



K.L.E.S

KLE Society's
KLE INSTITUTE OF TECHNOLOGY GOKUL, HUBBALLI-27
(Affiliated to VTU, Approved by AICTE and ISO 9001:2015 Certified Institute)
ALL UG PROGRAMS ARE ACCREDITED BY NBA

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ADMINISTRATIVE

AND

SERVICE MANUAL

Revised w. e. f. 01/01/2013

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CHAPTER – 1

1. Title, Commencement & Application

- 1) The Administrative and Service Manual shall be called for administration to prescribe and regulate the conditions of service applicable to the employees of K. L. E. Institute of Technology, Hubballi.
- 2) This shall come into force from the date of approval by the Board of Management of the K. L. E. Society®, Belagavi.
- 3) This shall apply to the employees of K. L. E. Institute of Technology, Hubballi.

2. Definitions

In this Administrative Manual, unless the context otherwise means:

1. “AICTE” means All India Council for Technical Education, New Delhi, established under All India Council for Technical Education Act, 1987.
2. “University” means Visvesvaraya Technological University, Belagavi established under section 3 of the Visvesvaraya Technological University Act, 1994.
3. “Government” means Government of Karnataka, Bangalore.
4. “College” means K. L. E. Society’s, K. L. E. Institute of Technology, situated at Gokul, Opposite Hubballi International Airport, Hubballi – 580027.
5. “Management” means the Honorable Chairman or Secretary, or his nominee authorized by the Chairman to manage the affairs of the College.
6. “Trust” means KLE Society’s K. L. E. Institute of Technology, Hubballi.
7. “Governing Body” means the Governing Council of K. L. E. Institute of Technology, Hubballi, constituted by the K. L. E. Society to administer and manage the affairs of the College.
8. “Chairman” means the Chairman of the Governing Body of the College.
9. “Secretary” means the Chief Executive Director, who shall discharge all the duties authorized to him and also preside over all the meetings of Governing Body in the absence of Chairman.
10. “Director” means the Director of the College, who shall be In Charge of overall supervision of the College.
11. “Principal” means Principal of “K. L. E. Institute of Technology, Hubballi, duly appointed by management, who is also Ex-officio Secretary of the Governing Body.
12. “Head of Department” means the Head of Department of each approved Programme of study in Engineering in the college.
13. “Departmental Head” means the person in-Charge of section / department / program / course being conducted or functioning in the college.
14. “Controlling Authority” means the Governing Body in relation to all the academics staff and the Director in relation to all other employees.
15. “Enquiry Committee” means the Committee constituted by the Governing Body of the College.

16. "Appointing Authority" means the authority competent to make appointments to any post in the College, as indicated in the Schedule.
 17. "Employee" means the person in the service of the college in any post, and it includes the academic staff.
 18. "Temporary Employee" means a person in the service of the college purely on temporary basis subjected to such terms and conditions, if any, prescribed and appointed for a period not less than one year.
 19. "Permanent Employee" means a person permanently employed in the service of the College in any post, duly confirmed by the chairman.
 20. "Academic Staff" means any member of the staff engaged wholly or partly in teaching or research in the college.
 21. "KEA" means Karnataka Examination Authority, Bangalore setup by Government of Karnataka for admission of students to professional colleges in Karnataka.
 22. "COMED-K" means Consortium of Medical, Engineering and Dental Colleges, Karnataka setup for admission to private and self-financing Institutions.
 23. "PGCET" means Post Graduate Common Entrance Test, is the entrance test conducted for admission to MBA, MCA, MTech, M. Arch and M.E programs in the state of Karnataka.
 24. "Appendix" means Appendix to this Manual.
 25. "ISO" (International Standards Organization) certified means the institute has met the requirements in ISO9001:2015. It defines an **ISO9001** Quality Management System (QMS) standards.
 26. "NBA" means National Board of Accreditation, New Delhi, for accreditation of Engineering Degree programs.
- 2) All other expressions that have not been defined shall have the same meaning in the Byelaws of the Society.

CHAPTER – 2

3. Maintenance of Important Books, Journals, Orders, Etc.

3.1 The College shall maintain the following Books, Texts, Orders, Journals and Enactments for reference.

1. Karnataka Education Act 1983 and Rules enacted there under.
 2. Visvesvaraya Technological University Act, 1994 and Statutes, Rules, Regulations and Ordinances framed there under.
 3. Notifications, Circulars, Orders etc. of the Visvesvaraya Technological University, Belagavi.
 4. Karnataka Civil Service (General Recruitment) Rules, 1977.
 5. Karnataka Civil Service (Probation) Rules, 1977.
 6. Karnataka Civil Service (CCA) Rules, 1957.
 7. Karnataka Civil Service (Conduct) Rules, 1966.
 8. Karnataka Civil Service (Performance) Rules, 1957.
 9. Karnataka Government Servants (Seniority) Rules, 1957.
 10. All India Council for Technical Education Act, 1987 and Regulation made there under.
 11. UGC Act 1956 Rules & Regulations, made there under.
 12. The Employee's Provident Fund & Miscellaneous Provisions Act, 1952.
 13. Employees' State Insurance Act, 1948.
 14. Karnataka State Universities Act, 2000.
 15. Cadre & Recruitment Rules for Government Engineering Colleges, Polytechnics and the Department of Technical Education.
 16. All India Council for Technical Education & State Government Pay Scale Books.
 17. Office Manual.
 18. Karnataka Societies Registration Act, 1960.
 19. Dictionaries (Big, Small & Pocket type).
 - a) English - English.
 - b) English - Kannada.
 - c) Kannada - English.
 - d) Kannada - Kannada.
 20. CET Information Brochure and Procedures.
 21. Examination Regulation and Rules and Manual of Visvesvaraya Technological University, Belagavi.
 22. Kacheri Kaipidi.
 23. Kannada Office Terminologies.
- 1) All the above laws, rules, regulations, orders, etc. being in force shall be updated as and when they are amended.

CHAPTER – 3

4. Conditions of Service of the Employee

- 1) The Conditions of Services of the Employee, the mode of recruitment, the minimum qualification, experience, eligibility, etc. for recruitment, shall be as specified below.
 - i. The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by state government in respect of General Category is 33 years. In respect of SC, ST & OBC Category - 1 is 38 years and in respect of OBC Category IIA, IIB, IIIA, & IIIB is 36 years. It shall stand modified as and when amended by the state Government. However, the maximum age limit is relaxed by the management if the candidate is found otherwise suitable.
 - ii. The minimum qualification, teaching experience and other eligibility criteria for recruitment to the academic posts, non-teaching posts and other categories of posts shall be as prescribed by the State Government. All India Council for Technical Education and Visvesvaraya Technological University, from time to time. However, the detailed qualifications are mentioned in APPENDIX III to VIII.
 - iii. The procedure for selection of candidates for recruitment to any post for a period of one year and above shall be by insertion of an advertisement in the Newspaper notifying the vacancies that arise. The selection of candidate shall be, by a Board of Appointment / Selection committee consisting of the following in part or full.
 - i. Chairman of the Governing body/ Secretary / Nominee of the Managing Committee.
 - ii. Principal
 - iii. Head of the concerned Department.
 - iv. One / Two experts drawn from within or outside college.
 - v. Representative of the University.
 - vi. Representative of the All India Council for Technical Education.
 - vii. Representative of the Director of Technical Education, on behalf of the State Government.
- 2) Selection of candidates shall be based on the Written Test or Interview, as the case may be, as suggested by the Board of Appointment; Candidates shall be selected solely based on merit. The selection shall be governed by the rules of recruitment prescribed in the General Byelaws, Reservation of Vacancies in favour of SCs, STs and OBCs, shall be at the discretion of the management which is not mandatory.
- 3) The Candidates, whose names are included in the selected list prepared by the Board of Appointment may be approved at the discretion of the management; their appointment shall be on probation in terms of the Karnataka Civil Services Rules (KCSR), 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCSR, 1977.
- 4) The seniority of the employees of the academics shall be published department wise, section wise and trade wise every year and circulated among each employee and their signature is obtained. The procedure prescribed in Karnataka Government Servants

(seniority) Rules, 1957 and the Standing Orders issued there under shall be adopted and enforced.

- 5) Termination of the services of the temporary employees shall be in accordance with the provision of the Karnataka Civil Service Rules, 1977 and the Karnataka Civil Service (General Recruitment) Rules, 1977. In case of the probationer he/she be liable for discharge if found unfit or unsuitable.
- 6) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving three months advance notice or as mentioned in the appointment order. Such a resignation letter shall be hand written or typed, signed and submitted voluntarily by the employee without any act of compulsion or coercion or duress. Such resignation shall be submitted through the head of the department of the principal routed to the management. Acceptance of the resignation shall be at the discretion of the management. Then in the event of any employee securing appointment in the State Government, Union Government and Government Companies, the management may, at its discretion, accept the resignation tendered by the employee waiving the condition of two months notice period.

