



SRI RAGHAVENDRA EDUCATIONAL INSTITUTIONS SOCIETY®

SRI KRISHNA INSTITUTE OF TECHNOLOGY

(Approved by A.I.C.T.E. New Delhi, Recognized by Govt. of Karnataka, NAAC Accredited & Affiliated to V.T.U Belgaum)

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EMPLOYEE HANDBOOK

2021-22



SRI KRISHNA INSTITUTE OF TECHNOLOGY

##29, Chimney Hills, Hesaraghatta Main Road, Chikkabanavara P.O., Bangalore-560090

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About The Institute

Vision

“To impart quality education to cater the needs of Industries, Business Establishments, Research and Development Organizations, Create Knowledgeable and competent Engineers of global standard.”

Mission

"To create Industry enabled Engineers manifesting in excellence with extraordinary progress, to give bright and challenging future for deserving students who are underprivileged.”

Core Values of The Institute

Commitment

- ✓ To develop and pursue high standards in support of the vision and mission of the Institution.

Accountability

- ✓ To take responsibility for personal and professional growth for improving our systems and policies by continuous evaluation, ensuring that our work adds value to the Institution as well as Nation’s fiscal and social responsibility.

Excellence

- ✓ To exhibit quality in staffing, facilities, programs, and services to anticipate the timely needs and respond accordingly by encouraging creativity, innovation, risk-taking and utilizing systems that promotes student and employee success.

Diversity

- ✓ To imbibe in society, the value of inclusiveness and mutual respect irrespective of any kind of biases.

Sri Raghavendra Educational Institutions society(R) founded in the year 1992 by a great visionary Dr. K. M. Venkataramana. The society has been in the service to the nation in the field of Health and Education. Sri Krishna Institute of Technology (SKIT) is one of the feathers of SREIS. The society is a house hold name in the field of Para Medical education, Raghavendra Hospital, Diagnostic and Research center, College and School of Nursing, College of Pharmacy and College of Education, KMV Red Hills School, Sri Krishna Polytechnic. SKIT is situated in the picturesque location of Chimney hills, Chikkabanavara on Hesaraghatta road has a serene atmosphere, congenial for pursuit of studies situated on top of a hillock overlooking vast verdant green land and water sheds enthalls the visitors by its captivating beauty.

The institute has marked a niche in the field of Technical education with the state of the art teaching equipment, innovative teaching methods, good infrastructure, highly qualified and experienced teaching faculty committed to impact quality education. The dedicated teachers interact with every student through the proctorial system to counsel and guide them. Office staff is always ready to help the students in their academic and administrative matters.

The library and information center, the repository of knowledge, with various International and National technical journals related to engineering & technology. The Campus is situated in the center of the city and near to industrial hub of the country which can be easily reached by public and Institution transportation system.

Ever enthusiastic and active sports and games of the institute offer excellent opportunity to train oneself in all indoor and outdoor sports. Hostel for girls inside the campus with the best facilities add to the attraction.

An Auditorium, with acoustic design, to house around 300 audiences with multimedia accessories and an amphitheater with a green and lustrous lawn having a capacity of 1000 people is the place for various activities and functions.

e-learning center has been fully equipped with the generous assistance of VTU where expert lecturers on various topics by eminent professors and professionals are made available to the students throughout the day. A high speed (50mbps) Internet center is available in the campus. Language laboratory with advanced teaching aids is made available to all students.

SKIT undertakes research and development work from many industries and institutions, for the benefit of students. Advanced techniques and methodologies are used in handling of these projects. The students of SKIT are regularly taken on Industrial and site visits to enable them to observe and thereby learn contemporary practices and process. SKIT is associated with wide number of industries for this activity.

The Department of Training and Placement of SKIT is an active center throbbing with various activities all through the year. The Institution has a complete Infrastructure for effective functioning of the department. Placement Department is a well-organized and sincerely working to empower students with various qualities and skills to achieve professional and personal excellence. Training programs and industry related seminars are routine and the students are exposed to these kinds of programs from the very first day they step into the college. They are being prepared to be individuals with logical and analytical skills and with excellent practical knowledge. Also department is supporting the students to carry out their internship and projects in reputed Industries.

