



A T M E

College of Engineering

2017

EMPLOYEE HANDBOOK



TABLE OF CONTENTS

WELCOME TO ATME-College of Engineering.	1
About ATME	2
VISION & MISSION Statement	3
Organisation Chart	4
Introduction	5
Receipt for Employee Handbook	6
1.0 PRELIMINARIES	7
Title, Commencement and Application	7
2.0 Authorities of ATME College of Engineering	9
2.1 Authorities	9
2.2 Board of Management	9
2.3 Academic Council	9
2.4 Finance Committee	9
2.5 Staff Selection Committee	9
2.6 Management Committee	10
3.0 Introduction and General Policies	11
3.1 Equal Employment opportunity and Anti-Discriminatory Policy	11
3.2 Policy of Conflict Interest	11
3.3 Policy on Outside Employment	11
3.4 Policy regarding Gift	12
3.5 Sexual Harassment Policy	12
3.6 Confidential Information	13
3.7 Probationary Period	13
3.8 Confirmation of Employment	13
3.9 Service records	14
3.10 Transfers and Promotions	14
3.11 Special Service Contract	14
3.12 Appointments	14
4.0 Standards of Conduct	16
4.1 Professional Ethics and Code of Conduct and Guidelines	16
4.2 General Code of Conduct	16
4.3 Attendance and Punctuality	18
4.4 Personal Appearance and Demeanor	19
4.5 Personal Property of Employees	19
4.6 Communications-External	19

4.7 E-mail and Internet Policy	20
4.8 Use of Telephone, Photocopier and Fax	21
4.9 Internal Investigations and Searches	21
4.10 Smoking	21
4.11 Consumption of Intoxicating Drinks and Drugs	21
4.12 Property issued to Employees	21
4.13 Suggestions	21
4.14 Grievances	22
4.15 Grievance Procedure	22
5.0 Payroll Policies and Information	23
5.1 Salary Pay Scale	23
5.2 Statement of Salary	23
5.3 Working Hours	23
5.4 National and Festival Holidays	23
6.0 Leaving ATME College of Engineering	24
6.1 Resignation	24
6.2 Immediate Dismissals – Misconduct	24
6.3 Dismissals – Other than immediate termination	25
6.4 Retirement	25
6.5 Superannuation	25
6.6 Service Certificate	25
7.0 Leave Policy	26
7.1 Casual Leave	26
7.2 Half-Pay Leave	26
7.3 Vacation	26
7.4 Earned Leave	26
7.5 Maternity Leave	26
7.6 Leave without Pay	27
7.7 Special Casual Leave	27
7.8 Over staying after the leave	29
7.9 Employment during the leave	29
7.10 Leave for Part-time employees	29
7.11 Leave Carry Forward	
8.0 Additional benefits	
8.1 Corpus fund	30
8.2 Progressive incentive scheme	30
8.3 Provident fund scheme	30
9.0 Duties and Responsibilities	31
9.1 Chairman/Executive Director	31
9.2 Principal	31
9.3 Head of the Department (HOD)	33
9.4 Professor	34
9.5 Associate Professor	34
9.6 Assistant Professor	34

9.7 Workshop Staff	35
9.7.1 Workshop Superintendent	35
9.7.2 Foreman/Instructor	36
9.7.3 Assistant Instructor	36
9.7.4 Mechanic	37
9.7.5 Workshop Attendant/Helper	37
9.8 Laboratory Staff	37
9.8.1 Foreman	37
9.8.2 Instructor	38
9.8.3 Assistant Instructor	38
9.8.4 Mechanic	38
9.8.5 Helper	38
9.9 Computer Centre Technical Staff	39
8.9.1 System Manager	39
8.9.2 System Analyst	39
8.9.3 Computer Programmer	39
8.9.4 Computer Operator	39
9.10 Library Staff	39
9.10.1 Chief Librarian/Librarian	40
9.10.2 Assistant Librarian	40
9.10.3 Library Assistants	40
9.10.4 Library Attendants	40
9.11 Placement and Training Department	41
9.11.1 Placement and Training Officer	41
9.11.2 Helper/Placement Assistant	41
9.12 Physical Education Director	42
9.13 Helper	42
9.14 Superintendent (Accounts)	42
9.15 Superintendent (Examination)	43
9.16 Superintendent (Stores)	44
9.17 Superintendent (Establishment)	45
10.0 Appendix and References	46

WELCOME TO ATME-College of Engineering.

The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.

Martin Luther King, Jr.

From the Chairman's desk



Mr. Arun Kumar L
Chairman

Whether you have just joined *Academy for Technical & Management Excellence* (ATME – College of Engineering) or have been with us for a while, we are confident that you will find the College a dynamic and rewarding place in which to work. As an employee, you play a necessary and constructive part in keeping **ATME – College of Engineering** a vital educational institution. We look forward to a productive and successful, professional association.

We consider the employees of **ATME – College of Engineering** to be one of its most valuable resources. This Handbook contains general information and guidelines for your employment with the College and will inform you about **ATME – College of Engineering's** philosophy, employment practices, the benefits provided to you as a valued employee, and help clarify your responsibilities.

Please take a moment to read the Vision and Mission Statement which follow in this Handbook. We invite you to contribute to the warm and wonderful on-going history of **ATME – College of Engineering** and to work with us in fulfilling our educational mission. If you have any questions, please do not hesitate to ask. My best wishes to you and thank you for taking the time to further familiarize yourself with **ATME – College of Engineering**.

Sincerely,

Arun Kumar L
Chairman

About ATME

“Education is the sovereign Remedy for all economic ills”

Sir. M.Visveswaraya.

Welcome to ATME college of Engineering. It has become synonymous for outstanding education facilities offered, which are the best among the many other engineering colleges in Mysuru. It was established with single objective of providing the most modern education with cutting edge technology to the students.

ATME has spread over 20 Acres of green area close to the Mysuru, city, which has become a universally accepted place for education offering the latest teaching techniques. It has certainly become one of the top engineering colleges in Mysuru, where education is considered as the most powerful weapon, which can be used to change the world.

ATME College of Engineering, not only offers facilities for the students to have overall growth, vision for the development and accountability for the future but it provides highly excellent and dedicated faculties who are having scared a to equip the students with necessary knowledge and skills to outshine in the global environment, which is becoming competitive day by day.

ATME is today considered as one of the Best Engineering Colleges in Mysuru, which remains on the top by the academic performance and also by the significant achievements of the students at the university level.

At ATME College of Engineering, you will realize, a dream does not become real unless it is well supported by sweat, determination and hard work.