5. Kinds of leave admissible and procedure for sanction

- 1) Casual Leave: Every employee shall be entitled to Casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed month of service in the first year of the service.
- 2) Special Casual Leave (SCL) not exceeding 20 days in a year i.e., 10 days each semester will be allowed for the purpose of attending University Examination work or Examination work of any other University and academic work of the Universities. Necessary entries shall be made in the service register of the concerned.
- 3) Earned leave is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of 6 months commencing from 1st July to 31st December of each year. The maximum accumulation of Earned Leave at a time shall be 90 days.
- 4) In case of non-vacation employees, they are entitled for 15 days Earned Leave in the first half of calendar year commencing from 1st January to 30th June and another 15 Days for the next half commencing from 1st July to 31st December, subject to a maximum accumulation of 90 days.
- 5) The other provisions governing the Earned Leave in Rule 112 of the KCSRs shall apply mutatis-mutandis.
- 6) Extraordinary Leave (EXL) can be sanctioned to an employee who does not have any other leave at his/her credit on his request, subject to a maximum of 3 months. It is relaxed under Medical grounds on production of satisfactory medical certificate. During the period of Extraordinary Leave the employee is not entitled to any pay and allowances. Extraordinary Leave may also be granted for prosecuting higher studies, which will enhance the competence of the concerned employees, at the discretion of the management, especially to PG Course, Ph. D Course and training in Industry. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee.

- 7) Female employees are entitled for Maternity Leave of 90 days, which is restricted to one child during the confinement provided the employees serve for period of three years as a permanent confirmed employee.
- 8) The minimum and maximum casual leave one can avail shall be one day and six days at a spell. The minimum number of days of earned leave that could be availed is seven days. In case of prolonged illness, or for prosecution of higher studies, earned leave may be availed over 60 days with the prior sanction of the management.
- 9) Leave cannot be claimed as a matter of right, sanction of leave is at the discretion of the authority competent to sanction leave. The competent authority will decide the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied for in the prescribed format and got sanctioned before proceeding on leave except for a day casual leave. Otherwise availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of Casual Leave and other types of leave shall be as at Annexure 1 and 2. Application of all kinds of leave shall be routed through the Heads of Department or Heads of Sections, as the case may be to the Principal for sanction / recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers of sanction of leave by various authorities is as specified below.

Nature of Leave	Authority competent to recommend	Authority Competent to sanction leave and to what extent		
		Principal	Chairman / CEO	Board of Management
Casual Leave	HOD / Registrar,	3 days	Full Powers	Full Powers
Other kinds of Leave	Principal, HOD / Registrar,	15 days	30 days	Full Powers

- 10) Leave may be sought both on private / domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate. With the recommendation from the surgeon / attending doctor / indicating the fitness certificate issued by a medical practitioner having at least at least MBBS qualification is necessary.

6. Code of Conduct and Disciplinary Action

- 1) Every employee shall possess a good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness, and sincerity. He / She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud, and the like.
- 2) Or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities. An illustrative Code of Conduct applicable to each employee is as specified below.
 - a) He / She should be honest and show dedication, diligence, and devotion to duty.
 - b) He / She should not be neglecting duties.

- c) He / She should not involve in unlawful activities or instigate the students.
 - d) He / She should not show discrimination in the name of caste, language, place, regional or other social and cultural background.
 - e) He / She should not engage in malpractice in examination, nor encourage such act.
 - f) He / She should not show negligence in the valuation of homework of the students.
 - g) He / She should not leave the institute premises during working hours without permission of the Principal.
 - h) He / She should not engage private tuition at home or elsewhere.
 - i) Without permission of the management, he / she should not prepare or publish Manuals / Books / Guides.
 - j) In his official capacity, he / she should not accept gift from anybody on behalf of college.
 - k) He / She should not practice untouchability.
 - l) He / She should not cause loss to the property of the college.
 - m) He / She should not act or invigilate indecent behavior.
 - n) He / She should not involve in acts of violence or moral turpitude.
 - o) He / She should not misbehave with students, parents, or management personnel.
 - p) He / She should not conduct any union meeting or participate in any such meeting.
 - q) He / She should not disobey the instructions / orders of the higher authorities such as Management / Principal / Head of the departments.
- 3) The above code of conduct is only to illustrate but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.
- 4) Any conduct of unusual behavior or act of an employee beyond the normal limits shall be viewed as misconduct or misbehavior, attracting disciplinary action.
- 5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the committee constituted for the purpose may result in the following form.
- 6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience, dereliction of duty, illegal gratification etc. or any other misdemeanor is established.
- 1. Fine (in case of lowest grade of employee).
 - 2. Censure.
 - 3. Withholding of increment.
 - 4. Recovery of the pecuniary loss caused to the institution or any person.
 - 5. Reduction of pay at any stage in the scale of pay applicable to the post held by them.
 - 6. Reduction to any category of post with direction as to the fixation of pay at a particular stage in reduced post.
 - 7. Removal.
 - 8. Dismissal.

7. Terminal Benefits

- 1) The permanent employees are eligible to become members of Contributory Provident Fund under the provisions of the Employees Provident Fund Act, 1952. The contribution of both the employees and employer share shall be as prescribed, from time to time under the said Act.
- 2) The management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Commissioner of Provident Fund along with equal matching contribution by the employer. The contribution standing at all the credit of the employee shall be payable to the employee or his family as the case may be from the Provident Fund Commissioner at the time of his retirement / resignation / death under the provisions of the said Act, 1952.
- 3) The management may at its discretion, extend to any employee the accidental life risk insurance coverage with any life risk insurance coverage with any life insurance company.
- 4) The management may also extend the group insurance scheme to the employees if found desirable by payment of premium.
- 5) The management shall maintain Service Registers of all the employees and the entries therein updated from time to time in the college office. The Principal / Chairman / Chief Executive Director or nominee of the management shall authenticate all the entries. The service register shall be shown to the concerned employees and their signature obtained once in an Academic year.

CHAPTER – 4

8. Duties and Responsibilities of the Teaching Faculty

- 1) The teaching faculty shall perform the duties and discharge the responsibilities diligently as per norms contained in the All-India Council for Technical Education (AICTE) regulations. An extract of AICTE norms is envisaged in the Appendix –IX. In addition to the duties and the responsibilities enshrined in the Appendix –IX the principal and the other teaching faculty shall carry out the additional duties and functions, as may be necessary, during the discharge of responsibilities assigned to them from time to time.
- 2) Heads of departments and den are responsible for maintenance and smooth running of their programs or department. For this purpose, one of the professors is designated as Head of department. all the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per timetable and the completion of the syllabi within the scheduled time limit. They should co-operate with inter departments for extending teaching facilities like classrooms, practical classes, seminar halls etc. They shall bring to the notice of principal from time to time with respect to any cases in the department pertaining to attendance, lesson plan, internal assessment etc., They shall have to be scrutinized and supervised by the faculty assigned to do so. The grievances of the students in the department will have to be sorted out by the department head.
- 3) Associate professors are responsible for their teaching and practical classes assigned to them. They shall carry out the instructions given to them from time to time. They shall also be responsible for the supervision and management of the laboratories and workshops entrusted to them. They shall discharge the additional functions as and when assigned to them by the head of the department.
- 4) Assistant professors shall engage the classes as per the regular timetable. All the syllabi shall have to be covered as per the timetable, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standards to enable students to score good marks. They shall liaise between students and head of the department for developing the leadership. They shall conduct the test for internal assessment in order to improve the skill and knowledge of the students. They shall diligently maintain the attendance registers, lab record books, bluebooks, record of internal assessment marks or any other academic requirement assigned to them by the head of the department.
- 5) The entire teaching faculty shall discharge their responsibilities and carry out their academic activities stipulated by All India council for technical education, in the booklet containing the revised pay scales and the service conditions under No. F.1-65/ CD/ NEC/ 98-99 dated 3.5.2000 of All India council for technical education as per amended from time to time.

CHAPTER – 5

9. Duties and responsibilities of the system manager, system analysts and other employees in laboratory and workshops

- 1) The system manager, system analysts and lab in charges are responsible for the conduct/ maintenance of laboratories and the workshop. They shall accommodate the various branches for smooth conduct of practicals. They shall co-operate with the staff of the other departments or programs in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipment/ machines / plants etc. and ensure that no such machineries, equipment etc. are kept idle. They shall be in constant touch with the concerned Head of the Department and professors for maintenance and upkeep from time to time.