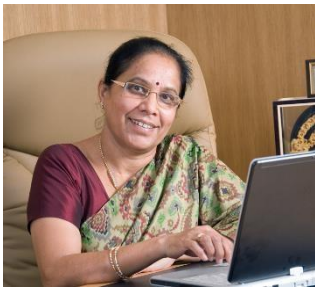
Our Leadership



Dr. K. M. Venkataramana

Founder and Secretary - SREIS

Dr. K. M. Venkataramana founded Sri Raghavendra Educational Institutions Society in 1992. A visionary, humanist, above all an educationist, Dr. K. M. Venkataramana is dedicated to the cause of education with a vision of excellence through renowned educational institutions, infrastructure and faculty. He led this institution to become very strong in technical education and research. Sri Krishna Institute of Technology is a nurturing ground for evolving minds. SKIT has a holistic approach and up-to-date teaching aids to ensure that education empowers young minds to excel in their chosen field.



Mrs. Sumitra Venkataramana

President - SREIS

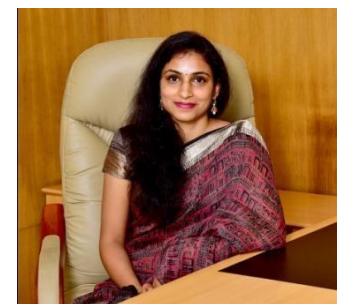
Mrs. Sumitra Venkataramana is the inspiration behind Sri Krishna Institute of Technology. Her passion for entrepreneurship is matched by her belief that ordinary people are capable of doing extraordinary things, when organized into highly charged teams. She takes a deep interest in the education field, she understood the need for a world-class destination for learning in the Chimney Hills area. Thus, she set up SKIT as a solid foundation for young minds to develop and grow.



Dr. Raghavendra V

Director

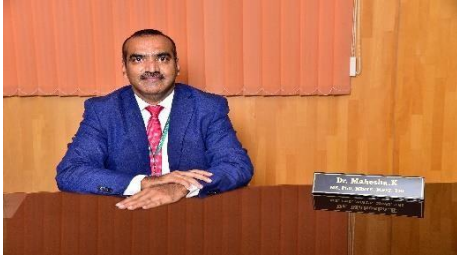
Dr. Raghavendra V is a big believer of the adage “Changing with the times”. He directs a team of talented educators to help SKIT achieve superior standards through innovative teaching methods, in the academic as well as extra curricular fields. He asserts the importance of having a blend of academia and co-curricular’s



Ms. Rakshitha V

Associate Director

themselves and excel in all their future endeavours.

