



CITY ENGINEERING COLLEGE

[JAYANAGAR EDUCATION SOCIETY (R)]

Approved by AICTE New Delhi & Affiliated by VTU, Belagavi
Doddakallasandra, Off Kanakapura Main Road,
Next to Gokulam Apartment, Bangalore - 560 062.

GUIDELINES – RULES, REGULATIONS, ROLES AND RESPONSIBILITIES

SERVICE RULES, ADMINISTRATIVE POLICIES AND STRATEGIES FOR DECISION MAKING

(FOR INTERNAL CIRCULATION ONLY)

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This Manual of Guidelines - RULES AND REGULATIONS, ROLES AND RESPONSIBILITIES - 2024-2025 is not for sale and purely for internal circulation only prepared for the employees of CITY Group of Institutions and reference at the college .

Written by

PUBLICATION COMMITTEE

Jayanagar Education Society [R]

Prelude

The contents (Service rules, administrative policies, and strategies for decision-making) of this book are solely written for the employees of CEC. CEC has taken all reasonable care to ensure that the contents of this Human Resource Manual do not violate any existing copyright or other intellectual property rights of any person or organization in any manner whatsoever.

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AUTHORIZATION

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City Education Institutions shall adopt these **STANDING ORDERS / SERVICE RULES AND REGULATIONS / ROLES AND RESPONSIBILITIES / EMPLOYEE MANUAL** as described in this Manual.

Service Rules / Manual describe the **STANDING ORDERS / SERVICE RULES AND REGULATIONS / ROLES AND RESPONSIBILITIES / EMPLOYEE MANUAL** of Jayanagar Education Society and is intended for reference by the staff and employees of AMC Group of Institutions.

Heads of the Institutions under Jayanagar Education Society, Heads of Department, Section Heads, appointed shall continue to ensure establishment and implementation of the contents of this Manual.

It has been authorized by the Jayanagar Education Society / Management for circulation and implementation at all teaching and non-teaching departments of City Education Institutions (strictly for internal circulation only).

This version of Manual - 2024-2025 has been approved and authorized by the undersigned for adoption with effect from the 01st January, 2024.

Date: 01/01/2024

Members, JES

FORWARD

This Manual of Guidelines - RULES AND REGULATIONS, ROLES AND RESPONSIBILITIES - 2024-2025 provides information on a wide range of subjects related Organizational structure, Rules and Regulations and Roles and Responsibilities and Strategies for Decision Making and Manual for all the employees of CITY Engineering College under Jayanagar Education Society.

This manual is designed to help CEC employees to understand the vision, mission and quality objectives of Jayanagar Education Society and quickly familiarize themselves with the institution (s) about the vision, mission, background, facilities and amenities, employment policies, terms and conditions, code of conduct, development and training, health and safety and security and confidentiality etc.

We hope that employees shall understand the working principles and policies of Jayanagar Education Society and abide by the principles and objectives of the Society and Institutions.

We wish you a productive, rewarding career and association with the institutions.

DATE: 1/01/2024

Member, JES

CHAPTER 1

1. Introduction

Jayanagar Education Society (JES) is well established trust to respect the ancient educational values of Indian system of education with novel approaches for imparting education and also clear focus on holistic direction in education through the development of intellectual competence with skills at various levels like personal, interpersonal and societal. With this objective, JES has emerged as strong educational group and established various institutions under the banner thereafter.

About JES

The JES group of educational institutions is a renowned educational conglomerate offering educational programs with a large portfolio of courses at undergraduate to Post Graduation (PG) and Ph.D.

The first educational institution under AMC banner was established by Dr. K.R. Paramahansa is the visionary who has been spearheading this noble enterprise under the banner of Paramahansa Foundation Trust, in 1983. In the process of further expansion into education sector, JES was established in 2000 and City Engineering College established in 2001.

With clear focus to provide the best educational infrastructure and a corporate environment, the establishment has carved a niche for itself as a vibrant institution that facilitates contemporary learning and character building. The institutions under Jayanagar Education society are:

- CITY P.U. College – Recognized by Govt. of Karnataka
- City College - Affiliated to Bangalore University and approved by All India Council for Technical Education, New Delhi.
- City Engineering College - Affiliated to Visveswaraya Technological University and approved by All India Council for Technical Education, New Delhi.

The vision, commitment and dedication of the Founder President, Dr. K. R. Paramahamsa, City group of institutions have witnessed an exponential growth in the field of professional education and has become a symbol of quality education over a period of three and half decades.

The Jayanagar Education Society has placed enormous emphasis on developing the right kind of physical infrastructure for imparting quality education. With its corporate office at Jayanagar, Bangalore, City Engineering College has a -acre campus at Doddakallasandra at Metro Station, Near Gokulam Apartments, Bengaluru with all modern facilities required for education at Engineering, Management and Computer Science.

City Engineering College today serves as a locus of contemporary technical education, and computer and management education. During the last 3 years, it has instilled in its students an intellectual and social experience that is unique in its richness of quality, variety, relevance and depth.

CHAPTER 2

Jayanagar Education Society - The Promoting Body - Society deed and objectives of the society

2.1 Introduction to the Genesis of the Promoting Body and its Registration status

The first educational institution under AMC banner was established by Dr. K.R. Paramahamsa is the visionary who has been spearheading this noble enterprise under the banner of Paramahamsa Foundation Trust, in 1983. In the process of further expansion into education sector, JES was established in 2000 and City Engineering College established in 2001.

With clear focus to provide the best educational infrastructure and a corporate environment, the establishment has carved a niche for itself as a vibrant institution that facilitates contemporary learning and character building. The institutions under Jayanagar Education society are:

- **CITY P.U. College** – Recognized by Govt. of Karnataka
- **City College** - Affiliated to Bangalore University and approved by All India Council for Technical Education, New Delhi.
- **City Engineering College** - Affiliated to Visveswaraya Technological University and approved by All India Council for Technical Education, New Delhi.

The vision, commitment and dedication of the Founder President, Dr. K. R. Paramahamsa, City group of institutions have witnessed an exponential growth in the field of professional education and has become a symbol of quality education over a period of three and half decades.

2.2 Extract of the Jayanagar Education Society

This deed of Society executed on the Twenty Fifth day of the September 1993 by

Dr. K.R. Paramahamsa
AMC Building, 30th Cross, 4th Block. Jayanagar, Bangalore - 560 011
(Herein after called the founder – Chairman cum Founder President)

Mrs. K. Geetha Paramahamsa
Vice Chair Person

Ms. Monica Kalluri
Vice President

Rahul Kalluri
Executive Vice President

2.3 Preamble

Whereas, the Founder Dr. K.R. Paramahamsa an Indian, an educationist (Telugu Linguistic Minority) Proposes to register an Educational Society under Indian Society Act 1862, consisting of the above-mentioned Society in order to serve the Telugu Minority people in particular and help them to grow with primary, Middle, Secondary, Higher, Scientific, Technical, Managerial, Professional studies etc. Irrespective of caste, Creed, sect, color, sex, religion or status and involve no activity for profit.

2.4 Creation and name of the Society

The founder of the Society and the members hereby establish an Educational Society for the benefit of Telugu Linguistic community by the name of “JAYANAGAR EDUCATION SOCIETY” hereinafter called as the “JES” with the object and up on the conditions hereinafter mentioned.

2.5 Definitions

Various definitions under Society are mentioned below.

2.5.1 Society Members

Society expression shall mean and include their respective heirs. Executors and assignee or all the Society as above and include any other Society for the time being and the Society shall constitute the Board of Society.

2.5.2 Nature of the Society

The Society is an Educational & non-profit organization. The promotion and objectives of this Society shall involve no activity of profit or having no commercial or profit motive. The properties and Income of the Society shall be applied solely towards the promotion of the

objects of the Society. This Society created to help Telugu linguistic Minority community in particular irrespective of cast, creed, race, color, sex, religion or status. Members of Society are not eligible for Income.

2.6 Board of Society

The Board of the Society shall consist of the following persons:

1. Dr. KR Paramahamsa - Chairman
 2. Mrs. Geetha Paramahamsa – Vice Chairperson
 3. Ms. Monica Kalluri – Vice President
 4. Mr. Rahul Kalluri – Executive Vice President
- Dr. KR Paramahamsa will be the Chairman for the Board of Society during his life time.
 - The Board of Society shall consist of four Society members who shall be permanent and shall be nominated by the first Society member. The Chairman or the founder of the Society shall have one extra casting vote and in case of majority decision.
 - Notwithstanding what has been stated in this clause any of the Society members may retire after giving a calendar one month's notice in writing of his / her intension to do so, to each of the other Society members for the time being and upon the determination of such month, the member of the Society giving such notice shall If so facto cease to be the member of the Society.
 - The Society shall consist of minimum of two and maximum of three Society members.

2.7 Society property

The Society property shall mean the nucleus of the Society, Money, Securities, donations and other Assets whether movable or immovable or otherwise which may purchase, acquired or otherwise and include any other accruals thereto however arising from whatever the source and all additions and accretions thereto and the income there from and every part thereof shall stand vested in the Society for the promotion of the objectives of this Society in accordance with these presents.

- **Linguistic minority Society**

The Society consisting of the above-mentioned members belonging to the TELUGU linguistic minority group in order to effectively serve the Telugu minority people in particular irrespective of the color, creed, caste, religion, region, sex or status.

Office of the Society: Paramahansa Foundation (R)
157,6th Main 4th block
Jayanagar, Bangalore-560 011

2.8 Office bearers

2.8.1 Chairman

The Chairman shall serve as the supreme head of the Society and shall preside over all meetings of the Society, including those of its committees, subcommittees, and any other related bodies. In the event that the Chairman is unable to attend, the Vice Chairman shall assume the role of presiding officer. Should both the Chairman and the Vice Chairman be absent, the Secretary shall preside over the meetings. The Chairman shall be responsible for convening meetings of the Society. In cases of emergency, the Chairman is authorized to convene a meeting on an emergency basis, with a notice period of no less than 24 hours. The Chairman is authorized to execute and register all important instruments and legal documents pertaining to the affairs of the Society. The Chairman is further authorized, on behalf of the Society, to open bank accounts, borrow funds from banks or other financial institutions, and take any necessary actions required for the financial management of the Society.

2.8.2 Vice-Chairperson / Vice-Chairman

The Vice-chairperson/Vice-Chairman shall assist the chairman in the formulation of the schemes and activities and shall reside over the meetings of the Board in the absence of the Chairman.

2.8.3 Secretary cum Treasurer

He / she shall be the principal executive officer of the Society and shall execute all the decisions and resolutions passed by the Board in the right earnest. He/she at all times will keep the

chairman and the Vice Chairman informed of all the important developments and other activities. He / She shall in consultation with the Chairman or the Vice Chairman convey the meeting and maintains a systematic record of the minutes of such meetings. He / She shall attend to all the matters of general administration in accordance with the directions of the board of Society

2.9 Details of Promoters

JAYANAGAR EDUCATION SOCIETY (R)

Jayanagar Education Society - registered as an educational Society with the corporate office situated at 30th Cross, 4th Block, Jayanagar, Bangalore and has sponsored City Engineering College, City College, Brooklyn National Public School and Cambridge Schools.

JES is headed by well-known personality in education circles, a prominent educationalist, Dr. K.R. Paramahansa, who is on a profound mission to provide education in the field of Engineering, Management, Commerce and Elementary education, from Infant Schools, UG, PG up to Ph.D level, with global standards for Empowering Minds and Transforming Futures.

Dr. Paramahansa has started City Institutions in the year 1998, with his pioneering efforts especially in the field of management and education, Jayanagar Education Society was registered in the year 1998 and started City College and today the JES offers more than 25 courses. City Engineering College possesses 12 acres of land in the heart of Bangalore. At present JES offers a complete span of education right from Nursery to Post Graduation and Doctoral programs.

Besides the existing Institutions the foundation is planning to start an International Residential Schools, Autonomous status for City Engineering College, a College of Education, institutions offering courses related to Pharmacy, nursing, physiotherapy and many more.

2.10 ACTIVITIES OF THE PROMOTING BODY

2.10.1 Objectives of the Society

- To promote and establish Schools at all levels, PUC College and Colleges in Higher Education in the Field of Management, Computers, Science, Engineering, Pharmacy,

Fashion Technology, Interior Design, Hotel Management, Hospital Management, Property Development, Construction Management and other professional Areas.

- To acquire, take over and run any other Educational Schools and Colleges, Computer Training Institutes having similar Objectives of JES
- To run Environment Protection Schemes, conduct research or courses, and create awareness among the public by setting up environmental Institute and to carry out effective means and ways to protect the environment.
- To establish Schools and Technical Institutes for the benefit of orphan children by providing them free Boarding and Hostel Facilities.
- To conduct, organize and establish Adult Education Centers to eradicate illiteracy.
- To establish and run hostels for the students of the Society and if possible, it may be accommodated to other students.
- To collect public opinion on educational matters.
- To publish newsletters, magazines and textbooks for the benefit students and public.
- To establish and maintain avenues for printing and circulating, disseminating materials conducive for educational activities & educational program.
- To Conduct seminars and workshops and arrange conferences in the matters of educational importance.
- To sponsor and conduct research in the areas of education, Environment and Ecology, Public Administration and any matters which are useful for the public.
- To offer/sponsor and grant scholarship, subsidies stipends to the needy and deserving students, irrespective of religion, caste, creed or community in Society's or other educational Institutions.
- To sponsor and award prizes and certificates of merit in competition conducted by Society's or other Institutions.
- To give loans, scholarships, free ships and other monetary assistance to the educational institutions and students.
- To get collaboration or to enter into agreement with foreign schools, colleges or Universities to offer their courses and conduct examinations in India. Also, to represent them in India and in South Asian Region.

- To Contribute or donate to organizations and institutions organizing and conducting lectures, seminars and cultural festivals of rural and national importance.
- To sponsor or depute the suitable candidate (s) to various Institutions in India and abroad to attend the conferences and meetings and to study the educational system or as per the objectives laid down.
- To donate, assist and support the Institutions having similar objectives of this Society.
- To receive donations of any kind from societies, Trusts, Individual persons, Institutions, companies or any other organizations.
- To undertake and to do any other work of similar nature aforesaid and carry out any other work to promote the aforesaid objectives

CHAPTER 3

Vision, Mission, Quality Policy

3.1 Vision

Making Remarkable Contribution by Disseminating Knowledge on Emerging Trends in Engineering and Technology through various Programmes, Innovation and Research so as to Excel in Quality both at National and International level and to provide Career Guidance & Training for Employment.

3.2 Mission

M1. To encourage Knowledge Acquisition and Foster Innovation & Research.

M2To Prepare Students for Immediate Employment, leading to Technological and Socio-economic growth.

M3.To Provide Guidance for a Productive Career under various programmes.

3.3 Quality Policy

The Institution believes in providing High Quality Education to the Students using necessary quality benchmarks in the area of Faculty Recruitment, Development and Student Learning processes through sustained efforts.

3.4. Objectives of the institution

In a world where knowledge is crucial and human capital is highly valued, India should theoretically be among the top ten nations globally, given its vast pool of skilled professionals. However, with the advent of the blue revolution, the disparity between India and developed countries is widening rather than closing. The key to bridging this gap lies in transforming the higher education system. Our institutions are committed to delivering high-quality education to address this issue effectively.

Some students enter college with well-defined goals, while others begin their college journey with an open mind, eager to explore the various opportunities available.

Our objectives are:

- To provide students with a broad range of knowledge and skills.
- To enhance analytical abilities with a focus on practical applications in real-world scenarios.
- To develop strong interpersonal and team management skills.
- To foster a continuous desire for learning.
- To encourage a creative and positive mindset.
- To instill ambition and drive.
- To support and promote industry-focused research through active collaboration with industry partners.

Our institution, guided by experienced faculty, strives to understand each student's interests and explores further possibilities to help them make informed career choices.

CHAPTER 4

A general council of members called Governing Council members is constituted to suggest, analyze and monitor various activities of the college. The members of the governing council will comprise of the Chairman of AMC, vice chairperson, Principal, representative of heads of the department, one or two members from industries, nominee from All India Council for Technical Education and a nominee from Bangalore University. There will be two meetings of Governing Council Members in one academic year (preferably in August and December). The decisions and the suggestions given by the members will be considered for various activities and branding of the institution. One advisory board per department is also planned, members from research institutions and industries and nominee from Bangalore University will be included to the advisory council.

The Governing body shall have at least 11 members including Chairman and Member Secretary. The registered Society / Trust shall nominate 6 members including the Chairman and Member Secretary and 5 members.

Chairman nominated by the registered Society / Trust

Members to be nominated by the Registered Society / Trust

Nominee of the All-India Council for Technical Education-Regional Officer (Ex-Officio)

An industrialist / technologist / educationist from the region to be nominated by the concerned regional committee as nominee of the Council, out of the panel approved by the Chairman of the Council.

Nominee of the Affiliating Body / University / State Board of Technical Education

Nominee of the State government-Director of Technical Education (ex-Officio)

An Industrialist / technologist / Educationist from the Region nominated by the State Government

Principal / Director of the concerned technical Institution (as Nominee of the Society / Trust)
– Member Secretary

The number of members can be increased equally by adding nominees of the registered society and by adding equal number of educationists from the region keeping in view the interest of the Institution. The total number of members of a Governing Body shall however, not exceed 21.