10. Duties and responsibilities of administrative staff

- 1) The registrar and superintendent shall assist the principal for smooth functioning of the college office. All administrative matters are to be channelized by the Assistant Administrative Officer / superintendent(s).
- 2) The office organization in the college shall be as specified under:
 - i. Admission Section: The Assistant administrative officer / case worker oversees all admission matters. Admission of students to first semester/Third semester Lateral Entry (diploma) and onwards shall be made and updated regularly. The following registers/ files should be maintained either in the form of soft/hard copy and they shall discharge duties as specified below.
 - a) Admission registers of students.
 - b) Demand, collection, and balance (DCB) register.
 - c) Files containing all the original academic documents of the students admitted to the first semester /Third semester (diploma). They shall be returned to the concerned students at the time of course completion and leaving the college, with approval of the principal.
 - d) Files of transfer certificates, migration certificates, eligibility certificates and equivalent certificates.
 - e) Issue of bonified /study certificates.
 - f) Matters relating to scholarship and follow up.
 - g) Maintenance of files related to all correspondence.
 - h) Documents containing rules, regulations, orders, notification, circulars, etc. relating to admissions and to update.
 - ii. Examination section: Case worker plays a dominant role in maintaining confidentiality. He / She shall report to the principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He / She shall be vigilant and conversant with the rules and regulations and procedure published by the university. The following registers, files and documents shall be maintained either in the form of soft or hard copies.
 - a) Marks cards register(s)/ file(s) of all the semesters.
 - b) Malpractice case (MPC) register/file of students.

- c) Examination stationery stock and issue register.
 - d) Result sheets of all semesters.
 - e) Files and documents for conduct of examination and announcement of timely results.
 - f) Register/file of ineligible students.
 - g) Procurement and distribution of admission tickets of all examinations.
 - h) Information on collection of examination application forms and submission to the university.
 - i) All examination related information and seating arrangements and other allied work.
- iv. Establishment section: the case worker in establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio-data of all the employees will have to be collected, compiled and kept in the personal files of the concerned. Separate CD in respect to each may be prepared preferably. The service registers of each employee shall be opened, maintained, and updated with entries periodically. All the correspondence made with the Government, Director of Technical Education, University, CET cell, etc. shall be kept in concerned personal files of each employee. All matters relating to recruitment, promotion / termination / welfare measures are to be dealt with promptly. Maintenance of leave account and sanction of leave are promptly entered in the service register and copies thereof shall be kept in the personal files. The following important registers/ files shall be maintained either in the form of soft/ hard copies permanently:
- a) Service register
 - b) Attendance register- Department / section wise.
 - c) Leave sanction register/file(CL/SCL/COFF/OOD/EXL)
 - d) Movement register
 - e) Provident fund register
 - f) Insurance register/ record.
 - g) Staff pattern and vacancy register.
- v. Purchase section: All petty purchases of the college are made at the request of laboratory in charge or Head of Department or the principal. The officer in charge must correspond with the firms for procurement of equipments, tools, consumables, peripherals etc. every purchase shall be made after inviting quotations with specification except major equipment. Define specifications and address of the firms may be obtained from the Principal or Head of the Department. The following registers, files and records shall be maintained-
- a. Purchase files.
 - b. Separate stock ledgers for tools, equipment, consumables, furniture, peripherals etc.
 - c. Daybook of receipts.
 - d. Invoice books.
 - e. Quotations / Correspondence / Purchase Order.
 - f. Scrap and waste disposal Register.

- g. Unserviceable Equipment Disposal Register.
- h. Issue Register.
- i. Maintenance Register.

The concerned shall be in constant contact with Heads of Department for procurement of tools, equipments, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up to date and daily entries are made regularly. The stocks available shall be issued to the various laboratories and Workshop only based on approved indents.

- vi. Accounts and cash section: It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash, Demand Draft or cheque as the case may be. The money so collected shall forthwith be recorded in the daybook and reflected in the cash book. The money so collected after the closure of the bank hours shall be remitted to the bank on the next working day to the credit of concerned Head of section / Account / Department. The Employees dealing with cash and accounts shall perform their duties honestly and efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque (except petty purchases) signed by the Principal and / or Chairman and / or Secretary, as the case may be. The following register, files and records shall be maintained either in the form of soft / hard copies and updated on day-to-day basis.
 - a. Cash Book.
 - b. Day Book.
 - c. Remittance Register.
 - d. Passbook.
 - e. Challan Books.
 - f. Acquittance Registers.
 - g. Scholarship Registers.
 - h. Provident Fund Registers.
 - i. Other Deduction Registers.
 - j. Insurance Registers.
 - k. Cheque Book Register.

The concerned case worker shall prepare the pay bills of every month for salary disbursement. Payments shall be made through Demand Draft / Account transfer / cheques / Cash. Cash, cheques / demand drafts received shall be preserved in safe custody. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed seriously and the concerned shall be dealt with firmly and severely by loading criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts shall be audited by the Chartered Accountant every year.

- vii. Dispatch Section: All the letters and other communication received and dispatched shall be registered in the inward register books by an employee who is in charge of dispatch section. He / She shall deliver the letters, papers and other communications after obtaining the acknowledgement from the concerned. The following registers, records and files shall be maintained in the dispatch section.
 - a. Inward Register.
 - b. Outward Register.
 - c. Stamp Accounts Register File.
 - d. Courier Register.
 - e. Xerox Copy Register.

On Receipt of letters and other communication from outside, acknowledgement for having received them shall be given to the concerned postal or other authorities. These will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgement obtained. All the other outgoing letters and other dispatchable items shall be dispatched on the same day. Local delivery letters and other items of communication shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificates, and all other communications within the college shall be delivered internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day-to-day correspondence without giving scope for any delay and responsible for loss or misplace of any receipts, papers, letters etc.

- viii. All the Section of College shall be subjected to verification by the persons authorized by the Principal once in a year or at request intervals as may be expedient.

CHAPTER – 6

11. Duties and responsibilities of Librarian:

- 1) The Librarian shall perform the duties and functions and discharge the responsibilities with respect to the library. He / She are solely responsible for preservation and protection of the Library, Books, Journals, and other periodicals.
- 2) A Librarian shall be responsible for loss, theft and damage of the Books, Journals, Papers, CDs, Periodicals and other properties of the library. He / She will ensure proper circulation and renewal of books periodically among the faculty and the students and their return within the stipulated time frame. He / She is responsible for levying and charging the fine at the prescribed rates for belated return and damage or loss of the book(s).
- 3) The Librarian shall arrange for periodical stock verification of Books, Journals, CDs, Periodicals and other properties in Library at least once a year and submit a report of stock verification to the Principal with his specific findings, duly indicating the status of the Library, through the Library Committee.
- 4) The Librarian shall involve himself in the up-gradation, strengthening, innovation and implementation of the latest technology including E-Library to promote the scientific outlook of the library in pursuit of achieving a meaningful and worthiness of the library.
- 5) He / She shall be responsible for adoption and enforcement of systematic library in terms of maintenance of all the concerned registers, records, and documents.
- 6) The Librarian shall discharge any other function, accomplish any other duties and assignments allocated to him from time to time by the Management, Principal or any other higher authorities.
- 7) He / She shall hand over the physical possession of the library to responsible person with the approval of the Principal during his leave period.
- 8) He / She are the Member–Convener of the Library Committee and arrange for periodical meetings and maintain the minutes of the meetings.
- 9) He / She shall ensure that the library functions during the prescribed working hours.

CHAPTER – 7

12. Duties and responsibilities of Director of Physical Education

- 1) The Director of Physical Education shall be personally responsible for enforcement of strict discipline in all aspects among the students.
- 2) He / She shall organize various physical fitness activities to the students from time to time. He / She shall coach the students either before or after the class hours in the morning and evening.
- 3) He / She will be responsible for conduct of tournaments and athletic meets at the college, impart coaching and / or training to the students to participate in inter-collegiate or inter –university competitions and national and international competitions.
- 4) He/she shall arrange for sports meet and other coaching camps for the students.
- 5) He/she shall be responsible for selection of a team of talented students to represent the college for various sports events and motivates them to win trophy, shield, medals, and other prizes.
- 6) He / She shall discharge any other functions and accomplish any other duties and assignments allocated to him / her from time to time by the Management, Principal or any other higher authorities.
- 7) He /She is Member-Convener of the Sports Committee and arranges periodically meetings of the committee and minutes of the meetings.
- 8) He /She are responsible for maintenance of the Day Book, Stock Book, and the accounts of the sports fund.
- 9) He /She shall arrange for periodical stock verification of sports materials and other equipment once in year and submit a report of stock verification to the principal with his specific findings duly indicating the status through the Sports and Committee.

