

# **SERVICE RULES**

---

**For Employees of the Trust &  
Seshadripuram Educational Institutions**

**With effect from 1.7.2025**



**SESHADRIPURAM EDUCATIONAL INSTITUTIONS**

27, Nagappa Street, Seshadripuram, Bengaluru - 560 020

# MISSION STATEMENT



## *Belief*

*Seshadripuram Educational Trust believes that every individual needs affordable, relevant, and quality education to fulfill personal aspirations.*

## *Vision*

*To constantly strive towards meeting this social need by inclusion and expansion of new streams of education in its institutions and provide World Class Infrastructure for Learning, Research and application of knowledge.*

## *Mission*

*To excel in all its activities in order to create an atmosphere of effective learning, generate a spirit of enquiry, induce healthy challenges and competitions, encourage sustainable accomplishments and ensure enriching rewards to everyone - students, teachers, trustees, associates and the society at large.*

## *Goal*

*To emerge as a global conglomerate of premier academic institutions, each taking pride in having nurtured knowledge that will lead to happiness, peace, harmony and prosperity.*

# CONTENTS

SERIAL NUMBER	CHAPTER	TITLE DESCRIPTION	PAGE NUMBER
1.	CHAPTER I	Preamble of Service Rules	5
2.	CHAPTER II	Definitions	6 - 9
3.	CHAPTER III	Aims & Objectives of the Trust & Authorities of the Trust	10
4.	CHAPTER IV	Types of Employees	11
5.	CHAPTER V	Appointment, Regularisation, Confirmation, Termination, Resignation & Retirement	12 - 23
6.	CHAPTER VI	Leave Rules	24 - 28
7.	CHAPTER VII	Hours of Work & Holiday	29 - 30
8.	CHAPTER VIII	Pay and Allowances	31 - 33
9.	CHAPTER IX	Insurance & Staff Benefits	34
10.	CHAPTER X	Duties and Conduct	35 - 38
11.	CHAPTER XI	Misconduct	39 - 45
12.	CHAPTER XII	Miscellaneous Provisions	46 - 53

## ANNEXURES

SERIAL NUMBER	ANNEXURE	CONTENT
1	I	Cadre & Responsibilities
2	II	Self-Appraisal Formats / Notes on Annexures
	II (1)	Self - Academic Performance Indicator for employees of SET Institutions for Career Advancement Scheme
	II (1A)	Annual Self-Appraisal for Hol of Schools
	II (1B)	Annual Self-Appraisal for Hol of Pre-University Colleges
	II (1C)	Annual Self-Appraisal for Hol of U. G. Colleges & P. G. Programs
	II (2)	Annual Self-Appraisal for faculty of Pre-University & Higher Education
	II (3)	Assessment to be provided by HoDs for faculties based on Annexure II (2)
	II (4)	Annual Self-Appraisal for School Teachers
	II (5)	Annual Self-Appraisal for Supporting Staff
	II (6)	Annual Self-Appraisal for Drivers
3	III	Three years of Strategic Planning (for faculty of Higher Education)
4	III (A)	Three years of Strategic Planning (for teachers of Schools)
5	III (B)	Three years of Strategic Planning (for faculty of Pre-University Colleges)
6	IV	Research Incentive Policy
7	V	Governance plans / Organogram indicating the Institutional Structure
8	VI	Duties & Responsibilities of various cadres

# CHAPTER - I

## SERVICE, DISCIPLINARY, AND CONDUCT RULES FOR THE EMPLOYEES OF THE SESHADEPURAM EDUCATIONAL TRUST AND INSTITUTIONS

### PREAMBLE TO SERVICE RULES:

- 1.1 These Rules shall be called "The Service Rules for the employees of Seshadripuram Educational Trust and Institutions".
- 1.2 The Rules shall be applicable from the date of approval by the Board of Trustees.
- 1.3 The Board of Trustees reserves the right to amend / modify / delete / add to any of these rules and to bring any such amendments / alteration with effect from such date as it may think fit and notify.
- 1.4 These rules shall apply to all employees working in the Trust Office, Engineering, Higher Education, Secondary and Primary Institutions run and / or owned by the SET irrespective of the cadre, the scale of salary including consolidated salary, daily wage, or on-part-time work for the Seshadripuram Educational Trust.
- 1.5 These service rules shall supersede any Circular / Memo issued prior to the date of approval of these rules by the Board of Trustees. However, such a Circular / Memo if necessary, will come into force mutatis mutandis. If there are any inconsistencies, under such circumstances, Government of Karnataka Rules will be applicable as the case may be.
- 1.6 Error of omission & commission in the policy may be overlooked.

## CHAPTER- II

### DEFINITIONS & ACRONYMS

**2.1 AICTE:** means All India Council for Technical Education, New Delhi Governing Statutory Body by an Act of Parliament to plan and coordinate the development of Technical, Management & Professional Courses.

**2.2 ASSOCIATION:** means any Trust / Society / Association registered under any act for the purpose of attaining a commonly espoused goal.

**2.3 APPELLATE AUTHORITY:** means the "President" of the Board of Trustees who shall also be the Chief Controlling Authority of the Trust, by virtue of the office held by him.

**2.4 BOARD OF TRUSTEES:** means the duly congregated Trustees of the Seshadripuram Educational Trust elected to govern the affairs of SET.

**2.5 BOARD OF MANAGEMENT:** means a board constituted by the Board of Trustees of the SET to manage the affairs of an institution under the SET.

**2.6 CADRE:** means a position for which a person is appointed to perform specific roles and duties.

**2.7 CAS:** Career Advancement Scheme

**2.8 CAY:** Current Assessment Year

**2.9 COLLEGE:** means a Higher Education Institution.

**2.10 COMPETENT AUTHORITY:** means the Board of Trustees, the Board of Management, or any other authority empowered to exercise any such powers accorded by the Board of Trustees to perform specific roles.

**2.11 CONSTITUENT COLLEGE:** means a Higher Education Institution duly Affiliated to a University established as per UGC norms.

**2.12 CONTRACTUAL EMPLOYEE:** means employed on a contract basis for a fixed time and limited operation.

**2.13 CONTINUOUS SERVICE:** means the service of an employee from the beginning of his / her service without any break.

**2.14 COMMUTED LEAVE:** means an opted holiday by the employee that is accrued over a period of time by the employee.

**2.15 CBSE:** means Central Board of Secondary Education, New Delhi.

**2.16 DAY:** means an English Calendar Day, beginning and ending at midnight, but absence from the Institution, which does not exceed 24 hours, shall be reckoned for all purpose as one day, at whatever hour the absence begins or ends.

**2.17 DDPI:** means Deputy Director of Public Instructions, Government of Karnataka.

**2.18 DISCIPLINARY AUTHORITY:** means and includes the President or the Head of the Institution as the case may be and as may be notified by the Board of Trustees from time to time.

**2.19 EMPLOYEE:** means a person in employment of the Institution / Establishment set up and / or run by SET.

**2.20 ESTABLISHMENT:** means Centre, Hostel, Mess, Canteen, etc.

**2.21 FAMILY:** means an employee's wife or husband, legitimate children, and parents, in case of an unmarried employee, who are residing with and wholly dependent on the employee.

**2.22 FACULTY / TEACHER:** means an employee who teaches students of a class / section / standard and mentors them.

**2.23 GOVERNING COUNCIL:** means the body constituted according to the Management guidelines in conjunction with the Regulating Authority to govern and monitor the progress of the Institution.

**2.24 GOK:** means Government of Karnataka.

**2.25 HGS:** means Honorary General Secretary, who is the Chief Executive Officer of the Trust.

**2.26 HEAD OF THE INSTITUTION (HOI):** means the Principal, Head Master, Head Mistress of the College / School or anyone appointed / designated as the Head of the Institution by the Board of Management.

**2.27 HOD:** means Head of Department.

**2.28 HOLIDAY:** means a non-working day prescribed for or notified by the Competent authority of the Institutions of the SET.

**2.29 HONORARIUM:** means a recurring or non-recurring payment to an employee / person payable as remuneration for work done in respect of affairs of an Institution as may be determined by the competent authority from time to time.

**2.30 INSTITUTION:** means the Institutions / any other Establishments set up and / or run by the SET, which includes Unaided Schools, Colleges, existing as well as those that may be established in the future.

**2.31 INQUIRY COMMITTEE:** means a committee set up by President / Board of Trust to inquire misconduct, delinquent behaviour of an employee.

**2.32 ICSE:** means Indian Certificate of Secondary Education.

**2.33 KSLU:** means Karnataka State Law University.

**2.34 KSEAB:** means Karnataka School Examination & Assessment Board (Pre-University).

**2.35 LEAVE:** means a non-working day at the workplace taken by the employee as per the norms of SET.

**2.36 LEAVE SALARY:** means the amount paid by the Management to an employee for the leave period.

**2.37 LWP:** means Leave Without Pay and Allowances.

**2.38 MANAGEMENT:** means The Administrative Body headed by the Board of Trustees of SET.

**2.39 MINISTERIAL STAFF:** means an employee whose duties are managerial / clerical in nature and works in the administrative office.

**2.40 MONTH:** means an English calendar month. In calculation, a period is expressed in terms of month and day.

**2.41 OS:** means Office Superintendent.

**2.42 PART-TIME EMPLOYEE:** means an employee appointed on a consolidated monthly salary for a limited period and attends duty during specific times.

**2.43 PRESIDENT:** means the President of the Trust elected by the sponsoring body or Trust.

**2.44 PROBATIONARY EMPLOYEE:** means an employee appointed on probation or against a vacancy in any cadre with an intention to continue on a regular basis. The employee appointed on probation will continue as a probationary employee until he or she is confirmed in writing by the Management.

**2.45 REGULARISED EMPLOYEE:** means an employee who, upon successful completion of the period of probation, has been declared in writing in the appointed position / cadre.

**2.46 SET:** means Seshadripuram Educational Trust.

**2.47 SSSC:** means Staff Selection Sub-Committee constituted by Seshadripuram Educational Trust for appointment to various cadres.

**2.48 SPECIAL PAY:** means an additional pay / emoluments over and above regular salary given to a post or an employee granted in consideration of:

- 2.48.1 Special nature of duties or,
- 2.48.2 Specific additional work or responsibility or,
- 2.48.3 Necessity of acquiring or retaining an employee in the interest of the Institution.

**2.49 SPONSORING BODY OR TRUST:** means Seshadripuram Educational Association or SET.

**2.50 SUBSISTENCE PAY:** means the payment made to the employee who is not in receipt of regular pay or leave salary.

**2.51 SUBSTANTIVE PAY:** means the pay, other than special pay, personal pay to which an employee is entitled on account of holding the post to which he has been appointed substantively or by reason of his / her substantive position in the cadre.

**2.52 SUPPORTING STAFF:** means staff who are appointed under SET Trust / Institution for non-teaching duties namely Managerial, Supervisory, Laboratory staff, Drivers etc.

**2.53 TIME SCALE OF PAY:** means pay which rises by periodical increments from a minimum to a specific maximum.

**2.54 TEMPORARY EMPLOYEE:** means an employee who has been employed for a limited period or a specific work of a temporary nature.

**2.55 TENURE POST:** means a regular post that an individual / employee may not hold for more than a specified period without re-appointment.

**2.56 TRANSFER:** means Transfer from one institution to another institution under SET.

**2.57 UNIVERSITY:** means the Affiliating Body set up by the Government or Private entity as per the UGC Act and Affiliated Higher Education Institutions for awarding Undergraduate, Post-Graduate, and Ph.D. Degrees.

**2.58 UGC:** means University Grants Commission, a statutory body set up by the Ministry of Education, Government of India for governing Higher Education and Research.

**2.59 VTU:** means Visvesvaraya Technological University, Belagavi.

**Note:**

1. "Words and Expressions" used herein and not defined herein but defined in Karnataka Education Act, 1983, The University Grants Commission Act 1956 (Act 22 of 1956) or the Fundamental and Supplementary Rules of the Government of Karnataka and Government of India shall have the meanings respectively assigned to them in the corresponding Act or the rules as aforesaid.
2. In these service rules the word HIS shall also mean HER / TRANSGENDER and singular shall also include plural.

## CHAPTER - III

### AIMS & OBJECTIVES OF THE TRUST & AUTHORITIES OF THE TRUST

#### 3.1 THE AIMS AND OBJECTIVES OF THE TRUST SHALL BE:

- To Establish and run Educational Institutions / Centres of excellence / University, in such places within the Union of India and overseas as may be decided upon by the majority of the Trustees, which shall be open to students of all communities, irrespective of Sex, Age and Religion.
- To run educational institutions from pre-primary to Doctoral Programs already established by Seshadripuram Educational Trust and to be established hereafter by the Trust in the fields of Arts, Science, Commerce, Medical, Engineering, Humanities, Health Sciences etc. and all other branches of learning.
- To maintain and upkeep the aforesaid Institutions or Organizations.
- To take appropriate action as may be deemed necessary to promote the said aims and objects.
- To establish Research Centres / Institutions in all or any of the Branches of Commerce & Management, Sciences and Technology either independently or as part of any of the existing Institutions with or without collaboration with such Institution, either in India or overseas to promote or in furtherance of the objects of the Trust.

#### 3.2 AUTHORITIES OF THE TRUST:

1. The following bodies specified under SET Trust Deed and Rules & ByeLaws shall be deemed to be the authorities of the Trust viz.
  - (a) Board of Trustees
  - (b) Governing Council of the Institution
  - (c) Betterment Committee of the Institution
  - (d) Advisory Council of the Institution
  - (e) Staff Selection Sub-Committee
  - (f) Building Sub-Committee
  - (g) Disciplinary Sub-Committee
  - (h) Finance & Audit Sub-Committee
  - (i) Purchase Sub-Committee
  - (j) Student Admission Sub-Committee
  - (k) Canteen Sub-Committee
  - (l) Such other body as may be declared to be an Authority by the Board of Trustees.
2. Any Authority of the Trust shall have such powers and perform such functions as defined in the Seshadripuram Educational Trust Deed and Rules & Byelaws or as modified by the Trust from time to time.

## **CHAPTER - IV**

### **TYPES OF EMPLOYEES**

**4.1 Probationary Employees:**

A Probationary Employee is approved provisionally against a temporary or regular vacancy but has not completed the prescribed probation period for the post for which he / she has been provisionally appointed.

**4.2 Regularised Employees:**

A Regularised Employee is a permanent employee who works on a regular basis for a substantive cadre after successfully completing the prescribed probationary period as specified in the SET norms. This does not include employees who work on a temporary, ad-hoc, daily wage, or contractual basis.

**4.3 Contractual Employees / Temporary Employees:**

A Contractual Employee is an employee engaged on a contract basis for a vacant sanctioned post for a certain period.

**4.4 Ad-hoc Employees / Visiting Faculties:**

Ad-hoc Employee means a "Faculty" or "Staff" member appointed on a temporary basis for a duration not exceeding one year / two continuous semesters on consolidated remuneration with specific conditions as shown in her/ his appointment order.

**4.5 Adjunct Employees / Part-Time Employees:**

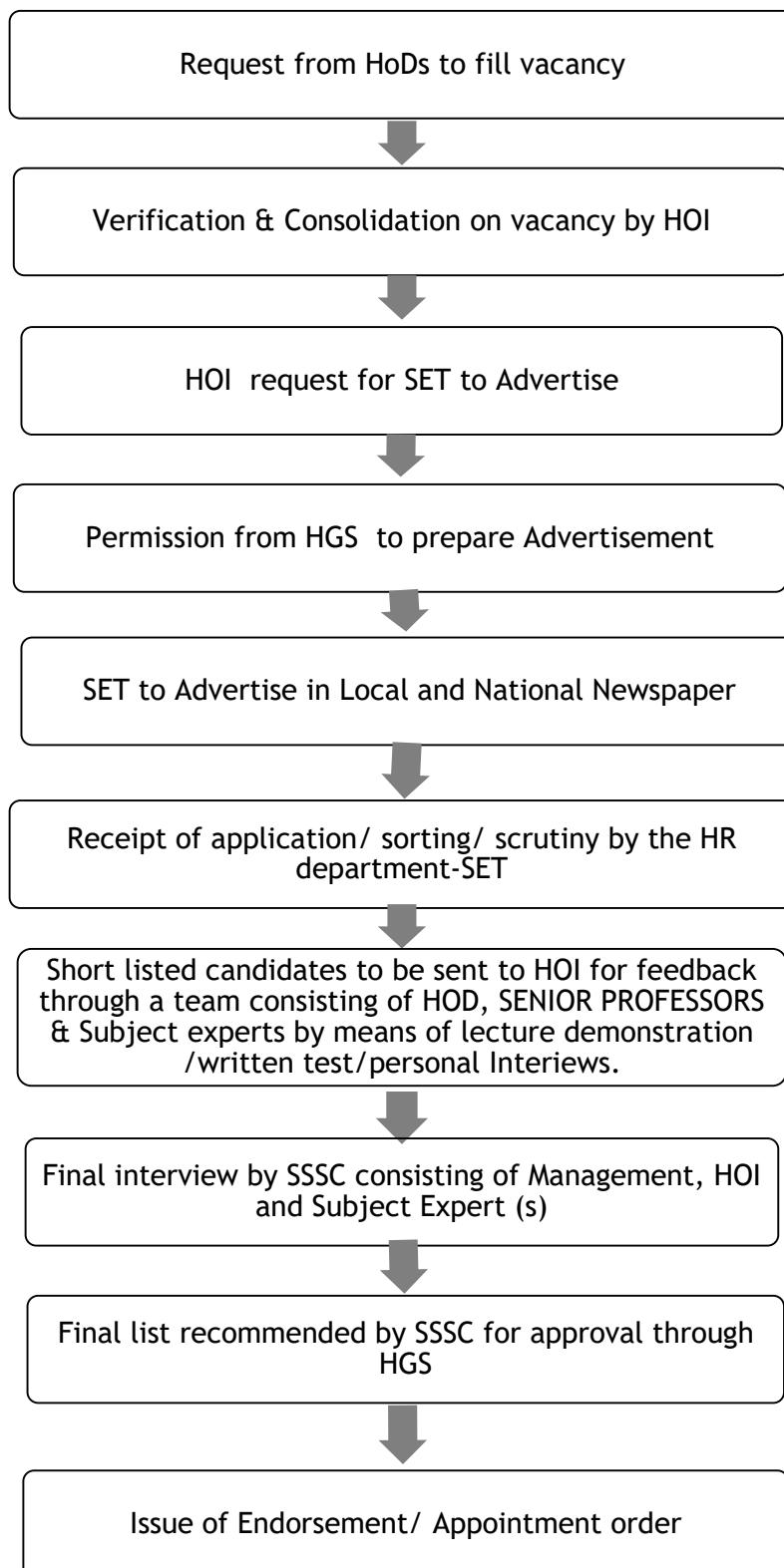
An Adjunct Employee is a part-time or contingent faculty hired by the Institution to teach but not a full-time employee. Adjunct faculty teach courses just as full-time professors do but are exempt from some responsibilities of fully employed faculty. These employees shall be available for two semester / one academic year.

**4.6 Professor by Practice:**

A Professor by Practice is a teaching position in a University or Institution open to people with significant industry experience and achievements, distinguished experts who have made remarkable contributions in their profession from various fields such as Engineering, Science, & Technology. Those who have proven expertise in their specific profession or role with at least 15 years of service / experience in the position (preferably at a senior level) are eligible to be Professors by Practice.

## **CHAPTER - V**

### **APPOINTMENT, REGULARISATION, CONFIRMATION, TERMINATION, RESIGNATION & RETIREMENT**



## 5.1 RECRUITMENT PROCESS AT SESHADESHI PURAM EDUCATIONAL TRUST

### 5.1.A APPOINTMENT:

Appointments in all categories shall be made by the Board of Trustees. The Board of Management shall constitute a Staff Selection Sub-Committee wherever it deems necessary. Henceforth called the Seshadripuram Educational Trust Staff Selection Sub-Committee (SSSC) for the selection of various cadres/posts.

- (a) **The appointment to specific posts shall be made through any one of the following:**
  - (i) Direct recruitment as and when any vacancies arise through advertisement in any of the daily newspapers / SET Websites / Job Portals. Prescribing qualifications, experience, etc. shall be subject to the guidelines issued from time to time by the Management in conjunction with affiliating authorities.
  - (ii) Through Promotions / Career Advancement of Regularised/ Permanent Employees to higher grades / posts by selection as per promotion policy of SET and in conjunction with UGC / AICTE norms.
  - (iii) By any other means as may be approved by the SSSC & Appointing Authority of SET.
  - (iv) Any candidate for appointment to any post under the Trust shall not be less than 18 years of age.

- (b) All appointments shall be made by HGS of the Trust or a person authorized to do so by HGS. No person shall be deemed to be recruited to any service of the Trust / Institute until and unless he / she has received a letter of appointment and actually reported for duty through duty reporting letter. The recruitment is subject to being found medically fit by the SET and if required SET shall have right to get such examination done for vaccination / inoculation at the hospital at any time., where and when the Management deems it necessary.

#### **Note:**

**For Supporting Staff:** The recruitment is at the discretion of the Honorary General Secretary in conjunction with SET regulatory bodies and University requirement.

**5.1.B CONFIRMATIONS:** An employee on probation or officiation shall be considered for confirmation if during the probation period or officiation his / her performance is found satisfactory by SSSC through a formal order of the appointing authority.

**5.2. PROBATIONARY EMPLOYEES:** All employees will be appointed by SSSC to a specific post / cadre through an interview.

- (i) All employees other than temporary shall ordinarily be on probation for a period of one year or as specified in the appointment order. The probationary period may be extended for a further period until specifically declared as having successfully completed the probation period.
- (ii) Probationary employees are not eligible for vacation during probation. However, the faculty may be eligible for a maximum period of 7 days on the recommendation of HoI and at the discretion of the HGS.
- (iii) A candidate appointed by direct recruitment shall assume charge of the post for which he / she has been appointed within the period specified in the appointment order.
- (iv) Faculties promoted under a career advancement scheme or any other scheme shall have their appointment effective from the date they assume charge of such higher post. They, however, will not have any probationary period as they are regular employees.

**5.2.A At the time of joining, the probationary candidate shall complete the following formalities:**

- a. Submission of joining report.
- b. Submit self-attested true copies of educational certificates and service / experience certificates along with the originals for deposit with the Institution.
- c. Submission of relieving letter or proof of having completed the conditions of appointment with the previous employer.
- d. Submit documents showing that the last drawn salary by he / she from the previous employer.
- e. Submission of Conduct Certificate from the previous employer, if so, along with a minimum of 2 references from respective persons.
- f. Submit evidence of date of birth / proof of age / address (Aadhar Card & PAN Card).
- g. Nomination for Provident Fund / Gratuity in the prescribed form, if eligible as per norms.
- h. Apply for an ID card along with two recent passport-size photographs.
- i. Application for opening a bank account prescribed by the Institution.
- j. Acknowledge the receipt of the "Duties & Responsibilities" (Annexure-VI)

**5.2.B Any of the following documents can be submitted as proof of date of birth:**

- a. S.S.L.C. leaving certificate
- b. Where a person is a non-SSLC, certified extract from the Jurisdictional Registrar of Births and Deaths or any other valid document acceptable to the Management. The age of the employee verified with reference to any of the above shall be the sole evidence of the employee's age for all purposes concerning his / her employment, especially retirement. The Date of birth

[once furnished and] thus accepted by the Management and entered in the service register shall be final and conclusive. Under no circumstances, the request for correction of the same will be entertained.

c. Aadhar Card / PAN Card / passport

**NOTE:**

The Institution may verify the candidate's antecedents directly or through any agency by referring to the previous organization in which the candidate worked. In the event that it is found that the candidate had suppressed any material information or furnished misleading or wrong information, the employee is liable for summary discharge of employment in SET.

**5.2.C** **Service Record:** A Service Register shall be opened/maintained for every employee showing, among other things, the permanent address, date of appointment, consolidated pay, scale of pay to which she/he has been assigned, increments sanctioned from time to time, leave availed of, transfers, promotions, suspensions, punishments, etc. The Service Register shall be opened immediately after the employee reports for duty and updated periodically.

The employee should ascertain that all personal entries are correct and cooperate to give details of the family, etc., as required in the Service Register.

**5.2.D** **Resignation:** When an employee on probation tenders resignation from the post held, the following points shall be verified before accepting the resignation:

- i. Notice period: The Notice period shall be 90 days for teaching cadre/ posts and 30 days for non-teaching staff or at the discretion of the Trust.
- ii. Whether the required notice period has been given or the employee has paid the salary equivalent to the notice period.
- iii. Whether the resignation is in the middle of an academic session, no teaching staff shall be relieved in the middle of the academic session/semester.
- iv. If all the above conditions (i) to (iii) are fulfilled, the Head of the Institution shall forward the resignation letter to the HGS with suitable opinions/remarks for orders/acceptance. The Management has the right to accept or reject the resignation in case the resignation is received in the middle of the academic session; the resignation will not be accepted in the student's interest.
- v. However, the Management has a right to relieve an employee as a punitive measure if there is misconduct or negligence in duty without giving three months' notice.
- vi. After receiving the orders of acceptance, the same shall be communicate to the employee by Head of the Institution. The resignation once submitted by an employee and accepted by the Management cannot be withdrawn.

- vii. The salary for the running month and resignation period onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.
- viii. The Head of the Institution / Dean shall be the authority to receive the resignation of members of teaching staff/ supporting staff. He/she shall write his/ her recommendation to the HGS for directions.

**5.2.E Return of Documents:** Head of Institutions shall return the original certificates kept in their safe custody to the employee who resigns from service only on acceptance of such resignation by the Management and receipt of acknowledgement of no-due from the employee. A separate register shall be maintained for this purpose.

- i. The HOI shall ensure that relieving orders are issued after obtaining the necessary "No Dues" certificate in the format prescribed by the management.
- ii. On the acceptance of resignation and its communication by the Management to the concerned employee, he / she shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties or articles belonging to the Institution held in his custody within the date of expiry of the notice period or on or before the date on which he/ she is relieved, he/she shall submit no due certificate to that effect from all the departments. If the employee fails to return any such documents, cash and other property in good condition and order, the Management shall have right to recover all such outstanding amounts and value of the property of the Trust/Institution from the salary or any amounts due and payable to the employee or in any other manner as the management deems fit.

**5.2.F Performance Report:** The HOI shall furnish a performance report based on self-appraisal of the employee at the end of each Academic year to the HGS for the satisfactory completion/extension of the Probationary period.

**5.2.G Termination of service:** The HGS may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non- performance, insubordination, or dishonesty. The notice period in such cases shall be one month or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

### **5.3 REGULARISED EMPLOYEE:**

- i) A candidate appointed by SET through direct recruitment will fall under the regular / permanent category if he/she has completed probation of one year successfully and is recommended by the HOI to the HGS for regularisation. The SSSC will, after the interview, confirm such appointments as regularised.
- ii) Faculties promoted under career advancement scheme/ promotion shall

have their appointment effective from the date they assume charge of such higher post.

- iii) No employee shall have a right to get promotion/ career advancement. However, he/ she shall have a right to be considered for promotion / career advancement along with other eligible candidates based on availability/ exigency of a vacancy.
- iv) While promoting an employee, his merits, seniority and suitability shall be the criteria. In deciding this factor, the qualification, efficiency, excellence in work, research and attendance, past records, etc. will be considered.
- v) An employee who is under suspension or against whom a disciplinary proceeding is in progress or likely to be instituted shall not be considered for promotion.

**5.3.A Joining Report:** After regularisation the faculty shall submit a joining report & see the Service Register is updated.

**5.3.B Service Record:** The Service Register opened/maintained for the employee shall be updated on regularization with the permanent address, date of regularization, scale of pay to which she/he has been assigned, and increments sanctioned. The employee will be responsible for seeing that the Service Register is updated.

**5.3.C Resignation by confirmed employee:** When a regular employee tenders resignation from the post held, the points shall be verified before accepting the resignation as stated in {5.2 D}

**5.3.D Performance Report:** The HOI shall furnish a performance report based on {Annexure II} along with applicable Annexure II (1 to 6), duly filled in by the employee at the end of each Academic year to the HGS for consideration of Pay reviews.

