

SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST[®]

SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated VTU, Belagavi and Approved by AICTE New Delhi)

14/5, Chikkasandra, Hesaraghatta Main Road Bangalore-57

www.sapthagiri.edu.in



Students Code of Conduct Hand Book



Redefining Excellence in Technical Education

STUDENTS CODE OF CONDUCT

SECTION-I

1.1 Preamble:

This Handbook indicates the standard procedures and practices of the Sapthagiri College of Engineering Bangalore (hereinafter referred to as the SCEB). All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the Code). The college aims to provide all of its students with the support and guidance they need to achieve success. The Student Code of Conduct sets out the standard of conduct the college expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment.

SCEB as a place of teaching and learning dedicated in promoting intellectual and social growth of its students, it depends on its effective operation of the concern of all to maintain the community standards of conduct set forth in its statement. It is the responsibility of each student to contribute to an environment of trust that protects the freedom of all to exchange ideas and to grow. Only in such trust and freedom will it be possible to live together and learn from one another.

SCEB exists to provide an environment in which intellectual achievement, scholarship and character development can flourish. SCEB students, faculty and staff willingly share the responsibility for sustaining a creative and productive atmosphere through adherence to the highest standards of personal and professional conduct. All who are privileged to be a part of SCEB must remain aware that they are representatives of SCEB, whether they are on campus or elsewhere, and are therefore expected to avoid behavior that brings discredit or dishonor upon them. The College as an institution recognizing trust is the cornerstone of all human relations. Students will work to build and sustain the trust of their peers, the faculty, and staff by following both the letter and the spirit of the Code of Student Conduct. A Student-Centered College embraces a campus climate in which civility and respect among members of the campus community is viewed vital to the overall ethical development of its students.

Every student enjoys the right to full participation in the academic and social life of the College. Regardless of race, color, religion, national origin, ethnic identification, age, political affiliation and/or belief, sexual orientation, gender, gender identity, gender expression, economic status or physical or mental disability. Any instance of failure to realize these expectations undermines the ability of the college to achieve its purposes and diminishes the educational experience of each of its members.

The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that of educational focus. Rules are structured depending on the seriousness of allegations, and therefore the consequences are more serious. The student discipline system is not a substitute for the criminal and civil court but, an additional option for complaints when the alleged violator is an enrolled SCEB student.

It is presumed that students after seeking admission to the courses at the college will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students and they are required to respect the rights of fellow students, and property of other members of the academic community. Students are required to refrain from any conduct that would interfere with college functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the College.



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1.2 Jurisdiction:

Any individual defined as a student under this Code falls under the jurisdiction of this Code. The Code of Conduct applies to both the on-campus and off-campus conduct of all students and is in force at all the established educational campuses of the College.

The Code of Conduct covers off-campus behavior during:

- Industry internships, field trips, as well as study abroad and student exchange programs.
- Research at another institution or professional practices assignment.

SECTION-II

2.1 Student Responsibilities:

Students are expected to:

- a. Exercise integrity in all matters, both academic and behavioral in nature.
- b. Be fair and courteous with others; treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.
- c. Accept personal responsibility for appropriate behavior as defined by the code.
- d. Know the violation under this code and potential sanctions/punishments for violating them.
- e. Understand they are responsible for knowing and following any additional written verbal requirements given by faculty members which relate to academic or behavioral conduct and which are inherent to the classroom or college functions.
- f. Remember they are representatives of college and they must always conduct themselves in a manner that brings credit upon themselves and the College.

2.2 Indiscipline and Misconduct:

Any act of misconduct committed by a student shall be an act of violation of discipline of the college at the time of admission. Each student must sign a statement accepting this Code of Conduct and by giving an undertaking about as in the Annexure-A.

2.3 Academic Indiscipline and Misconduct:

- a. Any violation of any sort pertinent to the Indian Penal Code.
- b. Violation of any published SCEB policies, rules, or regulations. It is the responsibility of the student to be familiar with all SCEB policies that refer to appropriate behavior on campus.
- c. Conduct that interfere with the operations of the college. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other SCEB activities.
- d. Failing to comply with orders or directives of SCEB officials, college hearing bodies, college security personnel, or any other law enforcement officers acting in the performance of their duties.
- e. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
- f. Failure to appear and/or report to any SCEB office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
- g. Violation of SCEB policies causing threat to academic integrity.


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- h. Forgery, alteration, destruction, misuse, or possession of SCEB documents, including but not limited to college identification card or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.
- i. Plagiarism: Means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself..Examples of plagiarism include reproducing, in whole or part, text/ sentences from a report, book, thesis, publication or the internet. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, presentations, manuscripts, research papers or thesis without proper attribution.

2.4 Behavioral Indiscipline and Misconduct:

- 2.4.1 Alcohol Possession and Use:** Procurement, possession, distribution and/or consumption of tobacco, cigarettes, and alcohol in any form in the campus or entering the campus in an inebriated condition shall constitute a serious misconduct for which mandatory fine of Rs 5,000/- in the first instance, Rs 10,000/- as fine in a repeat offence, shall be imposed after due opportunity is given to the student to explain his conduct. In case of third misconduct of a similar nature, the mandatory punishment of expulsion from the College/Hostel for maximum of 3 months shall be imposed, after due enquiry.
- 2.4.2 Narcotic Possession and Use:** Procurement, possession, distribution or use of narcotic drugs within the campus/Hostel shall constitute a very serious misconduct for which mandatory punishment shall be expulsion from the college / hostel for 3 months after due enquiry. A repeat misconduct of this nature shall be expulsion from the college after due enquiry.
- 2.4.3 Classroom Disruption:** Any classroom behavior that interferes with the instructor's ability to conduct class, failure to conform to the faculty member's announced expectations for the classroom, or the ability of the other student to learn attracts punishment. Use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the faculty member attracts punishment.
- 2.4.4 Damage or Destruction of Property:** Any damage or destruction of property belonging to a member of the college community, college property, or to a visitor of the campus attracts punishment.
- 2.4.5 Deception:** Misuse of any college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means and providing false information to law enforcement official attracts punishment.
- 2.4.6 Disorderly/Improper Assembly:** Any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operations of the college amounts to indiscipline. Any obstruction to the free movement of other

persons about campus or the interference with the use of college facilities is misconduct. This is not to deny any student the right of peaceful, non-disruptive assemble or expression.

- 2.4.7 Endangerment:** Placing a student or the college community at risk of physical injury or death, bringing a non-student or non-college community member into the college community that places a student, other individual, or the college community at risk of physical injury or death attracts punishment.
- 2.4.8 Fire safety:** Any failure to evacuate or immediately respond to a fire alarm, participation in creating or causing a false fire alarm, participation in tempering, disconnecting, or alerting any fire alarm system, equipment or component, failure to follow the instructions of staff and emergency personnel during fire alarms leads to indiscipline.
- 2.4.9 Gambling:** Engaging in any form of gambling that is a violation of the code.
- 2.4.10 Hazing:** Any act, intentional or unintentional, which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is misconduct. Any act, intentional or unintentional, which causes physical discomfort, embarrassment and /or ridicule of another person for the purposes mentioned above participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing leads indiscipline.
- 2.4.11 Solicitation:** Conducting an unauthorized sales campaign in hostel, classroom, or administrative building or any other campus location leads to misconduct. Placing door hangers or signs on cars on campus or in on-campus residential facilities or other campus property is indiscipline.
- 2.4.12 Student Identification Card (ID) Violation:** Alerting, lending, or selling a student identification card, using a student identification card by anyone other than its original holder, using a student identification card in any unauthorized manner attracts punishment. While in the college campus, labs and classrooms wearing ID is a must. Without ID a student is treated as an outsider.
- 2.4.13 Theft:** Taking possession, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the college), taking or attempting to sell any service that belongs to the college without proper permission is illegal.
- 2.4.14 Threats:** A direct expression to inflict injury or damage, to cause another person to feel reasonable fear for their safety or well-being amounts misconduct.

