



AKSHAYA
INSTITUTE OF TECHNOLOGY

Employee Handbook 2k24



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WELCOME TO AKSHAYA INSTITUTE OF TECHNOLOGY.

The function of education is to teach one to think intensively and to think critically.
Intelligence plus character - that is the goal of true education.

Martin Luther King, Jr.

From the Chairman's desk



Dr. Shivakumar K S

Chairman

Whether you have just joined **Akshaya Institute of Technology (AIT)** have been with us for a while, we are confident that you will find the College a dynamic and rewarding place in which to work. As an employee, you play a necessary and constructive part in keeping **Akshaya Institute of Technology** a vital educational institution. We look forward to a productive and successful, professional association.

We consider the employees of **Akshaya Institute of Technology** to be one of its most valuable resources. This Handbook contains general information and guidelines for your employment with the College and will inform you about **Akshaya Institute of Technology's** philosophy, employment practices, the benefits provided to you as a valued employee, and help clarify your responsibilities.

Please take a moment to read the Vision and Mission Statement which follow in this Handbook. We invite you to contribute to the warm and wonderful on-going history of **Akshaya Institute of Technology** and to work with us in fulfilling our educational mission. If you have any questions, please do not hesitate to ask. My best wishes to you and thank you for taking the time to further familiarize yourself with **Akshaya Institute of Technology**.

Sincerely,

Dr. Shivakumar K S

Chairman

About AIT

“Education is the sovereign Remedy for all economic ills”

Sir M. Visvesvaraya.

Welcome to ***Akshaya Institute of Technology***. It has become synonymous for outstanding education facilities offered, which are the best among the many other engineering colleges in Tumkur. It was established with single objective of providing the most modern education with cutting edge technology to the students.

AIT has spread over 20 Acres of green area close to the Tumkur City, which has become a universally accepted place for education offering the latest teaching techniques. It has certainly become one of the top engineering colleges in Tumkur, where education is considered as the most powerful weapon, which can be used to change the world.

Akshaya Institute of Technology, not only offers facilities for the students to have overall growth, vision for the development and accountability for the future but it provides excellent and highly dedicated faculties who are to equip the students with necessary knowledge and skills to outshine in the global environment, which is becoming competitive day by day.

AIT is today considered as one of the Best Engineering Colleges in Tumkur, which remains on the top by the academic performance and also by the significant achievements of the students at the university level.

At Akshaya Institute of Technology, you will realize, a dream does not become real unless it is well supported by sweat, determination and hard work.

VISION and MISSION

VISION:

To Provide Transformational Technical Competence by Synergizing Professional Ethics and Spiritual Values to Meet the Global Challenges and Societal Needs.

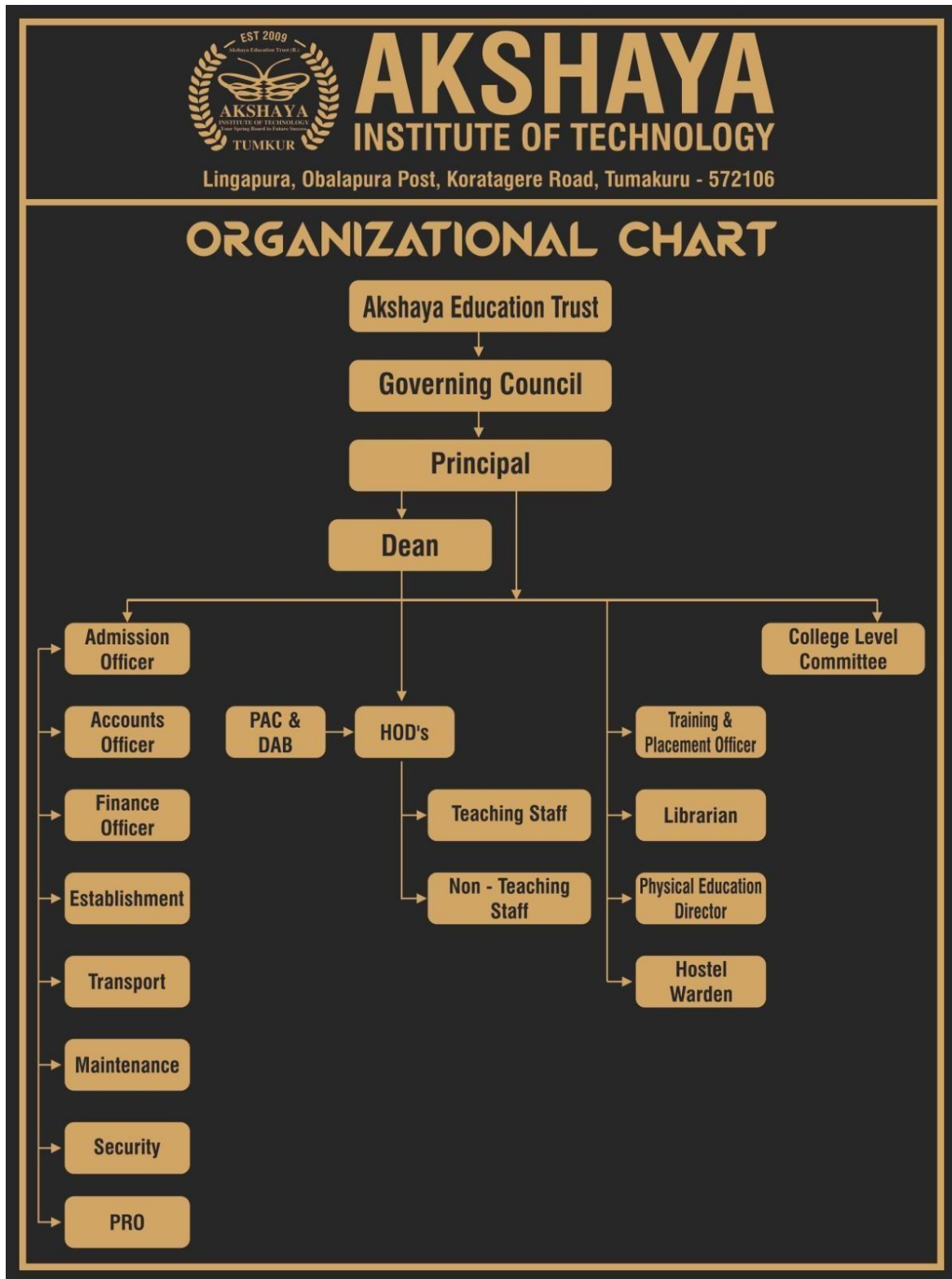
MISSION:

- To impart value based quality technical education and nurture them to adopt themselves to the ever changing global needs.
- To provide an experience that inspires students to reach the highest level of accomplishment in their lives.
- To provide an environment that enables students and faculty to make valuable contribution to the advancement of knowledge and creative practice of engineering.

OBJECTIVES :

- To Provide Quality Education And Groom Top-Notch Professionals, Entrepreneurs And Leaders For Different Fields Of Engineering, Technology And Management.
- To open a training, Research and Development, Design, Consultancy cell in each department, gradually introduce doctoral and post-doctoral programs, encourage basic and applied research in areas of social relevance and develop the institute as a center of excellence.
- To cultivate strong community relationships and involve the students and the staff in local community service.
- To constantly enhance the value of the educational inputs with the participation of students, faculty, parents and industry.

Organization Chart :



INTRODUCTION

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela

Every organization has certain guidelines which are developed to reflect good governance. In establishing any rules of conduct, Akshaya Institute of Technology has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. This Handbook has been written to serve as the guide for the employer—employee relationship. There are several things that are important to keep in mind about this Handbook:

First, it contains only general information and guidelines. All employees are expected to be familiar with and abide by the policies in this handbook. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. In addition, this handbook does not create an employment agreement nor does it create an owned or enforceable right on behalf of any employee. **Neither this Handbook, nor any other institutional document, confers any contractual right, either express or implied, to remain in the Institution's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated with or without prior notice, by the Institution, or you may resign at any time with prior notice as stipulated in your letter of appointment.**

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will always try to inform you of any changes as they occur.

Finally, some of the subjects described here, are covered in detail in official documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those subjects.

If there is any questions at any time concerning the contents of this Handbook, please feel free to contact the Director of Human Resources.

RECEIPT FOR EMPLOYEE HANDBOOK

I have received a copy of the **Akshaya Institute of Technology Employee's Handbook 2k24** and have gone through the same & familiarized myself with its contents, specifically with the changes made to various provisions over its earlier version. In addition, I understand that this Handbook states the policies of Akshaya Institute of Technology in effect on the date of publication of Version-3. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Akshaya Institute of Technology for benefits or any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated by way of Office Memos/Circular or to the Handbook itself at any time. If I have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to me, I will address my specific questions to the Head of the Institute.

I understand and accept that this Employee Handbook 2k24, supersedes the terms & conditions of my employment as stated in my Appointment Order issued at the time of my recruitment. I also understand and accept that in case of any conflict between terms & conditions of my Appointment Order and this Employee Handbook, the provisions of this Handbook shall prevail.

Please sign and date this receipt as a token of accepting the terms of this Employee Handbook

Name: _____

Signature: _____

Dated: _____

1 Title, Commencement & Definition

- 1.1. The Administrative and Service Manual of the **Akshaya Institute of Technology (AIT)** shall be called as Akshaya Institute of Technology Employees Administrative and Service Manual OR Employee Hand book.
- 1.2 This shall come in to force from the date of approval by the Governing Council of AIT.
- 1.3. This shall apply to all the employees of the AIT.
- 1.4. **Definitions:** - In this Administrative Manual unless the context otherwise means as follows:-
 - 1.4.1. **“University”** means **Visvesvaraya Technological University**, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
 - 1.4.2.
 - a. **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
 - b. **“Commission”** means University Grants Commission.
 - 1.4.3. **“Trust”** means AIT charitable trust.
 - 1.4.4. **“Governing Council”** means the Governing Body of AIT constituted by the Management to administer and manage the College.
 - 1.4.5. **“College”** Means AIT, Lingapura, Obalapura Post, Koratagere Main Rd, Tumakuru, Karnataka 572106
 - 1.4.6. **“Chairman”** means the Chairman of the Governing Council of the College.
 - 1.4.7. **“Principal”** means Principal of the AIT duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.
 - 1.4.8. **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
 - 1.4.9
 - a. **“Academic Authority”** means freedom granted by the University to a college in all aspects of conducting academic programmes for promoting excellence.
 - b. **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff.

- 1.4.10. **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the bye of the trust.
- 1.4.11. **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.
- 1.4.12. **“Employee”** means the person employed in the service of the college in any post and is including the academic staff.
- 1.4.13. **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the College.
- 1.4.14. **“Permanent Employee”** means a person permanently employed in the Service of the College in any post, duly confirmed by the Governing Council.
- 1.4.15. **“Temporary Employee”** means a person in the service of the college purely on temporary basis subject to prescribed terms and conditions.
- 1.4.16. **“Appendix”** means Appendix to this Manual.

Note: All other expressions that have not been defined shall have the same objective and meaning as in the byelaws of the Trust.

AUTHORITIES OF AKSHAYA INSTITUTE OF TECHNOLOGY

The following shall be the authorities of Akshaya Institute of Technology.

- a) Governing Council.
- b) Academic council.
- c) Finance committee.
- d) Staff selection committee.
- e) Planning and monitoring committee.
- f) Management committee.
- g) Any other committee or board as may be constituted as authority of the AIT under these rules.

Governing Council:

Governing Council of the college is the highest policy making body constituted as per the norms of the regulatory body for approving Technical Institute in India. Its main function is to ensure that stakeholders, including students, faculty and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively.

Academic council:

The academic council shall be the principal academic body of the college and shall subject to the provision of the memorandum of association and the rules of the college shall have the control over and be responsible for the maintenance of standards of education teaching and training, inter – departmental coordination , research, examinations and tests with in the college and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and / or byelaws.

Finance committee:

The finance committee shall be responsible for effective management of financial resources of the college and in that context shall be the custodian and trustees of the finances and assets of the college.

Staff Selection committee:

Staff selection committee shall be primarily responsible for determining the quantity and quality of human resources of the college including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancement, faculty development programs etc.,

Planning and monitoring committee:

The planning and monitoring committee shall be the principal planning body of the college and shall be responsible for the development of programmes of the college.

Standing Committee:

Standing committees are the standing committee of the management with delegated powers.

* * * * *

2 GENERAL POLICIES

2.1 Equal Employment Opportunity & Anti discriminatory Policy.

AIT - College of Engineering is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, administrators, students, and staff members, without regard to race, colour, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited.

This policy requires that all such persons be treated in all respects without any discrimination of any kind whatsoever, except based on merit and qualifications. We reaffirm our commitment to this policy and to our dedication to comply with all employment laws applicable to the College and its personnel.

Anyone who is found, after appropriate investigation, to have engaged in discrimination, harassment, sexually harassment or retaliatory act toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

2.2 Policy of Conflict Interest

Employees must not engage in activities which conflict with the interests of Akshaya Institute of Technology (AIT) or impede their job performance at the College. If an employee has any question(s) about the application of this policy, he/she should contact the Head of the Institute. Please note that written approval must be obtained through the Head of the Institute prior to engaging in any outside employment. Any breach of the above rules may result in appropriate disciplinary action, up to and including immediate discharge.