**5.3.E Seniority:** The seniority of a confirmed employee in a particular cadre of service or class or their service to the Institution shall be determined as follows:

- i) Date of entry into the service of SET.
- ii) Additional qualifications that are possessed on the date of appointment, an employee having higher qualification in the respective area/ specialisation in which the employee is specialised will be considered senior to another employee who has lesser qualification on the date of joining, if the joining dates same.
- iii) Date of declaration of probation in a particular cadre/post/ category.
- iv) The seniority of a person shall be according to the dates of officiation of any two or more employees is the same their relative seniority shall be determined with reference to their ranks in the lower grade. If the seniority cannot be fixed on the said principle, the older one shall be treated as senior.
- v) When a person is appointed to a post by internal promotion, and there is a candidate recruited by direct recruitment, the internally promoted

candidate shall rank higher than those recruited directly if the date of assumption of charge is the same.

- vi) When the promotions are made based on seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.
- vii) When promotions to a class of post or cadre are made by selection at the same time, the seniority shall be in the order in which the names of candidates are arranged in the order of merit list.
- viii) **Seniority of direct recruitment employees shall be determined as follows:**
  - a) The date of joining/reporting for duty of the candidates shall be the date for reckoning seniority.
  - b) The selected candidates shall report within 30 days of receiving the appointment order or as per the time stipulation mentioned therein.

**5.3.F Termination of service:** The HGS may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non- performance, insubordination, or dishonesty by giving one month's prior notice or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

**5.3.G Retirement / Superannuation:**

All employees shall retire/ superannuate at 60 years as per the Service Register / SET records except in the case of employees having misconduct remarks.

**NOTE:** However, the age of Superannuation will be governed by the Trust as prescribed from time to time.

**5.4 CONTRACTUAL / TEMPORARY EMPLOYEE:**

- i) All appointments in this category shall be made by the Board of Trustees through the constituted Staff Selection Sub-Committee (SSSC), wherever it deems necessary for selection to various cadres/posts.
- ii) A Contractual employee appointed by direct recruitment shall assume charge of the post for which she/he has been appointed within the period specified in the appointment order.

**5.4A Joining Report:** At the time of joining, the candidate shall complete the formalities as stated in 5.2 (A):

**5.4B** Any of the documents may be accepted as evidence of date of birth/proof of age as stated in 5.2(B).

**NOTE:**

The Institution may verify the antecedents of the candidate either directly or through any agency by referring to the previous organization in which the candidate was working. In the event that it is found that the candidate had suppressed any material information or furnished misleading or wrong

information, the employee is liable for summary discharge of employment in SET.

**5.4C Special service contract:** The Board of Trustees may select an employee on a contract basis for a fixed period wherein the Board deems it necessary as per the requirement of the SET/ Institution.

**5.4D Resignation:** The Notice period shall normally be one month for contractual employees or one month's pay in lieu of the notice period. When an employee under contract/ special service contract tenders resignation from the post held, the following points shall be verified before accepting the resignation:

- i. Whether the required notice period has been given or salary equivalent to the notice period has been paid by the employee.
- ii. Whether the resignation is in the middle of an academic session, no teaching staff shall be relieved in the middle of the academic session/semester.
- iii. If all the above conditions (i) to (ii) are fulfilled, the Head of the Institution shall forward the resignation letter to the HGS with suitable opinions/remarks for orders/acceptance.
- iv. The Management has the right to accept or reject the resignation in case the resignation is received in the middle of the academic session; in the interest of the students, the resignation will not be accepted.
- v. However, the Management has a right to relieve an employee as a punitive measure if there is misconduct or negligence in duty without giving three months' notice.
- vi. After receiving the orders of acceptance, the Head of the Institution shall communicate the same to the employee. The resignation once submitted by an employee and accepted by the Management cannot be withdrawn.
- vii. The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.
- viii. The Head of the Institution / Dean shall be the authority to receive the resignation of members of teaching staff/ supporting staff. He/she shall furnish his/ her recommendation to the HGS for directions.
- ix. No leave encashment will be permissible upon resignation for regularized employees. All kinds of leave will be deemed elapsed upon furnishing a letter of resignation for all types of employees.
- x. Head of the Institution shall return the original certificates kept in their safe custody to the staff who resign from service only upon acceptance of such resignation by the Management and after the receipt of acknowledgment due from the staff. A separate register shall be maintained for this purpose.
- xi. The HOI shall ensure that relieving orders are issued after obtaining the necessary "No Dues" certificate in the format prescribed by the management.
- xii. On the acceptance of resignation and its communication by the

Management to the concerned employee, he / she shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties or articles belonging to the Institution held in his custody within the date of expiry of the notice period or on or before the date on which he/ she is relieved, he/she shall submit no due certificate to that effect from all the departments. If the employee fails to return any such documents, cash and other property in good condition and order, the Management shall have right to recover all such outstanding amounts and value of the property of the Trust/Institution from the salary or any amounts due and payable to the employee or in any other manner as the management deems fit.

**5.4E PERFORMANCE REPORT:** The HOI shall furnish a performance report of the contractual employee at the end of each Academic year or end of tenure to the HGS if renewal of appointment is required.

**5.4F TERMINATION OF SERVICE:** The HGS may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non- performance, insubordination, or dishonesty. After giving one month's prior notice or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

**5.5 AD-HOC/ VISITING FACULTIES:**

Ad-hoc/ Visiting appointments shall be made by the Board of Trustees based on the needs of the institutions. This appointment shall normally be for one academic year through Seshadripuram Educational Trust Staff Selection Sub-Committee (SSSC) selection. The candidate appointed shall assume charge of the post for which she/he has been appointed within the period specified in the appointment order.

**5.5A JOINING REPORT:** At the time of joining, the candidate shall complete the formalities as stated in 5.2 (A):

**NOTE:**

The Institution may verify the antecedents of the candidate either directly or through any agency by referring to the previous organization in which the candidate was working. In the event that it is found that the candidate had suppressed any material information or furnished misleading or wrong information, the employee is liable for summary discharge of employment in SET.

**5.5B Resignation:** Resignation can be tendered with one month's notice by the employee; however, resignation will not be accepted in the middle of the academic session.

**5.5C Performance Report:** The HOI shall furnish a performance report of the employee at the end of each semester/ Academic year to the HGS for renewal of appointment.

**5.5D Termination of service:** The HGS may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non-performance, insubordination, or dishonesty. After giving one month's prior notice or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

**5.6 ADJUNCT/ PART-TIME EMPLOYEE:**

The Board of Trustees shall make adjunct / Part-time employees. The candidate shall assume charge of the post for which she/he has been appointed within the period specified in the appointment order.

**5.6A Joining Report:** At the time of joining, the candidate shall complete the formalities as stated in 5.2 (A)

**NOTE:**

The Institution may verify the candidate's antecedents directly or through any agency by referring to the previous organization in which the candidate worked. In the event that it is found that the candidate had suppressed any material information or furnished misleading or wrong information, the employee is liable for summary discharge of employment in SET.

**5.6B Resignation:** Resignation can be tendered with one month's notice by the employee; however, resignation will not be accepted in the middle of the academic session.

**5.6C Performance Report:** The HOI shall furnish a performance report of the employee at the end of each semester/ Academic year to the HGS for renewal of appointment.

**5.6D Termination of service:** The HGS may terminate the services of an employee under special circumstances such as moral turpitude, objectionable conduct, non-performance, insubordination, or dishonesty, after giving one month's prior notice or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

**5.7 PROFESSOR BY PRACTICE:**

All appointments under this category shall be made by the Seshadripuram Educational Trust Staff Selection Sub-Committee (SSSC) based on the recommendation of the Head of Institution (HOI). Candidates in this category shall have exemplary professional credentials as per UGC/AICTE guidelines.

As higher education institutions must emphasize skill-based education to meet industry and economic demands, SET Service Rules provide for the creation of a new category of Professors by Practice within the teaching

fraternity. This initiative aims to strengthen industry-academia collaboration across institutions under SET.

**(a) OBJECTIVES:**

- To develop courses and curricula aligned with industry and societal needs, enabling higher education institutions (HEIs) to collaborate with industry experts on joint research projects and consultancy services for mutual benefit.
- To bring distinguished professionals from diverse fields such as Engineering, Science, Technology, Entrepreneurship, Management, Chartered Accountancy (CA), Commerce, Social Sciences, Media, Literature, Fine Arts, Civil Services, Armed Forces, Legal Profession, and Public Administration into academic institutions.
- To enable HEIs to formally associate with persons of eminence and encourage their participation in experiential learning, research, training, skilling, entrepreneurship, and mentoring.

**(b) ELIGIBILITY:**

- Distinguished experts with at least 15 years of professional experience, preferably in a senior position, in fields such as Engineering, Science, Technology, Entrepreneurship, Commerce, Social Sciences, Media, Literature, Fine Arts, Civil Services, Armed Forces, Legal Profession, Community Development, and Small Green Energy Systems, among others.
- The appointment for this cadre shall strictly adhere to UGC/AICTE guidelines.
- A formal academic qualification is not mandatory if the candidate has exemplary professional practice in the relevant field.
- These experts shall be exempted from publication requirements and other eligibility criteria typically stipulated for faculty recruitment at the Professor level.
- Candidates must possess the necessary skills to fulfil the duties and responsibilities outlined below.

**(c) DUTIES AND RESPONSIBILITIES:**

- Develop and design courses and curricula.
- Introduce new courses and deliver lectures as per institutional policies.
- Encourage students in innovation and entrepreneurship projects and provide necessary mentorship.
- Strengthen industry-academia collaboration.
- Conduct workshops, seminars, special lectures, and training programs in collaboration with regular faculty members.
- Carry out joint research projects or consultancy services with regular faculty members of the institution.

**(d) GENERAL CONDITIONS:**

- The engagement of a Professor by Practice shall be for a fixed term.
- This position shall not affect the number of sanctioned posts and shall

not impact the recruitment of regular faculty members.

- The position of Professor by Practice is not open to individuals from the teaching profession, whether currently serving or retired.

**(e) CATEGORIES OF ENGAGEMENT:**

**Professors by Practice may be engaged under the following categories:**

- Industry-Funded Professor by Practice:
- SET may collaborate with industries to support these positions by engaging industry experts and professionals.
- Institution-Funded Professor by Practice:
- The Board of Trustees, based on the recommendation of the HOI, may assess the gaps in various fields and engage experts in leadership positions.
- Remuneration shall be determined by the Board of Trustees as per the pay fixation policy.

**(f) TENURE:**

- The engagement shall be for up to one year.
- At the end of the tenure, the SSSC shall conduct an appraisal and decide on further extension.

**5.7A Reporting Time:** At the time of joining, the candidate shall complete the formalities as stated in 5.2 (A):

**NOTE:**

The Institution may verify the antecedents of the candidate either directly or through any agency by referring to the previous organization in which the candidate was working. In the event that it is found that the candidate had suppressed any material information or furnished misleading or wrong information, the employee is liable for summary discharge of employment in SET.

**5.7B Resignation:** Resignation can be tendered with one month's notice by the employee; however, resignation will not be accepted in the middle of the academic session.

**5.7C Performance Report:** The HOI shall furnish a performance report of the employee at the end of each Academic year to the HGS for renewal of appointment.

**5.7D Termination of service:** The HGS may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non-performance, insubordination, or dishonesty, after giving one month's prior notice or pay in lieu thereof.

**NOTE:** The services of an employee suffering from "Continued ill Health" and in the view of SET medical officer/ registered doctor the employee cannot continue to perform satisfactorily in his/ her post may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

## CHAPTER VI

### LEAVE RULES

#### 6.1 General Conditions:

- i) Leave cannot be claimed as a matter of right. Discretion of sanctioning or rejecting leave is reserved to the Head of the Institution or higher authority or revoke leave at any time according to the needs of the Institution/ SET.
- ii) Leave shall be categorized as a) Earned Leave, b) Commuted Leave, c) Casual Leave, d) Leave on Medical Grounds: Maternity Leave, e) Extraordinary Leave (Leave Without Pay) f) Sabbatical Leave, and g) On Official Duty (OOD).
- iii) Regularised employees shall be eligible for the aforementioned leaves. No employee shall be entitled to any kind of leave under these rules when they are on unauthorized absence from duty or in pursuance of an illegal strike.
- iv) No leave shall be granted beyond the date an employee is due to retire on attaining the age of superannuation. All leaves to the credit shall lapse on attaining the age of superannuation except for that leave eligible for the purpose of surrender of leave for encashment on retirement.
- v) Every employee shall endeavour to seek approval and obtain any of the above kinds of leave prior to availing the leave. Exceptions will, however, be made in cases of unforeseen emergencies, accidents that prevent the employee from attending work, detention due to a public transport service failure, or circumstances beyond the employee's control.
- vi) An employee shall seek leave at least 24 hours in advance, making alternate arrangements for that day's academic and other pressing duties. When seeking leave, the employee shall specify the kind of leave required and the duration of the leave, provide the address and contact numbers at which all communication with the employee could be done.
- vii) **Leave while on suspension:** Leave of absence is not admissible to an employee suspended from duty. No leave will be granted or allowed to accrued during such suspension period.
- viii) If an employee remains absent for fifteen days or more than fifteen days beyond the period of leave originally granted and/or the extended period of leave without prior written sanction or extension of leave or prior written authorization, he/she shall be deemed to have voluntarily abandoned his/her service and he/ she shall be deemed to have lost his/her lien on his/her job.

**NOTE: Before sanctioning leave it needs to be ascertained that alternate arrangement has been made for conduct of classes/ office work to ensure that there is no disruption of day-to-day academic/ administrative work.**

#### 6.2 Leave Sanctioning Authorities:

The leave sanctioning authorities shall be:

- i) The Head of the Department shall be the recommending authority with his/her comments for all teaching and non-teaching staff of the

department. The leave application will be forwarded to HOI for sanction.

- ii) The HOI will be the final authority for approving the leaves for all the employees of the Institution.
- iii) The Honorary General Secretary will be the leave approving authority in respect of all Head of Institution/ Dean/ staff of SET.
- iv) Leaves other than the category of Casual Leave, prior approval needs to be obtained from HGS.
- v) HoI and HoD will specify the officiating in-charge before going on leave. Normally in-charge will be next senior most person.

#### **6.3      Earned Leave: (Applicable T0 5.3 Category Employees)**

- i) An employee in a vacation department shall be entitled to earn 5 days leave while a non-- vacation employee, including supporting shall be entitled staff for 10 days in each calendar year.
- ii) When such leaves have to be availed, necessary supporting documents have to be furnished for the sanction. Further, the approval of Earned Leave is vested with HGS.
- iii) The leave account of every employee entitled as above shall be credited with Earned Leave in advance of two instalments of 2.5 days for teaching staff & 5 days for non-teaching staff each on the 1st of January and 1st of July in every calendar year.
- iv) When an employee is removed or dismissed from service, he/she shall forfeit all Earned Leave with credit.
- v) An employee is not entitled for Earned Leave during Leave Without Pay period.
- vi) **Encashment:** A maximum of 5 days for teaching staff & 10 days for non-teaching staff can be encashed once a year.
- vii) On Retirement, such Earned Leave accumulated to an employee's credit can be encashed to the maximum limit of 180 days.

#### **6.4      Encashment of Earned Leave:**

- i) Both teaching and non-teaching categories of employees may be allowed to encash the Earned Leave by surrendering the Earned Leave at their credit. The leave so surrendered subject to conditions that encashment of Earned Leave is permissible once a year.
- ii) The employee may surrender Earned Leave to his/her credit subject to a minimum of 5 days for teaching staff and 10 days for non-teaching staff. The conditions of the grant of Earned Leave shall be adhered to, and surrender of leave shall be applied for the purpose of encashment prior to one month's notice after the completion of the previous calendar year.
- iii) All encashment applications should be submitted on or before 31<sup>st</sup> January.
- iv) The leave salary payable shall be calculated at 1/30th of the monthly salary, irrespective of the number of days in which the leave is surrendered.

#### **6.5      Commuted Leave: (Applicable to 5.3 Category Employees)**

- (i) An employee serving as a non-vacation employee, including Administrative

and Supporting, shall be entitled to earn Commuted Leave of 10 days (20 days of half-pay leave) in each calendar year which will be credited in the beginning of January and July at the rate of 5 days.

- ii) Commuted Leave can be accrued up to 20 days (Full pay) during service period.
- iii) Where an employee who has been granted Commuted Leave resigns from service or, at his/her request, is permitted to retire voluntarily without returning to duty, the Commuted Leave shall be treated as Leave without Pay.
- iv) The maximum Commuted Leave that may be granted to Supporting staff at a time shall not exceed 10 days.
- v) Commuted Leave cannot be combined with any other types of leave
- vi) This leave will automatically lapse if not availed during the two consecutive years.
- vii) Commuted Leave will not be considered for encashment or cannot be encashed.

#### **6.6 Casual Leave:**

- i) Casual Leave may be granted to regularised employees for 15 days in each calendar year, but an employee cannot apply for Casual Leave exceeding 7 days at a time including general holidays.
- ii) Casual Leave may be granted for other types of employees other than 5.3 through earning CL by working for a one complete month and can accrue up to 12 days in a calendar year during 1<sup>st</sup> year of contractual appointment. However, such leave can be applied for 7 days at a time, availing of long leave should not affect the routine duties in the department.
- iii) No employee has a right to claim Casual Leave. The authority to grant leave may refuse or revoke Casual Leave at any time according to the exigencies of work in the Institution/ SET.
- iv) Where Casual Leave is required on any ground which is to the credit of employee, no employee of the Institution/ SET shall absent himself /herself from duties unless reported to the competent authority during emergencies.
- v) Provided that where the employee of the Institution/ SET is unable to attend due to illness or sufficient cause and obtain orders of the competent authority in time, the employee may be granted Casual Leave subsequently if the employee can establish, to the satisfaction of the leave sanctioning authority, that the employee was unable to attend duty for reason beyond control.
- vi) Casual Leave shall not be granted during the commencement and end of term or return to duty.
- vii) Casual Leave will not be granted or combined with other leaves, but sanctioning authority may direct that it may be combined with Sundays and other authorized holidays, provided that not more than seven days' Casual Leave suffixing or prefixing shall not exceed ten days.

viii)Leave Without Pay shall not be granted in continuation of casual leave; the casual leave already granted, in such cases CL shall remain cancelled and Leave Without Pay shall commence from the date Casual Leave commenced.

#### **6.7 Leave on Medical Grounds: Maternity Leave**

- i) Every married woman employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery
- ii) A female employee is credited with 180 days of maternity leave. During such period, she shall be paid a leave salary equal to the pay drawn before proceeding on leave.
- iii) Maternity leave may cover miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy, subject to the condition that:
  - a) The leave does not exceed 6 weeks and
  - b) A medical certificate from a Registered Medical Practitioner supports the application for leave.
- iv) The maternity leaves under sub-rule (i) or (ii) above shall not be admissible to a female employee who already has two living children.
- v) Maternity Leave may be combined with vacation or any other kind of leave except CL, such leave not exceeding 60 days, and may be granted with the production of the medical certificate on the grounds of Leave Without Pay.

#### **6.8 Extraordinary leave (Leave Without pay):**

Extraordinary leave (Leave Without Pay) may be granted to an employee in the following circumstances:

- i) When no other leave is, by rule and admissible or available.
- ii) When the other leave is available, but the employee concerned applies, in writing, for a grant of extraordinary leave.
- iii) When an employee is undergoing treatment for cancer /mental illness/pulmonary tuberculosis/Pleurisy/Leprosy, the Board of Management may at its discretion sanction the required extraordinary leave (Leave Without Pay) for the treatment of such illness if the application is supported by the medical certificate issued by the medical specialist treating the concerned disease.
- iv) An employee who remains absent after the expiry of his/her originally granted leave is not entitled to salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee established to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.
- v) Employees under Leave Without Pay, if found working/ doing consultancy/ engaged in Private tuitions, etc., can be terminated from SET/ HGS by providing one week's notice to prove otherwise.

#### **6.9 Compensatory Leave:**

An employee who is required to work on Sundays and Holidays in view of the exigencies of work, may opt for compensatory leave which will be sanctioned by the Head of the Institution without prejudice to normal work in the Institution. Such leave is to be utilized within 30 days and will lapse automatically if not availed within stipulated time. Such leave cannot be combined with any other leave.

#### **6.10 Employment during leave:**

An employee on leave shall not take service or accept any work/profession of employment in any capacity, either honorary or otherwise, without obtaining permission in writing from the Honorary General Secretary. Any violation of this rule will be construed as a voluntary termination of employment by the employee is also liable for disciplinary action.

#### **6.11 Prefixing and Suffixing of holidays:**

The leave under the Earned Leave and Commuted Leave category may either be prefixed or suffixed by holidays, but the intervening Sundays or holidays shall be included as leave while sanctioning such leave. With regard to LWA's, the intervening holiday to be included.

#### **6.12 Sabbatical Leave: (Applicable to 5.3 Category Employees)**

The Heads of the respective institutions under the SET shall endorse the employees proposal with the supporting documents for sanctioning the leave to the HGS for approval. This leave can only be given for the enhancement of professional qualifications. Employees will not be paid salary & allowances during such leaves. The maximum permissible leave under this category is for a period of one year.

The Tenure of Sabbatical will be granted during the data collection stage, writing of a thesis (or) as per the University regulations where the employee has registered for Ph.D. program/ Qualification enhancement.

#### **6.13 On Official Duty (OOD):**

All teaching and Non-teaching staff will be permitted to avail OOD normally for attending Seminars, Conferences, University Deputation, Pre-University Board, School Board Examinations / University Examination, etc., on the recommendation of HoI by furnishing the relevant documents. When HoIs / Directors are availing the facility of OOD for any reasons mentioned above, the relevant documents as stated below should be submitted to HGS for consideration. PEDs should produce appointment letter by University / Association / Organisation for availing OOD for tournaments, deputed as coaches etc.

**NOTE: Attendance certificate must be produced after availing OOD, failing which OOD will be considered Leave Without Pay. Teachers / faculty will preferably make alternate arrangements for the classes if the session is on.**

## CHAPTER - VII

### HOURS OF WORK

#### **7.1 HOURS OF WORK & HOLIDAY:**

- i) All employees are required to be at the institution concerned and work for a minimum of 7 hours 30 minutes, including a lunch break of 30 minutes from Monday through Friday and 4 hours on Saturdays without a break.
- ii) The Higher Education Institution faculty shall work for 40 hours per week which include teaching, student contact, counselling, research, preparation, forum activities etc.,
- iii) For regular employees, the HOI will announce the vacation period with the approval of HGS.
- (iv) In the case of Schools and Pre-Universities Institutions, timings will be followed as per the Affiliated Board of Authority as well as recommendation of the Board of Trustees/ HGS from time to time.

#### **7.2 WORKING OUTSIDE THE OFFICE HOURS AND ON HOLIDAYS:**

The management reserves the right to require all or any of the employees to work either before the office hours or after the office hours in the exigencies of service on any day and to require all or any of the employees to work on declared holiday / weekly off.

#### **7.3 ATTENDANCE:**

- i) All employees shall mark their attendance by way of a biometric attendance system and in respective attendance registers maintained in different Departments or sections, as the case may be.
- ii) On arrival for duty, the employee shall do a biometric scanner or initial against their names on every day. The attendance register will not be available for such initialling after a lapse of 10 minutes from the time fixed for the commencement of duty.
- iii) If the staff is continuously or frequently reporting late thrice, he / she shall forfeit a day's Casual Leave. The same will be treated as Leave Without Pay in the absence of admissible leave.
- iv) Employees reporting beyond the grace time for reporting to duty are to attend duty after explaining the reason for late coming to the HOD / OS.
- v) All the employees are expected to be at the allotted workplace throughout their duty time. The Movement Register must be maintained at the Institutional level and should be furnished whenever HGS asks for it. Further, if the employee remains absent from the premises on making an entry in the Movement Register beyond 2 hours, the same will be marked as a half-day leave. A maximum of 4 hours' absence from the premises is permissible during a given month.
- vi) Any employee found absent from his / her work during working hours without prior permission of the HOD / HOI is liable to be treated as absent from duty besides being liable for Disciplinary Action.

**7.4 NATIONAL & FESTIVAL HOLIDAYS:** The Institution shall follow a holiday list as notified by the Head of the Institution as approved by HGS. However, the employee has to be present for the flag hoisting ceremony compulsorily on 26<sup>th</sup> January and 15<sup>th</sup> August, and all-important functions, failing which their absence will be viewed seriously, and Disciplinary Action could be initiated.

**7.5 RESTRICTED HOLIDAY:**

The Following four restricted holidays are identified, of which two can be availed as holidays at the discretion of HOI, However the HOI can declare an additional one more day with the prior approval of HGS or allow staff to avail in case the institution is working.

1. Bheemana Amavasya
2. Vara-Mahalakshmi Vrata
3. Krishna Janmashtami
4. Gowri Festival

## CHAPTER - VIII

### PAY AND ALLOWANCES

**8.1 REGULATION OF EMOLUMENTS:** The basic pay and allowances admissible to all the employees shall be at the rates and scales sanctioned by the Board of Trustees of SET from time to time in conjunction with scales prescribed by statutory bodies from time to time.

**8.2 CHARGE ALLOWANCE:** When an employee is assigned additional duties in addition to their own duties and the charge entails a substantial increase of responsibility and additional work, an employee may be paid an additional allowance to be fixed by the Board of Trustees. The charge allowance shall generally not exceed one-tenth of the minimum pay scale applicable to the post of which the employee is placed in additional or independent charge.

- i) No charge allowance is admissible unless the incumbent has actually given / taken over the charge of the employee under the orders of the Head of the Institution.
- ii) The minimum period for claiming charge allowance under this rule shall be one month.
- iii) Charge allowance for only one additional post is admissible, even though an employee is placed in additional charge of the duties of more than one post concurrently. In such cases, the charge allowance is admissible at one-tenth (1/10) of the minimum pay of the post- carrying pay scale.
- iv) However, at its discretion, the Board of Trustees may sanction higher charge allowance as and when the need arises.

**8.3 FIXATION OF PAY:**

- i) All appointments shall be made using the minimum pay scale. However, the pay above the minimum of the pay scale may be fixed at the discretion of the SSSC / Board of Trustees in deserving cases based on experience and merit.
- ii) When an employee is promoted to a higher post or appointed to an X-cadre / X-post and such promotion or appointment involves the assumption of duties involving higher responsibilities than those of the post held, before in the time scale, the fixation shall be fixed at the stage next above the pay in the time scale of the lower post at that time (that the employee is drawing).
- iii) An increment may be withheld for an employee by the Institution if his / her conduct / performance has not been satisfactory, based on the appraisal by HOI.
- iv) Where, under the conditions of his / her service, an employee has to pass any service examinations or tests before earning an increment, she / he shall not earn the increment until she / he passes such examination or test. If the employee fails the examination or test declared mandatory by the Governing Body, she / he may be reverted/terminated after giving sufficient chance to improve.

v) After passing the test, his / her pay shall be fixed in the time scale at the next stage at which she / he would have drawn the pay; if the earning of the increment had not been deferred, the increased pay shall be given from the date following passing the examination / test.

#### **8.4 INCREMENTS**

**The conditions under which service counts for increments in a time scale are as follows:**

- a) For employees under probation, an annual Increment shall be recommended on successful completion of one year of the probationary period from the date of reporting for duty on the SET Pay Scale. The Increment will be granted on the 1st of that month, i.e., January or July, as the case may be.
- b) Increment of such employees will be deferred, whose Leave Without Pay accumulated is equal to six months. In such cases, an employee getting a normal increment in January will be entitled to get one in July, as the case may be.
- c) The period spent on probation shall count as an increment.
- d) Time passed while on suspension will not count as a service period for increment.
- e) Period of unauthorized absence not regularised but treated as such (Leave Without Pay / absence) shall not count for increment in the time scale.
- f) If the pay of an employee is reduced as a measure of penalty to a lower stage in his / her time scale, the authority ordering such a reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and if so to what extent.

#### **8.5 TIME BOUND ADVANCEMENT (Applicable only for Regularised employees):**

- i) Time Bound Advancement (TBA) shall be one additional increment in the time scale for the Supporting Staff once every 5 years completed.
- ii) The duration of Leave Without Pay (LWP) will be not considered when granting TBA.
- iii) Employees can receive a maximum of 5 TBA increments during their service period.