VISION and MISSION

VISION:

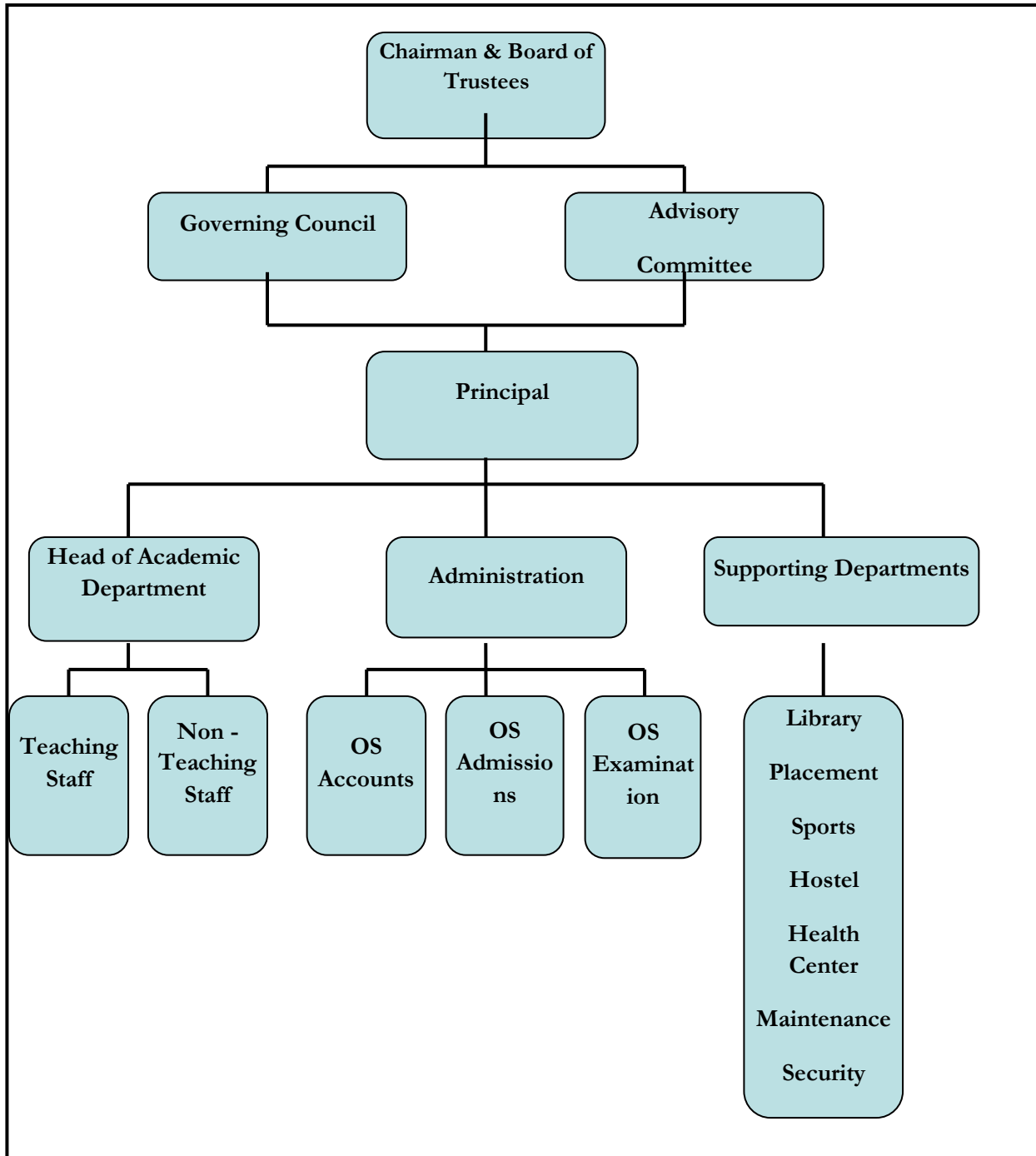
Development of Academically Excellent, Culturally Vibrant, Socially Responsible and Globally Competent Human Resources.

MISSION:

- To Keep Phase With Advancements In Knowledge And Make The Students Competitive And Capable At The Global Level.
- To Create an Environment for the Students to Acquire the Right Physical, Intellectual, Emotional and Moral Foundations and Shine as Torchbearers of Tomorrow's Society.
- To Strive To Attain Ever –Higher Benchmarks Of Educational Excellence.

OBJECTIVES

- To Provide Quality Education And Groom Top-Notch Professionals, Entrepreneurs And Leaders For Different Fields Of Engineering, Technology And Management.
- To start training, Research and Development, Design, Consultancy cell in each department, gradually introduce doctoral and post-doctoral programs, encourage basic and applied research in areas of social relevance and develop the institute as a center of excellence.
- To cultivate strong community relationships and involve the students and the staff in local community service.
- To constantly enhance the value of the educational inputs with the participation of students, faculty, parents and industry.

ORGANIZATION CHART

INTRODUCTION

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela

Every organization has certain guidelines which are developed to reflect good governance. In establishing any rules of conduct, ATME – College of Engineering has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. This Handbook has been written to serve as the guide for the employer-employee relationship. There are several things that are important to keep in mind about this Handbook:

First, it contains only general information and guidelines. All employees are expected to be familiar with and abide by the policies in this handbook. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. In addition, this handbook does not create an employment agreement nor does it create an owned or enforceable right on behalf of any employee. **Neither this Handbook, nor any other institutional document, confers any contractual right, either express or implied, to remain in the Institution's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated with or without prior notice, by the Institution, or you may resign at any time with prior notice as stipulated in your letter of appointment.**

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will always try to inform you of any changes as they occur.

Finally, some of the subjects described here, are covered in detail in official documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those subjects.

If there is any questions at any time concerning the contents of this Handbook, please feel free to contact the authorities for any clarifications.

RECEIPT FOR EMPLOYEE HANDBOOK

I have received a copy of the **ATME – College of Engineering** Handbook and will familiarize myself with its contents, specifically including the statements in the Introduction describing the purpose and effect of the Handbook. In addition, I understand that this Handbook states the policies of ATME - College of Engineering in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with ATME - College of Engineering for benefits or any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time. If I have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to me, I will address my specific questions to the Director of Human Resources.

I understand this Handbook is the property of ATME - College of Engineering, and I agree to return it to the Head of the Institute, along with my College-issued identification card, at termination of employment.