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- 2.4.15 Tobacco:** "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes. The use of all forms of tobacco products used by the students in hostels in college or its affiliates is expressly prohibited.
- 2.4.16 Unauthorized Entry:** Unauthorized entry on or into college building, office, residence hall, off-campus residence, parking lot, motor vehicle, or any other facilities is prohibited. Remaining in any building after normal closing hours without proper authorization; remaining overnight in public areas of the residence hall or surrounding areas without approval from the college housing staff is prohibited.
- 2.4.17 Unauthorized Use:** Unauthorized use of college equipment, bathrooms, exits, or windows, duplication of keys, and possession of any parking permit is prohibited.
- 2.4.18 Unauthorized Use of Computer and Electronic Resources:** Unauthorized entry into any network, computer, or file to use, read, or change the contents, or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification and password, use of computing facilities that interfere with the normal operation of the college computing system, use of computing facilities that violate copyright laws, use of any unregistered devices on the college network is illegal. Use of tools for port-scanning, "sniffing", or to monitor or read transmissions from other users on the network is prohibited.
- 2.4.19 Violation and Confidentiality:** Disclosing confidential student conduct information as a member of the College Student Conduct Board, disclosing confidential work-related information as a student employee leads to misconduct.
- 2.4.20 Violation of law:** Any act that violates a provision of the laws of the India, the laws of Karnataka state in which such act occurs, the ordinances of India, Bengaluru city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act occurs.
- 2.4.21 Weapons and Firearms:** No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on any property owned, controlled, or leased by the SCEB unless specifically authorized by the administration as part of a college-sanctioned event or where allowed by law. No student shall use, possess, display or carry any swords, any illegal knives, any explosives (including fireworks and sparkles), any martial arts weapons or any is deemed to be a violation of the Code of Student Conduct.



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SECTION-III

3.1 Sexual Harassment:

Sexual misconduct of any form is a violation of a person's rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by a community member to recognize and to respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful and will not be tolerated at SCEB. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the SCEB community and are against college policy.

All members of the college community should be free from sexual misconduct in the classroom, the social, recreational and residential environment and the workplace. The college seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program and the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable and accessible to all. In response to any reported sexual misconduct, the college will take all appropriate steps to eliminate the misconduct, prevent its recurrence and address its effects. Some examples of sexual harassment may include, but are not limited to the following:

- a. Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones.
 - i. Written forms include suggestive or obscene letters, notes and investigations.
 - ii. Verbal forms include derogatory letters, notes and invitations.
 - iii. Physical forms include assault, unwelcome touching, impeding or blocking movements.
 - iv. Visual forms include leering, gesturing, display of sexually offensive objects, pictures, cartoons or posters.
- b. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:
 - I. Unnecessary touching, patting, hugging, or brushing against a student.
 - II. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
 - III. Continued expressions of sexual interest after being informed that the interest is unwelcome.
 - IV. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
 - V. Retaliation against a student for reporting or threatening to report sexual harassment.
- c. Sexual assault and rape:
 - I. Abusive, disruptive or harassing behavior, verbal or physical, which endangers another's mental and physical health, including, but not limited to, threats, acts of violence or assault based on gender and/or in the context of intimate partner violence.
 - II. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping. Harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived sexual orientation or gender identity of the harasser or target.

3.2 Anti-Ragging: The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian

Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the students. Students must take note that ragging results in dismissing from the college.

3.2.1 Ragging constitutes one or more of the following acts:

- I. Any conduct by any student or students whether by words spoken or by an act which has the effect of teasing, treating or handling with rudeness any student;
- II. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- III. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- IV. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- V. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- VI. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- VII. Any act of physical abuse including all various of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- VIII. Any act or abuse by spoken words, emails, post, public, insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- IX. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

3.3 Anti Ragging Committee and Measures: The Anti-Ragging Committee, as constituted by the Principal and headed by Students Affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Students Affairs advisors, and can have as its members, the Deans, Students Councilors, faculty advisors, Chairperson of the concerned Department.

3.4 In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include anyone or combination thereof;

- i. Expulsion from the college/ hall of residence.
- ii. Suspension from the classes.
- iii. Fine with a public apology.
- iv. Withholding of scholarship or other benefits extended to those involved in ragging.
- v. Debarring from representation in events such as cultural or sports, or any other representations in events for which the student(s) may have been selected.
- vi. Withholding examination results.
- vii. Community service.


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- viii. Entering the ragging incident on the transfer certificate/migration certificate of the students, this may adversely affect their carrier.
- ix. No placement assistance.
- x. Filing of a complaint by the affected student with the police authority (as per the Supreme Court's Directive).
- xi. The affected student is required to submit an Anti-Ragging affidavit as per the SCEB notification.
- xii. Continuous watch and vigil over ragging by the college and the college promptly deal with the incidence of ragging brought to its notice.
- xiii. The college will summarily punish or reprimand the guilty student, either by it or by following procedures, administrative or otherwise, by constituting a special enquiry committee and put forth its findings or recommendations before the competent authority to take a decision.
- xiv. Students are encouraged to report any Ragging act witnessed or experienced by them to the college's administrators, faculty, student's affairs and grievances committee, or any other staff member with whom the student may feel comfortable. The college ensures the confidentiality of such a disclosure by the student.

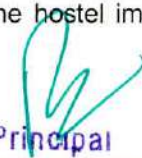
3.5 Ragging Punishments: A Student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging committee:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarships/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/ her research work.
- vi. Suspension/expulsion from the hotels and mess.
- vii. Cancellation of admission.
- viii. Expulsion from the college and consequent debarring from admission to any other institution for a specified period.
- ix. In cases where the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.
- x. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the college with the local police authorities.

SECTION-IV

4.1 Hostel Rules and Regulations: All students residing in the hostels provided by the college shall follow the rules and regulations mentioned below and supplementary addendums that may be framed from time to time. Failure to abide by these rules will invoke appropriate disciplinary action by the college.

- a. Student's residing in hostels will return to their respective rooms before the night re-entry deadline, and will log their entry. Failing to sign in result in the student being marked as absent from the hostels. Student's seeking to stay out beyond the re-entry deadline shall seek written permission in advance for the hostel management and submit the same to the hostel security guard. Failing to follow this procedure can result in the expulsion of the student from the hostel immediately and without notice.