#### **8.6 PROMOTIONS:**

- i) The Promotions shall be regulated as per terms and conditions laid down in Annexure (I). The Trust/Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post as per Annexure (I) and no promotion can be claimed as a matter of right.
- ii) No employee shall have a right to get promotion. However, he shall have a right to be considered for promotion along with eligible candidates. While promoting an employee, his merits, availability/ exigency of a vacancy, seniority and suitability shall be the criteria. In deciding this factor, the qualification, efficiency,

excellence in work, research and attendance, past records, etc., of an employee shall be taken into account. An employee so promoted shall undergo a period of probation/officiation in the promoted job as decided by the management. Normally the period of probation/officiation shall be 12/24 months unless specified otherwise. If at the end of the prescribed period, the probation/officiation is found to be not satisfactory, he may be reverted to his original post and if the period of probation/officiation is satisfactory he shall be confirmed in the promoted post.

- a. A promoted employee, on confirmation in his new post, shall be eligible to the benefits of the promoted post.
- b. An employee who is under suspension or against whom disciplinary proceeding is in progress or likely to be instituted shall not be promoted.
- c. Change of designation without change in duties and responsibilities or entrustment of higher responsibilities shall not entail grant of any financial benefit to the employee.

## CHAPTER - IX

### INSURANCE & STAFF BENEFITS

#### 9.1 INSURANCE & STAFF BENEFITS:

- i) Employees of the Institutions who are Regularized Employees on running pay scale and drawing salary of Rs. 21,000 /- and above are covered with a Group Medical Insurance Policy up to the coverage of Rs. 1,00,000/- and personal accident insurance of Rs. 1,00,000/- in case of Accident. Terms and Conditions are applicable.
- ii) All employees of the Institutions who are Probationary Employees on running pay scale and drawing salary below Rs. 21,000 /- will be eligible for ESIC
- iii) Concession upto Rs. 10,000/- in the total fees shall be given to one child of the staff who are Regularized Employees until the 10<sup>th</sup> standard only. All cases of fee concessions to staff children shall, however, be only with prior approval of the HGS.
- iv) Head of Institutions shall admit children of staff to Institutions under the flagship of SET with the prior approval of the HGS.
- v) **PROVIDENT FUND:** As a part of the basic pay scale plus DA wherever applicable, 12% is earmarked as employee contribution for basic pay below Rs. 15,000 and a fixed amount of Rs. 1,800 for employees above Rs. 15,000 per month against an employer's contribution 12% Plus, applicable administrative expenses.
- vi) **GRATUITY:** On completion of a minimum period of 5 years of continuous service, the Regularized Employees who are on the pay scale will be entitled for Gratuity as per Gratuity Act, 1972.

#### 9.2 RESEARCH INCENTIVES:

Faculty involved in research and publications will get incentives as per the recommendation of Research Advisory Committee for:

- (i) Research Paper publication in specific journals by faculties in Scopus, Web of Science, Indexed Journals
- (ii) For authoring Text Books.
- (iii) Obtaining and executing Funded Projects and patents.
- (iv) Professor & Associate Professor are expected to apply for funded projects to Government organizations/ SET seed money through SET research foundation.
- (v) Consultancy taken up by faculty.
- (vi) Incentive Distribution Pattern Among the SET Faculty for Research Publication shall be as per Circular sent under Annexure (IV):

## CHAPTER X

### DUTIES AND CONDUCT

#### **10.1 DUTIES OF TEACHING STAFF:**

- i) All Faculty must see that she/he is conscientious in giving full attention to the students.
- ii) No teacher is permitted to inflict corporal punishment on the students.
- iii) Teachers are expected to record whatever is required by the Regulation, registers, and all academic marks of their students from time to time, in particular at the reopening of the Institution and at the end of the term/semester of the Institution. Each year teachers must submit any statistical and other data required by the Head of the Institution.
- iv) In addition to the normal classroom duties, the teacher shall co-operate fully and faithfully with the Head of the Institution and other members of the teaching staff in the promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the students or the Institution in general.
- v) The teachers shall perform all additional duties allotted by HoI and devote extra time which is required for the mentoring & welfare of the students or the institution in general.
- vi) No teachers shall undertake private tuition or any other assignment in any other Institutes/Government Department/NGOs, etc., without permission from HGS.
- vii) The teacher shall follow the duties/workload as prescribed in this Service Rule and Affiliated University/Board or Regulatory Bodies like AICTE/UGC etc., However, the Board of Trustees or the competent authority shall have the final say in assigning duties/workload.

#### **10.2 CODE OF CONDUCT FOR ALL EMPLOYEES:**

##### **10.2.1 No employee shall: -**

- i) Knowingly or wilfully neglect his / her duty.
- ii) Propagate through his / her teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
- iii) Discriminate against any student on the grounds of religion, caste, creed, language, gender, place of origin, social and cultural background, or any of them.
- iv) Indulge in or encourage any form of malpractice connected with examination or other activities of the Institution.
- v) Give room for sustained neglect in correcting class work or homework done by the students.
- vi) While being present at the Institution, absent himself /herself from the class which he / she is assigned to conduct as per time table, except with

prior permission of the Head of the Institution from the class which he/she is required to attend.

- vii) Remain absent from the Institution without leave or prior permission of the Head of the Institution, except in case of exigency or to reasons beyond the control of the teacher (serious emergencies). It shall not be deemed a breach of the code of conduct if, on return to duty, the teacher produces proof of such absence and has been granted sanction for leave by HoI.
- viii) Accept any job of a remunerative or any non-remunerative nature from any source other than the Institution to give private tuition to any student or other person or engage himself/herself in any business.
- ix) Prepare or publish any book(s) or articles in press and media, whether directly or indirectly without permission from HGS.
- x) Ask for or accept any contribution/ raising of any fund or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever. Previous sanctions are necessary from the HGS.
- xi) Engage himself /herself as a selling agent or canvasser for any publishing firm or trader.
- xii) Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence on personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- xiii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student or parent of any person with whom he/she comes into contact by virtue of his/her position in the Institute. The detailed explanation of the same is mentioned below:

**Explanation of Gift:**

- The expression "gift" shall include free transport, boarding, lodging, or any other service or any pecuniary advantage when provided by any person other than a near relation or friend having no dealings with him/her in connection with the Institution.
- On occasions, such as weddings and anniversaries, when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly, it will not be considered as a violation of the conduct rules.

- xiv) Practice or incite any student to practice casteism, communalism, or untouchability.
- xv) Cause or incite any other person to cause any damage to the Institution's property.
- xvi) Behave or encourage or incite any student, teacher, or other employee to behave in a rowdy or disorderly manner on the Institution premises.
- xvii) Be guilty of or encourage, violence or any other conduct which involves moral turpitude.
- xviii) Organize or attend any meeting during the Institution's working hours except where she/he is required or permitted by the Head of the Institution to do so.

- xix) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher, or other employee of the Institution.

#### **10.2.2 Every employee shall,**

- i) Be punctual in attendance and in respect of his/her class work and also for any other working in connection with the duties assigned to him/her by the HOI.
- ii) Abide by the rules and regulations of the Institution and also show due respect to the constituted authority.
- iii) Get prior permission from the Board of Trustees / HGS to contest and canvass for any election, and obey any direction issued by the Board of Trustees/ HGS.

#### **10.2.3 Nothing contained in the sub-rules of 10.1 to 10.2 shall be deemed to take away or abridge the right of a teacher/employee:**

- i) To appear for any examination to improve his/her qualifications.
- ii) To become or continue to be a member of any academic, cultural, scientific, or professional organization.
- iii) To make any representation for the redressal of any Bona fide grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- iv) To organize any meeting outside the Institution hours, subject to the conditions that such meeting is held outside the Institution premises, provided such meetings are not detrimental to the interest of the Institution.
- v) The breach of any condition specified in sub-rule 10.2 shall be deemed an act of misconduct and be dealt with accordingly.

#### **10.3 COMPLAINTS AND GRIEVANCES:**

- i) Any employee desirous of getting redressal of his grievances arising out of his employment or relating to the unfair treatment or wrongful exaction on the part of a superior shall submit a complaint in writing to any officer appointed by the Competent Authority in this behalf.
- ii) The HOI/Head of Departments or any such Officer / Committee authorized by the Management shall personally investigate the complaint after due notice to the complainant at such time and such place as he may decide.

#### **10.4 SERVICE OF NOTICE:**

- i) Every employee shall be bound to receive any notice or communication which the Management may seek to serve upon him. Refusal to receive any notice or communication shall be treated as a misconduct under these rules.
- ii) If any employee refuses to receive any notice or communication, an endorsement to that effect shall be made by the person who serves the notice, with the particulars of date and time of refusal together with his signature thereunder and the signature of the witnesses' present/ and a copy of the said notice shall be put up and displayed on the notice board.

Thereafter, it shall be deemed to have been served on the employee.

- iii) A notice may be served through registered post acknowledgement due/ courier/ email to the last available address of the employee in his personal records. Any notice sent by registered post/ courier / email to the address furnished by him shall be deemed to be sufficient service even if the same is returned with endorsement 'refused', refused to accept;', 'party not available during service hours', 'party left without instructions', 'no such person available at the address', etc.,
- iv) In such cases of refusal to accept a communication when tendered, the Management shall at its discretion either exhibit the communication on the notice board in the department in which he was working or post it to the employee with acknowledgement due and /or through a courier / email service to the last known address/email id of the employee available in the records of the Trust/Institution.

#### **10.5 DISPLAY OF NOTICE:**

- i) Any notice, order, charge sheet, communication or intimation which is personal i.e., meant for an individual employee and shall be given in writing under these rules and handed over to the employee.
- ii) Before such a notice, order, charge sheet, communication or intimation is handed over to the employee, it shall be read out and explained to him if he so desires.

## CHAPTER XI

### MISCONDUCT BY EMPLOYEE

**11.1 MISCONDUCT:** Without prejudice to the general meaning of the term, amongst others, the following acts and omissions shall be treated as misconduct in addition to those acts mentioned in the Conduct Rules:

- i) Theft, fraud, and dishonesty in connection with the property of the Institution.
- ii) Demanding, accepting, or offering bribes or any illegal gratification whatsoever.
- iii) Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Institution.
- iv) Wilful insubordination or disobedience, whether individually or in group with others, to any lawful and reasonable order of a superior.
- v) Sleeping while on duty.
- vi) A false statement was made in the application for employment / subsequently.
- vii) Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employees either individually or in collusion with others.
- viii) Committing any act likely to harm or endanger the Institution's property by the act of sabotage.
- ix) Conviction of any criminal offense, including moral turpitude.
- x) Refusal to accept any communication charge sheet from the authority of the Institution.
- xi) Abstaining from appearing before any inquiry authority committee.
- xii) Failure to produce documents/papers etc., when called for.
- xiii) Habitual neglect of work.
- xiv) Smoking, chewing tobacco/gutka/pan masala / chewing gum, and any other prohibited material within the Institution.
- xv) Habitual indiscipline or loitering.
- xvi) Refusal to work on any bonafide assignment.
- xvii) Habitual irregularity in attendance.
- xviii) Gambling within the premises of the Institution.
- xix) Leaving the Institute before time without permission.
- xx) Habitual absence without leaves or overstaying when on leave.
- xxi) Holding of unauthorized meetings in the Institution.
- xxii) Discourteous behaviour.
- xxiii) Resorting or abetting sexual harassment.
- xxiv) Wearing objectionable dress and indecent exposure of the body.
- xxv) Attending nature's call/spitting in the open in the Institution and not maintaining the highest standards of hygiene, sanitation, and cleanliness.
- xxvi) Attending duty or visiting an Institution in an inebriated condition.

- xxvii) Employees shall not resort to bad propaganda through posters.
- xxviii) Employee shall not interact/ communicate with external agencies without the permission of authority.
- xxix) Employee shall not give police complaint/go to the Court on a fellow employee without prior intimation of the HOI.
- xxx) All Institutions under SET flagship shall abide by all Acts, Rules, Notifications, Orders, and Official Memorandum prescribed from time to time by the Affiliating University/ Boards/ Government of Karnataka after ratification from the Board of Management of SET.

#### **11.2 UNAUTHORISED POSSESSIONS OF GOODS, ETC.:**

An employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. which are in use in Institution or kept in stock in Institution and are not normally carried by the person, shall be deemed to have got into possession of such goods by improper means. The management may confiscate such goods, and such unauthorized possession attract disciplinary action as well as any other action as deemed fit by the management.

#### **11.3 UNAUTHORISED PERSONS IN THE PREMISES:**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reasons, shall leave Trust/Institution premises forthwith unless required to stay back by the management. Such employees shall not enter Trust/Institution premises without written permission.

#### **11.4 POSSESSION/CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS:**

No employee shall possess or be under the influence of intoxicating drinks/drugs while on duty.

#### **11.5 PARTICIPATION IN POLITICS AND ELECTIONS:**

No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity. Further he shall not contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority or Panchayati Raj Institution or Co-operative society other than the employees of Co-operative society of the Trust/Institution. However, he may exercise his franchise if he is otherwise eligible to do so.

#### **11.6 DEMONSTRATION AND STRIKES:**

No employee shall organize or participate in any demonstration in the premises of Trust/Institution, which is prejudicial to the Trust/Institution or public order, decency or morality or which involves defamation or contempt of court. He shall also not resort or in any way instigate, incite or abet any form of strike or stoppage of work.

**11.7 CONNECTION WITH PRESS, RADIO AND TELEVISION:**

No employee shall, except with the prior written permission and approval of Trust/Institution, participate in Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Trust/Institution or detrimental to the image/ interests of Trust/Institution. However, the same shall not apply if the same is in bonafide discharge of his duties.

**11.8 CRITICISM OF MANAGEMENT:**

No employee shall criticize the management either in the press or over the radio or on any public platform.

**11.9 INVENTION AND PATENTS:**

No employee of Trust/Institution shall, either during his service in the Trust/Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/ discovery or concept made by him / her as a result of his / her service in Trust/Institution without prior permission of the Trust/Institution, even though the principal inventor is employee, the invention/patent will be in the name of the Trust/Institution.

**11.10 UNAUTHORISED COMMUNICATION OF INFORMATION:**

No employee shall, except in accordance with any other general or special order of Trust/Institution, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by Trust/Institution to communicate such document or information.

**11.11 UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS:**

No employee, while in service of Trust/ Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into possession in his official capacity, without obtaining prior written permission from Trust/Institution.

**11.12 IDENTITY CARD:**

The Trust/Institution shall provide every employee with an identification badge/card for any or all of the following purposes:

- (a) Identification.
- (b) Entry and Exit.
- (c) Attendance recording.
- (d) Emergency contact or for any other purpose which may be notified by the management from time to time.

Every employee shall possess and wear the identification badge which shall contain his photograph and signature and/or name badge to be visible while on the premises of the Trust/Institution. All employees shall comply with all

instructions in regard to the custody of the badge and shall show it to any person authorized to inspect it at any time when required.

Every employee when he ceases to be in the employment of the Trust/Institution or on suspension shall surrender his identity card/ badge to the Trust/Institution before his dues are settled.

Every employee shall take utmost care against the loss of badge and shall, in the case of it being lost, immediately notify to the Superior /Head of the Institution. A duplicate shall be issued on payment of Rupees fifty or such amount as may be fixed from time to time. Any employee who has been supplied with identity badge, uniforms or any other apparel shall wear/ carry with him the same during the duty hours of the Trust/Institution. Any employee failing to comply with the same shall be liable to be sent out of the Trust/Institution premises without salary or removed from the Trust/Institution, if he has already entered the premises. Such employees shall also be liable for disciplinary action.

#### **SEARCH:**

- Any employee is liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of Trust/Institution, provided that the women employees shall be searched only by women.
- The Trust/Institution shall not be responsible in any way for any damage or loss caused to any personal property of any employee within premises of Trust/Institution.
- Every employee shall deposit with appropriate authority any lost and found/ unclaimed articles in the premises of Trust/Institution.

### **11.13 DISCIPLINARY ACTION AS PER SET SERVICE RULE:**

#### **11.13.1 Punishment:**

An employee found guilty of any misconduct or breach of conduct and discipline is punishable as indicated below for good and sufficient reasons, according to the gravity of the breach of regulations.

- i) Censure or warning in writing
- ii) Withholding of annual increments with cumulative effect/ without cumulative effect.
- iii) Recovery from the pay of the whole or part of any pecuniary loss caused to the SET by negligence or breach of orders.
- iv) Reduction to a lower service grade or the post of a lower time scale.
- v) Compulsory retirement before reaching the age of superannuation.
- vi) Reversion.
- vii) Dismissal from service.

#### **Note:**

**The following shall not amount to a penalty:**

- i) Stoppage of a SET employee at the Efficiency Bar (EB) on a time

scale on the grounds of his/ her unfitness to cross the bar

ii) Reversion to a lower service or post of the SET's employee officiating in a higher post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade, or post or on administrative ground unconnected with his conduct.

**11.13.2 Suspension:** An employee charged with any act of misconduct, or any breach of conduct and discipline is liable to be suspended by the appointing authority (pending inquiries) in accordance with the procedures prescribed.

**11.13.3 Allowance during suspension:** The competent authority may, while issuing an order of suspension, direct that the suspended employee shall receive a subsistence allowance, which shall not exceed 50% of basic pay and allowance, due to the employee for the period in question.

**11.13.4 Procedure for imposing major penalties:**

- I) The Disciplinary Authority/ Committee shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of allegations on which they are based, shall be communicated to the employee of the SET in writing, and he/she shall be required to submit an explanation within such time as may be specified, a written statement of defence and state whether he/she desires to be heard **in person**.
- ii) The SET employee shall, for the purpose of preparing his / her defence, be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused, if, for reason to be recorded in writing, in the opinion of the disciplinary authority such records are not relevant for the purpose.
- iii) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority may himself/herself inquire into such of the charges as are not admitted or if he considers it necessary to do so, appoint Enquiry Officer to enquire into the charges.
- iv) The disciplinary authority may nominate any employee of the SET to present the case in support of the charges before the inquiring authority into the charges. The employee of the SET may present his/her case with the assistance of any other employee of the SET approved by the disciplinary authority, but may not engage a legal practitioner or outsider for the purpose.
- v) The Inquiry Authority shall, in the course of the during the inquiry, consider such documentary evidence as may be relevant or material in regard to the charges. The Delinquent Employee shall be entitled to cross-examine charge witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine such witnesses. If the Inquiring Authority declines

to examine any witness on the ground that his/her evidence is not relevant or material, he/she shall record its reason in writing.

- vi) At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry recording its findings on each of the charges together with reasons thereof, if, in the opinion of such Authority, the proceedings of such inquiry establish charges different from those, originally framed it may record its findings on such charge provided that findings on such charges shall not be recorded unless the Delinquent Employee has admitted the facts concerning them or has had an opportunity of defending himself/herself against them:
  - a) The charges framed against the Delinquent Employee and the statement of allegations furnished to him/her.
  - b) His/ her written statement of defence, if any.
  - c) The oral evidence taken in the course of inquiry.
  - d) Documentary evidence considered in the course of the inquiry
  - e) The orders/ recommendations shall be made by the disciplinary authority on the charges and prepare a report setting out the findings on each charge and the reasons thereof.
- vii) The Disciplinary Authority (if it is not the inquiring authority), shall record the statements of the inquiry and record its findings on each charge.
- viii) If the Disciplinary Authority as a result of its findings on the charges, is of the opinion that any of the penalties specified in 11.13.1 is to be imposed, it shall:
  - a) Furnish to the Delinquent Employee a copy of the enquiry report of the Enquiry Officer and where the disciplinary authority is not the Inquiring Authority, a statement of its findings of the Inquiring Authority and
  - b) Give him a notice stating the action proposed to be taken in regard to him / her and calling him/ her to submit within a specified time his/her objections if he/she may so wish to make against the proposed action.
- ix) The Disciplinary Authority shall consider the representation, if any, made by the Delinquent Employees in response to the Show-Cause notice and determine that penalty, if any, should be imposed on the employee and recommend appropriate orders thereon.
- x) If the Inquiry Authority, having regard to its findings, is of the opinion that the penalty specified above should be imposed, it shall pass appropriate orders thereon.
- xi) The orders passed by the Disciplinary Authority shall be communicated to the Delinquent Employee who shall also be supplied with a copy of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority unless they have already been/supplied to him/her.

#### **11.13.5 Procedure for imposing minor penalties:**

- i) No order imposing any of the penalties specified above shall be passed:
  - a) The Delinquent Employee is informed in writing of the proposal to take action against the employee and of the allegations on which it is proposed to take action, and he / she is given an opportunity to make any representation, he / she may wish to represent.
  - b) Such representations, if any, are taken into consideration by the Disciplinary Authority.
- ii) The record of proceedings in such cases shall include:
  - a) A copy of the intimation to the Delinquent Employee of the proposal to take action against him / her.
  - b) A copy of the statement of allegations communicated to him.
  - c) His representations, if any.
  - d) The orders on the case, together with the reasons thereof.

#### **11.13.6 JOINT ENQUIRY:**

If two (or) more employees are involved in grave misconduct, they are liable for common Joint Enquiry and the procedure is to be followed as stated in 11.13.4.

#### **11.13.7 APPEALS:**

- a. The President of SET is the Appellate Authority against any penalty order. In case any employee is not satisfied with any order he/she will have the right to appeal to the Board of Trustees for a review of the order of the President.
- b. No appeal under this chapter shall be entertained unless it is submitted within a period of three months from the date of order. However, the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the Appellant had sufficient cause for not submitting the appeal on time.

## CHAPTER - XII

### MISCELLANEOUS PROVISIONS

**12.1 Transfer:** Every employee is liable to be transferred from one institution/department to another institution managed by the SET at the discretion of the Management

**12.2 Joining time:** When an employee is transferred from one institution to another under the SET, she/he should join the Institution to which she/he is transferred immediately. In case of outstation transfers, the employee has to report for duty at the place of posting after availing 3 days of joining time. Such transfers shall be brought to the notice of concerned HOIs before issuing the order to the employee.

An employee who does not join his/her post within the joining time is not entitled to get salary from the date of relief from the previous post till the date of joining the new post, treating the period as Leave Without Pay. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct except where the employee establishes, to the satisfaction of the Honorary General Secretary, that she/he was unable to join duty for reasons beyond his/her control.

**12.3 Deputation of employees for higher studies:**

No employee shall have a right to claim deputation for higher studies. However, any employee who applies for sponsoring his/her candidature for higher studies permission at the discretion of the Board of Trustees may be given for such higher studies, subject to the following conditions:

- i) The higher studies shall be voluntary and at his/her own request.
- ii) No leave with salary shall be granted for the period of higher study.
- iii) No salary is payable by the Institution for the duration of the higher study.
- iv) No guarantee shall be given for appointment after completion of such study.
- v) Such an employee could be taken back to duty after successful completion of higher studies on terms and conditions which the Board of Trustees deems fit.
- vi) In exceptional circumstances, the Board of Trustees may depute an employee on specific recommendation of the Head of institution with full/partial salary.
- vii) The course of study will be relevant to the subject the candidate teaches.

The terms and conditions fixed by the Board of Trustees shall be binding on the employee.

**Terms & conditions:**

- i) The Board of Trustees may depute an employee for specialized training in a professional or technical subject which should be of a definite advantage in SET's interest. The restriction regarding length of service and age will not apply to the deputation of an employee for refresher courses of training of short-term duration not exceeding three months.
- ii) The selection of a candidate for higher studies or specialized training shall

be made strictly based on seniority. The maximum period of deputation for higher studies or specialized training of one year shall not exceed the normal duration of the course of study or training. This period shall be treated as on duty.

- iii) The employee shall not ordinarily be deputed for higher studies or specialized training more than once during the entire service. However, this restriction will not apply to deputation of employees for refresher courses of training of short-term duration not exceeding three months. The employee who is selected for deputation for higher studies or specialized training must execute a bond. During the period of deputation/extension, the employee shall be eligible only for leave salary admissible under the Rules.
- iv) The Competent Authority may grant Study leave for higher studies or specialized training in a professional or technical subject and the maximum period of such leave shall be restricted to three years of Doctorate courses and one year for post-graduate and other higher studies.

#### **12.4 Service Certificate:**

- \* All categories of employee shall be entitled to a service certificate provided they satisfy the minimum requirement stated by the Board of Trustees from time to time at the time of leaving the services/retirement/superannuation issued and signed by the HOI of the respective Institution
- In case of HOI leaving the services/retirement/superannuation the service certificate will be issued and signed by the HGS.

#### **12.5 Properties of The Trust: Every Employee Shall:**

- (i) Take due care of the property, materials, instruments, equipment, machines, furniture, cash etc. of Trust/Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accidents, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee as deemed fit.
- (ii) Promptly report any occurrence or defect noticed which endanger lives of persons in the Trust/Institution and might result in any damage to the property of the Trust/Institution or that of any others.
- (iii) Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.
- (iv) Conduct periodical review to identify the material/ medicines etc., nearing expiry date, if concerned with the stock procurement and stocking of materials, medicines etc. appraise the Management and the concerned superiors, take appropriate action in consultation with the Management and ensure that the materials / medicines etc. do not get outdated. Great care must be exercised to avoid unnecessary inventory holdings.

## **12.6 Alternate Work:**

Depending upon the exigencies of work, every employee, wherever he is employed, shall also do any other kind of work other than his usual job when asked to do so by his superior or head of department, any other officer of the Trust/Institution placed above him, when situations arise due to insufficient work in his respective department or for any other reasons. Refusal to obey any such reasonable and lawful orders of the above nature shall be construed as misconduct under these rules.

When an employee is called upon to perform any other kind of work other than his/her usual work, he shall not refuse to do such job or such other job on ground of dignity. All work of whatever nature done in the establishment shall be considered to be dignified. However, no part of his/her enrolments shall be adversely affected.

## **12.7 Deductions from the Salary:**

The competent authority shall be entitled to have a right to deduct from the salary of an employee and in respect of:

- (a) Any fine levied for misconduct.
- (b) The damage or loss caused to the Trust/Institution by negligence attributed to his/her neglect or default.
- (c) The amenities or services provided by the Trust/Institution.
- (d) The advances/loans granted to the employees.
- (e) The instalment of loans along with interest taken by the employee from the financing bank or credit agency with prior approval of the Management.

If ten or more employees acting in concert, absent themselves without reasonable cause, the management shall have the right to deduct from the salary of each of such employee an amount equal to the salary of eight days for each day of such concerted absence.

## **12.8 Uniforms:**

All uniforms, liveries, shoes, tools, manuals, etc., provided by the management to the employees, shall be used exclusively for the purpose and discharge of official duties and on no account, shall be used for private purposes or while off duty, as also determined by the uniform dress code policy and modified from time to time. The cost of all uniforms and liveries, shoes, tools, manuals etc., provided by the management to the employee if damaged while in the possession of the employee shall be recovered from the employees.

## **12.9 Loss or Damage to Personal Properties of an Employee:**

The Management shall not in any way be responsible for any loss or damage to any personal property of any employee including any vehicle brought and left in the premises of establishment/Trust/Institution.

## **12.10 Accidents:**

An employee shall immediately report to his superior any injury/injuries sustained by him or any other employee or any accidents occurred in the course of his service with the Institution.

The management shall not have any obligations to pay any compensation to any employee or his legal heirs if the employee sustains injury in the course of his employment due to the following reasons: -

- a) Self-infliction
- b) Working or wandering in the place where he is not authorized to work or where the entry is restricted for only trained personnel.
- c) Operating a machine, apparatus, vehicle or process without written authorization.
- d) Carrying out any work which has no connection with the Trust/ Institution/ Establishment.
- e) Not following the instructions given for doing an activity or process.
- f) Non-usage of safety equipment or devices provided.
- g) Inactivation or sabotage of the safety devices, emergency switches, etc.

In the event of an accident occurring due to the negligence of an employee or due to non-adherence to work rules, safety rules, instructions and / or non-usage of safety equipment/appliances, the Management shall not have any responsibility/ liability with respect to such accident. In addition, the employee shall be liable to suitable disciplinary action. Further if an employee does not report such accident to the Management, such accident shall be deemed to have happened / occurred outside the premises of the establishment / Trust / Institution and not arising out of and in the course of employment.

## **12.11 Essential Services:**

The following services shall be treated as essential services and the employees working in such sections shall not go on strike along with other employees of the Institution/ establishment even if other employees working in non-essential services go on strike. These employees shall not refuse to work whenever called upon to do so. Further, these employees shall not refuse to work in any shift nor shall they refuse to work overtime. An act of refusal to work when asked to do so or violation of any of these rules by every employee working on essential service shall be considered to be a serious act of misconduct warranting serious disciplinary action.