Please sign and date this receipt

Name: _____

Signature: _____

Dated: _____

1.0 PRELIMINARIES

TITLE, COMMENCEMENT & APPLICATION:

- 1.1. The Administrative and Service Manual of the Academy for Technical and Management Excellence College of Engineering (ATME CE) shall be called as ATME College of Engineering Employees Administrative and Service Manual OR Employee Hand book.
- 1.2. This shall come in to force from the date of approval by the Governing Council of ATME CE.
- 1.3. This shall apply to all the employees of the ATME CE.
- 1.4. **Definitions** In this Administrative Manual unless the context otherwise means as follows:-
 - 1.4.1. **“University”** means **Visvesvaraya Technological University**, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
 - 1.4.2. a. **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
 - b. **“Commission”** means University Grants Commission.
 - 1.4.3. **“Trust”** means ATME charitable trust.
 - 1.4.4. **“Governing Council”** means the Governing Body of ATME CE constituted by the Management to administer and manage the College.
 - 1.4.5. **“College”** Means ATMECE, 13th mile, Kanakapura – Mysuru road, Mysuru, 570028.
 - 1.4.6. **“Chairman”** means the Chairman of the Governing Council of the College.
 - 1.4.7. **“Principal”** means Principal of the ATME CE duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.
 - 1.4.8. **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
 - 1.4.9 a. **“Academic Authority”** means freedom granted by the University to a college in all aspects of conducting academic programmes for promoting excellence.
 - b. **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff.
 - 1.4.10. **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the bye of the trust.
 - 1.4.11. **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.

1.4.12. **“Employee”** means the person employed in the service of the college in any post and is including the academic staff.

1.4.13. **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the College.

1.4.14. **“Permanent Employee”** means a person permanently employed in the Service of the College in any post, duly confirmed by the Governing Council.

1.4.15. **“Temporary Employee”** means a person in the service of the college purely on temporary basis subject to prescribed terms and conditions.

1.4.16. **“Appendix”** means Appendix to this Manual.

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

2.0 AUTHORITIES OF ATME COLLEGE OF ENGINEERING

2.1 AUTHORITIES OF ATME COLLEGE OF ENGINEERING:

The following shall be the authorities of ATME College of Engineering.

- a) Board of Management.
- b) Academic council.
- c) Finance committee.
- d) Staff selection committee.
- e) Management committee.
- f) Any other committee or board as may be constituted as authority of the ATMECE under these rules.

2.2 BOARD OF MANAGEMENT:

The board of management shall be the principal governing body of the college and shall be vested with absolute powers in all matters concerning the management and administration of the college, in the furtherance of its objectives.

2.3 ACADEMIC COUNCIL:

The academic council shall be the principal academic body of the college and shall subject to the provision of the memorandum of association and the rules of the college shall have the control over and be responsible for the maintenance of standards of education teaching and training, inter – departmental coordination , research, examinations and tests with in the college and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and / or byelaws.

2.4 FINANCE COMMITTEE:

The finance committee shall be responsible for effective management of financial resources of the college and in that context shall be the custodian and trustees of the finances and assets of the college.

2.5 STAFF SELECTION COMMITTEE:

Staff selection committee shall be primarily responsible for determining the quantity and quality of human resources of the college including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancement, faculty development programs etc.,

2.6 MANAGEMENT COMMITTEE:

Management committee is the standing committee of the management with delegated powers and shall be responsible for the development of programmes of the college.

3.0 INTRODUCTION AND GENERAL POLICIES

3.1 EQUAL EMPLOYMENT OPPORTUNITY & ANTI DISCRIMINATORY POLICY:

ATME - College of Engineering is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, administrators, students, and staff members, without regard to race, colour, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited.

This policy requires that all such persons be treated in all respects without any discrimination of any kind whatsoever, except based on merit and qualifications. We reaffirm our commitment to this policy and to our dedication to comply with all employment laws applicable to the College and its personnel.

Anyone who is found, after appropriate investigation, to have engaged in discrimination, harassment, sexually harassment or retaliatory act toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

3.2 POLICY OF CONFLICT INTEREST:

Employees must not engage in activities which conflict with the interests of ATME - College of Engineering or impede their job performance at the College. If an employee has any question(s) about the application of this policy, he/she should contact the Head of the Institute. Please note that written approval must be obtained through the Head of the Institute prior to engaging in any outside employment. Any breach of the above rules may result in appropriate disciplinary action, up to and including immediate discharge.

3.3 POLICY ON OUTSIDE EMPLOYMENT:

Employees are hired and continue in the employ of ATME - College of Engineering with the understanding that ATME - College of Engineering is their primary employer and that other employment or commercial involvement which is in conflict with the institutional interests of the College is strictly prohibited. Please note that written approval must be obtained through the Human Resource Department prior to engaging in any outside employment.

3.4 POLICY REGARDING GIFT:

No employee may accept gift from any student, parents, competitor, customer, supplier, affiliate or other entity with which ATME - College of Engineering has direct or indirect relationship.

3.5 SEXUAL HARASSMENT POLICY:

ATME is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the college have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance.
- iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy.
- iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.
- v) Conduct of such an act at work place or outside in relation to an Employee of ATME, or vice versa during the course of employment; and
- vi) Any unwelcome gesture by an employee having sexual overtones.

Anyone who is found, after appropriate investigation, to have engaged in such offence will be subject to appropriate disciplinary action, up to and including expulsion and/or termination and a police complaint will made under the Indian Penal Code.

3.6 CONFIDENTIAL INFORMATION:

All records of ATME College and information relating to ATME College or its business, its students or its employees are confidential and employees must, therefore, treat all matters accordingly. No ATME College or ATME College-related information, including without limitation, documents, files, records, computer files or similar materials may be removed from the premises of the College without permission from the College. Additionally, the contents of the College's records or information otherwise obtained in regard to the College's business may not be disclosed to anyone, except where required for a business purpose. All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.7 PROBATIONARY PERIOD:

Every new employee goes through an initial Probationary period of adjustment in order to learn about the College and about his/her job. During this time, the new employee will be provided with training and guidance.

During this time, the employee will have an opportunity to find out if he/she is suited to his/her new position. Additionally, the initial employment period gives the employer a reasonable period of time to evaluate his/her performance.

The initial probationary period will be normally one year or as specified in the appointment order. However the management may extend this probationary period for such a period as may be determined by the management. Further management may confirm an employ as a permanent employee after completion of one year based on his/her performance.

Generally during this time, the new employee may be discharged at any time if the management concludes that he/she is not progressing or performing satisfactorily.

3.8 CONFIRMATION OF EMPLOYMENT:

At the end of the probationary period, the employee and the Head of the Institute may discuss his/her performance, at which time the Head of the Institute will provide a performance review to the employee. Provided the employee's job performance is "satisfactory" at the end of the probationary period, his/her service at ATME – College of Engineering will be confirmed. Otherwise probationary period may be extended as decided by the authorities.