2.3 Policy on outside employment.

Employees are hired and continue in the employ of Akshaya Institute of Technology with the understanding that Akshaya Institute of Technology is their primary employer and that other employment or commercial involvement which is in conflict with the institutional interests of the College is strictly prohibited. Please

note that written approval must be obtained through the Human Resource Department prior to engaging in any outside employment.

2.4 Policy Regarding Gift

No employee may accept gift from any student, parents, competitor, customer, supplier, affiliate or other entity with which Akshaya Institute of Technology has direct or indirect relationship.

2.5 Sexual Harassment Policy.

AIT is committed in creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. AIT College of Engineering also believes that all employees of the college, have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. Akshaya Institute of Technology has adopted **Visvesvaraya Technological University (Prevention, prohibition and redressal of sexual harassment of women employees and students) Regulations 2019** to deal with complaints with regard to Sexual Harassment within its campus.

2.6 Confidential Information

All records of AIT College and information relating to AIT College or its business, its students or its employees are confidential and employees must, therefore, treat all matters accordingly. Any information, including without limitation, documents, files, records, computer files or similar materials may be removed from the premises of the College without permission from the concerned authority. Additionally, the contents of the College's records or information otherwise obtained in regard to the College's business may not be disclosed to anyone, except where required for a business purpose. All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

* * * * *

3 Recruitment, Probationary, Confirmation, Termination & Retirement.

3.1 Recruitments

- a. All Selections & Recruitments shall be strictly as per the Staff Recruitment Policy of the Institute. The Governing Council shall constitute a Staff Recruitment Committee (SRC) for the recruitment process.
- b. A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- c. At the time of joining, the Candidate shall complete the following formalities.
 - i. Submission of joining Report.
 - ii. Submission of attested copies of Educational Certificates along with originals for verifications.
 - iii. Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
 - iv. Submission of Secondary School Leaving Certificate as evidence of date of birth/proof of age.
 - a. Nomination for Provident Fund/Gratuity in prescribed form.
 - v. Application for opening Bank Account prescribed by the college.
 - vi. Attestation Form No.1.
 - vii. Details of the Dependent Family Members
 - viii. Oath of Secrecy.
 - ix. Allegiance to the Constitution
 - x. Character Certificate.
 - xi. Medical Certificate.
 - xii. Biometrics
- d. The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- e. The Institution may verify the antecedents of the candidate either directly or through agency be referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material

- information or furnished wrong information; the employee is liable for summary termination of employment.
- f. All appointments shall be subject to the candidate being medically found fit to effect this, the candidate shall produce medical certificate from the doctor specified by the College. The College may advise employee after appointment any time to be examined by a medical officer approved by the College for the purpose. If on examination the employee is found suffering from any Communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the college or to the other employees, students and staff of the college, may terminate his/her services on being found as medically unfit.
 - g. The management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced/talented persons.

3.2 Probationary Period

Every new employee other than temporary and adhoc, goes through an initial Probationary period of adjustment in order to learn about the College and about his/her job. During this time, the new employee will be provided with training and guidance.

During this time, the employee will have an opportunity to find out if he/she is suited to his/her new position. Additionally, the initial employment period gives the employer a reasonable period of time to evaluate his/her performance.

The initial probationary period will be normally two year or as mentioned in the Appointment order. In certain special circumstances the probationary period may be waived to accommodate experienced. However, the management may extend this probationary period for such a period as may be determined by the management.

Generally during this time, the new employee may be discharged at any time if the management concludes that he/she is not progressing or performing satisfactorily. On successful completion of the probationary period, the employee will be confirmed.

3.3 Confirmation of Employment.

At the end of the probationary period, the employee and the Head of the Institute may discuss his/her performance, at which time the Head of the Institute will provide a performance review to the employee. Provided the employee's job performance is "satisfactory" at the end of the probationary period, his/her service at Akshaya Institute of Technology will be confirmed.

3.4 Seniority

The seniority of an employee in a post shall be determined by the date of confirmation of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the seniority among them shall be reckoned based on their date of birth, i.e., the elder will be placed senior to the younger.

3.5 Transfers

Any employee may be transferred/changed from one Institution/Department to another Institution/Department managed by the same Trust/Institute and such transfer does not cause any reduction in salary and position with no break in service.

3.6 Promotions

The career advancement opportunity is very important for all the employees to keep them motivated. By promoting from within the institute, when current Employees are qualified and as justified by our College needs and growth, the College offers as many opportunities for advancement as possible.

- a. All promotions shall be considered based on merit- cum – seniority basis and against clear vacancy.
- b. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Colleges.
- c. The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.
- d. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher-level position. However, he/she should have completed the required years of service in the present position as prescribed by AICTE.
- e. Those who are promoted shall be fitted in the Scale of Pay applicable to that corresponding category.

3.7 Resignation

Every employee of Akshaya Institute of Technology has the status of “employee-at-will,” meaning that no one has a contractual right, express or implied, to remain in the College’s employ. The College may terminate an employee’s employment,

or an employee may terminate his/her employment, with or without cause, and with or without prior notice as stipulated in the letter of appointment. However, no employee will be relieved from the duty in the following instance expect in case of dismissal due to misconduct: -

1. During academic term days.
2. During the period between 1st September and 30th April of every Academic Year in line with NBA requirement.

When an employee tender's resignation to the post held by him/her the following points shall be verified before accepting the resignation.

- a. Required notice or salary equivalent to the notice period has been paid.
- b. In case the employee prefers to pay salary equivalent in lieu of notice period, Alternative arrangement is made, and satisfactory knowledge transfer is done.
- c. If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so, such salary drawn for the immediate preceding vacation period is to be refunded.
- d. No dues certificate has been obtained from different Department/section of the Institution.
- e. Only if all the above conditions are fulfilled, the Head of the institution shall forward the resignation letter to the Management with suitable opinion/ remarks for orders/acceptance.
- f. The Management has the right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- g. After receiving the orders/ acceptance, the same shall be communicated to the employee by Head of the institution concerned.
- h. The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.
- i. An employee who has submitted his/her resignation and serving the notice period can avail Casual Leave and Earned Leave in his/her credit, but the notice period will be extended by that many days he/she availed such leave. Further, such employee is not eligible for any other type of leave.

3.8 Termination

a. Immediate Termination.

Any employee guilty of gross misconduct may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal for gross misconduct of an employee; this listing is not exhaustive.

- Conviction of a crime
- Wilful violation of an established policy or rule
- Falsification on the College's employment application, time sheets, or other College records or documents

- Fighting or other serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy
- Theft or other dishonest conduct
- Harassment of other employees, including sexual harassment.
- Violation of the College's Conflict of Interest Policy
- Violation of the College's Outside Employment Policy
- Violation of the College's Confidentiality Policy

b. Dismissals – Other than Immediate Termination

All employees are expected to meet the College's standards of work performance. Work performance encompasses many factors, such as: attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures. Should an employee not meet these standards, the College may immediately dismiss the employee. At the discretion of the College and under appropriate circumstances, corrective action may be taken up to and including dismissal.

The intent of corrective action is to formally document problems while providing the employee with an opportunity to improve performance. The process is designed to give employees some guidance in areas that need improvement. A written notice will be issued identifying the problem and outlining a course of action within a specific time frame, which time frame may *require immediate action*. The employee is required to acknowledge receipt.

Should the employee's performance not improve to the satisfaction of the Head of the Institute, then the employee would be dismissed from employment with the College.

3.9 RETIREMENT

Akshaya Institute of Technology will acknowledge an employee as a retiree who attains the age of 60 years. However, the college at its discretion may extend the service of any employee beyond 60 years.

3.10 Service Records

A service register shall be separately maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated salary, scale of pay on which he/she was appointed, increments given from time to time, leave availed and at credit if any, transfers, promotions, suspensions, punishments etc. The service register shall be opened immediately after the employee reports for duty and to be updated periodically. This service register may be either in physical or electronic form.

* * * * *

4 Working Hours Holiday & Attendance.

4.1 Working Hours, Holiday & Attendance

The hours of work and workweek, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, management may alter or change the workday and workweek, for greater efficiency for any other reasons.

Duty hours in different departments and sections of the institution are to be followed as notified from time to time. The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall follow accordingly.

Working Hours for Teaching & Non-Teaching Staff

Working Days	Working Hours	Break Time	Holiday
Monday to Saturday	9.00AM to 5.00PM	15 Min Tea Break -Twice a day 45 Min Lunch Break	1 st & 3 rd Saturday and All Sundays

4.2 Attendance

For the orderly and efficient operation of the College, it is important that employees work on all scheduled workdays, during all scheduled hours, and report to work on time. Regular attendance and punctuality are important factors in job success and promotions. Employees who are frequently absent, late, or who frequently leave their offices early decrease the value of their services and disrupt the orderly functioning of the College. They also cause undue hardship on co- workers as well as students.

- All employees shall mark their attendance in respective Bio-metric device and/or attendance registers maintained in the office of the college.
- In case of Electronic Attendance monitoring, it will be reckoned after 10 minutes so as to accommodate an allowance of 10 minutes on all working days for both in and out time.
- The attendance register will not be available for marking after lapse of 10 minutes from the time fixed for the commencement of duty. In case of Electronic Attendance monitoring, it will be reckoned after 10 minutes.

- d. Further an allowance of 60 minutes in a calendar will be permitted during regular working hours for personal reasons. When college is working on relaxed hours, the allowance of 60 minutes will not be applicable.
- e. All employees on duty to be at their designated place of work during the working hours.
- f. Employees going out of campus on official duty shall record the reason along with out and in timing in the movement register which will be available with AO and at the security kiosk near the front gate. All such movement shall be with the prior permission of the Head of the Institution and AO.
- g. Employees going out of campus for personal reason shall also record the reason along with out and in timing in the movement register which will be available with AO and at the security kiosk near the front gate. All such movement shall be with the prior permission of the Head of the Institution and AO.
- h. Employees going out of campus for Coffee/Tea/Lunch should record their movement in the register available at the front gate and should return back within the stipulated time.
- i. Any employee not found at his/her place of work during working hours for more than one 30 minutes without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.
- j. An employee who expects to be late or absent is required to call the Head of the Department as promptly as possible, but not more than one hour after his/her scheduled starting time so as to make alternate arrangements. Any inconvenience caused to student due to such absence shall be make good by the employee taking classes in subsequent days. Repeated violation of this clause will be considered as indiscipline and disciplinary action will be initiated against such employees.
- k. Employees who are frequently absent or who repeatedly disregard their working hours will face the disciplinary action by the College.
- l. Month wise conversion of 'Absence during working hours' into 'Applicable Leave' is calculated as follows :

Duration of Absence during working hours	Applicable Leave
1. 10 min In and Out time (daily)	Considered as grace period.
2. 60 min in a month (not during relaxed working hours)	Considered as grace period.
3. 10 min in a month after relaxation as per point 1 & 2 above	Considered as grace period.

4. From 11 min to 4 hrs. in a month	Half day CL or LOP as the case may be.
5. From 4:01 hrs to 8 hrs in a month	Full day CL or LOP as the case may be.
6. Beyond 8 hrs	Total hours will be converted to number of days CL or LOP as the case may be.

In case an Employee has recorded a single punch substantial evidence of his presence should be submitted in order to consider his presence.

4.3 Holidays

College will remain Closed on all Sundays and during general holidays as notified by Visvesvaraya Technical University and/or State Govt. of Karnataka. However, the employee has to be present for the flag hoisting ceremony compulsorily on 15th Aug (Independence Day) and 26th Jan (Republic Day) and also on other important college functions.

* * * * *

5 Pay and Allowance.

5.1 Fixation of Initial salary

The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay implemented by the AICTE (for teaching staff) or KCSR (for non-teaching & Admin staff) from time to time. All appointment shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the management on the merit of each case. The allowances admissible to the permanent employees shall be DA, HRA & PI (Performance Incentive) as per the decision of the management.

5.2 Consolidated salary

Usually, employees on contract and/or probation is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at the institutes. It is fixed as per management decision.

5.3 Salary Increment

- a. Salary increment means a scale in which the salary rises, subject to the conditions prescribed in the statutes by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Principal and reviewed by the Management as per respective pay scales fixed at the time of appointment.
- b. An increment may be withheld from an employee by the institution, if his /her conduct/performance has not been satisfactory.
- c. Annual increments, in general, will be paid in the month of October of every calendar year. An employee must have served minimum of one year in that scale for eligible for Salary increment.
- d. Period spent while on suspension does not count towards calculating one year of service as mentioned above for the purpose of eligibility of increments.
- e. For each day of Leave without pay or unauthorized absent, one week of service shall be deducted.

5.4 Debt Repayment and Monetary Responsibility

The Institute is authorized to withheld payment of salary or deduct from salary amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

5.5 Payroll Schedules

Employees are paid for all the days of the month excluding unauthorized absent. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in

nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

5.6 Higher Remuneration

The institute is authorized to pay higher remuneration on a case- to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

5.7 Payroll Deductions:

- a. Income–tax, professional tax, contributory provident funds and any other statutory deductions are deducted wherever applicable. An employee may also authorize deductions for institute sponsored health benefits, insurance, and employee's emergency fund wherever applicable. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc., without explicit written permission by the Management / Principal.
- b. It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year. Failing to provide requisite details will be treated as no savings and TDS will be done as per Income tax regulation.

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6 Employee Appraisal & Performance Incentives.

6.1 Appraisal

Performance of all faculty and staff members are evaluated every year made to determine the individual progress, training needs, and potential pay increases. Pay increases are not automatic and it depends on factors such as the staff member's demonstrated job proficiency.