The Governing Council Members

Sl.No	Name of the Member	Designation
1	Dr K R Paramahamsa	Chairman, AMC-City Group
2	Mrs. Geetha Paramahamsa	Vice-Chairperson
3	The Director	AICTE Nominee
4	The Director	DTE Nominee
5	Mr. Vijaykumar K	VTU Nominee
6	Dr S Karunakara	Principal & Member Secretary
7	Dr H N Thippeswamy	Member, HOD Civil Department, CEC Bangalore
8	Dr P Rajashekar	Member, HOD Chemistry Department, CEC Bangalore
9	Mr M K Suresh	Member, Industrialist
10	Mr K Satish Hande	Member, Retd Banker

CHAPTER 5

The Academic Audit Committee

The Academic Audit Committee members

Sl No	Name of the Member	Designation
1	Dr H N Thippeswamy	Chairperson, Principal
2	Dr Sowmya Naik P T	IQAC Co-ordinator, EO, HOD CSE
3	Dr Sakthivel B	NAAC Co-ordinator, HOD ISE
4	Dr Jyothi P	Convener , HOD Mathematics
5	Dr Vagdevi S	Member, HOD AIML
6	Prof Mallikarjuna G S	Member, HOD ECE
7	Prof Nagashree G	Member, HOD Physics
8	Dr Sunitha N	Member, Assoc Prof Chemistry
9	Dr Shalini Prasad	Member, Assoc. Prof ECE
10	Dr Ambika P R	Member, Professor CSE
11	Mr Narasimha Prasad K L	Industry expert, Project Manager, Accenture Services Pvt Ltd
12	Mrs Deepika R	Alumni, SAP functional consultant, Exikon technology pvt Ltd

CHAPTER 6

6.1 Advisory Body, Responsibilities and Organizational Structure

Management institutes approved by all India Council for Technical Education (AICTE) are required to constitute and function as given below.

Constitution

A person of eminence from the Region / Territory either from the University or an Institute of National Repute in the relevant field

Representative of Regional Confederation of Indian Industry

Alumni of the Institute with at least ten years of experience in a reputed organization

An expert in the field of management from outside the State / Region

A representative of AICTE/or affiliating University

A representative of the State Govt. / Director of Technical Education of the State

One Senior Faculty member of Professor Rank.

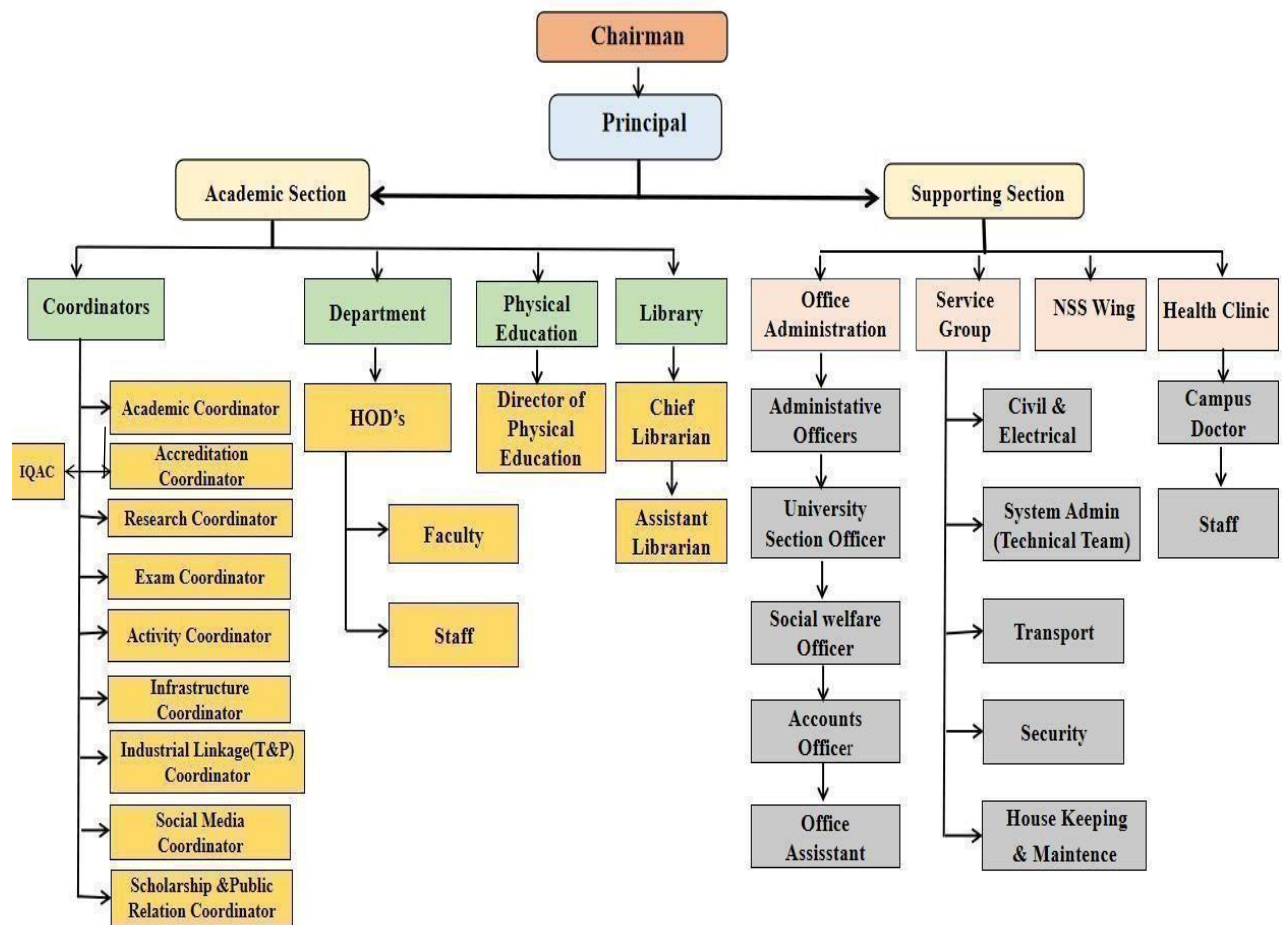
The Director / Principal of the Institute

The advisory body shall advise the management of the Institution / Director on matters related to academic planning, curricular/content development, infrastructure, monitoring & developing evaluation processes, conduct of admission test and examinations, quality assessment, and other such matters of importance to the Institute.

The Governing Council will meet periodically (twice or thrice in a year) to formulate policies and make decisions regarding the better functioning of the institute.

The Advisory Council will meet and discuss issues related to the changing needs of the curricular and co-curricular aspects of the Institute and make recommendations for implementing required changes in the inputs to be given to students on an annual basis

6.2 Organizational structure and chart for day-to-day operations and management



6.3 Rules

RULE NO 1	BASIC DEFINITIONS
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“**CEC/CC/City PU College**” shall mean City Engineering College and City College and City PU College having the corporate office at:

Behind 4th Block Police Station

Bengaluru 560 011

“**CAMPUS**” shall mean the City Engineering College Campus situated at Doddakallasandra, Near Gokulam Apartments, Kanakapura Road, Bangalore.

1.2. “**PREMISES**” shall mean and include the entire area wherein the campus is situated and other buildings on the City Engineering Campus and include the precincts thereof around these buildings or other buildings within boundaries of the City Engineering College Society lands.

1.3. “**EMPLOYER**” means and includes, member of the Society (JES) or any other person who is authorized by the Management for enforcement of these Standing Orders.

1.4. “**EMPLOYEE**” means and includes all those employed in the institutions being run by Jayanagar Education Society to do any skilled, unskilled, semi-skilled, manual, technical or clerical or supervisory work, maintenance staff, laboratory supervisors, laboratory instructors, electricians, plumbers, laboratory attenders, mess workers, campus facilities manager (s), administrative officers, programmers, computer lab instructors, trainers appointed specifically for skill development and faculty development programs.

1.5. "**MANAGEMENT**" shall mean and include the members of JES/Secretary or any other person vested with authority by the Society for the observance, implementation and enforcement of these Service Rules and Regulations, Standing Orders and Employee Manual.

1.6. "**NOTICE BOARDS**" shall mean places where the notices are displayed which are approved and issued by the Employer on behalf of Management. It would be specially maintained in a conspicuous place for the purpose of displaying notices/circulars/memos required to be given.

1.7. "**DISCIPLINARY AUTHORITY**" shall mean and include the President, and members of the Society or any other officer duly authorized by the Jayanagar Education Society.

1.9. "**ACADEMIC YEAR**" The year specified by the Government of Karnataka / Affiliating University (VTU).

1.10. "**FINANCIAL YEAR**" means and construed starting from 1st April of current year to 31st March of next year.

1.11. "**STAFF**" means and includes persons defined as "EMPLOYEE".

RULE NO 2	SCOPE AND APPLICATIONS
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1 Service Rules Manual shall constitute the terms and conditions of Employment of all employees employed in AMCEC/AMC/AMC PU College being run by PFT Trust® unless and otherwise specifically excluded from the applicability of these Standing Orders.

2 If a person is EMPLOYED by AMCEC/AMC/AMC PU College under a PFT Trust specific agreement, agreed and signed by both parties then, in addition to the terms and conditions of service contained therein, the provisions of these standing orders shall also apply.

RULE NO 3	CLASSIFICATION OF EMPLOYEES / WORKFORCE / HUMAN RESOURCE
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EMPLOYEES/WORKFORCE/HUMAN RESOURCES shall be classified as:

1. Permanent
2. Probationers
3. Temporary
4. Casual/ Daily Labor
5. Trainee/Apprentice/Learner
6. Contract Employee
7. Visiting Faculty/ Scholar

Definitions:

a. **“PERMANENT EMPLOYEE”** He/ She is appointed by the Jayanagar Education Society to fill a permanent post and has satisfactorily completed the probationary period of 6 months/ 1year/ 2 years or such other extended period thereafter or the period as specified in the appointment order and whose appointment has been confirmed in writing by the President of the concerned institute bringing information to the notice of management in writing or such other officers duly authorized to do so against the available vacancy.

b. The period of probation in case of higher positions such as Professor, Professor and HOD, Principal, Dean, Director, Controller of Examinations, Director IQAC, Director Research and Development shall be as decided by the Society which may range from 6 months/ 1year/ 2 years.

c. (a) A "**PROBATIONER**" is an employee who is provisionally employed by the Society to fill a permanent vacancy. The period of probation shall be normally a period of one year or as specified by the President. After satisfactory completion of the period of probation, the services of probationer will be confirmed in writing by the President of the Society. At its discretion of the members of the Society, a Probationer may be terminated or extend the period of probation, in case his overall performance, work, conduct, attitude, attendance etc., are not satisfactory, without giving any notice whatsoever.

(b) If a permanent employee is employed as a probationer in a new/higher post, he will be placed on probation for a period of 6 months extendable by 6 more months. After the completion of such specified or extended probationary period, he may be confirmed in the new/higher post or reverted back to his original post, depending upon his overall satisfactory performance.

(c) In case, any of the post against which an employee is employed is abolished, during the service period, then the services of the employee shall stand terminated automatically, without any notice or compensation.

d. "**TEMPORARY EMPLOYEE**" is one who is employed to do the work which is essentially temporary in nature or employed for any work for a specified period not exceeding six months or as an additional employee in connection with the work of a permanent character due to exigencies of work.

e. "**CASUAL EMPLOYEE**" is one who is employed for any work that is unforeseen, unexpected of essentially casual in nature or on work duration of period which cannot be determined. Daily Labor[s] may be appointed based on the requirement for the specific work for construction purpose cleaning purpose or any such kind of work. The Campus maintenance in charge shall take decision with prior approval of the President of the JES.

f. "TRAINEE / APPRENTICE /LEARNER" is a person who is permitted to learn a trade or skill for a period not exceeding one & half year depending on the training required. Trainee/Apprentice/Learner shall be appointed only in case of lab instructor and in certain non-teaching departments. Principal shall display and issue a copy of the Apprenticeship Scheme with all the details. Principal reserves the right to modify or amend the scheme from time to time depending on the requirements, bringing it to the notice of Management (President and / or members of the society).

g. "CONTRACT EMPLOYEE" shall mean any person who is employed for a fixed period in the institute's service and after the specified period of contract of service, the same shall automatically cease.

h. "VISITING FACULTY/SCHOLAR" In academia, shall mean a visiting faculty/scholar, visiting researcher, visiting fellow, visiting lecturer or visiting professor is a scholar from an institution who visits a host institute/trust and is projected to teach, lecture, or perform research on a topic the visitor is valued for.

In many cases the position is not salaried because the scholar typically is salaried by their parent institution (or partially salaried, as in some cases of sabbatical leave from reputed universities), while some visiting positions are salaried.

Typically, a position as visiting scholar is for a couple of months or even a year, though it can be extended. It is not unusual that host institutions provide accommodation for the visiting scholar. Typically, a visiting scholar is invited by the host institution. Being invited as a visiting scholar is often regarded as a significant accolade and recognition of the scholar's prominence in the field

CHAPTER 7

7. ACADEMIC PROGRAMS

7.1. Basic Academic Philosophy of the Institution

The Basic Academic Philosophy of the Institution is to focus on the development of the students with an academic focus based on a Knowledge Centric Model of Education rather than the traditional Exam Centric model of education, which helps the students not only in obtaining the degree but also to face the industry/market for a comfortable placement, after the completion of the program.

7.2. The Teaching -Learning Process

Each Program would be comprehensive to provide the student with sufficient inputs and training in relevant skills so as to help the students embark on a professional career. Apart from providing core inputs related to the specific program the student will also be provided with an exposure to inter-disciplinary areas. Added to this the students will be trained to increase their competence in communication skills, reasoning skills, critical and creative thinking capabilities and a capacity and drive for continuous self-learning and development.

The Institute will provide an environment which is required for the development of intellectual capabilities of the individual but also the personality development of each student. It will provide an opportunity for the student to develop his/her personality through co-curricular and extra-curricular activities.

The Institute proposes to introduce various value-added modules to the students which will help in improving the credentials of the student such as the following:

1. Network Security
2. Cybercrime & Cyber Law

3. Ethical Hacking
4. Introduction to ERP
5. Animation
6. Cluster Computing
7. Supply Chain Management
8. Creativity
9. Soft skills
10. Personality development
11. Communication skills
12. Positive attitude
13. Confidence building
14. Goal setting
15. Career planning
16. Leadership
17. Grooming
18. Presentation skills
19. Body language
20. Interview skills
21. Group discussion
22. Self-esteem and motivation
23. Managerial skills
24. Interpersonal relationship
25. Student-industry relationship
26. Institution – industry interaction
27. Extra and co-curricular activities
28. Areas of expertise required in the fields of Management, Computer Science, and applied areas of these and multi-disciplinary areas.

CHAPTER 8

8. Designation and Duties-Teaching/Administrative Staff

8.1. Director- City Group of Institutions

1. Totally In -charge of Campus and Supervision of campus.
2. Interacting with the Principal of the college and guiding him/her in the right direction to achieve the objectives of Management of Trust.
3. Coordination between Institution and Management of Trust- recruitment, policies, planning, monitoring and implementation.
4. In charge and supervise all admissions.
5. Over all in charge of all the activities right from the entrance to the end of the property in all Directions 24 Hours a day.
6. Supervision and follow up of all inspections of AICTE / Affiliating University/ NAAC/ NBA/ NIRF.
7. Will have supreme powers in recruiting, continuing, and relieving any employee based on the recommendation of the Principal or in consultation with the committee on Manpower planning in coordination with the management.
8. In charge of all Accounts / Finances, Expenditures and day to day activities.
9. Implementation of Leave and Leave rules.
10. Monitoring of Teaching Methodology and performance appraisal of academic staff each such member.
11. In charge of Disciplinary procedures and Head of the Disciplinary Committee.
12. All Purchases / Distribution of Materials.
13. Any other Responsibility as decided by the Trust.
14. Security, Construction, Transport, Maintenance etc.
15. Liaising with statutory bodies, state and central government organizations, science and technology, and any other funding agencies, collaborations, MOUs, and agreements.

8.2. Principal of the college – duties and responsibilities

8.2.1 Administrative and Academic Responsibilities

1. The principal is the overall administrative and academic head of the Institution
2. The principal has to make sure all the physical facilities required for running the approved programs are available before the commencement of the academic year
3. Prepare a Prospective Plan for the coming academic year
4. The facilities and faculty are available as per AICTE / VTU Norms
5. Be conversant with the existing and changing norms and guidelines of the regulating authorities - AICTE / VTU
6. Ensure all information and communication is received, marked and filed in Principal's office and digital summary relating to the correspondence received and replied to be available in the principal's office
7. All important circulars, notices and instructions from VTU / AICTE / Government of Karnataka shall be informed to the related departments where action to be taken
8. It is desirable that the principal is conversant with the local / regional language.
9. The principal shall prepare a calendar of academic and administrative activities covering academic programs as per the university calendar
10. Ensure the preparation of financial accounting and budgets by the finance and accounts departments; Constitute budget committees with departmental representatives and finance and accounts departments and make proposals well in advance so as to ensure that the students will not suffer due to administrative delays
11. Make sure the requirement of a particular equipment prior to the purchase and the time value of the purchase shall always be kept in mind
12. Obtain necessary documents and formats for extension of approvals
13. Ensure that all applications and submissions of compliances are made in time
14. Conduct manpower planning and ensure recruitments are completed before commencement of the semester
15. Collect and Retain the Original certificates of the staff members and they are kept in safe custody
16. Evaluate the performance of staff members from time to time
17. Organize periodic meetings with heads of department, faculty, students and parents to ensure that the teaching quality and discipline is maintained
18. Complete the annual appraisal of faculty members through a prescribed format which includes feedback from students also; the feedback should be shared with the concerned faculty and suggestions be made for improvement.

19. Ensure that the classes are held as per schedule by the faculty members and the timetables are prepared in accordance with the academic requirements
20. To ensure overall student discipline and control over the functioning of the Institute
21. To ensure that the workload of the faculty members is proportionately distributed
22. To ensure that the faculty members prepare lesson plans and that the plans are followed
23. To ensure that the faculty members prepare lecture notes
24. Establish and maintain good academic climate in the Institute by ensuring good academic quality
25. To ensure that the attendance and internal marks are maintained by all faculty members and consolidated statements shall be prepared as per university formats and be ready in advance
26. To constitute committees for organization of different events like annual day, seminars and workshops and ensure that these activities are conducted in a timely and proper manner
27. To ensure that all theory and practical exams are conducted as per the University Schedules
28. To procure the necessary University Stationary and maintain records related to and store the same
29. Coordinate issue of hall tickets for the semester exams ahead of the commencement of the exams
30. Ensure the proper flow of communication within the Institute and with the parents and students of the Institute
31. To ensure that the college timings are strictly followed by students and staff of the Institute
32. To conduct regular meetings with the Heads of Department to ensure the smooth functioning of the departments
33. Principal to focus on infrastructural requirement for the institution, departments and required laboratories, library, books, journals, through Purchase committee and / or Executive officer.
34. Conduct Governing Council meeting regularly and coordinate with IQAC coordinator for initiating and establishing quality assurance in the institutions.