3.9 SERVICE RECORDS:

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

3.10 TRANSFERS AND PROMOTIONS:

ATME- College of Engineering encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, the College has a job posting program that offers employees the opportunity to apply for certain positions within the College.

Generally, employees must be in their job for at least three years before applying for a change in position. In addition, employees must have a good performance, attendance and punctuality record.

Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved.

Employees who wish to apply for a transfer should first discuss the matter with the Head of his/her present department and application shall be forwarded through the Head of the Department to the Head of the Institute. The decision of the management in this regard is final and further appeals or representations will be solicited.

3.11 SPECIAL SERVICE CONTRACT:

A candidate may be employed on contract basis for a fixed period on such terms and conditions which the Head of the Institution/ Management deems proper and fit as per the requirement of the institution/college.

3.12 APPOINTMENTS:

- All selections & appointments shall be approved by the Management/ Governing Council. The Management/Governing Council shall appoint selection committee for the recruitment process.
- All selections & appointments shall be approved by the management/Governing Council. The management/Governing Council shall appoint selection committee for the recruitment process.
- A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.

At the time of joining, the Candidate shall complete the following formalities.

- Submission of joining Report.
- Submission of attested copies of Educational Certificates along with originals for verifications.

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

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

4.0 STANDARDS OF CONDUCT

4.1 PROFESSIONAL ETHICS AND CODE OF CONDUCT & GUIDELINES:

As a key member of the ATME – College of Engineering team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behaviour that might be harmful to you, your co-workers, and/or ATME – College of Engineering, or that might be viewed unfavourably by current or potential students or by the public at large.

Whether the staffs are on duty or off duty his/her conduct reflects on ATME – College of Engineering. Staffs are, consequently, encouraged to observe the highest standards of professionalism at all times. Type of behaviour and conduct that ATME-College of Engineering considers inappropriate includes, but are not limited to, the following:

4.2 GENERAL CODE OF CONDUCT:

- Every ATME employee should maintain absolute integrity, devotion to duty & do nothing which is unbecoming of ATME Employees.
- No employee shall knowingly or wilfully neglect his/her duties.
- Every ATME employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all staff under his/her control and Authority, besides motivating them in discharging their duties with perfection and efficiency.
- Greet your colleagues and respond to greetings.
- No Smoking /consumption of alcohol within the campus.
- Do not use abusive language. Further let the campus communication language be in English.
- Do not indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- Maintain proper code of conduct and proper attire.
- Maintain healthy relationship with all the stake holders.
- Behave responsibly and maintain professional relationship with students.
- Address the problems of the students patiently and maintain respectable distance.
- Sign in and sign out as per the rules of the college.
- Do not accept /engage any assignments/ consultancy/service with other institutions without express consent of the college.
- Do not interfere in any matters that may affect the effective functioning of the departments.
- Do not seek favours or ex-gratia service from any stake holders of the college.
- Do not use the name of the college in any personal matters.
- Do not sign any letter on behalf of the college, unless authorised.

- Encourage discussion; avoid arguments, gossip and loose talks.
- Respond to communication within reasonable time.
- Maintain confidentiality of classified information.
- Follow the reporting protocol on all the official matters.
- Do not make any racial/gender/caste biased comments.
- Cultivate harmony and team spirit within the departments/college.
- College letter heads is to be used only for official letters/certificates, by persons authorised for the purpose.
- Participate in and contribute to the **Vision and Mission** of the college.
- Use of obscene, profane, or abusive language towards any employee, parents, guest or student; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced or fear for his/her personal safety on premises.
- Do not engaging in unlawful or illegal activity outside which damages the reputation or endangers the employees or students of ATME – College of Engineering.
- Using facilities for personal business during scheduled work hours.
- Leaving the work area during scheduled hours without authorization.
- Violation of the College's anti-harassment, anti-discrimination, smoking and confidentiality policies.
- Poor and/or disrespectful service to ATME – College of Engineering students.
- Failure to observe, or violation of, ATME – College of Engineering's parking, safety, and security rules or practices.
- Excessive absenteeism or tardiness; failing to report to work when expected
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substances/drugs in any quantity while on ATME – College of Engineering premises.
- Unauthorized possession of firearms, weapons, chemicals, or explosives while on duty.
- Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence, or making threats of violence toward anyone on ATME – College of Engineering premises or when representing ATME – College of Engineering; or provoking a fight while on duty. Instigating or provoking groups among students or other employees.
- Insubordination or refusing to obey instructions properly issued by your higher ups pertaining to your work; refusal to help out on a special assignment .Engaging in an act of sabotage; wilfully or with gross negligence causing the destruction or damage of ATME – College of Engineering property, or the property of fellow employees, students, suppliers, or visitors in any manner.
- Excessive, unnecessary, or unauthorized use or possession of ATME – College of Engineering property or the property of fellow employees; unauthorized possession or removal of any ATME – College of Engineering property, including documents, from the premises without prior permission from management.

- Falsification or misrepresentation of employment or other work records; falsifying reason for leave of absence or other data requested by the college; alteration of College records or other documents. Falsification or alteration of your own records, or attendance documents; altering another employee's records, or causing someone to alter your records.
- Gambling or possession of gambling devices during working hour.
- Sleeping on the job; loitering or loafing during working hours.
- Employee shall neither be a member of nor be otherwise associated with any political party or any organization which takes part in politics nor shall take part in, subscribe in aid or assist in any other participation or activity.
- No Employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.
- No employee shall except with the previous sanction of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in pursuance of any object whatsoever.
- No employee shall lend or borrow money from any person within the local limits of his authorities or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person.
- No employee shall discriminate against any student on the ground of religion, caste, creed, language, gender, place/region or origin, social and cultural back ground of any of them.
- Every employee to remain punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the HOD/ Principal of the Institution.
- Abide by the rules and regulations of the institution and also show due respect to the constituted Authority.
- Should your performance, work habits, overall attitude, conduct, or demeanour become unsatisfactory in the judgment of ATME – College of Engineering, based on violations either of the above or of any other College policies, rules, or regulations, you will be subject to disciplinary action, up to and including immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

4.3 ATTENDANCE AND PUNCTUALITY:

For the orderly and efficient operation of the College, it is important that employees work on all scheduled work days, during all scheduled hours, and report to work on time. Regular attendance and punctuality are important factors in job success and promotions. Employees who are frequently absent, late, or who frequently leave their offices early decrease the value of their services and disrupt the orderly functioning of the College. They also cause undue hardship on co-workers as well as students. All employees have to mark their attendance through bio metric device and/or in the attendance register. A tolerance of ten minutes will be allowed beyond which it will be considered as half day leave.