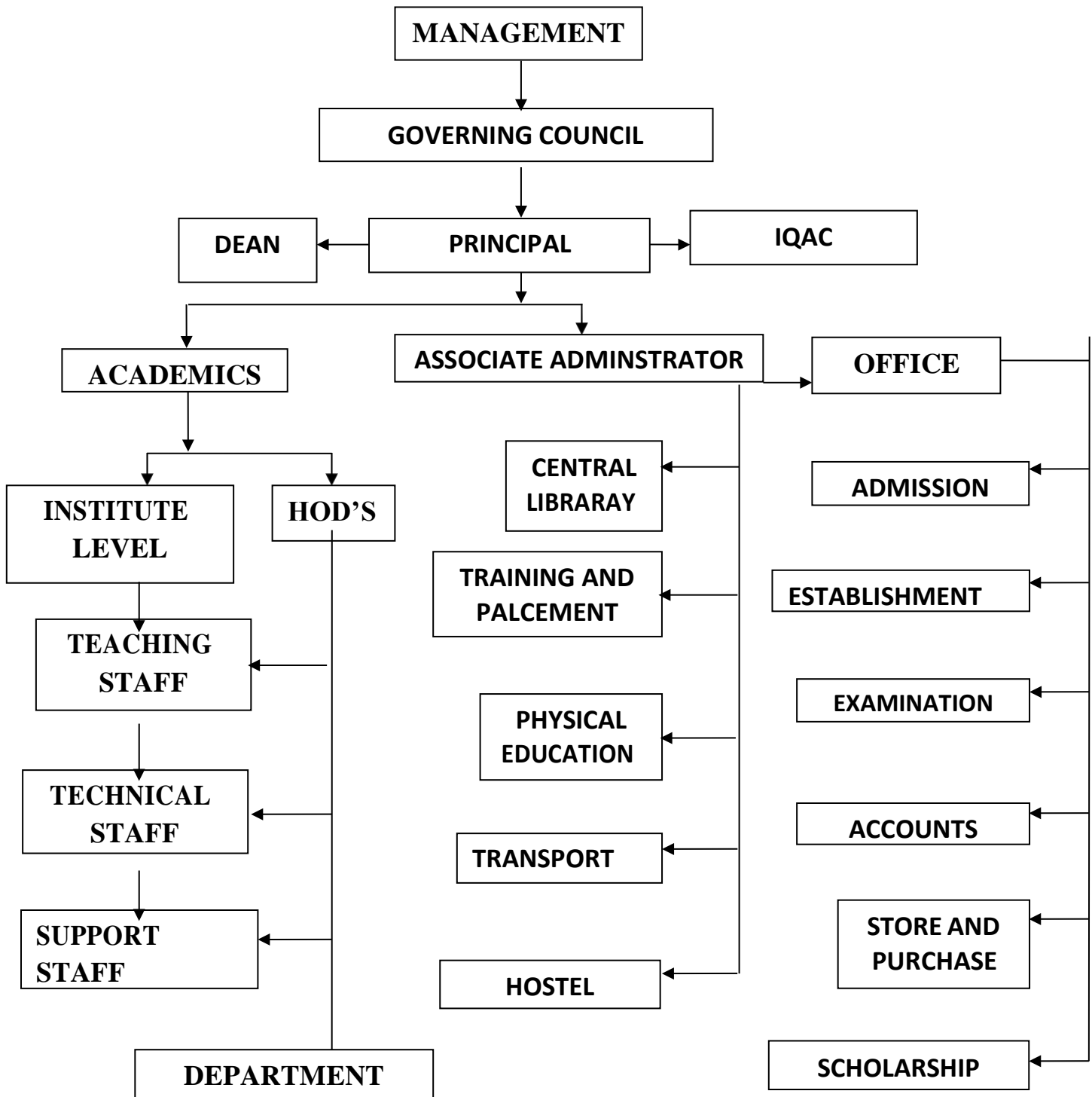


Dr.MAHESHA K
Professor & Principal,
Sri Krishna Institute Of Technology

Dr Mahesha Kumbeeshwar has an overall experience spanning 22+ years in Teaching including Administration & Research. His leadership has resulted in associations with industry, foreign universities that have resulted in internships, projects, training in industry, exchange programs, etc. In addition, as Dean, he has been involved in implementing outcome-based education. He received a Ph.D. [Mechanical Engineering] from Visvesvaraya Technological University in 2010 in the field of noise and vibration. As a research supervisor, he has guided three doctoral students and is guiding two more in the fields of surface coatings, vibration damping, and dynamic mechanical analysis. Research projects sponsored by AICTE and VGST are among his accomplishments. His scholarly achievements include chairing technical sessions at international conferences, publishing over 15 papers in reputed international journals, and presenting a technical talk at the LRDE Competency Enhancement Program on Light Weight Materials & Surface Technology. He has guided students' projects for various competitions like HPVC [ASME], TECHTOP, ANVESHANA, REDBULL FLUGTAG, SAE etc. As a special invitee, he served on the IEM/MSE/IP Board of Studies at VTU. He is a life member of MRSI, ISTE, TSI. He has captained the staff cricket team in various tournaments and won several of them, including an international staff cricket tournament.

