

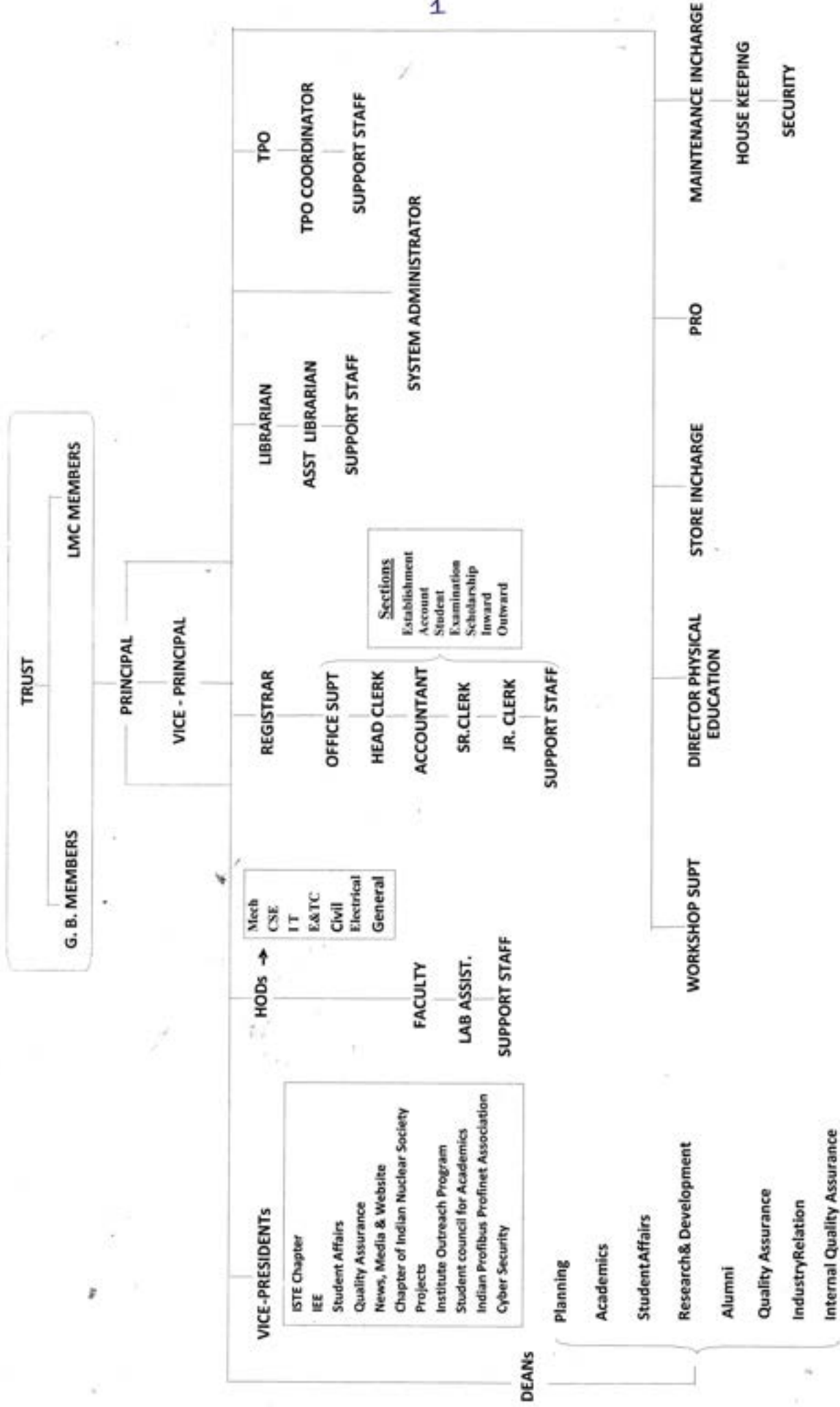
G.K Gujar Memorial Charitable Trust's

Dr. Ashok Gujar Technical Institutes
Dr. Daulatrao Aher College of Engineering.