The following sections or class of employees shall be treated as essential service:

- (i) Maintenance, Housekeeping & Security
- (ii) Canteen and transport
- (iii) Medical and Ambulance services
- (iv) Powerhouse/ Substation, Telecommunication/ LAN and STP's
- (v) Maintenance of water supply and services
- (vi) Administration, Supporting staff, Information technology, Finance,

Accounts, Coordinators, Human Resources, Guest Relations.

**12.12 Entry and Exit:**

- (i) Every employee shall show his identification badge to the security staff on duty while passing through such gates or places of entry/ exit if asked for. Any protest or argument with security will be treated as misconduct.
- (ii) No employee shall enter the premises of the SET establishment except when on duty or for working in the department, with the permission of the Superior /Head of the Institution.
- (iii) The Trust/Institution reserves the right to bar entry into its premises of an employee who is:
  - a) Not following the registered procedure of entry/ exit, or
  - b) Suspected to be under the influence of alcohol or narcotic substances or drugs.
  - c) Suffering from any contagious or infectious disease, or
  - d) In possession of any material prejudicial to the security of the Institution, its employees or visitors, or
  - e) Likely to create disturbance & disturb peace at work, or
  - f) Reasonably considered hazardous for safety & health.
- (iv) No employee shall leave the establishment during the duty hours except after obtaining written permission of the authorized officer and with a valid gate pass. If any employee desires to leave the Institution premises during the hours of work notified for the employee, the said employee shall obtain prior consent of and a gate pass from the Supervisor, and in the absence of the Supervisor /Head of the Institution, from the in- charge Supervisor /Head of the Institution (HOI).
- (V) If any employee is required to take any of the Trust/Institution's property or articles outside the Trust/Institution premises, he shall first obtain permission from the Head of the Institution/Supervisor after making request in that behalf, and in addition, the employee shall get the property/ article description duly entered in the register maintained for this purpose and shall obtain a gate pass from his HOI/Supervisor.
- (VI) Any employee who is off duty, or has been suspended, discharged, dismissed or has resigned or is not working for any reason or is declared to be suffering from an infectious disease, shall immediately leave the premises of the establishment and shall not enter any part of it except with the permission of the HOI/Supervisor in this behalf.
  - I. No employee shall take inside the premises of the Institution any outside person without the permission of the HOI/superior.
  - II. Every employee could be searched at the main gate or such other specified entrances of the Institution by the security staff on duty or by any other person appointed by the management for that purpose.
  - III. No packages, parcels, medicines or any other articles except tiffin boxes (containing only eatables), reading materials, newspapers,

magazines and dress shall be allowed to be inside the Institution premises. Such article which are not allowed to be taken inside the Institution premises, may however be left at their own risk with the security personnel at the main gate, or such other gates provided for the purpose. When the employee goes out of the gate, such tiffin boxes and or any other materials or packages in his possession shall be kept open for inspection to the security staff.

- IV. The right to regulate the entry into work areas shall vest solely with the management as may be notified from time to time.
- V. Any article belonging to the Trust/Institution found in his or her possession shall be liable to be confiscated, and action shall also be taken against him/her under these rules and under any other law for the time being in force time to time.
- VI. The outgoing packages must bear the signature of the respective Heads of the Institution or superior as may be authorized in the prescribed gate pass but they are liable for inspection by the Security Officer. No property of any other material or equipment, etc., belonging to the establishment/patients/visitors/guests and other employee shall be taken out of the premises without obtaining a gate pass from one of the officers authorized to issue the same.

#### **12.13 Fidelity and Security Bond:**

Every employee dealing with cash, stores, and / or property of the establishment may be called upon to execute fidelity/ security bonds. In certain cases, cash security may be prescribed by an authority duly authorized by the management.

The management shall have the right to require every employee to serve for a specified period from the date of joining service. In the event of resignation from service before completion of such specified compulsory service period, the management shall have right to require the employee to pay to the Institution compensation in lieu thereof, as may be decided by the management.

#### **12.14 Shift Working:**

Any department or section of a department may be worked in more than one shift at the discretion of the HOI or unit head. If the establishment is working in more than one shift, an employee shall be liable to be transferred from one shift to another. An employee working in a shift shall not leave the place of work at the close of that particular shift unless he satisfactorily hands over the charge to the concerned employee in the following shift.

If as a result of discontinuance of shift working, any permanent employee is likely to be discharged, he shall be discharged having regard to the length of his services in the establishment and the department and the occupation concerned.

On re-starting a shift, notice thereof shall be given by way of letters to the individual employee concerned, and the employee discharged as a result of

the discontinuance of the shift shall, if he presents himself within seven days of receipt of the letter he will be given preference for employment according to the length of his services in the establishment and the department and the occupation concerned.

The management may close down any department or section of a department after giving one month's notice to the employee. Before re-opening such department or section or establishment, as the case may be, seven days' notice thereof shall be given in writing to the individual employee concerned. Every such employee shall report to work within 7 days from the date of receipt of such notice failing which he/she shall lose on the offer so made.

Hours of work, rest intervals and weekly holiday shall be regulated in accordance with law. However, fixation of hours of work shall be at the discretion of the Management. The duration and timings of work shall be subject to alteration at any time, having regard to the exigencies of work.

#### **12.15 Personal Safety:**

Adherence to all safety guidelines and instructions including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed in handling chemicals, medicines and substances, etc., is obligatory on the part of all employees. An employee shall not, unless specifically authorized, interfere with any safety device or machine or violate any safety guidelines. Failure to observe safety rules and instructions or interference with any safety device or machine shall be deemed to be misconduct and corrective action shall be initiated, including disciplinary action and punishment, if any, in the interest of safety of the Institution and of the employees.

Every employee shall immediately report any injury sustained by him/her or any other employee to the concerned authority for immediate medical attention.

It is the duty of every employee to personally ensure and be responsible for his equipment / machines and /or establishment being kept clean, tidy and in safe condition. It is also the duty of every employee to report to the proper authority any defect, which he may notice in any machinery/ equipment, connected with his/her work or any occurrence which he/she may notice and which may endanger himself/ herself or any other employee or person, or might result in damage to any property.

Every employee shall abide by the safety rules and procedures that may be framed from time to time by the management or the safety committee.

#### **12.16 General:**

The granting of increments and other benefits cannot be claimed by any employee as a matter of right or part of his terms of employment and any such payments made are entirely within the sole discretion of the Management. Similarly, leave cannot be claimed as a matter of right.

The Management shall not entertain any representations from anybody or

source proposing to speak on behalf of the employees.

Every employee shall be responsible personally for his proper and faithful observance of these and the provisions of any other law for the time being in force.

The Management may frame rules, amend or alter them from time to time for smooth functioning of the establishment subject to the provisions of the law for the time being in force and it shall be the responsibility of every employee to abide by and follow the same.

Any person accepting employment in the Institution shall be deemed to have accepted the terms of these regulations.

A copy of these regulations in Kannada/English shall be available in the Institution Human Resources Department and in Library.

**12.17 Validity of the Rules:**

If there is any conflict of meaning between the service rules decision of the Management shall prevail over and be binding on the employees.

The Trust Management reserves its right to alter, amend, add/delete any of the clauses of these service rules on any date in future.

# ANNEXURES

# SESHADRIPURAM EDUCATIONAL TRUST, BENGALURU

## CADRE & RESPONSIBILITIES

### ANNEXURE-1

Following Institutions are covered in this section:

#### HIGHER EDUCATION:

SI No.	Institutions	
1	Seshadripuram College, Seshadripuram	B. Com, B. Com. (A&F), B. Com. (L&S). BBA, BCA, M. Com, M. Com (FA), MBA, MCA
2	Seshadripuram First Grade College, Yelahanka New Town	B. Com, B. Com. (BDA), BBA, BBA (Aviation), BCA, B. Sc. (BBG), B. Sc. (EMC), M. Com, M. Com (FA), MCA
3	Seshadripuram Institute of Management Studies, Yelahanka	MBA
4	Seshadripuram Institute of Commerce & Management, Seshadripuram	B. Com, B. Com. (A&F), B.Com. (BDA), BBA, BCA, BCA (AI & ML)
5	Seshadripuram Academy of Business Studies, Kengeri Satellite Town	B. Com, BBA, BCA
6	Seshadripuram Degree College, Mysuru	B. Com, BBA, BCA
7	Seshadripuram Degree College, Tumakuru	B. Com, BBA, BCA, M. Com., MCA, MBA
8	Seshadripuram Law College	LL.B. (3 years), B.A., LL.B. (5 years)
9	Seshadripuram Institute of Technology, Mysuru	B.E. in CSE, ISE, AI&ML, ECE, EEE & ME
10	Seshadripuram Evening College	B. Com. BBA, BCA

**PRE-UNIVERSITY:** Science & Commerce Stream

**SCHOOLS:** Montessori/ Pre-Kinder Garten to 10<sup>th</sup> Std. (State Board, CBSE & ICSE)

## WORKLOAD & STAFF STRUCTURE

Following is the proposed staff structure in SET Institutions / Establishments: -

### 1. STRENGTH FOR A CLASS: -

- a) Lecture classes: Optimum strength 60 students. However, student strength shall vary in accordance with the sanctioned intake of the affiliating university and number of students admitted as well as type of course / programs.
- b) Practical and Laboratory classes exceeding 40 students per batch with two staff members to be allotted per batch. However, for Engineering programs, the batch size will be 15 to 20 with one faculty per batch.
- c) Engineering Drawing CAED (First Year): 30 students per batch with one staff member.
- d) Design Drawings for higher classes (Second Years onwards): 20 students in each batch with one staff member.
- e) Project work: Maximum 4 students and Minimum two students per batch for UG (50 percent of the workload may be taken into consideration for purposes of workload of the staff members).
- f) Industrial Visit: 30 students in a batch.
- g) Workshop and laboratories: 50 percent of the workload may be taken into consideration for purposes of workload of the staff members.

NOTE: Variation of 10 percent students may be allowed in the strength of the batches.

### 2. MINIMUM ACADEMIC WORK-LOAD FOR THE TEACHING STAFF OF HIGHER EDUCATION INSTITUTIONS: -

Principal	8 Units/ week	4 Hours/ week
Vice Principal	10 - 12 Units/ week	6 Hours/ week
Professor & Head of the Department	14 - 16 Units/ week	8 Hours/ week
Professors	18 - 20 Units/ week	10 Hours/ week
Associate Professor & Head of the Department	18 - 20 Units/ week	10 Hours/ week
Associate Professor	24 - 28 Units/ week	14 Hours/ week
Assistant Professor	30 - 32 Units/ week	16 Hours/ week

Note: One period of Lecture is considered as 2 units and 1 hour of drawing, laboratories and practical is considered as 1 unit. The above workload is as per UGC / AICTE Norms, However, the workload as prescribed by the Management from time to time shall be followed.

**3. FACULTY TO STUDENT RATIO IN DIFFERENT PROGRAMS:**

- a. Undergraduate programs: 1:25 in Science stream; 1:30 in Social Sciences; 1:20 in Engineering Technology, MBA & MCA
- b. Engineering Postgraduate programs: 1:15
- c. **Cadre Ratio:** Professor (P): Associate Professor : Assistant Professor : 1:2:6

**4. ACADEMIC WORK-LOAD FOR THE TEACHING STAFF OF P. U. & SCHOOLS:**

As prescribed by KSEAB, CBSE Board, ICSE Board & Board of trustees from time to time in consensus with Board of Trustees.

**5. CADRE RECRUITMENT & QUALIFICATION REQUIREMENT:**

**5.1 U. G. PROGRAMS: -**

Cadre	Method of Recruitment and Probation	Qualification
Principal Degree College	By interview through SSSC. Probation of one Year in case of direct recruitment.	Master's degree with first class with Ph.D. Minimum of 15 years of teaching experience. Desirable: administrative experience and research credentials/ Authoring Textbook.
Assistant Professor	By direct recruitment through interview by SSSC. Probation of one Year.	<ol style="list-style-type: none"><li>1. Good academic record with at least first-class marks (or an equivalent CGPA in a point scale wherever grading system is followed) at <b>Bachelor's and Master's degree</b> level in relevant subject from an UGC recognised University,</li><li>2. <b>Desirable:</b> Cleared National Eligibility Test (NET) conducted by the UGC/ SLET / SET conducted by GOK. Minimum of 2 years of teaching/ professional experience.</li></ol> <p>Ph.D. preferable.</p>

Associate Professor	<p>Direct Recruitment as per AICTE/ UGC/ University norms.</p> <p>OR</p> <p>By promotion/ Career advancement from among Lecturers/ Assistant Professor who have put in at least 6 years of continuous service in the SET run institution and 2 years of post Ph.D. teaching, based on seniority- cum-merit basis. Only persons with clean satisfactory records of service shall be eligible.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS),</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. A good academic record with a Ph.D. Degree in the concerned/ allied/relevant disciplines.</li> <li>2. In the case of direct recruitment- Master's Degree with at least First class (or an equivalent CGPA in a point scale wherever grading system is followed).</li> <li>3. A minimum of eight years of experience of teaching and/or research as Assistant Professor excluding the period of Ph.D. period in an academic institution/ University/ Accredited Research Institution or persons from industry with 10 Years of experience with Ph.D.</li> <li>4. A minimum of 5 publications as books and/or research papers in indexed journals/policy papers.</li> <li>5. Contribution to educational innovation, design of new curricula and courses with use of technology.</li> <li>6. Guided doctoral candidates and research students.</li> <li>7. Research aptitude, funded projects and Ph.D. guidance shall be guiding index for promotion and selection</li> </ol>
Professor	<p>Direct Recruitment as per AICTE/ UGC/ University norms.</p> <p>OR</p> <p>By promotion/ Career Advancement from among Associate Professor who have put in at least 10 years continuous service in the cadre of Associate Professor in the SET run institution in the respective branches based on seniority-cum-</p>	<ol style="list-style-type: none"> <li>1. An eminent scholar with Ph.D. qualification in the concerned/allied/relevant discipline.</li> <li>2. A minimum of ten years of teaching experience and/or research in an academic/research institution, out of which at least 3 years as Associate Professor in a University, College or Accredited Research Institution/ industry</li> </ol>

	<p>merit. Only persons with clean records of service are eligible. A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS),</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>excluding the period of Ph.D. period or Persons with Ph.D. and 15 years of industry experience in relevant disciplines.</p> <ol style="list-style-type: none"> <li>3. Actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research paper in indexed journals/ policy papers.</li> <li>4. should be guiding candidates for research at doctoral level.</li> <li>5. Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.</li> <li>6. Research aptitude, number of funded projects and Ph.D. guidance shall be essential as per AICTE/ UGC guidelines</li> </ol>
--	--	--

## 5.2 P. G. PROGRAMS (M. Com.): -

Cadre	Method of Recruitment and Probation	Qualification
Assistant Professor	<p>By direct recruitment through interview by SSSC.</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. First class or equivalent CGPA in Bachelor's and Master's Degree in Commerce &amp; Mgt. or equivalent.</li> <li>2. Minimum 4 years teaching experience at UG level.</li> <li>3. Persons with Ph.D. preferred. NET or SET essential.</li> </ol>
Associate Professor	<p>Direct Recruitment as per UGC/ University norms OR</p> <p>By promotion/ Career advancement from among Lecturers/ Assistant Professor who have put in at least 6 years of continuous service in the SET run</p>	<ol style="list-style-type: none"> <li>1. A good academic record, with First class or equivalent in Master's degree in commerce &amp; Mgt. or equivalent with Ph.D. Degree in the concerned / allied / relevant disciplines.</li> </ol>

	<p>institution and 2 years of post Ph.D. teaching, based on seniority-cum merit basis. Only persons with clean satisfactory records of service shall be eligible.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS),</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>2. A Minimum 8 years of experience in teaching at Assistant Professor cadre and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution with a minimum of five publications in Indexed Journals.</li> <li>3. Research aptitude, number of funded projects and Ph.D. guidance shall be essential as per UGC guidelines</li> </ol>
Professor	<p>Direct Recruitment as per UGC/ University norms.</p> <p>OR</p> <p>By promotion/ Career advancement from among selection grade Lecturers/ Associate Professors who have put in at least 10 years of continuous service in the SET run institution and 2 years of post Ph.D. teaching, based on seniority- cum-merit basis. Only persons with clean satisfactory records of service shall be eligible.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), number of funded projects and Ph.D. guidance shall be essential as per UGC guidelines.</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. An eminent scholar having First class or equivalent in Master's Degree in Commerce &amp; Mgt. or equivalent with a Ph.D. Degree in the concerned/ allied/ relevant discipline,</li> <li>2. Minimum of Ten years of teaching/ research experience out of which at least three years in the cadre of Associate Professor in University / College and / or research experience at equivalent level at National Level Institutions/ industry with evidence of having successfully guided doctoral candidate.</li> <li>3. Actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers in Q1 journals. Research aptitude, funded projects and Ph.D. guidance shall be preferred as per UGC guidelines.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>4. An outstanding professional with 15 years of experience from industry/ research organisation,</li> </ol>

		having a Ph.D. degree in the relevant / allied / applied disciplines having significant contribution to knowledge in the concerned / allied / relevant discipline, supported by documentary evidence of having worked in that discipline
--	--	--

**5.3.P. G. PROGRAMS (MBA & MCA): -**

Cadre	Method of Recruitment and Probation	Qualification
Assistant Professor	By direct recruitment through interview by SSSC. Probation of one Year in case of direct recruitment.	<p><b>Management</b></p> <ol style="list-style-type: none"> <li>1. First class or equivalent in Bachelor's Degree in any discipline and Master's Degree in Business Administration/ PGDM / C. A. / ICWA / M. Com. and one year of professional experience after acquiring the degree of Master's Degree.</li> <li>2. Desirable: Ph.D. in specific in relevant discipline.</li> <li>3. Persons with 2 Years of teaching experience at undergraduate level preferred. NET or SET essential.</li> </ol> <p><b>MCA</b></p> <ol style="list-style-type: none"> <li>1. First class Bachelor in Engineering/Technology in Computer Science/Information Technology/ Information Science/Data Science etc./BCA with Master's in Engineering/Technology in relevant field/MCA/Integrated M. Tech. in relevant branch.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. First class graduate (BSc/ B.A.) with Mathematics as a compulsory subject and MCA with 2 years of relevant experience after acquiring degree of MCA.</li> <li>3. Desirable: Ph.D. in specific in relevant discipline</li> </ol>

Associate Professor	<p>Direct Recruitment by SSSC.</p> <p>OR</p> <p>By promotion/ CAS among Selection Grade Assistant Professor who have put in at least 6 years of continuous service in the SET run institution and 2 years of post-Ph.D. teaching, based on seniority-cum-merit basis. Only persons with clean satisfactory records of service are eligible.</p> <p>Research aptitude, funded projects and Ph.D. guidance shall be guiding index for promotion and selection.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS),</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. First Class or equivalent at either Bachelor's or Master's level in the relevant branch (as prescribed in Assistant Professor) with Ph.D. degree in the relevant field.</li> <li>2. At least total 6 research publications in SCI journals / UGC / AICTE approved Ql journals.</li> <li>3. Minimum of 8 years of experience as Assistant Professor in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</li> </ol>
Professor	<p>Direct Recruitment by SSSC.</p> <p>OR</p> <p>By promotion/ CAS from among Associate Professor who have put in at least 10 years' continuous service in the cadre of Associate Professor in the SET run institution in the respective branches based on seniority-cum-merit. Only persons with clean records of service and Research aptitude are eligible.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), number of funded projects and Ph. D guidance shall be essential as per AICTE/ UGC guidelines.</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. First Class or equivalent at either Bachelor's or Master's level in the relevant branch (as prescribed in Assistant Professor) with Ph.D. degree in the relevant field.</li> <li>2. At least total 8 research publications in SCI journals / UGC / AICTE approved Ql journals.</li> <li>3. Desirable executed funded projects and professional experience.</li> <li>4. Minimum of 10 years of teaching experience out of which at least 3 years as Associate Professor and guided Ph.D. scholars.</li> </ol>

**5.4. ENGINEERING COLLEGE:**

Cadre	Method of Recruitment and Probation	Qualification
Assistant Professor	<p>By direct recruitment through interview by SSSC. Probation of one Year in case of direct recruitment.</p>	<p><b>Engineering / Technology</b></p> <ol style="list-style-type: none"> <li>1. First class or equivalent CGPA in B. E. / B. Tech/ B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch.</li> <li>2. Desirable: Ph.D. in relevant field</li> <li>3. Persons with 2 Years teaching experience at undergraduate level preferred. NET or SET essential in case of non-Ph.D. candidates.</li> </ol>
Associate Professor	<p>Direct Recruitment as per AICTE/ UGC/ University norms.</p> <p>OR</p> <p>By promotion among Lecturers/ Assistant Professor who have put in at least 6 years of continuous service in the College and 2 years of post Ph.D. teaching, based on seniority-cum-merit basis. Only persons with clean satisfactory records of service are eligible.</p> <p>Research aptitude, funded projects and Ph.D. guidance shall be a guiding index for promotion and selection.</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. B. E. / B. Tech., and M. E./M. Tech. in relevant discipline with first class.</li> <li>2. Ph.D. in related field of engineering</li> <li>3. Minimum of 8 years of teaching/ research experience of which at least 2 years post Ph.D. experience is desirable.</li> <li>4. At least total 6 research publications in SCI Journals / UGC / AICTE approved list of journals.</li> <li>5. Persons with Industry experience and requisite qualification and having worked in required field of engineering for not less than 10 Years. Teaching and research experience desirable</li> </ol>
Professor	<p>Direct Recruitment as per AICTE/ UGC/ University norms.</p> <p>OR</p> <p>By promotion/ CAS from among Associate Professor who have put in at least 10 years continuous service in the cadre of Associate Professor in the SET run institution in the respective branches on the basis of seniority-cum</p>	<ol style="list-style-type: none"> <li>1. An eminent scholar with Ph.D. qualification in the concerned/ allied/relevant discipline.</li> <li>2. Actively engaged in research with evidence of published work with a minimum of 8 publications as books and/or research/policy papers in QL journals.</li> <li>3. A minimum of ten years of teaching experience in university/ college out of which at least 3 years as</li> </ol>

	<p>merit. Only persons with clean records of service are eligible.</p> <p>A minimum score of 150 as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), number of funded projects and Ph.D. guidance shall be essential as per AICTE/ UGC guidelines.</p> <p>Probation of one Year in case of direct recruitment</p>	<p>Associate Professor., Industry persons with 15 years of experience in relevant area with research and Ph.D.</p> <ol style="list-style-type: none"> <li>4. Research aptitude, number of funded projects and Ph.D. guidance shall be essential will be guiding factor for CAS candidates.</li> <li>5. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process</li> </ol>
Librarian (Engineering College)	<p>By direct recruitment by SSSC through interview.</p> <p>OR</p> <p>By promotion from the cadre of Deputy Librarian with 5 Years experience or Assistant Librarian with 10 years of experience with requisite qualification only. Persons with clean satisfactory records of service could be considered for promotion.</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. A Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or equivalent CGPA in the points scale.</li> <li>2. At least 5 years as a Deputy Librarian or 10 years as Assistant Librarian.</li> <li>3. Evidence of innovative library service and organization of published work.</li> <li>4. Desirable: A M.Phil./Ph.D. Degree in library science/information Science / documentation / achieves and manuscript-keeping.</li> <li>6. Working knowledge of library software and AICTE/ UGC related portals</li> </ol>
Deputy Librarian (Engineering College)	<p>By direct recruitment by SSSC through interview.</p> <p>OR</p> <p>By Promotion from Library Assistants who have served SET institution for a minimum period of 5 Years and have acquired required qualification. Candidates with clean satisfactory records will only be considered for promotion.</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. A Master's degree in library science/information science/ Documentation with at least 55% of the marks or its equivalent CGPA in the point scale and a consistently good academic record.</li> <li>2. Five years' experience as an Assistant Librarian.</li> <li>3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</li> <li>4. Desirable: M.Phil./Ph.D. Degree in library Science/ Information Science/ Documentation / Archives &amp; manuscript-keeping/ computerization of library.</li> <li>5. Working knowledge of library software and AICTE/ UGC related portals</li> </ol>

Librarian (for Degree & P. U. Colleges)	By direct recruitment by SSSC through interview. OR By promotion from the cadre of Assistant Librarian with required qualification only. Persons with clean records of service are eligible for promotion.	<ol style="list-style-type: none"> <li>1. Master's degree in library science.</li> <li>2. Preferable: Ph.D.</li> <li>3. Working knowledge of library software and SWAYAM as well as other MOOC related portals.</li> </ol>																
Assistant Librarian	By direct recruitment by SSSC through interview. OR By Promotion from Library Assistants who have served SET institution for a minimum period of 5 Years and have acquired required qualification. Candidates with clean satisfactory record will only be considered for promotion	<ol style="list-style-type: none"> <li>1. A Bachelor's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent CGPA in a point scale) and a consistently good academic record.</li> <li>2. Working knowledge of library software and SWAYAM as well as other MOOC related portals.</li> </ol>																
Library Assistant	By direct recruitment by SSSC through interview	<ol style="list-style-type: none"> <li>1. C. Lib / D. Lib with at least 55% marks (or an equivalent CGPA in a point scale) and a consistently good academic record.</li> <li>2. Working knowledge of library software and SWAYAM as well as other MOOC related portals.</li> <li>3. Minimum 2years experience</li> </ol>																
Physical Education Director	<p>Direct Recruitment; Through interview by SSSC and having following physical fitness standard:</p> <p><b>Men:</b> 12 Minutes Run/Walk Test</p> <table> <tr> <td><u>Upto 30 Yrs</u></td> <td><u>upto 40 Yrs</u></td> <td><u>upto 45 Yrs</u></td> <td><u>upto 50Yrs</u></td> </tr> <tr> <td>1800m</td> <td>1500m</td> <td>1200m</td> <td>800m</td> </tr> </table> <p><b>Women:</b> 8 Minutes Run/ Walk Test</p> <table> <tr> <td><u>upto 30 Yrs</u></td> <td><u>upto 40 Yrs</u></td> <td><u>upto 45 Yrs</u></td> <td><u>upto 50Yrs</u></td> </tr> <tr> <td>1000 m</td> <td>800 m</td> <td>600 m</td> <td>400m</td> </tr> </table> <p>Probation of one Year in case of direct recruitment</p>	<u>Upto 30 Yrs</u>	<u>upto 40 Yrs</u>	<u>upto 45 Yrs</u>	<u>upto 50Yrs</u>	1800m	1500m	1200m	800m	<u>upto 30 Yrs</u>	<u>upto 40 Yrs</u>	<u>upto 45 Yrs</u>	<u>upto 50Yrs</u>	1000 m	800 m	600 m	400m	<ol style="list-style-type: none"> <li>1. A Ph.D. in Physical Education.</li> <li>2. Experience of at least ten years with coaching certificate in relevant sports/ games.</li> <li>3. Participation in at least two national/ international seminars/ conferences</li> <li>4. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.</li> <li>5. Evidence of having produced good performance teams/athletes for competitions like state / national/inter-university/ combined university, etc.,</li> <li>6. Physical fitness test in accordance with the norms specified to be adhered.</li> </ol>
<u>Upto 30 Yrs</u>	<u>upto 40 Yrs</u>	<u>upto 45 Yrs</u>	<u>upto 50Yrs</u>															
1800m	1500m	1200m	800m															
<u>upto 30 Yrs</u>	<u>upto 40 Yrs</u>	<u>upto 45 Yrs</u>	<u>upto 50Yrs</u>															
1000 m	800 m	600 m	400m															

## 5.5 PRE-UNIVERSITY:

Cadre	Method of Recruitment and Probation	Qualification
Principal P. U. College	<p>Direct recruitment of candidates with requisite qualification and Ph.D. has 10 Years of experience as senior lecturer in a PU/ H. Sec institution. Has good knowledge of various activities and connect with statutory bodies.</p> <p>By Promotion from dedicated and clean record Lecturers who have put in 10 Years of service in SET institution and acquired all essential qualifications and connect with statutory bodies. Has proven record as a teacher with exemplary student/ parent feedback.</p> <p>Probation of one Year in case of direct recruitment</p>	<ol style="list-style-type: none"> <li>1. Master Degree in first class / minimum of 10 years' experience with B. Ed/ M.Ed.</li> <li>2. Preferable: Ph.D. in related field</li> <li>3. Practiced technology-based pedagogy.</li> <li>4. Experience as mentor/ counsellor.</li> </ol>
Lecturer for P. U. Colleges	<p>Direct recruitment of candidates with requisite qualification through SSSC interview. Preferably worked as Assistant Lecturer for 3 Years.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>Good academic record as defined by the concerned university with at least first-class marks (or an equivalent CGPA in a point scale wherever grading system is followed) at the master's degree level in a relevant subject from an UGC recognised University, National Eligibility Test (NET) conducted by the UGC, SLET / SET desirable. Desirable a Ph.D. Degree. Minimum of 2 years relevant experience</p>