A 360-degree online faculty appraisal system is adopted to evaluate the performance of all the staff members. The appraisal system is implemented in the College's A-IMS and the appraisal process will happen in real time. A 360-degree feedback or multi-source feedback is a process through which feedback from an employee's colleagues, supervisors, stakeholders as well as a self-evaluation by the employee themselves is gathered.

Here, six parties, including himself, evaluate the performance of the employee. Therefore, he gets a feedback of his performance from everyone around him. This method is very reliable because many different parties do evaluation. These parties are in the best position to evaluate the employee because they are continuously interacting and working with him.

A comprehensive & robust **Employees Appraisal policy** has been formulated for this purpose.

6.2 Performance Incentive

As a part of the Employee's Appraisal, each and every faculty member were personally interviewed by the Management representative, to assess their outlook towards AIT's Vision & Mission, accepting additional responsibility, Innovation in teaching learning process, etc. Grades like, A+, A, A-, B+, B & B- were assigned to each faculty.

Faculty members assigned 'A+' & 'A' were shortlisted and the top 3 out of such short-listed faculty members will be awarded "Best Teachers" of the year. It may be noted that there is no 1st, 2nd and 3rd position. All the 3 awardees will get the same reward.

Each award winner will be rewarded a citation, a cash prize of Rs.5000/- etc., of his choice to be used for furtherance of teaching learning activity or Research activity. Off course the ownership lies with the college. But such assets will bear such award winners name on it.

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7 Leave Policy

7.1 General

The rules for various categories of leaves are mentioned in the subsequent paragraphs.

- Leave cannot be claimed as a matter of right. Head of the institution reserves the right for sanctioning the leave.
- In case of a teaching faculty- All types of leave application should be recommended by H o D of the respective Department. The H o D must make sure that necessary arrangements are made to meet that faculty's obligations to the department for the proposed leave period, before recommending it to sanctioning authority.
- No leave shall be granted beyond the date on which an employee is due to retire on attaining the age of superannuation.
- An employee who has submitted his/her resignation and serving the notice period can avail Casual Leave and Earned Leave in his/her credit, but the notice period will be extended by that many days he/she availed such leave. Further, such employee is not eligible for any other type of leave.
- All leaves shall be availed only with the prior permission of the Head of the Institution except in emergency cases.
- A leave record shall be maintained for each employee either in physical or electronic form and same shall be made available for the employee to keep the track of his leave status.
- Leave is earned by serving the institute. Number of days of various type of leaves mentioned herein is based on one year of full service rendered. Any unauthorized absent, suspension, LOP, etc., shall effectively bring down the "Number" on pro-rata basis.
- The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- Unauthorized absence from duty may be treated as misbehaviour involving disciplinary action. An employee ceases to be in the service of the Institute if he/she is continuously absent from duty for two months without prior permission.
- An employee on leave shall not take up any service or accept any employment without the prior permission of the appointing authority.
- Every application for medical leave shall be accompanied by a Medical Certificate given by a registered medical practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.
- An employee cannot return to duty before the expiry of leave sanctioned to him / her unless he / she is permitted by the competent authority to do so.

7.2 Casual Leave

- a. A confirmed employee of the Institution is eligible for 15 days of casual leave in a year.
- b. A total of 15 Casual Leaves will be credited to a confirmed employee's account on 1st January every year. A Confirmed employee can avail 6 Leaves from January to June and remaining 7 from July to December.
- c. Casual leave is sanctioned by the Administrative Officer, the Sanctioning Authority, on the recommendation of Head of the Department provided there is sufficient credit in employee's account.
- d. A minimum of half (1/2) day or a maximum of Three (3) days of CL can be availed of at a time.
- e. Intervening, preceding, or succeeding holidays are to be excluded from these 3 days.
- f. Half day CL will not be granted on half working days.
- g. Casual Leave cannot be combined with Earned Leave, Medical Leave and Compensatory Holiday.
- h. Casual Leave and Half Pay Leave can be combined if any of the employee have 1 or 2 Casual Leaves in credit and fulfils the conditions of Half Pay Leave.
- i. A minimum of 3 and a maximum of 7 un-availed CL at the end of the calendar year will automatically converted into Medical leave for the next year for Confirmed Staff.
- j. Employee joining during the middle of a year may avail of Casual Leave proportionately.
- k. An employee under probationary period is eligible for 10 days of casual leave in a calendar year at the rate of one per month after completing 2 months of service. Advance CL will not be granted. Any un-availed CL at the end of the year shall be carried forward for the next year. A Probationary period staff can avail 1 CL per month.
- l. Leave without Pay shall not be granted in continuation of casual leave. In cases where; leave without Pay is granted in continuation of casual leave, casual leave already granted if any, shall be cancelled and the leave without Pay should commence from the date on which the casual leave commenced.
- m. A minimum of 2 and a maximum of 7 un-availed CL at the time of Confirmation will be converted in to Medical Leave.

7.3 Special Casual Leave

- a. Special Casual Leave may be granted to an employee for a period not exceeding 30 days in any one Calendar Year split into 15 days each from Jan to June and July to December for the following purposes. The period of absence more than 30 days should be treated as regular leave of any kind. Special casual leave cannot be carried forward for the next year.

Special casual leave can be granted to any employee for academic or co- curricular purpose like deputing the faculty for Seminars / Workshops / Paper publications / presentations etc., at the discretion of the Principal based on the recommendations of Dean-Research and HOD. In such cases employee availing leave shall produce attendance certificate from the organiser. Report regarding the event should be submitted and shall disseminate the proceeding of such event with other faculty members.

- b. An employee may be granted Special casual leave for the purpose of external examiner ship for practical, spot valuation of answer scripts and attending any committee meetings of the Affiliating University. For University other than Affiliating University, SCL can be granted for a maximum of 3 days for the purpose of external examiner ship for practical examination. SCL can also be granted for an employee who will be attending the meetings of the statutory bodies of VTU / other Institutes.
- c. Special Casual Leave not exceeding four days may be allowed to spouse of married employees who undergo vasectomy or tubectomy operation as the case may be against the medical certificate issued by the Medical Officer performing the operation.
- d. Special Casual Leave of maximum 15 days may be sanctioned to female employees having three or more living children who are not entitled for grant of maternity leave.
- e. Special casual leave can be granted to an employee who is perusing Ph.D for meeting the guide, for attending pre-registration interview, entrance exam, course work exam, comprehensive viva, Open seminar 1 &2, Doctoral committee meeting, thesis submission &Ph.D. Final Viva.
- f. Those who are availing Special casual leave should mandatorily submit SCL Application Form along with attendance certificate as applicable.

7.4 On Official Duty (OOD)

- a. All staff members shall be credited 15 days of OOD in the month of January.
- b. A staff member can avail OOD only if he/she is deputed by the Head of the Institution for any official work.
- c. Those who are availing OOD should mandatorily submit OOD Application Form along with attendance certificate as applicable.
- d. OOD shall be granted for any official work like visiting Trust Office, VTU, etc., sports related activities, etc.,

7.5 Compensatory Holiday

- a. This leave is granted to an employee at the rate of one day for every day when they perform non-remunerative duties assigned to them by the Principal, on a holiday.
- b. It is not granted to any remunerative duties assigned, like university examination work or any other remunerative duties.
- c. Compensatory Holiday lapses if it is not availed within 3 months from the date on which it originates.
- d. An Employee can avail 1 day of Compensatory Holiday if he/she has worked for full day, else they can avail half day CH.
- e. Compensatory Holiday cannot be combined with any other kind of leaves.

7.6 Maternity Leave

All female confirmed employees who have successfully completed one year of post probationary period are eligible for maternity leave of 90 days. During maternity leave, leave salary equal to 25% of Gross Pay last drawn is admissible subject to statutory deduction.

7.7 Extraordinary Leave (Leave without Pay)

- a. All confirmed employees who have successfully completed one year of post probationary period are eligible at the discretion of the Head of the Institution for a personal leave of absence without pay.
- b. Normally such leave shall be granted for treatment of prolonged illness supported by the Medical certificate issued by the Medical specialist treating the concerned disease.
- c. Leave of absence without pay will be considered only when all other types of leaves are exhausted.
- d. The request for a leave of absence without pay must be submitted in writing in advance of the requested leave by the employee to the Head of the Institution, with a copy to the Departmental Head.
- e. Both the Departmental Head and the Head of the Institution together review such requests on a case-by case basis. The decision to approve or disapprove is based on the employee's circumstances, the length of leave requested, the employee's job performance, attendance and punctuality record, the reason for the Leave, and the effect the employee's absence will have on the work in the department.
- f. Any planned salary increases for an employee returning from a leave of absence without pay will be deferred by one week for each day of Leave of absence without pay.
- g. During the period of the leave of absence without pay, no other leave credit is accrued to the employee. Also, the Head of the Institution at his discretion may curtail certain benefits extended to employee.

7.8 Overstaying after the Leave

An employee who remains absent after the expiry of his/her originally granted leave period or the subsequently extended leave period is considered unauthorized absent. All unauthorized absence will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control due to the vagaries of nature

7.9 Employment during the Leave

An employee who is on leave shall not work in other place or accept any work/profession/consultancy/employment in any capacity either honorary or otherwise, without obtaining permission from the Principal in writing. Any violation of the rule attracts disciplinary action against such employees.

7.10 Leave for Part-Time Employees / Employees on Contract Basic

Part-Time Employees / Employees on Contract Basis are not entitled to any other kind of leave admissible under this chapter except Casual Leave which shall be limited to 10 days in each calendar year split into 5 each between January to June and July to December.

7.11 Medical Leave

- a. All confirmed employees who have successfully completed one year of post probationary period are eligible to carry forward the accumulated (not used) Casual Leave to the next years and this accumulated leave can be availed at the time of medical emergency.
- b. A minimum of 3 Casual Leave and a Maximum of 7 Casual Leave will be converted to Medical Leave in an Academic Year.
- c. In order to avail Medical Leave submission of Medical Certificate is a must.
- d. A minimum of 2 Medical Leave must be availed at a time.

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8 Vacation for Teaching Staff

- a. Vacation is applicable to only for the confirmed Teaching Faculty members.
- b. These rules govern the availing of vacation for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority. However, Employees who are on probationary period are eligible to get 50% of Vacation leave availed by Confirmed Staff.
- c. There shall be 2 slots of vacation in each semester. Principal shall by way of circulars decide the faculty members to avail the vacation in each slot.
- d. Principal shall ensure that at any point of time at least 50% of the teaching faculty members are available in each department for smooth functioning of the college during the vacation.
- e. Any unused part of VL cannot be carried over to the next academic year.
- f. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- g. A faculty member becomes eligible for vacation only after rendering a continuous service of one full academic year.

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9 Employee's Benefit

- 9.1 Provident Fund:** All the Employees of AIT are covered by the Employee's Provident Fund and miscellaneous provisions act 1952.
- 9.2 ESI:** AIT College of Engineering is also registered under ESIC in order facilitate the employees whose Gross Salary is under Rs.21,000/- Currently the employees contribute at the rate of 1.75% of the wages and the employer contribute 4.75% of the wages paid/payable in respect of employees in every wage period.
- 9.3 Group Accident Insurance:** AIT College of Engineering is providing Accidental Insurance Coverage for all its staff members under Education Package Policy. Since day one all the staff members are covered under this policy. The coverage under the insurance is both on campus as well as off campus.
- 9.4 Gratuity:** AIT College of Engineering has subscribed to Life Insurance Corporation's (LIC) Gratuity Fund Management Plan – New Group gratuity Cash Accumulation Plan. All the employees of AIT who have completed 5 year of service will be benefited as per the Gratuity Act.
- 9.5 Financial Assistance for Laptop:** The Management of Akshaya Institute of Technology is providing financial assistance to the staff members for purchase of laptop for their personal use. The college will pay upfront the value of laptop of their choice and the same will be deducted out of their salary in 10 equal instalment without charging any interest.
- 9.6 Financial Assistance for Professional body membership:** It is very essential that faculty members enrol themselves as members of Professional bodies of their domain to ensure that they keep abreast with the latest developments and trends in their domain. In this regard AIT is providing financial assistance to the staff members for subscribing to the Professional body by paying upfront fee.
- 9.7 Food and Transportation Facility:** AIT provides food & transportation facilities to all the staff at subsidized rate.
- 9.8 Medical Facilities:** AIT has MOU with Cauvery Heart & Multispecialty Hospital, Mysore through which the staff can avail treatment under concessional prices.
- 9.9 Best Teacher Award:** Faculty members assigned 'A+' & 'A' were shortlisted and the top 3 out of such short-listed faculty members will be awarded "Best Teachers" of the year. It may be noted that there is no 1st, 2nd and 3rd position. All the 3 awardees will get the same reward. Each award winner will be rewarded a citation, a cash prize of Rs.5000/-, and a grant of Rs.15000/- to procure books or teaching aid or lab equipment etc., of his choice to be used for furtherance of teaching learning activity or Research activity. Off course the ownership lies with the college. But such assets will bear such award winners name on it.
- 9.10 Grievance Redressal:** The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. An effective online grievance system has been implemented for the Redressal of their grievance at the shortest possible time.

9.11 Consultancy Revenue Sharing: The revenue generated through such consultancy project shall be shared between Management & the faculty taking up the work order in the ratio of 70% & 30% respectively after accounting for expenses incurred towards such consultancy project. The 30% shall be divided equally among the faculty & technical staff who are involved with the work. More details on the above benefit are available in AIT Faculty Incentive Policy Document.

