





Sri.G.C.Surana
Founder Chairman

Vision

To become the institution of preferred choice by ushering
Convergence of Knowledge, Skills and Values through Education.



Dilip Surana
Chairman



Archana Surana
Managing Trustee

The Mission statement

Moulding Character and Careers

The Objectives

Institution intends that the youth shall be made aware of, and alive to the higher values of life and to a steadfast pursuit of those values.



G.D.A.FOUNDATION TRUST

MEMBERS

- Sri. Dilip Surana Chairman
 - Smt. Archana Surana Managing Trustee
 - Sri. Anand Surana Trustee
 - Sri. Shailesh Siroya Trustee
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SURANA COLLEGE

ADMINISTRATIVE AND SERVICE MANUAL DRAFTING COMMITTEE MEMBERS

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- Sri. Raghupathi Sarma Faculty of Management
- Sri. Nagaraju. S Deputy Secretary, Govt. of Karnataka (Rtd)
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SURANA COLLEGE

16 South End Road, Bangalore-560004

ADMINISTRATIVE AND SERVICE MANUAL

No. GDA/ASM/001/2009-10

Date: 01-Jun-2009

NOTIFICATION

G.D.A. Foundation Trust hereby makes the following Manual containing the rules governing the matters of general administration and to regulate the conditions of service applicable to the employees of Surana College and its group of institutions. However all decisions made earlier and orders issued stand valid. The management shall have the powers to effect any amendments, modifications or changes in relation to said decisions and orders issued as and when required.

CHAPTER-1 PRELIMINARY

1. Title, Commencement & Application:-

- (1) The Administrative and Service Manual may be called "Surana group of institutions Administrative and Service Manual 2009".
- (2) It shall come into force with immediate effect.
- (3) It shall apply to the employees of –
 - (i) Surana College;
 - (ii) Surana Independent Pre-University Colleges;
 - (iii) Surana Evening College of Commerce and Management.



2. Definitions: -

(1) **In the Administrative and Service Manual unless the context otherwise means:-**

(a) **“Academic Staff”** means any member of the staff engaged wholly or partly in teaching, research, development and extension activities.

(b) **“Appointing Authority”** means & in relation to any post in the college the authority competent to make appointments to any post as indicated in the Schedule.

(c) **“AICTE”** means All India Council for Technical Education, New Delhi, established under AICTE Act-1987 (Act-52 of 1987)

(d) **“Board”** means Karnataka Pre-University Board.

(e) **“Chairman of the Trust”** means the Chairman of the G.D.A. Foundation Trust.

(f) **“Managing Trustee”** means the Managing Trustee of the G.D.A. Foundation.

(g) **“Trustees”** means the Trustees of the G.D.A. Foundation.

(h) **“Chairman”** means the Chairman of the Governing Council of the College.

(i) **“College”** means Surana College and includes the Pre-University Colleges and Hostels attached thereto:

(j) **“Controlling Authority”** means the Governing Council in relation to all the employees.

(k) **“Council”** means All India Council for Technical Education (AICTE) established under the AICTE Act 1987 including South Western Regional Office at Bangalore.

(l) **“Departmental Head”** means the Director of Collegiate Education or Director of Technical Education in Karnataka as the case may be.

(m) **“Director”** means Director of PG Studies in the College.



- (n) **“Employee”** means a person in the service of the Colleges.
- (o) **“Enquiry Committee”** means the committee constituted by the Trust.
- (p) **“Governing Council”** means the Governing Council constituted by the Trust to administer and manage the affairs of the Colleges.
- (q) **“Government”** means Government of Karnataka.
- (r) **Head of the Department’** means the Head of the Department of each Department of Studies in the Colleges.
- (s) **“Management”** means the G.D.A. Foundation Trust to manage, administer and govern the affairs of the Colleges.
- (t) **“Permanent Employee”** means a person permanently employed in the service of the college in any post, duly confirmed by the Management.
- (u) **“Principal”** means Principals of the respective Colleges.
- (v) **“Surana Group of Institutions”** means Surana College, Surana Independent Pre-University Colleges and Surana Evening College of Commerce and Management and such other institutions which may be established.
- (w) **“Temporary Employee”** means a person in the service of the college on temporary basis subject to such terms and conditions as prescribed and appointed temporarily.
- (x) **“Trust”** means G.D.A. Foundation Trust registered under the Indian Trust Act 1872.
- (y) **“University”** means Bangalore University established under Karnataka State Universities Act 2000.

All other expressions which have not defined shall have the same meaning as in the Byelaws of the Trust Deed.



CHAPTER -2

3. Working Hours of the College:

(1) The working hours of the College shall be from 09.00 hours to 16.30 hours on all working days for the students continuously with a lunch break between 12.15 hours to 12.45 hours, to attend the academic sessions, tutorial classes and practicals.

Provided that in case of practical classes all the teachers shall continue to be on duty till the practical classes are over beyond the College hours.

Provided further that for Remedial Classes, Bridge Programs and Special Tutorial Classes, all the teachers shall continue to be on duty till the classes are over beyond the College hours.

(2) The working hours shall be from 09.00 hours to 13.30 hours on Saturdays.

(3) The working hours of the Principal shall be from 09.00 hours to 17.00 hours on all working days and from 09.00 hours to 14.00 hours on Saturdays.

(4) The working hours of the Non-teaching and Administrative Staff shall be 09.00 hours to 17.00 hours on Monday-Friday with lunch break from 13.00 hours to 13.30 hours and on Saturdays from 09.00 hours to 14.00 hours.

(5) The working hours of Library shall be from 08.30 hours to 17.00 hours on Monday-Friday and from 08.30 hours to 15.00 hours on Saturdays.



CHAPTER -3

4. Maintenance of Important Documents, Enactments, etc.

(1) The college office shall maintain the following updated documents and enactments for references.

- (a)** Karnataka Education Act 1983 and Rules enacted under there.
- (b)** Karnataka State Universities Act 2000 and Statutes, Rules, Regulations and Ordinances framed under there.
- (c)** Notifications, Circulars, Orders etc., of Bangalore University issued from time to time.
- (d)** Karnataka Civil Services Rules
- (e)** AICTE Act 1987 and Regulations made under there.
- (f)** UGC Act 1956 Rules & Regulations made under there.
- (g)** The Employees Provident Fund & Miscellaneous Provisions Act 1952
- (h)** The Gratuity Act 1972
- (i)** Karnataka Selection of Candidates for Admission to MBA and MCA Courses Rules 2006.
- (j)** Cadre & Recruitment Rules of Collegiate Education Department and Pre University Education Department.
- (k)** Karnataka Societies Registration Act 1960.
- (l)** Indian Trust Act 1872.
- (m)** Income Tax Act 1961.
- (n)** Examination Manual of Bangalore University.

(2) All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.



CHAPTER - 4

5. Conditions of service of the Employee:-

(1) The Conditions of service of the Employees, the mode of recruitment, the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here-in-after:

(a) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category- I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However, the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable.