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- b. Students residing in the hostel are not permitted to change their hostel rooms allotted in the hostels without prior permission from the hostel management.
- c. Students residing in the hostel will pay the hostel fees for 12 months, irrespective of academic vacations.
- d. Six months' hostel charges are to be paid in advance to the college at the time of joining by the student. hostel charges for the subsequent period(s) must be paid on or before the date notified. A late penalty of Rs.25/- per day will be levied in case of any deviations. The hostel charges of the hostels may be revised periodically as per the decision of the management.
- e. Students residing in the hostels will return to allotted room till the completion of the course. At the time of vacation the hostels, the students must submit the 'No Due Certificate' from the hostel management along with the room keys, hostel identity card and original deposit receipt. The deposit will be refunded to the students after deducting maintenance charges of Rs.2000/- along with any other charges the college deems appropriate to hold.
- f. Students who choose to use the hostel facilities are obliged to use the services for a minimum period of one academic year (inclusive of vacations). If they seek to vacate in the middle of the year they have to pay the hostel charges for the entire one year period (inclusive of vacations). However, the student can vacate the hostel if and when the option is given to them by a separate notice by the college. Students must obtain written consent of the parents to discontinue of availing the hostel facility.
- g. All valuables (cash, jewellery, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or embezzlement of such items.
- h. Cooking and cooking equipment are not allowed in the hostel. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of these rules will result in the confiscation of such items as well as a penalty of Rs.2000/- in which may be returned to the defaulting student at the time of vacating the hostel.
- i. Student's residents are expected to be considerate to other mates and should refrain from noisy activities at all the time.
- j. Playing of loud music or engaging in activities that may disturb other residents or neighbors is prohibited.
- k. The student residents are collectively responsible for keeping the premises clean and organized. Hostel residents are required to clean their rooms and to keep a dustbin in each room. Scribbling, spitting or hanging of posters/artifacts on the walls is strictly prohibited. Similarly, drilling, nailing and fixing other fittings are not allowed.
- l. The college reserves the right to periodically check allotted rooms in the hostel rooms. If required, the hostel management will take appropriate curative action including charging students for cleaning the room.
- m. Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps and faucets are closed while not in use.
- n. Damage or loss caused to college properties (both movable and immovable) by student residents such as furniture, fittings, etc. will be repaired or replaced by the college at the expense of the defaulting hostel residents.
- o. Parents or guardians may visit the hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the hostels.
- p. Men are not allowed in the women's hostels and vice versa. The violation of the rules will result in an immediate eviction of the student's resident from the halls of hostel, and suspension from

classes for a period of 7 days. These students' residents can also be expelled from the college immediately.

- q. It is imperative that student resident do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, preparation of food (vegetarian and non-vegetarian) inside the hostel and bringing non-vegetarian food from outside but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), and use of gutka, use of abusive language, quarrels and arguments among others. Students residents found indulging in any of this activities and other such behavior considered detrimental to the image of the college will be liable for disciplinary action by the college, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessarily legal action, as well as expulsion the hostels and from the college.
- r. Indulging in any anti-social or unwarranted dangerous activities that may cause of nuisance to neighbors and the neighborhood will be viewed seriously and can lead to expulsion of the student from the hostels and the college immediately.
- s. Ragging, in any form, in the residing hostels as well as is prohibited. Ragging will be viewed seriously and dealt with as per the anti-ragging rules and regulations, which can result in the dismissal of the student residents from the college.
- t. The college reserves the right to instruct any student resident to move from one room to another in the same hostels or alternatively, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- u. The college reserves the right to change and introduce any new rules from time to time, in the larger interest of the collage and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student's residents from the hostels as well as suspension from the college. A student resident facing such charges will be summoned to appear before the police /disciplinary committee. This committee will hear the matter and take fitting action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the disciplinary committee shall be final and binding.
- v. The hostel charges for the hostels will be increased by 10 percent each every academic year.

4.2 Disciplinary Sanctions/ Penalties:

- a. Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the SCEB community.
- b. No refund or credit of tuition fees, or other costs associated with the attendance of the college will be made to the student when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to service.
- c. In the case of serious violation, a notation of the discipline matter will be placed on the student's transcript until it is cleared. In case of dismissal from the college, the record is permanent.

Nature of Penalties: the following penalties may, for act of indiscipline or misconduct, imposed on a student, namely:

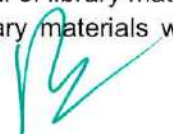
- a. Written warning and information to the guardian.



- b. Fine of Rs.5000/- which may extend up to Rs.15000/-
- c. Suspension from the library/lab/class/department/college/hostel or from availing of any other faculty.
- d. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source of recommendation to that effect to the sanctioning agency.
- e. Recovery of pecuniary loss/damage/destruction caused to college property.
- f. Disqualification from placement process, or from holding any representative position in the class/college/ hostel/mess/sports/clubs and in similar other bodies.
- g. Expulsion from the department/faculty/hostel/mess/library/club for a specified period.
- h. In case of malpractice and using unfair means in examination; cancellation of student registration for the course/program or non-registration for the subsequent semester along with any other punishment as may be decided.
- i. Issue of transfer certificate.
- j. Expulsion from the college for a specified period.
- k. Disqualification from further studies, or prohibition of further admission or re-admission.
- l. Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the college by the disciplinary authority.
- m. All serious cases of indiscipline/misconduct shall be intimated to the parents/guardian of the concerned students by email/letter by the administration/student service department at the earliest.

4.3 Central Library Rules and Regulations:

- a. Students are required to display their college ID cards while entering the library, and at any time when requested by the library staff.
- b. All library users are required to enter their names and sign the register provided at the entrance.
- c. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the librarian.
- d. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- e. Library books are required to be returned by the student on or before the due date. A fine will be levied after expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- f. Borrowers shall replace lost or damaged library materials with new versions of the same.
- g. Renewal of library books and other educational materials are generally allowed if no reservation has been made for the same.
- h. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed into the library.
- i. Case studies and project reports will not be issued to students and are for library reference purpose only.
- j. Library users are expected to maintain silence at all times in the library. Use of cell phones is prohibited.
- k. Library users should present their identity card for borrowing or renewal of library material. The librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.



- l. Marking of any kind, underlining, written on books, and defacing any publication are strictly prohibited and if defeated, the item must be replaced with new one.
- m. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- n. The membership of the library is not transferable.
- o. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- p. All library users are expected to read the notice board or browse the library website for library timings and other services.
- q. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- r. Students are requested to maintain the dress code of the college while they are in the library.
- s. Students should return all the borrowed items from library clear all fines and return the library ID card before leaving the college.

4.4 Information Technology:

- a. Information Technology: a vast and growing array of computing and electronic data communication facilities and services is used daily to create access, examine, store, and distribute material in multiple media and formats. Information technology plays an integral part in the fulfillment of research, education, administration, and other related roles. Users of college IT resources have a responsibility not to abuse those resources and to respect the rights of the members of the college as well as the college itself.
- b. When any use of information technology at the college presents an imminent threat to other users or to the college technology infrastructure, the system administrator may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, disconnecting specific devices, or entire sub-networks from college.
- c. Computers network connections, accounts, usernames, authorization codes, and passwords are issued to students to identify them as eligible users of the college information technology services. Students are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computer connected to the college network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the campus network or to licensed resources.
- d. Use of IT that violates this policy and rules based on it may result in disciplinary proceedings and, in some cases, in legal action. Unauthorized use of college information technology by excluded users may result in disciplinary or legal action.

4.5 Regulations for responsible use of Information Technology:

- I. Students are advised to collect their LAN username and passwords to access the college network. The login credentials are too kept confidential to avoid misuse of the same.
- II. Students are advised to register their laptops for WI-FI access in the college campus.
- III. Students are advised to make use of the internet facility for academic learning and research purposes only.

- IV. Students will be provided with a unique email ID that is registered to the college domain. Students are advised to use that email ID for academic purposes only. Students are advised not to send anonymous and offensive emails, as it will be tracked and may lead to legal action.
- V. All users are prohibited from posting or writing anonymous or defamatory content in any online media against the college, its staff, or students.
- VI. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the college computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to, images, videos, text, audio, or software, without permission of the owner can lead to legal issues.
- VII. The college information technology resources are intended for use to fulfill the college mission. Use of any of the college information technology resources for personal either for profit, gain, or for commercial purposes is prohibited.
- VIII. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are college property and are deactivated according to the college policy and procedures.
- IX. Allowing another individual to use one's computer account or password is strictly prohibited.
- X. Students may not attempt to access another user's electronic communications, nor may they read, copy, change, or delete another user's files or software without the permission of the user.
- XI. Use of the campus network to gain unauthorized access to any computer account or computer system, bypass data protection schemes, uncover a security loophole, or mask the identity of a computer account or machine is prohibited.