CHAPTER – 8

13. Duties and responsibilities of Assistant Administrative Officer/ Superintendents

- 1) The **Assistant Administrative Officer** and/or Superintendent in the Administration section shall perform the duties and discharge all responsibilities in relation to all the administrative, establishment and service matters of the employees of the college. The main functions of the **Assistant Administrative Officer** and Superintendent shall be as spelt out herein inter-alia other duties and functions.
- 2) Perform the day-to-day routine work of the office.
- 3) Place before Principal / Management all correspondence, financial transactions, and important policy matters for final decisions.
- 4) Responsible for the efficient management of the office work.
- 5) Exercise general supervision over the section in regard office management, class arrangements and cleanliness of inside and outside the building along with campus.
- 6) Guide the inexperienced case workers in their day-to-day work.
- 7) Initiations to attend the important work on priority by the caseworkers.
- 8) Devote personal attention for smooth running of the office as and when warranted.
- 9) Watching and overseeing the disposal of papers/fixing.
- 10) Advise and help the caseworkers for disposal of important and urgent matters.
- 11) Dealing with confidential and urgent files.
- 12) Inspection of quality of the work of caseworkers and motivating them to achieve maximum efficiency.
- 13) Attend the immediate problems of students.
- 14) Enforcement of rules and procedures deftly.
- 15) The **Assistant Administrative Officer** or Superintendent shall receive all the letters and other communications addressed to the college and open the covers / envelopes in the presence of the Principal. If there are any papers to be attended to on priority, they shall be marked as “Top Priority”, “Today”, “Urgent”, “Immediate” and VVI. In case of Important, Very Important and Confidential matters shall be attended instantly. All other letters and papers shall be marked to the concerned for immediate action.
- 16) All the letters and papers or communications meant for other sections and departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.
- 17) All the files will be processed under trilateral index headings like “EST”, “ABM”, “ACT”, “CAS”, “EXM”, “SPS” etc. Such files shall be maintained by adopting the record Management adverted hereinafter.
- 18) All the files, Records, Registers of the management shall be maintained in the college either in the office or in the department and they shall be processed and dealt with as current files or registers, and records may be closed under five classifications for

being preserved for a definite period depending upon the nature and importance of the files or register / records for future guidance and reference. Soon after the closure of files and register an index leaf shall be affixed containing the following particulars.

- a. File No. / Register No. / Record No.
 - b. Subject Matter.
 - c. Period of Coverage.
 - d. Date of Commencement.
 - e. Date of closure.
 - f. Classifications.
 - g. Expiry date for preservation after review.
 - h. Extended date for preservation after review.
 - i. Signature of the Caseworker / Superintendent / Registrar / Head of the Department / Principal as the case may be.
- 19) The closed files/registers/records shall be transmitted to the Records Section for preservation and duly indexed. The Record keeper shall oversee proper maintenance.
- 20) The concerned Case Worker or the Superintendent or the Registrar as the case may shall close the files with the approval of the Principal. Thereafter, the files are neatly stitched and indexed for being sent to Record Section.
- 21) The classification of the closed files / registers and records for the purpose of preservation, either permanently or for a specified period shall be, as specified in Table 2.

Table 2: Nature and Preservation

Sl. No.	Nature of item	Preservation	Classification
1	File / Register required permanently	Permanent	A
2	File / Register required longest period	25 year	B
3	File / Register required for longer period	10 year	C
4	File / Register required for few years	05 year	D
5	File / Register required for short period	01 year	E

- 22) The record keeper in the record section shall maintain the register containing the following particulars.
- a. File / Record / Register No.
 - b. Page No. on Note side.
 - c. Page No. on Correspondence side.
 - d. Date of commencement.
 - e. Date of closure.
 - f. Classification of the File.
- 23) The files shall be divided section-wise / office-wise / Department-wise like establishment Section. Soon after the expiry of the currency of the life of the file / record / register shall cause the destruction of the file or disposal of those files by auction sale of waste or old papers after tearing them, with the approval of the Principal. If the Principal after scrutiny deems it necessary to extend the currency of the life, he shall pass written orders on such closed file / record / register.

14. Preservation of records

- 1) The following files / records / registers / other documents shall be preserved permanently.
 - a. Service Register.
 - b. Acquittance Roll.
 - c. Cash Book.
 - d. Passbook.
 - e. Audit Report.
 - f. Permanent assets of the college.
 - g. Matters relating to land and building.
 - h. Marks cards or original statement of marks.
 - i. All India Council for Technical Education approval Orders.
 - j. Matters relating to court cases.
 - k. Seniority list of various employees.
 - l. Permanent affiliation orders.
 - m. Affiliations orders of State Government, University, and other apex Bodies.
- 2) Orders of the Government sanctioning the affiliation, Notification of the university sanctioning the affiliation and continuation of affiliation and approval orders of All India Council for Technical Education and order, if any, of the Government of India shall be preserved in the concerned section for immediate reference.

CHAPTER – 9

15. Admissibility of Travelling Allowances to the employees

- 1) Traveling Allowance (TA) and Dally Allowance (DA) shall be to teaching, non-teaching and other employees on their tour on duty subjected to prior approval and the discretion of the management in connection with the official work other than examination duty.
- 2) The admissibility of Travelling Allowance depending upon the status of the employees for travel is detailed in Table 3.

Table 3: Items and Category

Items	Category			
	A	B	C	D
Travel by air within state and outside the state.	Chairman / CED	Principal	Professors	Other Employees
Travel by train	I Class AC Chair Car	I Class AC	II Class AC	At the discretion of the Management
Travel by bus	Highest grade luxury multi-axle buses	Highest grade luxury multi-axle buses	Highest grade luxury multi-axle buses	
Hired taxi	Rs. 20 per KM	Rs. 15 per KM	Rs. 12 per KM	

- 3) The purpose of payment of travelling allowance is to reimburse the actual expenditure involved towards the travel by Air, Train, Bus, or by own Car or Taxi as the case may be. Hence, the actual amount spent on Air / Train / Bus fare, or the hired charges paid for Taxi shall be reimbursed, subject to prevailing rates or actual City Taxi / Travel Taxi hire charges, whichever is less.
- 4) In case of travel by own car, the Mileage allowances admissible is Rs. 12 per Kilo Meter.
- 5) Daily Allowance shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges, with the prior approval of the management.
- 6) No daily allowance shall be payable for the journey within the agglomeration limit of Bangalore city.
- 7) All the claims for travelling allowance and daily allowance shall be supported by the receipts and vouchers for the purpose of accounting and auditing.
- 8) Traveling shall be restricted to the economical class of journey to the extent possible subject to availability.

- 9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economical category of hotel entitled for.
- 10) The actual amount paid towards taxi fare for the local journey between the college and bus stand, Railway station or Airport shall be reimbursable.
- 11) Travelling allowance and daily allowance are also admissible for deputation by the management and for paper presentation in the National and International Conference. The period spent in attending including the reasonable time required for to and fro journeys shall be treated as the period spent on duty. It shall not be admissible, if the organizing or sponsoring authorities bear such expenditure.
- 12) Only the following categories of employees are eligible for travelling allowance and daily allowance for the journeys within the state and outside the state but within India.
 - i. They must have put in minimum 2 years' service.
 - ii. They are permanent Employees.
 - iii. Performance of Journey shall be only for official duties.
 - iv. Such other employees of the College at the Discretion of the CED / Chairman as a special case.

CHAPTER – 10

16. Incentives and Rewards for exemplary work

The management may, at the discretion, grant incentives and / or rewards in the form of cash or in kind or promotion to the higher cadre suitably to any employee in recognition of their extraordinary work, for their outstanding abilities and their proficiency by sanctioning advance increments in the scale of pay of the post held by them.

CHAPTER – 11

17. Amenities to the Student

- 1) Indoor and outdoor games, gymnasium and other sports shall be organized in the college and hostel for encouraging the students to participate in the sports activities.
- 2) A free medical camp shall be conducted for the student and for monitoring health and good physique.
- 3) Group insurance towards claim of students may be introduced by the management if deems expedient.
- 4) Other amenities such as common boys' room, girls' common room, hygiene restrooms shall be provided to the students.

CHAPTER – 12

18. Delegation of powers

- 1) The administrative and financial powers shall be delegated at various levels for smooth, effective, and efficient functioning of the college and also for obviating the delays as per hierarchy in administrative setup.
- 2) The various administrative and financial powers delegated to different functionaries shall be as specified in Appendix – VIII.