(b) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the academic posts, Non-teaching posts and other categories of posts shall be as prescribed by the State Government, University Grants Commission and All India Council for Technical Education from time to time. The detailed qualifications of faculty are as mentioned in **Appendix III**. However, has a self financed College the qualification, recruitment and other eligibility criteria are relaxable by the Management if the candidates are found otherwise suitable.

(c) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the newspaper notifying the vacancies that arise. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Chairman of the Trust/Representative	Chairman
2	Principal	Member Secretary
3	Director of PG studies	Member
3	Head of the Department Concerned	Member
4	Experts from the respective Fields	Member
5	Government Body Representative	Member
6	Administrative Officer in case of Non-teaching and administrative staff	Member
7	Finance Officer in case of Non-teaching and administrative staff	Member



(2) The staffing pattern and scale of pay applicable shall be as prescribed by the University Grants Commission, All India Council for Technical Education and State Government respectively as the case may be. The details of the staffing pattern shall be as specified in **Appendix – I and II.**

(3) Selection of candidates shall be based on the written Test / Demonstration /Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit as per the recommendation of the Selection Committee. Reservation of vacancies in favour on SCs, STs and OBCs are preferred subject to availability of such candidates.

(4) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management. Their appointment shall be on probation for a period of twelve months and is subject to satisfactory performance.

(5) The Promotion is on the basis of satisfactory performance in Surana Group of Institutions and at the discretion of the Management.

(6) Termination of services of the employees shall be in accordance with the rules of procedure prescribed in the manual.

6. Resignation of the employee

(1) The Principal, faculty, Non-teaching employees and administrative employees shall NOT tender the resignation to the post held by them respectively at any time midstream of a semester / academic year so as to avert disruption of the academic activities.

(2) Resignation to the post shall be by an advance notice period of One month or remitting one month salary in lieu of the notice period. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter written in their own hand shall be duly signed and submitted voluntarily & without there being any act of compulsion or coercion / duress.

(3) An employee who has submitted one month advance notice of resignation shall not be entitled for any kind of leave during the period of notice except the casual leave for one day. Such an employee shall



invariably be present on the last working day in the college to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without one month advance notice. It is subject to the condition that such an employee shall pay one month gross salary without any deduction in the form of crossed DD/Cheque in lieu of one month advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

(7) Upon the acceptance of the resignation, the relieving order shall be issued to the employee against the submission of NOC obtained from the concerned sections/departments. The employee shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal.

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management shall appoint such persons afresh without continuity of service.



CHAPTER – 5

7. Admissibility of Emoluments

(1) The Emoluments consisting of pay, dearness allowance, house rent allowance, city compensatory allowance and special allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective college the Management may extend the UGC/AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the state Government rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that a higher pay scale may be sanctioned by the Management in deserving and exceptional cases.

(2) The Management has discretion to appoint other employees depending on the need.

(3) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction Consolidated Gross Salary to any of the employees depending upon the nature and tenure of appointments.

(4) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him, his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning the advance increments in most deserving cases keeping in view of the teaching and administrative experience, higher and specialized qualification and eminence in the field of higher learning.



CHAPTER - 6

8. Increment/Revision

(1) Increments to the employees will NOT flow automatically as a matter of course. A full time employee shall be entitled to annual increment in the running time scale of pay as approved by Management applicable to the post held by him/her upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance, service records and self appraisal reports.

(2) However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year.

(3) The following period shall not be counted for increment

- (1)** Loss of pay leave (LOP)
- (2)** Unauthorized absence from duty
- (3)** Suspension
- (4)** Fellowship leave
- (5)** Study leave
- (6)** Interruption or break of service

(4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of the outstanding ability, merit and highest degree of integrity.

(5) Temporary and part time employees appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment at the discretion of the Management.

(6) Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.

(7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay. However, the Management has a discretion to sanction the increment with immediate effect if desires.



(8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he/she returns to duty.

(9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

CHAPTER-7

9. Kinds of leave admissible and procedure for sanction

(1) Casual Leave:

(a) Every employee who is working in non-vacation department shall be entitled to casual Leave of 15 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(b) Every employee who is working in vacation department shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Earned Leave (Vacation Department):** It is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of six months commencing from 1st July to 31st December of each year. The maximum accumulation of Earned Leave at a time shall be 240 days.

(3) The non-vacation employees are entitled for 15 days Earned Leave in the first half calendar year commencing from 1st January to 30th June & another 15 days for the next half commencing from 1st July to 31st December, subject to a maximum accumulation of 240 days at a time.

(4) **Loss of Pay:** Loss of Pay means that such an employee is not entitled to any pay and allowances during such an absence. Any unauthorized absence of an employee who does not have any other leave at his / her credit may be treated as Loss of Pay.



(5) Leave may be sought both on private/domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon /attending doctor, indicating the reason thereof and the period required for joining the duty after availing leave on medical grounds. The Medical Certificate / Fitness Certificate should be signed by the Registered Medical Practitioner.

(6) **Availment of Leave:** The minimum & maximum availment of casual leave shall be half a day and 5 days respectively at a spell. Availment of Casual Leave on Saturday shall be treated as One Day. The minimum number of days of earned leave that could be availed at a time is **5 days**. In case of illness or for prosecution of higher studies earned leave may be availed up to a maximum of 30 days with prior sanction of the Management.

(7) The Casual Leave cannot be combined with any other kind of leave except General Holiday intervening subject to a maximum of 5 days at a stretch.

(8) **Right to claim leave:** Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave. Otherwise, availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action and the leave shall be treated as Loss of Pay. Prescribed application forms for sanction of casual leave and other types of leave are at **Annexure 1 & 2**. Application for sanction of all kinds of leave shall be routed through the Head of Department or Head of Section, as the case may be to the Principal for sanction/ Recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to that extent			
		No. of days	Principal	No. of Days	Management
Casual Leave	<ul style="list-style-type: none"> • Heads of the Departments • Administrative Officer • Finance Officer • Librarian 	05 days	Full Powers	Beyond 05 days	Full Powers
Earned Leave & Other kinds of leave	<ul style="list-style-type: none"> • Principal • Heads of the Departments • Administrative Officer • Finance Officer • Librarian 	30 days	Full powers	Beyond 30 days	Full Powers

10. Maternity Leave:

- (1) Full time female employees who have completed a minimum one year of successful completion of service are entitled for Maternity Leave of 135 days for two confinements only.
- (2) Maternity Leave can be combined with vacation or Earned Leave or Loss of Pay.
- (3) The Maternity Leave shall not be debited against any other leave credit.
- (4) The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

11. Study Leave

- (1) Not more than 10% of the faculty in a department may be sanctioned Study Leave once throughout the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.
- (2) Any employee who has completed at least 3 years of service shall be eligible for study Leave.



(3) During the study leave the employee shall be entitled to leave salary equal to Earned Leave in his /her credit. Such Earned Leave shall be debited to his/her earned leave account. The remaining period shall be treated as loss of pay and will not be entitled for any pay and allowances.