4.5.1 Enforcement of policy:

Alleged or suspected violations of the IT Acceptable Use Policy should be reported either to the ITs Help Desk of the college or the concerned college authorities. All alleged or suspected violations will be reviewed in collaboration with the disciplinary committee. Abuse of information technology privileges is subject to disciplinary sanctions up to, and including dismissal. A student who abuses the college computing, information, and communications resources may also be subject to legal action under the provisions of the IT Act.

4.6 Student Code of Conduct for Laboratory and Workshops Classes:

- a. Students are to report for the required laboratory and workshop sessions on time.
- b. Students are required to wear laboratory/workshop uniforms as prescribed by the SCEB. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- c. All laboratory equipment/workshop machinery/appliances/chemicals should be handled with care by students.
- d. Any damage caused to equipment/machinery/appliances will be recovered by the college from the concerned student/students.
- e. Students should adhere to the instructions given by the faculty/laboratory technician/ workshop technician during the laboratory class.
- f. Student's are required to report to the laboratory/workshop sessions with their record, notebooks and must proceed to work silently on their experiments, either individually or in designated

groups. Any unruly behavior such as, unnecessary talking in the laboratory/ workshop is strictly prohibited.

- g. All material used in the laboratory/ workshop are the property of the college and should not be taken out of the laboratory/ workshop except under the guidance of a faculty in-charge and with the permission of the Head of the Department.
- h. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of the right. The discretion/ decision of the Head of the Department will be final in the case.

4.7 Disciplinary Proceedings: An incident of indiscipline/branch of Code of Conduct by a student of SCEB will be reported to the Convener, Disciplinary Committee. The defaulting student will be issued a Show Cause Notice if necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action. The disciplinary committee will communicate the decision to the defaulting student in writing, a copy of which will be sent to respective parents and relevant departments/sections of the SCEB for appropriate action.

4.8 Payment of Fees:

All fee payments to the college shall be made before the start of the academic semester/ year on or before the date specified by the college.

Failure to make fee payments by the students on time will invite appropriate penalties as the college may prescribe, which also includes suspension of academic services; loss of attendance or even cancellation of admission of the defaulting student.

If a student does not pay even with late fee deadline, he/she shall not be allowed to avail of any academic services and his/ her attendance will also not be counted.

4.9 Dress Code: All students are expected to be appropriately attired-formally dressed while in the Administrative Building, Classroom and Laboratories at all times, Monday through Friday. On Saturdays and Sundays, students may wear smart casuals. One can be casually, but appropriately and decently dressed at other locations in the campus. In to the campus and classrooms students are not allowed with slipper and bath room chapples.

- a. Men will wear formal trousers, formal shirts and leather and/ or faux leather shoes and women will wear formal trousers, formal suits, salwar kameez or sarees.
- b. All students are required to wear suits/blazers/sarees on formal occasions, during special seminars and presentations and other functions organized by the college.
- c. Distinguished guests and visitors frequently visit the college and its educational campuses and thereof, students must bear in mind that they are projecting the image of the college.
- d. In addition to the above, students have to adhere to the respective dress codes as prescribed by their college.
- e. Inappropriate and/or indecent clothes will not be appreciated at any stage.

4.10 Vehicle Parking:

- a. Students who wish to avail the parking facility for two and four wheelers are to register with the college and obtain a parking sticker. Displaying the sticker on the vehicle is mandatory to gain entry into the educational campuses of the college. Without the parking sticker the vehicle is not allowed inside the educational campuses. The parking sticker will be issued to the student

- upon submitting a copy of valid driving license and the RC book. Parking facility on the central campus is limited, and can obtain on a first-come-first-served basis.
- Vehicles are not permitted beyond the parking lot and students are advised to follow all precautions for safe driving.
 - Parking is at the owner's risk and the college shall not be responsible for any loss or damages to their vehicles.
 - The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.
 - Entry and exit of vehicles will not be permitted without the driver(s) wearing a helmet (two-wheeler) and seat belts (four-wheeler vehicles).
 - Students are not supposed to bringing banned vehicles in to the campus.

4.11 Grievance Redressal Mechanism: The Grievance Redressal Committee at SCEB addresses the redressal of grievance of students. The students are informed about the existence of such a committee, the members and the procedure of submitting grievances.

4.11.1 The Grievances Redressal Committee

- Convener
- Two nominees from the academic community.

4.11.2 Procedure:

- The aggrieved student is required to submit in writing the grievance or complaint to the Convener of SCEB.
- The Convener, SCEB will convene a meeting within ten days of receiving the complaint.
- The report of the committee must be submitted to the Principal, SCEB and the same is decided by the Principal within five working days of the meeting.
- The decision taken would be communicated to the student within three working days.

Further the student can appeal to the appellate committee of the college within five working days thereafter.

4.12 Placements:

The university requires full disclosure of relevant information in order to arrange placements for students. If a student has a serious, relevant, disciplinary record or a related criminal conviction that is not 'spent', their permission will need to be obtained to disclose that information to potential placement providers, so that the providers can decide whether or not to accept them. Where a student who is in this position does not give permission for such information to be disclosed, the college will be unable to arrange a placement for them.

Students who are on placements will be subject to the Code of Conduct and associated procedures of the placement provider, including the provider's absolute authority to dismiss. Dismissal from a placement for misconduct or serious misconduct under the Code of Conduct as it damages, or has the potential to damage, the college relationship or reputation with an external organization.

If the pre-placement conduct of a student has the potential to damage the college relationship with the placement provider, the relevant head of the department may refuse to allow the student to

undertake a placement. Where the student is on a program that includes a placement year, this will result in the student being transferred to a non-placement variant of the program.

4.13 Participation in Governance: As students are members of the college campus, they have a substantial interest in the governance of the college. The code, policies and the varied procedures laid down herein intends that the principle of the student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the college and who are going to be enrolled in the college are advised to uphold the policy and inform the college of any violations and assist individually and collectively to improve the quality and effectiveness of the code and appended policies.

4.14 Student Code of Conduct Revisions: SCEB reserves the right to revise or correct the Student Code of Conduct as needed. The most updated edition can be found on the office of Student Conduct website. Those revision and correction shall supersede all earlier printed and internet versions.

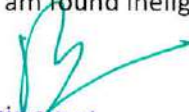


DECLARATION /UNDERTAKING FROM THE STUDENT & PARENTS

I, Mr./Ms....., Program : BE/MTech,
Branch, student of Sapthagiri College of Engineering (SCE), permanent resident of
.....
.....
.....

Phone No: (Give permanent home address with telephone no.), do hereby undertake on this the..... (Day), of..... (Month)..... (Year), the following:-

- I, hereby, declare that, the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
- I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the Institute.
- I, hereby, promise to abide by the admissible rules and regulations, concerning discipline, attendance, etc. of the SCE, and also to follow the Code of Conduct prescribed for the Students of the College, as in force from time to time and subsequent changes/modifications/amendment made thereto. I acknowledge that, the college has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
- I understand that, 85% attendance in classes is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of the college may take such punitive action against me, as may be deemed fit and proper as per VTU guidelines.
- I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the college to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the SCE campus and/or its Hostel premises.
- I, hereby declare that, both I will not indulge in, nor tolerate ragging, in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.
- I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable / in-disciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the college shall in no way provide any support to me and will not be held responsible for my any such action.
- I, also declare that, I am not suffering from any serious/contagious ailment and/or any psychiatric / psychological disorder.
- I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information's provided by me are found to be incorrect.


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Bangalore- 560 057

- I, hereby undertake to inform the college, about any changes in information submitted by me, in the Application Form and any other documents, including change in addresses and phone nos., from time to time.

Date:

Signature of Student
(USN:.....)