Karad

Rules & Regulations

Organizational Structure




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 G.K.Gujar Memorial Charitable Trust, Karad

Functions of various Positions

Position	Functions
GB & LMC Members	<ul style="list-style-type: none"> • Design, develop, and implement strategies to assess and improve the quality and effectiveness of all areas of the College in coordination with the vision, mission, goals and objectives of the institution • Approve and revise policies from time to Time • Budget & Finance
Principal	<ul style="list-style-type: none"> • Organize internal & external resources to strengthen the institute • Plan & provide necessary facilities/equipment for development. • Establish confidence and devotion in every member of the institute • Periodic monitoring & evaluation of various processes • Ensure effective purchase procedure • Define quality policy and objectives • Annual budget • Arrange periodic meeting of various bodies and committees. • Accounts and finance • Employee recruitment
Vice – Principal	<ul style="list-style-type: none"> • Ensure Execution of Academic calendar • Proper conduct of co-curricular activities • Formation of student council • Proper conduct of cultural activities • Student discipline • Student health care • Student orientation • Employee recruitment and development • Periodic monitoring and evaluation of administrative work
Registrar	<ul style="list-style-type: none"> • Liaison with AICTE, DTE and University • Office Administration • Employee Recruitment process • New proposals with AICTE, DTE, University & other concerned regulating bodies • Annual approval of courses from AICTE, DTE, University & concerned regulating bodies • Co – ordinate day to day activities of office • Preparation of AICTE, DTE, University committee • Annual fee proposal with Shikshan Shulka Samiti • Compliance with AICTE, DTE & University

Heads of Department	<p>The Head of Department is overall Incharge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load He is to ensure that all the staff in his department to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.</p> <p>He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum, all the equipment in the laboratories/workshops must be functional to conduct the practicals properly. He will decide the meaningful project work of the students and monitor performance of every student.</p> <ul style="list-style-type: none"> • Plan and execute academic activities of the department ✓ • Maintain discipline and culture in the department ✓ • Maintain the department neat and clean • Monitor academic activities of the department • Propose Department Budget • Maintain records of departmental activities and achievements • Departmental development. • Student attendance. • Assessment of departmental faculty, staff & student. • Industry collaboration projects. • Promoting technical development. • Motivating Faculty, Staff & Students. • Promoting research among faculty & Student. • Creating academic environment. • Laboratory development. • Develop Departmental Library • Approach for Student placement (
Librarian	<ul style="list-style-type: none"> • Plan and execute regular activity of the library • Plan and propose expansion / development • Maintain library discipline and culture • Prepare annual budget for library
Training and Placement Officer	<ul style="list-style-type: none"> • Identify appropriate training needs and provide it for the students • Arrange campus interviews • To arrange entrepreneurship camps and to motivate the students for self employment. • To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment. • To engage classes for teaching as well as for personality development of students.

Workshop Supriendentent	<ul style="list-style-type: none"> • Smooth operation of college workshop • Preparing Material Requirement • Supervise the regular work • Monitor the training of students in workshop of the institution. • Monitor the academic record of students in workshop. • Ensure the availability of various machines and equipments required in the workshop as per the curriculum. • Ensure that all the machines and equipment in the workshop are kept in working order. • Arrange for the training of workshop staff as per requirement of the curriculum. • plan the future development of the workshops in the institution. • Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute. • Engage classes for theory and Practical training of the students.
Director Physical Education	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of gymnasium • Purchasing of sport objects • Encourage students to participate in various sports & tournaments • Creation and upkeep of sports facilities • Proposing annual budget • Proper conduct of sports activities
Dean Academics	<ul style="list-style-type: none"> • Prepare and Execute academic calendar • Monitor the teaching-learning process • Carry out result analysis and suggest corrective measures for improvement • Initiate supplementary teaching measures • Internal and External examinations • Academic value addition. • Monitoring student attendance. • Monitoring attendance register. • Departmental Time – Tables. • Managing departmental academic representatives, class teachers, mentors.
Dean Alumni	<ul style="list-style-type: none"> • Arrange periodic meetings of the student council • Ensure alumni registration • Prepare alumni news letter • Arrange annual meet • Alumni interaction • Proposing annual budget



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Dean, Research and Development	<ul style="list-style-type: none">• Increasing the research activities within the institute• Raise awareness of funding opportunities to support faculty research and externally funded sponsored/consultancy projects• Encourage industry institute linkages and collaborative research• Motivate faculty to write projects• Monitor the effective utilization of funds of externally funding projects.• Facilitate the Consultancy work in the institution.• Maintain and update record of research publications.• Promote research activity.• Prepare proposals for research grants ✓
Dean Planning	<ul style="list-style-type: none">• Works collaboratively with other departments to connect strategic planning, budgeting and measurable institutional objectives• Provide leadership in the development and implementation of strategic planning and benchmarking initiatives• Make appropriate recommendations to assure institutional improvement• To conduct SWOT analysis of the institute periodically and assist the Principal and the management in identifying the areas of priority.• Prepare Academic Calendar
Dean Students Affairs	<ul style="list-style-type: none">• Guidance and counseling services at the Institute in collaboration with relevant departments;• Supervises the administration of students' welfare services;• Organizes, in collaboration with other Institute depts, orientation programmes for fresh students;• Develop appropriate strategies for anticipating, controlling and managing students conflicts;• predict and anticipate students needs and potential problems and coordinate with Institute management in order to prevent destructive conflicts;• Ensures that the Institute students by-laws and regulations are observed and necessary actions are taken to those violating them• Organize events through students professional societies / chapters• Organize paper and design contests• Encourage student participation• Publication of technical magazine and news letters• Record of student participation and achievements in Co-curricular and extra – curricular activities• Maintain record of such events