8.3. Vice -Principal of the college – duties and responsibilities

The duties of the Vice-Principal are to perform the duties of the Principal in the absence of Principal. However, the vice-principal is not eligible for appointments, deciding on increments of the staff, or termination of any employee, during the time he/she is on in-charge duty as Vice-Principal.

8.4. Duties of Departmental Heads

8.4.1. General Responsibilities

1. Attend college as per the timings.
2. Assume academic responsibilities with utmost sincerity and devotion.
3. Prepare lesson plan; lecture notes; power point presentations, handouts to be circulated before the commencement of the semester.
4. Ensure that syllabus is completed as per schedule.
5. In the event of delay in syllabus coverage, plan for extra classes during free-time / holidays.
6. Provide the students with advance information about all assignments / internal tests and internal assessment process in advance (preferably before the beginning of the semester).
7. Notify all schedules of projects / assignments indicating the starting and completion dates.
8. Complete all internal valuation / assessment within two / three days after the completion of tests.
9. Make the blue books available after valuation for verification.
10. Ensure equality in assessment.
11. Make assessment very objective and provide students with necessary feed-back about their performance.
12. Provide positive counseling and tutorial support to academically weak students.
13. Be available to the students after class timings.
14. Keep students informed about syllabus, key learning areas, academic responsibilities of the students, university requirements; evaluation process and weightage schedule of

tests; model papers; field training / project and practical requirements and requirement of internal assessment.

15. Ensure that monthly attendance (or even once in every 15 days) statements of the students displayed on the notice board every month and bring the necessary information to the notice of staff and students. The required attendance percentage to appear for university examinations is 75% (as per the norms of VTU).

8.4.2 Specific Responsibilities

1. Prepare yearly and monthly plans and ensure that all the faculty members in the department perform their duties and responsibilities as per the plan Convene departmental meetings once a week and review the matters pertaining to syllabus, attendance of students, class room performance of the students, measures taken by the faculty members to support academically backward students plan for practical and lab related work in coordination with other departments if required.
2. Prepare departmental plans for organizing seminars and workshops, guest lectures, industrial visits and training programs
3. Constitute various students and teachers committee to take up various responsibilities and developmental activities
4. Obtain permissions / clearances from competent authorities before organizing any program to ensure the availability of required support from the authorities
5. Prepare and maintain all academic documents as per university / AICTE norms
6. All attendance registers shall be maintained and monitored on a daily basis.
7. All internal assessment records, marks statements- photocopies to be maintained
8. The records (copies of bills pertaining to different equipment, supplier details, service contract details, insurance details if any) of all departmental assets.
9. Be acquainted with university procedures, norms and standards, admission eligibility criteria, syllabus practical components; availability of visiting faculty; names addresses and phone numbers of all faculty members in the department, (faculty profile copies)
10. Prepare records and provide inputs to the principals in filling AICTE / University formats for starting new courses: extension of approvals and affiliation etc.
11. Conduct all internal examinations and practical's as per schedules and direction of the
12. Coordinate with external examiners and facilitate smooth conduct of practical exam
13. Viva-voce etc.

14. Plans for NAAC /NBA accreditation procedures.
15. Focus on research and publications.
16. Projects – Research and funding – application and implementation.
17. Applying for state and central government funding for events.
18. Support principal in smooth conduct of university exams and general administration of department and college.

8.5 Duties of the faculty members – Assistant Professors, Associate Professors and Professors

1. Assume academic responsibilities with utmost sincerity and devotion
2. Follow college and class timings strictly
3. Ensure that every class is properly organized and engaged
4. Ensure that class is concluded within time as per the plan, reach class room / Lab at least two minutes before the commencement of the classes
5. Prepare lesson plans, lecture notes, power point presentation material, handouts to be circulated before the commencement of the semester, prepare thoroughly for conducting the classes on day-to-day basis – PPTs, Reference books, Text books, Research papers and any other such preparations
6. Conduct all scheduled classes without fail as per the Academic plan for the semester and approved time-tables
7. Mark attendance within Two minutes of the commencement of the classes
8. Use Black board / LCD Projector as per the requirement of the specific subjects/topic
9. Ensure that the syllabus is completed as per the schedule
10. In the event of delays plan for additional classes to ensure completion of syllabus
11. Provide Students with information about assignments, internal tests and internal assessment processes in advance
12. Complete the valuation of the internal assessment processes within two to three days from the completion of the exams
13. Make the blue books available for verification after valuation
14. Ensure equity and fairness in assessment
15. Make assessment very objective and provide feedback for improvement of the students
16. Provide positive counseling and tutorial support to weak students- Mentor-Mentee system and records to be maintained systematically, semester-wise to meet the requirement of AICTE/affiliating University/NAAC/NBA/NIRF ranking etc.

17. Be available to students for clarifications of doubts after class hours
18. Keep students informed about the syllabus, key learning areas, academic responsibilities, university requirements, evaluation processes, etc.,
19. Perform invigilation work and examination duty as per specific requirements of the affiliating university
20. Be strict and vigilant during the invigilation of examinations
21. Apart from these fixed responsibilities of faculty members, Heads of Departments, and the Principal, specific responsibilities of non-teaching staff such as the Librarian, Administrative Officer, Lab Assistant and others are also fixed clearly and transparently. Documentation related to administrative work, libraries, and laboratories are also maintained as per the specified norms and quality standards.

All the staff members are assessed for academic performance on yearly basis. The assessment is done based on Teaching, Innovative Projects/Creative Teaching, Upskilling/ Self learning, Administration Research, Patent, Publications, Books MOUs, Placements, Internships, Events, workshops, Seminars, Conferences, FDPs, Students Clubs, Student events and active participation in all the activities of the institution.

Additional input to the students in the form of Co-curricular and Extra-curricular activities will be the responsibilities of specific committees created for such specific activities and the documentation related to such activities will also be maintained as per the requirements.

8.5.1 Staff Ethics, Morality and Loyalty

1. Dress code
2. Punctuality
3. Sincerity
4. Do not leave campus without permission & stay in campus
5. Avoid going to canteen and other departments during college hours as far as possible/for a reasonable time if really required – for about 5-10 mts.

8.5.2 Staff Accountability

1. Avoid taking leave without prior notice.
2. Effective Teaching methods to be used (Teaching Aids).
3. Periodic Assignments, Tests and Tutorials
4. Additional coaching classes for academically weak students
5. Lesson plan and student attendance to be maintained
6. Proper maintenance of Lab / Stock, Internal marks and blue books.
7. Preparation of Lab Manual, conduction of result analysis.
8. Periodic Seminars, Symposia, Industrial visits.
9. Obey Head of the department, Principal and Group Director, Management and Mgt. representatives.
10. Adhere to the rules and regulations of the Society and roles and responsibilities assigned time to time.

8.5.3 Staff – Student Relations

1. Staff should maintain cordial relationship with students.
2. Staff / Faculty should maintain friendly and congenial atmosphere in the college / Institution.
3. Should try to understand the problems of the students during tender age and observe behavioral changes and deal with utmost patience and commitment.
4. Should support the students and instill confidence.
5. Help students academically to gain knowledge and focus on the career opportunities.
6. Do not punish students by cutting their attendance and internal marks.
7. Help them to understand the responsibilities.
8. Do not harass students, as there are strict laws to punish the person involved.
9. Do not insult and do not use abusive language against students.

CHAPTER 9

DUTIES OF NON-TEACHING STAFF

The non-teaching staff comprises receptionists, PA to Principal, Administrative staff such as administrative officers, administrative clerks, administrative coordinators, University coordinators, Maintenance staff, Attenders, and Housekeeping.

A few of the staff members in designated portfolios are appointed for various laboratories in engineering streams and also in Computer science. The portfolios are:

Lab Supervisor – Maintenance of laboratory equipment, manuals, lab-related books, furniture, conduction of training and practical classes along with faculty members and lab related responsibilities.

Lab instructor - Maintenance of laboratory equipment, manuals, lab-related books, furniture, conduction of training and practical classes along with faculty members and lab related responsibilities.

Lab Assistant - Maintenance of laboratory equipment, manuals, lab-related books, furniture, conduction of training and practical classes along with faculty members and lab related responsibilities.

System Admin - Maintenance of laboratory equipment, manuals, lab related books, furniture, conduction of training and practical classes along with faculty members and lab related responsibilities. Maintenance of computer related software's, annual maintenance of all the computers of the labs.

Programmer - Maintenance of laboratory equipment, manuals, lab related books, furniture, conduction of training and practical classes along with faculty members and lab related

responsibilities. Maintenance of computer-related software, and annual maintenance of all the computers of the labs.

9.1 PA to Principal – Responsibilities

The personal Assistant to the Principal is a full-time non-teaching staff member of the Institution. The Employee would attend to the typing work, sending letters, etc., and coordinate with the submission of proposals to AICTE, NAAC, or any other funding Agency. Approval from management for appointment is mandatory.

9.2 University Section – Responsibilities (University section officer, University Co-Ordinator)

1. Approval of admitted candidates
2. Admission details with admission committee, coordinating with Heads of various department, verification of originals, certificates
3. Coordinating with Examination section - To submit the list of candidates to Examination section along with approved numbers
4. Entry of Marks to the Registers, (Preferably to maintain Photocopy of Marks cards)
5. Maintaining details of students related to PDC, TC, Migration certificates or any other relevant documents
6. Submitting Affiliation fees, Demand Drafts or Challans / Examination fees / DDs / Examination Applications to the affiliating University.
7. Maintaining acknowledgements of all correspondence with VTU/NAAC/NBA or any other certifying body
8. Submitting Annual Reports to affiliating University/AISHE/Government of India Portals.
9. Submitting details of SC, ST students and staff to the affiliating University.
10. Preparing details related to academics to submit to Government of Karnataka / Education Department / VTU / PG CET.
11. Correspondence with PG CET for admissions for MBA, MCA & M. Tech courses.
12. Coordinating with Principal / Director for submitting proposals to AICTE / NAAC / ISO certification or any other inspection committee.
13. Any other responsibility given by the Principal / Director from time to time.

9.3 Examination Section - Responsibilities

1. Coordinate with University section – Government/affiliating portals
2. Collection of data from university section and also from Heads of various departments
3. Preparation of candidate list in specific format based on the details submitted by the candidates in the examination application forms
4. Maintain Examination related stationery, cloth covers, procurement of stationery.
5. Conduction of examinations
6. Room allotment and planning for conducting examinations
7. Preparation of Hall tickets with the help of University Section and Maintenance staff in consultation with the affiliating University.
8. Preparation of form D, form A, maintaining data
9. Maintaining acknowledgements of proof of submitting sealed answer booklet bundles to University.
10. Attendance of students (Daily)
11. To coordinate with each faculty, HOD and procure the details as per proforma.
12. To maintain Time – Tables
13. To ascertain the required facilities for class rooms on day-to-day basis.
14. Maintaining student data sheet and correspondence with parents and students through email / SMS / LMS / WhatsApp/ Post/ other communications.
15. Maintaining the data of college automation.

9.4 Admission Section – Responsibilities

9.4.1 During Admission Time

1. Counseling the students for admissions
2. Verification of documents for eligibility
3. Providing fees details
4. Admission letter to the student / Parent
5. Undertaking from student during admission
6. Providing expenditure letter to the candidates admitted, for procuring Bank Loans and furnishing the details to accounts section

7. Handing over the application and documents to the university section with acknowledgment.

9.4.2 During non-admission time

1. To guide University section
2. To coordinate with Heads of the Department for procuring originals from students
3. To coordinate with university section for approvals
4. Preparation of Brochures – planning
5. Planning for admissions (next year)
6. Advertisements – relevant dates and News papers
7. Role of Agents – Addresses
8. Private consultancy offices in Karnataka and other parts of the country.
9. Organizing programs
10. FDP
11. SDP

9.5. Responsibilities as per the availability of vacancies among AMC Group of Institutions

There are about seven institutions under AMC - CITY banner and several courses are being conducted in these institutions. All the courses are affiliated to VTU/Bangalore University, Recognized by Govt. of Karnataka, and Approved by AICTE, New Delhi.

The services of the faculty appointed in one college may also be utilized for other institutions of AMC - CITY to match with the workload of each faculty. The faculty may also be transferred to other institutions within the group/ place/ new institutions established/ to be established in other states.

9.6. Accounts Department

Accounts department and digitalization

Accounts officer, Accounts Managers, Clerical Staff- Coordination with the accounts department at the corporate office. Recruitment for all these positions shall happen through the

Recruitment Committee / CVs through known sources and interviews. Prior approval from management is mandatory for filling the positions and approval for salary and other benefits.

Responsibilities:

Calculations of salaries of employees based on attendance compilation by respective Principals / HR.

Preparation of salary statements, attending to statutory requirements (TDS, PF, PT, ESI etc.), on time and online submission of all the details and maintaining the files.

Reporting to the accounts department at Corporate Office.

Purchases-related issues and clearing of bills in coordination with the Accounts department at the Corporate Office (purchase indent, purchase order, stock verification, entry registers) and clearing of bills.

Communicating with the Management through meetings about fee collection and details of accounts to be discussed once in every 15 days.

Organizing Internal Audits-Physical verifications of all the files, accounts details, statutory submission and related details.

Funding agencies and funds received from research institutions- Processing and maintaining details

Computerized receipt generation.

Coordinating with the Principals of respective institutions for follow-up of dues.

Communicating with Banks where institutional accounts are being operated.

Approval from the Management/JES/Trustees for any decision is mandatory.

9.7 Maintenance Staff

Maintenance of campus of -City Engineering College: Infrastructure maintenance, general cleanliness, construction, plumbing electrical, generators , Gardens , maintenance of pots, liaison with forest department for free saplings, water connection, borewells, rainwater harvesting, windmills, solar panels, fire safety equipment, building safety, transportation, buses, related documents- fitness certificates insurance driving licenses of drivers, cars, other

official vehicles, security, maintenance of all property related documents, electricity bills, water bills, lifts, annual maintenance file, purchases, almirahs, cub boards, sewage treatment plant, disposal of waste, selling of newspapers, old materials, shifting of materials within the campus, parking of vehicles, attending general work whenever events like graduation day, annual day, seminars, conferences, cultural events and logistical support at the time of inspection – LIC/AICTE/NAAC/NBA and any other such inspections.

Maintenance of all the stock registers related to the property, materials purchased, materials disbursed and all such related entries to be maintained at maintenance department by the campus maintenance officer.

Prior approval from management is mandatory for recruitment of staff and salaries to be fixed. The procedures of recruitment for the above-mentioned category of employees to be followed through HR and written approvals from management has to be obtained.

CHAPTER 10**Courses Offered and eligibility criteria- UG & PG Courses**

Courses	Duration	Eligibility
B.E. Computer Science Engineering	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. Electronics & Communication Engineering	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. Civil Engineering	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. Mechanical Engineering	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. Information Science Engineering	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. Artificial Intelligence & Machine Learning	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
B.E. CSE (IoT and Cyber Security)	4 Years	PUC / 10 + 2 / Intermediate/ Equivalent with 45% marks in Physics, Chemistry, Maths
BBA Bachelor of Business Administration	3 Years	Pass in PUC/10+2/Intermediate/Equivalent
BCA Bachelor of Computer Applications	3 Years	Pass in PUC/10+2/Intermediate/Equivalent
M.Tech Computer Science	2 Years	Any B.E. or B.Tech in relevant specialization with an aggregate of 50 %
MBA Master of Business Administration	2 Years	Any bachelor's degree with an aggregate of 50% marks for general category, 45% for SC/ST students. Scorecard for MAT/CAT/JMET/K-MAT or PG CET should be submitted at the time of admission
MCA Master of Computer Applications	2 Years	Any bachelor's degree with an aggregate of 50% marks for general category, 45% for SC/ST students. Scorecard for MAT/CAT/JMET/K-MAT or PG CET should be submitted at the time of admission
Ph.D Computer Science		Master's Degree in Engineering/Technology/M.S./ Equivalent degree with an aggregate of 60%

CHAPTER 11

Admission Procedures (UG & PG courses, University Quota and Management Quota)

11.1 Admission Procedures

1. Identification of work force-
2. Core committee (for decision making)
3. Admission committee
4. Administrative staff for admissions
5. Student counsellors (2)
6. Counsellors for interaction with parents (1)
7. Procurement of
 - required computers (1)
 - Printer (1)
 - Proformas
 - Procurement of relevant data from each department about various activities
 - training and placement details from each department or from placement officer
 - placement brochures
8. Budget estimation (funds for admissions)
9. preparation of brochures and pamphlets etc.
10. paper advertisements
11. marketing
12. Trips to other places (North India – Assam, Kolkata)
13. General mode of operation for admissions
14. Preparation of brochures
15. Admission status for the last two years and fee details (comparative chart)
16. Fixation of fee for various courses (academic year
17. Meeting with agents (second / third week of Feb.)
18. Marketing strategies
19. Sending brochures to various colleges in other states
20. Attending one or two summits on education at various places (not compulsory, may be considered for one or two places)
21. Sending teams to various places for admissions (not compulsory)

22. New paper advertisements
23. Identification of suitable news papers
24. Deccan Herald, The Times of India, The Hindu, Prajavani
25. Time of advertisements - April, May, June and July, (every Wednesday and Sunday/Monday in various papers)
26. Advertisements in North India (Assam, Kolkata)
27. Advertisements in south India (Andhra Pradesh, other parts of Karnataka, Kerala) (June and July,)

11.2 Admission Counseling

This is an interactive process through which new students and their parents/guardians are oriented to the campus culture and academic practices followed at the college.