9.12 Faculty Incentive Scheme: Akshaya Institute of Technology implemented incentive scheme to motivate and encourage research activities among faculties and to actively associate faculties in Research & Publication, Industry Interaction activities, Participating in seminars and National/ International Conferences which helps them in both knowledge generation and dissemination and also in keeping constant touch with recent developments in industry, to make education and training programs more meaningful and relevant and thus improve the profile of the Institute. Following are some of the areas of incentives.

- a. Incentive for completing Ph.D. while serving in service of AIT.
- b. Incentive for Externally Funded Research and Grants for Upgradation of Labs and Research Infrastructure.
- c. Award for Publications of textbooks in relevant engineering discipline with the affiliation of AIT.
- d. Incentive for publishing Technical Paper in National/International journals.
- e. Incentive for Publishing a Professional Articles.
- f. Incentive for presenting a paper at National/ International seminars/Conferences.
- g. Assistance for attending Workshops / Seminar / FDPs/ STTPs/SDP.
- h. Financial assistance for filing Patents.
- i. Assistance for arranging for MOU with Industries Research Organization and Universities

More details on the above benefit are available in AIT Faculty Incentive Policy Document.

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10 Roles & Responsibilities of various positions

10.1 Role and responsibilities of the Chairman of Governing Council:

- a) The Chairman is responsible for the leadership of the Governing Council and to the stakeholders for its effectiveness.
- b) As Chairman of its meetings he/she should promote the Governing Council's well-being and efficient operation, ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business.
- c) The Chairman is responsible for ensuring that the Governing Council operates effectively, discusses those issues which it needs to discuss, and dispatches its responsibilities in a business-like way.
- d) The Chairman should ensure that the Governing Council exercises collective Responsibility.
- e) The Chairman ensures that any conflict of interest is identified and managed appropriately.
- f) The Chairman is responsible for ensuring that the Governing Council exercises efficient and effective use of the resources of the institution for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control.
- g) The Chairman is responsible for ensuring that the Governing Council exercises control over the strategic direction of the institution, through an effective planning process, and that the performance of the institution is adequately assessed against the objectives, which the Governing Council has approved
- h) The Chairman should have a strong personal commitment to Higher Education and the values, aims and objectives of the institution.
- i) The Chairman maintains a good relationship with head of the institution and does not participate in day to day functioning of the institution.

10.2 Roles & Responsibility of the G.C. Members

Individual members of the Governing Council should at all times conduct themselves in accordance with best interests of stake holders: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. They should participate actively and contribute so that role of Governing Council is met. Roles and responsibilities of the members are listed below:

- a) Participate and guide in developing strategic plans.
- b) Attend brainstorming sessions for new initiatives and guide the discussions.
- c) Monitor the reviews of processes/procedures and changes in these from time to time.

- d) Review procurement procedures and audit for any issues/concerns.
- e) Members can be inducted into sub-committees for new initiations depending on their capabilities in that particular subject.

10.3 Roles & Responsibilities of Head of the Institute.

The responsibilities of the Head of the Institution as an ex-officio Member Secretary in relation to Governing Council apart from mentioned earlier regarding the conduct of Governing Council are:

- a) Implementing the decisions of the Governing Council or ensuring that they are implemented through the relevant part of the institution's management structure
- b) Initiating discussion and consultation including, where appropriate, consultation with the staff and the academic council on proposals concerning the institution's future development and ensuring that such proposals are presented to the Governing Council.
- c) Apart from the responsibilities as Member Secretary of the Governing Council, the Head of the Institution serves as the educational leader, responsible for implementation of institute's Philosophy, Vision, Mission, Values and goals adhering the provision of concerned statutory authorities. Following are some of such responsibilities.
- d) Develop, manage, evaluate and supervise effective and clear procedures for the operation and functioning of the Institute consistent with the philosophy, mission, values and goals of the Institute including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, personnel management, office operations, etc.
- e) Ensure compliance with all laws, policies & provisions of concerned statutory bodies and civil regulations.
- f) Establish the annual master schedule / calendar of events for instructional programs as well as co-curricular activities ensuring sequential learning experiences for students.
- g) Supervise the instructional programs of the Institute, evaluating lesson plans and observing classes on a regular basis to suggest corrective measure & encourage the faculty to use of a variety of instructional strategies and materials.
- h) Supervise in a fair and consistent manner effective discipline and attendance systems among students & staff.
- i) Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and Institute personnel. Serve as a role model for students, dressing professionally, demonstrating the importance

and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.

- j) Keep the Board advised of employees not meeting their contractual agreement.
- k) Keep the staff informed and seek ideas & suggestion for the improvement of the Institute. Conduct meetings, as necessary, for the proper functioning of the Institute: weekly meetings with Head of the Departments; monthly meeting with all the staff. Documentation / proceeding of the meeting needs to be done for effective follow up.
- l) Maintain visibility with students, teachers & parents. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the Institute.
- m) Complete in a timely fashion all records and reports as requested by the Board. Interact with the Board regularly about the needs, successes and general operation of the Institute. All proposals to Management shall be thoroughly evaluated and a proper recommendation indicating advantages & disadvantages to the Institute.
- n) To face and present the Institute before various committees visiting the Institute for the purpose of according approval, affiliation, accreditation and recognition.
- o) To interact with University for exam related works and smooth conducting of examination in the Institute.
- p) As ex officio member secretary of Governing Council responsible for convening the GC meeting, preparing agenda and ATR (action taken report), smooth conduction, reporting & ratification, recording minutes of the meeting and follow up for implementation of the decision taken in the meeting.
- q) To liaison with various IT and non IT companies to organize Campus Placement Programs in our institute during the placement season, to provide placement to all the opted students by providing soft skills, technical aptitude training and domain knowledge.
- r) Develop a system to improve the leadership ability of the students, thereby grooming them as successful entrepreneurs. Conducting programs on personality development, add-on skills, entrepreneurship development, ethics, co-curricular and extra-curricular events on regular basis for students' development.
- s) Enhancing the MOUs with leading Industries for better Institute-Industry Interaction, students' placements, projects, In-plant training and technology transfer on current topics and to have collaboration with reputed global universities for exchange of students and faculty on technology transfer.
- t) To strive for emerging as a globally recognized Centre of Excellence in the fields of Engineering, Technology and Management by research.
- u) To carry out any other responsibility entrusted by the management from time to time.

10.4 Roles & Responsibilities of Dean

Dean-Academics Affairs will act in consultation with the Head of the Institute, for the all-round Academic Development of the Institute. The Roles & Responsibility of **Dean-Academic** Affairs is as follows.

- a) Admission and enrolment of students.
- b) To Plan for the new academic programme as per the decision of the Governing Council in getting approval from concerned statutory bodies, getting affiliation from the University.
- c) Finalisation of the academic calendar, time-table, registration of students for the course and examinations, classroom arrangements and all other requirements for the proper conduct of classwork.
- d) Reviewing Course module & Lesson plan.
- e) Reviewing Course Outcomes, Mapping of CO with PO & PSOs, PAM and the Curriculum Gap as per NBA.
- f) Plan, Schedule, execute all the processes related to accreditation of various bodies.
- g) Identifying the gaps in meeting any of the requirement of any of the criteria prior in hand and informing higher authorities regarding the same and also ensuring that appropriate actions are taken to fulfill the requirement.
- h) Conduct of class tests and coordinating the finalization of the session's evaluations and for ensuring the timely declaration of results.
- i) Supervision of the maintenance of up-to-date academic records of all categories of students.
- j) Coordinating with merit scholarship of students.
- k) Organizing meetings of all the Institute level academic bodies.
- l) Arranging the issue of all academic certificates, medals and prizes to the students.
- m) To arrange for the conduct of those examinations which are to be conducted by the Institute as stipulated by VTU.
- n) To coordinate for the conduct of Graduation Day.
- o) Faculty appraisal & deputation of faculties for FDPs /Training
- p) Setting up of new labs & arranging for consumable.
- q) Planning co-curricular activities.
- r) Periodical MIS report to Management.
- s) Any other work assigned by the Head of the Institute

10.5 Roles & Responsibilities of HOD

- a) Preparing the road map for the department three months before the commencement of the academic year in consultation with teaching, technical & supporting staff.
- b) Allocate the subjects to the faculty members well in advance before commencement of the semester.
- c) Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- d) Make sure that the timetables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
- e) To monitor the staff attendance every day.
- f) Selection of Class representatives during the beginning of the semester and ensuring that Gender equity is maintained during selection process.
- g) Maintenance of documents pertaining to research, publication & funding at the Department level.
- h) Ensuring submission of documents pertaining to research scholars to higher authorities are on time.
- i) Ensuring submission of progress of Research Supervisors bi- annually, during the month of February and August, to Principal's office through Dean research office.
- j) Ensuring submission of progress of Research Scholars pursuing research in the corresponding research centers bi- annually, during the month of February and August, to Principal's office through Dean Research Office.

- k) Ensuring change of Research Center of Research Scholars pursuing research in other Institutions who's supervisors are working in AIT.
- l) Submitting Staff requirement for the upcoming year, to the Principal's office before 15th March of every year, in consultation with Dean Academics.
- m) Having the database of participating/prize winning students at various curricular, co-curricular, extracurricular activities conducted in in-house & in other organizations.
- n) Having the database of staff participating at various capacities in the activities conducted in-house and in other organizations.
- o) Having the database of students; placed, pursuing higher education, entrepreneurs.
- p) Having the database of Alumni and informing them about the activities conducted in the Institution and sending them invitations to the functions organized in the institution.
- q) Ensuring MoUs of the Departments are functional and effective.
- r) Planning, scheduling & providing assistance to students to have Industry Internship in consultation with Training & Placement Officer.
- s) Ensuring students & staff participate in all the college related activities in the best possible way by extending fullest support.
- t) Following the administrative & academic calendar of the institution and ensuring there is an adherence.
- u) Ensuring that students have active participation in the activities conducted for societal cause.
- v) Ensuring that students have active participation in the activities conducted by NSS, Red cross & other organizations.
- w) Assessing the competency of 5th semester students pertaining to placement in consultation with TPO, FPC etc. and taking necessary actions to ensure that students become competent to get placed in good companies.
- x) Conducting PAC & DAB meeting on time and taking appropriate actions.
- y) Ensuring that the professional body is active and functional in the department and ensuring that students & Staff actively participate in the events conducted by the professional bodies.
- z) Ensuring that the students association of the department is active and functional.
- aa) Placing the request for budget to Principal's office one month before the GC meeting by considering all the expenditure for the upcoming year.
- bb) Submitting the statement of expenditure at the end of every month.
- cc) Submitting the accounts books of professional bodies & associations to the office during the last week of every month for auditing.
- dd) Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
- ee) Verify the online student attendance updating by the staff members every day.

- ff) Instruct the faculty members to set the CIE test question papers as per established format (OBE based) along with a scheme of evaluation. The evaluated answer sheets along with the award sheet filled by the concerned faculty member have to be uploaded to ERP.
- gg) To ensure that immediately after the CIE test is completed the question paper is discussed in the classroom.
- hh) Observe the dress code among students and instruct the respective mentors to implement the dress code among the students.
- ii) Convene departmental staff meetings once in a week on the day allotted and record the minutes of the meeting.
- jj) Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format and to suggest corrective measures. In case of excessive negative feedback, the same shall be brought to the notice of. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
- kk) Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- ll) Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- mm) Counsel the students who are absent for the mid test or irregular to the class work.
- nn) Form the student batches and allot the project guides as per guidelines given by the principal.
- oo) Route all the correspondence through the office of the principal.
- pp) Designate a faculty member who will be the Head-in-charge during his/her absence and make sure that all files and records are available for Head-in-charge. Give contact telephone numbers to enable the authorities to consult them in an emergency when he/she is away from headquarters.
- qq) Allocate the students to the teacher-mentors in the beginning of the academic year.
- rr) Inform the concerned authorities of any important information of events taking place in the Department from time to time
- ss) Helping faculties in identifying Fast and Slow learners and arrange for tutorial or bridge classes if necessary for the benefit of slow learners.
- tt) Ensure academic discipline in the department.
- uu) Follow the guidelines / instructions given by the principal from time to time.
- vv) Maintain and update the files as instructed by the Principal.

- ww) Make arrangements to lock and seal all the laboratories before leaving the premises.
- xx) Plan and conduct the online course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
- yy) Provide necessary inputs to the principal for conducting Academic Council / Governing Council Meeting.

10.6 Roles & Responsibilities Faculty Members

Academic

- a) Classroom Instruction
- b) Laboratory Instruction
- c) Curriculum Development
- d) Developing Learning Resource Material & Laboratory Development
- e) Students Assessment & Evaluation including Examination work of the University
- f) Participation in the Co-curricular & Extra-Curricular Activities
- g) Students Guidance & Counselling & helping their personal, ethical, moral and overall character development
- h) Continuing Education Activities
- i) Keeping abreast of new Knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, etc.
- j) Self-development through upgrading qualification, experience & Professional activities

Research & Consultancy

- a) Research & Development Activities & Research Guidance
- b) Industry sponsored projects
- c) Providing Consultancy and Testing Services
- d) Promotion of Industry Institution interaction

Administration

- a) Academic and Administrative Management of the Institution
- b) Policy Planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional Level
- c) Design and Development of new Programmes
- d) Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc.
- e) Administration both at Departmental & Institutional level
- f) Development, Administration and management of Institutional facilities

- g) Monitoring and Evaluation of Academic and Research activities
- h) Participating in policy planning at the Regional, National level for development of Technical Education
- i) Helping mobilization of resources for the institution
- j) Develop, update and maintain MIS
- k) Plan and implement Staff Development activities
- l) Maintain Accountability
- m) Conduct performance Appraisal

Extension Activities.