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Dean Quality Assurance	<ul style="list-style-type: none"> • Support individual staff development, performance improvement and opportunities for innovation in teaching; • Monitor staff performance in teaching and learning ✓ • Recognize and reward teaching excellence; • Monitor and evaluate student outcomes; • Take into account student feedback to facilitate enhanced teaching and learning performance; • Recommend to provide equipments, teaching and learning spaces such as classrooms and other facilities to form a infrastructure which support a high quality learning environment. • Provide services to enrich and support students learning
Dean Industry Relations	<ul style="list-style-type: none"> • Liaison with industries • Inform changes and developments in the industries • Incorporate the real industry requirements from the students • Create opportunities for interaction between faculty and the business community for the purposes of promoting mutual gain through such activities as student recruiting and consulting arrangements, involving faculty members in practical business problems, • Arranging for guest lecturers from industry • Supporting state-wide outreach operations • Bringing students into direct contact with business executives and their ideas. serve in an important capacity by keeping the departments, and students reactive to the dynamic, changing needs of the business community. • Intermediate to meet initial and continuing business education needs • serve as a medium for the exchange of points of view between business executives and academicians
Store Incharge	<ul style="list-style-type: none"> • Look after central stores ✓ • Book keeping for central purchases ✓ • Purchase of stationary & other consumable items ✓ • Vehicle incharge ✓
Public Relation Officer	<ul style="list-style-type: none"> • Liaison with Print and Electronic media ✓
Maintenance Incharge	<ul style="list-style-type: none"> • Maintenance of building and Infrastructure ✓ • House keeping



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A. Administrative Rules and Regulations

Recruitments

Eligibility Criterion: [As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff

Faculty members (Engineering and Technology):

Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres.

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE / B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M. Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B. Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable



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3	Professor	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>
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4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B. Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor</p> <p>Or</p> <p>Minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>
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Faculty members (Humanities & Science):

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience requirement.
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof. as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level



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			equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
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
Non-Teaching Staff:

a) Librarian

S. N.	Cadre	Qualification	Experience
1	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement.

b) Director of Physical Education

S. N.	Cadre	Qualification	Experience
1	Director of Physical Education	A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55%	Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.



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	<p>consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	
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c) Administrative

S. N.	Cadre	Qualification	Experience
1	Registrar	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	5 years experience in academic Institution or equivalent post in academic administration
2	Office Superintendent	A Bachelor's Degree or equivalent	3 years of experience of administration
3	Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	--
4	Laboratory Assistant	Diploma in appropriate branch Engineering/Technology	--
5	Laboratory Assistant (Science)	First Class B.Sc. in branch of Science concerned	--
6	Workshop Instructor	A certificate from I.T.I. in relevant Trade	--
7	Electrician/	A certificate I.T.I in relevant	--
8	Driver	10th Standard, and should posses professional driving	1 or 2 Years experience Driver is desirable.
9	Peon	10th Standard	--
10	House	No formal education is required	--


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Selection Procedure:**Faculty Members:**

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed:

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post is obtained.
2. Advertisement in leading Newspapers.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue Appointment order to the candidates selected by the University.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment is done.

Non-Teaching Staff:

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Secretary
- (b) Principal
- (c) Vice – Principal
- (d) Respective Head of Department
- (e) Registrar



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The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview
7. Issue Appointment order to the selected candidates.
8. Inclusion of the candidate in regular muster roll.

Pay Scales and Service conditions for teachers

General

- (i) There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor. The designation in respect of Library Personnel shall be Librarian.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and librarians shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and librarians covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
- (iv) The ratio of Professors to Associate Professors to Assistant Professors in a UG Colleges shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professor in PG Colleges shall be in the ratio ordinarily of 1:2
- (v) Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.