11.2.1 Undergraduate courses

Admissions for all undergraduate courses of City Engineering College, shall be made by the admission committee of the college. This is purely first come first serve basis. The students are required to meet the eligibility criteria before applying for particular course. Other conditions like syllabus, course curriculum and academic calendar are as per the direction of the affiliating University.

Admission committee while finalizing admissions to various courses, if at all concessions / special considerations are to be given, prior approval in the form of signature from the chairman/ Management/ a committee represented by the management.

Any proposal for concession in fee / special consideration should be routed through a letter from the candidate/ Parent forwarded through the principal/ head of the institution, with proper recommended decision to the chairman. Management decision is final in this regard.

Under City Engineering College, fifty percent of the total sanctioned intake of seats for all the undergraduate engineering courses will be filled by the affiliating colleges. The CET Cell shall publish a notification in leading newspapers about the admission procedures comprising the dates for procurement of applications, submission and required documents to be submitted along with the application along with the prescribed fee. The students are advised to see the leading newspapers for the details. Out of the total number of seats sanctioned for each course,

50% of the seats will be filled by CET through entrance examination, rank list, merit list and followed by counseling. Twenty five percent of the seats by COMED–K and Twenty five percent of the seats through management quota.

11.2.2 Postgraduate courses

(City Engineering College) Fifty percent of the total sanctioned intake of seats for all the postgraduate courses will be filled by the affiliating university. The university shall publish a notification in leading newspapers about the admission procedures comprising the dates for procurement of applications, submission and required documents to be submitted along with the application and the fee. The students are advised to see the leading newspapers for the details. Remaining fifty percent of the seats will be filled by the management through admission counseling by the admission committee. The students applying for postgraduate courses like MBA / MCA / M. Tech shall submit a valid score card from certifying bodies like K-MAT, MAT, CAT, GATE, AIMA etc.

Under CEC, the seats for post graduate courses will be filled by VTU. (Please refer column no. 18 for Eligibility Criteria for various courses)

11.3 Admission Approval Procedures

Mainly, four documents are required for admission to under graduate or post graduate programs. The marks cards (all the three years of graduation), degree certificate (convocation), migration certificate (if a candidate is non-local) and transfer certificate (from the college/institution where the candidate studied last). Submission of photo copy of Adhar card is mandatory. Students belonging to SC/ ST/ OBC categories must submit the photo copy of caste certificate issued by the competent authority.

The information related to each candidate about the examination passed last, percentage, second language studied in the previous qualifying examination and relevant details will be prepared and submitted to the affiliating university VTU along with original documents (as mentioned above) to obtain approval for studying a particular course.

If a candidate is from outside India, and seeking admission in this college, an eligibility certificate has to be obtained from the VTU before admitting the candidate, and an application form pertaining to a particular course will be submitted to the VTU along with prescribed fee, through college. Eligibility certificate has to be obtained for all foreign students before submitting approval statements to the VTU.

11.3.1 Cancellation of admission – relevant procedures

Admission Withdrawal Policy and Refund

Usually, withdrawal / cancellation of the seat will not be entertained. However, under emergency situation, it may be considered with the permission of the higher authorities. The details are as follows:

If a candidate wishes to withdraw or cancel I year admission the tuition fees will be refunded as per the following schedule

Time	Refund
Within 48 hours	100%
Within 4 days	75%
Within 8 days	50%
Within 15 days	25%
Beyond 15 days	No refund

The student has to submit a requisition letter for cancellation of admission duly signed by the Director/HOD and Principal, and also mention in the letter that he/she will not have any claim from the college whatsoever. (Proforma for undertaking for withdrawal of admission is available with admission department).

If the student wishes to withdraw the admission during II year or III of undergraduate courses, and during II year of postgraduate courses should pay the fee for the entire course. Other formalities as usual and should be fulfilled by the candidate.

11.3.2 Student/Parent/Guardian Undertaking

The student withdrawing his admission must submit an undertaking from the parent/guardian. Proforma is available in the trust office.

11.3.3. Refund of Fee

After completing all the formalities, the student can collect the amount in the form of cheque duly signed by the competent authority.

11.3.4 Return of original documents

After completing required formalities, the student can procure the original certificates submitted by him at the time of admission (if any) from the trust office.

11.4 Reservation policy for SC / ST / OBC, merit, poor, physically handicapped students and staff members

11.4.1 Reservation policy for SC/ST students

SC & ST reservations for admissions to various courses and appointment in City group of institutions are offered as per government quota, even though City is private, self-financing and unaided institution.

11.4.2 Fee concession for SC & ST students

Tuition fee concession of 25-50% will be given to SC & ST students of Karnataka based on merit and economic conditions.

11.4.3 Free education for merit students

Total tuition fee exemption and fee concession for merit students of Karnataka under management quota only.

90 - 100% marks – Full tuition fee exemption

75-89% marks – 50% tuition fee exemption

11.4.4 Free education for poor students

Free education will be provided by AMC group for poor students as per the college policy for only Karnataka students.

11.4.5 Fee concession for physically handicapped students

Physically handicapped students are eligible for ten percent fee concession on tuition fee.

11.4.6 Fee details and calendar for the payment of fees

The fee details and the calendar for the payment of fee are available with the accounts department under each college, admission department and also with the principal of each college. The decision of the fee fixation committee of the college and the chairman is final in this regard. The fee details are to be intimated to the affiliating University, and also to be included in the LIC/AICTE reports for inspections as annexures.

CHAPTER 12

APPOINTMENT PROCEDURES

12.1 Teaching Staff

12.1.1 Appointing faculty for different positions

Appointing faculty for different positions (Professors, Asst. Professors) is very important aspect of administration and is base for maintaining quality of Teaching and also for obtaining brand name for the Institutions. The name and brand equity of City Group of Institutions is dependent on appointing dedicated and highly qualified faculty members with commitment, zeal, perseverance and experience.

12.1.2. Paper Advertisements

Advertisements for appointing suitable candidates for various positions may be giving in National / Local Newspapers to procure applications / CVs from eligible candidates.

12.1.3 Procuring CVs through known source/email

The CVs may also be procured from the known source or from the faculty working in AMC / City group of institutions. If the candidates are suitable, they may also be considered.

12.1.4 Scrutinizing applications for suitable candidate

Recruitment committee/ Departments can scrutinize applications / CVs received through post or email or through known source. The Recruitment committee in consultation with the department HOD / Staff may ascertain the eligibility criteria. The staff may also obtain clarification from the Principal in case there is any doubt in ascertaining the eligibility criteria.

12.1.5 Verification of original documents/ Testimonials

Heads of the department / Staff and recruitment committee may verify the original documents, testimonials and any other certificates submitted by the candidates. The eligibility criteria for various positions are on par with the criteria prescribed in AICTE / UGC guidelines. Call letters may be sent for suitable candidates and also intimated through telephone/ email.

12.1.6 Interview Committee

Committee to interview the candidates will be constituted. The committee comprised of Chairman of the Trust / Director / Principal of the college / HOD / Professor of the Department concerned and subject expert (preferably from other institutions).

12.1.7 Subject Expert

Person with suitable qualification and experience with academic credentials preferably professor category, may be called from institutions as subject expert interviewing the candidates.

12.1.8 Pre-Interview Data Sheet

The candidates will be asked to fill the details as per the proforma of Pre-Interview data sheet.

12.1.9 Interview

1. The candidate should produce salary certificate, and the committee members will ensure the suitability of candidate for the post and the subject expert shall assess the candidate's subject knowledge in concerned field / area of specialization.
2. The candidates appearing for interview should submit the following
 - Original documents / certificates. Marks cards, convocation degree etc. and relevant documents as proof of completion of the qualifying examination, M.Tech, Ph.D.
 - Testimonials, proof of experience (academic,
 - Industry and extra-curricular-sports, Dance etc.
 - Salary certificate from the Head of the Institution of last service.
 - Details of service with experience (Last).
 - Two references.
 - Address, Proof of address.
 - Phone No, Mobile No etc.
 - Contact person of Principal / Director / Manager of the previous work place
 - Testimonials from Principal / Director / Manager of the previous work place

12.1.10 Demonstration Class

Teaching demonstration in class room in front of the committee members and students should be given by the candidate. The committee can also procure the opinion of the students about teaching skills of the candidate. (Student feedback must be obtained).

12.1.11 Employment offer letter (Proforma No.) B

Based on the recommendation of the selection committee/ centralized recruitment committee employment offer letter duly signed by the competent authority will be issued to the employee.

12.1.12 Employment acceptance letter (Proforma No.)

Based on the employment offer letter issued, candidate as to submit letter of acceptance through the principal/ head of the institution.

12.1.13 Appointment letter (Proforma No.)

Appointment letter duly signed by the chairman / Trustees / Authorized committee will be issued to the employee.

12.1.14 Joining letter (Proforma No.)

Based on the offer letter/ appointment letter candidate has to submit joining letter.

12.1.15 Submission of original documents

Submission of original documents is mandatory, as the inspection committees from AICTE are making surprise visits. The appointed employee (faculty) should submit original documents of qualifying examination to office and obtain acknowledgement from the trust office.

12.1.16 Entry of employee's name to important files (Attendance register, service register, accounts department, opening of bank account, entry of name to library, security department etc.)

Appointed employees name has to be entered to various registers in the institution. Attendance Register in trust office, biometric machine, accounts department, submitting bank account no. to accounts departments, entry of name to the library and in the security office at the main gate.

12.1.17 Allotment of responsibilities – preliminary discussions

The principal, head of the department shall have a preliminary discussion with the appointed employee about rules and regulations and assigned duties and responsibilities along with general working environment of the institution.

12.2 Non-teaching staff

Non-teaching staff will be appointed by scrutinizing the applications received from known sources or by post. Suitable candidates will be selected based on their capabilities and work experience based on the testimonials and proof produced by them from the place of their last work. Salary will be fixed based on their capabilities and AICTE/UGC/state level/CEC scales.

CHAPTER 13

PROBATIONARY PERIOD

The candidate selected for faculty position will be on probation initially for a period of 6 months. The performance and academic capabilities of the candidate will be observed by the disciplinary committee, Head of the Department, Principal, and students feedback will be taken time – to – time for assessing the capabilities of the staff.

13.1.1 Frequent monitoring and observation

The appointed faculty should follow the rules and regulations specified in trust. Every employee's academic credential's teaching skill and overall performance and contribution to the institution and general behavior will be observed for promotions and considering for higher positions and increments.

13.1.2 Extension of probation

Based on the report of the disciplinary committee the probationary period may be extended for another six months. The candidate has to face the review committee for the continuation of service after six months (1 year). The review committee will submit a report on the academic performance and suitability of the candidate for the post.

If the report is adverse the candidate shall be asked to resign with immediate effect. The probationary period may be extended beyond 1 year in certain cases based on the report of review committee.

13.1.3 Continuation of service

Based on the recommendations of the review committee, the candidate will be provided with appointment letter duly signed by the principal of the college and Chairman of the trust, specifying the terms and conditions of employment. The staff is advised to strictly adhere to the rules and regulation of the trust and follow the instructions of the management / Director / Principal.

13.2 Continuation / resignation / termination of services of teaching and non-teaching staff

Every employee has to submit the letter of continuation / resignation in the proforma provided by the principal. Usually, the form will be circulated during last week of the March every year and two-month notice is applicable from the first of April and such employee who submits the letter before 31st March, will be relieved 31st May.

Any employee could be terminated from the service if the individual is not abiding by the rules and regulations of the College and management. The employees must abide by the directions of the Chairman/Group Director /Principal /Director of the department /Head of the department and work for the academic and intellectual requirements of the college and also for the benefit of the students. The faculty should not involve in anti-management/anti- principal/anti-director/anti-Head of the department / faculty/ Students' activities. The discipline and the activities and movements of the staff will be thoroughly observed by a highly confidential committee and the activities will be maintained in a confidential file of the employee. These details will be meticulously followed for increment / designation / assigning any kind of responsibility in higher position/s in the organization.

13.2.1 Employee relieving procedures

Any employee working in the category of teaching staff should approach the principal to formally inform about the resignation. Prior notice of two months is required to be given before submitting resignation letter and subsequent relieving procedures. Usual time for relieving teaching staff is end of the semester or end of the academic year. Every employee must submit the letter of self-appraisal continuation/resignation (proforma No.) by 31st March of every year, by the end of May month of the year the employee will be relieved from the service. The following procedures are to be followed:

- Proof of completion of syllabus from HOD
- Completion of assigned departmental work and submission of files back to HOD
- Procuring No-dues certificate from HR department.
- Filling all the details and obtaining signature from library, Laboratory, HOD, Accounts, Principal.

- Handing over the responsibilities to the colleague/s in the department
- The principal of the college shall give the relieving letter (proforma No.) on the last day of two months' notice.
- Required testimonials may be collected from the principal.

13.3 Workload for teaching staff (Professors, Asst. Professors and Lecturers)

As per the norms of AICTE / UGC (Prof – 8 hrs. to 10, ASP – 12 hrs. to 14, Lecturer – 16 hrs. to 18 hrs. The revised work load to be implemented as per the norms of 6th pay commission and also UGC). The teaching staff are expected to attend the assigned work load and bear an additional work load of 10 to 15%.

Apart from regular teaching assignment per week, the faculty are also expected to work towards research & Development activities, Industry and academia interaction, Faculty Development Programs and extracurricular events/annual day celebrations/graduation day celebrations etc.

13.4 Staff (teaching and non-teaching) profiles, correspondence and present and permanent addresses, local and permanent phone numbers, and email Ids

Details of profiles, correspondence and permanent addresses, local and permanent phone numbers and e-mail ids are available with the principals of each college.

CHAPTER 14

Leaves and vacation – Rules and regulations

14.1 Teaching Staff

Every employee is eligible for one casual leave per month. Casual leave is applicable within one calendar year (1st January to 31st December). All the accumulated leaves are to be utilized before 31st December of the year.

14.1.1 CL may be granted to a permanent employee, whether he/ she enjoys annual vacations or not, for Twelve (12) days in each calendar year. On an average the employee is eligible for availing 1 (one) day casual leave per month. If at all casual leaves are accumulated [not utilized time to time] may avail to take casual leaves not beyond 3 working days at a stretch.

14.1.2 A probationary employee may be granted maximum of ten CLs in a calendar year, however the employee will be credited with one CL for every completed month of service.

14.1.1.3 No employee shall avail of more than 3 days of CL at a time.

14.1.4 Casual leave of half-a-day effective up to or from 1:15 PM on any working day may be granted.

Half-a-day Casual leave may be granted either for forenoon/Afternoon session.

14.1.5 Casual Leave cannot be combined with any other leave or vacation. But can be combined with holiday/s

14.1.6 CL on Saturday is considered as full day (if the concept of working for half a day on Saturdays).

14.1.7 The employee has to submit a leave application after taking prior consent and written permission from the Director/Head of the department after making necessary arrangements for the class work and any other work specified for the day.

14.1.8 All the teaching staff is also eligible for one “permission” and one “short leave” per month. The duration of the permission/short leave is about one and half hours to two hours. Every employee must take prior permission from the principal/head of the institution. Any employee not applying for leave and absent for more than two days without prior acceptance of the leave will be terminated from the services. The trust /college shall give 15 days notice to any employee to relieve from service. The Trust/college has got complete authority and write to terminate any employee without giving any prior intimation, if any employee violates the set rules and regulations. (And necessary legal procedures will be initiated against the employee). Absence (absent from the duty without intimation or taking prior permission) means – loss of pay for two days.

Visvesvaraya Technological University calendar of events will be followed for general holidays. However, management, Group Director, Principal has right to alter the holiday criteria depending on the requirement of the college and other necessary works like preparing documents for the visit of inspecting committees from AICTE/NAAC/ISO/internal audit team of the college or making arrangements for college annual day celebrations/any other function or related activity. All the accumulated casual leaves must be utilized in calendar year (1st January to 31st December) before 31st December.

2nd and 4th Saturday of a month is full working day. 1st and 3rd Saturday (and 5th Saturday) is holiday for teaching staff with the following conditions:

1. With the implementation of 5/6 working days per week, the faculty is eligible for only one short leave / permission (for one and half to two hours) per month.
2. The facility of One Casual Leave per month remains unchanged. Staff should apply for leave well in advance and transfer the responsibilities to the colleague of the

department and obtain signature from the colleague, Director and Head of the department and Principal and then forwarded to the HR department.

3. OOD has to be approved with the submission of valid proof from competent authorities, approved by the Director / Dean / Head of the department and sanctioned by the principal and forwarded to the HR department.
4. The faculty should report to the duty on Saturday whenever there are inspection visits by LIC, AICTE, NAAC or Internal audit committee or to attend the work related to seminars, workshops, annual day celebrations or any program framed time to time (As per the instructions given by the principal, as per the requirement or the situation demands).
5. There is no CH facility for working on Saturday.
6. All the faculty will be given duties for conducting practical examinations and invigilation duty for theory examinations (UG and PG) on rotation basis on Saturdays (during examination season – UG and PG). Attending examination duty/invigilation is mandatory.
7. The facility of holiday on all Saturdays is not applicable for Administrative Staff, Office staff, non-teaching staff, drivers, housekeeping and attenders.

The faculty shall avail leave and holidays as per the College rules. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation and deductions. Unauthorized absence for more than three times in a year is liable for termination of job, if disciplinary committee decides. Faculty has to complete seven months of continuous service for getting eligibility for vacation.

The vacation is given two times in a year. May/June and December/January. Teaching staff (eligible for vacation) will get 06 working days as vacation.

14.2 Non-teaching staff (Administrative staff, University section, Examination section and maintenance staff)

Every employee is eligible for one casual leave per month. All the accumulated casual leaves must be utilized in that calendar year i.e., before 31st December of every year.