(4) An employee seeking sanction of Study Leave shall execute an undertaking or bond on a stamped paper duly sworn-in before a Notary agreeing that he shall return to duty immediately on completion of the said study and shall not seek any extension.

(5) Such an employee who is sanctioned Study Leave shall successfully complete the course of higher studies and return to duty and shall not discontinue the course of study in the midst. In case of discontinuing the course of study, such employee shall be liable for recovery of the leave salary paid during the study leave period.

(6) An employee proceeding on study leave shall execute a bond in a stamped paper agreeing to serve the college for a minimum period of three years after returning from study leave. The leave salary admissible during the study leave period shall be payable only after successful completion of the course of study and returning from study leave.

12. Leave to Part-time Employees:

(1) Part-time employees are not eligible for Casual Leave or any kind of leave.

(2) Any Part-time teacher remains absent on the day of his engaging the classes or practicals for any reason shall resume the duty on the next working day and make good the loss of part time academic work.

13. Termination of employees overstaying the leave or remaining absent:

Any employee who has been sanctioned leave and does not resume to duty on expiry of the leave period or overstays leave by seeking extension of leave or remains unauthorized from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.



14. Availment of Compensatory off

- (1)** Compensatory off cannot be claimed as a matter of right and shall not be availed by any staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized for more than 3 days as a prefixure or suffixure in combination with holidays.
- (2)** Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.
- (3)** The Principal shall ensure that at least minimum numbers of Faculty are available in the College before sanctioning compensatory off.

CHAPTER-8

15. Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff.

- (1)** The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, AICTE, University and the Management.
- (2)** Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.
- (3)** The HODs shall be responsible for proper conduct of tutorial, class room Lectures and Practical sessions. In case of candidates promoted from 1st year to 2nd year and 2nd year to 3rd year, as the case may be, they shall



not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure-3. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) They shall also organize the Seminar, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.

(5) Associate Professor /Assistant Professor/Lecturer is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/ Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc., for the benefit of students.

(7) The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) All the Faculty members comprising of the Principal, Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time faculty members shall perform their functions and discharge their duties



with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(9) All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry/out their Practicals on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.

(10) The Director of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practicals effectively.

(11) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry/out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

(12) The Principal and/or Director of PG studies is responsible for prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.

(13) The Principal who is ex-officio Chief Superintendent of examinations or a senior faculty appointed by the Principal will conduct the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.

(14) The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission, All India Council for Technical Education, University and Department of Pre-University Education from time to time.



16. Duties and responsibilities of Non-teaching staff

(1) The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

(2) The Lab Attenders/Assistants are responsible for the maintenance of the laboratories. They shall accommodate the various courses for smooth conduct of practicals. They shall co-operate with the staff of the other department or courses in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc., and ensure that no such machineries, equipments etc., are rendered unservicable and initiate appropriate steps to ensure the smooth working. They shall be in constant touch with the Head of the Department/Principal for maintenance and upkeep from time to time.

CHAPTER -9

17. Library Committee:

(1) The composition of Library Committee shall be as here under:

1	Principal	Chairman
2	Director of PG studies	Co-Chairman
3	Librarian	Member-Secretary
4	All the HODs	Members
5	Accounts Officer	Member
6	Administrative Officer	Member
7	Two student representatives	Members

(2) The Committee shall meet periodically at least once in three months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for strengthening, upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like OPAC (Online Public Access Catalogue), digital library, E-Library, Helinet, Library Software and other innovative networking system.



18. Duties and responsibilities of Library Staff

(1) The Librarian, Assistant Librarian and Library Assistant shall be non-vacation staff. They shall work keeping the Library open from 08.30hrs to 17.00hrs from Monday to Friday and 08.30hrs to 15.00hrs on Saturdays by staggering the working hours.

(2) The Librarian shall supervise the library for its effective functioning. They shall formulate the policy and perspective planning for maintenance of scientific system of library. They shall ensure access, use and security of library materials by utilizing the supporting facilities like reprography, computers, internet, online journals, computerized services, Inflibnet, Delnet, IUC and other information services.

(3) They shall be responsible for proper maintenance of Title books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, reprographic work, social and extension activities.

(4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.

(5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.

(6) They shall organize enrichment programme on OPAC (Online Public Access Catalogue) at frequent intervals for the updation of knowledge of the students.

(7) The Librarian shall perform all the duties related to examinations of the College.



CHAPTER – 10

19. Duties and responsibilities of the Director of Physical Education.

(1) The Director of Physical Education shall be non-vacational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. The Director of Physical Education is responsible to organize and ensure participation in different sports and games.

(2) They shall be responsible for coaching of the students and conduct of tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National Sports Policy.

(3) They shall adopt the latest scientific method of training and coaching curricular development related to college and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for the indoor games, gymnasium and yoga programmes in the college and in the hostels.

(4) They shall conduct the Assembly regularly on Monday and Saturday and perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in college premises.

(5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run and pace race and development of flexibility and co-ordinating ability.

(6) They are also responsible to prepare the students for participation in the Annual Sports/Athletic meet, Intercollegiate, Interuniversity & National Level Sports/Athletic meet & tournaments.

(7) They will make all endeavors to win and secure the medals, trophies and awards through the students in the games, etc.



CHAPTER -11

20. Duties and responsibilities of Administrative Officer, Finance Officer and Administrative Staff.

- (1)** The Administrative Officer and Finance Officer in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the college. The main functions of the Administrative Officer and Finance Officer shall be as spelt out hereunder inter-alia other duties & functions respectively.
- (2)** They shall perform the day-to-day routine work of the office.
- (3)** They will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.
- (4)** They shall be responsible for the efficient management of office work.
- (5)** They shall ensure general supervision over the section in regard to office management, class arrangement and cleanliness of campus and inside the building.
- (6)** They will duly guide the employees of the section in their day-to-day work.
- (7)** They shall attend the important works on priority.
- (8)** They shall devote personal attention for the smooth running of the office as and when warranted.
- (9)** They shall be responsible for watching and overseeing the disposal of papers.
- (10)** They shall advise and help the case workers for disposal of important and urgent matters.
- (11)** They shall personally deal with confidential and urgent files.



(12) They shall motivate the case workers and make them to achieve quality work with maximum efficiency.

(13) They shall personally attend to the immediate academic problems of the students.

(14) They shall be instrumental for enforcement of rules and procedures strictly.

(15) The Administrative Officer or Finance Officer shall receive the respective letters and other communications from the Principal addressed to the college. Confidential matters shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.

(16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head/s of the Department or Faculty Member/s for such action as may be necessary. The concerned shall report the compliance to the Principal.

21. Placement Officer / Coordinator

(1) The placement officer / coordinator is responsible for Training and Guidance of the students to help them focus upon and later choose career of their choice or to pursue higher education further. He/she shall do ground work, plan, prepare calendar of events and set targets before arranging campus interviews by inviting the companies and corporate bodies.

(2) He/she shall undertake career guidance activities in-house such as lectures and interactions by industrialists, company Public Relations, etc., with objective to enhance the employability skills of the students.