CHAPTER – 13

19. Mode of Recruitment and minimum qualification of the faculty and non-teaching staff

- 1) The staff pattern, the method of recruitment and the minimum qualification applicable shall be as per the norms of All India Council for Technical Education, New Delhi. Regulations read with cadre and recruitment rules enacted by the State Government. The details of the staffing pattern, qualification, and mode of recruitment in terms of the norms of the All-India Council for Technical Education are given in the Appendices – I through VII.
- 2) The scales of pay applicable to the Principal and other faculty under the existing pay scales of All India Council for Technical Education, New Delhi as given Table 4 and revised from the time to time.

Table 4: Post and Pay Scales

Sl. No.	Name of the Post	Pay Scale change from Old to New
1	Principal	16,400-500-22,440(Min-Starting Pay Rs. 19,400) Revised: 37,400-6,7000+AGP 10,000
2	Professor	16,000-450-20-900-500-22,400 Revised: 37,400-67,000+AGP 9,000
3	Assoc. Professors / System Manager	12,000-420-183,300 Revised: 37,400-67,000+AGFP 9,000
4	(a) Lecturer (Selection grade) (b) Asst. Professors-SG	12,000-420-18,300 Revised: 15,600-39,100+AGP 8,000
5	(a) Lecturer (Senior Scale) (b) Assistant Professor-SS	10,000-325-15,200 Revised: 15,600-39,100+AGP 7,000
6	(a) Lecturers / System Analyst (b) Assistant Professors	8,000-275-13,500 Revised: 15,600-39,100+AGP 6,000

- 3) The scale of pay applicable to non-teaching, administrative and other staff in the existing state pay scale shall be as given in Table 5.

Table 5: Technical Staff and Pay Scales

Sl. No.	Technical Staff	Pay Scale change from Old to New
1	Foreman / Programmers	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
2	Operator / Instructor	8,825-225-9,500-250-10,500-300-12,300-350-14,400-400-1600
3	Asst. Operator / Asst. Instructor	6,250-125-6,500-150-7,100-175-7,800-200-8,500-225-9,500-250-10,500-300-12,000
4	Mechanics / Lab Attender.	5,800-100-6,000-125-6,500-150-7,100-175-7,800-200-8,500-225-9,500-250-10,500
5	Helpers	5,200-100-6,000-125-6,500-150-7,100-175-7,800-200-8,200
Administrative Staff		
6	Registrar	NA
7	Superintendent	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
8	Clerks - FDA	7,275-175-7,800-7,800-200-8,500-225-9,500-250-10,500-300-12,300-350-10,500
9	Clerks - SDA	
10	Computer Operators	5800-100-6000-125-6500-150-7100-175-7800-200-8500-225-9500-250-10500
11	'D' Group	NA

- 1) The management at its discretion may appoint other officers and offer higher salaries for exceptionally experienced / talented persons, depending on the need. GOK/DTE order No.: DTE 01 DVP (01) 2014 Dated: 16/09/2014, as given in Table 6.

Table 6: Pay Scales change from old to new

Sl. No.	Name of the Staff	Pay Scale change from Old to New
1	Deputy Director	37400-67000 + AGP 10000
2	Principal Gr-2	
3	Asst. Director	
4	Principal	
5	Professor	37400-67000 + AGP 9000
6	Associate Professor	37400-67000 + AGP 9000
7	Lecture Selection Gr(>3yrs)	
8	Chief Librarian	
9	Lecturer Selection Gr(<3yrs)	15600-39100 + AGP 8000
10	Lecturer Senior Gr	15600-39100 + AGP 7000
11	Asst. Professor	15600-39100 + AGP 6000
12	Placement Officer	
13	Lecturer	15000-39100 + AGP 5400
14	Librarian GE	15600-39100 + AGP 6000
15	Director Physical Education	
16	Asst. Adm. Officer	28100-50100 + AGP 0
17	Registrar	21600-40050 + AGP 0
18	Account Officer	
19	Superintendent	20000-36300 + + AGP 0
20	Foreman	
21	Programmer	
22	System Analyst	17650-32000 + AGP 0
23	Instructor	
24	Librarian GE-S	
25	Asst. Lecturer	16000-29600 + AGP 0
26	Computer Operator	14550-26700 + AGP 0
27	FDA	
28	Asst Librarian	
29	Asst Instructor	12500-24000 + AGP 0
30	SDA	11600-21000 + AGP 0
31	Typist	
32	Mechanic	
33	Driver	10000-10000 + AGP 0
34	Warden (PT)	
35	Electrician	9600-14550 + AGP 0
36	Attender	10400-16400 + AGP 0
37	Helper	
38	Peon	9600-14550 + AGP 0

CHAPTER – 14

20. Job Responsibility of Teachers (AICTE Prescription)

- 1) The Job responsibilities of the teachers in the field of academic, administration, extension activities, development, research and consultancy activities shall be as prescribed by the All-India Council for Technical Education from time to time. The same in brief as specified in Appendix IX.
- 2) The System Manager, System Analyst, etc. are in-charge of the Laboratories. They shall accommodate the students of various programs for smooth conduct of practical. They shall coordinate with the concerned teacher, guide in practical works, and co-operate with the staff of the other programs to make arrangement for carrying out the practical smoothly. They shall ensure proper maintenance, calibration, and repairs of the machineries. They shall coordinate with head of the department, Professor and the Principal for maintenance and proper functioning of the machineries.

CHAPTER – 15

21. Powers of the Management to make Rules, Byelaws in the manual and to amend the existing Rules / Byelaws

The management is vested with the powers to make Rules, Regulations or Byelaws and also to amend the same as and when it becomes expedient. The decisions of the management in all the matters shall be final. However, the management may review its decision and pass the orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

Table 7: Authorities Competent for Appointments

Sl. No.	Category of Post	Authority Competent to make Appointments
1	Principal	Chairman / CED /Management
2	Vice Principal	Chairman / CED /Management
3	Professor, Associate Professor, Assistant Professor / Lecturer, Director of P. E., Librarian	Chairman / CED /Management
4	Professor and Head of Department	Chairman / CED /Management
5	Non-Teaching and Senior Positions	Chairman / CED /Management
6	Various Administrative posts and all group 'D' employees	Chairman / CED /Management



K.L.E.S

ANNEXURE – 1

KLE Society's
KLE INSTITUTE OF TECHNOLOGY GOKUL, HUBBALLI-27
(Affiliated to VTU, Approved by AICTE and ISO 9001:2015 Certified Institute)
ALL UG PROGRAMS ARE ACCRDITED BY NBA



Address: Opposite Airport, Gokul, Hubli-580 027. Dist: Dharwad, Karnataka
Ph: 0836-2232664, Fax:0836-2330688, e-mail: principal@kiet.ac.in, website: www.kleit.ac.in

LEAVE APPLICATION FORM

Name of the Staff : _____

Designation : _____

Department / Section : _____

Nature of Leave Applied : _____

Casual Leave at Credit : _____

Period of Leave : _____

Workload Arrangement :

Sl. No.	Date	Day	Period/Time	Subject/Lab	Class/Sem	Alternative Staff Name	Signature
1							
2							
3							
4							
5							

Arrangement of other important responsibilities, if any:

Signature of case worker _____ Date: _____ Signature of Applicant _____

Recommendation of HOD / Section Head

Recommended / Forward / Not recommended for the following reason:

Signature of HOD / Section Head _____

Sanction / Rejected

PRINCIPAL

C. L. - Casual Leave, D. L. - Duty Leave, V. L. – Vocational Leave, M. L. – Medical Leave, LWP – Leave Without Pay.

ANNEXURE – 2



K.L.E.S

KLE Society's
KLE INSTITUTE OF TECHNOLOGY GOKUL, HUBBALLI-27
 (Affiliated to VTU, Approved by AICTE and ISO 9001:2015 Certified Institute)
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Address: Opposite Airport, Gokul, Hubli-580 027. Dist: Dharwad, Karnataka
 Ph: 0836-2232664, Fax:0836-2330688, e-mail: principal@kiet.ac.in, website: www.kleit.ac.in

APPLICATION FOR EARNED /SPL LEAVE
 (Other than Casual Leave To be submitted in duplicate)
 Note: Items 1 to 11 must be filled by the applicant

1	Name of Applicant	:
2	Whether Temporary / Permanent / Probation	:
3	Leave Rule Applicable	:
4	Post held	:
5	Department or office	:
6	Date of Birth	:
7	Date of Appointment	:
8	Date of Regularization	:
9	Gross Salary	:
Salary details: Basic Pay, Dearness Allowance, House Rent Allowance, Conveyance Allowance, or other Compensatory Allowance drawn in the present post or any other Allowance.		Basic
		D. A.
		H. R. A.
		C. C. A.
		Ex-Pay
		Total
If necessary, add extra columns		
10	a) Nature and period of leave applied for	: a) _____
	b) Date from which leave is required from _____ to _____	: b) _____
11	Grounds on which leave is applied for	:
12	a) Date of return from previous leave and the nature and period of that leave.	: a) _____
	b) If surrender of Earned Leave, then mention previous block period.	: b) _____

I undertake to refund the leave salary if the same is found in excess after subsequent checking.