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Pay Structure for Different Categories of Teachers

The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor 15600-39100 AGP 6000, 7000 & 8000

Associate Professor 37400- 67000 AGP 9000

Professor 37400-67000 AGP 10000

(a) Assistant Professor/Associate Professors/Professors in Technical Institutions:

- (i) Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) Assistant Professor with completed service of 4 years, possessing Ph.D. degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing Master's degree in the relevant branch/discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor

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- (iv) Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subjected to their satisfying other conditions as laid down by AICTE.
- (vi) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
- (vii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (viii) Present Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and shall be re-designated as Associate Professor.
- (ix) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (x) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- (xi) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- (xii) Ten percent of the posts of Professors in an AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher



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Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

- (xiii) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- (xiv) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

b) Principals/Directors in degree level institutes:

- (i) Appointments to the posts of Principal/Director in these institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The post of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance Pay of all Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000 plus a Special Allowance



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C. Librarian

a) Pay Scales and Career Advancement Scheme for Librarian:

- (i) Librarian shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Librarian.
- (iii) Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.
- (iv) Librarian/ College Librarian not possessing Ph.D. but only M. Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.
- (v) After completing service of 6 years in the AGP of Rs. 6000. Librarian without the relevant Ph.D. and M. Phil shall, if otherwise eligible as per guidelines laid down by the AICTE, move to the higher AGP of Rs. 7000.
- (vi) On completion of service of 5 years, Librarian shall be eligible for the post of Librarian (Sele. Grade) in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility as laid down by the AICTE. They shall be designated as Librarian/College Librarian (Selection Grade).
- (vii) After completing 3 years in the Pay Bard of Rs. 15600-39100 with an AGP of Rs. 8000, Librarians / College Librarian (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
- (viii) Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the pay band of Rs. 15600-39100 with AGP of Rs. 8000.



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Pay Scales and Career Advancement Scheme for Physical Education Personnel:

Assistant Director of Physical Education (Assistant DPE) / College Director of Physical Education (College DPE)

- (i) The Assistant Director of Physical Education/ College DPE in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) Pay of incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the 6th CPC.
- (iii) All existing conditions of eligibility and academic qualifications laid down by the AICTE shall continue to be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.

(b) Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale)

- (i) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.
- (ii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the AICTE, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.
- (iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing M.Phil in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.
- (iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education/College DPE in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the AICTE, be eligible for being placed in the AGP of Rs. 7000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the 6th CPC

(c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) / College Director of Physical Education (Selection Grade)

- (i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the AICTE, Assistant Director of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade), as the case may be.


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(ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the AICTE, Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade)

(iii) All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.

(iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.

(v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

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3. Incentives for Ph.D. / M. Tech and other Higher Qualification for Teachers & Librarian:

- (i) Five non-compound advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- (ii) M. Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as M. Tech in relevant branch / discipline recognized by a statutory University shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university recognized by UGC.
- (vii) Teachers who acquire M. Phil. degree or a M. Tech degree in a relevant Branch/discipline recognized by a Statutory University while in service shall be entitled to one non-compounded advance increment.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.


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- (ix) Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, coursework and evaluation shall be entitled to three non-compounded advance increments.
- (x) Librarian who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xi) Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (xii) Librarian who has not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xiii) Two non-compounded advance increments shall be admissible for Librarian with M. Phil degree in Library Science at the entry level. Librarian acquiring M. Phil degree in Library Science at any time during the course of their service shall be entitled to one non-compounded advance increment.
- (xiv) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- (xv) For posts at the entry level where no such advance increments were admissible for possessing Ph.D. / M. Tech, under the earlier scheme, the benefit of five/two advance increments for possessing Ph.D./ M. Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

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The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in the pay prescribed by Government:

Sr. No.	Designation	Pay Band	AGP
1	Registrar	9300-34800	4400
2	Superintendent	9300-34800	4300
3	Accountant	9300-34800	4300
4	Head Clerk	9300-34800	4200
5	Deputy Accountant	9300-34800	4200
6	Library Assistant/Assistant Librarian	5200-20200	2800
7	Technical Assistant /Laboratory Assistant	5200-20200	2800
8	Senior Clerk	5200-20200	2400
9	Accountant/Assistant Accountant	5200-20200	2400
10	Steno Typist/Stenographer	5200-20200	2400
11	Senior Laboratory Assistant	5200-20200	2400
12	Skilled Technician	5200-20200	2400
13	Laboratory Assistant	5200-20200	2400
14	Store Keeper	5200-20200	2000
15	Library Assistant	5200-20200	2000
16	Junior Clerk/ Store Clerk/Library Clerk/	5200-20200	1900
17	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
18	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
19	Peon	4440-7440	1300

Service Rules and Regulations

Service Conditions including Promotion Policy

- I. A person shall be consider to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.