(3) He/she shall arrange for industrial/ field visits, reach out to companies and arrange exhibitions to establish liaison for support of career guidance and placement activities.

(4) He/she shall correspond, document and maintain records and databases of the students recruited as well as programmes conducted.



22. Human Resource (HR) and Corporate Relations

(1) The HR Executive shall carry out the duties and functions relatable in consultation with the Principals on matters of recruitment. He shall publish the advertisements in the leading newspapers inviting applications to the vacant posts. He shall scrutinize the applications so received and prepare a list of eligible candidates fulfilling the criteria prescribed to hold the post. A shortlist of candidates shall be prepared for inviting them for interviews. He shall coordinate with the Principal in arranging the interview of the candidates on the date and time scheduled.

(2) Candidates who have appeared for interview shall demonstrate in the class rooms in the presence of Principal, HOD and subject expert. After the demonstrations, a panel of eligible candidates shall be prepared based on the performance in the demo for interview.

(3) On the basis of the performance in the demo and interview, a select list of candidates shall be prepared and submitted to the Principal.

(5) In case of recruitment of non-teaching and administrative staff, the same procedure except demo shall be adopted and enforced.

(6) The HR Executive shall coordinate on matters of staff attendance records and registers on day-to-day basis, compile them, prepare a consolidated monthly report and submit it to the Principal through the Administrative Officer and Accounts Officer for the purpose of drawal of salary.

(7) He shall coordinate with the Accounts Officer on matters related to the process of ESI, PF, Gratuity, TDS, Insurance and other statutory payments as applicable from time to time.

(8) He shall collect the self-appraisal reports of the teachers and compile them at least once in a quarter and submit the same to the Principal. Such appraisal reports shall be evaluated by a committee constituted by the management.



CHAPTER – 12

23. Obligation of the employees

(1) Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do anything which is unbecoming of an employee. They shall carry out their duties and responsibilities conscientiously.

(2) Every employee shall take care of the properties, material, Instruments, machines, furniture and apparatus etc, of the College. He/she shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee on account of mishandling or misuse, the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.

(3) It is incumbent on the part of the employee to promptly report any occurrence of such event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

(4) Every employee shall take appropriate precautions against the hazards and use safety devices and preventive measures.

(5) Every employee shall ensure that the stock procurement and stocking of materials etc., do not get outdated. Periodical review shall be conducted to identify the materials, chemicals and consumables nearing expiry date and the concerned HOD and also the Management shall be appraised of the said juxta-position and initiate appropriate action to avert such mishappening.

(6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.



(7) Employee shall not criticize the Management in any form affecting the reputation and image and also he shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

24. Code of Conduct and Disciplinary Action

(1) Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/she shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorizedly absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities.

(2) An illustrative Code of Conduct applicable to each employee is as specified below: -

- (a) He /She should be honest and show dedication, diligence & devotion to duty.
- (b) He /She should not be neglecting his/her duties.
- (c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
- (d) He/She should not show discrimination in the name of the caste, creed, language, place, origin or other social & cultural background.
- (e) He/She should not engage in malpractice in examination nor instigate such act.
- (f) He/She should not show negligence in the valuation of the answer scripts of the students.
- (g) He/She should not leave the institute premises during the working hours without permission of Principal or Management.
- (h) He /She should not remain absent or avail leave repeatedly without the prior sanction of the Principal. .
- (i) Without the permission of the Management he/she should not prepare or publish Manuals / Books/Guides/Journals in the official capacity.
- (j) In his official capacity he/she should not accept any gift from anybody on behalf of the College.
- (k) He /She should not practice and instigate untouchability.
- (l) He/She should not cause loss to the property of the college.
- (m) He/She should not act or abet in indecent behavior.



- (n) He/She should not involve in activities of violence or moral turpitude.
- (o) He/She should not misbehave with students, parents or Management personnel.
- (p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- (q) He/She should not disobey the instructions/orders of the higher-ups/ Management /Principal /Head of the Department.

(3) The above Code of Conduct is only illustrative but not exhaustive. Any contravention of the Code of Conduct shall render the employee liable for disciplinary action.

(4) Any conduct of unusual behavior or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehaviour & attracting disciplinary action.

(5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of any penalties specified infra.

(6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience dereliction of duty, illegal gratification etc., or any other misdemeanors is established :-

- (a) Fine (in case of lowest grade of employee)
- (b) Censure
- (c) Withholding of increment
- (d) Recovery of the pecuniary loss caused to the institution or Management or any person
- (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them.
- (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction.
- (g) Removal from service.
- (h) Dismissal from service.



25. Procedure for imposition of penalties

(1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.

(2) A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witnesses by whom the charges could be sustainable in the form of annexures 1, 2, 3 and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Management/ Disciplinary Authority shall proceed to constitute an Enquiry Committee to inquire into the charges levelled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence corroborated with the oral evidence and after hearing the arguments shall submit the report of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.

(3) The disciplinary authority shall upon the receipt of the report of the enquiry committee make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven charge should not be inflicted on him by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub-rule (6) of rule 24 of this Manual and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.

(4) All the procedural aspects for initiation of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.



CHAPTER -13

26. Terminal Benefits.

(1) The full time employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The Management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner along with equal matching contribution by employer, The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

(3) The full time employees are eligible to get Group Gratuity under the provisions of Gratuity Act, 1972.

(4) The full time employees are eligible to get coverage of ESI as per provisions of the ESI Act, 1961.

CHAPTER – 14

27. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:

- (1) Date of Birth
- (2) Qualification and Experience
- (3) Temporary and Permanent Address
- (4) PF Membership No / Bank Account No.
- (5) Contact Telephone No. (Landline and Mobile)



(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in six months and their signatures obtained as a token of acknowledgement.

CHAPTER -15

28. Maintenance of Files and Records.

(1) All the files will be processed under trilateral index headings like "EST", "AC-ADM", "EX", "GEN", etc. Such files shall be maintained from time to time.

(2) The record Management of all the files, records and registers maintained in the college either in the office or in the department shall be processed and dealt with as current files or registers. After the completion of adventure or required action is over the files, registers and records may be closed under three classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register and index slip shall be affixed containing the following particulars.

- (a) File No. / Register No. / Record No.
- (b) Classification
- (c) Subject Matter
- (d) Period of Coverage.
- (e) Date of Commencement From _____ to _____
- (f) Expiry date of currency to destroy.
- (g) Extended date for preservation after review.
- (h) Signature of the Office Assistant
Administrative/Finance Officer / Head of the Department/
Principal/Director

(3) The closed files, Registers or records shall be transmitted to the Records Section for preservation, duly indexed. The concerned official shall be in charge of proper maintenance.



(4) The concerned Office Assistant or the Administrative/Finance Officer as the case may be shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the Record Section.

(5) The classification of the closed files, registers and records for the purpose of preservation either permanently or for a specified period shall be as indicated below.