- a) Extension Services
- b) Interaction with Industry and Society
- c) Participation in Community Services
- d) Providing R&D support and Consultancy services to Industry and other User agencies
- e) Providing non-formal modes of education for the benefit of the Community
- f) Promotion of entrepreneurship and job creation
- g) Dissemination of knowledge
- h) Providing Technical Support in areas of social relevance

10.7 Roles & Responsibilities of Technical staff

- a) Submit the proposal for the requirement for the new lab set up within one week after the last working day of the previous Academic year to the management, through the Head of the Institution and HOD.
- b) Call for a quotation, after seeking the approval from the management.
- c) Prepare the comparative statement, after receiving the quotations.
- d) Arrange the demonstration if needed along with faculty in charge and the instructors in Charge.
- e) Suggest the suitable vendor after due consultation with, faculty in charge and the instructors in Charge.
- f) Arrange for the demonstration done after the purchase of equipment.
- g) Recommend for passing the bill after thorough verification with respect to quality and functionality.
- h) Allocate instructors as lab in charge for the forthcoming labs by considering the skillsets of the instructors as one of the criteria. Allocation must be done within one week after the last working day.
- i) Allot various responsibilities to the instructors in consultation with HOD.
- j) Monitor the preparation of the lab manual.
- k) Monitor the uploading of lab videos.
- l) Identify the content of the bridge course for each lab.

- m) Monitor the conduction of bridge courses in all the labs.
- n) Get the list of weak students in all the labs.
- o) Monitor the progress of the students.

Instructor

- p) Make a list of components & equipment for the upcoming lab in consultation with faculty in charge of lab, Foreman & HOD.
- q) Arrange for demonstration of new equipment purchase if any, in consultation with Foreman and faculty in-charge.
- r) Check the quality of equipment and certify, after purchase of equipment
- s) Identify weak students by the end of the first month and report the list to faculty in-charge.
- t) Schedule additional classes for the weak students in consultation with Foreman and faculty in-charge.
- u) Monitor the progress of the students and ensure students reach the required level of competency before the end of second month.
- v) Help the students in the implementation of mini projects & Projects.
- w) Assist the faculty in the preparation of the lab manual.
- x) Test the lab experiments one month before the commencement of the semester.
- y) Providing guidance & assistance to students to do mini projects & projects.
- z) Design & develop required material for the smooth conduction of the lab.
- aa) Upload the lab videos two weeks before the commencement of the semester.
- bb) Coordinating with Internship program.
- cc) Assisting faculty in preparing the content for virtual lab
- dd) Assist the faculty with the assigned work.
- ee) Maintain the log book.
- ff) Maintain the stock register.
- gg) Check the working of equipment within 15 days after the last working day and get the servicing done if required either in house or from an external agency.
- hh) Get the calibration of equipment done within 15days after the last working day of the semester.
- ii) Prepare charts/ boards required for the upcoming labs within three weeks after the last working day.
- jj) Display the lab timetable, list of students, list of experiments, and lab cycle in the notice board.
- kk) Assist foreman to prepare documents during the examination.
- ll) Coordinate and provide support in Department & Institution related activities
- mm) Assist, coordinate & provide support in Department & institutional related events.
- nn) Taking active participation in providing assistance to the administrators of the Institution
- oo) Assisting faculty in writing proposals for funding.

10.8 Roles & Responsibilities of Librarian

- a) To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- b) To manage library as well as digital library of the college.
- c) Arranges to prepare the library budget and policies relating to the library/Digital library.
- d) To encourage widespread usage of available information access facilities.
- e) 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
- f) Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- g) Provides URL links/resources for information on various study material.
- h) Weeding out obsolete study material as per the college norms.
- i) Disposal of weeded out material.
- j) Ensures availability of reprographic facilities.
- k) Maintain the books in good condition.
- l) Seeks reviews on books recommended.
- m) Seeks suggestions / feedback on databases used.
- n) Provides digital library access from anywhere on campus.
- o) Establishes specialized search facilities for faculty's teaching and research needs.
- p) Establishes a repository of contents and keeps adding new contents on a continuous basis.
- q) Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
- r) Provides content page service.
- s) Encourages use of smart card for library services.
- t) Facilitates conduct of reading sessions.
- u) 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.
- v) Makes arrangements in the library for hooking up laptops.
- w) Develops a system for posting new additions online.
- x) Any other work related to library that may be assigned from time to time.
- y) Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
- z) Coordinates with departmental library in-charge for smooth functioning of department's library.
- aa) Provides all statistical information pertaining to the library.

10.9 Roles & Responsibilities of Assistant librarian

- a) Enter the books in the respective department database.
- b) Issue of library cards.
- c) Enter and update stakeholders' records on computers.
- d) Help students and faculty to locate books.
- e) Help students and faculty to find material online.
- f) Check books in and out at the front desk.
- g) Sort and shelve books according to their categorization.
- h) Register new stakeholders and maintain and update their profiles.
- i) Maintain records of items received, stored, issued, and returned.
- j) File catalogue cards according to the system used.
- k) Catalogue new arrivals.
- l) Assist stakeholders with internet access and ensuring their technical needs are met.
- m) Organize the damaged books.
- n) Inspect the condition of books before and after check-out to ascertain any damage on behalf of the stakeholders.
- o) Manage inquiries over the counter and via email or telephone.
- p) Assist with library events and reading sessions.
- q) Assist librarian in all the activities pertaining to Library
- r) Inform the borrowers if the books are kept longer than the stipulated duration.
- s) Facilitate students to have the books they need.
- t) Display the news clips pertaining to the institution on the notice board
- u) Send a copy of the news clips to the concerned departments.
- v) Maintain the literature section.
- w) Issue no due certificates to the stakeholders when needed

10.10 Roles & Responsibilities of Library Assistant

- a) Keep the library clean and tidy.
- b) Arrange the returned books.
- c) Arrange the newspapers, magazines in place at the end of the day.
- d) Arrange the journals.

10.11 Roles & Responsibilities of Administrative Officer

Administrative officer is the over-all in-charge of administrative functions, responsible to Registrar/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:

- a) Assists the Registrar/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.
- b) As the custodian of the college property records, manages the filing, storage and security of documents.
- c) Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance and supply of Private Vehicles by Travel agencies, as required.
- d) 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 and in conformance with RTA rules.
- e) Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BOS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
- f) Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
- g) 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.
- h) Manages admission process of students for "B" Category seats and spot admission for unfilled convener quota seats for all the programs.
- i) 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.

- j) Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
- k) Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, Principal, and management, and to Police, with proper approvals.
- l) Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
- m) 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.
- n) Represents the college at meetings convened by VTU, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of TPSC examinations, NSS, Swach Bharat etc.
- o) Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
- p) Co-ordinates disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- q) Manages distribution of incoming mails, and dispatch of out-going mails.
- r) Identifies training needs of office staff, and organizes staff development programmers.
- s) Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
- t) Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HODs/ Sections-in-charge, following proper procedures.
- u) 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.
- v) Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- w) Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- x) Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- y) Convenes meetings with Bus-In-charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, and forwards a copy of the minutes to Registrar and Principal.
- z) Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to Principal and Registrar.

- aa) 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.
- bb) 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,
- cc) Any other functions assigned by the Registrar /Principal from time to time.

10.12 Roles & Responsibilities of Accounts Officer

Responsible for the following activities in consultation with the Registrar:

- a. Maintaining accounts, cash books / ledgers in the Accounting Software.
- b. Preparation of monthly accounts including cash books, journals
- c. Verifying bills prepared
- d. Preparation and consolidation of budgets pertaining to the Institute/ departments/ centres.
- e. Prepare office due, fee collection statement for submission to the Management.
- f. Prepare fund requirement statement for submission to the Management
- g. Coordinating with KEA/KUPECA/VTU and other statutory departments for collection of fee due to Institute.
- h. Coordinate with Statutory / Private authorities, Banks and organisations who grant Scholarship/Financial Aid to students for timely release of due fee amount.
- i. Supervision of Bank remittance, Reconciliation, etc.
- j. Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/Principal for scrutiny.
- k. Verification of cheques and bills.
- l. Writing daily collection register for college accounts.
- m. Writing demand draft register, and other forms of money value register
- n. Preparation of audit reports and replies
- o. Responsible of keeping the following in safe custody.
 - 1. Bill books / receipt books
 - 2. Files pertaining to accounts/purchases
 - 3. Registers
 - 4. Cash books
 - 5. Ledgers
 - 6. Vouchers

7. Cheque books / pass books
 8. Bank challans
 9. Fixed deposit certificates
 10. Other important office documents
- p. Processing of Salary in A-IMS and arranging for Bank Transfers.
 - q. Receiving of Cash, DD's and / Reports generated in A-IMS from Exam Section, Fee Section and other departments on daily basis and make necessary arrangements for depositing the same to Bank.
 - r. Download the Collection Report from A-IMS on daily basis and check whether the duly signed hard copy is received from concern person and then update the transactions in Tally.
 - s. Making Statutory Payments like PF, ESI, PT, IT, etc., after due verification.
 - t. Preparation of acquaintance register and obtaining signatures of all employees.
 - u. Attending to the subject of income tax, and performing TDS at source for all payment transactions.
 - v. Writing Caution deposit register, if any
 - w. Any other accounts related function assigned from time to time.

10.13 Functions and Responsibilities of Physical Director:

- a) Reports to Dean, Students Affairs
- b) Prepares & maintains the database of students participating in various sports.
- c) Gives the budget request for the sports related activities to Dean Student Affairs one month prior to the end of the financial year.
- d) Ensures smooth conduct of sports.
- e) Ensures proper use of sports material and facilities.
- f) Purchase of sport items by coordinating with AO.
- g) Encourages students to participate in zonal/university tournaments.
- h) Creation and upkeep of sports facilities.
- i) Proposing annual budget for sports.
- j) Ensures discipline among students in campus.
- k) Ensures NO Ragging activity takes place.
- l) Oversees medical facilities on campus.
- m) Organizes NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to office of Dean, Students, Affairs with a copy forwarded to Principal on monthly basis.
- n) Helps in the organization of various events in the college.
- o) To create zeal amongst students towards sports.
- p) To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.

- q) Having a database of students who are good at various sports
- r) To inculcate qualities such as sportsmanship, team spirit and bonding by organizing healthy competitions within campus.
- s) To organize regular sports events in order to train students for state and national level competitions.
- t) To set the goals to win prizes in various state level and National level competitions.
- u) To arrange for additional coaching facilities to meet the set goals.
- v) To have Proper maintenance of sports accessories.
- w) To provide necessary infrastructure for the sports.
- x) To do inventory annually and submitting the report to the Head of the Institution.
- y) To give requirements on sports equipment to the committee, annually.
- z) To plan sports activities for the students of High school and PU College in the college campus annually (In the first week of August)
- aa) To plan to conduct the competition at the university level at least once in two years.
- bb) To conduct sports activities during college annual festival
- cc) To conduct sports activities for staff.
- dd) To give wide publicity to the students' achievements in the department and college notice board.
- ee) Publicizing students' achievements in websites and local newspapers.
- ff) Exhibiting the trophies won by the students in the best possible ways.

10.14 Roles & Responsibilities of Asst. Admin Officer-I

10.17.1. Admission & Academic Related

All matters pertaining to admission of students to the college at all levels as per the norms of the University, State and Central Government.

- a) Coordinating with KEA, KUECA and other Organisations related to admission process.
- b) Attending to all admission related enquires from parents & students.
- c) Arranging for publicity materials like Newspaper Ads, Posters, Flyers, Social media & Electronic media contents.
- d) All works connected with VTU, DTE, and AICTE & State Government relation to the admission of students.
- e) Students matters in relation to Scholarships, Tuition & College fee, Hostel fee, Transportation fee.
- f) Maintenance of Fee Due Report in Excel.
- g) Verification of Receipts raised in A-IMS by Fee Section as well as from all Departments on daily basis and send the duly signed report to Accounts

Section. If any of the Fee is collected by Cash the same has to be verified and sent to Accounts Section.

- h) Process students' bank loan letter, study certificate, Letter of Reference, Course completion certificate.
- i) Collect, maintain and return students original documents.
- j) Be a member of admission team during admission process.
- k) Implementing the Policies related to Fee Collection issued by the Management.
- l) Verifying the list prepared by Fee Section Staff regarding Scholarship, Fee Refund, etc.,
- m) Guiding Fee Section Staff in preparation of various Circulars, request letter to Management and other outward communication.
- n) Coordinating with A-IMS team for upgradation of Admission/Fee module.
- o) To attend any other work that will be assigned by the higher authorities.
- p) Class master timetable.
- q) Keeping track of Academic calendars.
- r) Coordinating with outsourced agencies for training needs of the students or faculty members.

10.17.2. Others

- a) To convene various Committee meetings including Governing Council that all papers pertaining to the meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the committee meetings.
- b) Coordinating for various committee visits like, LIC, AICTE, DTE, NAAC, NBA, etc.
- c) To give opinion for all the files duly quoting the rules.
- d) To review the weekly pending cases and brings them to the notice of the next superior.
- e) To monitor the work of Maintenance Supervisor and Security & Garden Supervisor.
- f) To attend any other work that will be assigned by the higher authorities.

