress regularly based on approved semester and assessment plan
- To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD
- To encourage the students to participate in technical competitions conducted outside the college.
- To maintain the desired academic standards in the assignments and tests administered in the class



- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- Prepare a subject wise list of the final attendance, practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Any other duty the HOD/ Principal/Administrator may assign.

2.4 Duties and Responsibilities of the Laboratory /Workshop In-Charge and Lab Assistant

Laboratory and workshop Objective: To help students analyze Evaluate & Create themselves through experiments.

- Monitor safety of students, staff and equipment.
- To maintain the Dead Stock Register and Consumable Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- To plan for the procurement of equipment for the coming term well in advance.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab by HOD/ Principal/ Management, from time to time.



2.5 In order to prevent theft/damage, the Lab In-charge shall take the following action:

- Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab.
- They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.



3. Pay Scales and Service conditions for teachers

3.1 General

- (i) There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor. The designation in respect of Library Personnel shall be Librarian.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and librarians shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and librarians covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
- (iv) The ratio of Professors to Associate Professors to Assistant Professors in a UG Colleges shall be in the ratio, ordinarily of 1:2:6.
- (v) Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.



4. Pay Structure for Different Categories of Teachers

(a) Assistant Professor/Associate Professors/Professors in Technical Institutions:

- (i) Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (iii) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 01.01.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and shall be re-designated as Associate Professor.
- (iv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- (v) Ten percent of the posts of Professors in an AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
- (vi) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- (vii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.



b) Principals/Directors in degree level institutes:

- (i) Appointments to the posts of Principal/Director in these institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The post of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. Pay of all Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000 plus a Special Allowance of Rs. 3000 per month.

C. Librarian

a) Pay Scales and Career Advancement Scheme for Librarian:

- (i) Librarian shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Librarian.



5. Incentives for Ph.D. / M. Tech and other Higher Qualification for Teachers and Librarian:

- (i) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (ii) Librarian who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (iii) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.



6. Other Terms and Conditions

a) Increments:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

b) Allowances:

- (i) Allowances such as Transport Allowance, House Rent Allowance, Traveling Allowance, Dearness Allowance, and other benefits shall be governed by the management policies.



7. Recruitments

7.1 Eligibility Criterion: As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (as on 05th March 2010).

7.1.1 Faculty members (Engineering and Technology):


Faculty Members are recruited based on the qualifications prescribed by AICTE and VTU Belagavi for various cadres.

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE / B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M. Tech.	No minimum experience required
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B. Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 years of experience in teaching/research/ industry
3	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B. Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years of 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. 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 to fit by the expert members of the selection committee.



4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B. Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor</p> <p>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 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 to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>
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7.1.2 Faculty members (Humanities & Science):

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	<p>Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from 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 the UGC</p>	<p>No minimum Experience requirement.</p> 
2	Associate Professor	<p>Qualification as above that is for the post of Associate Professor as applicable and PhD or equivalent, in appropriate discipline.</p>	<p>Minimum of 5 years of experience in teaching/research/ industry</p>

		Post PhD publications and guiding PhD students is highly desirable	
3	Professor	<p>Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline</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</p> <p>Or</p> <p>Minimum of 13 years of 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 to fit by the expert members of the selection committee.</p>



Librarian

S. N.	Cadre	Qualification	Experience
1	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement.

Director of Physical Education

S. N.	Cadre	Qualification	Experience
1	Director of Physical Education	A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record. 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. However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET	Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.



a) Administrative

S. N.	Cadre	Qualification	Experience
1	Administrative Officer /Registrar	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years of experience in academic Institution or equivalent post in academic administration
2	Superintendent	A Bachelor's Degree or equivalent	3 years of experience of administration
3	Stenographer	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
4	Junior Assistant (Typist)	A Bachelor's Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
5	Junior Assistant/Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	--
6	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	--
7	Laboratory Instructor (Science)	First Class B.Sc. in branch of Science concerned	--
8	Workshop Instructor	A certificate from I.T.I. in relevant Trade	--
9	Electrician/Plumber Welder	A certificate I.T.I in relevant Trade	--
10	Driver	10th Standard, and should possess professional driving license	1 or 2 Years' experience as Driver is desirable.
11	Peon	10th Standard Able to ride a bicycle in respect of male members	--
12	House Keeping Assistant	No formal education is required	--



7.2 Selection Procedure:

7.2.1 Faculty Members:

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Selection committee is constituted by the Board of Management.
4. Fixing of schedule for conduct of interview.
5. Intimation to candidates about the date and time of interview.
6. Reporting of candidate and verification of certificates.
7. Process of interview.
8. Submission of recommendation report to Board of Management for consideration and necessary approval.
9. Issue offer of Appointment to the selected candidate.
10. Inclusion of the candidate in regular muster roll.

7.2.2 Non-Teaching Staff:

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Nominated Member of Board of Management
- (b) Principal
- (c) Vice - Principal
- (d) Respective Head of Department

7.2.3 The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers/ Institute Website.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.