Sl.No	Nature of item	Preservation	Classification
1	File/register required permanently	Permanent	A
2	File/register required for longer period	10 years	B
3	File/ register required for a few years	5 years	C

(6) The concerned Employee in the Record Section shall maintain the register containing the following particulars.

- (a) File / Record/ Register No.
- (b) Page Nos. on Note side.
- (c) Page Nos. on Correspondence side.
- (d) Date of commencement
- (e) Date of Closure
- (f) Classification of the file

(7) The files shall be divided section wise, office wise, Branch/ Department wise like Establishment Section, Admission Section, Examination Section and General Section. Soon after the expiry of the currency of the life of the file/ record/ register they shall cause to be destroyed and disposed of by auction sale of waste or old papers after tearing them with the approval of the Principal. If the Principal after scrutiny deems it necessary to extend the currency of the life he shall pass written orders on such closed file/record/register.

(8) All the applications for admission to various courses in respect of the candidates admitted along with one set of copies of the marks card for degree certificate of the qualifying examinations shall be arranged academic year wise, course wise in a chronological order and maintained in the record section.



29. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.

- (a) Service Register
- (b) Acquittance Roll/ Register/Computerized Salary Statement
- (c) Cash Book/Receipt Book
- (d) Pass Book
- (e) Audit Report
- (f) Land and Building Documents.
- (g) Marks cards or Original statement of marks
- (h) Orders of approval sanctioned by All India Council for Technical Education (AICTE)
- (i) Orders/Notifications of the Government/ University Sanctioning the affiliation and renewal of affiliation.
- (j) Admission registers of students to various courses/ programmes along with Photographs.

(2) Orders of the Government sanctioning the affiliation, Notifications of the University sanctioning the affiliation and continuation of affiliation and approval orders of the AICTE/UGC and also orders if any of the Government of India shall be preserved in the concerned section handy for immediate reference.

CHAPTER -16

30. Organization & Method (O & M)

The office organization in the college shall be as specified below

Admission Section: -

(1) The Employee is in-charge of all admission matters. Admission of students to First year/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) 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. On interim request, the documents could be lent and collected back immediately after the purpose is served.

- (c) Register of procurement of Transfer Certificate, Migration Certificate, Eligibility Certificate and equivalent certificates.
- (d) Issue of bonafide / study certificate
- (e) Scholarship and other registers in respect of belonging to SC, ST and OBCs and follow up.
- (f) Maintenance of files relating to all correspondence.
- (g) Rules, Regulations, Order, Notifications, Circulars, etc. relating to Admissions, Examination, Syllabus and their updation from time to time.

(2) Admission of students under Government quota or University quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Collegiate/Technical Education, University, PGCET Cell, K-MAT, etc. shall be maintained properly.

Examination Section:-

(3) The Employee in charge of Examination plays a dominant role in maintaining confidentiality. He/She shall report to the Administrative Officer 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:-

- (a) Marks register of all the examinations.
- (b) Debarred students register
- (c) Examination stationery stock and issue register
- (d) Result sheet of all Semesters
- (e) Files and documents for conduct of examination and Announcement of timely results.
- (f) Internal Assessment marks statement and register.
- (g) Result analysis statement.

**Establishment Section: -**

(4) 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 matters relating to recruitment, promotion, termination, welfare measure are to be dealt with promptly. Maintenance of leave account and sanction of leave are promptly entered in the services register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently: -

- (a) Service Register
- (b) Attendance Register
- (c) Casual Leave Register
- (d) Provident Fund Statement File
- (e) Insurance Statement
- (f) Attendance Register – Department/Section wise.
- (g) Personal Files.

Purchase Committee: -

(5) There shall be a Purchase Committee consisting of the following for making recommendations to the procurement of the equipments, chemicals, consumables, peripherals, furniture, ICT tools, computer systems, sports materials, prizes and trophies, etc.

• Principal / Director	Chairman
• All concerned HODs	Members
• Librarian	Member
• Director of Physical Education	Member
• Accounts Officer	Member-Secretary
• Administrative Officer	Member

(6) The requirement of the equipments, peripherals, consumables, chemicals etc., shall be submitted in the form of a note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Purchase



Committee to invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7) The quotations or the tender so received shall be considered by the Purchase Committee in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/vendors with the approval of the Management and shall be conveyed to the Governing Council.

Provided that in case of urgency purchase orders may be issued with the approval of the Principal/Director and conveyed to the Management.

(8) All petty purchases by the college may be made at the request of Laboratory Incharge and Head of the Department and the Principal. The Accounts Officer may correspond with the firms for procurement of equipments, tools, consumables, peripherals etc. Every purchase shall be made after inviting quotation with specifications. Purchase Orders may be issued with the approval of the Principal/Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated, ratification of the Management shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

(9) The following registers, files and records shall be maintained.

- (a) Quotations / correspondences / Purchase Orders
- (b) Invoice File
- (c) Issue Registers
- (d) Receiving Report
- (e) Permanent Stock Register
- (f) Consumable Stock Register
- (g) Scrap/waste material disposal Register

(10) The concerned employee shall be in constant contact with Heads of Department for procurement of tools, equipments, 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 stock available shall be issued to the various laboratories & workshops only on the basis of indents.

**Accounts and Cash Section: -**

(11) 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 Tally/ERP and reflected in the books of accounts. The money so collected shall be remitted to the Bank on the next working day to the credit of concerned account of the College. All payments shall be made only by Cheque except petty expenses signed by the Principal and or any authorized signatory, as the case may be.

(12) The following registers, files and records shall be maintained and updated on day to day basis.

- (a) Cash Book in the form of tally entries
- (b) Day Book in the form of tally entries
- (c) Pass Book
- (d) Deposit Challan Book
- (e) Computerized Salary Statement
- (f) Scholarship Register
- (g) Provident Fund Monthly Remittance Statement
- (h) Professional Tax Remittance Statement
- (i) Tax Deduction @ Source Remittance Statement
- (j) Employee State Insurance Remittance Statement
- (k) Gratuity payment File
- (l) Staff Medical Insurance File
- (m) Student personal accident Insurance File

(13) The Establishment /Finance shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the SB Account of each employee. The Cash, Cheque, demand drafts/pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed seriously and the concerned dealt with legally 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 should be got audited by the Chartered Accountant every year.

**Despatch Section:-**

(14) All the letters and other communications received and despatched shall be registered and they shall be submitted to the principal for perusal and thereafter entered in the Inward Register by the employee who is Incharge of despatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record and files shall be maintained in the despatch section.

- (a) Inwards Register
- (b) Outward Register

(15) On receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned persons or other authorities. They shall be submitted to the Principal for perusal and thereafter entered in the Inward register by the employee who is Incharge of despatch section. 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 despatched on the same day. The circulation of memo, circulars, official memorandum and all other communications within the college shall be delivered internally without any delay. The concerned employees in the despatch section shall be responsible for prompt delivery and despatch of day to day correspondence without giving any scope for delay.



CHAPTER – 17

31. Incentive and Rewards for exemplary work.

(1) The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.