An employee who expects to be late or absent is required to call the Head of the Department as promptly as possible, but not more than one hour after his/her scheduled starting time so as to make alternate arrangements. Any inconvenience caused to student due to such absent shall be make good by the employee taking classes on subsequent days.

All employees on duty to be present at their designated place of work during the working hours.

Any employee not found at his/her place of work during working hours for more than one hour without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.

Employees who are frequently absent or who repeatedly disregard their working hours may have their employment terminated by the College.

4.4 PERSONAL APPEARANCE AND DEMEANOR:

It is largely through contact with its employees that the students and others will form an impression of ATME - College of engineering. It is important that you dress appropriately and display courtesy, tact and patience in your dealings with students, parents, guests and other College personnel.

Wherever uniforms are suggested for the employees, they should wear the uniform. In the absence of uniform, all the male employees are required to dress in appropriate neat, clean, business attire like formal pants & shirt with formal shoe. Female employees shall wear neat & clean decent dress. Wearing of sari for female employee is preferred. All male teaching faculties should wear tie. Also all the employee should wear ID cards during the working hour.

Employees who appear for work inappropriately dressed or groomed will be directed to go home and return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Clothing must not be ripped, torn, soiled or revealing. Sweat pants, cut-offs, shorts, jeans and loose t-shirts are not appropriate. Foot wears like Flip flops, sandals, sport shoes, sneakers, etc. are not appropriate.

4.5 PERSONAL PROPERTY OF EMPLOYEES:

The College discourages employees from bringing personal property into the campus. Employees should be aware that the College is not responsible for the safekeeping or destruction of any personal property.

4.6 COMMUNICATIONS—EXTERNAL:

Inquiries received from the press or from the media concerning any member of the College should be referred to the Head of the Institute. Employees are permitted to correspond with the press or other media only with the prior permission of the Head of the Institute.

No employee shall directly communicate with external agencies without the permission of the Head of the Institute. All external communication shall be routed through Head of the institute.

4.7 E-MAIL AND INTERNET POLICY:

Access to the Internet / e-mail may be provided to employees for the benefit of the organization and its students. The E-mail system is the property of ATME – College of engineering. It has been provided by the College for use in conducting the College's business. All communications and information transmitted by, received from, or stored in this system are the records and property of ATME – College of engineering. The E-mail system is to be used for business of the College only. Use of the E-mail system by employees for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the ATME - College of engineering E-mail system. ATME - College of engineering, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason without the permission of any employee, and without notice. Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the ATME - College of engineering E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the College's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to ATME - College of engineering, as E-mail files may need to be accessed by the College in an employee's absence.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-ATME - College of engineering business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the ATME - College of engineering network or the networks of other users. In addition, it must not interfere with your productivity or the productivity of others.

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language transmission is allowed through the system. To prevent computer viruses from being transmitted through the system, only complete downloads from known sources.

Copyrighted materials belonging to entities other than ATME - College of engineering may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the ATME - College of engineering or legal action by the copyright owner.

4.8 USE OF TELEPHONE, PHOTOCOPIER, AND FAX:

Employees are permitted to make limited local area calls on College telephones for essential college purpose only, and should not abuse this privilege. Please do not use college address as a personal mailing address or utilize College postage for personal mailings. The College is under no obligation to forward mail to you following termination of employment. The use of fax & photocopying machines is restricted to college-related business only.

Use of mobile phone on College campus is strictly prohibited. Any one violating this will be penalised and the mobile instrument will be confiscated.

4.9 INTERNAL INVESTIGATIONS AND SEARCHES:

From time to time, ATME – College of Engineering or other statutory authorities may be required to conduct internal investigations pertaining to security, auditing, or work-related matters.

Employees are required to cooperate fully with and assist in these investigations if requested to do so.

All College property, including but not limited to computers, desks and storage places assigned to employees, may be searched at the discretion of the College authorities.

4.10 SMOKING:

Smoking is strictly prohibited in the campus premises. Please be courteous and concerned about the needs of your fellow employees and others around you. ATME College of engineering remains as smoking free campus.

4.11 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

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

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

4.12 PROPERTY ISSUED TO EMPLOYEES:

All College property, as well as specific property issued to an employee, including, but not limited to, keys, computers, research materials, and safety equipment, should be treated with the utmost care. Every provision should be made by the employee to prevent college owned property from being damaged, stolen, or lost. College will incur all expenses associated with general maintenance, repair and manufacturer defects. In the case of lost or stolen property, College may assess the employee for the cost of the item or a portion of the cost of the item if it is determined that the property was not properly maintained under normal circumstances. It will be at management's sole discretion to determine whether utmost care was taken to prevent College owned property from damage or loss.

4.13 SUGGESTIONS:

If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Head of the Department, who will welcome your suggestions and ideas. As such, we encourage all employees to bring forward their suggestions and good ideas about how ATME – College of Engineering can be

made a better place to work and our service to students enhanced. When you see an opportunity for improvement, please let us know by communicating with your Head of the Department.

All suggestions are listened to and valued. When a suggestion from an employee has particular merit, provide for special recognition of the individual(s) who had the idea.

4.14 GRIEVANCES:

If an employee has a complaint or a problem that needs solving, the employee should take it up with his/her Head of the Department at the earliest opportunity. The employee is encouraged to discuss any work-related problems freely and openly with the Head of the Department, since only by such discussion the cause of the problem or the dissatisfaction will be known. If the employee believes the matter has not been solved, the employee may take the matter up with the Head of the Institute. The Head of the Institute will always be willing to listen and to suggest means of solving the problem.

There is a formal procedure for solving work-related problems. An employee who has a grievance should observe the following procedure in the sequence outlined:

4.15 GRIEVANCE PROCEDURE:

- An employee should first bring the problem informally and orally to the attention of the Head of the Department, who will make every effort to reach a satisfactory solution.
- If the problem should not be solved with the Head of the Department, the employee may contact the Grievance redressal committee, in writing, which will review the problem with the employee. The committee will then discuss the situation with the employee's Head of the Department and advise the employee of the results of the discussion.
- If, to the dissatisfaction of the employee, the matter is still unresolved, the employee may write to the Head of the Institute. Should the matter remain unresolved, the employee may write to the Chairman requesting a hearing. Should the President feel that a review of the Head of the Institute is necessary, the Chairman or his authorized representative will review the case.

5.0 PAYROLL POLICIES & INFORMATION

5.1 SALARY PAY CYCLE:

ATME College of Engineering's pay period is monthly. Salary for the month will be paid during the first week of next month. All the employees are expected to open an account in the designated bank to which salary will be deposited.