8. Service Rules and Regulations

8.1 Service Conditions including Promotion Policy

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.
Assistant Professor 15600-39100 AGP 6000
Associate Professor 37400- 67000 AGP 9000
Professor 37400-67000 AGP 10000, 12000
- IV. The pay of Non-Teaching Staff is as per Karnataka Govt. V pay scale.

Particulars	Designations
A Grade Pay Scale : 10800-300-12300-350-14400-400-16800-450-19500-525-20025	Registrar
	Office Superintendent
	Stenographer
	Accountant
	Head Clerk/Assistant Superintendent
	Deputy Accountant
	Assistant Librarian
	Foremen
B Grade Pay Scale: 7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350	System Admin
	Library Assistant
	Technical Assistant
	Instructor
	Assistant Accountant – SDA
C Grade Pay Scale: 5800-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500-250-10500	Store Keeper
	Technician
	Lab Assistant
	Drivers
	Carpenter
	Store Assistant
D Grade Pay Scale: 4800-100-6000-125-6500-150-7100-175-7275	Attender
	Peon
	Cleaner
	Sweeper
	Security Guard
Gardner	



- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make temporary appointments in Specific cases.

8.2 Policy Related to Probation

- i. Initially the appointment of the selected candidate will be temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

8.3 Policy Related to Increments:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee.
- ii. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- iii. In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.



8.4 Policy Related to Retirement

- i. An employee of the College shall be retired on Superannuation when he/she attaining 60 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 58 years for reasons of inefficiency, ill-health and the like.
- ii. However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

8.5 Policy Related to Resignation

- i. Any Member of the faculty/Support staff in permanent service shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- ii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one month notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- iii. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- iv. Normally Teaching faculty members will not be relieved in the middle of a semester.
- v. However, the management reserves the right to waive the notice period or the compensation thereof.

8.6 Policy Related to Termination of Services of an Employee

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 3 month notice.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.



8.7 Code of Conduct:

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- viii. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.



- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.



9. Job Responsibilities

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components measured by Annual Performance Appraisal (API) System.

9.1 Academic Activities

1. Class Room Instructions
2. Laboratory Instructions
3. Curriculum Development
4. Development of Learning Resources Material & Laboratory Development
5. Student Assessment & Evaluation including examination work of University
6. Participation in Co-curricular & Extra-Curricular Activities
7. Students guidance & Counseling & helping their ethical, moral, and overall character development
8. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
9. Self-development through upgrading qualification, experience and professional activities
10. Monitoring of students performance through course outcomes.

9.2 Research & Consultancy

1. Carry out Research & Development Activities, quality publication, patents, IPR, and Research Guidance
2. Industry visits, MoUs and sponsored Projects
3. Preparing project proposals for funding in areas of R & D work.
4. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

9.3 Administration

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Laboratory Development, Modernizations, Expansion, etc.



5. Monitoring and Evaluation of Academic and research activities.
6. Participation in policy planning at the Regional/National level for development of technical education.
7. Helping mobilization of resources for the institution.
8. Develop, update and maintain data regarding students.
9. Plan and implement Staff Development activities.
10. Conduct Performance Appraisal.

9.4 Extension Services

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Any other relevant work assigned by the Head of the Institution.

9.5 Working Hours of the College

The college working week consists of 40 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 5.15 p.m. with a 60 minutes lunch break. Saturday is half day working from 9.00 a.m. to 1.15 p.m.

9.6 Teaching Days

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching Days are as per the university calendar of events.

9.7 Work Load / Course Distribution


Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 hours/week.
- Associate Professor: 12 hours/week.
- Assistant Professor: 16 to 18 hours/week.



9.8 Leave Rules

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such. The types and details of the leave rules are given below.

SN	Type of Leave	Duration	Purpose	Remarks
1	Casual Leave (It cannot be combined with any other Leave)	15 days per year	Personal work	Maximum 3 days at a stretch excluding intervening prefix/suffix holidays. Half day CL may be applied in any emergency circumstances. If the leave is not sanctioned before enjoying, it shall be sanctioned immediately on the date of rejoining, otherwise it shall be treated as LOP.
2	On Duty (Holidays can be prefixed/suffix ed)	Duration of conference/workshop/on work of institute	<ul style="list-style-type: none"> To attend Conferences, workshops etc.. Serve on committees of VTU, AICTE etc.. Meetings of AICTE, VTU Paper Valuation Management Assigned work 	Actual number of working days. The leave on Duty shall be applied in advance. If the DL is not sanctioned in case of the urgent work, by the direction of higher authority, it shall be applied immediately on the date of rejoining. Proof of attending the duty shall be submitted for the sanctioning the Leave.
Pursuing of Ph.D.				
		No. Duty Leave	Up to Ph.D. Registration	-
		No of days of Exam plus 2 days.	Course Work	Proof of attending the duty shall be submitted for the sanctioning the Leave.
		Maximum of 7 days.	Up to Comprehensive Viva-Voce	Attendance from the Guide shall be produced
		Maximum of 15 days.	From comprehensive Viva-Voce Submission to of thesis	Attendance from the Guide shall be produced
3	Earned Leave	10 days per year	For Non-Vacational staff Administrative staff.	10 will be credited on January. No accumulation of EL. Minimum 2 days and Maximum 5 days at a stretch excluding intervening prefix/suffix holidays. EL Cannot combine with other Leaves. If the leave is not sanctioned before enjoying, it shall be treated as LOP.
4	Restricted	2 Days per	Personal Work	RH Cannot combine with other