## 5.6 SCHOOLS:

Cadre	Method of Recruitment and Probation	Qualification
Principal High School	<p>Direct recruitment of candidates with requisite qualification by SSSC through interview.</p> <p>OR</p> <p>By Promotion from dedicated and clean record teachers who have put in 10 Years of service in SET institution and connect with statutory bodies. Has proven record as a teacher with exemplary student/ parent feedback.</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. Master Degree in first class / minimum of 10 years' experience with B. Ed/ M.Ed.</li> <li>2. Preferable: Ph.D. in related field</li> <li>3. Practiced technology-based pedagogy.</li> <li>4. Experience as mentor/ counsellor.</li> </ol>
Principal, Primary School	<p>Direct recruitment through interview by SSSC.</p> <p>OR</p> <p>By Promotion from dedicated and clean record teachers who have put in 10 Years of service in SET institution and connect with statutory bodies. Has proven record as a teacher with exemplary student/ parent feedback.</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. First Class degree with B. Ed.</li> <li>2. Minimum of 10 years' experience as a teacher with exemplary performance and zeal to build institution.</li> <li>3. Has good knowledge of various activities in school, adopted new teaching technology in classes and connect with statutory bodies</li> </ol>
Principal, Nursery School	<p>Direct recruitment of candidates with requisite qualification and has 10 years of experience as Teacher with exemplary performance and zeal to build institution.</p> <p>OR</p> <p>By Promotion from dedicated and clean record teachers who have put in 10 Years of service in SET institution and connect with statutory bodies. Has</p>	<ol style="list-style-type: none"> <li>1. First Class degree with B. Ed. / Minimum of 8 years' experience</li> <li>2. Nursery Teacher Training / Montessori Training.</li> <li>3. Experience in handling Childhood Care and Education.</li> </ol>

	<p>proven record as a teacher with exemplary student/ parent feedback.</p> <p>Probation of one Year in case of direct recruitment.</p>	
High School Teacher/ Physical Education Teacher/ Art Teacher	<p>Direct recruitment of candidates with requisite qualification through SSSC.</p> <p>OR</p> <p>By Promotion from dedicated and clean record Primary School Teachers who have put in 10 Years of service in SET institution and connect with statutory bodies. Has proven record as a teacher with exemplary student/ parent feedback.</p> <p>Probation of one Year in case of direct recruitment.</p>	<ol style="list-style-type: none"> <li>1. Degree with B. Ed. /Degree with B. P. Ed. / Degree with Diploma in Fine Arts</li> <li>2. Experience of at least five years with coaching certificate in relevant sports/ games for the post of PET.</li> </ol>
Computer Teacher	<p>Direct recruitment of candidates with requisite qualification through SSSC.</p> <p>Probation of one Year in case of direct recruitment.</p>	B. C. A./ B.Sc. (Cs)/ Degree with PGDCA / 3 years Diploma in CS & EC/ B. E. in CS & EC
Primary Teacher / Physical Education Teacher / Art Teacher	<p>Direct recruitment of candidates with requisite qualification.</p> <p>Probation of one Year in case of direct recruitment.</p>	Degree with B. Ed. /Degree with B. P. Ed. / Degree with Diploma in Fine Arts
Primary Teacher / Physical Education Teacher / Art Teacher	<p>Direct recruitment of candidates with requisite qualification.</p> <p>Probation of one Year in case of direct recruitment.</p>	SSLC / PUC / D. Ed. PUC with D. P. Ed. Diploma in Fine Arts.
Nursery Teacher/ Craft Teacher	<p>Direct recruitment of candidates with requisite qualification.</p> <p>Probation of one Year in case of direct recruitment.</p>	SSLC / PUC with NTT & Montessori SSLC / PUC with JOC

Nursery Assistant	Direct recruitment of candidates with requisite qualification. Probation of one Year in case of direct recruitment.	SSLC / PUC
-------------------	--	------------

#### 5.7 SUPPORTING STAFF:

Cadre	Method of Recruitment and Probation	Qualification
Manager - SET	<p>Direct Recruitment candidates as well as promotion candidates shall have to face SSSC interviews as decided by SET.</p> <p>OR</p> <p>Promotion from existing Assistant Managers who have put in at least 10 years of service with dedication. Persons with clean service records and enthusiasm to learn will only be considered depending on the vacancy.</p> <p>Probation of one Year in case of direct recruitment.</p>	Degree With Computer Knowledge + 10 years' experience in Educational institution/ Education department/ Secretariat.
Assistant Manager (Accts, Audit)-SET	<p>Direct Recruitment with requisite qualification</p> <p>OR</p> <p>Promotion from existing Accountant who have put in at least 10 years of service with dedication. Persons with clean service records and enthusiasm to learn will only be considered depending on the vacancy.</p> <p>Probation of One year in case of direct recruitment</p>	B. Com., with Tally + 10 years' experience in auditing of accounts in reputed Educational Institutions / Banks / Company. Knowledge of computer software essential.
EA to HGS	<p>Direct recruitment through interview conducted by SSSC.</p> <p>OR</p> <p>Through selection from existing office Assistants who have put in more than 5 Years of service in SET</p>	Degree With Computer Knowledge + 10 years' experience. Persons with dedication to work overtime and has worked as private secretary will be preferred.

	<p>and has clean record and gained confidence of Board of Trustees as a PRO and keeping confidentiality in workplace.</p> <p>Probation of one Year in case of direct recruitment.</p>	
Office Superintendent	<p>Direct Recruitment candidates as well as promotion candidates shall have to face SSSC interviews as decided by SET.</p> <p>OR</p> <p>Promotion from existing Accountant &amp; Office Assistant who have put in at least 10 years of service with dedication in the cadre of Accountant or Office Assistant. Persons with clean service records and enthusiasm to learn will only be considered depending on the vacancy.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>Degree With Computer Knowledge + 10 years' experience in Educational institution/ Education department/ Secretariat.</p>
Accountant	<p>Direct Recruitment candidates as well as promotion candidates shall have to face SSSC interviews as decided by SET.</p> <p>OR</p> <p>Promotion from existing Office Assistant who have put in at least 10 years of service with dedication &amp; Accounting knowledge. Persons with clean service records and enthusiasm to learn will only be considered depending on the vacancy.</p> <p>Probation of one Year in case of direct recruitment</p>	<p>B. Com with Computer knowledge + Tally with 2 years' experience. Should have knowledge of ledger keeping, preparing account statements, budgeting etc.</p>
Office Assistant	<p>Direct Recruitment candidates as well as promotion candidates shall have to face SSSC interviews as decided by SET.</p> <p>OR</p>	<p>Degree with Computer Knowledge with 2 years' experience.</p>

	<p>Promotion from existing Attender who have put in at least 10 years of service with dedication &amp; with requisite qualification. Persons with clean service records and enthusiasm to learn will only be considered depending on the vacancy.</p> <p>Probation of one Year in case of direct recruitment.</p>	
Hardware Technical Assistant	<p>Direct recruitment through interview conducted by SSSC, with requisite qualification</p> <p>Probation of one Year in case of direct recruitment.</p>	Master Degree with 2 years' experience. Knowledge of Computer Hardware, software installation, OS like Windows, Linux etc. Desirable LAN maintenance and configuration.
Computer Programmer	<p>Direct recruitment through interview conducted by SSSC.</p> <p>Probation of one Year in case of direct recruitment.</p>	B. C. A/ B.Sc. (Cs) /Degree with PGDCA / 3 years Diploma in CS & EC / B. E. in CS & EC / B. Sc. (El.) with 2 years' experience.
Receptionist	<p>Direct recruitment through interview conducted by SSSC.</p> <p>Probation of one Year in case of direct recruitment.</p>	Degree with Secretarial Practice, knowledge of computer software essential.
Site Engineer	<p>Direct Recruitment through interview conducted by SSSC, with requisite qualification</p> <p>Probation of one Year in case of direct recruitment.</p>	B. E. Civil with 5 years on onsite experience in a civil construction firm or government works department.
Junior Engineer (Civil) Junior Engineer (Electrical) Junior Engineer (Hardware Maintenance)	<p>Direct Recruitment with requisite qualification.</p> <p>Probation of one Year in case of direct recruitment.</p>	3 Years Diploma with 2 years' experience in a civil construction/ Electrical maintenance/ Computer servicing firm or government works department.

Electrician	Direct recruitment through interview conducted by SSSC. Probation of one Year in case of direct recruitment.	ITI Training/ Wireman's certificate/ JOC with 2 years' experience
Driver	Direct recruitment through interview conducted by SSSC. Probation of one Year in case of direct recruitment.	At least PUC with driving licence of bus/ commercial vehicle. Knowledge of minor repairs of automobile. Skilled Workers certificate desirable.
Attender	Direct recruitment through interview conducted by SSSC. Probation of one Year in case of direct recruitment.	SSLC with 2 years' experience
Helper	Direct recruitment through interview conducted by SSSC.	Literate

## 5.8 OTHER SUPPORTING STAFF OF ENGINEERING COLLEGE:

**General description of cadres:**

### 5.8.1 System Analyst:

One for institution having computer laboratories that require programming and data analysis. (Need Based with the approval of SET).

### 5.8.2 System Administrator/ Programmer:

One for institutions that have more than three computer labs and campus network (Need Based with the approval of SET)

### 5.8.3 Foreman/ Draughtsman:

One (Only for Mechanical workshops exceeding 360 intake).

### 5.8.4 Instructor/ Lab supervisor:

a. One for the laboratory having 12-15 batches / week

b. For less than 12 Batches / week one Instructor to be shared for two laboratories

**5.8.5 Assistant Instructor/ Junior Lab supervisor:**

One for two laboratories where instructor is not appointed

**5.8.6 Lab Helper:**

As per need-based requirement one for laboratory (After approval from SET)

Cadre	Method of Recruitment and Probation	Qualification
System Analyst	<p>By direct recruitment OR by selection in the case of internal candidates who have put in at least five years of continuous service as programmer and satisfy the qualification norms. Only persons with clean record of service at SET institution are eligible for promotion.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>First Class BE/ B. Tech/MCA/ MSc (CS/ IT) with certificate in CCNA/ AWS/ LINUX+/ Equivalent.</p> <p>ME/M. Tech will be preferred with practical knowledge of Hardware and Software maintenance.</p> <p>With 5 years' experience in Multiuser, Multitask operating systems</p>
System Administrator/ Programmer	<p>By direct recruitment OR by selection in the case of internal candidates who have put in at least 7 years of continuous service as Assistant programmer/ Instructor (in a computer laboratory) and satisfy the qualification norms.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>First Class BE/ B. Tech/MCA/ MSc (CS/ IT) with good knowledge of programming and handling various OS with 3 Years of experience in an IT industry or academic institution.</p>

Foreman/ Draughts man (Only for Engineering)	<p>By direct recruitment OR by selection in case of internal candidates who have put in at least five years of continuous service as Instructor and satisfy the qualification norms. Only persons with clean record of service at SET institution are eligible for promotion.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>First Class BE/B. Tech or Diploma/ BSc in relevant disciplines. At least 7 years' experience in an academic institution or industry as Instructor.</p> <p>Knowledge of servicing and maintenance as well as good communication skills.</p> <p>Computer knowledge a must.</p>
Instructor/ Laboratory Assistant/ Assistant Programmer	<p>By direct recruitment OR by promotion from among Assistant Instructors who satisfy the qualification norms and have put in at least 5 years in the lower cadre. Only persons with clean record of service are eligible for promotion.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>II class BE/B. Tech or First-class Diploma/ BSc in relevant disciplines. At least 5 years' experience in an academic institution or industry.</p> <p>Candidates with working knowledge on computers will be preferred.</p>
Assistant Instructors	<p>Direct recruitment or internal candidates having acquired necessary qualification and skill with at least 7 years continuous service at SET Institution.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>Diploma/ ITI in relevant trades with practical experience.</p> <p>Candidates with working knowledge on computers will be preferred.</p>
Laboratory Helpers/ Attenders	<p>By direct recruitment.</p> <p>Probation of one Year in case of direct recruitment.</p>	<p>ITI Trade certificate of 18 Months duration in the appropriate branch or Pre-University with 5 years' experience in an appropriate laboratory or JOC (govt. recognized) in appropriate trade.</p>

**Notes:** Selection of all positions shall be carried out by the SSSC through interviews for both direct recruitment and by promotion. The same to be ratified by Board of Trustees.

## ANNEXURE - II

### **Self-Appraisal Formats / Notes on Annexures:**

1. All Annexures to be furnished every year for Annual Performance Appraisal.
2. Annexure II (1) is specific to Career Advancement and to be submitted once in three years or before CAS request based on the vacancy.
3. Annexures - II (2), II (4) to be filled by all faculty / teachers including HoDs.
4. Annexure - II (3) Assessment to be provided by HoDs for faculties based on Annexure - II (2)
5. Annexure - II (1A, 1B & 1C) Self-appraisals to be filled by all Hols for Schools, Pre-University Colleges, U. G. Colleges & P. G. Programs to be submitted to HGS
6. Self-appraisals to be certified by HoD / Hos in the case of faculty, supporting staff and other staff with Hols recommendations and comments.
7. Self-appraisal of HoDs to be certified by Hols with recommendations and comments
8. Three-year strategic plan (Annexure-III, III (A & III (B)) to be submitted by Faculty / Teachers, HoDs and Hols once in three years starting 2025.
9. SSSC will review all appraisals during personal interview to assess the achievements and future plans.

**ANNEXURE - II (1)**  
**(Institution Name)**  
**Performance Based Appraisal for the Academic Year .....**  
**(Appraisal to be submitted every end of the academic year for CAS)**  
**(Applicable format for employees of SET Institutions)**

**PART A - GENERAL INFORMATION**

1.	Name (in Block Letters)	
2.	Date of Birth	
3.	Department	
4.	Current Designation	
5.	Pay Scale & Grade of Pay	
6.	Date and Post of Joining service in the institution	
7.	Date of Last Selection to current post	

8. Academic Qualifications with specializations at the time of Joining: .....

9. Academic Qualifications with specializations (if no change write "Same"): .....

**PART B - ACADEMIC PERFORMANCE INDICATORS (API)**

**I. Criteria-Teaching Learning Process and activities**

**CATEGORY I - Academic Performance (Max. API 100 Points):**

Sl. No.	Item	Appendix reference	Max API Points	API Claimed	API awarded by SC / HOD	API awarded by the principal
1.la	% Lectures, laboratory works, conducted	Appendix I	20			
1.1b	Percentage of passes		10			
1.lc	Students feedback		10			
1.2a	Projects guided UG Mini					

1.2b	Projects guided UG Major		15			
1.3a	Curriculum planning based lesson planning etc. and execution	Appendix II	10			
1.3b	OBE pedagogy adopted		5			
1.3c	Lesson Planning & Execution		5			
1.3d	Innovative Teaching learning adopted		5			
1.4	Special classes/ Tutorial classes over and above allotted		10			
1.5	CIE/SEE Duties Assigned and Performed		10			

## II. Criteria- Research & Academic Contributions:

### CATEGORY II- (Max. API: 60)

Sl. No.	Item	Appendix reference	Max API Points	API Claimed	API awarded by HOD	API awarded by the principal
2.1	Papers published/presented	Appendix III	20			
2.2	Ph.D. Guidance/progress of pursuing Ph.D.		10			
2.3	Research projects (Sponsored funded)	Appendix IV				
2.3a	Applied		05			
2.3b	Progress		10			
2.4	Receipt of any IP s (Writing chapters/ Books with recognized publishers)	Appendix V	10			
2.5	Conducting training programs for faculty and students beyond the syllabus		05			

**III Criteria-CO-CURRICULAR, DEPARTMENTAL/INSTITUTIONAL ACTIVITIES, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES:**

Contribution : CATEGORY III- (Max. API: 40)

Sl. No.	Type of Activity	Max API Points	API Score Claimed	API Score Awarded	
				HOD	Principal
(i)	<b>Counselling/Mentoring: (Appendix V)</b> <ol style="list-style-type: none"> <li>1. Details of counselling include meetings, feedback sent, any specific facilitation with issue etc.</li> <li>2. Details of mentoring younger faculty in teaching/research</li> </ol>	10			
(ii)	<b>Contribution to Institutional Activities:</b> Volunteering for new initiatives, inter-departmental activities, Organizing expert lectures/ workshops/ seminars/conferences etc. and field-based activities.	10			
(iii)	<b>Contribution to Departmental Activities:</b> including facilitation compliance activities viz: Accreditation, VTU LIC, Research centre. (Appendix VII).	10			
(iv)	<b>Personal Professional Development:</b> Membership in profession societies, Interpersonal skills and drive: Motivation towards work, discipline, attendance, willingness to stay over time to finish pending works, willingness to learn about new ideas, willingness to accept the responsibility and to take decisions, attitude towards colleagues, parents and students. Publication of articles in newspapers, magazines or other publications (Appendix VIII).	5			
(v)	<b>Interaction with industries &amp; outside world:</b> Building rapport with industries, initiative for signing MoUs, inviting industry personal to campus, internship, editorial committees of journals/institutional publications, radio talks, television programs or any other initiative/ achievements. (Appendix IX).	5			
	<b>Total API</b>				

### Summary of API Scores:

Criteria	Details	Previous Year's API	Self API	HOD Awarded API	Principal Awarded API	Average # API
I.	Teaching Learning Process and activities (Max. API: 100)					
II.	Research & Academic Contributions (Max. API:60)					
III.	Co-Curricular, Departmental/ Institutional Activities, Professional Development Related Activities: (Max.API:40)					

#If API difference is more than 10% nearest two APIs to be considered for averaging

### Details of leave/absence during the year:

Sl. No.	Type/Purpose	From	To
1			
2			
3			

### FUTURE PLANS :

Sl. No.	Activity	Details
1.	Teaching	

2.	Projects:	
3.	Research	
4.	Other Activities including institutional planning, training and Qualification upgradation:	

Place:

Date:

**Signature & Name of the Candidate**

### **Head of Department's remarks (Specific Remarks including integrity) :**

Overall Assessment: Outstanding/Very Good/Good/ Average/Poor

**Signature with date  
Head of the  
Department**

**Principal's remarks (Specific remarks including integrity) :**

Overall Assessment: Outstanding/Very Good/Good/ Average/Poor

**Signature with date,  
Principal**

**Appendix I**

**1.1 Lectures, laboratory works, percentage of passes and students feedback (Max. API :40)**

Sl. No.	Course Code& Name	Class & Strength of Students	Ave.% of Attendance for the Semester	Total Number of Classes.		% of Syllabus covered	% of Pass & Average Grades (API -15)		Students Feedback	Remarks
				As per time table	Held		CIE	SEE		
	Max. API		5		5	5	5	10	10	
	Average%									
	API Claimed									
API Awarded	Scrutiny Committee / HOD									
	Principal									

Total API Claimed:

API Awarded:

## 1.2 Projects guided (Max. API: 10):

Sl. No.	Project Title & Names of Students	Place of Work	Any awards/ recognition	Students feedback	API Score Claimed	API Score Awarded	
						HOD	Principal
<b>Total API</b>							

Outcome of the Project in terms of Patenting, applying for Funded Projects

## Appendix II

### (i) Curriculum/QBE based lesson planning etc. and execution (Max. API: 20): (5+10+5)

Sl. No.	Items	Date of submission	API Scores Claimed	Scrutiny comm./ HOD	Principal	Remarks of HOD
1	OBE based lesson planning					
2	Course material/PPT					
3	Question bank submission					
<b>Total API</b>						

### (ii) Use of Participatory and innovative Teaching-Learning Methodologies etc (Max. API: 30): (5+5+5+5+5+5)

Sl. No.	Short description (Give details)	API Score Claimed	API Score Awarded	
			HOD	Principal
1	Using LMS, Blended teaching			
2	Experiential learning - Discussions, model building, simulation activities etc			
3	Interdisciplinary activities/projects			
4	Timely submission of NSSR/NSAR Lists			
5	Error free question paper setting/evaluation			
6	Understanding of OBE concepts and terminologies			
	<b>Total API</b>			

**Remarks:**

### Appendix III

a) Papers published/presented: Max. API :20: (10+5+5)

Sl. No.	Title	Item	ISSN / Peer Reviewed	ISBN	Impact factor, if any	Citation for last 5 years	API Score Claimed	API Awarded	
								HOD	Principal
1.	Published Papers in Journal (Nat. / Inter. Jour), Conference								
	a. Local / Natl / Intl / Conf.								
	b. Local / Natl / Intl / Conf.								
2.	Books / Chapters published								
3.	Presentation of papers in Local / National / Inter. Conferences.								
	a. Local / Natl / Intl								
	b. Local / Natl / Intl								
Total API									

**b) Ph.D. Guidance/progress of pursuing Ph.D.: Max. API: 10**

Sl. No.	Student Name	Topic	Co Guides, if any	Status of Ph.D.	API Score Claimed	API Score Awarded	
						HOD	Principal

Remarks:

**Appendix IV**

**a) Progress of Research projects if any (including sponsored ones): Max. API :15 (5+5+5)**

Sl. No.	Title	Agency	Period	PI or Co - PI	Grant/Amount in (Rs. Lakhs)	Project status	API Score Claimed	API Score awarded	
								HOD	Principal
1.	Completed								
	a)								
	b)								
2.	Ongoing								
	a)								
	b)								
3.	Submitted								
	a)								
	b)								
Total API									

**Total API score claimed:**

**Total API score awarded:**

Remarks:

**b) Progress of Consultancy projects if any /Receipt of any royalty: Max. API :15 (5+5+5)**

Sl. No.	Title	Agency	Status	PI or Co PI	Grant/ Amount (Rs Lakhs)	Project status	API Score Claimed	API Score awarded	
								HOD	Principal
1.	Completed								
	a)								
	b)								
2.	Ongoing								
	a)								
	b)								
3.	Submitted								
	a)								
	b)								
Total API									

**Remarks:**

## INSTRUCTIONS FOR FILLING UP THE ANNEXURE-II (1) FORMS

1. While filling this form faculty should provide documents at the time of personal interaction.
2. Future plan should contain a brief outline of faculty's expected initiative and expected outcome in teaching, up gradation of qualifications, anticipated funded research projects, FDPs proposed to be attended and any programs to be conducted in next one academic year
3. Student feedback will be conducted by the institution and pass percentage of the section taught by the faculty to be compiled by the faculty.
4. Points for project guidance Mini (item 1.2 under Annexure I) - 2 points/project with a maximum of 5 points: Major Project-5/project to a max of-10 point.
5. Points for (Item 2.1)
6. **Publishing/ Presentation:** International: 12 National: 06 Local: 03
7. **Publication of Books/ Chapters in Books:** International: 25/5 National: 15/4 Local: 10/3
8. Points for Ph.D. projects guidance/Pursuing (item 2.2 under Annexure III)  
Guidance: 5/ per student maximum of 15 Pursuing:10
9. **Points for Research Projects:** (item 2.3)  
Value < Rs. 5Lakhs 04 points  
Value< Rs.20Lakhs 08 points  
Value> Rs.20Lakhs 10 points
10. **Points for Consultancy Projects** (item 2.4)  
Value < Rs. 5Lakhs 04 points  
Value< Rs.10Lakhs 08 points  
Value> Rs.10Lakhs 10 points
11. Minimum API to be achieved for Upgradation/ increment/Selection  
**Category I:** 70 points **Category III:** 30 **Cumulative score :**100 points
12. **Category II:** Minimum requirement for each grade pays or positions shall be as under:
  - i. Assistant Professor with AGP Rs.6000.00 06/year
  - ii. Assistant Professor with AGP Rs.7000.00 06/year
  - iii. Assistant Professor with AGP Rs.8000.00 06/year
  - iv. Associate Professor with AGP Rs.9000.00 06/year
  - v. Professor with AGP Rs.10000.00 30/Year

**DESCRIPTION OF VARIOUS CATEGORIES:****CATEGORY-I : TEACHING LEARNING PROCESS****CATEGORY II PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor. Category Activity Faculty and departments of Sciences/Engineering/ Agriculture/Medical /Veterinary Sciences Faculties and departments of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical Education/ Management/ Education/ Law Maximum score for University/ College teacher\* III (A) Research Papers published in: Refereed Journals as notified by the UGC# Refereed Journals as notified by the UGC# 25 per Publication, Scopus refereed, Web of Science and Google Scholar.

## ANNEXURE - II (1A)

(Institution Name)

Performance Based Appraisal for the Academic Year .....

(Appraisal to be submitted every end of the academic year by HoI for Annual Assessment)  
(Applicable format for HoI of Schools)

---

## PART A: GENERAL INFORMATION

1. Name of the Principal :
2. Name of the Institution :
3. Academic Year Under Review :
4. Date of Appointment as Principal :
5. Total Years of Experience as Principal :
6. Period of Appraisal : From \_\_\_\_\_ To \_\_\_\_\_

---

## PART B: ACADEMIC LEADERSHIP & SCHOOL PERFORMANCE

### 1. Academic Planning and Implementation

- Curriculum planning and execution
- Innovations in teaching-learning processes
- Integration of NEP 2020 / CBSE / ICSE / State Board directives (as applicable)

#### Self-Assessment (Brief):

---

---

---

## 2. Student Performance & Outcomes

- Board examination results
- Internal assessment improvements
- Student achievements (academic, co-curricular, competitive exams)

**Key Achievements:**

---

---

---

# PART C: ADMINISTRATIVE & INSTITUTIONAL MANAGEMENT

## 1. School Administration

- Timetable management
- Compliance with Trust / Board / Government regulations
- Maintenance of records, audits, and documentation

**Remarks:**

---

---

---

## 2. Human Resource Management

- Teacher recruitment, mentoring, appraisal, and retention
- Staff welfare initiatives
- Professional development programs conducted

Details:

---

---

---

## PART D: FINANCIAL & RESOURCE MANAGEMENT

- Budget planning and utilization
- Cost optimization measures
- Infrastructure development and maintenance
- Effective use of grants / funds

Summary:

---

---

---

## PART E: STUDENT WELFARE & DISCIPLINE

- Student counselling and wellbeing initiatives
- Discipline management systems
- Inclusive education practices
- Safety and child protection measures

Highlights:

---

---

---

## PART F: PARENT & COMMUNITY ENGAGEMENT

- Parent-Teacher Association activities
- Community outreach programs
- Alumni engagement
- Reputation building of the institution

Impact Created:

---

---

---

## PART G: INNOVATION, INITIATIVES & VALUE ADDITION

- New programs / clubs / activities introduced
- Digital transformation initiatives
- Best practices implemented
- Awards / recognitions received by school or self

Details:

---

---

---

## PART H: CHALLENGES FACED & SOLUTIONS IMPLEMENTED

- Major challenges during the appraisal period
- Strategies adopted to overcome them
- Lessons learned

---

---

---

## PART I: PROFESSIONAL DEVELOPMENT

- Workshops / seminars / training attended
- Leadership development initiatives
- Research / publications / presentations (if any)

---

---

---

## PART J: FUTURE ACTION PLAN (NEXT ACADEMIC YEAR)

- Academic goals
- Infrastructure goals
- Staff development plans
- Student enrichment initiatives

---

---

---

## PART K: SELF-RATING

*(Tick appropriate level)*

Area	Excellent	Very Good	Good	Satisfactory
Academic Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institutional Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

## PART L: DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I have performed my duties with sincerity, integrity, and commitment towards the growth of the institution and the objectives of **Seshadripuram Educational Trust**.

Signature of the Principal: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

---

## **FOR OFFICE USE ONLY**

**Remarks of Management / Appraisal Committee:**

---

---

**Recommendation:**

**Authorized Signatory:**

**Dr. Wooday P. Krishna  
Honorary General Secretary**

**Date:**

**NOTE: Wherever required supporting documents to be furnished.**

## ANNEXURE - II (1B)

(Institution Name)

Performance Based Appraisal for the Academic Year .....