WELCOMING THE EMPLOYEES JOINED IN OUR INSTITUTE AND WISHING YOU ALL A BRIGHT ACADEMIC LIFE AHEAD

The Organization chart



Roles and Responsibilities

Responsibilities Of Governing Council:

The Governing Council of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Council gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine the recommendations of College Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Prepare strategic plans for financial, infrastructural and staffing areas
5. Consider the recommendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
11. Consider the recommendations of the College Academic Committee of the college and direct them for implementation
12. Examine the budget proposals and accord approval.
13. Verify and approve the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate college to resolve legal/court cases, if any

Responsibilities of Principal:

Responsibilities include:

Reporting only to the Management of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Strategy
4. Leadership
5. Visionary
6. Planning
7. Execution and reporting

Regulation / Monitoring:

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases & procurements, accounts & audit and any such other matter related to the administration of the college.
6. Monitoring all the liaisons activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities with departments within the college.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and the Governing Council.
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.

5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategy

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

1. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
2. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership

These are in fact the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Exhibiting sacrificial attitude and set model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long term model for the institution and working for realizing this vision in close association with the management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Principal requires to prepare long term as well as short term plans (concrete documents) and present to the management.

Execution and Reporting:

The Principal requires to present regular reports (quarterly or biannual or annual) about each and every function that they have taken-up or intend to take-up to the management (Chairman, GB and Secretary).

Responsibilities of Dean

Dean is a senior position in the college and reports to the Principal. He/she is expected to demonstrate capability to:

1. Manage effectively and efficiently the administrative, academics, research programs, training & placement, Examinations and student welfare of the college.
2. Create an environment conducive to intellectual, academic and research growth.
3. Maintain the confidence and co-operation of the faculty and students engaged in all aspects

Lead, motivate a team of engineers, scientists at multiple levels and multiple aspects in the college.

Responsibilities of IQAC Head

IQAC Head is also a senior position in the college and reports to the Principal. The head is responsible for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programs.
3. Optimization and integration of modern methods of teaching and learning.
4. The credibility of evaluation procedures.
5. Ensuring the adequacy, maintenance and proper allocation of support structure and services.

Responsibilities of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching and non teaching staff of the Department.
3. With the help of the DAC, ensures allocation of workload (teaching load and practicalload) to all faculty members and technical non-teaching staff
4. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.

5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
7. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
8. To ensure Quality, Maintenance and Cleanliness of the department.
9. To recommend leave of the departmental Colleagues.
10. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
11. To encourage research/innovative programs in the department.
12. To organize need based workshop/seminars/symposia/visits/excursions etc.
13. To invite guest speakers for interaction and guidance to UG/PG students.
14. To guide the students for career opportunities.
15. To facilitate faculty in the preparation and processing of self-appraisal of performance

16. To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
17. Adherence to the procedures of staff (Teaching and Non-Teaching) of the dept. / college. Coordinating the activities of the department and assisting the Principal of the College.

Responsibilities include:**Faculty**

1. Assisting faculty in providing a quality educational experience for students.
2. Recommending, mentoring, and supervising faculty.
3. Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
4. Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

1. Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
2. Supporting the integrity of curricula, encouraging student success.
3. Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department.
4. Assisting in providing leadership to meet the instructional goals of the department and college.

Department

1. Conducting regular meetings of the department faculty.
2. Coordinating the formulation of department short- and long-term plans.
3. Facilitating interaction and collegial spirit among the department faculty.
4. Coordinating the preparation of proposed departmental budget request.

Administrative

1. Represents the department at meetings of department chairs.
2. Assists with student complaints, and grievances originate in the department.
3. Plans, executes, and monitors academic and support activities of the department
4. Maintains discipline and culture in the department
5. Picks and promotes strengths of students / faculty / staff
6. Maintains records of departmental activities and achievements

Responsibilities of Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such

internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audiovisual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
13. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning;
14. Keeps a secure record of each student's results, both electronically and in hard copy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
20. Maintain attendance record of students
21. Provides information about job opportunities in their respective field to placement cell.
22. Guides students on career opportunities.
23. Maintain teachers handbook.
24. If associated with the lab, Designs new experiments, if any.
25. prepares lab manuals.
26. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
27. ensures availability of equipment needed for the lab in proper functioning.
28. evaluates lab manuals and provides feedback to student on timely basis.
29. recommends for procurement of equipment, if any for the smooth conduct of all experiments,

30. Keeps the lab clean and tidy and Ensures quality, maintenance and cleanliness of the dept.
31. Carries out research/innovative programs in the department.
32. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
33. Invites guest speakers for interaction and guidance with the students.