The employee has to submit a leave application after taking prior consent and permission from the Director/Head of the department after making necessary arrangements for the work and any other work specified for the day. All the nonteaching staff are also eligible for one “permission” and one “short leave” per month. The duration of the permission/short leave is about one and half hours to two hours. Every employee must take prior permission from the principal also. Any employee not applying for leave and absent for more than two days without prior acceptance, will be terminated from the services with immediate effect and necessary legal procedures will be initiated. Absence (absent from the duty without intimation or taking prior permission) means – loss of pay for two days. Bangalore University calendar of events will be followed for general holidays. However, management and principal has right to alter the holiday criteria depending on the requirement of the college and other necessary works like preparing documents for the visit of inspecting committees from AICTE/Bangalore University/NAAC/ISO/internal audit team of the college or making arrangements for college annual day celebrations/any other function or related activity etc.

The non-teaching staff shall avail leave and holidays as per the college rules. Unauthorized absence of more than 4 days from attending the duties will be liable for termination of your services and unauthorized absence of a day will be calculated as two days absence for the purpose of salary calculation and deductions. Unauthorized absence for more than three times in a year is liable for termination of job, if disciplinary committee decides. Non-teaching staff has to complete seven months of continuous service for getting eligibility for vacation.

The vacation is given two times in a year. May/June and December/January. Non-teaching staff (eligible for vacation) will get 02 working days as vacation (clubbed with Sunday or any festival holiday (25th Dec).

Vacation for teaching and non-teaching staff will be planned by the Principal of the college based on the examination time-table schedule and also in staggered manner depending on the requirement of staff for various duties

CHAPTER 15

Discipline of the staff- Disciplinary Committees

All the employees of the institution are expected to maintain discipline in terms of dress code, punctuality, sincerity by displaying utmost commitment for academic development of the institutions. All the employees are observed for the behavior, cooperation and contribution for academic progress of the institution.

15.1 Teaching Staff

The staff and students are advised to follow strictly:

Dress Code, Punctuality, Sincerity, Commitment towards work, Continual improvement and academic progress, Contribution to the organization other than Teaching (Research, Articles, Books, Seminars, Conferences, Workshops and extra curricular activities)

The Directors / HODs have to conduct regular meeting with their departmental colleagues for the syllabi covered, lab requirements, protocols, seminars, conferences, attending conferences, workshops, events, publications, training, research and development, skill development and continual academic progress of all the staff members of the department.

15.1.1 Dress code

Men – Formals with tie and suit with shoes

Women- A decent dress/sari/blazers

15.1.2 Punctuality –

Timing to be followed, classwork on time participation in all the activities of the institution.

15.1.3 Sincerity –

Maintaining work culture with utmost sincerity and commitment, sincere in executing the assigned work.

15.1.4 Commitment towards work -

Completing the tasks as per the scheduled program

15.1.5 Continual improvement and academic progress -

The faculty members should strive to continually strive to progress academically.

15.1.6 Contribution to the organization other than Teaching -

Research, Articles, Books, Seminars, Conferences, Workshops and extra-curricular activities

15.2 Non-teaching staff

Nonteaching staff is expected to maintain decorum of the college by maintaining a simple and decent dress, receiving students and staff properly with pleasing manner and attending the work of students and faculty. There are various departments under non-teaching category. The respective in charges of each department shall delegate the duties and responsibilities of the staff.

CHAPTER 16

Quality and Human Resource Development

A separate department shall function as human resource development for the institution. The department focuses on recruitments, advertisements, reviews, faculty development programs, student development programs and industrial visits, MOUs, collaboration with industries, statutory requirements of the institutions, leave calculations, salary calculations, TDS calculations, filing the data to statutory organizations in collaboration with accounts department.

16.1 Academic Norms and Procedures

16.1.1 Class Committee

Every class shall have a class committee consisting of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

Solving problems experienced by students in the class room and in the laboratories clarifying the regulations of the degree programs and the details of rules therein Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.

Informing the student representatives, the details of regulations regarding weight age used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.

Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

The head of the department normally constitutes the class committee for a class under a particular branch. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the principal. This is more relevant to the Engineering Students.

The class committee shall be constituted on the first working day of any semester.

At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

The chairperson of the class committee may invite the faculty adviser(s) and the Head of the department to the meeting of the class committee.

The principal may participate in any class committee of the institution.

The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the head of the institution.

The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

16.1.2 Disciplinary Committee

Discipline of faculty/ staff is governed by regulations designed to maintain academic integrity, professional conduct, and institutional loyalty. Staff members, including faculty and administrative personnel, are required to fulfil their academic and non-academic duties in accordance with established policies and standards. This includes the timely preparation and delivery of lectures, research, student guidance, and participation in academic committees or

other assigned responsibilities. Negligence in such duties may result in formal disciplinary action.

Attendance is compulsory, with all staff expected to adhere to the official working hours of the institution. Unauthorized absences or habitual tardiness may be subject to penalties, ranging from warnings to deductions in pay or suspension. Furthermore, staff are obligated to perform their duties with diligence, avoiding any form of negligence or dereliction that may harm the institution's reputation.

Loyalty to the Institution is a crucial aspect of staff discipline. Employees are expected to act in the best interest of the institution, maintain confidentiality of sensitive information, and refrain from engaging in activities that conflict with their professional duties or compromise institutional interests. Any violation of these principles, including acts of misconduct, insubordination, or breach of trust, may result in severe consequences, including dismissal from service.

16.1.3 Academic Activities

The academic year begins from the month of June-July. A detailed time-table for each class to be organized in the whole year is notified to the students in the beginning of the academic year, along with other activities of the college like dates of conduction of student counseling, internal assessment tests, tentative dates for the final examination including theory and practical. The college will also conduct extracurricular activities at interdepartmental level and intercollegiate level. The academic schedule helps them in planning their studies well in advance. AMC College provides the students with the ability to develop strong inter-personal skills, motivate and support self-directed learning activities. The entire study program is framed for student and faculty interaction. This in turn encourages students a higher level of thinking and helps them to assimilate and synthesize knowledge for practical application. This college is a thriving academic community with highly qualified and experienced staff and excellent teaching capabilities.

The students have to undergo quarterly tests based on the performance of which they are allowed to attend university exams. Every subject has internal assessment marks. This gives the students a great deal of initiative and self-confidence and also helps them in deriving the maximum advantage depending on their expertise in the subjects. The internal assessment team is quite conducive in judging every student.

The method of teaching at AMC is through lectures and a wide range of methods like seminars, case studies; workshops, group discussions, industrial visits, presentations and educational tours and discussions with senior industrialists and entrepreneurs.

The students are exposed to various seminars conducted by professionals to keep abreast of the latest technology and scientific knowledge in order to be efficient in handling more complex problems and difficult situations in the industry. Moreover, the experiences shared by distinguished visiting faculty from the corporate arena help amalgamate theory and real-world practices. Various clubs functioning in the campus call for student groups to interact with the latest in technology. It is an opportunity for them to work in teams.

The College strongly believes in a constant process of evaluation and assessment of students. This ensures that the college maintains its current excellent reputation, and that it is at the forefront of educational development. May be this is one of the main reasons we sustain this Institute successfully for the last 12 years.

Fresher's Day, Teachers' Day, Talents Day, Ethnic Day etc. form the major portion of extra-curricular activities wherein the students participate and refine their talents. The plethora of activities during these days gives them an instance to co-ordinate with faculty members.

Apart from regular classes, special assistance is provided to students who are weak in studies. Practical classes in the various labs are conducted in accordance with the university norms and more attention is paid to them.

Speakers from all walks of life, academicians, professional managers, software consultants, computer experts, HRD consultants are invited to speak and interact with the students to share their experience in related fields.

Industrial visits, exhibitions etc. exposes the students on the latest know-how prevailing in the industries and an opportunity to interact with the top-class management personnel. Various programs are tied up with these industries there by building a better relationship, which finally helps for placement activities.

16.1.4 SYSTEM OF EXAMINATION – UG and PG examinations

Performance in each course of study shall be evaluated based on (i) continuous internal assessment through the semester and (ii) A University examination at the end of the semester.

Each course, both theory and practical shall be evaluated. The project work shall be evaluated.

For all theory and practical courses other than project work, the continuous internal assessment will carry marks as specified by the University.

The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between January and February during the odd semesters and between July and August during the even semesters.

The University examination for project work shall comprise of evaluation of the final report submitted by the project group by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner. The project report shall carry a maximum 100 marks while the viva-voce examination shall carry 100 marks (awarded to each student of the project group based on the individual performance in the viva-voce examination).

For the University examination in both theory and practical courses including project work, the University shall appoint the internal and external examiners.

16.1.5 Requirements for completion of a semester

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable reasons such as Medical / participation in sports / personal, the student is expected to attend at least 85% of the classes.

Therefore, he/she shall secure not less than 85% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses offered during that semester.

However, a candidate who could be given relaxation of 10% attendance only in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the principal shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations. The candidate should also obtain report from campus medical officer after submitting medical reports of treatment.

16.2 General academic activities – time-table, lesson plan – semester plan, monthly plan, daily report, work done statement (department wise)

The Heads of the department through repeated meetings should plan for academic progress for the semester and implementation of the policies for the development of the department and the institutions.

Timetables, work allotment (teaching and other responsibilities), lesson plans, daily reports, work done statements, seminars, conferences, and research and development, academia industry interaction.

16.3 Academic quality

Academic Quality has to be maintained by all the teaching staff, principal, deans and directors, as per the norms of AICTE/UGC/NAAC/NBA/LIC.

CHAPTER 17

Requirements for appearing for semester examinations

A candidate shall normally be permitted to appear for the University examination of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of that semester. Required percentage of attendance is compulsory to procure eligibility for applying and appearing for the examination.

Registration is mandatory for current semester examinations as well as examinations failing which the candidate will not be permitted to move to the higher semester.

17.1 Procedure for Awarding Marks for Internal Assessment:

IA marks will be awarded based on the written examination, punctuality, obedience, interaction in the class, attendance as per the norms of affiliating university

Assignments

Two/three internal tests shall be conducted during the semester by the concerned Department / College. There can be centralized way of conduction of internals for all the UG courses and PG courses separately. The total marks obtained in all the tests put together, as per the requirement of the University and rounded to nearest integer (this implies equal weight age to all the three tests).

Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the internal assessment marks shall be decided based on the recommendation of the class committee and shall be announced at the end of every semester by the principal.

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the

principal who will keep this document in safe custody should verify the record. The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

Performance in the internal examinations, completing assigned projects, attending all the activities in the department (seminars, workshops, industrial visits and any other work assigned by HOD or faculty) Fulfilling all the norms of affiliating university

17.2 Achievements of the college – Department wise

Each college should conduct various programs to (academic and extra-curricular) in each department. Prior approval is required to be obtained from higher authorities for conducting any program. Usually, it is advisable to conduct at least two industrial visits, one or two seminars, one or two guest lectures during one semester apart from regular classes and syllabus completion. The faculty may also attend seminars etc. and also encouraged to present papers in national and international seminars/conferences/workshops. The heads of various department should maintain the chronological list of various activities. They may submit a copy to HR department and also the principal.

17.3 Achievements – Faculty and students – Department wise

The faculty may also attend seminars etc. and the trust also encourages to present papers in national and international seminars/conferences/workshops. The heads of various departments should maintain the chronological list of various activities of the department. They may submit a copy to HR department and also to the principal. Special weightage will be given for original research articles presented/published in national and international conference/journals of high repute.

17.4 Extracurricular activities

- Academic – Events, seminars, symposium, workshops
- Non-academic – Cultural activities, sports activities, inter departmental and inter collegiate activities

The academic achievements and progress of the faculty will be monitored meticulously on yearly basis. The faculty working in various departments of AMC will be encouraged for attending conferences, workshops in Bangalore, other places in Karnataka and also in other

states. The faculty should also involve in organizing seminars with in the college. Their academic credentials will be considered for annual increments and deciding designations. A partial financial support for attending seminars will also be considered depending on the situation.

17.4.1 Academic- events, seminars, symposia, workshops

Continual academic improvement of faculty is mandatory for considering names for increments, promotions and assigning portfolios of higher responsibilities. It is compulsory for all the faculty members to simultaneously concentrate on research and development activities and present research papers in conferences of national and international importance. Faculty is also advised to learn latest developments in the chosen field and attend training programs and workshops in and around Bangalore. Partial financial support (for registration and travel) will also be provided to the faculty for attending seminars, workshops, training programs.

17.4.2 Special programs for students (Academic and extracurricular)

Apart from curricular activities and class work, the students also should be trained for various programs for overall development (Student development programs)

Students shall be trained for seminars in every area of the curriculum. Topics are to be decided by the staff and students should prepare relevant material on the topic and deliver lecture on the topic. Attending seminars by all the students is compulsory. The internal assessment should also be based on the performance in seminars (training for seminars)

17.4.3 Non-academic – cultural and sports activities, inter departmental and inter collegiate activities

The student will also be trained for extracurricular activities like solo song, group song, solo dance, group dance, mimicry, mono acting, fashion show etc. Interdepartmental cultural activities will be conducted every year during Feb., before the event of Annual day will be celebrated usually during last week of Feb., or first week of March. Prizes will be distributed to the winners. Students will also be encouraged to participate in intercollegiate competitions in and around Bangalore. A separate incharge will be appointed by the principal each year to organize these events on the campus.

CHAPTER 18

INSPECTION COMMITTEES

Head of the institution is responsible for documentation and leading the team with heads of the department and other academicians of the institutions for facing the inspection committee online/offline.

18.1 AICTE – Requirements and Procedures

Proforma for the Extension of approval for various courses, Mandatory disclosure and Compliance report should be submitted on or before 31st January/February. The principals of the college should frame a committee to look into all the documents and filling up of all the details. Required fee should be submitted in the form of demand draft. Prior arrangements are to be made to obtain demand draft. All the details must be submitted to AICTE local office along with CDs and obtain acknowledgement. The same data should also be hoisted on the college website. The proforma of the application, mandatory disclosure and compliance report is available at the end of this booklet. (For further information please visit AICTE website: www.aicte.ernet.in)

18.2 VTU – Requirements and Procedures

There is a regular visit of Local Inspection Committee (LIC) members from VTU to the college. Initially the college should apply for renewal of affiliation of all the courses or as decided by the trust/management through proper channel by filling the application and submit the requisite fee for affiliation. A committee (senior faculty from various departments) may be formed by the principal of the college to prepare documents for submission and also to face the LIC for inspection. The proforma of the application is available at the end of this booklet. (For further information please website: www.vtu.ac.in)

18.3 Quality assessment committees - NAAC / NBA /ISO-9001

For maintaining quality of any institution, there are certain certifying bodies like National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), ISO-9001. There are certain procedures for applying for procuring certification. Quality has to be maintained as per the guidelines prescribed by these certifying bodies.

18.4 Internal audit committees

Internal audit of accounts, purchases, equipment, library, stores, will be done on regular basis, usually during beginning of academic year or end of semester. A separate committee will be appointed to look into the details of above-mentioned areas.

18.5 Departmental verification committees

A regular check for stock registers, timetables, completion of syllabus, activities of the departments, placement and training activities and data for NAAC/NBA/LIC.

CHAPTER 19

PLACEMENT AND TRAINING

In the present educational system of the country, training the students suitably for placement in companies is a major aspect for the development of any educational institution. Due importance is given by the institutions to concentrate on these aspects. The details are mentioned below.

19.1 Linkages in General / Technical Education

When the focus is on quality of education and getting students ready to face Industry it is imperative that the Institute forges alliances with various Industries, Institutes of Excellence, Overseas Tie-ups and other Research Institutes. In this regard the Institute has already forged several such alliances and is in the process of tying up with other organizations of repute. The details of such alliances are as follows.

19.2 Linkages with Industry

The College has initiated to enter into a strategic alliance with leading corporate and business establishments to design and implement customized educational programs to the pre-selected students. Under this arrangement patron organizations will identify select and adopt a fixed number of students ranging from 2 to 8 and this group of students will be offered jobs after successful completion of their MCA with a specific tenure as decided by the company. During the study period also, the college provides approximately 100-man days for each student to work with the patron organization and take up the projects assigned by the patron organization. The same project will be submitted to the University or the college for partial fulfillment of the award of the MCA degree. The college has initiated discussions with individual companies and also professional bodies like the all-India Manufacturers Organization, Federation of Karnataka Chambers of Commerce and Industry etc. It is proposed to earmark 20% of the seats under the management quota for this purpose.

For all the three colleges on the campus, industry interaction is the key and linkage with Industry is what will give the students an exposure they require in getting themselves ready to face industry. The activities that the Institute will conduct throughout the academic year in this regard are guest lectures, seminars, workshops, panel discussions, training programs, corporate exposure learning, dissertation project, campus recruitment program, all of which will require the support of the industry and hence the institute has developed an approach of actively establishing industrial contacts with various industries which are specifically related to the three colleges and is in the process of enlarging the same. Given below is a sample of a few corporate bigwigs in the field of computers with whom we have already started the process of establishing contacts with the name of contact person, address of the company and the contact details of the company given. (More names can be added to the list)

The IT Industry

A list of 50 to 60 IT Companies to be maintained with the principal and heads of the department/director Placement and Training. The addresses, Phone Numbers, E mail IDs to be maintained for correspondence for organizing training session and placement Activity

19.3 Linkages with Community

The Institute has fostered a cordial relationship with the Teaching and Academic community from various Institutes of repute and proposes to continue the same and the Institute proposes to conduct a panel discussions on the Current Topics related to the various departments, by bringing together experts from Industry and Academic Professionals on an annual basis and take inputs from them to incorporate additional modules that have to be included in the curriculum to help students face industries in an effective manner. In this direction the college also fostering relationship with the general community on a larger platform by organizing blood donation camps, encouraging students to participate in adult literacy program, social awareness about health, hygiene, and safety in the surrounding villages.

19.4 Linkages with Technical Institutions in the Region

The Institute proposes to forge alliances with Technical Institutions in the Bangalore Region for additional inputs in the related fields. Linkages with professional bodies and associations

such as the Bangalore Management Association, All India Management Association are already in place and proposals are in place for more such alliances.

We also have a strategic alliance All India Manufacturers Organization which will provide our students with an opportunity for employment and training with the member organizations.