DECLARATION BY PARENT/ GUARDIAN

I, (Mother/Father/Local Guardian (LG)) hereby fully endorse the above undertaking/declaration given by my child/ward. And I will Endeavour to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Place:

Signature of Mother/Father/LG

Admission AY:

USN:.....

Branch:.....



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SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visveswaraya Technological University, Belgaum & Approved by AICTE – New Delhi)
No. 14/5, Chikkasandra, Hesarghatta Main Road, Bengaluru-560 057, India

Ph: 91-80-28372800/801/802

Email: principal@sapthagiri.edu.in
www.sapthagiri.org.in

Code of Conduct & Service Policies

Principal

Sapthagiri College of Engineering
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Principal

CHAPTER-I

1. TITLE AND COMMENCEMENT:

1.1 The existing service rules have been revised by the Governing Council (GC) of SCE and will come into effect from 08/08/2019, and shall apply to all the employees of SCE

1.2 The Governing Council of SCE reserves right to amend/modify, alter and add to any of these Rules and to bring any such amendment, alteration with effect from such date as it may fix and authorize any committee to implement such rules.

CHAPTER-II

2. DEFINITIONS:

2.1 "**Governing Council**" means the body constituted according to the guide lines given by AICTE for the college, referred to as GC.

2.2 "**Chairman**" means chairman of GC.

2.3 "**Competent Authority**" in relation to the exercise of any power means the GC or any other authority empowered to exercise any such power by the GC.

2.4 "**Institution**" means Sapthagiri College of Engineering

2.5 "**Head of the Institution**" means the Principal of the College.

2.6 "**Employee**" means a person in the employment of SCE.

2.7 "**Family**" means an employee's wife or husband, dependent children and dependent parents

2.8 "**Permanent Employee**" means an employee who upon satisfactory completion of the period of probation.

2.9 "**Temporary post**" means a post that an individual employee may not hold for more than a limited period without re-appointment.

2.10 "**Probationer**" means an employee appointed on probation against substantive vacancy in any cadre with an intention to continue on permanent basis.

2.11 "**A Casual Employee**" means one who is employed on day-to-day basis for specific work of casual nature.

2.12 "**Continuous Service**" means the service of an employee from the beginning of his/her service in the institution, without any break.

2.13 "**Time Scale Pay**" means pay which increases by periodical increments from a minimum to a maximum.

2.14 "**Special Pay**" means pay paid in addition to the emoluments of a post or of an employee granted in consideration of

2.14.1 The special nature of the duties, or

2.14.2 Specific addition to the work or responsibility

2.14.3 Necessity of acquiring or retaining an employee in the interest of the institution.


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2.15 "Subsistence Pay" means payment made to an employee who is not in receipt of regular pay or leave salary.

2.16 "Substantive Pay" means pay, other than special pay, personal pay to which an employee is entitled on account of holding the post to which he has been appointed substantively or by reason of his/her substantive position in a cadre.

2.17 "Leave Salary" means the amount paid by the management to an employee during Leave period.

2.18 "Holiday" means a holiday notified by the Institution.

2.19 Committee: Committee set up by the GC for a purpose.

CHAPTER - III

3. APPOINTMENT AND CONFIRMATION

3.1 All appointments of all categories shall be made by the GC. The GC shall appoint selection committee for the purpose.

3.2 A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.

3.3 At the time of joining the candidate shall complete the following formalities:

3.3.1 Submission of joining report.

3.3.2 Submission of attested copies of educational qualification certificates along with originals for verification. Some of the original certificates may have to be deposited with the office as required by the Institution which will be returned on leaving the college.

3.3.3 Submission of Relieving Letter or proof of having completed the condition of appointment with the previous employer.

3.3.4 Submission of proof of age, accepted by the Institution.

3.3.5 Nomination for Provident Fund and such other benefits in prescribed form.

3.3.6 Application for Identity Card along with 3 passport size photographs.

3.3.7 Application for opening Bank Account in the bank prescribed by the college.

3.4 Any of the following documents may be accepted as proof of the date of birth /age:

3.4.1 Secondary School Leaving Certificate/ any other valid document accepted by the Institution. The age of an employee verified with reference to any of the

above shall be the sole evidence of the age of the employee for all purpose concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered in the Service Register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.

3.5 The Institution may verify the antecedents of the candidate either directly or through an Agency by referring to the previous Organization in which the 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.

3.6 All the appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the Doctor specified by the institution. The institution may require employee to be examined by a Medical Officer approved by the Institution for the purpose. If on examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students, and staff, The Institute may terminate his/her services for being found medically unfit.

3.7 All the employees other than temporary shall ordinarily be on probation for a Period of one year. The probationary period may be extended for a further Period if found necessary. Notice of extension of probation will be given to the employee in writing before the expiry of the probationary Period. In computing the period of probation leave without salary granted to a Probationer shall be excluded.

3.8 SERVICE RECORD: A Service Register shall be maintained for every employee showing among other things his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed, increments given from time to time, leave availed, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after employee reports for duty and will be updated periodically.

3.9 SENIORITY:

The Seniority in a particular cadre of service or class approved shall be determined based on the following factors. However, the decision of the GC/COMMITTEE is binding on all employees regarding seniority.

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

3.9.2 The Seniority of persons, who are confirmed, shall be according to the dates of confirmation: where the date of confirmation of any two or more employees is the same, their

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relative seniority shall be determined with reference to their rank in the lower grade. If seniority cannot be fixed on the said principle, the one who is older in age shall be treated as Senior.

3.9.3 When persons are recruited to a class post both by internal promotion and direct recruitment, the internally promoted candidate shall rank higher than recruited directly.

3.9.4

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

3.9.5 When promotions to a class of post or cadre are made by selection at the same time, the seniority shall be in the order in which the names of candidates are arranged in the Order of Merit.

3.9.6 Seniority of direct recruitments shall be determined as follows:

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

3.10 PROMOTIONS: As per the guidelines of VTU and/or AICTE from time to time, against the vacancy/vacancies.

CHAPTER- IV

4. DUTIES AND CONDUCT

4.1 Duties of Teachers:

4.1.1 Teachers are encouraged to apply for patents, Research work publish technical papers, review paper, newspaper articles, Research article publish books, monographs and give invited talks, chair technical sessions and such academic activities.

4.1.2 Teachers must be conscientious in teaching and giving his/her attention to the students.

4.1.3 Teachers are expected to record, wherever required by the Regulation Registers and all Academic marks of their students from time to time, in particular at the reopening of the College and at the end of the term /Semester for college. Each year teacher must supply any statistical and other data required by the Head of the Institution.

4.1.4 In addition to normal class room duties, the teachers shall co-operate with the Head of the Institution and other members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student or the Institution in general.

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4.1.5 No teacher shall undertake private tuition or any other assignment in any other Institutes, Govt. Departments, and NGOs etc. without explicit permission from the Head of the Institution.

4.1.6 Teachers shall follow the duties / workload as prescribed by VTU or Regulatory Bodies like AICTE/UGC etc. GC or the Competent Authority shall have the final say in assigning duties/workload.

4.1.7 Teachers shall also engage in research and development in their respective areas of interest, take up industry consultancy and sponsored projects.

4.1.8 No teacher is permitted to inflict corporal punishment on a student.

4.2 Code of Conduct for Teachers & Employees:

4.2.1 No teacher shall violate the code of conduct as given by Karnataka State Government, Visvesvaraya Technological University and AICTE including the following

4.2.1.1 Knowingly or willfully neglect his/her duties.

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

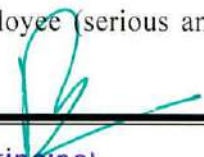
4.2.1.3 Discriminate against any student on the ground of religion, caste, creed, language, gender, and place of origin, social and cultural background or any of them.

