

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



Code of Conduct & Service Policies



Redefining Excellence in Technical Education



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

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Code of conduct to be followed by the Staff of Saphagiri 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
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.
6. Must wear relevant coat as per the dress code.
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.
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 though 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 dealing with the superiors, colleagues and students every time.
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 actively, 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 degrades, 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.

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 scholar ship and follow up.
- g. Maintenance of files relating to all correspondence.
- h. Rules, Regulations, orders Notifications, Circulars, etc. relating to Admis

Examination Section: - Case worker plays a dominant role in maintaining confidentiality. He shall report to the superintend 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.

- 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 /Section wise
- 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.,

- (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

- (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 dispatchable items shall be dispatched on the same day. Local delivery letters and other items of communications shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificates and all other communications within the college shall be delivered internally without any delay. The

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' cooperative mess.
 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 Saphthagiri 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 months' notice or one months' pay in lieu of notice.

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 her.

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



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Vision:

To be a best institution imparting quality engineering education to deal with community needs through learning and performance.

Mission:

To implement path breaking student centric education methods.
To augment talent, nurture teamwork to transform to develop individual as responsible citizen.
To educate the students and faculties about entrepreneurship to meet vibrant requirements of the society.
Strengthen Industry-Institute interaction for knowledge sharing.

NO RAGGING

Penalty for ragging as per government orders:

- * Any person who indulges in ragging shall be punishable with imprisonment for a term, which may extend to one year
- * Students who indulge in ragging will be liable for Rustication, Dismissal and Expulsion from the college.
- * All the academic certificates including the passport will be embossed to the effect that he/she had indulged in Ragging.



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