(Appraisal to be submitted every end of the academic year by HoI for Annual Assessment)

(Applicable format for HoI of Pre-University)

---

## PART A: GENERAL INFORMATION

1. Name of the Principal :
2. Name of the PU College :
3. Academic Year under Review :
4. Date of Appointment as Principal :
5. Total Years of Experience as Principal:
6. Period of Appraisal : From \_\_\_\_\_ To \_\_\_\_\_

---

## PART B: ACADEMIC LEADERSHIP & CURRICULAR IMPLEMENTATION

### 1. Implementation of PU Board Curriculum

- Effective implementation of PU syllabus as per Board
- Academic calendar planning and execution
- Monitoring of teaching-learning processes
- Examination preparedness and conduct

**Self-Assessment (Brief):**

---

---

---

## **2. Academic Performance of Students**

- PU Board examination results (I & II PUC)
- Year-wise comparison of results (Previous 2 years)
- Student progression to higher education
- Academic achievements and distinctions

**Key Outcomes:**

---

---

---

# **PART C: ADMINISTRATION & GOVERNANCE**

## **1. Institutional Administration**

- Compliance with PU Education Department norms
- Maintenance of academic, administrative, and statutory records
- Effective conduct of inspections and audits
- Time-table and workload management

**Remarks:**

---

---

---

## **2. Faculty & Staff Management**

- Recruitment and deployment of teaching & non-teaching staff
- Performance monitoring and mentoring
- Conduct of staff meetings and academic reviews
- Staff welfare initiatives

**Details:**

---

---

---

## **PART D: EXAMINATION & DISCIPLINE MANAGEMENT**

- Conduct of internal assessments and PU Board examinations
- Prevention of malpractice
- Student attendance monitoring
- Discipline and grievance redressal mechanisms

**Summary:**

---

---

---

## **PART E: STUDENT SUPPORT & WELFARE**

- Academic counselling and career guidance
- Support for slow learners and advanced learners
- Scholarships, free ships, and government schemes facilitation
- Student safety and wellbeing initiatives

Highlights:

---

---

---

## PART F: FINANCIAL & RESOURCE MANAGEMENT

- Budget planning and utilization
- Fee collection and financial discipline
- Infrastructure development and maintenance
- Optimal utilization of laboratories, library, and learning resources

Details:

---

---

---

## PART G: CO-CURRICULAR, SPORTS & EXTENSION ACTIVITIES

- Organization of cultural, sports, NCC/NSS, and extension programs
- Student participation in inter-college events
- Community outreach programs
- Personality development initiatives

Impact:

---

---

---

## **PART H: PARENT, ALUMNI & PUBLIC RELATIONS**

- Parent-Teacher meetings and communication
- Alumni engagement initiatives
- Public image and reputation of the college
- Liaison with PU Education Department and other authorities

**Summary:**

---

---

---

## **PART I: INNOVATION, QUALITY INITIATIVES & BEST PRACTICES**

- Introduction of innovative academic practices
- Use of ICT in teaching and administration
- Quality improvement measures
- Awards, recognitions, or appreciations received

**Details:**

---

---

---

## **PART J: CHALLENGES FACED & REMEDIAL MEASURES**

- Major academic or administrative challenges
- Strategies adopted to overcome them
- Outcomes achieved

---

---

---

## **PART K: PROFESSIONAL DEVELOPMENT**

- Workshops, seminars, or training programs attended
- Leadership development initiatives
- Contribution to academic forums / committees (if any)
- Research publications / Paper presentation

---

---

---

## **PART L: FUTURE PLAN & GOALS (NEXT ACADEMIC YEAR)**

- Academic improvement targets
- Faculty development plans
- Student enrichment initiatives
- Infrastructure and institutional growth plans

---

---

---

## PART M: SELF-RATING

*(Tick the appropriate level)*

Area of Performance	Excellent	Very Good	Good	Satisfactory
Academic Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration & Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institutional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

## PART N: DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I affirm that I have discharged my duties as **Head of Institution / Principal** with sincerity, integrity, and commitment towards the objectives and standards of **Seshadripuram Educational Trust and the Pre-University Education Department, Karnataka**.

Signature of the Principal: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

---

## **FOR OFFICE USE ONLY**

**Remarks of Management / Appraisal Committee:**

---

---

**Recommendation:**

**Authorized Signatory:**

Dr. Wooday P. Krishna  
Honorary General Secretary

**Date:**

**NOTE: Wherever required supporting documents to be furnished.**

## ANNEXURE - II (1C)

(Institution Name)

Performance Based Appraisal for the Academic Year .....

(Appraisal to be submitted every end of the academic year by HoI for Annual Assessment)  
(Applicable format for HoI of UG Colleges & PG Programs)

---

## PART A: GENERAL INFORMATION

7. Name of the Principal :
8. Name of the Institution:
9. Academic Year under Review :
10. Date of Appointment as Principal :
11. Total Years of Experience as Principal:
12. Period of Appraisal : From \_\_\_\_\_ To \_\_\_\_\_

---

## PART B: INSTITUTIONAL PERFORMANCE OVERVIEW

### UG & PG Colleges

- University exam performance, NEP compliance
- CBCS/ODD implementation effectiveness
- Skill development, global certification programs
- Placement performance, internships, industry interfaces
- Value-added Program (e.g., SAP/Advanced Excel)
- Research output, seminars, FDPs

**Self-Assessment (Brief):**

---

---

---

## **PART C: Institutional Performance Overview\*\***

### **1. Academic Achievements**

- Board/University exam results summary:
  - Pass Percentage:
  - Distinctions/First Classes:
  - Comparative performance with previous year:
- New academic initiatives introduced:
- Innovative teaching-learning practices implemented:

**Key Outcomes:**

---

---

---

### **2. Admissions & Enrolment Management**

- Total student intake vs sanctioned intake:
- Marketing/admission initiatives undertaken:
- Retention strategies and outcomes:

**Remarks:**

---

---

---

### **3. Faculty & Staff Development**

- Number of faculty development/training programs conducted:
- Key areas of training:
- Staff performance enhancement measures taken:

**Details:**

---

---

---

### **4. Student Development & Support**

- Holistic development programs conducted:
- Value education initiatives:
- Mentoring/counselling measures:
- Co-curricular and extra-curricular achievements:

**Key Outcomes:**

---

---

---

### **5. Administration & Governance**

- Implementation of Trust policies:
- Administrative reforms introduced:
- Innovations in governance:

**Remarks:**

---

---

---

## **6. Finance & Resource Management**

- Budget utilisation status:
- Grants/funding initiatives:
- Cost optimisation efforts:

**Details:**

---

---

---

## **7. Infrastructure & Technology Adoption**

- Campus development activities completed:
- Digital initiatives implemented:
- Safety/security measures ensured:

## PART D: LEADERSHIP & STRATEGIC INITIATIVES

### 1. Vision Implementation

- Alignment of institutional goals with SET strategic vision:
- Long-term developmental initiatives undertaken:

---

---

---

### 2. Stakeholder Engagement

- Parent engagement programs:
- Alumni involvement:
- Industry/academic collaborations:

---

---

---

### 3. Compliance & Accreditation

- Status of NAAC/NIRF/Board/University compliance:
- Internal audits completed:

---

---

---

## PART E: FUTURE PLAN & GOALS (NEXT ACADEMIC YEAR)

- Academic goals:
- Administrative goals:
- Student development goals:
- Faculty development plans:
- Infrastructure/technology goals:

---

---

---

## PART F: SELF-RATING

*(Tick the appropriate level)*

Area of Performance	Excellent	Very Good	Good	Satisfactory
Leadership & Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation & Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Prudence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance & Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **PART G: DECLARATION**

I hereby declare that the information provided above is true to the best of my knowledge and belief.

**Signature of Head of Institution:**

**Date:**

---

## **FOR OFFICE USE ONLY**

**Remarks of Management / Appraisal Committee:**

---

---

---

**Recommendation:**

**Authorized Signatory:**

Dr. Wooday P. Krishna  
Honorary General Secretary

**Date:**

**NOTE: Wherever required supporting documents to be furnished.**

**ANNEXURE - II (2)**

(Institution Name)

Performance Based Appraisal for the Academic Year .....

(Appraisal to be submitted every end of the academic year by Faculty for Annual Assessment)

(Applicable format for Faculty of Pre-University &amp; Higher Education)

1.	Name of Faculty (in Block Letters)			
2.	Department			
3.	Correspondence address including phone number and email			
4.	Date of birth			
5.	Gender (strike out if not applicable)	Male:	Female:	Other
6.	Current designation & basic pay			
7.	Date of last appointment/promotion / Re-designation, if any			
8.	Assessment period			
9.	Additional Academic qualifications acquired:			
10.	Eligibility Tests cleared			
	<b>Year of Passing</b>	<b>Subject</b>		
NET (JRF)				
NET (Lectureship)				
SLET/SET				

11.	Details of teaching activities (Classes taught includes sessions on tutorial/lab & other teaching related activities: Good: $\geq 80\%$ ; Satisfactory: $\geq 70\%$ but $< 80\%$ ; Not Satisfactory: $< 70\%$ ):				
Academic Year	Semester/ Current Academic Year	Subjects Handled	Number of Classes assigned	Number of Classes taught	% of University Results
12	Seminars/Workshops/ Orientation/Refresher/ attended :				
Title / Topic		Institution	Date	Place	

13	Research Papers Presented if any:				
a) International		Title / Topic	Institution	Date	Place
b) National					
14	Details of involvement of other activities				
Names of the Activities				Details & Nos. of Activities carried out	
a. Details of administrative responsibilities such as Class Coordinator/Program Coordinator					
b. Details of examination duties such as Paper Setting/ Moderation/Evaluation of Answer Scripts etc.					

c. Details of student related Activities (Counselling/Study Tour/Student Seminar /Cultural/Sports/ NCC/NSS/ Community Services, etc.						
d. Number of Seminar /Conference/Workshop etc. organized.						
e. Number of publications in peer reviewed/UGC listed journals.						
15	Academic Research Scores:					
Research papers published in care list & peer-reviewed journals						
Title of publication with details		Journal ISSN Number	Latest Impact Factor (IF)	Number of Authors	If main Author	Research Score
16	Publication of Book/Book Chapter:					
a. Book authored/Book edited/Book chapter:						
Title of Book Authored / Book Edited / Book Chapter with details		ISBN/ ISBN Number	Book (International/ National)	Edited Book (International/ National)	Book Chapter	Number of Authors

17	E -Content/ Study Material	Provide Details Content, etc.

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/ suppression of facts, I shall solely be liable for the same.

Place:

Signature of Faculty

Date:

Signature of HoD

Recommendation of HoD

Signature of Principal

Recommendation of Principal

**ANNEXURE - II (3)**  
**<NAME OF THE INSTITUTION>**

**Assessment to be provided by Head of the Department for faculties based on ANNEXURE II (2)**

Kindly provide your assessment on the five-point scale in respect of the following parameters

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters.

Faculty Name: .....

Department:.....

Designation:.....

**Assessment on Five Point scale**

Sl. No.	Performance Parameters	Head	Rating
1.	Teaching load and regularity in taking class etc.	Teaching	
2.	Contribution in Curriculum Development including teaching materials developed		
3.	Innovations/ experiments introduced in the course		
4.	Research guidance to students	Research	
5.	Any Projects completed other than the student's projects.		
6.	Intellectual capital (Books/ Articles/ Patents/ Talks)		
7.	Publication in Refereed Journals	Professional Development	
8.	Organizing and participation in Seminars, workshops, special lectures, FDP's, Summer institutes		
9.	Contribution to the corporate life of the University		
10.	Membership or Fellowship of Professional/ Academic bodies	Performance and General Attributes	
11.	Knowledge in the Cadre / Area of work		
12.	Quality of output		
13.	Communication skills (Oral and written)		

14.	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)		
15.	Aptitude to work		
16.	Ability to inspire and motivate		
17.	Supervisory ability		
18.	Interpersonal relations and teamwork		
19.	Integrity and Trustworthiness		

Comments by the HOD

Signature of the HOD

Comments by the Hol

Signature of the Hol

**GUIDELINES FOR GIVING WEIGHTAGE:**

Sl. No.	Scoring Category	Weightage			Allocation				
		Asst. Prof	Assoc. Prof	Prof	5	4	3	2	1
1	Teaching: SIE Results, Regularity, Students feedback, Use of new methodologies, study material preparation etc., transparency in evaluation.	60	50	40	>80%	70-80	60-70	50-60	<50
2	Research: Research/ project guidance, innovative projects/ models carried out, Publications/ Book, Research proposals submitted, Joint research initiatives	10	20	30	>80%	70-80	60-70	50-60	<50
3	Professional Development: New membership, Any recognition from professional bodies, Organising & attending FDP, Seminars, conferences relevant to the stream of specialisation.	10	10	10	>80%	70-80	60-70	50-60	<50
4	Performance and General Attributes: Integrity, interpersonal relations, communication skills, volunteering for various institutional activities, team building, leadership qualities Student counselling sessions held etc.	20 Integrity, interpersonal relations, communication skills, volunteering for various institutional activities, Student counselling sessions held etc.	20 Integrity, interpersonal relations, communication skills, involvement various institutional activities, team building, leadership qualities, Student counselling sessions held etc.	20 Integrity, interpersonal relations, communication skills, involvement various institutional activities, leadership qualities, Student counselling sessions held etc.	>80%	70-80	60-70	50-60	<50

**ANNEXURE - II (4)**  
**(Institution Name)**

## Performance Based Appraisal for the Academic Year .....

**(Appraisal to be submitted by Teachers every end of the academic year for Annual Assessment)  
(Format Applicable for Schools)**

Aligned with: CBSE | ICSE | State Boards | NEP 2020

**Purpose:** Holistic assessment of teachers focusing on academic excellence, learner-centric practices, values, and professional growth.

## SECTION A: GENERAL INFORMATION

1. Name of Teacher:
2. Employee ID:
3. Designation:
4. Subject(s) Taught:
5. Classes / Grades Handled:
6. Date of Joining:
7. Appraisal Period: From \_\_\_\_\_ To \_\_\_\_\_

## SECTION B: ACADEMIC PERFORMANCE & PEDAGOGY (NEP 2020 Focus)

**Rating Scale:** 1 - Unsatisfactory | 2 - Needs Improvement | 3 - Satisfactory | 4 - Very Good | 5 - Excellent

**Criteria** 1 2 3 4 5

Subject mastery & curriculum alignment 

Lesson planning with clear learning outcomes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Experiential / activity-based learning	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Competency-based & formative assessment practices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Integration of art, sports & interdisciplinary learning	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

---

### **SECTION C: STUDENT-CENTRIC & INCLUSIVE PRACTICES**

Criteria	1 2 3 4 5
Differentiated instruction for diverse learners	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identification & support of slow / advanced learners	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mentoring, counselling & life-skills guidance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Safe, inclusive & positive classroom environment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

---

### **SECTION D: DIGITAL PEDAGOGY & INNOVATION**

Criteria	1 2 3 4 5
Effective use of digital tools / smart classrooms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Creation of digital content / worksheets	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Online assessment & feedback practices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

---

### **SECTION E: PROFESSIONAL CONDUCT & ETHICS**

Criteria	1 2 3 4 5
Punctuality, discipline & attendance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Adherence to CBSE / ICSE / State Board norms

Ethical behaviour & child protection compliance

Parent communication & professionalism

---

#### **SECTION F: CONTRIBUTION TO SCHOOL & VALUE EDUCATION**

Criteria 1 2 3 4 5

Contribution to value-based & moral education

Participation in co-curricular & house activities

Support for school initiatives & outreach programs

---

#### **SECTION G: PROFESSIONAL DEVELOPMENT (CPD)**

Criteria 1 2 3 4 5

Participation in FDPs / CBSE / ICSE trainings

Implementation of training learnings

Reflective teaching & continuous improvement

---

#### **SECTION H: OVERALL ASSESSMENT**

1. Overall Rating (Average): \_\_\_\_\_ / 5

2. Strengths:

- 
- 

3. Areas for Improvement:

- 
- 

---

#### **SECTION I: HOI RECOMMENDATIONS**

Increment  Promotion  Role Enhancement  
 Training / Mentoring Required  Performance Improvement Plan

**HOI Remarks:**

---

---

#### **SECTION J: GOALS FOR NEXT ACADEMIC YEAR (NEP-ALIGNED)**

1. Academic Goals:
2. Student Development Goals:
3. Professional Learning Goals:

---

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**HOI Signature & Seal:** \_\_\_\_\_ Date: \_\_\_\_\_

---

*Aligned with NEP 2020 emphasis on competency-based learning, inclusivity, ethics, and continuous professional development.*

**ANNEXURE II (5)**  
**(Institution Name)**

Performance based Appraisal for the Academic year.....

**(Appraisal to be submitted every end of the academic year for Annual Assessment)**

**Format applicable for Supporting Staff)**

**PART - I (PERSONAL DATA)**

1	Name of the Staff	
2	Department	
3	Post held during the year.	
4	Date of Joining the service in the institution	
5	Section/ Lab dealt with during the above period	
6	Upgradation of Qualification and Training undergone during the year	
7	Have you acquired Computer Skills? If "Yes", please mention the details.	
8	What is the extent of up-gradation in your Laboratory/ Section in the last one year.	
9	Your contribution in upgradation	
10	Leave availed during the year	
11	Period of absence from duty on leave, training etc.,	a. Leave b. Training

12	Proficiency in Kannada language (Tick}	Read	Write	Speak
13	Proficiency in other Languages (Tick ) a. English b. Hindi c. Other	a. Read	Write	Speak
14	Has there been any theft or loss of components, equipment in your Lab/ section in the appraisal period..			
15	Work carried out during the year (Give details about work in the Lab / Section etc., Mention name of Lab/ Section precisely)			

Date

Signature of staff

## PART-II

<b>Particulars</b>	<b>Response</b>	<b>Remarks</b>
Number of Hours/ week as per Timetable or HoS allocation		
Number Batches handled in laboratory		
Work done in the Dept. / College office		
How many students do you help during the Laboratory period/ batch? (Mention laboratories/ workshop and number of students)		
Number of hours of service & Maintenance (in case of laboratory & Maintenance staff)		
New experiments/ procedures learnt and executed.		
Assistance in preparation of Budget of Department/ Office (Name Recurring & Non-recurring if any)		
Participation in Stock entry & verification (Give brief details)		
Maintenance of records for University / NAAC / NIRF / any other audit		

Any other relevant information that will boost the appraisal assessment.

Date:

Signature of Staff

**PART-III**  
**PERFORMANCE OF DUTIES**  
**(TO BE FILLED BY HoD/HoS & PRINCIPAL)**

**NAME OF THE STAFF:**

**DESIGNATION & DEPARTMENT:**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>ASSESSMENE BY THE</b>	
		<b>HoD/ HoS</b>	<b>PRINCIPAL</b>
1	Has he/ she got adequate Knowledge a. Of the post held b. Of the college office as a whole		
2	Initiative to voluntarily take up work		
3	Accuracy & Skill in work		
4	Promptness in work		
5	Capacity to supervise the staff		
6	Integrity		
7	Co-operation with Colleagues		
8	Attitude towards seniors		
9	Capacity to express his/ her stand on matters relating to the work to assert opinion during discussion with Seniors		
10	Attendance & Punctuality		
11	Duration of his/ her stay in the Department		

	during working hours		
12	In the case of Group D, regular wearing of Uniforms		
13	Willingness to accept responsibility or any other work assigned by the HOD.		
14	Devotion to duty		
	<b>TOTAL POINTS</b>		

**Remarks of the HOD:**

General remarks (including his statement on his work and a note of any special qualification not included above)

If eligible, whether fit for Promotion/ Up-gradation.

**Remarks of the Principal with signature**

**Performance grading to be used in the Appraisal**

CATEGORY	DESCRIPTION	POINTS
A	OUTSTANDING	10
B	GOOD	08
C	AVERAGE	06
D	UNSATISFACTORY	04
E	POOR	02

**ANNEXURE - II (6)**  
**(Institution Name)**  
**Performance Based Appraisal for the Academic Year .....**  
**(Appraisal to be submitted every end of the academic year for Annual Assessment)**  
**(Format applicable for Drivers)**

1.	Name (in Block Letters)			
2.	Department			
3.	Correspondence address including phone number and email			
4.	Date of birth			
5.	Gender (strike out if not applicable)	Male	Female	Other
6.	Current designation & basic pay			
7.	Date of last appointment			
8.	<b>Following observations are to be filled by Transport Supervisor:</b>			
(a)	Reporting to duty on time			
(b)	Behaviour with students & co-worker			
(c)	How regular is he to work			
(d)	How safe he drive / any report on rash driving			
(e)	Has he got any complaint registered for drunk & drive during the year			

(f)	Is he following the traffic rules prescribed	
(g)	Has he maintained the vehicle as required	
(h)	Does he have any penalty due against the vehicle	
(i)	Has he renewed the driving licence on expiry	

**Signature of the Transport Supervisor**

**Signature of the HOI**

**ANNEXURE - III**

**<NAME OF THE INSTITUTION>**

**Three-year strategic plan to be submitted by faculty for Higher Education Institution**

Name of the Faculty					
Designation		<b>Assistant Professor/ Associate Professor/ Professor</b>			
Department					
Area of specialization / interest					
Sl. No.	Benchmark Set	CAY-1	CAY	CAY+1	CAY+2
1	Number of publications (suggest numbers)				
	(a) Journals (UGC Care / Scopus / Web of Science / Elsevier / AICTE recognized journals only)				
	(b) International Conference Publications				
2	Funded Research Proposals applied / to be applied (Furnish details as in the Annexure -A)				
3	Consultancy	On-going			
		Proposed			
4	Courses handled / proposed to be Handled				
	First Year				
	Second Year				
	Third Year				
	Fourth Year				
	Post Graduation				

5	FDP attended/ proposed to be attended (mention the name of the FOP)				
6	FDP conducted/ proposed to be conducted as Coordinator/ Joint Coordinator (mention the name of the FDP)				
7	Books Published / Proposed to be published				
8	Laboratory Manuals prepared/ proposed				
9	Contribution to department activities (Furnish details as in Annexure-B)				
10	Contribution to Institution activities (Furnish details as in Annexure-C)				
11	Adoption of new teaching methodologies (name the methods)				
12	Proposal for introducing bridge courses to improve placement and in-take				
13	MOOC/ e Learning courses proposed to be developed				
14	Interaction with outside world (Institutions and Industries)				
15	Any other proactive steps you propose				

### Previous Years Performance

Sl. No.	Particulars	CAY-2	CAY-1
16	Examination Results in % of the Courses handled (Furnish details in Annexure-D)		
17	Number of projects guided and Area (Furnish details in Annexure-E)		
	For UG		
	For PG		
18	Percentage of attendance of students for classes handled (Specify courses below)		
19	Mentoring done for research proposal with your junior faculty, if any		
20	Programming Skills acquired		
21	Number of Publication Citations from CAY-2 onwards (Annexure-F)		
22	Number of students mentors counselled for critical reasons and the result?		
23	Other academic and administrative activities carried out.		
24	Number of funded Projects executed (Annexure A)		
25	Number of Consultancy (Annexure F)		

Annexure 'A'

Sl. No.	Title of Funded Projects undertaken/ to be undertaken	Organization	Sanctioned / Applied Amount	Year
1				
2				

## ANNEXURE B

Sl. No.	Department Activities	Outcomes	Year
1			
2			
3			

## ANNEXURE C

Sl. No.	Institutional Activities	Outcomes	Year
1	Industry Institution Collaboration		
2	Library Committee member		
3	Time table		
4	Workload		
5	Examination in-charge		
6	Value added program coordinator		
7	Sports Committee		
8	Placement Coordinator		

**Annexure 'D'**

Sl. No.	Theory Courses handled	Class Strength	Average attendance during the semester	Number of Classes taken	Average result of the class	Attainment of COs
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

**Annexure 'E'**

<b>Sl. No.</b>	<b>Title of Projects Guided</b>	<b>Number of Students</b>	<b>Outcome of the Project</b>	<b>Attainment of PO</b>

**Annexure 'F'**


**Annexure 'G'**


**ANNEXURE - III (A)**  
**<NAME OF THE INSTITUTION>**  
**Three-year strategic plan to be submitted by teachers (for Schools)**

(As per School Board Requirements - CBSE / ICSE / State Board)

---

**For CBSE Schools**

- Aligned with **CBSE Curriculum Framework, Learning Outcomes, and Competency-Based Education (CBE)**
- Focus on **NEP 2020**, experiential learning, art-integrated learning, and ICT integration
- Emphasis on **Formative & Summative Assessments**, question competency mapping, and **Board Examination preparedness**
- Continuous mentoring, remedial instruction, and enrichment for competitive readiness

**For ICSE Schools**

- Aligned with **ICSE syllabus objectives and analytical, application-based learning**
- Strong focus on **internal assessments**, project-based learning, and interdisciplinary approach
- Emphasis on language proficiency, conceptual clarity, and holistic student development
- Assessment strategies to promote critical thinking and real-world application

**For State Board Schools**

- Aligned with **State Board prescribed syllabus**, textbooks, and learning outcomes
- Focus on syllabus completion, exam-oriented preparation, and foundational competency building
- Emphasis on state assessment patterns, remedial teaching, and inclusive education practices

- Integration of state-level initiatives, values, and regional context in teaching-learning processes

---

## Teacher Profile

- Name of the Teacher:
- Designation: (PRT / TGT / PGT / Senior Teacher / Subject Teacher)
- Department / Subject:
- Classes & Sections Handled:
- Board Affiliation: (CBSE / ICSE / State Board / IB / IGCSE)
- Area of Specialization / Interest:

---

## A. Three-Year Action Plan

Sl. No.	Benchmark Parameters	CAY-1	CAY	CAY+1	CAY+2
1	Academic results target (% pass & average)				
2	Board exam result contribution (if applicable)				
3	Lesson plans aligned with board learning outcomes				
4	Remedial classes / enrichment programs planned				
5	Innovative teaching strategies adopted (experiential, ICT, competency-based, NEP 2020 aligned)				
6	Digital tools / LMS / smart classroom integration				
7	Assessment methods (formative & summative innovations)				
8	Student mentoring & counselling initiatives				

9	Professional development programs attended / proposed (CBSE/ICSE/Board recognized)				
10	Professional development programs conducted / proposed				
11	Development of teaching-learning material / worksheets / question banks				
12	Life skills / value education / SEL initiatives				
13	Integration of cross-curricular / interdisciplinary activities				
14	Use of competency-based education & rubrics				
15	Parent-teacher engagement initiatives				
16	Support for inclusive education / special needs students				
17	Contribution to co-curricular & extracurricular activities				
18	Student achievement support (Olympiads, competitions, sports, arts)				
19	Safety, discipline & student well-being initiatives				
20	Any other proactive initiatives proposed				

---

## B. Previous Two Years Performance

Sl. No.	Particulars	CAY-2	CAY-1
1	Average student result (%)		
2	Board examination results (if applicable)		
3	Student attendance average (%)		

4	Number of remedial/enrichment sessions conducted		
5	Students mentored for academic/personal reasons		
6	Parent meetings conducted		
7	Use of ICT in classrooms		
8	Participation in school committees		
9	Contribution to school events / assemblies		
10	Any notable achievements		

---

## C. Student Performance & Assessment

Sl. No.	Class	Subject	Strength	Avg. Attendance	Avg. Result	Learning Outcome Attainment

---

## D. Co-curricular & Institutional Contribution

Sl. No.	Activity / Responsibility	Outcome	Year

---

## **E. Professional Development & Certifications**

<b>Sl. No.</b>	<b>Program / Training</b>	<b>Conducted by</b>	<b>Duration</b>	<b>Year</b>

---

## **F. Declaration**

I hereby declare that the above information is true and aligns with the academic goals, board regulations, and institutional vision of the school.