5.2 STATEMENT OF SALARY:

A statement showing details of earning and various deductions will be issued to all the employees for each pay period. ATME – College of Engineering is required to make certain statutory deduction like professional tax, Income tax TDS, etc., from the salary of the employees. Employees are expected to furnish details as required by the Accounts Department for this purpose. In the absence of timely submission of these information, college will be forced deduct the maximum rate of tax under the provision of respective laws.

5.3 WORKING HOURS:

Duty hours in different departments and sections of the institution are to be followed as notified from time to time.

The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall follow accordingly.

Full-time work hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday, and 9:00 a.m. to 2:00 p.m. on Saturday with one hour for the lunch break.

Certain departments and/or employees may have a variance in their respective work hours, which variance must be decided by the Head of the Department and Head of the Institute.

5.4 NATIONAL & FESTIVAL HOLIDAYS:

College may follow holidays as per VTU/Government of Karnataka as notified by the head of the institution.

However, the employee has to be present for the flag hoisting ceremony compulsorily on 15th Aug (Independence Day) and 26th Jan (Republic Day) and also on other important college functions.

6.0 LEAVING ATME COLLEGE OF ENGINEERING

6.1 RESIGNATION:

Every employee of ATME - College of Engineering has the status of “employee-at-will,” meaning that no one has a contractual right, express or implied, to remain in the College as employee. The College may terminate an employee’s employment, or an employee may terminate his/her employment, with or without cause, and with or without prior notice as stipulated in the letter of appointment. However no employee will be relieved from the duty during academic term days expect in case of dismissal due to misconduct.

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

Resignation will not be accepted in the middle of the academic session prescribed by Affiliating University. Whether the required notice or salary equivalent to the notice period has been paid. Whether no dues certificate has been obtained from different departments/sections of the Institution.

If all the conditions are fulfilled the Head of the department shall forward the resignation letter to the principal/management with suitable opinion/remarks for orders/acceptance.

The principal has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.

After receiving the orders/acceptance from the principal , same shall be communicated to the employee by Head of the Institution concerned.

The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the principal.

The principal shall be Competent Authority to accept the resignation of all employees.

6.2 IMMEDIATE DISMISSALS – MISCONDUCT:

Any employee guilty of gross misconduct may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal for gross misconduct of an employee; this listing is not exhaustive.

- Violation of general code of conduct
- Conviction of a crime
- Wilful violation of an established policy or rule
- Falsification on the College’s employment application, time sheets, or other College records or documents
- Fighting or other serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy

- Theft or other dishonest conduct
- Harassment of other employees, including sexual harassment
- Violation of the College's Conflict of Interest Policy
- Violation of the College's Outside Employment Policy
- Violation of the College's Confidentiality Policy

6.3 DISMISSALS – OTHER THAN IMMEDIATE TERMINATION:

All employees are expected to meet the College's standards of work performance. Work performance encompasses many factors, such as: attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures. Should an employee not meet these standards, the College may immediately dismiss the employee. At the discretion of the College and under appropriate circumstances, corrective action may be taken up to and including dismissal.

The intent of corrective action is to formally document problems while providing the employee with an opportunity to improve performance. The process is designed to give employees some guidance in areas that need improvement. A written notice will be issued identifying the problem and outlining a course of action within a specific time frame, which time frame may *require immediate action*. The employee is required to acknowledge receipt.

Should the employee's performance not improve to the satisfaction of the Head of the Institute, then the employee would be dismissed from employment with the College

6.4 RETIREMENT:

ATME – College of Engineering will acknowledge an employee as a retiree who attains the age of 60 years. However the college at its discretion may extend the service of any employee beyond 60 years.

6.5 SUPERANNUATION:

All employees shall retire on attaining the age of 60 years. The Governing Council may at its discretion grant extension of service of one year or more at a time beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 05 years in any case.

6.6 SERVICE CERTIFICATE:

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

7.0 LEAVE POLICY:

The rules for various categories of leaves are mentioned in the subsequent paragraphs. In case of a teaching faculty, to avail any kind of leave, he/she must contact the Head of the Department for arrangements that guarantee that his/her classes will be covered and faculty obligations fulfilled. Only after getting satisfied about the alternative arrangement that are made, the Head of the Department Faculty should recommend the faculty leave application to the Head of the Institute. **Leave cannot be claimed as a matter of right. Head of the institution reserves the right for sanctioning the leave.** All leaves shall be availed only with the prior permission of the Head of the Institution except in emergency cases.

An employee ceases to be in the service of the Institute if he/she is continuously absent from duty for two months without prior permission.

7.1 CASUAL LEAVE:

- a) An employee under probationary period is eligible for 12 days of casual leave in a calendar year and whereas a confirmed employee is eligible for 15 days of casual leave.
- b) Casual leave is granted in such a manner that the total period of absence including holidays (prefixed or suffixed) does not ordinarily exceed 16 days.
- c) Casual Leave cannot be claimed for more than 3 days at a time. Casual Leave cannot be combined with any other kind of leave.
- d) Casual leave is sanctioned by the Head of the Institute on the recommendation of Head of the Department. Casual leave cannot be claimed.
- e) Casual Leave un-availed will automatically lapse at the end of the calendar year. Employee joining during the middle of a year may avail Casual Leave proportionately.

7.2 HALF PAY – LEAVE:

Half-pay leave is applicable only for the confirmed employees and that are admissible in respect of each completed year of service is 10 days. This may be granted either on medical ground on production of a valid medical certificate or for private affairs.

7.3 VACATION:

During the period when semester is closed (vacation period) the confirmed faculty members are entitled for vacation for a period entitled by the head of the institution /management. The timing of the vacation for each eligible employee will be decided by the Head of the Institute. Only the teaching faculty is eligible for vacation not the other employees.

7.4 EARNED LEAVE:

All non-vacation confirmed employees are eligible for 15 days of earned leave for each year of successful completion of service. In case such a faculty member who remains on duty during the whole or part of the vacation, will be eligible to get one day of Earned Leave for each two days of vacation not availed of with a maximum of 15 days for each year of successful completion of service.

The following employees are considered as non-vacation staff

- i. Principal
- ii. Head of the Department (Engineering Departments)
- iii. Non-Teaching Staff [Technical & Administrative]
- iv. Library Staff
- v. Placement & Training officer & Staff

Earned leave at the credit of an employee is carried forward and can be accumulated up to a maximum of 60 days. Encashment of accumulated earned leave subject to a maximum of 30 days once in three year is also admissible.

7.5 MATERNITY LEAVE:

All female confirmed employees who have successfully completed one year of post probationary period are eligible for maternity leave of 90 days. During maternity leave, leave salary equal to 65% of gross last pay drawn is admissible subject to statutory deduction.