(2) In pursuit of motivating the faculty for presentation of papers or to publish research papers or various projects, an incentive in the nature of cash awards shall be sanctioned based on the category in the following order of priority provided that the journals shall have ISSN / ISBN No.

Sl.No.	Nature of Publication / Presentation
1	International Level publication
2	International Level presentation
3	National Level publication
4	National Level Presentation
5	State / University level Publication
6	State /University Level presentation

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research and developmental activities and also extension activities, an increment as admissible under UGC/AICTE norms shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.



CHAPTER – 18

32. Superannuation:

(1) Every full time employee shall retire on the last day of the month in which he/she attains the age of 60 years. If the last day of the month is a general holiday and any days preceding thereto or general holidays the employee shall be relieved on the afternoon of the last working day before the date of such retirement and the succeeding holidays till the end of such a month shall be treated as on duty for all purposes. If the date of birth of an employee is a first day of the month he shall be relieved on the afternoon of the last of the month preceding the month in which he attains the age of 60 years.

(2) However the Management may at its discretion continue an employee who has attained superannuation in service till the attainment of 65 year of age if such an employee is physically fit and having an outstanding track record.

(3) When an employee is continued in his service beyond superannuation he/she shall abide by such terms and conditions as may be imposed by the Management and draw such emoluments as may be determined by the Management.

CHAPTER – 19

33. Amenities to the Students

(1) The following Amenities shall be provided to the students.

- (a) Separate hostels facilities shall be arranged to boys and girls who are in need of such accommodation.
- (b) Exclusive Rest Rooms for Boys and Girls.
- (c) Ramp facility for the physically differently-abled.
- (d) Braille facility, study materials and relevant software facility to the visually impaired. Mid-day meal shall also be considered.
- (e) Cafeteria provided with hygienic food & facility.
- (f) Sports training, facility for Gymnasium,
- (g) Free Transportation facility
- (h) ICT facility including Internet utility
- (i) Purified Drinking Water
- (j) Stationery and reprographic facility



(2) A free medical check up shall be conducted for the student for monitoring health and good physique at the Health Centre of the College.

(3) NCC training shall be arranged by the College in collaboration with the Battalion under the Directorate of NCC for Goa and Karnataka.

(4) NSS camps and Sports Meet will be organized from time to time as a part of extra-curricular activities.

CHAPTER - 20

34. Incentive Schemes for motivating students for achieving academic excellence.

(1) In pursuit of motivating the students for academic excellence at the College in maintaining the consistence track record by outstanding merit the following schemes may be introduced under the guise of the Endowment Fund:

- (a) At the entry level to any course, an appropriate concession in fee extended to the toppers in academics.
- (b) Concession in fee also extended to the achievers in Sports, the physically challenged, the economically backward and Toppers in Board/University Examinations.
- (c) Award extended for consistent good academic record through the course.
- (d) Award for 100% attendance.
- (e) Award for Best Library Users.
- (f) Award for outgoing student toppers.
- (g) Cash Award for representing/winning at the University/State/National level sports.

(2) Selection of deserving students and later announcement made at the Inaugural function of the new academic year.



35. Incentive for motivating staff for achieving academic excellence.

(1) An incentive shall be admissible to the teaching staff in the event of any student securing rank in the University examination.

(2) Any department securing 100% pass result in any semester examination.

(3) Student securing results between 75% to 100% with distinction.

Provided that award of incentive shall be at the discretion of the Management as may be deemed expedient.

Chapter-21

36. Endowment Fund for award of Medals, Prizes and Scholarships.

(1) An Endowment Fund titled “**G.C.Surana Endowment Fund**” shall be constituted. The amounts received from any of the following sources shall be the part of the Endowment Fund:

- (a) Contribution by GDA Foundation
- (b) Grant sanctioned by the University Grant Commission, Government or Central Government.
- (c) Any bequest, contribution, donation and gifts made by private Individuals or Institutions or Organizations.
- (d) Amounts received from any other sources.

(2) G.C.Surana Endowment Fund shall be deposited in the Bank with College Account & in a separate account and/or invested in securities authorized by the Indian Trusts Act 1882 as may be decided by the Governing Council and the Management.

(3) The amount received shall be appropriated for the purpose for which such contribution, donation, bequest or gift having been made.

(4) The interest accrued on the deposit or any income derived on the investment of the fund in securities shall be spent for award of scholarship, medals or prizes to the students securing highest marks in any course of study or in a subject or group of subjects in the first attempt as the case may be in the University examinations.

(5) If two or more students securing equal marks the amount available for the medal, prize or scholarship shall be equally divided.



- (6) The Management shall have the power to convert the medal or prize into cash owing to insufficient interest accrued for award of medal for which the fund is instituted.
- (7) The Management shall select eligible, qualified and deserving candidates for sanction of prize, medal or scholarship.
- (8) If for any reason the prize, medal or scholarship cannot be awarded in any particular academic year then the interest and the income so received shall be added to the Endowment Fund.
- (9) The prize, medal or scholarship shall be awarded at the time of any academic event held by the College.
- (10) The prizes, medals or scholarship shall not be awarded on communal or any other extraneous factors.



Chapter-22

37 Extension of Concession in Admission & Tuition Fee to Deserving Students

(1) The Management at its discretion grant concession in admission & tuition fee to the following students:

- (i) Socially and Economically weaker sections of the society.
- (ii) Students who have participated in University/State/National/International level Sports events.
- (iii) Physically Challenged Students
- (iv) SC/ST/OBC-Category-1 Students.
- (v) Students having a single parent.
- (vi) Students having secured outstanding merit in the qualifying exams.
- (vii) Students who have passed out from Surana PU College/Degree College seeking admissions to UG/PG Courses.

(2) The fee concession so awarded shall be a welfare scheme to the students by the management to encourage the students to pursue higher education.

CHAPTER - 23

38. Powers of the Management to make Rules, Manuals and to amend the existing Rules.

(1) The Management is vested with the powers to make Rules, Regulation or Bylaws and also to amend the same as and when it becomes expedient. The decisions of the Management in all such matters shall be final. However the Management may review its decision and pass the denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.



CHAPTER – 24

39. Delegation of powers

(1) The administrative and financial powers shall be delegated at various levels for smooth, effective and efficient functioning of the college and also for obviating the delay. The various administrative and financial powers delegated to different functionaries shall be as specified in **Appendix-IV**

(2) Such amendment or revised rules etc., shall come into force from the date of their approval as decided by the Management.

40. Consultation with the Governing Council or Head of the Institution.

The Management may at its discretion consult the Governing Body and/or Head of Institution as the case may be before formulating any decision which shall be final.



SCHEDULE

Rule 2 (1) (b) and 5(4)

Authority competent to make appointments shall be as under.