10.15 Roles & Responsibilities of Asst. Admin Officer-II

10.15.1 Examination Related

- a) To attend all matters pertaining to the conduct of University examinations both theory and practical.
- b) To attend all matters pertaining to students taking University examinations like receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application

- from for revaluation, rejection of results, repeaters and process them accordingly.
- c) Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university.
 - d) Issue of course completion certificates, marks cards and preparation of statistical data required by the university.
 - e) To prepare remuneration bills in respect of both theory and practical exams.
 - f) To attend all matters pertaining to the results of university Examinations.
 - g) To attend to the entry of enrolled students and the same to be sent to the University.
 - h) To attend to supervision work of case workers.
 - i) To review the weekly pending cases and brings them to the notice of the next superior.
 - j) To give opinion for all the files duly quoting the rules.

10.15.2 HR Related

- a) All Staff Recruitment related activities like ascertaining the manpower requirement, Advertisements, Shortlisting, convening SRC meeting, coordinating with candidates for interview, selection process, issuing Letter of Intent and Appointment letters, etc.
- b) Maintaining Teaching and Non-Teaching attendance.
- c) Maintaining personal files, Registers, Service books, Leave records, vacation records of all the employees.
- d) To ensure that all papers pertaining to the staff of the college are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.
- e) Implementing the Policies issued by the Management and to take steps for the issue of necessary office orders and subsequent follow up matters.
- f) Supervising the Joining Procedure of an Employee.
- g) Supervising the Salary Process in A-IMS.
- h) Coordinating with A-IMS team for upgradation of HRMS module.
- i) Correspondence with University, Government, DTE, AICTE etc. regarding establishment.
- j) Matters pertaining to study leave, deputation of staff for higher studies, pay scales, cadre & recruitment rules, promotions and seniority list, disciplinary actions, etc.
- k) Issue relating to annual Increment and DA revision of all employees.
- l) Maintaining of confidential report of teaching/non-teaching staff increments & its correspondence.

10.15.3 Others

- a. To give opinion for all the files duly quoting the rules.
- b. To review the weekly pending cases and brings them to the notice of the next superior.
- c. To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of FDA/SDA case workers will be assisting the AAOs in discharging their responsibilities.

10.16 Roles & Responsibilities of Office Assistant (FDA/SDA) - HR

- a) Do Prepare Offer Letter & Appointment letter.
- b) Do Create new users in A-IMS and register bio-metric of newly joined staff.
- c) Do complete the joining process of newly joined employee by giving them various forms, obtaining relevant documents, collecting PF, ESI details and creating a new file for each employee.
- d) Do Maintenance of original documents of employees.
- e) Do send relevant documents to the PF consultant regarding newly joined staff and relieved staff members on monthly basis.
- f) Do register the newly joined employee in ESI portal.
- g) Keep monitoring the movement register, In & Out register at the main entrance.
- h) Do maintain Attendance Registers of all Departments including Maintenance Department.
- i) Do verify the leave card of all employees in comparison with leave applied by them in A-IMS and record their respective leaves in Attendance Register.
- j) Do maintain the status of attendance of employees through A-IMS.
- k) Do maintain the document pertaining to all types of leaves.
- l) Do maintain leave status of all employees in excel as well as A-IMS.
- m) Do prepare late comers report on 1st of every month and send it to HO for approval.
- n) Do prepare statements like LOP, deduction, arrears, etc., get it approved from your higher-up before processing salary.
- o) Do process Salary in A-IMS.
- p) Do prepare PF & ESI statement and send it to the consultant after the salary is being approved.
- q) Do prepare PT statement and forward it to Accounts Section.
- r) Do maintain petty cash and send the cash book to Accounts Section on monthly basis for verification.
- s) Do look after gratuity, staff insurance, student insurance, ESI & PF.
- t) Do prepare relieving letters, salary certificates and experience certificates at the time of relieving an employee.

- u) To attend any other work that will be assigned by the higher authorities.

10.17 Roles & Responsibilities of Office Assistant (FDA/SDA) – Exam Section

- a) Maintain a file pertaining to all the inward and outward circulars pertaining to the exam section.
- b) Have the information of students admitted to the Institution year wise, Course wise.
- c) Send circulars to Departments regarding the registration of exam, payment of examination fee etc.
- d) Display circulars at the institutional notice board regarding the registration of exam, payment of examination fee etc.
- e) Get the registration of examination of students done.
- f) Make students to apply for exam
- g) Have a database of courses taken by the students.
- h) Have the database of the students who have paid the fees.
- i) Issue hall tickets
- j) Have a database of results of students.
- k) Provide the results to the Departments within three days after the announcement of the result.
- l) Do correspondence with the university as and when required.
- m) Collect the remuneration bills from the DCS/ examiners during exams and send them to the University on time.
- n) Give the list of eligible students to the Placement department at the beginning of the academic year.
- o) Do allocation of rooms three days before the commencement of the exam.
- p) Allot the duties to lab assistants minimum three days before.
- q) Have a database of faculty working in the organization.
- r) Allot invigilators, RLS, DCS based on the seniority and availability 15 days prior to the examination.
- s) Sending the allotment letter duly signed by the chief superintendent minimum one week before the commencement of the exam.
- t) Identify people who can take up the responsibility of EMS during examination and allot the EMS coordinators for the examination work for a maximum of 12 duties. Allot the duties on a rotation basis.
- u) Prepare forms during the exams and get the signatures of the concerned after due verification.
- v) Provide the attendance certificates for external examiners, DCS soon after the completion of their duty.
- w) Does the remuneration calculation of all the stakeholders and submit it to the registrar.
- x) Arrange for honorarium for external examiners.

- y) Receive bills from the respective Departments within two days after the completion of the exam.
- z) Submit the examination bills within one week after the completion of the examination to the university.
- aa) See the indent of consumables from the departments one month prior to the examination.
- bb) Procure the consumables 3 weeks before the commencement of examination.
- cc) Prepare the statements of used and procured consumables within 10 days after the completion of the exam.
- dd) Distribute marks cards to the students
- ee) Provide the students list to the Department based on Students' admission, readmission, results etc. three days before the commencement of the academic year.
- ff) Raise receipts in A-IMS related to exam fee, revaluation fee, coarse completion certificate, etc., related to exam section. And the same to be submitted to your higher up on daily basis.
- gg) To attend any other work that will be assigned by the higher authorities.

10.18 Roles & Responsibilities of Office Assistant (FDA/SDA)-Scholarship section

10.18.1 Scholarship Related

- a) Collect the database of the students during admission
- b) Categorise the student accordingly.
- c) Have a database of scholarship providers
- d) Inform the students regarding their eligibility for applying for various scholarships.
- e) Circulate the circular across the departments regarding scholarship
- f) Post the circulars in the institutional website
- g) Inform the deadlines of application to students.
- h) Monitor the status of scholarship applied by students through the Institution website portal.
- i) Guide students to upload their information to the scholarship portal through the institutional portal.
- j) Get the details of students sanctioned with scholarship and generate receipt for those students
- k) Inform the Students who have not sanctioned with scholarship to pay the fees
- l) Have a database of students who are sanctioned with scholarships under various schemes.

10.18.2 Fee Related

- a. Collect the database of the newly joined students.
- b. Enter Fee Details in A-IMS.
- c. Send list of Students and Fee details to Accounts Section as soon as the Admission process is completed.
- d. Send the eligibility list to Accounts Section.
- e. Raise Receipts for various kinds of Fee like College Fee, Tuition Fee, Study Certificate, Transportation Fee, etc.,
- f. Submit the Fee Report to your higher up on daily basis along with Cash/DD if any.
- g. Follow up calls to be made to Students for making payments.
- h. Process for refund of excess fee if any paid by the Student.
- i. Update the Fee Due List (excel file) on daily basis.

10.18.3 Admission Related

- a. Collecting the initial payment from the Students on their date of admission.
- b. Verifying the Originals received from the Students and make sure that all required documents are submitted.
- c. After the completion of admission process, prepare the details of admission in the formats prescribed by the KEA, DTE and VTU.
- d. Getting approval of admission for First year and Lateral Entry Students from KEA & DTE after submitting required documents.
- e. Once the admission is approved from KEA & DTE details of First year and Lateral Entry Students to be submitted to VTU.
- f. To attend any other work that will be assigned by the higher authorities.

10.19 Roles & Responsibilities of Accounts Assistant (FDA/SDA)

10.19.1 Payment

- a) Take the prior approval from Head of the Institution and registrar before doing any payment
- b) Be responsible for all the payments

10.19.2 Receipt

- a) Monitor Students online payment
- b) Generate receipt based on the payment.
- c) Update of fee structure to the software team through which the fee is received.
- d) Monitor the accounts book of students' association and professional body and any other associated accounts
- e) Process Gratuity and do the payment
- f) Do IT calculations
- g) Do Salary calculation based on deductions.
- h) Be responsible for all types of refunds
- i) Do reconciliation of bank accounts
- j) Generate bank reconciliation report & submit the same to the auditor
- k) Submit GST bills to auditor at the end of the month
- l) Do the submission of TDS deducted statements to auditor at the end of the month
- m) To attend any other work that will be assigned by the higher authorities.

10.20 Roles & Responsibilities of Public Relation Officer

10.20.1 Admission

- a) Visit PU Colleges, Polytechnics and coaching centers and maintain good relationships with the Institution heads.
- b) Invite people in the responsible post as chief guests, jury members, session chairs, conference chairs or panel members.
- c) Make arrangements to send our institute newsletters, brochures, invitations, greetings regularly
- d) Identify the possibility of conducting knowledge sessions after having ascertained the genuine interest of the institutions.

10.20.2 Education fairs

- a) Identify the effective and popular education fairs to take part to create our brand visibility and collect all the visitors' data.
- b) Be present in all the education fairs with one of the admission committee members and give the required counselling to the prospects
- c) Follow up emails and calls to the stall visitors and the other prospects in the data provided by the fair organizers
- d) Follow up mails and calls to the prospects- to identify whether the prospect is cold, warm or hot and accordingly the follow up can be made.

10.20.3 Promotional activity

- a) Plan for newspaper ads, Online Banners and promotions (Shiksha, Facebook, Careers360), online and magazines Ads for the institutions, fair organizers' magazines, Business and general Magazine Ads (Week, Business Today, local language magazines like Taranga etc.).
- b) Update all the events in LinkedIn page, Leverage YouTube official channel.
- c) Plan and propose with Ad holdings agencies and plan the bids for the same.
- d) Chalk out a plan during admission so that admission is conducted in an effective and smooth way without redundancy in documentation.
- e) Arrange for hospitality for parents and students during the admission process.
- f) Notify about the First instalment of fee payment and follow up
- g) Notify about the Second instalment of fee payment and follow up
- h) Handle withdrawal requests and plan for further admission based on the number of withdrawals
- i) Do verification of documents during Admission and shall follow up the necessary process till the approval from affiliated bodies.

10.20.4 Meetings and Records

- a) Be a part of admission committee meetings and provide views and suggestions.
- b) Maintain admission files, records and minutes of the meetings.
- c) Have regular interaction with the student admission committee and provide them the required direction.

10.20.5 Interview process

- a) Send call letters based on the initial screening of the candidates who have applied on-line.
- b) Chalk out a plan for interviews, panel members and other logistics arrangements.
- c) Follow-up calls to the candidates to remind about the interview date, time and venue

10.20.6 New batch orientation

- a) Coordinate for the orientation program for the new batch
- b) Extend support to the new students till they get settled in the campus

10.20.7 Reporting

Admissions officers shall consult the Chairman-Admissions on all the above activities, seek approvals wherever necessary and submit reports as and when tasks are completed.

10.21 Roles & Responsibilities of Maintenance Supervisor

- a) Allot the house keeping staff to different departments and blocks on a rotational (monthly) basis.
- b) Give indent for the requirement of consumables for maintenance of housekeeping (preferably during vacation).
- c) Get the materials required for the upcoming month from the main stores during the last week of the previous month.
- d) Distribute the consumable to the house keeping people with the help of assistants.
- e) Chalk out a procedure & implement the same to monitor the cleanliness & hygiene in various places across the institution.
- f) Do maintenance & repair of any work in campus
- g) Do leave sanctioning of housekeeping and allot alternate manpower for the same.
- h) Submit the leave sanctioned forms of the housekeeping personnel to the establishment section

10.22 Roles & Responsibilities of Transportation in Charge

- a) Identify the transportation requirements of the stakeholders and inform the same to concerned
- b) Initiate action plan for meeting the requirement like number of Vehicles, drivers, parking place etc.,
- c) After receiving the requests/applications from students and staff for college buses, allot routes on a first – cum-first serve basis and issues bus pass.

- d) Fix bus routes, stages, allocates vehicles and drivers on the routes, in consultation with the Administrative Officer, Registrar and Head of the institution.
- e) Review the routes and allocation of buses and drivers at least once in a year (at the end of the Academic year), re-organizes them, based on previous years' experience and the future needs.
- f) Schedule the bus timings so that the bus reaches college in time. Shall ensure compliance of drivers with these requirements.
- g) Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers to ensure all vehicles run as per schedule.
- h) Operate on limited buses during semester end examination and during vacations and plan accordingly.
- i) Sanction leave to drivers during vacation ensuring uninterrupted transport services.
- j) Assigns extra/overtime duties to drivers as and when needed.
- k) Scrutinize and processes Diesel / Petrol bills, Vehicle repair, maintenance bills
- l) Process the bills of private vehicles if hired.
- m) Stay connected with drivers / bus-in-charges during the time of travel and taking appropriate actions during vehicle break-down or during any such situations.
- n) Schedule the regular maintenance of the vehicle and does follow up on the same.
- o) Monitor the daily maintenance of the vehicles conducted by the drivers.
- p) Handle requests for change of routes, requests for traveling by college buses etc.
- q) Handle transport related complaints from students, parents, staff, and drivers. Shall resolve issues with the help and guidance of the registrar.
- r) Comply with local (RTA) regulations and college procedures pertaining to registration, fitness inspection.
- s) Arranges for insurance of all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time.
- t) Maintains documents such as vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
- u) Coordinate with the transport staff and the government authorities to meet the requirements of transportation.