7.6 LEAVE WITHOUT PAY:

All confirmed employees who have successfully completed one year of post probationary period are eligible at the discretion of the Head of the Institution for a personal leave of absence without pay. Leaves of absence without pay will be considered only after all vacation, casual, half-pay, and earned leaves are exhausted. The request for a leave of absence without pay has to be submitted in writing in advance of the requested leave by the employee to the Head of the Institution, with a copy to the departmental Head.

Both the departmental Head and the Head of the Institution together review such requests on a case-by-case basis. The decision to approve or disapprove is based on the employee's circumstances, the length of leave requested, the employee's job performance, attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department.

Any planned salary increase for an employee returning from a leave of absence without pay will be deferred by one week for each day of leave of absence without pay.

During the period of the leave of absence without pay, no other leave credit is accrued to the employee. Also, the Head of the Institution at his discretion may curtail certain benefits extended to employees.

7.7 SPECIAL CASUAL LEAVE:

Special Casual leave may be granted to an employee for a period not exceeding thirty days in any one calendar year for the following purposes. The period of absence in excess of thirty days should be treated as regular leave of any kind admissible to the persons concerned. For this purpose the special causal leave is permitted to be combined with the other kinds of leave.

For participation in sports & Educational Programmes (e.g. Seminar/Conferences/Workshops) events of University/State/National or International importance. Only one event of its kind in a year is permitted.

When the employee is selected for such participation in respect of international sports events of any one of the recognized sports association as a Member of a team which is accepted as representative on behalf of the College/University/ State/ Country.

Special casual leave not exceeding seven days may be allowed to spouses of married employees who undergo vasectomy or tubectomy operation as the case may be against the medical certificate issued by the Medical officer performing the operation.

Special casual leave not exceeding 14 days may be sanctioned by the GC to the Woman employee who undergo non – puerperal sterilization (and not puerperal sterilization) on the strength of the medical certificate granted by the medical officer performing the operation.

Special casual leave also be sanctioned to female employees having three or more living children who are not entitled to the grant of maternity leave but undergo tubectomy operation even during puerperium under the family planning scheme.

In the event of failure of tubectomy operation for the second time she shall be granted special casual leave not exceeding 14 days on production of a medical certificate from the medical officer performing the operation to the effect that the first operation was failure and the second operation was actually performed.

All women employee who undergo IUCD (Intra Uterine Contraceptive Device) Placement may be granted a day's special casual leave on the day of insertion.

Special casual leave not exceeding thirty days in each calendar year may be granted to the employees who are chosen by any university for attending the examination work. They will not be eligible for TA & DA from the institution.

Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and Holidays can be prefixed and suffixed to the special Casual Leave.

7.8 OVER STAYING AFTER THE LEAVE:

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

7.9 EMPLOYMENT DURING THE LEAVE:

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

7.10 LEAVE FOR PART - TIME EMPLOYEES:

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

7.11 LEAVE CARRY FORWARD:

All confirmed employees who have successfully completed one year of post probationary period are eligible to carry forward the accumulated (not used) casual leave to the next years and this accumulated leave can be availed at the time of medical emergency if any only to a extent of 30 days. Faculty can carry forward 05 casual leave in an academic year.

8.0 ADDITIONAL BENEFITS

8.1 CORPUS FUND:

All the faculty members can contribute a nominal fund every month and create a corpus fund and a portion will be contributed from the management every month. This accumulated fund can be judiciously used for the medical emergency/casualty of the staff member. The management /head of the institution/governing council will have the full powers to disperse or take decision on the extent and the amount that may have to be released to the victim. This corpus fund can be utilised by faculty who under goes major illness/surgery/ medical treatment.

8.2 PROGRESSIVE INCENTIVE SCHEME:

All the faculty members are eligible for the progressive incentive scheme the scheme aims at promoting and motivating the faculty members to perform best in academic, research, publication, administration, and consultancy activities. The faculty performing in outstanding manner will be provided with additional financial benefits which will be recommended by the HOD/Principal. The incentive may be withdrawn back in the future year if there is a decline in the faculty performance.

8.3 PROVIDENT FUND SCHEME:

The Employees appointed are covered by the Employee's Provident Fund and miscellaneous provisions act 1952. The applications of these rules are mandatory to all the employees. According to these rules the employee shall contribute towards PF Contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the regional provident fund Commissioner, Karnataka, Mysuru every month towards crediting the amount to PF account and pension fund account. The payment of contributions shall cease on the employee leaving the service either on resignation, termination or by retirement. The accumulated PF Contribution will be paid to the employee directly by the Regional provident fund Commissioner, Karnataka, Mysuru. For details with regard to PF and pension benefits, the employee's provident fund and miscellaneous provisions Act 1952 be referred.

9.0 DUTIES & RESPONSIBILITIES:

9.1 Chairman / Executive Director:

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

9.2 PRINCIPAL:

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

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

- To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made.
- To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- To ensure maintenance of proper discipline both among students and staff.
- To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- To attend to all matters pertaining to the GC. To arrange for the preparation of agenda and the meeting of the GC in consultation with the chairman/management.
- To prepare the draft minutes of GC meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC the actions taken by him of the College in consultation with the Executive Director and Rector.
- Perform any other function that may be assigned by Chairman or the GC/ management from time to time.

9.3 HEAD OF DEPARTMENT (HOD):

- Teaching as per AICTE/VTU norms.
- Students Assessment, Evaluation and Conduction of Examinations.
- To Ensure prompt compliance of university requirements as regards Departmental assignments and Evaluation System.
- To Encourage and Plan Schemes of Collaborations, Consultancy with Industry and other Professional Organizations and Designated Authorities.
- To ensure proper Maintenance and upkeep of the Department.
- To Plan and Prepare Proposals for the Development of the Department.
- Monitoring and Conduction of Regular Classes as per the time table and to ensure the Conduction of Classes as per Lesson Plan.
- Conduction of weekly/Monthly Departmental Meeting in order to review the performance of the academic and other Co – Curricular activities of the department.
- To Prepare and Liaison with Principal about the procurement of Equipment's purchase of Consumables and other Requirements of the Department. He shall be Member Secretary of the Equipment Purchase Committee for his Department.
- To monitor duties of Faculty and non – teaching staff of the department.
- To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- To monitor students' academic progress and arrange for Teachers -Parents meeting.
- To ensure prompt inter Departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of University and other Agencies.
- To ensure the appraisal of the Faculty by the students and to send the consolidated report to the Vice- Principal (Academic), Principal and Rector.