4.2.1.4 Indulge in or encourage any form of malpractice connected with the examination or other activities of the Institution.

4.2.1.5 Make any sustained neglect in correcting classwork or homework done by the student.

4.2.1.6 While being present in the Institution absent himself/herself except with the prior permission of the Head of the Institution from the class which he/she is required to handle.

4.2.1.7 Remain Absent from the Institution without leave or Prior permission of The Head of the Institution. Provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reason beyond the control of the employee (serious and


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emergencies), if on return to duty, the staff has applied for and obtained, post facto, the necessary sanction for the leave.

4.2.1.8 Accept any job of a remunerative or non remunerative character from any source other than the Institution or give private tuition to any student or other person or engage him/her in any business unless permitted by the Head of Institution.

4.2.1.9 Ask for or accept (except with the previous sanction of the Principal) any contribution or otherwise associate himself/herself with raising of funds or make any other collections, whether in cash or in kind, in pursuance of any objective whatsoever.

4.2.1.10 Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

4.2.1.11 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student or parent with whom he/she comes into contact by virtue of his/her position in the Institution.

4.2.1.12 Cause, or incite any other person to cause, any damage to Institution property.

4.2.1.13 Behave or encourage or incite any student, teacher or other employees to behave in a rudely or disorderly manner in the Institution premises.

4.2.1.14 Be guilty of or encourage violence or any conduct which involves moral turpitude.

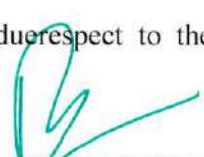
4.2.1.15 Be guilty of misbehavior or cruelty toward any parents, guardian, student, teacher or other employee of the Institution.

4.2.1.16 Organize or attend any meeting during the Institution hours except where he/she is required or permitted by the Principal to do so.

4.2.2 Every teacher shall

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

4.2.2.2 Abide by the rules and regulations of the Institution and show due respect to the Constituted Authority.


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4.3 Nothing contained in the above sub-rules shall be deemed to take away or abridge the right of a teacher or employee

4.3.1 To appear for any examination to improve his/her qualifications.

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

4.4 The code of conduct specified for teachers shall apply to all other employees of the Institution.

CHAPTER-V

5. PAY AND ALLOWANCES

5.1 Regulation of Emoluments: The pay and allowances admissible to permanent employees shall be at the rates and scales of pay sanctioned by the GC/COMMITTEE from time to time. All appointments shall ordinarily be made at the minimum of the relevant pay scale. Pay above the minimum may be fixed at the discretion of the GC/COMMITTEE based on the merit of each case.

5.2 Fixation of pay:

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

5.2.2 An increment may be withheld from an employee by the Institution if his /her conduct / performance have not been (satisfactory), after issuing show cause notice in this regard.

5.2.3 The conditions under which service counts for increment in a time scale are as follows:

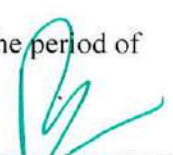
5.2.3.1 All duty in a post on a time scale counts for increment in that scale.

5.2.3.2 All leave, except Leave without Pay, and count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave.

5.2.3.3 Leave without Pay on medical grounds duly supported by medical certificate shall count for increment, subject to approval by GC/Committee.

5.2.3.4 The period spent on probation shall count for increment.

5.2.3.5 Time period while on suspension does not count towards increment, if the period of suspension is treated as such.


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5.2.3.6 Period of unauthorized absence not regularized, but treated as such, shall not count for increment in the time scale

CHAPTER-VI

6. HOURS OF WORK & HOLIDAYS:

6.1 All employees are required to work for a minimum of 8 hours a day, Monday through Friday and 4 hours on Saturday being half working day.

6.2 Working hours in different Departments and Sections of the Institution are to be followed as notified from time to time.

6.3 Working hours notified may be changed as per the requirement of the Institution from time to time and the employees shall comply accordingly.

6.4 Attendance:

6.4.1 All employees shall mark their attendance through biometrics and irrespective Attendance Registers maintained in the office of the College.

6.4.2 Employees reporting for duty more than 10 minutes late shall obtain permission from the Head of the Department / Principal. Without a formal permission they are deemed to be absent and will apply for leave.

6.4.3 All employees are expected to be at their allotted place of work throughout their duty timings.

6.4.4 Any employee found absent from his/her place of work during working hours without prior permission of the Principal/Head of the Department or section is liable to be treated as absent for the day.

6.5 National & Festival Holidays: Institution will notify list of holidays at the beginning of calendar (year) as per the National and Festival Holidays Act.

CHAPTER - VII

7. LEAVE

7.1 General Conditions:

7.1.1 Leave cannot be claimed as matter of right. Discretion to grant leave or to refuse or revoke leave at any time according to the exigencies of service lies with the Chairman or Principal.

Principal

7.1.2 Except casual leave, any kind of leave under these Rules may be granted in combination with or in continuation of any other kind of leave.

7.1.3 Permanent employee working in the college for three years and more shall be eligible for Earned leave, Casual Leave, special leave and Leave without pay. No employee shall be entitled to any leave under these rules, in respect of unauthorized absence from duty under any circumstances.

7.1.4 No leave shall be granted beyond the date on which an employee is due for Retirement on attaining the age of superannuation as per AICTE /University norms as approved by GC. All leave at credit shall lapse on attaining the age of superannuation.

7.1.5 Leave while under suspension: Leave of absence is not admissible to an employee who has been suspended from duty. An employee under suspension should not leave the station where his/her office is situated except with specific permission of the chairman or Principal

7.2 EARNED LEAVE:

7.2.1 for Non - Teaching Staff

7.2.1.1 The earned leave is credited to an employee at the rate of 10 days per year. The earned leave application must be for a minimum period of 3 days.

7.2.1.2 Unutilized Earned leave can be accumulated to a maximum of 90 days.

7.2.2 For Teaching Nonvacation staff

7.2.2.1 The earned leave is credited to an employee at the rate of 10 days per year. The earned leave application must be for a minimum period of 3 days.

7.2.2.3 Unutilized earned leave can be accumulated to a maximum of 90 days.

7.3 CASUAL LEAVE

7.3.1 The non-teaching staff and Teaching staff are eligible for 15 days casual leave with full pay in each calendar year. Casual leave for not more than 3 days at a time in the unutilized casual leave shall lapse on 31st December. During the first year of service casual leave available to an employee shall be at the rate of one day for each completed month of service. Leave at credit shall lapse on 31st December.

7.3.2 Leave without pay shall not be granted in continuation of casual leave. In cases where leave without pay is granted in continuation of casual leave, casual leave already granted if

any shall be cancelled and the leave without pay should commence from the date on which the casual leave commenced

7.3.4 Casual leave cannot be combined with any other leave.

7.4SPECIAL CASUAL LEAVE

7.4.1Special Casual Leave not exceeding 7 days may be allowed to married employees of both sexes in any calendar year who undergo vasectomy or vasectomy operation on the strength of the Medical certificate granted by the Medical Officer performing the operation.

7.4.2The management may grant special casual leave for a period to an employee in the interest of the institute under special circumstances.

7.5LEAVE WITHOUT PAY

7.5.1Leave without pay may be granted to an employee in the following circumstances.

7.5.2When no other leave by rule is admissible or

7.5.3When an employee is undergoing treatment for a major illness the GC/COMMITTEE may at its discretion sanction the required Leave without pay for the treatment of such illness if the application is supported by the Medical certificate issued by the Medical Specialist treating the concerned illness.

7.6MATERNITY LEAVE

7.6.1 A female employee who has served SCE for at least 3 years may be granted maternity leave for a maximum period of 90 days. In exceptional cases necessitated under medical advice, the GC/COMMITTEE may consider the recommendation of the Principal for extension of maternity leave with / without pay.