Place: Belagavi

Signature of Applicant

Date:

13 Remarks and /or recommendation of the Head of the Department.
 Place: Belagavi

Signature,
 Head of the Department

Date:
 14 Remarks and /or recommendation of the Head of the Department.
 Place: Belagavi

Signature,
 Head of the Institution

Date:

5 Statement of leave granted to the applicant before this application

Nature of leave	Leave balance till the date of application (a)	No. of days Leave applied (b)	Balance of leave (a – b = c)
i. Earned Leave			
ii. Commuted Leave			
iii. Medical Leave			
iv. Maternity Leave			

16 **Certified That:**

- i. The _____ leave on full / half / without pay for _____ days i. e., from _____ to _____ is admissible.
- ii. The leave salary will be claimed only after getting the sanction of leave from the Chairman, Board of Management, KLE Society, Belagavi.
- iii. The leave claimed by the applicant previously has been personally verified by me and it bears my signature.

Place: Belagavi

Signature,
Head of the Institution

Date:

17 Orders of the Sanctioning Authority.

Place: Belagavi

Signature of Chairman
Local Governing Body

Signature,
Head of the Institution

Date:

ANNEXURE – 3



K.L.E.S

KLE Society's
KLE INSTITUTE OF TECHNOLOGY GOKUL, HUBBALLI-27
(Affiliated to VTU, Approved by AICTE and ISO 9001:2015 Certified Institute)
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Address: Opposite Airport, Gokul, Hubli-580 027. Dist: Dharwad, Karnataka
Ph: 0836-2232664, Fax:0836-2330688, e-mail: principal@kiet.ac.in, website: www.kleit.ac.in

APPLICATION FORM FOR CASUAL LEAVE / DUTY LEAVE (FOR NON-TEACHING STAFF)

From:

To,

The Principal,
K. L. E. Institute of Technology,
Hubballi – 580027

Respected Sir,

I request you to grant me Casual Leave / Duty Leave for _____ days on / from _____ as I have got personal work / I am going on for Educational Tour along with the students / for attending the University Meeting / Other college work. I have availed Casual Leave / Duty Leave for _____ days so far.

Name of the Substitute Staff and Signature

Thanking you,

Yours's faithfully

Forwarded with compliments to the Principal for sanction.

He has availed so far _____ days inclusive of the leave applied.

Signature
Head of the Department

Principal

APPENDIX – I

Staff Pattern and Recruitment Rules

A. Staff pattern and recruitment rules shall be in accordance with the AICTE, NEW DELHI Regulations. The minimum qualification, teaching experience and mode of recruitment are as given in Table A1.

Table A1: Staff pattern and Recruitment Rules

Sl. No.	Cadre	Minimum Qualification and Teaching Experience	Recruitment method
1	Principal	<p>Qualification as given for the post of Professor.</p> <p>Post PhD publications and guiding PhD students is highly desirable.</p>	<p>Minimum of 10 years teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. Or Minimum of 13 years' experience in teaching and / or Research and / or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc, as deemed fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10years as certified by the Council of Architecture shall also be considered valid.</p>
2	Professor	<p>Qualification as per Associate Professor.</p> <p>Post PhD publications and guiding PhD students is highly desirable.</p>	<p>Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor or Minimum of 13 years' experience in teaching and / or industry.</p> <p>In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing analyzing, quality control, innovating training, technical books / research paper publications / IPR / parents, etc., as deemed fit by the expert members of the selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
3	Associate Professor.	<p>Qualification as that for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publication and guiding PhD student is highly desirable.</p>	<p>Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall be considered valid Direct Recruitment.</p>

Sl. No.	Cadre	Minimum Qualification and Teaching Experience	Recruitment method
4	Assistant Professor	BE / B. Tech and ME / M. Tech in relevant branch with First Class or equivalent either in BE / B. Tech or ME. / M. Tech.	Direct Recruitment.
5	Professors in Mathematics, Physics, Chemistry	PG at least 55% of marks with Ph. D in the relevant subject.	50% by promotion from the cadre of Associate Professors and 50% by Direct Recruitment.
6	Asst. Professor in Computer Science Engineering	In lieu of First Class at Bachelor / Master level in the appropriate branch a First-Class master's degree in Computer Science for Engineering / Technology together with the first class Bachelor's degree in any area of Engineering / Technology	Direct Recruitment.
7	Asst. Professor (non-Engineering) Mathematics, Physics, Chemistry.	Postgraduate in relevant subjects with at least 55% of marks Ph. D preferred.	Direct Recruitment.

1. Equivalence for PhD is based on the factor of 5 International Journal papers, each Journal having a cumulative impact factor of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
2. PhD shall be from a recognized University.
3. For an incumbent Assistant Professor, experience at the level of Associate Professor, Assistant Professor has acquired or acquires Ph.D. Degree in relevant discipline.
4. Experience at Diploma Institution is also considered equivalent to experience in degree Institutions at appropriate level and as applicable. However, qualification as above shall be mandatory.

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Points System is adopted the CGPA will be converted into equivalent to first mark as below.

Staff Pattern for UG Program

Sl. No.	Branch	Intake / Strength	AICTE 1:20	P	ASP	AP	First Year	Total	Remarks
1	Electrical and Electronics Engg	60	10						
2	Electronics and Communication Engg.	120	20						
3	Computer Science Engg.	60	10						
4	Information Science Engg.	60	10						
5	Civil Engg.	60	10						
6	Mechanical Engg.	120	20						
	Grand Total								

Staff Pattern for PG Programmes

Sl. No.	Branch	Intake / Strength	AICTE 1:20	P	ASP	AP	First Year	Total	Remarks
1	Master of Computer Applications.	60	10	1					
2	M. Tech Computer Engineering.	16	10	1					
	Grand Total								

APPENDIX – II

Departments' Staff Pattern and Staff Students Ratio

Sl. No.	Cadre of the Post (Teaching)	Nos. as per AICTE Norms
Undergraduate		
01	Electrical and Electronics Engineering	
	Intake – 60	
1	Professor and HOD	01
2	Professor	00
3	Associate Professors	02
4	Assistant Professors	06
5	First Year Additional	01
	Total	10
02	Electronics and Communication Engineering	
	Intake – 120	
1	Professor and HOD	01
2	Professor	01
3	Associate Professors	04
4	Assistant Professors	12
5	First Year Additional	02
	Total	20
03	Computer Science Engineering	
	Intake – 120	
1	Professor and HOD	01
2	Professor	01
3	Associate Professors	04
4	Assistant Professors	12
5	First Year Additional	03
	Total	21
04	Civil Engineering	
	Intake – 60	
1	Professor and HOD	01
2	Professor	00
3	Associate Professors	02
4	Assistant Professors	06
5	First Year Additional	01
	Total	10
05	Mechanical Engineering	

	Intake – 120	
1	Professor and HOD	01
2	Professor	01
3	Associate Professors	04
4	Assistant Professors	12
5	First Year Additional	05
	Total	23
Postgraduate		
06	Master of Computer Applications	
	Intake – 60	
1	Professor and HOD	01
2	Professor	00
3	Associate Professors	01
4	Assistant Professors	04
5	First Year Additional	00
	Total	06
07	Master of Computer Science & Engineering	
	Intake – 18	
1	Professor and HOD	01
2	Professor	00
3	Associate Professors	01
4	Assistant Professors	01
5	First Year Additional	00
	Total	03

APPENDIX – III

Minimum Qualification and Experience Prescribed for Teaching Post in Degree Level Technical Institutions Engineering and Technology Disciplines

Sl. No.	Cadre	Qualifications	Experience	Qualification and Experience for Candidates from Industry and Professionals
1	Assistant Professor	First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering Technology.	No Minimum Requirement	
2	Associate Professor	Ph.D. degree with the First Class Degree at bachelor's or Master's level in the appropriate branch of engineering / Technology.	3 years' experience in Teaching / Industry / Research at the level of Lecturers or Equivalent	Candidates from Industry / Professionals with First Class Degree at bachelor's or Master's level in the appropriate branch of Engineering / Technology or First Class Master's level in the appropriate branch of Engineering / Technology and Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years' experience would also be eligible.
3	Professor	Ph.D. degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering / Technology.	10 years' experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent	Candidates from Industry / Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology and with significant Professional work and be recognized as equivalent to Ph. D degree and with 10 years' experience of which at least 5 years should be at Senior Level comparable to that of Assistant Professor should also be eligible.
4	Director / Principal / Head of Institute	Ph.D. degree with the First Class Degree at Bachelor's or Master's level In addition the candidates should be an eminent person in the field.	15 years' experience in Teaching / Industry / Research must be at the level of Professor or above	Candidates from Industry / Professionals with First Class Degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology and with Professional work is significant and be recognized as equivalent to Ph. D degree and with 15 years' experience of which at least 5 years should be at Senior Level comparable to that of Professor should also be eligible. Desirable: Administrative Experience in a responsible position.