10.23 Roles & Responsibilities of Training & Placement Officer

- a. Liaisons with industry; Arrange guest lectures from industry experts to make students understand the needs of the industry, knowhow of the industry (Once in a month), arrange industrial visits for students.
- b. Identifies the needs of students and provides appropriate training to the students
- c) Arranges campus interviews
- d) Proposes annual T & P budget
- e) 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.
- f) Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- g) Assists students develop and implement successful job search strategies.
- h) 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.
- i) Ensures that Internship program will be conducted in an effective way in accordance with Internship policy of the Institution.
- j) Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- k) Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- l) Prepares a placement brochure having all the student profiles.
- m) Undertakes a rigorous placement campaign.
- n) Assists employers achieve their hiring goals.
- o) Empowers students with life-long career decision-making skills.
- p) Provides resources and activities to facilitate the career planning process.
- q) Acts as a link between students, alumni and the employment community
- r) Up gradation of the students' skill sets commensurate with the expectations of the industry.
- s) Generation of awareness in the students regarding future career options available to them.
- t) Assists different companies in recruiting candidates as per their requirements.
- u) Assists students in obtaining final placement in reputed companies.
- v) Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- w) Communicates the resume of suitable candidates to the potential employers.

- x) Provides right placement to the right candidate so that students excel in their future life.
- y) Organizes placement training for the students and make them ready for interview and group discussion.
- z) Be a live wire connecting the students and the industrial houses.
- aa) 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.
- bb) Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HODs, Deans, Registrar, COE, Principal, and students.
- cc) Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- dd) Details of placed candidates' vis-a-vis the companies are sent to all HODs, departments' placement coordinators, Dean, Students Affairs, Registrar, COE immediately after the recruitment drive is completed and placements announced
- ee) Sends hard copies of all appointment orders of the placed students recruited to the concerned HODs.
- ff) Taking action and Ensuring that the details of placed students are posted in the department& institutional notice boards & Institutional website.

10.24 Roles & Responsibilities of System Administrator

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

- a) Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software
- b) Administering and configuring servers and System performance tuning
- c) Facilitating development and maintenance of institute's websites and updating the same
- d) Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
- e) Installing and configuring new hardware and software
- f) Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
- g) Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
- h) Identify and help implement installation of ICT and MIS requirements for the institute

- i) Analysing system logs and identifying potential issues with computer systems.
- j) Introducing and integrating new technologies into existing data center environments.
- k) Performing routine audits of systems and software.
- l) Performing backup of data and files.
- m) Adding, removing, or updating user account information, resetting passwords, etc.
- n) Answering technical queries
- o) Be responsible for security of systems and network
- p) Any other work assigned from time to time.

10.25 Roles & Responsibilities of Store and Purchase

- a) Inwards and outwards
- b) Collect quotations from the vendors
- c) Make comparative statement
- d) Do submission of proposal to the registrar
- e) Place the order
- f) Receive stock & update the stock
- g) Send for payment
- h) Get the MRN, send the material to the concerned department.

10.26 Roles & Responsibilities of Receptionist

- a) Update the incoming and outgoing documents in the inward & outward registers.
- b) Receive calls & forward it to the corresponding departments.
- c) Mainly involved in dispatch work like postal / courier both Incoming and Outgoing dispatch work connected to all sections like Administration / Admission / Placement / Library / Computer Section / Hostel.
- d) Assist students for their regular dispatch work both connected to internal and external.
- e) Maintain of records of all kinds of dispatches connected to postage / courier and maintenance of accounts of postal charges, preparing monthly statement for submission to accounts section.
- f) Assist reception duties in case of need like receiving incoming and outgoing calls, collection of messages and forwarding the same to concerned faculty / staff / students.

10.27 Roles & Responsibilities of Driver

- a) Be responsible for the maintenance of Institute Vehicles and driving activities coordinating work like pick-up and drop of guest faculty members, VIPs visited to our Institute, assisting VIPs in their local site seeing, taking outside trips both state / interstate for faculty/staff members.
- b) Assist students for their programmes conducted at Institute, arrangement of medical facility to students round the clock basis, assisting hostel activities like procurement of materials connected to Mess / Hostel.
- c) Be responsible for the maintenance of vehicles such as day to day servicing of vehicles, making payment of insurance, maintenance of logbook connected to vehicles for daily trips utilized by faculty/students/staff members, preparing monthly statement for submission to accounts section for releasing payment of diesels.

10.28 Roles & Responsibilities of Personal Assistant

- a. Acting as a first point of contact: dealing with correspondence and phone calls
- b. Managing diaries and organizing meetings and appointments, often controlling access to the Principal.
- c. Preparation and presentation of the Principal's outward correspondence.
- d. Receipt, checking and filing of the Principal's correspondence.
- e. Organizing events and conferences.
- f. Reminding the Principal of important tasks and deadlines.
- g. Typing, compiling and preparing reports, presentations, circulars and other correspondence at the Principal's instruction.
- h. Actively participate in Admission Process.
- i. Research, compile and prepare administrative and clerical reports, presentations and documents using MS Word, PowerPoint and Excel.
- j. Assist with organizing various College functions and events.
- k. Liaison with Staff, Students, Parents and Visitors.
- l. To attend any other work that will be assigned by the higher authorities.

10.29 Roles & Responsibilities of Supervisor- IT & Electrical Maintenance

- a. Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.

- b. Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements and main events in the college by switching ON generators and UPS, as and when required.
- c. Perform regular maintenance and servicing of the UPS and batteries.
- d. Maintenance & Repairing of OHPs.
- e. Maintenance of LT and HT side 100 KVA and 200 KVA transformers.
- f. Maintenance of all panel boards in the college.
- g. Erecting of cable from panel boards to distribution box.
- h. Installation of capacitor banks to improve power factor at LT side of both the transformers.
- i. Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
- j. Providing assistance during emergencies by operating floodlights and generators.
- k. Providing support for the installation of Electrical Equipment in the campus.
- l. Administering and configuring servers and System performance tuning.
- m. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes.
- n. Installing and configuring new hardware and software.
- o. Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running.
- p. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college.
- q. Identify and help implement installation of ICT and MIS requirements for the institute.
- r. Analyzing system logs and identifying potential issues with computer systems.
- s. Introducing and integrating new technologies into existing data center environments.
- t. Performing routine audits of systems and software.
- u. Performing backup of data and files.
- v. Adding, removing, or updating user account information, resetting passwords, etc.
- w. Answering technical queries.
- x. Be responsible for security of systems and network.
- y. Any other work assigned from time to time.

10.30 Roles & Responsibilities of Maintenance Engineer.

1. Plan and execute maintenance work systematically by
 - a. Preparing schedules for routine maintenance on daily, weekly and monthly basis.
 - b. Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
 - c. Taking corrective action to minimize gap between plan and action.
 - d. Submission of monthly status report on complaints.
 - e. Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
2. Trouble-shoot maintenance problems/complaints including plumbing problems.
3. Trouble-shoot, diagnose and correct minor failures of water coolers, fans, pumps etc.
4. To work in liaison and in co-ordination with outside maintenance contractors and technicians.
5. Facilitate in the maintenance of the college grounds.
6. Manage staff of maintenance technicians /semi-skilled, unskilled labour.
7. Inspect the college properties for safety hazards and take corrective action.
8. Co-ordinate the setting up of different areas/classrooms, Seminar Halls/Auditorium etc.
9. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipment.
10. Upkeep of maintenance store.
11. Any other function assigned by Administrative officer/ Dean-Admin / Principal.
12. Walk-through building spaces regularly to check for irregularities.
13. Preparation of labour/sub-contractor/Contractors bills, Verification of Measurements & Rates.
14. Ensuring timely payment to the vendors/Contractors
15. Certifying the bills after ensuring the quality and on time completion
16. To attend any other work that will be assigned by the higher authorities.

10.31 Roles & Responsibilities of Supervisor - Housekeeping

- a) Ascertain the manpower requirement and recruit them as and when required after obtaining permission from the higher ups.
- b) Should adhere to the recruitment rules as defined by the Establishment Section and also submit the relevant documents of the newly joined staff to the Establishment Section.

- c) Allot the house keeping staff to different departments and blocks on a rotational (monthly) basis.
- d) Give indent for the requirement of consumables for maintenance of housekeeping (preferably during vacation).
- e) Get the materials required for the upcoming month from the main stores during the last week of the previous month.
- f) Distribute the consumable to the house keeping staff with the help of assistants.
- g) Chalk out a procedure & implement the same to monitor the cleanliness & hygiene in various places across the institution.
- h) Do maintenance & repair of any work in the campus.
- i) Do leave sanctioning of housekeeping staff and allot alternate manpower for the same.
- j) Assist the housekeeping staff members to update the required details in Government portals like PF, ESI, etc., as and when required.
- k) To attend any other work that will be assigned by the higher authorities.
- l) You will be reporting to AAO-I.

10.32 Roles & Responsibilities of Supervisor- Security & Garden

1. Garden related:

- a) Ascertain the manpower requirement and recruit them as and when required after obtaining permission from the higher ups.
- b) Should adhere to the recruitment rules as defined by the Establishment Section and also submit the relevant documents of the newly joined staff to the Establishment Section.
- c) Monitoring the plantation and maintenance the flowers, trees and green spaces in the College premises.
- d) To monitor the health of all plants and green spaces.
- e) To make sure watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens are done on timely manner.
- f) Responsible for keeping the gardens and green spaces clear of debris and litter.
- g) Responsible for maintaining the garden equipment in good condition.
- h) Give indent for the requirement of fertilizers and issuing the same to Gardner.
- i) Do leave sanctioning of housekeeping and allot alternate manpower for the same.
- j) Assist the staff members to update the required details in Government portals like PF, ESI, etc., as and when required.

2. Security related:

- a) Ascertain the manpower requirement and recruit them as and when required after obtaining permission from the higher ups.
- b) Should adhere to the recruitment rules as defined by the Establishment Section and also submit the relevant documents of the newly joined staff to the Establishment Section.
- c) Train the newly recruited security staff.
- d) Oversees the daily workflow, schedules, and assignments of security staff.
- e) To implement security protocols for all assigned facilities.
- f) To inspect and patrol the premises regularly.
- g) Takes proactive steps to provide a safe and secure working environment to staff, students and visitors.
- h) To make sure all the log books like visitors log, staff in and out log, vehicle movement log, etc., are maintained as per norms.
- i) Do leave sanctioning of housekeeping staff and allot alternate manpower for the same.
- j) Assist the staff members to update the required details in Government portals like PF, ESI, etc., as and when required.
- k) To attend any other work that will be assigned by the higher authorities.
- l) You will be reporting to AAO-I.

10.33 Roles & Responsibilities of Attender Attenders

who works in Office / Department

Attending administration duties like distribution of documents to other departments, Xerox work, attending outside duties like bank, Water Works and petty purchase activities. Full time assistance during various events held in the Auditorium, National Festivals etc.

Attender who works in Lab

- a) Clean the respective labs once in two days (when the lab is free).
- b) Ensure everything is in place after the completion of each lab session.
- c) Clean the equipment/systems once in two days.
- d) Help instructors in maintenance of labs.
- e) Assist instructors in arrangement of components.
- f) Ensure that the furniture is kept in place.
- g) Clean the windows and notice boards once every fortnight.
- h) Take care of the hospitality of the guests visiting the department.
- i) Prepare coffee/tea in the departments.
- j) Get Xerox / printouts of documents.
- k) Be involved in all the department related activities.

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11 Code of conduct & Ethics

As a key member of the AIT team, everyone is expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that both in business and in personal life. You are expected to refrain from any behaviour that might be harmful to you, your co-workers, and/or AIT, or that might be viewed unfavourably by current or potential students or by the public at large.

Whether you are on duty or off, your conduct reflects on AIT. You are, consequently, encouraged to always observe the highest standards of professionalism. Types of behaviour and conduct that AIT considers inappropriate include, but are not limited to, the following:

11.1 General Conduct

- a. Use of obscene, profane, or abusive language toward any employee, parents, guest or student; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced, or fear for his/her personal safety on premises.
- b. Engaging in unlawful or illegal activity outside of work which damages the reputation or endangers the employees or students of Akshaya Institute of Technology.
- c. Using facilities for personal business during scheduled work hours.
- d. Engaging in any other employment or business without the permission of the college.
- e. Leaving the work area during scheduled hours without authorization.
- f. Violation of the College's anti-harassment, anti-discrimination, smoking and confidentiality policies.
- g. Squatting anywhere inside the premises of the college with a view to intimidating the HOD or the Top Management or threatening them or for any other reason.
- h. Indulging in any political activity during the working hours of the college within the college premises.
- i. Knowingly and wrongly interfering with the records of attendance or means of recording attendance or the attendance of another employee.
- j. Allowing an unauthorized person to do the work entrusted to him.
- k. Poor and/or disrespectful service to Akshaya Institute of Technology's students.