19.5 Linkages of Excellence such as the Indian Institute of Technology (all the centres), Indian Institute of Science and Indian Institute of Management, Bangalore

The Departments of engineering and Computer Sciences proposes to have tie-us with organizations of excellence such as Indian Institute of Science and IITs for inputs in the areas of Computer applications and Information Technology and for access to the library facilities.

Proposed Linkages with IIM Bangalore for the usage of the IIM Library by the faculty members and arrangements with the faculty members of IIM B for delivering guest lectures on a periodic basis are in the process for the Management Department.

19.6 Linkage with Quality Circle Forum of India

The AMC group has already established linkage with a leading organization for assessing quality in the country, The Quality Circle Forum of India (QCFI). The organization includes several eminent people from various industries, educational institutions, and organizations. The people are in top most positions in these companies. Regular lectures, seminars are being conducted by these scientists, managing directors of various companies and experienced lot of various industries.

19.7 Linkages Abroad

The Institute proposes to have tie-us with Institutes and Universities of repute in the International Arena to have access to the Digital Libraries of such organizations and have an arrangement for bringing visiting faculties from such Institutes to deliver lectures at the Institutes campus that will give the students an exposure the International Aspects of their respective subject areas.

Apart from these the Institute also proposes to have tie-ups with International Professional Bodies and Associations to add an edge in providing international exposure to the students. The Institute also proposes to introduce student exchange programs with students of various Colleges and Universities located across the globe.

We also have an alliance with the International Federation of Training and Development Organizations which provides the Students and Faculty with the opportunity of participating in International and National Conferences and Seminars organized by them.

19.8 Linkages with R&D Laboratories

The Institute also proposes to have linkages with Research Establishments such as TATA Energy Research Institute to conduct joint activities in Research and Development. There is also a proposal for providing an opportunity for the faculty members to be trained by these Research Institutes of repute to increase their research orientation. We also propose to have worked relationship with R&D Divisions of Software applications with some leading Software companies in Bangalore.

CHAPTER 20

STUDENT COUNSELLING AND CAREER PLANNING

During mid of every semester, students will be counseled for their attendance, participation in internal assessment test, cocurricular and extracurricular activities. Apart from their academic growth, students will also be counseled by a team of members for psychological aspects and future planning for career and education.

20.1 Medical facilities and dispensary

There are medical facilities on the college campus. A senior resident doctor is available on call.

20.2 College Annual Day Celebrations-Requirements

College Annual Day celebration is a regular annual event of the college. This function is celebrated usually during third week of February every year. This may be conducted together with AMC Engineering College, Advanced Management College and Associated Management College, on a common stage in the AMC ground or celebrated separately by the individual college. (Ganesha idol, flowers, lamp, wicks, oil, decorative items for stage and banner etc. are required for the function).

The event includes mainly the reading of annual reports and special achievements of the college, by the principals of the respective colleges. A chief guest from political background, academic background or from film industry or any other official with academic repute will be invited for the occasion. The chief guest and the chairman of City Group of Institutions will address the gathering. Distribution of prizes for students who have won positions in various interdepartmental events conducted (usually during February second week) will follow. The expected gathering for the function is mainly students of the college / colleges of City group, parents, important people, relatives and invited guests. Felicitation for some people may also be done on the stage during annual day celebrations. The program will be followed by cultural activities with student participation.

Requirements – Chief guest, Ganesha Idol, Lamp for lighting, necessary material for decoration of Ganesha Idol and lamp, oil and wigs, invocation song followed by the program.

Necessary arrangements should be made well in advance for inviting guest/s, purchase of prizes for the students, placing order food/snacks etc. Maintenance departments should follow up the developments.

20.3 Special programs for the academic development of faculty Members

20.3.1 Faculty Development Programs

Frequent training and workshop exposure is required for all faculty members in their respective fields of interest. Attending seminars, delivering research papers in national and international conferences is prerequisite for academic and professional up gradation. These activities will be considered for benefits like increment and promotions.

20.3.2 Training for research and development

Faculty from science departments are also advised to attend training programs or workshops in their respective fields of interests for upgrading their knowledge and practical skills. They may also plan research activities like conducting minor projects related to the recent advances in the areas of. VLSI, AI, Robotics, Devops

20.3.3 Refresher courses

The faculty is also advised to attend refresher courses being organized by the Bangalore University or any other University or a college. The faculty and Head of the department should keep a track of the events of the programs conducted by the department and assess the progress of the faculty. The faculty should submit the attendance certificate to the college after completing the refresher course. Partial financial support may be given to the faculty for attending refresher course, towards registration fee.

20.3.4 Deputing faculty for seminars, workshops and training programs

Continual academic improvement of faculty is mandatory for considering names for increments, promotions and assigning portfolios of higher responsibilities. It is compulsory for all the faculty members to simultaneously concentrate on research and development activities and present research papers in conferences of national and international importance. Faculty is also advised to learn latest developments in the chosen field and attend training programs and

workshops in and around Bangalore. Partial financial support (for registration and travel) will also be provided to the faculty for attending seminars, workshops, training programs.

20.4 Special programs for students (Academic and extracurricular)

20.4.1 Student development programs

Apart from curricular activities and class work, the students also should be trained for various programs for overall development.

20.4.2 Training for seminars

Students should be trained for seminars in every area of the curriculum. Topics are to be decided by the staff and students should prepare relevant material on the topic and deliver lecture on the topic. Attending seminars by all the students is compulsory. The internal assessment should also be based on the performance in seminars.

20.4.3 Training for presenting reviews / research papers in conferences

A separate committee is to be established in each department to guide the students for presenting research papers and review articles in national and international journals. Postgraduate students should be made known about the research facilities in India and abroad and information about possible funding from various funding agencies.

20.4.4 Training for performance in cultural activities

The student will also be trained for extracurricular activities like solo song, group song, solo dance, group dance, mimicry, mono acting, fashion show etc. Interdepartmental cultural activities will be conducted every year during Feb., before the event of Annual day will be celebrated usually during last week of Feb., or first week of March. Prizes will be distributed to the winners. Students will also be encouraged to participate in intercollegiate competitions in and around Bangalore.

20.4.5 Training for sports activities

There is a sports ground available on the campus, highly qualified staff is appointed for the sports activities. The students will be trained for various sports activities on the campus. City has given special importance in conducting volley ball tournament for women and Kabaddi tournament for men at intercollegiate level.

CHAPTER 21

CELLS/COMMITTEES

Guest lectures Seminars, Conferences, Workshops, Programs, training will be taken up under above mentioned side heading. It is appropriate to organize the events under above mentioned side heading with prior approval from the management. The in charge for placement and training may take up the responsibility of organizing the event by contacting CEOs of the companies, Heads of the institutions, industries and scientists, heads of various software companies are events at the level of government of India- Department of education, Government of India, AICTE, UGC are department of science and technology, department of bio technology and various organizations under state government – government of Karnataka.

a) Women empowerment cell

Government of India is supporting for empowerment of women in the country. Special training programs are to be initiated for skill development and innovation for women faculty members and female students.

b) Incubation cell/start ups

Incubation cells to be established, training for the startups to be initiated. Identification of area of specialization to establish incubation cell-Principal and team

c) ICC Internal college complaints committee:

To address the complaints of the students (academic/non-academic) a committee is constituted with Principal (Head of the Committee), Heads of all departments, Director Physical Education, NSS Coordinator.

- Review of the complaint
- Discussion with the students
- Involving parents of the students if required
- Decision of the committee-report
- File to be maintained for VTU/BU/NAAC/NBA/NIRF/AICTE.

d) Grievance redressal cell

To address the complaints of the employees (academic/non-academic) and students a committee is constituted with Principal (Head of the Committee), Heads of all departments, Director Physical Education and NSS Coordinator.

- Review of the grievance
- Discussion with the students-counseling by the committee members
- Involving parents of the students if required
- Decision of the committee-report
- File to be maintained for VTU/BU/NAAC/NBA/NIRF/AICTE.

e) National Infrastructure Ranking Framework (NIRF)

AMC Engineering College and Administrative Management College-Principals of both the colleges to apply every year for NIRF Ranking at the national level work continuously through enhance the rank position of the institutions at the national level.

f) **National Assessment and Accreditation Council NAAC:** Quality assessment procedure to be followed by the principal in coordination with IQAC Coordinator and criteria heads for NAAC Assessment. AQAR reports to be submitted regularly to NAAC office on priority basis. As NAAC is continuous assessment process, the head of the institution-principal and team of NAAC coordinators should continuously strive to improve the grade of NAAC with utmost commitment in terms of academic and administrative principles.

g) **All India Council for Technical Education (AICTE):** All the procedures of AICTE, New Delhi to be followed, apply for renewal of affiliation every year - Principal and team- online and offline inspections.

h) **VTU Affiliating Universities:** All the procedures of Affiliating Universities to be followed, to be followed apply for renewal of affiliation every year - Principal and team- online and offline inspections

CHAPTER 22

Rules and Regulations for purchase of equipment, chemicals, computers, and stationery items

Each head of the department shall prepare the required list of chemicals, equipments and stationery items and obtain prior approval from the principal in the beginning of the academic year. Rough estimation of the financial requirement for the whole of the academic year may be ascertained. They may also make note of the expenditure for the programs, seminars, conferences, workshops and local tours, industrial visits and obtain consent from the principal. The permission may also be cancelled after giving approval depending on the availability of funds.

22.1 Purchase Indent

The faculty may raise purchase indent (proforma available in HR department) obtain prior approval from the head of the department and Principal and also from Group Director. After obtaining quotations from 3 or 4 firms, a comparative statement shall be prepared at HR department and called for negotiations.

22.2 Purchase Order

After finalizing the terms and conditions and financial aspects, Purchase Order will be placed by the principal with prior approval from the Chairman/Vice-chairperson/Group Director.

22.3 Stock Register – Department wise

All the details of bills, purchased items/equipment must be maintained in each department and also in the common stores department. Copy of the purchase indent and purchase order must be available in the stores department and a copy of the same should be sent to the HR department and accounts department, along with bill to clear the bill and also to obtain signature on the cheque from competent authorities.

22.2 Stock verification

Once in every semester, the stock of the library, and all the laboratories should be verified by the committee. The committee should go into the details of the purchase indent, purchase order, details of procurement of material, bills and general working condition of the equipment etc.

22.2.1 Committees for stock verification

The committee shall comprise of senior faculty from various departments, and also from the accounts department or from university section or even from HR wing or any other group or committee framed by the trust/management.

22.2.2 Equipment

Prior approval has to be obtained from the management/ Group Director for the purchase of equipment. The approximate estimation, requirement, financial support and need for each laboratory should be prepared by the Head of the department in consultation with the Principal well in advance and approval has to be obtained from the Chairman / Vice-chairperson / Group Director.

22.2.3 Library – Quotations, Books purchased, bills, entry of information to the registers, maintenance of data and the concept of e-library

The librarian of the library should keep all the data related to library – stock registers, books, journals, magazines, newspapers, CDs and DVDs. Librarian is also responsible for the maintenance of syllabus copies and question papers of all the subjects of all courses.

The librarian should contact heads of various departments and procure the list of books required for the department, and with prior approval from the principal, order can be placed to procure the books on time. All the details must be maintained in the stock registers and log books in the library.

22.2.4 Infrastructure and furniture for the college

With prior permission from the management the required infrastructure and furniture for the college and various departments can be procured. Quotation, purchase indent, purchase order has to raised from competent authorities only. All the details must be maintained by the accounts department of each college.

CHAPTER 23

Anti-Ragging Committee- Regulations for prevention and control of ragging (City group of institutions to be a ragging free institution)

23.1 UGC regulation on ragging

“Ragging in all its forms shall be totally banned in this institution including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall be lie on the perpetrator of alleged ragging and not on the victim. An offence of ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad. The College is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009”.

23.2 Ragging – Definition

Ragging means 'Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or 'junior student'.

23.3 Lodging of complaint by the affected

Every bonafide student of City shall have a safe environment of study without any fear of ragging and the institution assures prompt action against any such wrong acts. It shall be the duty of every student to report on any act of / abetment of ragging, however small it may be to

assist the authorities to maintain a ragging free campus environment. Willful non-reporting of awareness of ragging incidence is also punishable. Any student affected by or subjected to Ragging must lodge a written complaint in person to the Director of Student Affairs within three working days of the incident duly citing the date, time and place of the incidence, name and details of the student/s involved and the nature / act of ragging. Where the affected student is not able present the complaint in person for any reason, it may be lodged by the parent. In addition, the student must, as soon as possible after the incident, bring the same to the notice of the Head of the Department who shall get the same recorded in a Register maintained for the purpose. The Director of Student Affairs shall refer the matter to the Anti Ragging Squad for investigation and appropriate action.

23.4 Punishment for ragging

Depending on the nature and gravity of the offence as established by the Anti Ragging Committee of the College, those found guilty of ragging shall be liable for anyone or more of the following punishment. The decision of the Anti Ragging Committee shall be final and binding.

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fee concession and other benefits if any.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any of the intercollegiate fests, Sports or other such events.
- Suspension / expulsion from the hostel, if admitted to the college hostel.
- Rustication from the College for a period up to 4 semesters.
- Expulsion from the College and consequent debarring from admission to any other institution.
- Fine of Rs.25000/-
- In the case of offences of very serious/grievous nature, referring the case to the Police, in addition to any other punishment.
- Collective punishment where the offence is committed collectively by a group or by a class making it difficult or not possible to identify specific persons

23.5 Anti Ragging student mentoring group

Every Class shall have an Anti-Ragging Student Mentoring Group consisting of 10 students including the class representatives who under the supervision of the class teacher shall have anti ragging mentoring activities at least once in a month. These activities may be in the form of discussions, debates or case studies to enable proper sensitization of the evil. The Mentoring Group must also monitor the activities of their class students against ragging tendencies and report the same to the class teacher.

23.6 Anti- Ragging Committee

- The Anti Ragging Committee shall be headed by the Group Director and shall include the Principal, Heads of department, Director of Student Affairs, the Counseling Coordinator, the Deans, two students (one junior and one senior) and two parents.
- The Anti Ragging Committee shall consider the recommendations of the Anti Ragging Squad and take appropriate decisions including spelling out suitable punishments to those found guilty. The decision of the Anti-Ragging Committee shall be final and binding.
- The group Director shall be the Appellate Authority for any decision of the Committee and shall have the right to initiate Suo motto action against anyone allegedly involved in ragging and/or its abetment.

23.7 Anti- Ragging Squad

- The Anti Ragging Squad shall be headed by the Director of Student Affairs and shall include three senior faculty members each from each Deanery, three senior administrative staff, wardens of all hostels, three senior security persons and six members of the Student Council nominated by the SWO.
- The Squad will have continuous vigil, oversight and patrolling functions. It shall be active at all times and shall be empowered to inspect places of potential ragging and to make surprise raids on hostels and other locations.

23.8 Declaration & undertaking by student about prevention of ragging

The proforma is available in the Trust office with HR department. Every admitted student of City group of institutions must sign the declaration and undertaking about the prevention of ragging on the campus.

23.9 Declaration & undertaking by parent/guardian about prevention of ragging

The proforma is available in the City Trust office with HR department. The declaration and undertaking should be signed by the parent/guardian of the student at the time of admission or thereafter.

23.10 Monitoring by Head of the Department

Head/Coordinator of every academic department shall maintain a register in the prescribed format to record complaints of ragging received. The contents of the register must be brought to the attention of the faculty members of the department in the weekly meetings. The extract of the register must be sent to the Principal on every Friday of the week during the first semester of every academic year of two semesters, and on last Friday of every month during the subsequent semester.

CHAPTER 24

Parent/Guardian-Faculty Interaction

Students of 17-22/23 years of age group are presently pursuing graduation, engineering, post-graduation at City group of institutions. The discipline of the students should be monitored by the faculty and also the parents for putting the students on right track for achieving their academic and professional goals. The principal of the college shall conduct at least two meetings with the parents/guardians of the students and faculty. The interaction shall give details about attendance of the students, sincerity, punctuality, various academic and extracurricular and co-curricular activities.

CHAPTER 25

City Alumni Association

Alumni association is the association of students of previous batches who had completed their studies at City group of institutions. The office bearers of the association will be elected based on the suitability of candidates for the positions and a few are appointed from the final year batch students (existing batch). There can be one meet every year of all the old students. The main purpose of the association is to make use of the available knowledge base and expertise of the students and utility of the knowledge of the students working in various positions in different companies.

Responsibilities of the members of Alumni association:

- Once in two years the details of activities of the association are to be submitted to sub register office online/offline. Nominal fees for submission of details is applicable.
- Under the leadership of director of alumni association, communication has to be established with the members.
- Correspondence with the alumni and arranging guest lecture seminars, workshops training sessions and placement activities in coordination with the placement and training center of CEC.
- Organize alumni association meet once in a every year preferably on 2nd Saturday of December.
- From alumni association members if they are CEOs, Entrepreneurs, Bank officers, Celebrities, Scientists may be honored on the day of meeting.
- Accounts related data, membership fees, receipts etc. are to be maintained at accounts department and in the colleges.
- Prior approval from the management is mandatory for the planning and budget for organizing the event of alumni association.

CHAPTER 26

Philanthropic activities of the trust

Dr. KR Paramahamsa is the sole proprietor of the trust and is involved in various philanthropic activities for the upliftment of poor and downtrodden. Dr. Paramahamsa also contributed and involved in community development activities for all religions. Brief details of philanthropic activities of the trust and the trustee are given below:

Dr. Paramahamsa graduated from Loyola College, Vijayawada. Post graduation in MBA from Mysore University, also obtained Ph. D degree from California University, USA. Dr. Paramahamsa also completed various diploma courses – like Postgraduate diploma in Epigraphy from Mysore University, Postgraduate diploma in Labor Laws Management from IITC, Mumbai and LLB from Bangalore University.

Activities - Professional

Former Member of Academic Council and Senate of Bangalore University.

Former Member of High-Power Committee on Higher education, Govt. of Karnataka.

Former Member of Environment and Ecology, Department of Forest, Govt. of Karnataka.

Member of Bangalore Management Association.

Member of All India Management Association.