Note:

1. If a class / division is not awarded at B. E. or M. E. / Equivalent Degree a minimum of 60% marks in aggregate shall be considered as equivalent to first class / division. If a Grade point system is adopted the CGPA will be converted into equivalent marks as given below.
2. If the discipline of Computer Science Engineering / Technology, in lieu of the 'First class degree at bachelor's and / or Master level in the appropriate branch. "A first-class master's degree in computer science Engineering / Technology together with first class bachelor's degree in any area of Engineering Technology will be acceptable.

APPENDIX – IV

Minimum Qualification and Experience Prescribed by AICTE for Teaching Post In Humanities and Science in Degree Level Teaching Institution

Sl. No.	Cadre	Qualifications	Experience
1	Assistant Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for Lecturer conducted by the UGC / CSIR or similar test accredited by UGC.	No Minimum Requirement
2	Associate Professor	Good academic record with at least 55% marks or equivalent CGPA at the Master's degree level and Ph. D. degree in the relevant subject.	5 years' experience in Teaching and Research excluding the period spent for obtaining the degree and has made some mark in the area of Scholarship as evidenced by quality of publications, contribution to educational innovations, design of new courses and curricula.
3	Professor	Ph.D. degree with the First Class Degree at Bachelor's or Master's level in the appropriate branch of engineering / Technology.	10 years' experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent by quality of publications, contributions, design of new course and curricula.
<p>Note: If a Grade Point system is adopted the CGPA will be converted into equivalent marks as given below.</p>			
Sl. No.	Grade Point	Percentage of Marks	
1	6.25	55	
2	6.75	60	
3	7.25	65	
4	7.75	70	
5	8.25	75	

APPENDIX – V

AICTE Prescribed Qualification and Experience for the Post of Principal / Director in Technical Institutions

Qualification and Experience	Qualification and Experience for Candidates from Industry and Profession
<p>Qualification: Ph. D. degree (with first class degree at Bachelor's or Master's level). In addition, the candidate should be an eminent person in the field.</p> <p>Experience: 15 years of experience in Teaching / Industry / Research out of which 5 years must be at the level of Professor or above.</p> <p>Desirable: Administrative experience in a responsible position.</p>	<p>Candidate from Industry / Professionals with Master's degree in Engineering / Technology and with professional work which significant and can be recognized as equivalent to Ph. D degree and with 15 years' experience of which at least 5 years should be at a Senior level comparable to that of professor would also be eligible.</p> <p>Desirable: Administrative experience in a responsible position.</p>

APPENDIX – VI

For Institution Offering Management Studies

Qualification and Experience	Qualification and Experience for Candidates from Industry and Profession
<p>Qualification: Ph. D. degree or a Fellowship of IIMs, ICA or ICWA with first class Master's Degree in Business / Management / Administration / other relevant management related discipline. In addition, the candidate should be an eminent person in the field.</p> <p>Experience: 15 years of experience in Teaching / Industry / Research out of which 5 years must be at the level of Professor or above in Management.</p> <p>Desirable: Administrative experience in a responsible position.</p>	<p>Candidate from Industry / Professionals with Master's degree in Business / Management / Administration / other relevant management related discipline with professional work which is significant and can be recognized as equivalent to Ph. D. degree and with 15 years of professional experience, out of which 5 years should be at a Senior level comparable to that of professor would also be eligible.</p> <p>Desirable: Administrative experience in a responsible position.</p>

Clarification by AICTE

1. **Item No. 1:** Eligibility for the Post of lecturer in Computer Science and Engineering Relaxation in the recruitment of First Class.
2. **Item No. 2:** Anomaly in the AICTE prescribed eligibility criteria for the post of lecturer in Computer Science and Engineering.

Decision taken

The Committee agreed to the decision of the AIB-IT i.e. B. E. in any Engineering discipline or M. Sc. in Mathematics / Physics / Electronics / Computer Science and allied subject and First Class M. Tech. / M. E. degree in Computer Science / Information Technology.

3. **Item No. 3:** Clarification in respect of the qualification prescribed for appointment as Lecturer in MCA course.

Decision taken

Bachelor's degrees in any discipline or M. Sc. in any branch along with class MCA degree are eligible for appointment as Lecturer in MCA course.

APPENDIX – VII
Non-Teaching – Technical Staff

i. Electrical and Electronics Engineering (Intake – 60)

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Foreman	1	Diploma in Electrical and Electronics with experience.	Direct recruitment
2	Instructor	3	Diploma in Electrical and Electronics with experience.	Direct recruitment
3	Asst. Instructor	5	SSLC with ITI with experience.	By promotion from the Cadre of Asst. Instructor
4	Mechanics	4	SSLC with 2 years' experience.	Direct recruitment
5	Helpers	3	7 th Standard with experience.	Direct recruitment
	Total	16		

ii. Electronics and Communication Engineering (Intake –120)

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Foreman	1	Diploma in Electronics and Communications with experience.	Direct recruitment
2	Instructor	3	Diploma in Electronics and Communications with experience.	Direct recruitment
3	Asst. Instructor	5	SSLC with ITI with experience.	By promotion from the Cadre of Asst. Instructor
4	Mechanics	4	SSLC with 2 years' experience.	Direct recruitment
5	Helpers	3	7 th Standard with experience.	Direct recruitment
	Total	16		

iii. Computer Science and Engineering (Intake – 60)

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	System Manager	1	Same as Professor	Direct recruitment / Promotion
2	System Analyst	1	B. E. Computer Science or Diploma in Computer Science with experience.	Direct recruitment
3	Programmers	2	B. Sc. (Computer) / B. E. or Diploma in Computer Science.	
4	Computer Maintenance	2	Diploma with experience	By promotion from the Cadre of Mechanics
5	Data Entry Operator (DEO)	2	SSLC with ITI with experience.	By Direct recruitment / Promotion
6	Attenders	2	SSLC with 2 years certificate with experience.	Direct recruitment
7	Helpers	2	7 th Standard with experience.	Direct recruitment
	Total	12		

iv. Civil Engineering (Intake –60)

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Foreman	1	Diploma in Civil Engineering with experience.	Direct recruitment
2	Instructor	3	Diploma in Civil Engineering with experience.	Direct recruitment
3	Asst. Instructor	5	SSLC with ITI with experience.	By promotion from the Cadre of Asst. Instructor
4	Attender	4	SSLC with 2 years' experience.	Direct recruitment
5	Helpers	3	7 th Standard with experience.	Direct recruitment
	Total	16		

v. Mechanical Engineering (Intake –120)