**Signature of the Teacher:**

**Date:**

---

**Signature of Head of the Institution / Principal**

ANNEXURE - III (B)

<NAME OF THE INSTITUTION>

## Three-Year Strategic Plan for Pre-University College Teaching Staff

---

- **Level:** Pre-University College (PUC I & II)
- **Streams:** Arts / Science / Commerce
- **Board:** State Pre-University Education Board
- **Academic Focus:** Board Results, Competitive Exam Readiness, Career Guidance, Holistic Development

---

### Teacher Profile

- **Name of the Lecturer:**
- **Designation:** Lecturer / Senior Lecturer / HOD
- **Department / Subject:**
- **Classes Handled:** PUC I / PUC II
- **Stream:** Arts / Science / Commerce
- **Area of Specialization / Interest:**
- **Competitive Exam Support (if any):** CET / NEET / JEE / CA / CLAT / Others

---

## A. Three-Year Action Plan

Sl. No.	Benchmark Parameters	CAY-1	CAY	CAY+1	CAY+2
1	Academic result targets				
2	PU Board exam contribution				
3	Lesson planning				
4	Remedial & enrichment				
5	Teaching strategies				
6	ICT integration				
7	Assessment methods				
8	Student mentoring				
9	Professional development (attended)				
10	Professional development (conducted)				
11	Study material development				
12	Life skills & values				
13	Interdisciplinary integration				
14	Competency-based approach				
15	Parent engagement				
16	Inclusive education				
17	Co-curricular contribution				
18	Student achievements				
19	Student well-being				
20	Other initiatives				

## B. Previous Two Years Performance

Sl. No.	Particulars	CAY-2	CAY-1
1	Average result (%)		
2	PU Board results		
3	Attendance average (%)		
4	Remedial / enrichment sessions		
5	Students mentored		
6	Parent meetings conducted		
7	ICT usage		
8	Committees / responsibilities		
9	College events contribution		
10	Notable achievements		

---

## C. Student Performance & Assessment

Sl. No.	Class	Subject	Strength	Avg. Attendance	Avg. Result	Learning Outcome Attainment
1	PUC I					
2	PUCII					

---

## D. Co-curricular & Institutional Contribution

Sl. No.	Activity / Responsibility	Outcome	Year
1	Academic club		
2	Competitive exam coaching		
3	College events		

---

## E. Professional Development & Certifications

Sl. No.	Program / Training	Conducted by	Duration	Year
1	PU Board workshop			
2	Competitive exam training			

---

## F. Declaration

I hereby declare that the above information is true and aligns with the academic objectives of the Pre-University Education Board, institutional vision, and student career outcomes.

Signature of Lecturer:

Date:

---

Signature of Principal

## **ANNEXURE - IV**

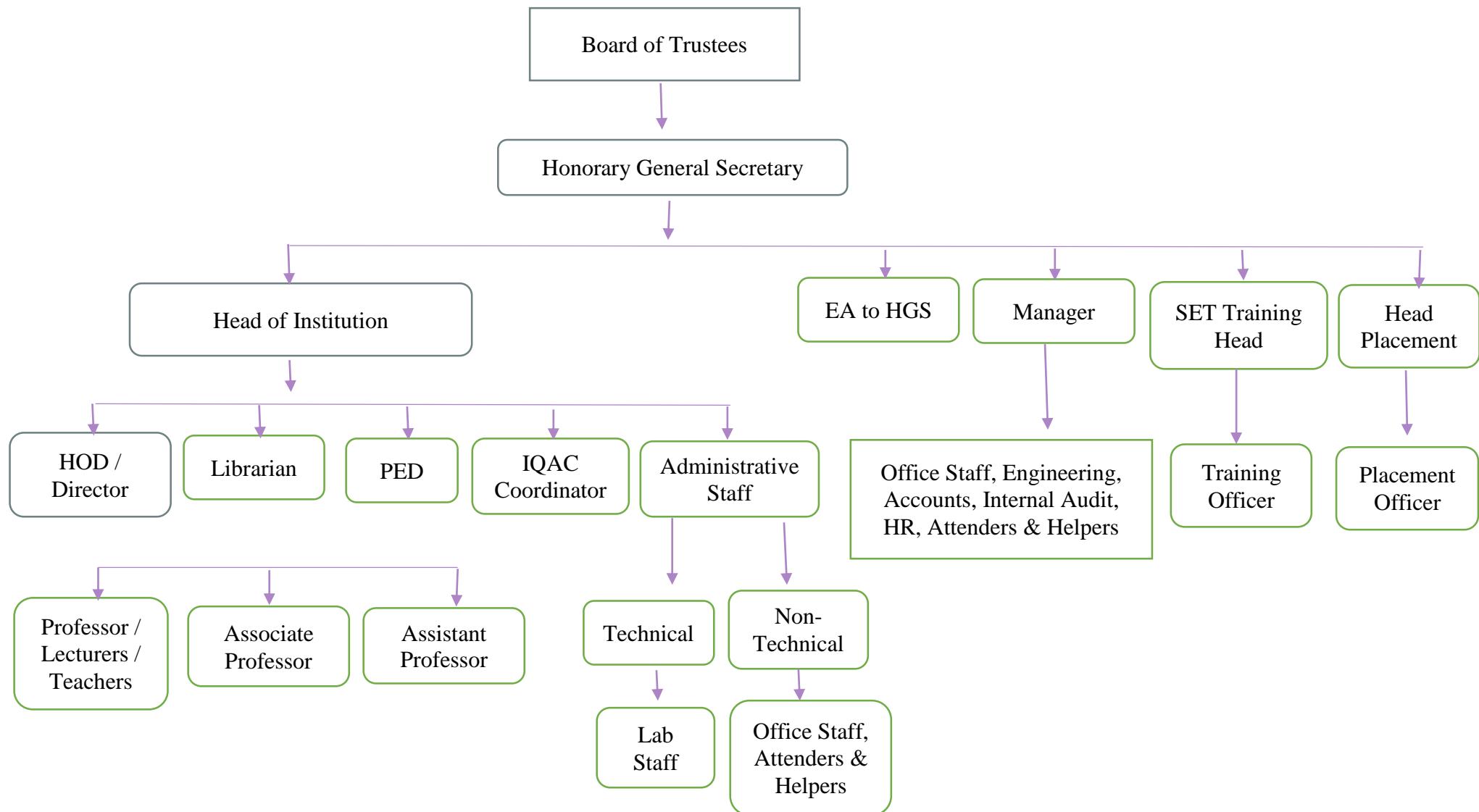
### **Research Incentive Policy**

1. Incentive will be allotted to a paper based on Journal Impact Factor (JIF)/Quartile (Q1 - Q4).
2. SET affiliation of one or more authors is a must for considering a paper for evaluation and awarding the incentive. The authors from other Institutions will not be considered for incentive benefits.
3. All the author names should be mentioned in the research paper irrespective of affiliation in the same order as mentioned in the paper.
4. Incentives will be given to the SET faculty based on their position/rank in a paper and the incentive will be calculated and distributed in the same order.
5. If more than one SET author is on the list, then the incentive distribution pattern will be calculated and distributed using the formula as given in the table.

**NOTE: The incentive amount sanctioned by the Honorary General Secretary based on the Journal impact factor (JIF) Quartile (Q1 - Q4) will be circulated to the Head of the Institutions.**

## ANNEXURE-V

### GOVERNANCE PLANS / ORGANOGRAM INDICATING THE INSTITUTIONAL STRUCTURE



## ANNEXURE - VI

### I. DUTIES AND RESPONSIBILITIES OF TEACHING STAFF: -

#### 1. PRINCIPAL FOR HIGHER EDUCATION: -

1. Is in-charge of General Administration, academic matters and discipline of the Institution and is responsible to the higher authorities for smooth and over all functioning of the Institution.
2. Will keep discipline among the students and staff.
3. Will run the administration with the assistance of Heads of Department, Director, Vice Principal, Administrative Officer, Hostel Warden and Deputy Warden(s) of the Hostel and with the support of concerned administrative staff.
4. Is empowered to recommend to the HGS cases of censure, withholding of Increments, postponement of probation, following due procedure laid down in SET Rules and Regulations.
5. Shall prepare annual budget requirement of the Institution in consultation with HODs and Finance section of the institution and keep track of income and expenditure.
6. Will set up various committees in consultation with HODs to take care of and to report on the functioning of academics, co-curricular, extra-curricular, Library, canteen, sports, campus maintenance etc.
7. Will ascertain whether the staff members are attending to their teaching duties as per the time-table and inspect the classrooms often and initiate suitable action against the staff members who let off classes without any valid reasons.
8. Will conduct periodical meetings with Heads of departments to review the progress of the academic work/administration of various departments and issue suitable instructions from time to time. He will also hold meetings with the Ministerial staff and Head of the departments at least once in a month to review the:
  1. Progress of the expenditure
  2. Maintenance of the expenditure
  3. Reconciliation of Personal Deposit Account registers.
  4. Pending audit objections.
  5. GOVERNING COUNCIL, Finance Committee and Academic Council issues.
  6. Any issues of administrative nature with GOVERNING COUNCIL.
  7. Purchase proposals and disposed/ auctioning of dead stock/ articles.

8. Recovery of dues from students and other agencies.
9. Other issues of important nature.
9. Will inspect all the laboratories and workshops along with concerned Heads of Department periodically to know whether any of the equipment and machines is out of order.
10. Will interact with the GOVERNING COUNCIL regarding developmental activities.
11. Is empowered to sanction CL.
12. Will recommend to Governing Council increment in respect of all staff in consultation with heads of the departments.
13. Is empowered to recommend GPF advance, partial/ final withdrawal.
14. Will visit the Hostels periodically along with Wardens/ Deputy Warden and arrange meetings with the Hostel Committee to know the problems faced by the inmates of the Hostel and redress them early with the assistance of the Deputy Warden/Hostel manager/Hostel Superintendent.
15. Will frequently visit the classes/labs/workshops etc., to ensure proper functioning and discipline.
16. Will periodically check the cashbook of the Office and also of the Hostel once in a WEEK.
17. Will operate the Principals Account and issue cheques with his signature.
18. Will be the Drawing and Disbursing Officer.
19. He/ She will issue sanction orders for all purchases, advances, pay fixations in consultation with HGS.
20. He/ She will counter-sign the TA and DA bills of members of staff before sending them to HGS.
21. Will take teaching workload of 8 units (4 hours) in a week and involve in interacting with external agencies, organizations etc. to bring projects, new programs and grants.
22. Will enthuse the faculty in academic, research and consultancy work.
23. Will enthuse the students in academic, co-curricular and extra- curricular activities.

2. **VICE PRINCIPAL :**

1. He/ She will assist Principal in all administrative matters and discharge all the duties of the principal in the absence of Principal.
2. Verify and sign SR and leave Memos of Establishment Section.
3. He/ She will assist Principal in conducting the University Examinations, look into the arrangements and guide the

examination coordinator in drafting faculty and non-teaching staff for examination work.

4. Look after student affairs and academic events.
5. Signing Bus pass and Railway Concession Forms.
6. He is expected to guide the Office Manager/ Superintendent (Administration) in the following matters.
  1. Admission and establishment etc. issues.
  2. Opening of Tenders and Negotiations.
  3. Any other matters which the Principal feels to be discussed as a priority.
7. He/ She will look after the Hostel matters.
8. Monitoring transport, canteen and parking arrangements and give guidance to concerned officials/ coordinators.

### 3. IQAC COORDINATOR:

The primary role of the IQAC is to initiate, plan and supervise activities that enhance the quality of education within an institution.

#### **IQAC Objectives:**

- To establish a system for conscious, consistent and catalytic actions to improve the institution's academic and administrative performance.
- To promote measures for institutional quality enhancement through internalizing a culture of quality and institutionalizing best practices.

#### **IQAC Responsibilities:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Maintaining the relevance and quality of academic and research programs.
- Ensuring equitable access to and affordability of academic programs for all sections of society.
- Optimizing and integrating modern teaching and learning methods.
- Ensuring the credibility of evaluation procedures.
- Guaranteeing the adequacy, maintenance and proper allocation of support structures and services.
- Facilitating the sharing research findings and networking with other institutions both nationally and internationally.
- Tracking NAAC / NBA - accredited institutions and ensuring their adherence to NAAC / NBA standards.

- Completing the annual NAAC / NBA pre-qualifier for the institution.
- Completing the necessary processes for applying to NIRF with consensus of HOD / Principal / Director's

**IQAC Functions:**

- Developing and applying quality benchmarks / parameters for various academic and administrative activities.
- Facilitating a learner - centric environment conducive to quality education and faculty development to adopt necessary knowledge and technology for participatory teaching and learning.
- Arranging feedback from students, parents and other stakeholders regarding quality-related institutional processes.
- Disseminating information on various quality parameters in higher education
- Organizing inters and intra-institutional workshops and seminars on quality - related themes and promoting quality circles.
- Documenting various programs / activities that lead to quality improvement.
- Serving as a nodal agency for coordinating quality - related activities, including the adoption and dissemination of best practices.
- Developing and maintaining an institutional database through MIS for quality maintenance and enhancement.
- Fostering quality culture within the institution.
- Preparing the Annual Quality Assurance Report (AQAR) as per NAAC / NBA guidelines and parameters for submission to NAAC / NBA.

**IQAC Benefits:**

The IQAC contributes to:

- \* Ensuring a heightened level of clarity and focus in institutional functioning towards quality enhancement.
- \* Internalizing the quality culture.
- \* Enhancing and coordinating various institutional activities and institutionalizing all good practices.
- \* Providing a sound basis for decision-making to improve institutional functioning.
- \* Acting a dynamic system for quality changes in Higher Education Institutions (HEIs).
- \* Building an organized methodology for documentation and internal communication.

**4. HEAD OF DEPARTMENT: -**

1. Will be the overall in-charge of the department and will be responsible of progress and wellbeing of students & faculty of the

department.

2. Will assist the principal in all spheres for smooth functioning of the Institution.
3. Is responsible for maintaining discipline among the students and staff, in general and of their department in particular.
4. Will bestow attention on the socio-economic problems of the students so as to help them in achieving academic and co-curricular brilliance.
5. Will distribute the academic work among the teaching staff of their branches.
6. Will see that no class is let off for want of a teacher.
7. Shall prepare annual budget requirement of the department with the help of departmental purchase committee and the Foreman/ System Analyst.
8. Will arrange meetings with his staff more often, to know the progress of the academic work and to ensure completion of syllabus as per the schedule.
9. Will go through the daily logbook on academic work of each teaching staff member working in his department.
10. Will fix the number of theory classes for each category of staff per week as per the norms of INSTITUTION/ GOVERNING COUNCIL communicated from time to time.
11. Shall make alternate arrangements whenever any faculty or supporting staff goes on leave.
12. Will look into progress of attendance and academic performance of students of the department with the help of the counsellor and send reports to parents/ Deans/ Principal from time to time.
13. Will display the names of ineligible candidates who appear for the End Semester Examinations for want of required percentage of attendance well in advance on the notice board.
14. Will take classes for 14 to 16 units per week
15. Will co-ordinate the academic, administrative and developmental activities of the department.
16. Promote and encourage appropriate research and innovative activities initiated either individually or collectively by the staff of their department.
17. Should work for the general development of the department with optimum utilization of resources available.
18. Will supervise the conduction of assessment of student performance.
19. Will provide staff performance appraisal information to the Principal.

20. Will recommend annual increments/ confirmations/ resignations/ terminations with appropriate comments.
21. Will prepare budget proposal with the help of a departmental purchase committee and monitor the expenditure.
22. Will settle the imprest advances from time to time and keep the office of the Principal / Vice-Principal informed of the same.
23. Will promote interaction amongst the staff of his department, arrange mock interviews, lectures by alumni, etc., to improve marketability of the students.
24. Will prepare and consolidate data required by the University, Government, AICTE etc. from time to time.
25. Involve in Research and consultancy activities.
26. Will attend to any other works assigned/ required by the Governing Council/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

5. **PROFESSOR/ ASSOCIATE PROFESSOR:**

1. Will assist the Head of the Department and Principal in all spheres for the smooth functioning of the Institution.
2. Is responsible for maintaining discipline among the students and staff, in general and of their department in particular.
3. Will bestow attention on the socio-economic problems of the students so as to help them in achieving academic and co-curricular brilliance.
4. Will see that no class is let off for want of a teacher.
5. Will take classes for 18 to 20 units per week/ 9 to 10 hours per week.
6. Will co-ordinate the academic, administrative and developmental activities of the department.
7. Promote and encourage appropriate research and innovative activities initiated either individually or collectively by the staff of their department.
8. Guide and motivate the faculty in academic and research activities.
9. Should work for the general development of the department with optimum utilization of resources available.
10. Will supervise the conduction of assessment of student performance.
11. Will help prepare budget proposal with the help of a departmental purchase committee and monitor the expenditure.
12. Will promote interaction amongst the staff of his department; arrange mock interviews, lectures by alumni, etc., to improve marketability of the students.
13. Will help HoD to prepare and consolidate data required by the VTU, GOK, AICTE etc. from time to time.

14. Involve in Research and consultancy activities.
15. Will attend to any other works assigned/ required by the Governing Council/Principal / Vice-Principal from time to time for the Healthy growth of the Institution.

**6. ASSISTANT PROFESSOR:**

1. Will assist the Head of the Department and Principal in all spheres for the smooth functioning of the Institution.
2. Is responsible for maintaining discipline among the students and staff, in general and of their department in particular.
3. Will bestow attention on the socio-economic problems of the students so as to help them in achieving academic and co-curricular brilliance.
4. Will see that no class is let off for want of a teacher.
5. Will take classes for 24 to 26 units per week.
6. Will co-ordinate the academic, administrative and developmental activities of the department.
7. Promote and encourage appropriate research and innovative activities initiated either individually or collectively by the staff of their department.
8. Guide and motivate the faculty in academic and research activities.
9. Should work for the general development of the department with optimum utilization of resources available.
10. Will supervise the conduction of assessment of student performance.
11. Will help prepare budget proposal with the help of a departmental purchase committee and monitor the expenditure.
12. Will promote interaction amongst the staff of his department; arrange mock interviews, lectures by alumni, etc., to improve marketability of the students.
13. Will help HOD prepare and consolidate data required by the University, Government, AICTE etc. from time to time.
14. Involve in Research and consultancy activities.
15. Will act as a counsellor/ mentor for a group of students assigned by the HOD and keep track of their progress. The counsellor will be responsible to advise the students under him/her regarding academic and co-curricular activities. Also understand the capability of the student and personal problems, which should be brought to the notice of Dean (student welfare)
16. Will attend to any other works assigned/ required by the Governing Council/Principal/ Vice-Principal from time to time for

the Healthy growth of the Institution.

7. **PHYSICAL EDUCATION DIRECTOR: -**

1. Is responsible for giving proper training to the students in games and sports.
2. Will conduct physical training classes regularly every day in the first hour of the morning session in the premises of the Institution.
3. Will arrange for the constitution of sports committee soon after the admissions are over. The games committee generally consist of the following members:

a. Principal	Chairman
b. One Head of Department/ Senior Prof	Sports Secretary
c. Staff (one ladies and one male)	Members
d. Games Secretary (boy Student)	Member
e. Games Captain (girl Student)	Member
f. Physical Education Director	Convener
4. Will take all possible steps to ensure that proper play fields / courts, Tracks, etc., are developed by mobilizing support and co-operation from concerned agencies/ Government Departments and with the active involvement of the staff and students.
5. Will maintain minutes book in which the resolutions passed by the sports committee on the matters relating to budget, conduct of Annual games and sports, participation in inter-collegiate games, approval and allocation of funds to various activities, etc., are recorded.
6. Procurement of games articles to the extent of the amount approved by games committee, on comparative rates.
7. Maintenance of Courts and playing Area.
8. Will maintain two separate stock registers i.e. one for the articles purchased from the games fund and the other from VTU/Government and also the register of Unserviceable articles.
9. Will dispose of the unserviceable articles in public auction with the approval of the games committee and with the permission of the principal.
10. Will maintain perfect cleanliness in the Institution and premises with the assistance of students and contingent staff allotted to him by the principal.

11. Should be available on campus as per (Chapter - VII - Hours of Work & Holiday point 7.1), if not on OOD.
12. Accompany the student team after obtaining written permission from the Principal & Sports secretary or request one of the committee members to accompany with due permission from Principal.
13. Will attend to any other works assigned/ required by the Governing Council/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

**8. LIBRARIAN:**

1. Will be the Head of the Library and Information centre.
2. Will be solely responsible for the upkeep and security arrangement.
3. Depending on the in-take and requirement he will take inputs from various departments of the institution and procure books.
4. Shall prepare annual budget requirement of the centre.
5. Shall guide the Assistant Librarian in upkeep of the library and library assets.
6. Shall be responsible for the security of all library assets.
7. Call the meetings of Library Committee consisting of:
  1. Two Heads of the Departments
  2. Two Senior Professors
  3. Two Assistant / Associate Professors
  4. Two Lecturers
  5. Two Senior Students nominated by Principal.
8. Shall visit all sections and ensure that the books are placed in their proper shelves.
9. Any other work assigned by the principal.

**9. DEPUTY LIBRARIAN ( ENGG . COLLEGE ) / ASSISTANT LIBRARIAN:**

1. Assist the librarian in preparing the budget, improving the infrastructure and placing orders for various books, Journals, magazine, newspapers, CDs, Software's etc.
2. Shall guide the Library Assistants in accession and upkeep of stock.
3. Shall be responsible of interacting with departments in case of any grievances and assist the librarian to solve such problems.

4. Shall stay beyond the working hours to monitor the working of reference section.
5. Prepare reports about the utilization of library facilities.
6. Shall ascertain that all computer systems and networks are working properly.
7. Shall visit all sections and ensure that the books are placed in their proper shelves.
8. Any other work assigned by the principal.

**10. LIBRARY ASSISTANT**

1. Shall take care of all the assets of the library.
2. Shall make all accessions in the soft and hard forms.
3. Shall assist and guide Attenders in pasting bar codes and stickers.
4. Shall supervise and help in identifying codes and see that books are placed in the proper sections.
5. Shall take care of software installations as and when required.
6. Shall ascertain that all computer systems and networks are working properly.
7. Guide the attenders in the upkeep of the library.
8. Any other work assigned by the Principal.

**11. PRE-UNIVERSITY PRINCIPAL/ SCHOOL HEADS:**

1. Be the administrative head and is responsible of proper working of the schools/ College.
2. Orient all teachers and students at the beginning of the session regarding the school academic and safety plan using the morning assembly platform.
3. Conduct regular meetings with teachers and members of the School to discuss academic progress, student activities, issues related to school safety and security and list out appropriate actions.
4. Report to HGS/ GC chairperson any issues that require urgent attention.
5. Ensure display of the School Safety and Disaster Evacuation plan at prominent places in the school.
6. Orient teachers, parents and students on the purpose and process of conducting Parent-Teacher Meetings and its impact on all-round development.
7. Sensitize parents and teachers on releasing child's stress and anxiety by focusing on uniqueness, strengths, his/her coping

strategies, attitudes and values along with the academic areas of improvement and making PTMs as Child-Parent-Teacher-Dialogue (CPTD).

8. Sensitize girl students about hygiene and safety.
9. In case of a complaint against any teacher or other staff of the school, conduct a discreet enquiry and protect the identity of the victim/ complainant.
10. Create a grievance redressal/ counselling cell to build strong rapport and trust with all students to encourage fear-free interaction and dialogue
11. With the help of PET create various sports and games facilities/ support system.
12. Equip the school with Sick room, basic first aid and generic medicines.
13. Create a committee to monitor maintenance of sanitation and hygiene particularly in washrooms and drinking water areas, and generally in the entire school premises, including classrooms/canteens/laboratories/libraries/etc.
14. Identifying students with positive leadership qualities and making them part of the Anti-Bullying Task Force or the School Safety Committee to act as peer counsellors and educators to develop a bullying and violence-free school campus.

**12. LECTURERS FOR P. U. COLLEGES:**

1. Reach college at least 15 minutes before the commencement of the college.
2. Conduct classes as per the timetable
3. Prepare annual programme of work in the beginning of the year
4. Maintain the dairy, which should indicate the class conducted I PUC or II PUC, time of the class and topic taught.
5. Prepare synopsis on the topic before every class
6. Strictly adhere to the syllabus
7. Conduct special / extra class to complete the syllabus
8. Mark attendance in every class in ascending order
9. Inform parents about shortage of attendance, monthly, midterm and annual.
10. Conduct remedial classes for slow learners either before the commencement of the college or after college hours compulsorily.

11. Conduct unit test, mid test, preparatory and other exams, value answer scripts and discuss the same with students.
12. Be friendly or create a friendly atmosphere in college and with students
13. Inspire students
14. Identify and encourage students in their talents
15. Render administration help when free
16. Coordinate with colleagues to maintain discipline in the college
17. Participate in college activities
18. Stay in the college till the complete hours
19. Do not indulge in personal work during college hours,
20. Attend workshops / Conferences / Development programmes organized by the department without fail.
21. II and I PUC Examination work is mandatory
22. Get (all your records maintained) attestation by your college Principal.
23. Weekly Remedial Classes should be taken for the students who are back in studies and report should be submitted to Principal without fail.
24. Effective mentoring has to be done periodically.

13. **PHYSICAL EDUCATION INSTRUCTOR: - (FOR P. U.)**

1. **Discipline management:**
  1. Ensure discipline in the college premises and foster a positive environment.
  2. We go on rounds to neighbouring areas to bring back the students who have bunked their classes.
  3. Monitor and guide students arriving late to the college.
  4. Check and ensure students adhere to the college uniform policy.
  5. Monitor the students who misbehave in the college premises.
2. **Health Awareness:**
  1. Create awareness about the importance of physical fitness, nutrition and overall health.
3. **Coaching sessions:**

Conduct morning and evening coaching sessions with a special focus on volleyball.

4. **Tournament participation:**

Train and accompany the students for inter college, State level and National level tournaments.

5. Conducting of District & State level competitions as assigned by PU Education Dept.

6. Conducting of Annual Athletic Meet and all Sports events

7. Professional Development:

8. Attend workshops and seminar related to sports and physical education to stay updated and enhance teaching pedagogy.

**14. SCHOOL TEACHERS: -**

Childhood and Adolescent is where the future citizens are created, and teachers will be role model by their behaviour and act. All teachers shall: -

1. Support the Principal/ Head in gently orienting students towards a disciplined & ethical behaviour, safety norms and security in general.
2. Help set classroom norms and standards that support child safety and security, by bringing to the notice of the Principal/ Head intriguing issues observed.
3. Adopt new techniques and technology for teaching, make classroom teaching lively and make students participate in learning process.
4. Conduct classes as per the timetable; be impartial in evaluation and assessment of students.
5. Collaboratively develop with student leader of the class healthy classroom norms and conduct of behaviour which ensures a safe and secure classroom environment.
6. Encourage the habit of inquiry and sharing through placing of 'Question box' / 'Opinion box' and addressing regularly the curiosity and problems of all children.
7. Conduct relaxation exercises such as mindful breathing/yoga either in assembly or in between different periods to improve concentration and reduce stress.
8. Sensitize students about effects of the use of language and using passing judgment on other children to nurture positive attitudes and relationships amongst them. (Various stories and personal experiences may help in this aspect).
9. See that students practice moral values both in and outside campus by conducting seminars, talks and field work.

10. Be vigilant about unusual behaviours and signs of stress or depression in students and bring to the notice of Principal/ Head as well as parents.
11. Highlight the strengths of every child not just within the classroom but also in the parent teachers meeting to promote self-esteem and confidence. Appreciate efforts more than the scores to reduce the exam-related stress which is increasingly affecting the child and parent psyche.
12. Sensitize students as equals irrespective of gender, caste, class, ethnicity, language, etc., and promote comradeship.
13. Create rapport and trust with all students to encourage fear-free interaction and dialogue.
14. Ensure confidentiality of all personal issues shared by students in confidence.
15. Put all efforts for holistic development of the students by empowering them with psycho-social competencies, instilling responsible behaviour and encouraging various skills that the student possesses.

**15. COMPUTER TEACHER:**

1. Effective communication skills are important for computer teachers because they can help make technical subjects more interesting and easier to understand
2. Curriculum development: Create and implement lesson plans and curriculum to teach students about computer systems, software, and programming
3. Teaching: Instruct students on how to use computers and software, and help them develop their confidence
4. Assessment: Evaluate students' progress and provide feedback
5. Classroom management: Maintain a safe, organized, and positive learning environment
6. Collaboration: Work with other teachers and school administration to develop cross-curricular projects
7. Technical support: Provide technical support to students in the classroom or one-on-one
8. Software updates: Download important software updates and maintain hardware
9. Conferences: Attend parent-teacher and faculty conferences.
10. Responsibilities: Examination Committee, Technical Committee, Floor In charge.