Responsibilities of Lab Instructors/Assistants:

A Lab Instructor is responsible for the following types of tasks:

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
2. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
3. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
4. Prepares lab manuals and arrange to get them printed as per the required number.
5. Introduces new experiments, if any, that can reinforce the student learning.
6. Arranges to display the laboratory schedule
7. If it's a computer lab
8. Arranges to manage network labs and server capacity and configurations.
9. Arranges to manage hardware and software configurations and updates.
10. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
11. Makes periodic server backups
12. Coordinates periodical testing and calibration of equipments.
13. Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
14. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
15. Establishes physical security.
16. The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
17. Sets up an inventory control system.
18. Establishes a lab budget for support costs.
19. Labels hardware, including cabling.
20. Resolves environmental problems, if any.
21. Implements a preventative maintenance program for equipment.
22. To hold those responsible for any breakage / loss etc. and recover costs.
23. In order to prevent theft/damage, the Lab In-charge shall take the following action:
24. Lab Instructors and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

25. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
26. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
27. Establishes an approval process for removing any equipment.
28. Ensuring the lab is kept clean and orderly.
29. Any other duty as may be assigned by the HoD/Principal from time to time.
30. Ultimately, a lab I/C are responsible for making the lab as usable and flexible as possible.
31. Ensures all of the processes designed to accomplish the above tasks should facilitate, not inhibit, use of the lab.

Responsibilities of System Administrator:

The Systems Administrator shall discharge the duties under directions of the administrative office He/she shall broadly perform the following duties:

1. Performing systems requirements and related activities pertaining to obtaining quotations for procurement of h/w and s/w
2. Administering and configuring servers and System performance tuning
3. Facilitating development and maintenance of institute's websites and updating the same
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
5. Installing and configuring new hardware and software
6. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is working satisfactorily.
7. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
8. Identify and help implement installation of ICT and LMS requirements for the institute
9. Analyzing system logs and identifying potential issues with computer systems.
10. Introducing and integrating new technologies into existing data centre environments.
11. Performing routine audits of systems and software.
12. Performing backup of data and files.
13. Adding, removing, or updating user account information, resetting passwords, etc.
14. Answering technical queries
15. Be responsible for security of systems and network
16. Any other work assigned from time to time.

Responsibilities of Training and Placement Officer:

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews and internships.
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.

6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the expectations of the industry.
18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Arranges to find suitable summer assignments to the students and also help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
27. Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Principal, and students.
28. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
29. Details of placed candidates vis-a-vis the companies is sent to all HoDs, departments' placement coordinators, Dean immediately after the recruitment drive is completed and placements announced
30. Sends hard copies of all appointment orders of students recruited to the concerned HoDs.

Responsibilities of Administrative Officer:

Administrative officer is the over-all incharge of administrative functions, responsible to Principal for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, Public relations, Health Centre, among others. His specific duties and responsibilities are as follows:

1. Assists the Principal in the day-to-day administrative functions of the college, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
2. As the custodian of the college property records, manages the filing, storage and security of documents.
3. Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.

4. Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the college policy.
5. Makes logistic arrangements for events conducted in the college.
6. Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
7. Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
8. Manages admission process of students and spot admission for unfilled seats for all the programs.
9. Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
10. Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
11. Monitors CCTV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Dean, Principal, and management, and to Police, with proper approvals.
12. Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
13. Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
14. Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
15. Manages distribution of incoming mails, and dispatch of out-going mails.
16. Identifies training needs of office staff, and organizes staff development programmers.
17. Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
18. Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs/ Sections-in-charge, following proper procedures.
19. Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
20. Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
21. Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.

22. Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., coordinates annual verification of the assets.
23. Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
24. Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
25. Any other functions assigned by the Principal from time to time.

Responsibilities of Accounts Officer:

Responsible for the following activities in consultation with the Principal:

1. Writing and maintaining accounts, cash books / ledgers
2. Preparation of monthly accounts including writing of cash books, journals
3. Verifying bills prepared
4. Preparation and consolidation of budgets pertaining to all departments/sections/centers
5. Cash collection
6. Supervision of challan writing and remittance to bank
7. Supervision of postal accounts, if any
8. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny
9. Verification of cheques and bills
10. Writing daily collection register for college accounts.
11. Writing demand draft register, and other forms of money value register
12. Preparation of audit reports and replies
13. Responsible of keeping the following in safe custody:
 - Bill books / receipt books
 - Files pertaining to accounts/purchases
 - Registers
 - Cash books
 - Ledgers
 - Vouchers
 - Cheque books / pass books
 - Bank challans
 - Fixed deposit certificates
 - Other important office documents
14. Preparation of salary reports
15. Preparation of acquittance register and obtaining signatures of all employees

16. Attending to the subject of income tax, PF,ESI and performing TDS for all payment transactions.
17. Writing Caution deposit register, if any
18. Any other accounts related function assigned from time to time

Responsibilities of Physical Director:

1. Reports to Principal
2. Ensures smooth conduct of sports
3. Ensures proper use of sports material and facilities
4. Purchase of sport items by coordinating with AO
5. Encourages students to participate in zonal/university tournaments
6. Creation and upkeep of sports facilities
7. Proposing annual budget for sports
8. Ensures discipline among students in campus
9. Ensures NO Ragging activity takes place
10. Aware of medical facilities on campus
11. Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean Students welfare with a copy forwarded to Principal on monthly basis
12. Helps in the organization of various events in the college

Responsibilities of Librarian:

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Provides digital library access from anywhere on campus.
15. Establishes specialized search facilities for faculty's teaching and research needs.
16. Establishes a repository of cases and keeps adding new cases on a continuous basis.
17. Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
18. Provides content page service.
19. Encourages use of smart card for library services.
20. Facilitates conduct of reading sessions.

21. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
22. Makes arrangements in the library for hooking up laptops.
23. Develops a system for posting new additions online.
24. Any other work related to library that may be assigned from time to time.
25. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
26. Coordinates with departmental library in-charge for smooth functioning of department's library
27. Provides all statistical information pertaining to the library

Responsibilities of Office Assistant:

1. The Office Assistant shall discharge the duties under directions of the respective Head. He/she shall broadly perform the following duties and any other duties.
2. Taking up dictation and typing work to help the Head concerned in various ways such as maintenance in a methodical manner all confidential, personal papers, arranging of meetings, conferences, tours, telephone calls, interviews, appointments and special duties.
3. Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
4. Initiate various proposals and prepare drafts and submits the same to the higher authorities for consideration and approval in a time bound manner.
5. Assists the Head/Dean/Principal in drafting letters, putting up items with suitable notes, precedents, etc.
6. Maintains inward/outward registers and uses them for sending/receiving all official communication.
7. Maintains leave record, permission records of faculty, staff and students as may be applicable
8. Informs the Head concerned with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
9. Monitors attendance of the staff daily, prepares weekly attendance reports, sends the same to the Principal/Admin.
10. Maintains personal register with regard to the appointments etc., if any
11. Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
12. Assists in holding of meetings, preparation of agenda, drafting the minutes of various committees of the Institute.
13. Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
14. Drafts letters/notes for the officer and handling correspondence independently as and when required.
15. Maintains excellent public relations and arranging meetings, if any, as required.
16. Summarizes from documents and prepares information for Annual Reports, Newsletter, etc. pertaining to the activities of the department/section.
17. Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department/College, as the case may be
18. Supervises the work of the sub staff in the department/section.

19. Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
20. Enters data, maintains data entered, and backs up data files periodically
21. Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.