Sl. No	Category of Post	Authority Competent to appointment
1	Principal/Director	Management
2	Vice Principal	Management
3	Professor, Assistant Professor, Reader and Lecturer, Director of Physical Education, Director of Physical Education, Librarian,	Management
4	Professor and Head of Department	Management
5	Non teaching employees	Principal with the prior approval of Management
6	Administrative post including attenders and Maintenance staff.	Principal with the prior approval of Management



Annexure-1 & 2
[Rule-9 (1) (8)] & [Rule-9 (2) and (8)]

Application for sanction of Casual Leave Earned Leave

SURANA COLLEGE # 16, South End Road Bangalore - 04 APPLICATION FOR <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; padding: 2px 10px;">CL</div> <div style="border: 1px solid black; padding: 2px 10px;">EL</div> </div>		Alternative arrangement for work	
1. Name	2. Designation	3. Department	4. Leave applied from : to : No of Days : <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>
5. Reason			
Date :		Signature	
Credit of CL / EL <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> days. Balance after this leave <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> days.		Office Assistant	
Recommended <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Not Recommended <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>		Date : <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> H.O.D	
Sanctioning Authority : Approved <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Not Approved <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>		Signature of the I/C Staff Signature of the Applicant	



Annexure - 3
[Rule – 15 (3)]

To
The Principal
TheCollege

Surana College

of Arts, Science, Commerce and Management
16, South End Road, Basavanagudi, Bangalore - 560 004
Ph: 080-22446141, 26642292 Fax: 26541095

Application No.

Form 2

Passport
Photo

Application for Renewal of Admission

Note: Fill the form completely. Tick whichever is applicable (Make entries in capital letters only)

Admission seeking for II ☐ III ☐ Degree class

Renewal of Admission to: BA-HEP ☐ B.Sc.-CBBt ☐ B.Com ☐
 -HTJ ☐ -PMCs ☐ BBM ☐
 -JOPsy ☐ -SMCs ☐ BCA ☐

Details of Previous Exam taken

Course _____ Month _____ Year _____

Reg No. _____

Student details

Student Name _____

Current postal address _____

City _____ Pincode _____

Current Contact No. Mobile [9] [1] [] [] [] [] [] [] [] [] Landline [0] [] [] [] [] [] [] [] [] []

Current e-mail _____

Family details

Father's :

Occupation _____ Organization _____ Annual Income (₹) _____

Current Contact No. Mobile [9] [1] [] [] [] [] [] [] [] [] Landline [0] [] [] [] [] [] [] [] [] []

Current e-mail _____

Mother's :

Occupation _____ Organization _____ Annual Income (₹) _____

Current Contact No. Mobile [9] [1] [] [] [] [] [] [] [] [] Landline [0] [] [] [] [] [] [] [] [] []

Current e-mail _____

For Office Use only

Fees Paid ₹ _____ Receipt No. & Date _____

DD No. & Date _____ Bank & Branch _____

Counseling by _____ Counseling Date _____

Signature _____ Admitted by _____

**Terms and Conditions**

1. Attendance of the student for all classes and tests are **COMPULSORY**. If a student is unable to attend a class or test due to unavoidable reason, he or she should do so with the **PRIOR INTIMATION** and **APPROVAL** from the HOD/Principal.
2. A minimum of **75% ATTENDANCE** is required to qualify for every semester exam as per the Bangalore University regulation. The student and parent will monitor the attendance on a monthly basis.
3. Students should be in time for classes. Those arriving late may not be permitted to attend the classes.
4. Student shall conduct with dignity and maintain dress code within the campus at all times.
5. Student will respect teachers, office staff and elders and treat fellow students with courtesy and kindness.
6. The student shall abide by a strict **NO TOBACCO** and **NO MOBILE PHONE** rule in the campus.
7. I am aware that the renewal of admission is subjected to BUB norms & I abide by it
8. I have read the terms and conditions and agree to abide by the same.

Signature of Student_____
Signature of Parent

Date: _____

Documents required

1. 2 passport size photos ☐
2. Address proof: any one copy of Ration Card/Telephone Bill/Gas Bill ☐
3. Fee payable through Demand Draft in favour of "SURANA COLLEGE" payable at Bangalore with a photocopy of the DD. ☐

Date: _____

Principal



Appendix –I

[Rule – 5 (2)]

Staffing pattern in the Colleges

Sl. No	Designation	Basic Scale of Pay (in Rs.)
1.	Principal	37,400-67,000
2.	Vice-Principal	37,400-67,000
3.	Director	37,400-67,000
4.	Professor	37,400-67,000
5.	Asst. Professors	15,600-39,100
6.	Lecturer	11,400-22,800
7.	Placement Officer	11,400-22,800

Non-Vacation Staff

Sl. No	Designation	Basic Scale of Pay (in Rs.)
1.	Director of Physical Education	15,600-39,100
2.	Librarian	15,600-39,100
3.	Asst Librarian	4575/- , 5800/- , 7275/-
4.	Library Assistant	4575/- , 5800/- , 7275/-
5.	Helper	2775/- , 4800/-



Appendix -II
[Rule – 5 (2)]

OFFICE STAFF/ADMINISTRATIVE STAFF/MAINTAINANCE STAFF

Sl. No.	Designation	Basic Scale of Pay (in Rs.)
1.	Administrative Officer	20,025-40,050
2.	Finance Officer	20,025-40,050
3.	Assistant Manager	10,800-21,600
5.	Office Assistant	7,275-14,550
6.	Stenographer	7,275-14,550
7.	Junior Assistant	5,800-11,600
8.	Attender/Lab Attender	2,775-5,550
9.	System Administrator	4,575-9,150
10.	Programmer	5,800-11,600

STORES, MAINTENANCE & HOUSE KEEPING

Sl. No.	Designation	Basic Scale of Pay (in Rs.)
1.	Supervisor	4,575-9,150
2.	Electrician	4,575-9,150
3.	Plumber	4,575-9,150
4.	Gardener	4,575-9,150
5.	House keepers	4,575-9,150

**Other allowances range - On the Basic Pay and years of Service**

DA	:	10% – 60%
CCA	:	Rs.150/- to Rs.300/-
HRA	:	10% - 25%
UGC-NET/SLET/M.Phil.	:	Rs.150/-
Ph.D.	:	Rs.300/- - Rs.500/-

Appendix – III**Minimum Qualification and teaching experience prescribed for teachers****[Rule – 5(1) (b)]**

Sl. No	Category of Post	Qualification
1	Principal/ Director	A Master degree with atleast 55% and PhD with 15 years of teaching experience in the University or College.
2	Professors	A Master degree with atleast 55% of marks with PhD in the relevant discipline having a minimum of 10 years teaching experience in the University/College.
3	Associate. Professor	A Master degree with atleast 55% of marks with PhD in the relevant discipline having a minimum of 5 years teaching experience in the University/College.
4	Assistant Professor	A Master degree with atleast 55% of marks and qualifying in the National Eligibility Test conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
5	Librarian/ Director of Physical Education	Master degree in Physical Education/Library and Information Science with atleast 55% of marks and qualifying in the NET. In case of librarian he should have consistently good academic record and computerization of library. In case of Director of Physical Education he should have consistently good academic record of having represented University/college at inter-university/collegiate competitions/ the State in National Championships and passed in physical fitness test.