Chairman

- Chairman – Brooklyn National Public School,
- Chairman – City College, 7th Block, Jayanagar
- Chairman – City Engineering College, Vasanthapura, Kanakapura P.O

Dr. Paramahamsa is also involved in several

Charitable Works

Renovated Chennakeshava Temple at East Godavari at cost of two lakhs

Donated Silver Crown to Goddess Durga at Native Place

Donated Silver “Names” to Shiva Lingam at West Godavari, Patti Seema

Donated Granite for the construction of Shirdi Sai Temple at Raghavendrapuram East Godavari

Donated Rs 50,000/- to the Vinayaka Temple at Kumaraswamy Layout.

Donated One Lakh rupees to Jayanagara Kannada Sangha

Every Year donated Rs 50,000/- to Akhila Bhartiya Vidyarthi Parishat to develop the student activities.

Also contributing for the cause of

Student Welfare

More than 100 students being helped act to study various causes at Degree, Post Graduate and Engineering level. Students from the local areas are being preferred for Admissions. Also, local Bangaloreans are being given preference for employment. Specially backward classes in the 700 strong employees base at AMC and City Institutions.

General Welfare activities

An orphanage for about 100 children at Bannerghatta.

A Home for the old age for about 500 at Bannerghatta.

Adopting nearby Government Schools – Teacher’s training, Skill development, Training the students in the areas of Soft Skills- Kannada, English, Hindi, Computer Science, Artificial Intelligence & Machine Learning, Yoga/Meditation, Pranayama and Holistic Development.

Contribution of Rs 500/- per month for old and disabled persons for about 100 members at Villages in Andhra Pradesh.

Financial Support/Donations to the Department of Education, Government of Andhra Pradesh.

CHAPTER 27

27 Corporate Social responsibility (CSR) and service

Educational institutions under the umbrella of JES are dedicated to imparting education. JES also has a social responsibility of addressing various problems of the society. In Bangalore city and city outskirts, there are so many slum areas and some of the people are not into education and do not know the value of education. Most of the children are working to meet the both ends of the day. The college is striving to educate these children by arranging some camps and training session.

27.1 Service to the society and mankind

JES Institutions are involved in philanthropic activity. Activities like donations to orphanages, old age homes, serving poor and old people, supply of bed sheets, cloths etc. will be conducted.

27.2 Activities for community development as per the need of local bodies

City Institutions are encouraged to support by providing financial assistance to students whose economic background is poor. Supporting orphanages by giving clothes. The college also contributed to the Chief Minister's flood relief fund (Rs.10 lakhs).

Regular activities like Blood donation camp, lectures on general topics will also be taken up. Students are exposed to issues such as child labor, street children, person infected and effected by HIV/Aids, H1N1, drug addiction, alcoholism, diabetes etc. The most important aspect of this program is that the students get motivated to give back to the society and assist in community development.

27.3 Health Awareness programs

The faculty and students will be given awareness on various health related aspects by arranging by eminent doctors and consultants

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World diabetes day (14th Nov), World Heart Day (29th Sep.), etc. are being held. Such events will be held time to time on the college campus. A complete health check of all the students and faculty will be done every year by the campus medical officer (proforma for personal information of student's health. Records are being maintained in the campus Dispensary.

27.3 Areas of construction, plumbing, electricity, carpentry and transport

27.3.1 Construction

A major aspect as a part of infrastructural development and involves lot of planning and financial commitment. The decisions regarding the construction will be taken by the Paramahansa Foundation Trust (with the Chairman and the Vice-chairperson) and the engineers, construction supervisors shall coordinate directly with the chairman and vice-chairperson for decisions (after detailed discussions with the contract architects) and with the intimation to the group director, the necessary materials may be procured by following the equipment/material procurement procedures (Purchase indent and Purchase order formats). The details of the procured material must be entered in the register kept in store room and the material will be checked by the stores in-charge and also the accounts staff. The details must also be recorded at the main gate and obtain seal and signature of the security officer with seal. (Staff: Construction supervisors, workers, masons and male and female worker). Security should keep the list of daily workers attending work at various places on the campus and submit the attendance of all the workers for weekly payment, with the signature of the in charge . The details are to be sent to the accounts department for further consent from the trust for the release of payment. Usually, the payment mode is thorough cash for all the construction workers on every Saturdays.

27.3.2 Plumber

Plumber is appointed for the City Institutions. Any problem related to plumbing work must be brought to the notice of principal through a written document (proforma available in the Trust Office), after obtaining signature from the concerned Head of the department and also signed by the principal. The work will be attended in two-three days of receiving the complaint, depending on the priority and emergency

27.3.3 Electricians and carpenters are appointed for the City Institutions. The procedures mentioned in the above paragraph should be followed for work related to electricity and carpentry.

27.3.4 Transport department will take care of the buses, repairs and filling up of diesel/petrol for all the vehicles of the trust/college. All the appointed drivers and cleaners will report to the in charge of the transport in accounts department. The regular routes and identity cards of the students and staff are to be thoroughly checked the deductions towards availing transport facility will be done by the accounts department. Students can avail transport facility (in the specified routes only) at the beginning of the academic year. Students availing transport facility must carry identity cards issued by the college office.

27.5. Protection and maintenance of the property of AMC Group of Institutions

Every employee of the institution is responsible for the maintenance of the property of the institution. No material should be carried out of the college without prior written consent of head of the department, the principal and also the security at the gate. The security may conduct thorough checks at the gate. The staff is also advised to make the entries in the register at the HR department (Trust Office) and also at the main gate. Prior permission has to be obtained from the principal to leave the college premises during college working hours. The lab instructors are responsible for the material in the laboratories of various departments. Thorough internal audits will be conducted by the trust or the committee constituted by the trust / Director of the group. Usually, the internal inspections will be conducted on Saturdays or at the beginning or end of the semester or beginning or end the academic year.

CHAPTER 28

Legal Matters

A legal cell has been established for the CITY group of institutions. All legal matters pertaining to admissions, purchases, or any transaction of CITY group of institutions, should be done within the jurisdiction of Bangalore, Karnataka. The cases filed in other places or states will not be entertained. The legal cell of the college will attend the cases filed by staff/students or legal aspects related to the purchase of equipment etc., with the consent of the principal of respective college and also with the approval of the Director, CITY group of Institutions and also from the chairman of AMC group of institutions. The department concerned shall give the required details to the legal cell of the institutions

- Legal matters of Employees and students- Advocates at the corporate office to process in consultation with the chairman/ Trustees/ Members.
- Legal Matters of the Trust or Societies- Advocates at AMC corporate office to process in consultation with the chairman / Trustees / Members.

Responsibilities of Advocates at Corporate office:

- Filing of cases as per the direction of management.
- Cases related to lands, buildings any other such related activities may be ruted through the advocates for further discussion and decisions.
- Cases related to statutory decisions and bodies.
- Income tax, ESI, Provident fund PT.
- The advocates at corporate office – to discuss with heads of institutions for any kind of support in documentation and data procurement from the offices of the institutions.

Advocates at Corporate Office – Prior approval from the chairman/trustees/any other person deputed for the work. All finance related works and decisions should be made in consultation with the chairman/trustees/any other person deputed for the work.

CHAPTER 29

Service Rules:

The retirement age for all teaching and non-teaching categories of employees is 58 Years

(i) Day of (completion of 58 Years) Date of birth as per 10th class marks sheet to be taken as cut off

- If the Date of Birth is prior to 15th (1st to 15th)
- If the Date of Birth is between 16th to 30/31st
- Retirement on the date of DOB

(ii) rounding of till the end of the month or

(iii) rounding of till the mid of the month (15th of the month).

However, Management or the committee represented by the Management may take decision about continuation of service of such employee (s) beyond 58 Years. Also, may be reviewed case to case basis.

Procedures of relieving any employee after the date of retirement (58 Years), are to be initiated well in advance, at least 2months prior to the date of retirement from department/Principals office and Accounts Department. Financial benefits, clearance of ESI, PF and any other such benefits to be initiated for clearance from PF office.

Procedures to be initiated from the respective Heads of Department through proper documentary evidence (Letter, No dues certificate, clearance from the department, stores, library, accounts, in-charge of laboratories). On the day of last working day, required letters are to be handed over to the employee – Relieving letter, Service Certificate, Experience Certificate. The signing authority for the same may be Principal, Director, Dean or the Chairman of the Society and any of the Trustees or a member or committee assigned by the Management for the purpose. A get together or a sendoff party may be organized with all the employees of the institution or at the department level. The Management or the representative of the Management may join the sendoff procedures.

Service Rules – Gratuity All those working continuously without break and on full time bases for five years or eligible for gratuity.

Gratuity is not payable to probationers, Temporary employees, Part timers, Guest faculty, Re employed and those on contract.

Employees Provident Fund

All eligible employees as per statute are eligible for management contribution of EPF. Employees contribution will be deducted and deposited to EPF account along with the management share.

PENSION – Not payable

TERMINATION NOTICE BEFORE 15 YEARS OF QUALIFYING SERVICE

With sufficient reasons Management or the employee has the right to terminate employment with the notice of three months or salary in lieu.

PROMOTIONS

All promotions will be made by the selection committee nominated by the Management. The committee shall keep in view the past performance, seniority, pending cases, confidential reports, and fitness for the higher post including aptitude. All cases of partiality or recommendation shall be viewed seriously

TRANSFER

The Employees are liable to be transferred to any of the institutions, offices, either existing now or that may be set up in future by the Management within Bangalore or Outside Bangalore within Karnataka or any other place in the country or abroad. The services may be utilized in any of the institutions under Paramahansa Foundation Trust in any designated position.

ANNUAL PERFORMANCE OR CONFIDENTIAL REPORTS [APR or ACR]

- For Continuous monitoring of performance of all categories of Employee, (teaching and non-teaching) performance appraisal reports are prepared. The process will be reviewed by a committee offline with the members and experts from academics and / or industry background.

- The confidential report based on the expert's committees review, the management shall review all the teaching employees will be considered for performances appraisal – increments, positions, designation or any such new assignments.
- A new set of appointment letters are to be issued to all the employees after the procedure of Experts Committee Review and decisions of the Trust/Trustee/The committee constituted for the purpose.
- It shall highlight the performance, behavior, sincerity, concerns, achievements and fitness in the post and for promotions. The initiating authority shall ensure that the assessment is free from bias and not casual in nature.
- The non satisfactory reports curtailing further academic growth/promotion/increment shall be advised to the Employee (s) for further improvement in future.

For all promotions including career advancement schemes, all teaching staff shall have to compulsorily undergo three weeks Refresher course in the relevant field organized by the UGC or AICTE. Consistently good academic record and report by the experts committee for a period of 3 years shall be considered for further promotions.

For the purpose of promotions, Rating of “Good” is treated as satisfactory performances. (A- Excellent, B-Very good, C-Good, D- Not satisfactory)

Annual performance report are confidential reports are maintained as follows:

Employee category	Initial submission	Initiating authority	Accepting authority	Report maintained with
Head of Institutions	Employee	Management	Management	Management
Head of the Institutions Superintendent chief librarian	Employee	Head of Institutions	Management	Institutions
Employee under HOD – Lab Assistant/ Engineer/	Employee	Head of the department	Head of the institution	Institution

Teaching and Non-Teaching				
Drivers and Technical employees	Employees	Superintendent Campus Facilities Manager	Head of institution	Institution

For group D Employees [Attenders, Ayas, Maintenance Staff] - The controlling employee at the level of superintendent/ Engineer/ HOD will give an annual report in regard to trustworthiness, performance etc. as per guidelines which will be submitted to Head of the institution for review and necessary action thereon. The report will be kept confidential in the institution.

RULE NO 1**HOURS OF WORK, HOLIDAYS AND OVERTIME****HOURS OF WORK, HOLIDAYS AND OVERTIME:**

1. The periods of hours of work for all categories of employees shall be as per the provisions of the affiliating bodies of the concerned institute and the same shall be exhibited in the Notice Boards from time to time by the concerned Principal. College Timing for all teaching staff 9.00 am – 5.00 pm. 1st, 3rd Saturday 5th Saturday is working day and 2nd and 4th Saturday is holiday.
2. However, Principal of respective college to take decision for Saturdays based on the University Examinations, Internal Audits, Stock verification, Meetings, Annual day Celebration, Graduation Day celebration or any other Event of Seminars, Conferences, Workshop, Programs of Academic Interest and Events of State Government or Central Government and Functions related to the Trust).
3. The management reserves the right to change periods of hours of work, number of shifts in case of security department, shift timings, and work on all the days of the week with staggered weekly holiday's system etc., at its discretion for any reason whatsoever subject to the provisions of concerned affiliating body's norms and regulations and as per the decisions of the Trustees.
4. Holidays with pay will be allowed in a year to employee in accordance with the Karnataka

Govt. norms.

Management reserves the right to require any employee to work overtime on a working day or work on a weekly holiday and give substitute holiday. Refusal to do such overtime work or work on a holiday will be considered as disobedience to a lawful order of the Management.

RULE NO 2	LEAVE NORMS
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LEAVE:

1. Leave with Salary will be allowed to an employee in accordance with the provisions of Leave. Policies framed there under from time to time by the Trustees/and Management.
2. Grant of any leave to an employee shall depend upon the exigencies of work in the institute and shall be at the discretion of the Principal, Committee and Management.
3. An employee who desires to obtain leave or absence shall apply in advance to the Principal in writing in the prescribed form or to any other person appointed by the Trust for this purpose who, if he thinks fit may grant him/her leave, such application for leave should be made Seven days before the date from which the leave is to commence, except in urgent or unforeseen circumstances when it is not possible to do so. Principal or any other Officer empowered by Trust in this behalf shall issue orders on such application and in case of urgent nature, immediately. If the leave is refused or postponed, the reasons therefore, will be recorded in the application itself. The Employee has to substitute a colleague to attend the work – Classes or any other important work. Principal may approve the leave to a maximum extent of 2 days and beyond 2days the leave application of the employees to be forwarded to the management for decision. In all respects proper hierarchy, has to be followed and applied through proper channel.
4. If the employee who has proceeded on leave desires a extension thereof, he shall apply to the Principal in writing or to the person authorized, who shall send a written reply either granting or refusing the extension of leave to the employee.
5. In case the employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns or does not communicate the reasons within 2 days (working) of the expiry of the leave and explains to the satisfaction of the principal or any other person authorized by management his inability to

return before the expiry of the leave

RULE NO 3	LEAVE RULES FOR TEACHING STAFF
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In addition to the points stated in Clause No.8, the procedure for leave for teaching staff as given below shall be treated as part and parcel of these standing orders

I EXPLANATION/ DEFINITION

1. Leave

Leave is permission to stay away from work. Leave is categorized under various heads.

2. Right to Leave

Leave cannot be claimed as a right, and when the exigencies so demand, leave of any description may be refused or revoked by the competent authority/Trustees/Chairman.

II KINDS OF LEAVE

The following categories of leave are permissible:

1. Casual Leave (CL) (Jan to Dec)
2. Special Casual Leave (SCL)
3. On Official Duty (OOD)
4. Restricted Holiday (RH)
5. Earned leave (EL)
6. Vacation (V)
7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee – Max 4 days)

1. Casual Leave (CL)

1.1 CL may be granted to a permanent employee, whether he/ she enjoys annual vacations or not, for Twelve (12) days in each calendar year. On an average the employee is eligible for

availing 1 (one) day casual leave per month. If at all casual leaves are accumulated [not utilized time to time] may avail to take casual leaves not beyond 3 working days at a stretch.

1.2 A probationary employee may be granted maximum of ten CLs in a calendar year, however the employee will be credited with one CL for every completed month of service.

1.3 No employee shall avail of more than 3 days of CL at a time.

1.4 Casual leave of half-a-day effective up to or from 1:15 PM on any working day may be granted.

Half-a-day Casual leave may be granted either for forenoon/Afternoon session.

1.5 Casual Leave cannot be combined with any other leave or vacation. But can be combined with holiday/s

1.6 CL on Saturday is considered as full day (if the concept of working for half a day on Saturdays).

2. Special Casual Leave (SCL)

2.1 Special Casual Leave, not counting towards ordinary Casual Leave may be granted to an employee on being:

Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue.

Deputed to attend a reference library outside the institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institution, assignments like valuation, conduction of practical examination (s), invigilation work etc

* The period of such leave admissible in a year shall ordinarily not exceed thirty days but should, however, be sufficient to cover the period of absence necessary.

3. ON OFFICIAL DUTY (OOD)

3.1 On Official Duty (OOD) may be granted to an employee for activities such as delivering Lectures, being on deputation to other institutions & Universities, participating in delegations / committee, attending examinations for academic growth and faculty improvement programs/service improvement programs/career enhancement programs and such other programs or examinations, as approved by the competent authority.

Please refer the clauses under Research and Development – attending seminar/conferences – local or abroad., for OOD.

3.2 The duration of leave shall be at the discretion of the Competent Authority as may be considered necessary on each occasion.

3.3 OOD may be combined with any other type of leave at the discretion of the Competent Authority – Principal/Trustees/Chairman of the Trust/A committee constituted by the Trust for the purpose.

4. Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RHs are permitted in a calendar year for all the permanent employees of the Institutions. One RH may be availed between 1st Jan to 30th June and second RH shall be availed only during 1st July to 31st December. There is no carry forward system of RHs to the next calendar year.

5. Vacation

Vacation is a planned period of permitted absence from work for permanent but confirmed teaching staff. The planning has to be based on administrative, academic and other considerations. The vacation shall normally be for 15 days after completion of the odd and even semester. Availing vacation is subject to approval of concerned HOD and the Principal. However, all the teaching staff of the Department shall not take vacation at once and the teaching staff shall discuss with their concerned HODs for availing the vacation. Principal in consultation with Heads of department may play for vacation to the eligible employees for different slots keeping the requirement of staff for various academic and Administrative related commitments. The vacation for probationary / temporary employees shall be 6 days in a semester. Vacation for all eligible employees to be completed within the stipulated time – prior to the beginning of the next academic semester. All the faculty members shall report back to the duty one week prior to the commencement of the ensuing semester.