Responsibilities of Maintenance Supervisor:

The maintenance supervisor is responsible for general maintenance work throughout the college and campus which includes following functions:

1. Plan and execute maintenance work systematically by preparing schedules for routine maintenance on daily, weekly and monthly basis.
2. Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
3. Taking corrective action to minimize gap between plan and action.
4. Submission of monthly status report on complaints.
5. Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
6. Trouble-shoot maintenance problems/complaints including plumbing problems.
7. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.
8. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
9. Facilitate in the maintenance of the college grounds.
10. Manage staff of maintenance technicians /semi skilled, unskilled labour.
11. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
12. Inspect the college properties for safety hazards and take corrective action.
13. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.
14. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.
15. Upkeep of maintenance store.
16. Any other function assigned by Administrative officer/ Principal

Leave facilities

General Rules

- Leave cannot be claimed as matter of right. Discretion to grant leave or to refuse or revoke leave at any time lies with the Head of the Institution or the Management
- Suffix and prefix to any holidays with CLs should not exceed 7 days in total.
- Employee serving the notice period is not entitled to avail CL / VL
- Staff is allowed to take one hour permission to leave the premises early, if he/she punched the biometric before 9 AM for the entire month and accumulated entry time is more than 90 minutes
- If the accumulated late entry time exceeds 90 minutes or more, it will be considered as half-day CL or half day LWP in case CLs are exhausted, if the time crosses 135 minutes or more, it will be considered as one day CL or one day LWP in case CLs are exhausted and if the time accumulates 180 minutes or more it will be considered as one day LWP.
- The Teaching and Non-Teaching staff are eligible for 15 days Casual Leave with full pay in a calendar year
- Casual Leave will be credited in two installments, 8 days on 1st January and 7 days on 1st July
- An employee can avail Casual Leave for not more than 3 days in a month
- The unutilized casual leave shall lapse on 31st December
- During probationary period of service an employee can avail one day casual leave for each completed month of service
- Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day, Casual leave applied on Saturday will be treated as one full day
- Casual leave cannot be combined with any other leave

Special Casual Leave (SCL)

- May be granted to attend Conferences, Faculty Development Programs, Workshops and Research activities.
- Special Casual Leave may be granted for a period, in the interest of the Institute under special circumstances

On Official Duty (OOD) / On Examination Duty (OED)

- May be granted to attend External Practical Examination duty allotted by the Visvesvaraya Technological University, Belagavi
- May be granted to attend valuation duty allotted VTU, Belagavi
- May be granted to attend squad duty allotted by VTU, Belagavi
- To attend BOS / BOE meetings of VTU, Belagavi
- May be availed to attend examination work / BOS meeting of any universities other than VTU, with prior permission from higher authorities for maximum of 2 days in a semester will be processed on submission of relevant supporting documents.

Medical Leave (ML)

- A permanent Employee can avail 15 Days of Medical Leave under circumstances such as Major Injury / Illness / Surgery requiring Hospitalization
- The application for leave must be supported by a medical certificate from a Registered Medical Practitioner
- Sundays and Holidays falling in between the leave shall be counted as a part of the Medical Leave

Maternity / Paternity Leave

- A permanent Female employee can avail 6 months of maternity leave with half salary.
- The half salary of 6 months will be released, only if the employee reports to the duty immediately after 6 months of maternity leave, in subsequent 6 months duration.
- 3 Days Paternity leave can be availed by a male employee within a week of delivery, with relevant medical certificate.
- Maternity and paternity leave shall not be admissible to the employee who already has two or more living children.

Leave Without Pay (LWP)

- Permanent Employees are eligible to avail leave without pay at the discretion of the Head of the Institution.
- Will be considered only after all Casual Leaves are exhausted. However Casual Leaves not

approved by Principal / HOD is treated as Leave without Pay.

- Annual Increments / Promotions will be deferred by one month for each day of leave without pay.
- Sundays and holidays falling in between the leave shall be counted as a part of the Leave without Pay.

Vacation Leave (VL)

- The semester vacations may be declared based on the VTU and Institution calendar of events and academic requirements.