MODE OF RECRUITMENT

SL. NO.	CATEGORY OF POST	MODE OF RECRUITMENT
1.	Principal	By Promotion from the cadre of Professor. Provided that if no suitable person is available for promotion then by direct recruitment.
2.	Professor	By Promotion from the cadre of Associate Professor in the relevant discipline. If no suitable person is available for promotion then by direct recruitment.
3.	Associate Professor	By Promotion from the cadre of Assistant Professor. If no suitable person is available for promotion then by direct recruitment.
4.	Assistant Professor	By direct recruitment

The Management may at its discretion consult the Governing Body and/or Head of Institution as may be deemed necessary for amendment of the manner of recruitment.



Appendix –IV

DELEGATION OF POWERS

[Rule – 39]

Sl. No.	Description of Power	Organization level	College level	Department level
		1. Chairman 2. Managing Trustee 3. Members of Trust	1. Principal 2. Purchase Committee	1. Head of the Department.
(1)	(2)	(3)	(4)	(5)
ADMINISTRATIVE				
1.	Promotion, permanent or officiating and other arrangements	Full Power	Recommends	Recommends
2.	Permission to the staff to carry out research work in the institution under grants provided by the UGC., AICTE., etc.,	Full Power	Full Power	--
3.	Appointment of part time Lecturers in the Vacant posts	Full powers	Full powers	--
4.	Appointment of Staff for Special coaching Classes	Full powers	Full powers	--
PERMISSION				
5.	Sanction to the acceptance of remuneration by employees to work as examiners for various examinations of Universities	Full powers	Full powers	--
LEAVE				
6.	Sanction of Maternity Leave	Full Powers	Recommends	Recommends
TA & DA				
7.	Sanction of TA to employees for attending meetings	Full powers	Recommends	Recommends
8.	Sanction of conveyance allowance for office related work	Full powers	Full Powers	Recommends
9.	Authorization of employees to proceed on duty within the state	Full Powers	Recommends	Recommends



10.	Authorization of the employees to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	Sanction in exceptional cases, road mileage both ways for road journeys made by employees between places connected by rail.	Full Powers	Recommends	Recommends
12.	Sanction of daily allowance for halts on tour exceeding 10 days at a place.	Full Powers	Recommends	Recommends
FINANCIAL				
13	Sanction arrears claims	Full Powers	Recommends	Recommends
14.	Prescription of security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules.	Full Powers	--	--
15.	Sanction of permanent advances for contingent expenditure to Principals and HODs	Full Powers	--	--
16.	Sanction of expenditure for publication	Full Powers	Recommends	Recommends
17.	Permission in special circumstances the remittance of pay, traveling allowance and contingencies of the employees outside the headquarters.	Full Powers	Recommends	Recommends
18.	Grant of administrative approval to works against funds provided in the budget.	Full Powers	--	--
19.	Counter signature of the bills for payment	Full Powers	Recommends	Recommends
REFUND/REIMBURSEMENT				
20.	Sanction of refunds of fees, fines, etc.,	Full Powers	Recommends	Recommends
21.	Refund of fees paid by the students who have been awarded free ship	Full Powers	Recommends	Recommends
22.	Sanction of Industrial visits to the students and staff	Full Powers	Full Powers	Recommends
23.	Sanction of Study Tour Programme	Full Powers	Recommends	Recommends



WRITE OFF/WAIVER				
24.	Sanction to the write off of Irrecoverable charges relating to breakages, value of books lost or missing from libraries found to be irrecoverable subject to the condition that the loss is not attributable by negligence of any staff.	Full Powers	Recommends	Recommends
EXHIBITIONS/EDUCATIONAL FAIR				
25.	Sanction of expenditure for participating in Exhibitions and fair	Full Powers	Recommends	Recommends
26.	Sanction of expenditure for participating in exhibitions and educational fair in abroad.	Full Powers	Recommends	Recommends
STORES AND PURCHASE				
27.	Declaration of stores as obsolete, surplus or unserviceable and disposal of them subject to fixing responsibility for the loss where they have become obsolete, surplus, or unserviceable on the concerned.	Full Powers	Recommends	Recommends
28.	Sanction of purchase of Furniture	Full Powers	Recommends	Recommends
29.	Sanction of Purchase of equipments, consumables, peripherals , chemicals, articles etc.,	Full Powers	Recommends	Recommends
30.	Sanction of payments of premiums of insurance on special goods scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Powers	Recommends	Recommends
31.	Sanction of local purchase of stationary articles.	Full Powers	Recommends	Recommends
32.	Sanction to the casual and emergent purchases	Full Powers	Recommends	Recommends



33.	Sanction to the direct purchase of the following: (a). Chemical and other consumables. (b). Apparatus and other articles of Laboratories equipment. (c). Tools and plant and all articles of workshop equipment. (d). Chemicals, books, Electric tubes and bulbs apparatus etc., at the scheduled rates.	Full Powers	Recommends	Recommends
34.	Sanction of purchase of Hostel Utensils, Furniture and equipments	Full Powers	--	--
35.	Sanction of (a) Contracts for running cycle stands, canteen, etc, (b) Auction sales of grass etc, in the premises of building.	Full Powers	--	--
MAINTENANCE				
36.	Sanction for payment of charges for repairs to college vehicles	Full Powers	--	--
37.	Sanction for payment of repairs of furniture, equipments and other articles.	Full Powers	Recommends	Recommends
38.	Sanction for payment of Rent and the charges for shifting telephones.	Full Powers	Recommends	Recommends
39.	Sanction for payment towards repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends



40.	Sanction to the payment of charges for repairs to computer, printers, duplicators, Xerox machine, Fax, Projectors etc.,	Full Powers	Recommends	Recommends
41.	Sanction towards expenditure on (a) Major overhauls of vehicles (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts, tyres and tubes	Full Powers	--	--
42.	Sanction towards expenditure on (1) Repairs of apparatus, instruments, tools plants & machinery in the laboratories and workshop. (2) Erection and installation of equipment, plant and machinery.	Full Powers	Recommends	Recommends
LIBRARY				
43.	Sanction to the purchase of books of reference in relation to the special work of particular departments including periodicals like magazines, journals, books and BIS codes for their departmental libraries.	Full Powers	Recommends	Recommends
44.	Sanction to the purchase of books, reports and other publications of Government of Karnataka / India, University, AICTE / UGC.	Full Powers	Recommends	Recommends
45.	Sanction to the payment of charges for photo copying / Xeroxing	Full Powers	Full Powers	Full Powers
46.	Sanction for the payment of charges in connection with the publications of hand books and leaflets.	Full Powers	Recommends	Recommends
47.	Sanction to the payment of Subscription to the periodicals and journals for each Department	Full Powers	Recommends	Recommends



48.	Sanction to the advance payment for the supply of magazines and journals	Full Powers	Recommends	Recommends
49.	Sanction to the payment of book binding charges for old and worn – out library books.	Full Powers	Full Powers	Full Powers

DILIP SURANA
Chairman