SN	Type of Leave	Duration	Purpose	Remarks
	Holidays	Year as VTU/ State Govt. Calendar		Leaves. If the leave is not sanctioned before enjoying, it shall be sanctioned immediately on the date of rejoining, otherwise it shall be treated as LOP.
5	Maternity Leave	135 days	Maternity	---
6.	Vacation Leave	30 days	Vacation Leaves	Teachers can avail 30 days' vacation in an academic year partly in winter and partly in summer period. Other employees are not eligible for vacation. Vacation includes University/Institute assignments. Sanction of Vacation Leaves will be at the discretion of the management. Probationary faculty are not eligible for vacation.
7	Emergency	Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only. Competent Authority: <ul style="list-style-type: none"> • For all teaching faculty- Principal/Vice-principal (in absence of principal) • For all other staff - Respective Heads of Department/section 		



10. Faculty Development & Welfare Measures

10.1 Faculty Development

10.1.1 Higher Studies

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- i. Preference will be given to those opting for doctoral programs on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program.
- ii. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

10.1.2 Seminars/ workshops/Conferences

- i. Faculty/Staff members are advised to participate in the AICTE sponsored programs.
- ii. Financial assistance to the tune 50% or Rs. 5000/- (including registration fees, TA/DA etc.) whichever is less will be provided once per year per faculty.
- iii. The faculties/ Staff are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- iv. The period of absence will be treated as ON DUTY during the period of attending the courses.

10.1.3 Promotion of Research Activities/ Consultancy

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.
- iii. Arranging in house training programme for improving skills.
- iv. Faculty are encouraged to undertake consultancy activities such as design, testing, certification, online examinations, training etc.



- v. In case the institute facility is used, on earning, a royalty sharing between Institute and Faculty may be 50:50.
- vi. If institute facility is NOT used (such as design, innovation, patents etc.), on earning, a royalty sharing between Institute and Faculty may be 30:70.

Publications

Sl. No.	Field of activity	Amount in Rs.
01	For each paper published in <i>peer reviewed</i> International Journal with Impact factor and indexed in SCI and SCI Extended (for the first author with Institute affiliation).	5,000=00

a. Merit Incentive To Faculty for Research Projects from Funding agencies:

The policy of merit incentive to faculty for getting Research Projects from DST, AICTE, UGC, VTU or any other research organizations like GTRE, ELRDE, AR & DB, etc. is proposed. The breakup of the merit incentive in the form of cash is as follows:

Principal Investigator	<ul style="list-style-type: none"> a. 7% of the sanctioned fund for the first five projects in each department of engineering. (First two projects in each department). b. 5 % of the sanctioned fund for the next five projects in each department of engineering. (First two projects in each department). c. 3% of the sanctioned fund for the subsequent projects in each department of engineering
Department supporting staff (faculty, Laboratory instructors, attenders, etc)	1.5% of the sanctioned fund.
Supporting office staff including Principal	0.5% of the sanctioned fund.

Note:

- The principal investigator receives his share of merit incentive as and when the research project is **completed**.
- The supporting staff receive their share, distributed annually depending upon the progress of the project as per the directions of the Principal investigator.



d. Other merit activities:

01	For each <i>Full</i> Book/Monogram published with reputed publisher	10,000=00
02	For each Book/Monogram (with <i>chapter or partial contribution</i>) published with reputed publisher	5,000=00
03	For each patent	10,000=00
04	For organizing each National Workshop/ Seminar / refresher course /STTP/CEP (Organizing coordinator and team)	5,000=00

Note: A committee constituted by Principal reviews the quality of the merit activity and recommends for the incentives in the respective areas.

10.2 Welfare Measures

- The management has extended the provision of Gratuity as per the Government norms applicable.

11.



Hostel Rules and Regulations

1. Ragging is strictly prohibited in the college campus and hostel premises in any form; if someone found guilty, action will be taken as per the regulations notified by All India Council for Technical Education vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009.
2. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
4. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
5. All the students are expected to be in the hostel before 9.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden.
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation.
7. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any.
8. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
9. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway.
10. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels.
11. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
12. Students should not keep any unauthorized property and unauthorized guests in his/her room.
13. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
14. In case, guest want to stay overnight in the hostel, he/she should take permission from warden.
15. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.



16. Students should handle hostel equipment, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
17. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
18. Garbage and wastage only be put at garbage box available nearby hostel premises.
19. Every case of illness and accident must be reported immediately to the hostel authorities.
20. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
21. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
22. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management.
23. No police complaint will be lodged by the student before taking prior permission from the hostel management.
24. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.




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