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Foreman	1	Diploma in Civil Engineering with experience.	Direct recruitment
2	Instructor	3	Diploma in Civil Engineering with experience.	Direct recruitment
3	Asst. Instructor	5	SSLC with ITI with experience.	By promotion from the Cadre of Asst. Instructor
4	Attender	4	SSLC with 2 years' experience.	Direct recruitment
5	Welder	2	ITI with 2 years' experience.	Direct recruitment
6	Helpers	3	7 th Standard with experience.	Direct recruitment
	Total	18		

vi. Basic Science and Mathematics

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Instructor	2	Bachelor Degree in Science in PCM with 1 st class and a minimum of 5 years' experience in Engineering College Laboratory.	Direct recruitment By promotion from the Cadre of Instructor
2	Asst. Instructor	2	Lab Technician Course and experience in Engineering College Laboratory preferred	Direct recruitment By promotion from the Cadre of Attendant
3	Lab Attendant	2	SSLC with vocational course preferred.	Direct recruitment
4	Peons	2	7 th Standard.	Direct recruitment
	Total	8		

vii. Administrative Staff

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Registrar	1	Retired Officer from the State Govt. Department / Board and has put in not less than 25 years of Service in various Departments.	On Contract Basis
2	Manager	1	PG / UG Degree with 15-years experience.	Direct recruitment
3	Superintendent	4	Degree with 10- years experience.	Direct recruitment / Promotion
4	FDC	3	Degree with 5- years experience.	Direct recruitment / Promotion
5	SDC	6	Degree with knowledge of computers.	Direct recruitment / Promotion
6	Typist	2	Any Degree / Diploma with DEO / Computer usage.	Direct recruitment
7	'D' Group Employees	2	SSLC / 7 th Standard	Direct recruitment
	Total	19		

viii. Library Staff

Sl. No.	Name of the Post	No.	Qualification	Recruitment Method
1	Chef Librarian	1	Ph. D. in Library Science and should have put in 5 years of service in the Senior Scale.	Direct recruitment / by Promotion
2	College Librarian	2	Master's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of marks or its equivalent CGPA and consistently good academics record computerization of the library.	Direct recruitment
3	Assistant Librarian	3	Bachelor's degree in library science / Documentation or an equivalent professional degree with First Class and consistently good academic record computerization of the library.	Direct recruitment
4	Library Assistant	1		Direct recruitment
	Total	7		

Note:

As per AICTE norms individual Librarians to be appointed to UG, MCA, and M. Tech. Programs, in the light of this for proper hierarchical and management of the libraries the following cadres are recommended. The libraries are required to function in shifts.

ix. Physical Education Staff

1	Director of Physical Education (Selection Grade)	Direct recruitment
	i) Completed 5 years of service as College Director of Physical Education in the senior scale.	
	ii) Has attended at least 2 refresher courses of about 3-4 weeks duration each with proper and well-defined evaluation procedure after placement in scale of lecturer.	
	iii) Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least two weeks duration.	
	iv) Passed the Physical fitness test.	
	v) Constantly good appraisal report.	

2	Director of Physical Education (Senior Scale)	Direct recruitment
	i)	Should have completed 6 years of service as college Director of Physical Education with a benefit of relaxation of 2 years for Ph. D. and 1 year for M. Phil. Degree holder.
	ii)	Passed the physical fitness test.
	iii)	Should have attended at least one orientation course and one refresher course of about 3-4 weeks duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph. D. degree holders)
3	Director of Physical Education	Direct recruitment
	i)	A Master's degree in Physical Education (two-year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or CGPA and consistently good academic record
	ii)	Record of having represented the University / College at the Inter University / Inter-Collegiate competitions or the State in National Championship.
	iii)	Passed the Physical fitness test.
	iv)	Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

Note:

1. The Management is empowered to relax the qualification or age limit in deserving cases.
2. Promotional posts can be filled-up by direct recruitment provided eligible candidates are not available.
3. Management has discretionary powers to appoint retired person for important posts like Principal, Professors, Registrar / Office Manager and Foreman etc.

APPENDIX – VIII

Delegation of Powers

Sl. No.	Description of Power	Organization level	College level	Department level
(1)	(2)	(3)	(4)	(5)
I	ADMINISTRATIVE			
1	To sanction promotion, permanent or officiating and other arrangements	Full Powers	Recommends	Recommends
2	To permit staff to carry out research work in the institution under grants provided by the UGC, AICTE, etc.	Full Powers	Full Power	-
3	To appointment of part-time lecturers for the vacant posts.	Full Powers	Full Powers	-
4	Appointment of staff for special coaching classes.	Full Powers	Full Powers	-
II	PERMISSION TO STAF			
5	To sanction the acceptance of remuneration by college officials for work as examiners for various examinations of universities.	Full Powers	Full Powers	-
III	LEAVE			
6	The sanction maternity leave to female officials.	Full Powers	Full Powers	Recommends
IV	TA and DA			
7	To sanction TA to official for attending meeting.	Full Powers	Recommends	Recommends
8	To sanction conveyance for office related work.	Full Powers	Full Powers	-
9	To authorize subordinate officials to proceed on duty within the state.	Full Powers	Recommends	Recommends
10	To authorize subordinate officials to proceed on duty beyond the state but within India.	Full Powers	Recommends	Recommends
11	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail.	Full Powers	Recommends	-
12	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate officials	Full Powers	Recommends	Recommends

Sl. No.	Description of Power	Organization level	College level	Department level
(1)	(2)	(3)	(4)	(5)
V	FINANCIAL			
13	To sanction arrears claims of subordinate officers.	Full Powers	Recommends	-
14	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not in rules of the organization.	Full Powers	-	-
15	To sanction permanent advances for contingent expenditure to drawing officers.	Full Powers	Full Powers	Recommends
16	To sanction expenditure on publication of officials Advertisement in News Paper.	Full Powers	Recommends	-
17	To permit in special circumstances the remittance of pay travelling allowance and contingencies of officials employed out of way places.	Full Powers	Recommends	Recommends
18	To sanction refund of wrong or excess credits provided each claim is supported by certificate or original credit and its non-payments. The claim is preferred within 3 years of original credits. It is clearly established that it was a case of wrong or excess credits.	Full Powers	Recommends	-
19	To accord administrative approval to works against funds provided in the budget.	Full Powers	-	-
20	Countersigning of all bills.	Full Powers	Recommends	Recommends
VI	FINANCIAL - STUDENTS			
21	To sanction refund of revenue including fees, fines, etc.	Full Powers	Recommends	-
22	To refund fees paid by the students who have been awarded free ship and half free ships.	Full Powers	Full Powers	-
23	Sanction of Industrial visits for student and staff.	Full Powers	Full Powers	Recommends
24	Sanction of Study Tour Programme	Full Powers	Recommends	-

Sl. No.	Description of Power	Organization level	College level	Department level
(1)	(2)	(3)	(4)	(5)
VII	WRITE OFF – BAD DEBT			
25	To sanction the write-off of Irrecoverable charges relating to breakages. Value of books lost or missing from libraries found irrecoverable subject to the condition the loss is not caused by negligence of any official (books issued for reference within the premises).	Full Powers	Full Powers	Recommends
VIII	EXHIBITIONS			
26	To Sanction expenditure for participating in Exhibition or VTU mela and other similar important state exhibitions.	Full Powers	Recommends	Recommends
27	To sanction expenditure for participating in District and other exhibitions within the state.	Full Powers	Recommends	Recommends
IX	STORE PURCHASE			
28	To declare stores as absolute, surplus or unserviceable and dispose them of subject to fixing responsibility for the loss, where they have become obsolete, surplus or unserviceable owing to negligence or fraud etc., on the part of individual officers.	Full Powers	Recommends	Recommends
29	To sanction the purchase of Furniture.	Full Powers	Recommends	Recommends
30	To sanction the purchase of Office Equipment.	Full Powers	Recommends	Recommends
31	To sanction charges for insurance on special goods, scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport.	Full Powers	Recommends	Recommends
32	To sanction the purchase of stationary articles is a condition of transport.	Full Powers	Recommends	Recommends
33	To order the casual and emergent purchase of stores.	Full Powers	-	-
34	To accept tenders for purchase of stores ordered directly by the Department.	Full Powers	Recommends	Recommends

Sl. No.	Description of Power	Organization level	College level	Department level
(1)	(2)	(3)	(4)	(5)
35	To sanction the direct purchase of the following Articles, Chemicals and other consumables stores Apparatus and other articles of Laboratories, equipment not exceeding Rs. 10000/- for any articles. Controlled stores like Iron, Steel, Cement, Emulsion Timber, etc., Chemicals, Paints, Books Electric tubes and bulbs apparatus etc., vide (a) and (b) supra from Government Department and Government Factories and Janata Bazaars at the rate fixed by them taking into consideration the quality and workmanship of the articles without calling for competitive quotation.	Full Powers	Recommends	Recommends
36	To sanction of purchase of Hostel Utensils, Furniture and equipment.	Full Powers	-	-
37	To sanction contracts for running cycle stands canteen, etc. Auction sales of grass etc., in the premises of building Proposals for the disposal of withered, fallen or felled trees in the aforesaid premises.	Full Powers	-	-
X	MAINTENANCE			
38	To sanction charges for repairs to college vehicles.	Full Powers	-	-
39	To sanction repairs of calculators, furniture and other articles of office equipment.	Full Powers	Recommends	Recommends
40	To sanction charges for shifting telephones from one office building to another.	Full Powers	Recommends	Recommends
41	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
42	To sanction repairs to	Full Powers	Recommends	Recommends

APPENDIX – IX

JOB RESPONSIBILITIES OF TEACHERS (AICTE)

AICTE PAY SCALES ORDER COPY