- l. Failure to observe, or violation of, Akshaya Institute of Technology's parking, safety, and security rules or practices.
- m. Excessive absenteeism or tardiness; failing to report to work when expected.
- n. Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substances/drugs in any quantity while on Akshaya Institute of Technology premises.
- o. Unauthorized possession of firearms, weapons, chemicals, or explosives while on duty.
- p. Striking work or inciting other to strike work, Picketing or demonstration within the college premises.
- q. Canvassing or taking signatures of employee within the college and indulging in acts which are harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the Management thereof.
- r. Falsifying or refusing to give testimony when accident or other matters are being investigated.
- s. Refusal to receive a memo or any other communication, issued by the office.
- t. Deliberated making false, vicious or malicious statement to public or to the College or any other Officer of the College or an employee of the College.
- u. Engaging in trade inside the College premises and/or Money lending in the premises.
- v. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.
- w. Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence or making threats of violence toward anyone on Akshaya Institute of Technology premises or when representing Akshaya Institute of Technology or provoking a fight while on duty. Instigating or provoking groupism among students or other employees.
- x. Insubordination or refusing to obey instructions issued by your higher ups pertaining to your work; refusal to help out on a special assignment. Engaging in an act of sabotage; wilfully or with gross negligence causing the destruction or damage of Akshaya Institute of Technology property, or the property of fellow employees, students, suppliers or visitors in any manner.
- y. Excessive, unnecessary or unauthorized use or possession of Akshaya Institute of Technology property or the property of fellow employees; unauthorized possession or removal of any Akshaya Institute of Technology property, including documents, from the premises without prior permission from management.

- z. Falsification or misrepresentation of employment or other work records; falsifying reason for a leave of absence or other data requested by the college; alteration of College records or other documents. Falsification or alteration of your own records or attendance documents; altering another employee's records or causing someone to alter your records.
- aa. Gambling or possession of gambling devices during working hour.
- bb. Sleeping on the job; loitering or loafing during working hours.
- cc. Should your performance, work habits, overall attitude, conduct, or demeanour become unsatisfactory in the judgment of Akshaya Institute of Technology, based on violations either of the above or of any other College policies, rules or regulations, you will be subject to disciplinary action, up to and including immediate dismissal. This list is not all- inclusive and notwithstanding this list, all employees remain employed "at will."

11.2 Personal Appearance and Demeanour

It is largely through contact with its employees that the students and others will form an impression of Akshaya Institute of Technology. It is important that you dress appropriately. It is largely through contact with its employees that the students and others will form an impression and display courtesy, tact and patience in your dealings with students, parents, guests and other College personnel.

Wherever uniforms are suggested for the employees, they should wear the uniform. In the absence of uniform, all the male employees are required to dress in appropriate neat, clean, business attire like formal pants & shirt with formal shoe. Female employees shall wear neat & clean decent dress. Wearing of sari for female employee is preferred. All male teaching faculties should wear tie. Also all the employee should wear ID cards during the working hour.

Employees who appear for work inappropriately dressed or groomed will be directed to go home and return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Clothing must not be ripped, torn, soiled or revealing. Sweat pants, cut-offs, shorts, jeans and loose t-shirts are not appropriate. Foot wears like Flip flops, sandals, sport shoes, sneakers, etc. are not appropriate.

11.3 Personal Property of Employees

The College discourages employees from bringing personal property into the campus. Employees should be aware that the College is not responsible for the safekeeping or destruction of any personal property.

11.4 Communications—External

Inquiries received from the press or from the media concerning any member of the College should be referred to the Head of the Institute. Employees are permitted to correspond with the press or other media only with the prior permission of the Head of the Institute.

No employee shall directly communicate with external agencies without the permission of the Head of the Institute. All external communication shall be routed through Head of the institute.

11.5 E-Mail and Internet Policy

Access to the Internet / e-mail may be provided to employees for the benefit of the organization and its students. The E-mail system is the property of Akshaya Institute of Technology. It has been provided by the College for use in conducting the College's business. All communications and information transmitted by, received from, or stored in this system are the records and property of Akshaya Institute of Technology. The E-mail system is to be used for business of the College only. Use of the E-mail system by employees for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Akshaya Institute of Technology E-mail system. Akshaya Institute of Technology, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason without the permission of any employee, and without notice. Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the Akshaya Institute of Technology E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the College's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to Akshaya Institute of Technology, as E-mail files may need to be accessed by the College in an employee's absence.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non- AIT business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Akshaya Institute of Technology network or the networks of other users. In addition, it must not interfere with your productivity or the productivity of others.

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language transmission is allowed through the system. To prevent computer viruses from being transmitted through the system, only complete downloads from known sources.

Copyrighted materials belonging to entities other than Akshaya Institute of Technology may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Akshaya Institute of Technology or legal action by the copyright owner.

11.6 Use of telephone, Photocopying, and Fax.

Employees are permitted to make limited local area calls on College telephones for essential college purpose only, and should not abuse this privilege. Please do not use college address as a personal mailing address or utilize College postage for personal mailings. The College is under no obligation to forward mail to you following termination of employment. The use of fax & photocopying machines is restricted to college-related business only.

Use of mobile phone on College campus is strictly prohibited. Anyone violating this will be penalised and the mobile instrument will be confiscated.

11.7 Internal Investigations and Searches

From time to time, Akshaya Institute of Technology or other statutory authorities may be required to conduct internal investigations pertaining to security, auditing, or work-related matters.

Employees are required to cooperate fully with and assist in these investigations if requested to do so.

All College property, including but not limited to computers, desks and storage places assigned to employees, may be searched at the discretion of the College authorities.

Detailed code of conduct & Ethics for various positions is indicted in the AMTE Code of Conduct & Ethics Policy Document.

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12 Disciplinary Procedure & Grievance Redressal

a. Disciplinary Procedure

- i. Every employee of a private educational institution shall be governed by the code of conduct and provisions of this Handbook. If an employee violates any provision of code of conduct and/or provisions of this handbook he/she shall be liable for the prescribed disciplinary action.
- ii. **Disciplinary Authority:** Disciplinary Authority to initiate Disciplinary action is the Governing Council or the Committee/Person authorized by Governing Council.
- iii. **Nature of Penalties:-** One or more of the following penalties for good and sufficient reasons and as hereinafter provided may be imposed on the employees namely:-
 - a. Fine.
 - b. Censure.
 - c. Withholding of increments.
 - d. Withholding of promotions.
 - e. Recovery from pay of the employees in whole or part of any pecuniary loss caused by negligence or breach of orders to the governing council, the state government or the central government.
 - f. Reduction to a lower stage scale of pay for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
 - g. Reduction to a lower scale of pay, grade, post of service which, shall, unless otherwise directed, be a bar to the promotion of the employee to the scale of pay, grade, post or service from which he was reduced with or without further directions regarding.
 - i. Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced.
 - ii. Conditions of restoration to the scale of pay grade of post of service from which the employee was reduced and his seniority and pay or such restoration to the scale of pay, grade, post or service.
 - h. Compulsory retirement.
 - i. Removal from service.
 - j. Dismissal from service.
- iv. **Suspension:**
 - a. The appointing authority may place an employee under suspension under the following circumstances and conditions: -

- i. (a) a disciplinary proceeding against an employee is pending; or (b) a case against an employee in respect of any criminal offence is under investigation or court trial; or (c) a preliminary inquiry against an employee has made out a “prima facie” case which would justify disciplinary proceeding or criminal prosecution against him and the proceedings are likely to end in his conviction and or dismissal or removal from service; and
 - ii. the disciplinary proceeding or criminal offences involves one or more of the following misdemeanor: - (i) moral turpitude; (ii) corruption, embezzlement or misappropriation; (iii) negligence and dereliction of duty resulting in considerable pecuniary loss to the institution; (iv) desertion of duty; (v) refusal or deliberate failure to carry out written orders of superior authority.
 - b. Any employee shall be deemed to have been placed under suspension by an order of the appointing authority: (a) with effect from the date of his detention, if he is detained in custody whether on criminal charge or otherwise, for a period exceeding forty-eight hours; (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
- v. Procedure for imposing minor penalties: -**
- a. No order imposed on any employee of any of the penalties specified in clauses 12 (a) (iii) (a) to (e) mentioned herein above shall be made except after:-
 - i. Informing the employee in writing of proposal to take action against him and of imputation of misconduct or misbehavior on which it is Proposed to be taken and giving him a reasonable opportunity making such representation as he may make against the proposal; and
 - ii. Such representation or explanation, if any is considered by the Disciplinary Authority.
 - b. The record of proceeding in such cases shall include.
 - i. Copy of the intimation to the employees of the proposal to take action against him.
 - ii. A copy of the statement of imputations of misconduct or misbehavior communicated to him.
 - iii. His/her representations if any.
 - iv. The evidence produced during the inquiry, if any.
 - v. The finding on each imputation of misconduct or misbehavior; and
 - vi. The orders on the case together with reasons therefor.

vi. Procedure for imposing major penalties: -

- a. No order imposing any of penalties specified in clauses 12 (a) (iii) (f) to (j) mentioned herein above shall be made except after an inquiry is held, in the manner provided herein under.
- b. Wherever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior or breach of any provision of the code of conduct specified herein against an employee, it may itself inquire into, or appoint an enquiry officer or an enquiry committee consisting of more than one or more persons.
- c. The disciplinary authority or enquiry officer or enquiry committee shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, which shall include a statement of allegations on which they are based shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the enquiry committee, a written statement of his defence and also to state whether he desires to be heard in person.
- d. The employee shall for the purpose of preparing defence be permitted to inspect and take extracts from such records as he may specify, Provided that such permission may be refused if the record for reasons to be recorded are not relevant for the purpose and it is against the interest of the institution to allow his access thereto.
- e. On receipt of the statement of defence in writing by the employee or if no such statement is received within the time specified, the enquiry committee shall proceed with the enquiry.
- f. The disciplinary authority may nominate any person to present its case before the enquiry committee. The employee may present his case with the assistance of any other person approved by the enquiry committee but may not engage a legal practitioner for the purpose unless the person nominated by the disciplinary authority to present its case as a legal practitioner or the inquiry committee having regard to the circumstances of the case so permits.
- g. The inquiry committee shall, in the course of the inquiry, consider such documentary evidence and take such other evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in his defence. If the inquiry committee declines to examine any witness on the ground, that his evidence is not relevant or material, it shall record its reasons in writing.

- h. At the conclusion of the inquiry, the inquiry committee shall prepare a report of the inquiry, record its findings on each of the charges together with the reason thereon. If in the opinion of the inquiry committee, original charges differ from those framed, it may record findings on such charges: Provided that findings on such charges shall not be recorded unless the employee has had an opportunity of defending himself against them. The record of inquiry shall include :
 - i. The charges framed against the employee and the statement of allegations furnished to him.
 - ii. His written statement of defense, if any.
 - iii. The documentary evidence considered in the course of the inquiry.
 - iv. The orders, if any made by the disciplinary authority and the inquiry committee in regard to the inquiry.
 - v. The oral evidence taken in the course of the inquiry.
 - vi. A report setting out the finding on each charge and the reasons thereof and
 - vii. Any suggestion of the inquiry committee, if it considers necessary, for the imposition of any penalty.
- i. The disciplinary authority shall consider the report of inquiry and record its findings on each charge.
- j. If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in clauses 12 (a) (iii) (f) to (j) mentioned herein above should be imposed, it shall, furnish to the employee a copy of the report of inquiry committee and a statement of its findings, if any.
- k. The disciplinary authority shall consider the representation, if any, made by the employee in response to the notice and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.
- l. If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in clauses 12 (a) (iii) (f) to (j) mentioned herein above shall be imposed, it shall pass appropriate orders in the case.
- vii. **Communication of orders:-** Orders passed by the Disciplinary Authority shall be communicated to the employees who shall also be supplied with a copy of the report of inquiry committee and statement of its findings if they have not already been supplied to him. Every order of the disciplinary authority imposing any penalty or otherwise affecting his conditions of service to his prejudices, shall be served in person or communicated to the employees by registered post acknowledgement due, and copy of the order by sent to the competent authority at the same time.

b. Grievance Redressal

- a. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status.
- b. If an employee has a complaint or a problem that needs solving, the employee should take it up with his/her Head of the Department at the earliest opportunity. The employee is encouraged to discuss any work-related problems freely and openly with the Head of the Department, since only by such discussion the cause of the problem or the dissatisfaction will be known. If the employee believes the matter has not been solved, the employee may take the matter up with the Head of the Institute. The Head of the Institute will always be willing to listen and to suggest means of solving the problem.
- c. There is a formal procedure for solving work-related problems. An employee who has a grievance should observe the following procedure in the sequence outlined in the AIT Grievance Redressal Policy.
- d. Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance Redressal Procedures.

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13 Travel Allowance & Dearness Allowance

All staff members are eligible for travel allowance, when deputed on official duty as per the order of the Principal.

The Travel allowance eligible for various categories shall be as per the Circulars issued from time to time.

Subject to limits prescribed in the circular issued as above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.

Higher class of travel or accommodation is permissible only on special sanction. Air fare shall be approved only on special occasions and on prior approval.

Travel shall always be made only on the shortest route.

If cancellation is made on genuine reasons on order from the sanctioning authority, cancellation charges shall be reimbursed.

Travel claim / settlement shall be made within 7 days after completion of travel.

If cancellation is made by the staff, the advance drawn if any should be refunded within a day.

Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

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