**16. MONTESSORI TEACHERS:**

1. Montessori teachers have many roles and responsibilities, including:
2. Curriculum planning: Create daily lesson plans that meet the Montessori curriculum

3. Teaching: Teaching basic academic skills like (Fine motor skills, gross motor skills, strokes, patterns) alphabet, colours, shapes, and numbers
4. Co-Curricular Activities: Teaching of Meditation, Yoga, Shlokas, Music, Dance, General knowledge Indoor and outdoor games.
5. Child development: Understand the stages of child development, including physical, social, emotional, and cognitive milestones
6. Student progress: Assess student progress and provide support to meet their needs
7. Parent communication: Regularly communicate with parents to share updates on their child's progress
8. Classroom community: Foster a positive classroom community
9. Collaboration: Collaborate with other teachers and staff members to plan events
10. Events and celebrations: after the event and celebration uploading the photos and videos in the school website and Facebook (it will help in the promotional activities)
11. Record keeping: Maintain accurate records of student (portfolio)attendance, consolidation mark sheet of term 1 and term 2
12. Teaching practices: Stay updated on the latest teaching practices
13. Safety: Ensure the safety of the children while login and log out
14. Time management: Manage time to balance long-term educational goals and students' immediate educational needs
15. Montessori teachers should also have patience, flexibility, strong communication skills, and teaching and organization skills.

**17. PHYSICAL EDUCATION TEACHER: (FOR SCHOOLS)**

1. Assemble activity.
2. National festivals organization.
3. Sports & Camp; Physical activity.
4. Motivating students.
5. Planning practice.
6. Providing maximum activity.

7. School activity director.
8. Community awareness.
9. School wellness committee.
10. School wide events.
11. Before- and after-school club.
12. Maintain the School ground.
13. Maintain sports equipment in good condition.
14. School trip.
15. Floor in-charge.
16. Maintain the Discipline in school premises.
17. Coaching students in participating in different levels sports.
18. First aid.
19. Play a Leadership Role in the Development of the School Physical Activity Program.

**18. NURSERY ASSISTANT:**

1. Look after the children with care and assist Teacher.
2. Help teachers to plan and implement activities, games and lessons.
3. Assist in managing the classroom in maintaining a clean, organised and safe environment.
4. Assist teachers during short break and lunch break.

**Every Day Task:**

1. Arrange the benches according to the need of the day.
2. Greet the children and parents.
3. Supports children's learning.
4. Maintain cleanliness, including changing up of activities.
5. Assist teachers in writing classwork homework record keeping, maintain class records, report cards and other class related things.

**II. DUTIES & RESPONSIBILITIES OF SUPPORTING STAFF: -**

**1. MANAGER/ OFFICE SUPERINTENDENT: -**

1. Maintenance of Service Registers of faculties on SET Scale
2. Maintenance of SC / ST registers of faculties.
3. Maintenance of consolidated Casual Leave register.
4. Updating of EL records & other leave records in the Service Register.
5. Maintenance of personal files including original documents of faculties (Teaching/ Supporting staff)
6. Check verification of financial transactions with concerned registers / documents.
7. Maintenance of Movement Register, Complaint Register, Suggestion Box etc.
8. Arrangement of timely processing of approvals for continuation of affiliations, fresh affiliations, SC / ST Committee visits.
9. In-charge for arranging all necessary documents for LIC visits.
10. Ensure updating of Asset Register.
11. Marking of attendance on staff in-consultation with the Principal in daily basis.
12. Provide necessary papers/ documents in availing NAAC.
13. Maintenance of effective filling system.
14. Maintenance of Bio-Metric Attendance of staff & their relevant records.
15. Making alternative arrangements if any of the staff members go on leave.
16. Monitoring Security Guards on duty, shifts & their relevant daily records.
17. Sending/ obtaining various papers & documents from Board / University / UGC / AICTE.
18. Organizing/ arranging various events as per the calendar of events of the College.
19. Verifying bills submitted by the suppliers & service tenderers & processing for payment of the same after the Principal's approval.
20. Interacting with the Parents of the students, Public & others at time of need.
21. Preparation of day-to-day admission statements (Roaster system) during the time of admission of students to various courses.
22. All supervisory duties of Laboratories, Library, class room & staff room

23. Overall, in-charge of administration of the College.
24. Periodical checking of stock verification register.
25. Verify the writing work & voucher maintenance of payments.
26. To attend to all audit work relating to Chartered Accountants, SET internal Auditors etc.
27. Correspondence with Government Departments for obtaining additional sections/ courses/ combinations/ renewals etc.
28. Helping Principal in conducting internal test looking after college advertisements, pamphlets distributions, display of banners etc. during admissions & due course thereafter.
29. Looking after the maintenance work with the concerned for lifts, generators, auditorium etc.
30. Looking after the issue of ID cards to students & staff, bus pass/ scholarship etc.
31. Overall maintenance of the College building including cleanliness of toilets, classroom & other premises.
32. To assist the IQAC co-ordinator in consultation with Principal in the procession of NIRF / All Accreditation / Institution ranking process.
33. Arrangement for Governing Council meeting & maintenance of respective records.
34. To help releasing of fees from students at the time of admission as well as on subsequent occasions for other dues through challans for remittances to office Bank A/c.
35. To communicate to the office of SET regarding any requirement of the Institution.
36. Shall assist the Principal in all matters of Administration & Management of the College.
37. Shall handle any other work entrusted by the Principal & the SET.
38. Taking care of workload of faculties in consultation with the Principal.

## **2. EXECUTIVE ASSISTANT TO HONORARY GENERAL SECRETARY:**

1. Duties and responsibilities of EA to Honorary General Secretary shall be confidential.
2. He shall report directly to the Honorary General Secretary.
3. He shall maintain all demi-official, official and other non-official correspondence relating to the Honorary General Secretary.
4. Besides, he shall prepare and send out notices for Board Meeting Sub-Committees and other Committees as directed by the Honorary General Secretary and maintain proceedings of the same.

5. He shall communicate to all the employees including Heads of the Institutions instructions, verbal or written, issued by the Honorary General Secretary.
6. He shall do such other work as is assigned by the Honorary General Secretary from time to time.

3. **ASSISTANT MANAGER (ACCTS):**

1. Preparation of Budgets
2. Issue of sanctions
3. Scrutiny & issue of orders for Housekeeping & Security
4. Correspondence relating to housekeeping & Security.
5. Scrutiny of comparative statement of all the institution for purchase of Printing & Stationery etc.
6. Scrutiny of comparative statement & purchase order of the purchase department.
7. Issue of format & circulars of income tax & scrutiny of taxable income & to watch recovery
8. Passing of pay bill, D. C. bills, Purchase bills etc. of all the institutions
9. Attending Income Tax hearings & other matters related to Income Tax
10. Correspondence on Medi-Assist Insurance and furnishing the list of employees & renewal.
11. Passing of work bills, Purchase bills, Pay bills etc. of SET office & Institutions and watch the Bank balances.
12. Furnishing replies for audit observations of Statutory Auditors
13. Preparation of Balance Sheet, Income & Expenditure, Receipts & Payments of Trust & Institutions & related correspondence.
14. Fee Structure of all the institutions & its scrutiny. Refund of fees - Scrutiny & issue orders
17. Issue of orders to canteen of all the institutions & Main Campus.
18. Scrutiny and issue order for Value Added Courses & admitting the bills for payment.
19. Tally synchronization of the institutions.
20. Attending duties relating to Pay Revision and allocation statement from time to time.
21. Overall supervision of SET Accounts Section and Institutions.
22. Any other work entrusted by the Superiors from time to time

4. **ASSISTANTMANAGER(AUDIT):**

1. To rectify the correctness, accuracy and authenticity of records.
2. To plan, organize and carryout the Internal Audit function to complete the work within the stipulated time.
3. To verify the fee collections and fee outstanding status.
4. Reconciliation of fee and submission of variance report, if any to the management for further course of action.
5. To examine, implement & guide the Institutions to follow SET Circulars, Rules, Procedures & to compliance with the same.
6. To prepare detailed reports on the Audit findings including assets utilization, Audit results and the recommendations for the respective area.
7. Look for fraudulent activities in the Institutions.
8. Submission of report that summarize the findings to the Audit / Finance Committee Chairman on Quarterly basis.
9. Safeguard the Assets of the Institutions through proper accounting.
10. To conduct special audit or tasks assigned by the Management and to submit the report to the Management.
11. Finalization of Accounts of Institutions along with Reconciliation Statements for smooth completion of Financial Audit within the due time by the External Auditors.

5. **ACCOUNTANT: -**

1. The Following Books/ Register shall be maintained:

- Cash Book
- DCB Register (Demand Collection Balance Register)
- Petty Cash Book
- Advance Register
- Cheque Book
- Bank Passbook
- General Receipt Book
- Bank Remittance Challan Book
- Fee Structure year wise

- Students Admission Register as prescribed by the Board/ University

2. Inward & Outward of all the Accounts papers received and sent
3. Correspondence of Accounts Section
4. Preparation of Budget Estimates
5. List of Rate Contract of Suppliers
6. Scrutiny of the following bills:
  - Purchase bills
  - Salary Bills
  - Establishment
  - D. C. bills
7. Writing cheques
8. Maintenance of Bank a/ e's and preparation of Bank Reconciliation Statement
9. Maintenance of ledger accounts
10. Preparation of Receipts & Payments and Submit to Head Office before 10<sup>th</sup> of succeeding month.
11. Preparation of salary bill
12. Maintenance of Service Register (including TBA Increment, Annual Increment and EL Encashment) in the absence of Office Assistant.
13. Furnishing replies for audit observations of Internal / Statutory Auditors for preparation of Balance Sheet, Income & Expenditure, Receipts & Payments of institutions & related correspondence.
14. Attending queries related to Statutory Remittance to Board/ University/ AICTE etc.
15. Watch and maintain any FD's including Stability Fund of PU Board/ University.
16. Any other work entrusted by the Superiors from time to time.

6. **RECEPTIONIST:**
  1. Welcome and interact with visitors
  2. Get the details and convey to HGS/ HOI regarding details of visitor and reason of visit.

3. Draft letters as per the requirements of HOI.
4. Keep a list of visitors in soft copy (preferably excel)
5. Answer to the phone calls and forward/ connect to HGS/ Trustees/ HOI/ HOD/ OS as the case may be.
6. Guide visitors/ parents to appropriate faculty/ section as per the need of the visitor/ parent.
7. Communicate with outside world in a polite manner depicting the goodwill of the institution.
8. Perform any other task given by HGS/ HOI/ OS.

## 7. SITE ENGINEER:

### i). Minor works (Civil, Water supply & Electrical works):

1. Requisition letter from Head of the Institution for minor works.
2. Inspection of the work site and preparation of the estimate for the current situation.
3. Along with report, note and estimation will be submitted to Honorary General Secretary for kind approval.
4. After getting the approval, work order will be issued to the concerned contractor and copy to Head of the Institution. Joint measurements will be taken along with contractor and concerned Engineer of the Trust.
5. The measurements will be entered in the measurement book and the same will be checked by the Maintenance Engineer
6. Along with completion certificate with work order copy, the bill will be submitted for kind approval of the Honorary General Secretary.

### ii). Major Works (Civil, Water supply & Electrical works):

1. In consultation with Building Sub-Committee & Management visit work site in Schools & Colleges, prepare progress report.
2. Concept drawings to be obtained from various Architects empanelled by SET.
3. After checking estimation as per requirement bring to the notice of the Chairman, Building Sub-Committee & discuss with Honorary General Secretary for finalization.
4. Site engineer will assist in preparation of (i) Schematic designs (ii) Design Development (iii) Construction of bid documents (iv) Receipt of bids & (v) Completion of constructions.
5. Obtained details after verification submit to Trust Office and obtain approval from the Building Sub-Committee for calling tenders.

**iii) Tender opening for the works:**

1. Opening of tenders in the presence of members of the Building Sub-Committee along with contractors/ representatives.
2. Preparation proceedings of Building Sub-Committee and submitted for the approval of the Board for approval.
3. Prepare work order with terms & conditions for the execution of works.
4. Visit site periodically and check progress of work every week at each project site as per schedule prescribed from Honorary General Secretary.
5. Schedule meetings and prepare progress report of works, quality and time scheduled for the completion of work to the chairman Building sub-committee/ HGS.
6. The works completed along with Contractors and Architects.
7. Check and verify running bills of each project, (Civil, Water supply & Electricity) and put up for the approval of the Honorary General Secretary. After obtaining the completion certification making bills for payment of the works executed in each running bill.

**iv) Developmental Works:**

Identification of new properties for the Trust. All the liaison works pertain to new properties will be attended by me. BDA / BBMP / KHB / KIADB Offices for the relative works.

**v) Property Taxes :**

Processing & submitting all the property taxes of all SET properties once in a year.

**vi) Building Sub-Committee Meetings:**

1. Preparation of agenda in consultation with Chairman, Building Sub-Committee and Honorary General Secretary.
2. Preparation of comparative statements for approval.
3. Preparation of the proceedings of the Building Sub-Committee
4. Preparation of proceeding of the Building Sub-Committee for discussion in the Board.

**General:**

In addition to the above Site engineer is expected to look into correspondence with Government/ local Offices and any other works assigned by Superiors.

**8. JUNIOR ENGINEER (CIVIL):-**

1. In-charge of supervising for all campus ongoing constructions works overall maintenance and repair of water supply and sanitary and miscellaneous works including housekeeping work.
2. Attending regarding BBMP, KEB, KHB, BWSSB, KIADB, Bengaluru, KIADB, Mysuru, TUDA Office, Tumakuru and overall Administration works etc.
3. Any works related to maintenance as per directions by the Honorary General Secretary and Honorary Building Sub-Committee Chairman and any honourable members.

**9. JUNIOR ENGINEER (ELECTRICAL):-**

**I. Electrical breakdown maintenance works at SET various campuses.**

- 1) Repair and breakdown maintenance electrical installations of various SET campuses at Seshadripuram, Yelahanka, Magadi Road, Kengeri, Tumakuru and Mysuru.
- 2) SET Main Campus: Maintenance of class rooms / seminar hall / Auditorium / A. V. room Air conditioners for programs / functions conducted by College and Trust. The other maintenance of Audio / Video system, CCTV works, UPS system, DG Set, Lift annual maintenance contract works and etc.,
- 3) Repair / service / and periodical annual maintenance of HT / LT Transformer, electrical panel board, various type Air-conditioners for Auditorium / Seminar hall / board room / meeting hall and etc., at various SET institutions and connected works in Dept. of KPTCL / BESCOM / CESCOM.
- 4) Co-ordinating with purchase dept. for UPS, DG set and passenger Lift works in various SET institutions including repair and annual maintenance contract works and connected relevant Govt. / Dept. works.
- 5) Preparation of Electrical estimate / quotations for break down electrical maintenance and new development / progress works at various SET campuses and billing works with formalities through proper approval and directions from Honorary General Secretary and Honorary Chairman, Building Sub-Committee, SET.
- 6) The tender works for new / renovation buildings at SET various institutions in co-ordination with concerned Architect's and checking of all electrical works as per Tender BOQ / drawings and documents. If requires any additions, alterations and requirements will be discussed with Honorary General Secretary / Honorary Chairman, Building Sub-Committee and progress will be incorporating after obtaining priority approval from the Building Sub-Committee / Trust and implemented the tender works
- 7) Further, any directions / instructions from Honorary General Secretary and Building Sub-Committee.

**II. Project works: ongoing project electrical works at various SET campuses:**

8) Weekly progress meeting along with Architect, Electrical, Civil, Plumbing and Interior works contractor / agencies for the ongoing projects works at SET various campuses and billing of tender works.

**10. JUNIOR ENGINEER (HARDWARE MAINTENANCE / HARDWARE TECHNICAL ASSISTANT):**

1. In-charge of supervising for all campus computers and local area network.
2. Overall maintenance/ repair of projectors fittings and miscellaneous hardware and configuration related works.
3. Prepare bill of materials for various institution requirements of IT infrastructure.
4. Interact with network and IT maintenance/ service providers to procure various Technology related items for SET institutions.
5. Any other work assigned by HGS and Board of Trustees.

**11. ELECTRICIAN (ITI TRAINING) / JOC :**

1. Maintenance of electric generator
2. Maintenance of seminar hall
3. Maintenance of RO plant.
4. Maintenance of building electrical work
5. Office work as per the directions of the Manager.
6. Lift maintenance
7. UPS maintenance
8. All labs maintenance (Chemistry, Physics and Biology)
9. Staff meeting arrangement.
10. Maintenance of civil work

**12. COMPUTER PROGRAMMER:**

- a) Managing and maintaining the Databases
- b) Students Achievement Tracking System
- c) UDISE+

- d) MY CAMPUS/ PLV software
- e) Monitoring mail account- Gmail, Outlook mail account, WhatsApp, Board / University / UGC and Institution Website
- f) Scholarships (NSP/ SSP)
- g) Other online works like - registering for competitions, sports, webinars
- h) Educational Department work- letters, filling forms and formats
- i) Designing greetings, invitations for the events.
- j) Preparing BCM slides, annual reports slides.
- k) Sending institution notifications and announcement.
- l) Claiming RTE reimbursement.
- m) Answering Calls and queries.

i. **Maintain and provide statistics of:**

- a) Computers and Computer Peripherals
- b) Students' promotion to higher class.
- c) Admission details.
- d) TC In and TC Out.
- e) Class wise monthly attendance.
- f) Class wise every assessment marks entry.
- g) Students' personal details updating/ correction.
- h) Staff updating (addition, deletion).
- i) Updating institution information and Udise.
- j) Uploading the institution documents.

ii. **Student Database Management Software:**

- a) Admissions
- b) Student's personal details updating/ correction
- c) Notifications and memos

- d) Printing of all Marks cards.
- e) Printing of class wise Hall tickets.
- f) Staff role updating (addition, deletion).
- g) Class wise Evaluation Pattern for assessments
- h) Class wise teacher allotment- all subjects
- i) Consolidation marks entry- class wise

**13. OFFICE ASSISTANT:**

- 1. Drafting all official letters (For Trust and others both in English and Kannada)
- 2. Issuing and Collecting Admission Application forms with necessary documents.
- 3. Writing the Admission register in the beginning of every academic year.
- 4. Maintaining all Official registers/Files related to Administrative Office.
  - 1. Staff Original marks cards. (Receive and Issue with permission of HOI)
  - 2. Bus Documents.
  - 3. Maintaining Applications of children's.
  - 4. Staff attendance (Permanent, Contractual and Voucher Basis)
  - 5. Updating all staff CL, EL and LOP.
  - 6. Staff individual personal files
  - 7. Receipt book.
- 5. Maintaining Stationaries
- 6. Typing Question papers
- 7. Work Sheets of Institution.
- 8. Responding to inquiries by parents.
- 9. Issue of Certificates to Students. (Study Certificates, Migration Certificates, Admission Extract TC In and Out and other as per the request from the parent.)
- 10. Giving all printouts, as per teacher's requirements.

11. Handling official Mails.
14. **DRIVER:**
  1. To drive instructed buses/ vehicles as per schedule provided by transport in-charge of various institutions.
  2. Drive with responsibility for the safety and comfort of students and staff.
  3. Keep student discipline during trips and follow allotted routes.
  4. Maintain timings and be polite with students as well as staff.
  5. Maintain cleanliness of the interiors and exterior of the vehicles.
  6. Perform all sundry works requested by HOIs
15. **ATTENDER**
  1. Maintenance of Lift, Auditorium, classrooms, wash rooms. and attending the parents
  2. Maintenance of garden and attending the repair work
  3. Taking of question paper for printing and Xerox
  4. Bank related transactions such as passbook entries/ cheque deposits/ correspondence tapals etc.
  5. Bringing textbooks from the Education Department
  6. Going to Board / University / UGC / AICTE Office and other corresponding works
  7. Carrying Tapal to Trust Office and other departments
  8. Performing various tasks assigned by the Principal and other superiors
16. **Gardener:**
  1. Maintenance of garden of respective institutions in a proper way by regularly watering the plants / pots and manuring the soil.
  2. Keeping the premises of the respective institution clean and tidy.
  3. Following the instructions given by the Higher Authorities and Official Superiors.
  4. Any other works assigned by the Principal / Superintendent / Trustees / Management.
17. **HELPER**
  1. Cleaning of School Premises, all Classrooms, Wash Room, Corridors, Principal's chamber

2. Any other work assigned by the HOI/ OS.

### **III. OTHER SUPPORTING STAFF OF ENGINEERING COLLEGE:**

#### **1. SYSTEM ANALYST: -**

1. The System Analyst will report to HOD/ System Manager all the activities associated and effective and optimum utilization of Computer Hardware and Software as well as their upkeep and maintenance.
2. Will arrange practical classes as per the timetable and assess the works.
3. Will assess the requirement for the practical classes and give proposal for purchase to the HOD, well in advance, so that no practical classes shall be let off for want of raw materials.
4. Will assist the HOD along with Foreman and office staff to call quotations, prepare comparative statement, negotiations, justifying the purchase, checking the stock and placing orders.
5. Will attend to all classes' correspondence and paper indents and routed through the Head of department.
6. Will supervise the work of all Foreman, Instructors, Programmer, Asst. Instructors / Mechanic/ Lab Attenders / computer operator/ Workshop Attenders/ Skilled and unskilled workmen working in the workshop.
7. Will ensure that all the Laboratories are closed and sealed intact after the Institution hours and the keys are deposited with the principal
8. Will attend to Theory classes as allotted by the Head of the department.
9. Will attend to all developmental works in the Institution with the assistance of Workshop staff.
10. Will induce safety measures and practice among the students
11. Will supervise the maintenance of computers and peripherals including preventive and breakdown maintenance.
12. Will assist students and faculty in the fabrication of their projects.
13. Will attend to any other works assigned/ required by the GOVERNING COUNCIL/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

#### **2. SYSTEM ADMINISTRATOR/ PROGRAMMER**

1. Will report to the System Manager in all the writing, executing and getting the results for suggested problems.
2. Assist the System Manager / System Analyst, Staff and students in writing Computer Programmes, debugging source programs, executing the Computer Programmes and obtaining Computer outputs.

3. Will maintain consumable and non-consumable stock registers.
4. Will draw the materials on indents duly approved by the HOD & Principal.
5. Will make entries of the stock received, on indents from the General stores in the concerned departmental stock registers and obtain the signatures of workshop-superintendent.
6. Will plan, deliver and evaluate the workshop/ Practical instructions.
7. Will be solely responsible for the proper conduct of practical classes with the assistance of Junior Instructors / Lab and Workshop Attenders.
8. Will attend to the preventive and breakdown maintenance of the department.
9. Will attend to any other works assigned/ required by the GOVERNING COUNCIL/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

3. **INSTRUCTORS/ LAB ASSISTANT/ ASSISTANT PROGRAMMER: -**

1. Will maintain consumable and non-consumable stock registers.
2. Will draw the materials and tools on indents duly approved by the HOD & Principal.
3. Will make entries of the stock received, on indents from the General stores in the concerned departmental stock registers and obtain the signatures of workshop-superintendent.
4. Will plan, deliver and evaluate the workshop/ Practical instructions.
5. The consumables/ material utilised in a day shall be deducted from the residual stock and the balances be shown.
6. Will work under the immediate supervision of the workshop superintendent/ Foreman/ System Analyst.
7. Will be solely responsible for the proper conduct of practical classes with the assistance of Junior Instructors / Lab and Workshop Attenders.
8. Will attend to the preventive and breakdown maintenance of the department.
9. Will attend to any other works assigned/ required by the GOVERNING COUNCIL/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

4. **LABORATORY ATTENDERS/ HELPERS.**

1. Will assist the Department in charge during the conduct of practical classes to the students.
2. Will clean every day the machinery, equipment, etc., available in the Laboratory and Workshop to which he is posted.

3. Will maintain perfect cleanliness in the Laboratory and Workshop.
4. Will be available in the department during working hours and safeguard the property.
5. Will attend to the work entrusted to him for proper maintenance of Laboratory by the department in charge.
6. Will open and close the department punctually in the presence of Laboratory/Workshop in charge.
7. Will attend to any other works assigned/ required by the GOVERNING COUNCIL/Principal/ Vice-Principal from time to time for the Healthy growth of the Institution.

## Board of Trustees

Sri N. R. Pandith Aradhya  
President

Sri T. S. Henjarappa  
Vice-President

Sri W. H. Anil Kumar  
Vice-President

Sri B. M. Parthasarathy  
Honorary Treasurer

Nadoja Dr. Wooday P. Krishna  
Honorary General Secretary

Sri S. Sheshanarayana  
Honorary Joint Secretary

Sri M. S. Nataraj  
Honorary Assistant Secretary

**Trustees**  
Sriyuths  
B. A. Anantharam  
W. D. Ashok  
A. C. Chandrashekhar Raju  
K. P. C. Swamy  
N. P. Karthik  
K. Krishna Swamy  
H. K. Lingaraju  
B. C. Loka Nath  
W. P. Manjunath  
R. B. Mruthyunjaya  
H. N. Muddukrishna  
M. V. Mukund  
K. P. Narasimha Murthy  
P. C. Narayana  
G. Paramashivaiah  
C. Prashanth Kumar  
C. Purushotham  
W. G. Ramakrishna  
B. Shankar  
Shashank M. Gopal  
W. P. Shivakumar  
S. Suresh  
W. D. Vijaya Kumar

# SESHADRIPURAM EDUCATIONAL INSTITUTIONS

## SCHOOLS

- SESHADRIPURAM STREE SAMAJA MIDDLE SCHOOL, SESHADRIPURAM
- SESHADRIPURAM HIGH SCHOOL, SESHADRIPURAM
- SESHADRIPURAM ENGLISH HIGHER PRIMARY SCHOOL, KUMARA PARK
- SESHADRIPURAM HIGH SCHOOL, YELAHANKA
- SESHADRIPURAM PUBLIC SCHOOL, YELAHANKA
- SESHADRIPURAM SCHOOL (ICSE), TUMAKURU
- SESHADRIPURAM ENGLISH SCHOOL (STATE BOARD), TUMAKURU

## PRE-UNIVERSITY COLLEGES

- SESHADRIPURAM INDEPENDENT PRE-UNIVERSITY COLLEGE, SESHADRIPURAM
- SESHADRIPURAM EVENING PRE-UNIVERSITY COLLEGE, SESHADRIPURAM
- SESHADRIPURAM COMPOSITE PRE-UNIVERSITY COLLEGE, SESHADRIPURAM
- SESHADRIPURAM COMPOSITE PRE-UNIVERSITY COLLEGE, YELAHANKA
- SESHADRIPURAM INDEPENDENT PRE-UNIVERSITY COLLEGE, KENGERI
- SESHADRIPURAM INDEPENDENT PRE-UNIVERSITY COLLEGE, MYSURU
- SESHADRIPURAM PRE-UNIVERSITY COLLEGE, TUMAKURU

## GLOBAL PARTNERS

- SESHADRIPURAM ACADEMY FOR GLOBAL EXCELLENCE, YELAHANKA  
(COLLABORATIVE PROGRAMS WITH UK & USA UNIVERSITIES)

## LAW

- SESHADRIPURAM LAW COLLEGE, SESHADRIPURAM

## UNDER GRADUATE COLLEGES

- SESHADRIPURAM COLLEGE, SESHADRIPURAM
- SESHADRIPURAM EVENING COLLEGE, SESHADRIPURAM
- SESHADRIPURAM INSTITUTE OF COMMERCE & MANAGEMENT, SESHADRIPURAM
- SESHADRIPURAM FIRST GRADE COLLEGE, YELAHANKA
- SESHADRIPURAM ACADEMY OF BUSINESS STUDIES, KENGERI
- SESHADRIPURAM DEGREE COLLEGE, MYSURU
- SESHADRIPURAM COLLEGE, TUMAKURU

## ENGINEERING

- SESHADRIPURAM INSTITUTE OF TECHNOLOGY, MYSURU

## POST GRADUATE STUDIES

- SESHADRIPURAM COLLEGE, POST GRADUATE CENTER, SESHADRIPURAM
- SESHADRIPURAM FIRST GRADE COLLEGE, POST GRADUATE CENTER, YELAHANKA
- SESHADRIPURAM INSTITUTE OF MANAGEMENT STUDIES, YELAHANKA
- SESHADRIPURAM COLLEGE, POST GRADUATE CENTER, TUMAKURU

## RESEARCH

- SESHADRIPURAM REASEARCH FOUNDATION, YELAHANKA
- SESHADRIPURAM FIRST GRADE COLLEGE RESEARCH CENTER, YELAHANKA
- SESHADRIPURAM COLLEGE RESEARCH CENTER, SESHADRIPURAM

## TRAINING

- SESHADRIPURAM ACADEMY

## HOSTEL

- SESHADRIPURAM WOMEN's HOSTEL, YELAHANKA