RULE NO 4	LEAVE RULES FOR NON-TEACHING STAFF
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LEAVE RULES OF NON-TEACHING STAFF MEMBERS

In addition to the points stated in Clause No.8, the procedure for leave for non-teaching staff as given below shall be treated as part and parcel of these standing orders.

Working Hours – NON-TEACHING STAFF:

Monday to Friday: 8.30 pm to 5:30 pm

Lunch Break: 45 minutes (usually between 1:00 pm to 1.45 pm)

Saturday: 8.30 am to 5.00 pm.

Non – Teaching Staff (After completion of 2 Years) Lab Instructor and Office staff
1. Casual Leave (CL) – 12 Days (Jan to Dec)
2. Earned Leave (EL) – 10 Days
3. Restricted Holiday – 2 Days (1 X 2 Semester)
4. Vacation Leave – Not Applicable
5. On Official Duty (OOD) & Special Casual Leave (SCL)
6. Leave Without Payment (LWP)
7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee – Max 4 days)

Non – Teaching Staff (Probation Period) Lab Instructor and Office staff
1. Casual Leave (CL) – 12 Days (Jan to Dec)

2. Earned Leave (EL) –Not Applicable
3. Restricted Holiday – Not Applicable
4. Vacation Leave – Not Applicable
5. On Official Duty (OOD) & Special Casual Leave (SCL)
6. Leave Without Payment (LWP)
7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee – Max 4 days)

1. Casual Leave (CL):

1.1 CL may be granted to employee, whether he/she enjoys annual vacation or not as indicated in the table subject to submission of leave application through proper channel.

1.2 Under emergency circumstances the employee may be granted Casual Leave according to his eligibility. Upon resuming duty, the employee would be required to submit leave application and record such period of absence.

1.3 CL cannot be carried over for the next year.

1.4 CL on Saturday is considered as full day.

1.5 Half Day CL is permitted either for the forenoon session (9:15 am to 1:15 pm) or for the Afternoon session (1:15 pm to 5:00 pm).

2. Earned Leave (EL):

2.1 EL would be applicable to all support staff of AMC except for support staff who is undergoing training / probation.

2.2 EL will be granted only during the period when there is no regular teaching work, examination and or such other responsibilities.

2.3 Prior approval in writing of the concerned competent authorities through HOD / Section Head is mandatory requirement. But if the employee, exceeds eligible leaves of 10 days, then LOP is made for the exceeded leaves & cannot be set off against any other kind of leave.

2.4 An employee can claim a minimum of 03 days EL and maximum of 05 days EL at a stretch including any holidays / Sundays appearing in-between.

2.5 An employee is eligible to apply any time (subject to satisfaction of the competent authority as per 2. (b) in a year and there shall be a minimum of four months difference between any two ELs in any calendar year.

2.6 Upon resignation of the employee, if he / she exceeded the leave eligibility, LOP will be made for the non-eligible leaves.

2.7 EL has to be applied in writing i.e., Leave application form, at least 1 week in advance prior to the date of commencement of such leave.

2.8 The application in writing needs to be approved by the competent authority and to be sent through HOD / Section Head concerned before forwarding to the HR Department.

2.9 Every employee would be eligible for 10 days of Earned leave for every calendar year on prorata (it indicates proportionate crediting of leaves from the date of joining for the balance period of the calendar year) basis.

2.10 EL cannot be carried forwarded.

2.11 EL cannot be offset against the notice period required to be given as part of the terms of employment while the employee discontinues his services from the Trust.

3. Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RH are permitted in a calendar year for all the permanent employees of PES Institutions. One RH may be obtained between 1st Jan to 30th June and second RH shall be obtained only during 1st July to 31st December.

4. Vacation Leave:

Vacation Leave for all the support staff at CITY Institutions are Not Applicable.

5. On Official Duty (OOD) & Special Casual Leave (SCL):

5.1 OOD & SCL, not counting towards Casual Leave may be granted to an employee on Requests of the employees and/or Orders of the competent authority.

5.2 The duration of both OOD & SCL shall be at the discretion of the competent authority.

5.3 Only OOD may be combined with any other type of leave at the discretion of the competent authority.

5.4 The period of such leave admissible in a year shall ordinarily not exceed 10 days.

6. Leave Without Pay (LWP):

6.1 LWP are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume his/her duties.

6.2 In such cases, the employee shall produce a medical certificate stating the valid reasons for such leaves.

6.3 In normal circumstances, the benefit under this clause is limited to 1 week or six days on a continuous basis (including holidays / Sundays appearing in-between LWP).

NOTE:

Absence beyond sanctioned leave period or being absent when leave is not sanctioned will be treated as Loss of Pay (LOP) and will attract disciplinary action by issuing of memo for which the employees shall give explanation in writing and submit through the proper channel. Decision of such cases will be taken from the competent authority.

The onus of timely submission of approved leave application forms to the HR department lies completely on the person availing leave and while processing the payroll no prior intimation will be sent to the defaulting individuals

SL NO	Description of Power	Organizational/ institutional level	Institute level	Department level
		1. Chairman/ Management		
		2. Director/ representative of the Management		
(1)	(2)	(3)	(4)	(5)
I	ADMINISTRATIVE			
1	To permit staff to carry out research work in the institution under grants, provided by the UGC, AICTE., etc.	Full Power	Full Power	Recommends
2	To sanction promotion, officiating and other arrangement	Full Power	Full Power	Recommends
3	Appointment of staffs for special coaching classes	Full Power	Full Power	Recommends
4	Appointment of part time lecturers for the vacant post	Full Power	Full Power	Recommends
II	PERMISSION TO STAFF			
5	To sanction acceptance of remuneration by institution official for work as examiner for various emanation universities	Full Power	Full Power	Recommends
III	LEAVE			
6	To sanction maternity leave to female official	Full Power	Full Power	Recommends
IV	TA & DA			
7	Sanction TA to officials for attending meeting	Full Power	Full Power	Recommends
8	To sanction conveyance for office related work	Full Power	Full Power	Recommends
9	To authorize subordinate official to proceed on duty behind on the states	Full Power	Full Power	Recommends

10	To authorize subordinate officials to proceed on duty behind the state but within the India	Full Power	Full Power	Recommends
11	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate official's b/w places connected by rail	Full Power	Full Power	Recommends
12	To sanction daily allowances for halts on tour exceeding 10 days at a place to subordinate officials	Full Power	Full Power	Recommends
V	FINANCIAL			
13	To sanction arrear claims of subordinate officer	Full Power	Full Power	Recommends
14	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered specific provision in the rules of the organization	Full Power	Full Power	Recommends
15	To sanction permanent advances for contingent expenditure to drawing officer	Full Power	Full Power	Recommends
16	To sanction expenditure on publication official advertisement in a newspaper	Full Power	Full Power	Recommends
17	To permit in special circumstances the remittance of pay of travelling allowance and contingencies of officials, employed	Full Power	Full Power	Recommends
18	To sanction refund of wrong excess credits provided	Full Power	Full Power	Recommends
	<ol style="list-style-type: none"> 1) Each claim supported by cerfecitated or original credit and its non-payment 2) The claim is preferred within 3 years of original credits 	Full Power	Full Power	Recommends

	3) It is clearly established that it was a case wrong or excess credits			
19	To across administrative approval towards against funds provided in the budget	Full Power	Full Power	Recommends
20	Countersigning of all bills	Full Power	Full Power	Recommends

VI	FINANCIAL- STUDENT	Full Power	Full Power	Recommends
21	To sanction prefunds of revenue including fees, fines, etc.	Full Power	Full Power	Recommends
22	To refund fees paid by students who have been awarded free ship & of free ship	Full Power	Full Power	Recommends
23	Sanction of industrial visit for students and staff	Full Power	Full Power	Recommends
24	Sanction of study tour programme	Full Power	Full Power	Recommends
VII	WRITE OFF – BAD DEBT			
25	To sanction the write off of 1) Irrecoverable charges relating to breakages 2) Value of book lost or missing from libraries found irrecoverable subject to condition the losing not caused by negligency of any official (books issued for reference within the premises)	Full Power	Full Power for caseless than one thousand	Recommends
VIII	EXHIBITIONS			
26	To sanction expenditure for participating in exhibition or VTU mela & other similar important state exhibition	Full Power	Full Power for caseless than one thousand	Recommends
27	To sanction expenditure for participating in district & other exhibition within the state	Full Power	Full Power for caseless than one thousand	Recommends
	STORES PURCHASE			
28	To declare stores as absolute, surplus or in serviceable and dippose them off subject to	Full Power	Full Power for caseless	Recommends

	fixing responsibility for the loss where they have become obsolete, surplus or unserviceable owing to negligence		than ten thousand	
29	To sanction purchase of furniture	Full Power	Full Power less than twenty five thousand	Recommends
30	To sanction the purchase of office equipment		Full Power less than twenty five thousand	
31	To sanction charges for insurance on special good scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport		Full Power for caseless than one thousand	Recommends
32	To sanction local purchase of stationary articles in offices		Full Power for caseless than five thousand	Recommends
33	To order the casual and emergent purchase of stores		Full Power less than twenty five thousand	Full powers for amount less than 10 thousand within the budget sanctioned
34	To accept the tenders for purchase of store ordered directly by the department	Full Powers	Full Power for less than 25 thousand	Full powers for amount less than two thousand within the budget sanctioned
35	To sanction the direct purchase of the following articles a) Chemical and other consumables b) Apparatus and any other article of laboratory equipment not exceeding Rs. 10, 000 for any article	Full Powers	Full powers (Less than ten thousand)	Recommends

	<p>c) Tools, plants and all articles of workshop element not exceeding Rs. 10,000 for any articles.</p> <p>d) Controlled stores like iron, steels, cement, emulsion, timber, etc. not exceed Rs. 10,000.</p> <p>e) Chemical paints, books, electric tubes and bulbs apparatus etc., vide (a) and (b) supra from government factories and Janata bazars at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotations.</p>	Full Powers	Full powers (less than ten thousand)	Recommends
36	<p>To sanction</p> <p>(a) Contracts for running motor cycles stands, canteen. Etc.</p> <p>(b) Auction sales of grass etc. in the premises of building.</p> <p>(c) Proposals for the disposal of withered fallen or felled trees in the aforesaid premises</p>	Full Powers	Full Powers (with the permission of chairman)	
X	MAINTENANCE			
37	To sanction charges for repairs to institute vehicles	Full Powers	Full powers (Less than ten thousand)	Recommends
38	To sanction repairs of computers, furniture and other articles of office equipment	Full Powers	Full powers (Less than ten thousand)	Recommends
39	To sanction charges for shifting telephones from one office building to another	Full Powers	Full powers (Less than ten thousand)	
40	To sanction repairs of building and other facilities in the campus	Full Powers	Recommends	Recommends

41	To sanction expenditure on (a) Major overhauls of vehicles (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts tyres and tubes	Full Powers	Full powers (Less than ten thousand)	Recommends
42	To sanction expenditure on 1. Repairs of apparatus, tools plants and another lab & workshop equipment 2. Erection of equipment	Full Powers	Full powers (Less than ten thousand)	Recommends
43	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines journals, books, BIS code for their departmental libraries and for granting prizes	Full Powers	Full powers (Less than ten thousand)	Full powers for amount less than five thousand within budget sanctioned
44	To purchase for institute purpose, Government of Karnataka / India, University, AICTE, NBA and other publication and copies of administrative reports	Full Powers	Full powers (Less than ten thousand)	Recommends
45	To sanction charges for copying / Photo copying	Full Powers	Full Powers	Recommends
46	To sanction charges in connection with the publications of handbooks and leaflets	Full Powers	Full powers (Less than ten thousand)	Recommends
47	Subscription to the periodicals and journals for each department	Full Powers	Full Powers	Recommends
48	To sanction advance payment for the supply of magazines	Full Powers	Full powers (Less than ten thousand)	Recommends
49	To sanction book charges for old and worn-out library books	Full Powers	Full powers (Less than ten thousand)	Full powers for amount less than five thousand within budget sanctioned

CHAPTER 30

Celebrating certain festivals on CEC campus

Two festivals will be celebrated every year in a big way on the CEC campus. The details are given below:

30.1 Ganesh Chaturthi

As per lunar calendar, Bhadrapada Chaturthi is celebrated as Ganesh Chaturthi throughout the country every year. As ours is an educational institution and lord Ganesh will be worshipped before the beginning of any work, and lord Ganesh is also called as God of Vigna Nashaka, the festival will be celebrated on campus.

Ganesha idol is given to each college and required material for pooja may be procured and celebrated at a common place or in library. Prasada can be distributed to all

30.2 Ayudha Pooja celebration

Ashweeja Navami / Dasami will be celebrated as Ayudha pooja. The festival of success of good over evil, and festival of Goddess Durga is celebrated as Dasara on the campus. Previous day, all the buses, vehicles and labs will be kept clean and pooja can also be performed in each department will minimal pooja material. After pooja, cloths will be distributed to the workers, supervisors, security and maintenance staff. Food will also be served on the campus. This event may be celebrated commonly for both AMC and City group of institutions.

30.3 Celebration of days of National importance

The following important days of the country will also be celebrated on the campus:

- New year day (01st Jan.)
- Republic day (26th Jan.)
- Ambedkar Jayanthi (14th Apr.)
- Independence Day (15th Aug.)
- Teachers' day (05th Sep.)
- Gandhi Jayanthi (02nd Oct.)
- Kannada Rajyotsava (01st Nov. or any one day in November)
- Children's day (14th Nov.)

Nominal amount may be sanctioned by the Director / Principals of the group for the conduction of these programs on the above-mentioned days. Sweets and other refreshments may be served on these days for students, faculty and guests. Senior citizens or people of high academic caliber or academically and professionally acclaimed people or professionals from industries are

generally invited as chief guests for the functions. Prior planning and delegation of duties are to be given by Principal's office in consultation with the HODs of the respective colleges.

Days of National Importance:

August 15th – Independence Day – Flag hoisting ceremony to be performed 8.30 / 9.00 am at all the institutions and attendance is mandatory for all the employees.

Plan- Arrangements, Refreshments and Approvals.

January 26th – Republic day – Flag hoisting ceremony to be performed 8.30 / 9.00 am at all the institutions and attendance is mandatory for all the employees.

Plan-Arrangements, Refreshments and Approvals.

October 2nd - Gandhi Jayanthi – A few programs like corporate social responsibility, visit to orphanages and social service etc. may be performed/organized (organizing events to inculcate Gandhian Thought).

November 1st - Karnataka Rajyotsava – Flag hoisting and a few programs may be organized at 8.30 / 9.00 am.

Principals of respective colleges to take initiation for organizing the events on respective days. The above events are mandatorily to be organized.

30.4 POLICY DECISION – IMPORTANT FESTIVALS

VARAMAHALAKSHMI: The festival of local importance in Southern States of the country and particularly in Karnataka is followed with utmost prayers to Goddess Lakshmi. All the CITY Institutions shall work till 3.30 pm and will be closed there after (except admission offices at AMC Campus and City Engineering College).

GANESHA FESTIVAL Holiday (a): The festival of great significance for beginning of any work, the prayers are offered to the Lord Ganesha, the God of removal all obstacles and leading to the path of success. All the institutions of CITY Institutions shall remain closed on the day

of Ganesha festival.

2 (b): Celebration of Ganesha Festival: Ganesha Pooja shall be performed in every institution at appropriate time preferably in the morning. Principals and Administration staff to perform the pooja compulsorily by coordinating with principal. Staff of each of the institutions will fix the time of Pooja. The Management may visit the institutions for attending the pooja.

DUSSEHRA Ayudha Pooja and Vijayadashami: The festival of importance throughout the country offered prayers to Goddess Durga. All CITY Institutions Colleges shall remain closed for about 2 days (Ayudha Pooja and Vijaya Dashami). All the laboratories, offices of all the institutions shall be cleaned and decorated with mango leaves and flowers, pooja shall be performed to offices, equipment, buses and transport vehicles, on the day of Ayudha Pooja. All the buses are be repaired, painted should be kept in working conditions by updating all the required documentation. The Trustees may visit all the institutions for Pooja.

NARAKACHATURDASI, DEEPAVALI AND BALIPADYAMI: The festival of importance in the country and prayers to the Goddess Lakshmi. All CITY Institutions shall remain closed on any of the two days, preferably Naraka-Chaturdashi and Balipadyami).

CHRISTMAS/WINTER VACATION: The winter vacation in CEC and CC for non-teaching staff (Accounts, University Section, Admin, Corporate office) on 24th, 25th and 26th December irrespective of the day. The summer vacation for non-teaching staff is scheduled for 29th, 30th April and 1st May irrespective of the day.

List of National and Festival Holidays (Teaching staff may follow the list of holidays as per the norms described by the affiliating University). Holidays list of Affiliating Universities to be communicated to AMC Corporate Office.

30.5 Holidays of 12 per year for all the institutions (Administration, Accounts, University/ Examination Section, AMC Corporate Office)

1. Makara Sankranti (14/15 Jan-Any one day)
2. Republic Day (26th Jan.)
3. Ugadi (March/April)

4. May Day (1st May)
5. Independence Day (15th August)
6. Ganesh Chaturthi (August/September)
7. Gandhi Jayanthi (2nd October)
8. Vijaya Dashami (October)
9. Karnataka Rajyotsava (1st November)
10. Naraka Chaturthi (November)
11. Balipadyami (November)
12. Christmas (25th Dec.)

* Corporate Office in consultation with the chairman may plan for the holidays in the beginning of the calendar year.

Vacation:

Summer Vacation - Two working days may be declared as Vacation in the last week of April, 29th 30th and 1st May of every year.

Winter vacation: 24th 25th and 26th December.

This facility of Summer and Winter vacation is applicable to all the non-teaching staff of all the institutions – Staff of Administration, Accounts, Admissions Team and Corporate Office. Staff should avail vacation in two slots. Offices will remain functional.



CHAIRMAN

JAYANAGAR EDUCATION SOCIETY