7.6.2 Maternity leave may also be granted subject to a maximum of 30 days in case of miscarriage or abortion including abortion induced under the Medical termination of pregnancy Act 1971 subject to the following conditions:-

7.6.2.1The leave as per 7.6.1 and 7.6.2 is admissible to a female employee who has completed three years of service as on the date of leave application

7.6.2.2Maternity leave shall not be admissible to a female employee who applies for maternity leave beyond second child.

7.6.2.3Maternity leave may be combined with leave without pay only. Maternity leave shall not be debited to the leave account.


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7.6.2.4 No leave beyond the expiry of maternity leave will be granted. However in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, Leave without pay not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the GC/COMMITTEE.

7.7 OVER STAYING AFTER LEAVE:

An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for 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 and the same shall be reported to the sanctioning authority before the completion of the sanctioned leave.

7.8 EMPLOYMENT DURING LEAVE:

An employee who is on leave shall not accept any work, profession or employment in any capacity either honorary or otherwise. Any violation of the rule attracts disciplinary action against such employees.

7.9 PREFIXING AND SUFFIXING OF HOLIDAYS:

In case of privileged leave the leave under these rules may be either prefixed or suffixed by holidays but the intervening Sundays and college holidays shall be treated as part of such leave.

CHAPTER - VIII

8. VACATIONS & PAYMENT OF SALARY DURING VACATION

8.1 The odd semester and even semester vacation may be declared by the Principal for the teaching staff based on the VTU calendar of events and academic requirements.

CHAPTER-IX

9. SUPERANNUATION:

9.1 All employees shall retire on attaining the age of 60 years. The Governing Council/committee may at its discretion grant extension of service beyond the superannuation on the merit of each case, subject to VTU and AICTE norms.

CHAPTER-X



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10. MISCELLANEOUS PROVISIONS:-

10.1 DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES: No employee shall have the right to claim for deputation to higher studies. However, any employee who applies for sponsoring his/her candidature for higher studies, permission at the discretion of the GC/COMMITTEE may be given for higher studies subject to the following conditions.

10.1.1 The higher studies shall be voluntary and at his/her own request.

10.1.2 No leave with salary shall be granted for the period of study.

10.1.3 No salary is payable by the Institution for the duration of the study.

10.1.4 No guarantee is given for appointment after completion of study.

10.1.5 Such an employee could be taken back to duty after successful completion of higher studies on the terms and conditions which GC/COMMITTEE may decide.

10.1.6 In exceptional circumstances GC/COMMITTEE may depute an employee on specific recommendation of Principal with full / partial salary. The terms and conditions fixed by GC/COMMITTEE for Bond etc shall be binding on the employee.

10.2 Service Certificate: Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Principal.

CHAPTER-XI

11. RESIGNATION:

When an employee tender's resignation to the post held by him / her the following points shall be verified before accepting the resignation. The Institution has the right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.

11.1 Resignation is not taken/given during the academic session prescribed by the Affiliating University.

11.2 The required notice is given or salary equivalent to the notice period has been paid.

11.3 No dues certificate has been obtained from different departments, Account section and Library.

11.4 If the conditions of 11.1 to 11.3 are fulfilled, The Head of the Institution shall forward the resignation letter to the GC/COMMITTEE with suitable opinion / remarks for further orders / acceptance.

11.5 After receiving the orders / acceptance the same shall be communicated to the employee by Head of the institution.

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11.6The salary for the month and onwards in which the resignation is submitted shall not be drawn until the decision is made by the Institution.

11.7The resignation of all employees shall be accepted by the Institution and shall be ratified subsequently by GC.

11.8An exit meeting shall be arranged to know the feedback of the employee who is leaving the Institute, for the betterment of the Institution

CHAPTER – XII

12. TERMINATION OF SERVICE: The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one month notice or pay in lieu thereof.

12.1No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

CHAPTER-XIII

13. MISCONDUCTS:

13.1 Any behavior of the employee which will damage the working environment of the Institution, any acts preventing smooth conduction of the working atmosphere will be treated as mis-conduct.

13.2 PENALTY FOR MISCONDUCT:

Any employee, who is found guilty of any misconduct, may be.

13.2.1 Warned or censured, or

13.2.2 Suspended without wages for a period not exceeding Four days, or

13.2.3 Subjected to action as permitted under the Rules or

13.2.4 Demoted in rank and post or

13.2.5 Increment may be withheld or cancelled or an amount equivalent to one or more increments earned and/or granted prior to the date of punishment be cut from the basic salary of the workman/ employee and his basic salary refixed after such deduction, or

13.2.6 Dismissed or discharged without notice

13.3 Suspension Pending Disciplinary Proceedings and Procedure for Holding an Enquiry


Principal

All issues related to the above will be as per the guidelines of state Government of Karnataka and AICTE.

CHAPTER-XIV

14. SEXUAL HARASSMENT

Sexual Harassment of employees/staff occurring in work place or other settings in which the Workmen may find themselves in connection with their employment will be dealt as per the guidelines of MHRD from time to time.

CHAPTER-XV

15. EMPLOYEES PROVIDENT FUND SCHEME:

The employees are covered by the Employees Provident Funds and Miscellaneous Provisions Act. 1952. The application of these Rules is mandatory to all employees. According to these Rules the employee shall contribute towards PF at the rates prescribed in the Rule 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 every month towards PF account and Pension Fund Account. The payment of contributions shall cease on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka and as per the direction of the Governing Council.

CHAPTER – XVI

16. GRATUITY

Gratuity benefits are extended to all the permanent employees with effect from 1st April 2016 as per the discretion power of the governing council.

CHAPTER – XVII

17. ESI

ESI benefits are extended to the employees who are eligible as per ESI Act. It is the discretion of the governing council.


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Code of conduct to be followed by the Staff of Sapthagiri College of Engineering is given as follows.

The Principal

1. The Principal is the principal executive and Academic officer of the Institution.
2. Regulates the Academic activities of the institution.
3. executes the decisions of the management and representative of management.



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4. Exercises general superintendence and control over the affairs of the Institution.
5. Represents the institution on behalf of the management at the university and AICTE level.
6. Coordinates the activities in the institution.
7. Ensures the smooth working of the institution.
8. Interacts with the management and the staff.
9. Recommends the conduction of various activities of the institution.
10. Proposes the salary fixation and remunerations of the staff.
11. Selects the staff and recommends the promotions of the staff to the management.
12. Conducts periodic meetings with the Heads of the departments.
13. The staff representative to the management.
14. Sanctions vacation leaves of the staff.
15. Ensures discipline among the faculty and students.
16. Ensures that the institution follows the rules and regulations of the university, AICTE in various activities like conduction of classes, tests, examinations, etc.
17. issues of bonafide certificate /study certificate to the students

The Vice Principal

1. Regulates the non-Academic activities of the institution.
2. Executes the decisions of the management.
3. Exercises general superintendence and control over the affairs of the Institution.
4. Helps the Principal to coordinate the activities in the institution.
5. Ensures the smooth working of the institution.
6. Supervises the working of admission, library, transportation, hostel, sports, maintenance, etc.
7. Ensures discipline among the staff and students.

Head of the Department

1. Regulates the Academic activities of the department.
2. Executes the decisions of the management and Principal.
3. Coordinates the activities in the department.
4. Ensures the smooth working of the department.
5. Interacts with the department staff and students.


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6. Must wear relevant coat as per the dresscode.
7. Recommends the conduction of various activities of the department.
8. Selects the staff and recommends the promotions of the staff to the Principal.
9. Conducts periodic meetings with the in the department.
10. The department representative to the Principal and management.
11. Recommends vacation, leaves of the staff.
12. Ensures discipline among the faculty and students.

