



SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visveswaraya Technological University, Belgaum & Approved by AICTE – New Delhi)
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Code of Conduct & Service Policies

Principal

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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

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.

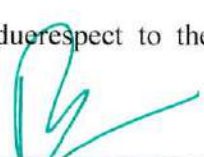
4.2.1.15 Be guilty of misbehavior or cruelty toward any parents, guardian, student, teacher or other employee of the Institution.

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



Principal

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

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

11.8 An 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.

12.1 No 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 re-fixed after such deduction, or

13.2.6 Dismissed or discharged without notice

13.3 Suspension Pending Disciplinary Proceedings and Procedure for Holding an Enquiry


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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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