- To write the confidential reports of all Non – Teaching Staff and Submit to the Principal every year.
- Any other work entrusted by the vice-Principals/Principal/ Rector.
- Duties and Responsibilities of Professor/Associate Professor

9.4 PROFESSOR:

- In addition to the above, Professor will have the following additional responsibilities.
- Providing Leadership in Both PG&UG Courses in his/her Field of Specialization.
- Policy Planning and Monitoring.

9.5 ASSOCIATE PROFESSOR:

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

9.6 ASSISTANT PROFESSOR:

- Teaching as per AICTE/VTU norms.
- Instructions and conduction of experiments.
- Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- Involving in Consultancy and R & D activities
- Developing Resource Materials and Lab Manuals.
- Involving in Co – Curricular and Extra – Curricular Activities.
- Proctoring, Mentoring and Guidance to the students.

- Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- Assisting in Departmental Administration and other Developmental Works.
- In addition to the above, Assistant Professor shall co – operate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

9.7 WORKSHOP STAFF/LABORATORY STAFF:

The workshop/laboratory staffs are categorized as.

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

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

9.7.1 WORKSHOP SUPERINTENDENT:

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

The job description is as follows:

- i. Planning, scheduling, organizing, coordinating and monitoring workshop/ Laboratory classes.
- ii. Plan, deliver and evaluate theoretical & workshop instructions.
- iii. Design, develop and test instructional materials and tasks for skill training.
- iv. Plan and organize staff development programmes for workshop staff.
- v. Procurement and commissioning of plant and equipment in the workshops.
- Vi. Procurement and storage of raw materials, tools and instruments.
- vii. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- viii. Advise and assist students and faculty in fabrication of their projects.

- ix. Manage the maintenance of equipment and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.
- x. Participate in professional development activities.

9.7.2 FOREMAN/INSTRUCTOR:

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

The job description is as follows:

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

9.7.3 ASSISTANT INSTRUCTOR:

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

The job description is as follows:

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

9.7.4 MECHANIC:

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

The job description is as follows:

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

9.7.5 WORKSHOP ATTENDANT/HELPER:

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

The job description is as follows:

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

9.8 LABORATORY STAFF:

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

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

9.8.1 FOREMAN:

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

The job description is as follows:

- i. Erection/Installation/Commissioning of plant and equipment.
- ii. Procurement/Storage/Accounting of raw materials, tools and instruments.
- iii. Planning, Scheduling, Organizing, coordinating and monitoring Laboratory instructions and tasks.
- iv. Arranging for the issue of raw materials, tools and equipment for conducting Lab experiments.
- v. Plan, deliver and evaluate theoretical and Laboratory instruction.

- vi. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- vii. Arrange for preventive and breakdown maintenance.
- viii. Assist students and faculty members in the fabrication of their projects.
- ix. Participate in professional development activities.
- x. Assist the faculty in charge of laboratory in certain functions as and when necessary.

9.8.2 INSTRUCTOR:

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

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

9.8.3 ASSISTANT INSTRUCTOR:

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

9.8.4 MECHANIC:

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

The job description is as follows:

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

9.8.5 HELPER:

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

The job description is as follows:

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

9.9 COMPUTER CENTRE TECHNICAL STAFF

9.9.1 SYSTEM MANAGER:

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

9.9.2 SYSTEM ANALYST:

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

9.9.3 COMPUTER PROGRAMMER:

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

The job description is as follows:

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

9.9.4 COMPUTER OPERATOR:

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

The job description is as follows:

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

9.10 LIBRARY STAFF:

The Library staff is categorized as follows.

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

9.10.1 CHIEF LIBRARIAN/LIBRARIAN:

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

The job description is as follows:

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

9.10.2 ASSISTANT LIBRARIAN:

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

The job description is as follows:

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

9.10.3 LIBRARY ASSISTANTS:

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

The job description is as follows:

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

9.10.4 LIBRARY ATTENDANTS:

The Library Attendants are responsible to the Chief Librarian/Librarian

The job description is as follows:

- i. Checking at the entrance.
- ii. Control at the property counter

- iii. Labeling/pasting.
- iv. Maintaining and upkeep of library
- v. Binding of books.

9.11 PLACEMENT & TRAINING DEPARTMENT:

The department of placement and training consist of

- i. Placement & Training officer.
- ii. Helper/placement assistant.

9.11.1 PLACEMENT & TRAINING OFFICER:

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

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

9.11.2 HELPER/PLACEMENT ASSISTANT:

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

Physical Education Department:

The physical education department consists of

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

9.12 PHYSICAL EDUCATION DIRECTOR:

The job description is as follows:

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

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

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

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

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

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

The Director of Physical Education is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.

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

9.13 HELPER:

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

9.14 SUPERINTENDENT (Accounts):

- To keep all financial matters pertaining to the college in order and up to date.
- To attend financial matters with specific reference CET & DTE.
- To prepare Budget statements and attend to follow up matters pertaining to budget provision.
- To attend matters pertaining to Grants with specific reference to state Govt., Central Government,
- To attend matters pertaining to Audit.

- To attend AC/DC bills of examinations.
- To prepare Annual Report of accounts.
- To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.
- To verify and admit bills, vouchers etc.
- To attend financial matters pertaining to the Buildings Section.
- To attend any other work entrusted by AO/Vice-Principals/Principal.
- To attend regular check on, receipt & expenditure.
- To attend any other work that will be assigned by the higher authorities.

NOTE:

Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, Equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund registers, bank accounts, cash book, etc. They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.

9.15 SUPERINTENDENT (Examination):

To attend all matters pertaining to the conduct of University examinations both theory and practical.

To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to university, sectional marks dispatch to university etc.

- To prepare AC and DC Bills in respect of both theory and practical exams.
- To attend all matters pertaining to the results of university Examinations.
- To attend matters pertaining to all Examinations.
- To attend to results analysis to be sent to MC&ET.
- To attend to the entry of enrolled students and the same to be sent to the University.
- To attend to supervision work of case workers.
- To review the weekly pending cases and brings them to the notice of the next superior.
- To give opinion for all the files duly quoting the rules.
- To attend any other work that will be assigned by the higher authorities.

NOTE:

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

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

9.16 SUPERINTENDENT (Stores):

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

NOTE:

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

9.17 SUPERINTENDENT (Establishment):

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

NOTE: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for various service related matters of the employees. They prepare the salary bills of the employees including various deductions.

NOTE: All the duties and responsibilities mentioned above are indicative but not restricted to the list, any additional duties assigned by the concerned authorities from time to time need to be accomplished as well.

APPENDIX:**Maintenance of Important Books, Journals, and Orders etc.:**

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

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

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

References:

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