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- III. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- IV. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- V. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VI. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

Policy Related to Probation

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the present will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, have been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.


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Policy Related to Increments:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee.
- ii. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- iii. In all cases, the increment is recommended by the Head of the institution and approved by the management based on appraisal report of the employee.

Policy Related to Promotion

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding standard.

Policy Related to Retirement

- i. An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.
- ii. However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

Policy Related to Resignation

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof.
- ii. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- iii. Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof.



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- iv. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.
- v. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- vi. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- vii. However, the management reserves the right to waive the notice period or the compensation thereof.

Policy Related to Termination of Services of an Employee

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the approval of the governing council, is the authority for introducing, cancelling or revise any service rule as think necessary for day-to-day administration of the College.



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Code of Conduct

Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.

No employee shall take part in any act or movement, such as strike, or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

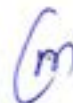
An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for justification of his grievances.

The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.



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The following acts of commission/omission shall be treated as misconduct:

- x Failure to exercise efficient supervision on the subordinate staff.
- x Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- x Gross negligence in teaching or any other duty assigned.
- x Any act punishable under the provisions of the IPC.
- x Habits affecting the efficiency of the teaching work.
- x Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

Disciplinary Proceedings

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose

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him/her any such penalty proposed, but only on the basis of the evidence given during such an enquiry.

Other Terms and Conditions

a) Increments:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage In the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non- compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

b) Allowances:

- (i) Allowances such as Transport Allowance, House Rent Allowance, Traveling Allowance, Dearness Allowance, and other benefits shall be at par with the state government

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Leave Rules

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such.

Study Leave:

- (i) Institute shall grant study leave for acquiring M. Tech. and Ph.D. in the relevant branch /discipline while in service.
- (ii) Teachers and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) All teachers who opt for this scheme have to enter with an agreement of service for a minimum duration of three years for ME/MTECH and minimum of five years for Ph.D. after completion of their degree.

Casual Leave

- i. All faculty and staff are eligible for 15 days and 8 days respectively of casual leaves in a year during the calendar year.
- ii. Faculty and staff who have not completed one year of service can avail CLs only on pro-rata basis.
- iii. Faculty and staff can avail CL for 3 days only at a stretch.
- iv. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- v. Casual Leave can either be prefixed or suffixed with vacation.
- vi. Casual leave not availed in a calendar year will lapse.
- vii. Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- viii. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.

- ix. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
- x. Casual leave can be availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority on telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned heads of the department. For all the heads of the departments, the competent authority is the Principal or (in absence of Principal) Vice-Principal
- xi. It is the responsibility of the faculty to make alternative arrangements for the academic hours the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal or Vice-Principal.
- xii. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

Vacation Leave

- x Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution. Other faculty may be given short vacation as per the discretion of the management.

Earned Leave

- x Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year.

Designation	Leave Sanctioning Authority
Principal Vice Principal (in absence of Principal)	Secretary/Chairman
Vice Principal, Registrar, HODs, Librarian, Director Phy. Education, TPO, Deans, VPs	Principal (Vice Principal in absence of Principal)
Other Teaching & Non Teaching Staff in the Dept / Library/ others	HOD/Librarian/Incharge
Office Staff	Registrar

Faculty Development & Welfare Measures

Faculty Development

Higher Studies

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- i. Preference will be given to those opting for doctoral programs, followed by Master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- ii. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

Seminars/ workshops/Conferences

- i. Faculty/Staff members will be sponsored by the management for seminars / conferences/ workshops and short term training programmes.
- ii. Financial assistance to the discretion of management will be provided.
- iii. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without interruption to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- iv. The period of absence will be treated as ON DUTY during the period of attending the courses.

Promotion of Research Activities

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.



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- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special award.
- iii. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

Staff Development and Training

- i. Arranging in house training programme for improving skills.
- ii. Deputing the staff members to attend training programmes outside.
- iii Financial assistance to the discretion of management will be provided.

Welfare Measures

The following are service benefits and welfare measures extended to the employees of the College.

- x Provision of canteen in the campus
- x The Management grants maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

Grievances Redressal Cell

- x To redress the genuine grievances of staff and students/ so that pleasant atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.



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