Placement Officer

1. To communicate with local and regional training providers to set up training for students to make them industry ready.
2. To mediate with local and regional employers to arrange potential work placements.
3. To help students to participate in local and regional Job fairs and employability events.
4. To ensure that all work placements are monitored and accurate data and recording mechanisms in place.
5. To help students to get jobs in respective/suitable fields.

Chief Librarian

1. The Librarian shall perform the duties and functions and discharge the responsibilities with respect to the library. He is solely responsible for preservation and protection of the Library, Books, Journals and other periodical.
2. A Librarian shall be responsible for loss, theft and damage of the Books, Journals, Papers, CDs, Periodicals and other properties of the Library. He will ensure proper circulation and renewal of books periodically among the faculty and the students and also their return within the stipulated outer time e. He is responsible for levying and charging the fines at the prescribed rates for belated return and damage of the books.
3. The Librarian shall arrange for periodical stock verification of Books, Journals, CDs, Periodicals and other properties in Library at least once a year and submit a report of stock verification to the Principal with his specific findings, duly indicating the status of the Library, through the Library Committee.
4. The Librarian shall involve himself in the up-gradation, strengthening, innovation and implementation of the latest technology including E-Library to promote the scientific outlook of the Library in pursuit of achieving a meaningful and worthiness of the library.
5. He shall be responsible for adoption and enforcement of a systematic library and maintenance of all the connected registers, records, and documents.
6. The Librarian shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Management, Principal or any other higher authorities.


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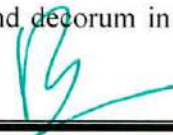
7. He is the Member-Convener of the Library Committee and arranges for periodical meetings and maintains the minutes of the meetings.
8. He shall ensure that the Library functions during the prescribed working hours.
9. He shall hand over the physical possession of the Library to a responsible person with the approval of the Principal during his leave period.

Physical Education Director

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

Faculty

1. Every Faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
2. Every Faculty shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Faculty shall conduct himself/herself with absolute dignity and decorum in his/her


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dealing with the superiors, colleagues and students everytime.

4. No Faculty shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No Faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No Faculty shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
7. No Faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No Faculty shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No Faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No Faculty shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No Faculty shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every Faculty in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.



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Administrative Staff

Admission section: - The caseworker is in-charge of all admission matters. Admission of students to First Semester and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below:-

- a. Admission registers of students.
- b. Demand Cash and Balance (DCB) register.
- c. Files containing all the original academic documents of the students admitted to the First Semester. They shall be returned to the concerned students at the time of leaving the college, with the approval of the Principal
- d. Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.
- e. Issue of bona-fide / study certificate.
- f. Matters relating to scholarship and followup.
- g. Maintenance of files relating to all correspondence.
- h. Rules, Regulations, orders Notifications, Circulars, etc. relating to Admission

Examination Section: - Case worker plays a dominant role in maintaining confidentiality. He shall report to the superintendent and the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He / She shall be vigilant & conversant with the rules, regulations and procedure published by the university. The following registers and documents shall be maintained.

- i. Marks register of all the Semesters
- j. Debarred students register.
- k. Examination stationery stock and issue register.
- l. Result sheet of all Semesters.
- m. Files and documents for conduct of examination and announcement of timely results.
- n. Register of Ineligible students
- o. Procurement and distribution of admission tickets of all examinations.
- p. Collection of examination Application forms and submission to the University.


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- q. All Examination related work and seating arrangement and other allied work.

Establishment Section: The employees working in the establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio-data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Technical Education, University, CET cell, etc. shall be kept in files of each employee. All matters relating to recruitment, promotion/termination welfare measures are to be dealt with promptly. Maintenance of leave account and sanction of leave are promptly entered in the service register and copies there of shall be kept in the personal files. The following important registers shall be maintained permanently:

- r. Service Register
- s. Attendance Register
- t. Leave Sanction Register
- u. Casual Leave Register
- v. Special Casual leave Register
- w. Movement Register
- x. Provident Fund Register
- y. Staff Pattern and Vacancy Register
- z. Attendance Register- Branch /Sectionwise.
- aa. Provident Fund Register

Purchase Section: All petty purchases of the college be made at the request of laboratory in charge or head of the Department or the Principal. The officer in charge has to correspond with the firms for procurement of equipment's, tools, consumables peripherals etc. Every purchase shall be made after inviting quotations with specifications. Definite specifications and addresses of the firms may be obtained from the Principal or Head of the Department. The following registers, files and records shall be maintained:

- (a) Purchase files
- (b) Separate stock ledgers for tools, equipment's, consumables, furniture, peripherals etc.,


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- (c) Daybook of receipt
- (d) Invoice books
- (e) Quotations/correspondence/ purchase orders
(0 Scrap and waste disposal Register
- (f) Unserviceable Equipment Disposal Register
- (g) Issue Register
- (h) Maintenance Register

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

Accounts and cash section-It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash. Demand Draft and cheque as the case may be. The money so collected shall forthwith be recorded in the day book and reflected in the cash book. The money so collected after the closure of the bank hours shall be remitted to the bank on the next working day to the credit of concerned Head of Department. The Employees dealing with cash and accounts shall perform their duties honestly & efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque signed by the Principal and / or Secretary, as the case may be. The following registers, files and records shall be maintained and updated on day to day basis.

- (a) Cash Book
- (b) Day Book
- (c) Remittance Register
- (d) Pass Book
- (e) Challan Books
- (0 A quittance Registers
- (g) Scholarship Registers
- (h) Provident Fund Registers


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(i) Other Deduction Registers

(j) Insurance Registers

(k) Cheques Book Register

The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through cheques. Cash, cheques/ demand drafts received shall be preserved in safe custody. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed seriously and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the bills, vouchers, receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts shall be audited by the chartered accountant every year.

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

(a) Inward Register

(b) Outward Register

(c) Local Delivery Book

(d) Stamp Accounts Register and File.

(e) Courier Register

(f) Xerox Copy Register

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



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concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day to day correspondence without giving scope of any delay and responsible for loss or misplace of any receipts, papers, letters etc.

- (vi) All the Sections in the College shall be subject to verification by the person authorized by the principal at least one in a year or at request intervals as may be expedient.

Hostel Warden

1. Warden is responsible for the overall administration of hostel and office of Chief of Warden
 2. Warden maintains the coordination of wardens/senior wardens of various hostels for smooth running of day to day routine work of hostel and students' cooperativeness.
 3. Warden acts as Chairman of Central Hostel Purchase Committee (CHPC) and to ensure the timely purchase of quality items at reasonable cost for all the hostels.
 4. Warden maintains data base of students through Chief of Warden office
 5. Warden makes the policy for allotment of hostels to students
 6. Warden ensures discipline in the hostels
 7. Warden Implements of decisions taken by the Institute authorities
1. The Faculty appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the Sapthagiri college of Engineering.
 2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the Faculty and his/her commitment to the vision, mission and goals of the institution.
 3. During the probationary period if the Faculty wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
 4. If a Faculty wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give one month's notice or one month's pay in lieu of notice.


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5. The Faculty agrees to execute all the work assigned to him/her by the Head of the Institution from time to time honestly and sincerely and carry out all the orders of the superiors.
6. The Faculty undertakes to fully abide by the leave rules and the code of conduct, copies of which have been linked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
7. The Faculty shall actively associate, involve, participate herself in all the College activities and programs irrespective of the Department, he/she belongs to.
8. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programs and activities of the college.
9. The Faculty shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
10. The Faculty shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
11. The Faculty shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
12. The Faculty shall abide by the code of conduct rules enclosed with terms and conditions of service.

“The above policies are governed by the governing council and will be amended time to time”


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