



RAMAIAH

College of Arts, Science
& Commerce

GEF(E & GS)

M S RAMAIAH

College of Arts, Science and Commerce

M. S. RAMAIAH

College of Arts, Science and Commerce

(Re-accredited with "A" by NAAC, permanently affiliated to Bangalore University,
approved by AICTE, Recognized by UGC under 2f & 12B of UGC Act, 1956)

MSR Nagar, Bangalore 560054

www.msrmasc.edu.in



RAMAIAH
College of Arts, Science
& Commerce

**RULES REGULATING POLICIES,
PROCEDURES & PRACTICES, 2018**

M S RAMAIAH

College of Arts, Science and Commerce

No GEF /83/RRP/2018-19

Date: 27-4-2018

Notification

The managing committee of GEF (Engg& General Sciences) hereby enact the rules that shall be called rules, regulations, policies, procedures and practices 2018. The applied matters shall be incidental therewith and is applicable to the teaching staff, non-teaching staff, students and all other stake holders of the M S Ramaiah College of Arts, Science and Commerce which shall come into effect from 27th April 2018.



RAMAIAH

Ramaiah group of Institutions has unveiled a new logo towards unifying all the institutions under a common umbrella. The Swan in the flight ,above signifies the modern initiatives of the group towards knowledge advancements with its wings spread, the swan is looking upwards towards the sun, which in our context symbolizes wisdom and enlightenment. The swan is subtly encased in the impression of the shield which here represents trust, legacy and qualities. We are found to be strongly associated with the Ramaiah brand in a seamless blend of both experience and progressiveness, the brand leverages the depth of both Indian and western knowledge. The contemporary identity endeavors to amplify the modern quotient of the brand while reliving the sophistication of knowledge and heritage.

VISION

To prepare men and women for the service of the country

MISSION

To deliver global quality education by nurturing a conducive learning environment for a better tomorrow through continuous improvement and customization

OBJECTIVE

To provide quality education
To impart life skills and values
To train in confidence building and Decision making

QUALITY POLICY

To channelize the efforts and measures to provide excellence in academics with continual improvement, staff and student development for better society

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ABBREVIATIONS

AICTE :All India Council for Technical Education

BU :Bangalore University

BCU:Bengaluru Central University

CE:Chief executive

CFO: Chief Finance officer

CAS :Current Awareness Service

CBCS :Choice Based Credit System

CH :Commuted Leave

CL :Casual Leave

EL: Earned Leave

CSIR : Council for Scientific and Industrial Research

DD : Demand draft

DELNET :Developing Library Network EBSCO

EPF :Employees Provident Fund

ESE : End Semester Examinations

ESI : Employment State Insurance

FDP : Faculty Development Program

GOC : Good Office Committee

GMF : General Maintenance Fee

HOD : Head of Department

HR : Human Resources

LAC : Library Advisory Committee

LIC : Local Inquiry Commission

LOP : Loss of Pay

I A : Internal Assessment

ICCR : Indian Council For Cultural Relations

ICT : Information and Communication Technology

IE : Internal Examination

IEEE: Institute of Electrical and Electronics Engineer

INFLIBNET :Information and Library Network

IQAC : Internal Quality Assurance Cell

IUF : Infrastructure Usage Fee

MoU : Memorandum of Understanding

NOC : No Objection Certificate

NDC : No Due Certificate

OBC :Other Backward Classes

ODC : Over Due Charges

OOD : On OfficialDuty

PDC : Provisional Degree Certificate

PF : Provident Fund

POC : Proof of Concept

PUC : Pre-University Certificate

RAC: Research Advisory Committee

RC : Research Committee

R& D : Research and Development

SC : Schedule Caste

ST : Schedule Tribe

SE : Statement of Expenditure

SWD : Social Welfare

TC : Transfer Certificate

UG : Under Graduate

PG: Post Graduate

UGC : University Grants Commission

1. ADMINISTRATIVE POLICY

1. ADMINISTRATIVE POLICY

1.1 Statement:

The policy aims at providing comprehensive framework of regulations governing the general administration thereby enhancing consistency in the interpretation and application of all the other policies. Further, it navigates and monitors the development, approval, communication, and maintenance of different policies and ensures to reach organizational goals and expectations.

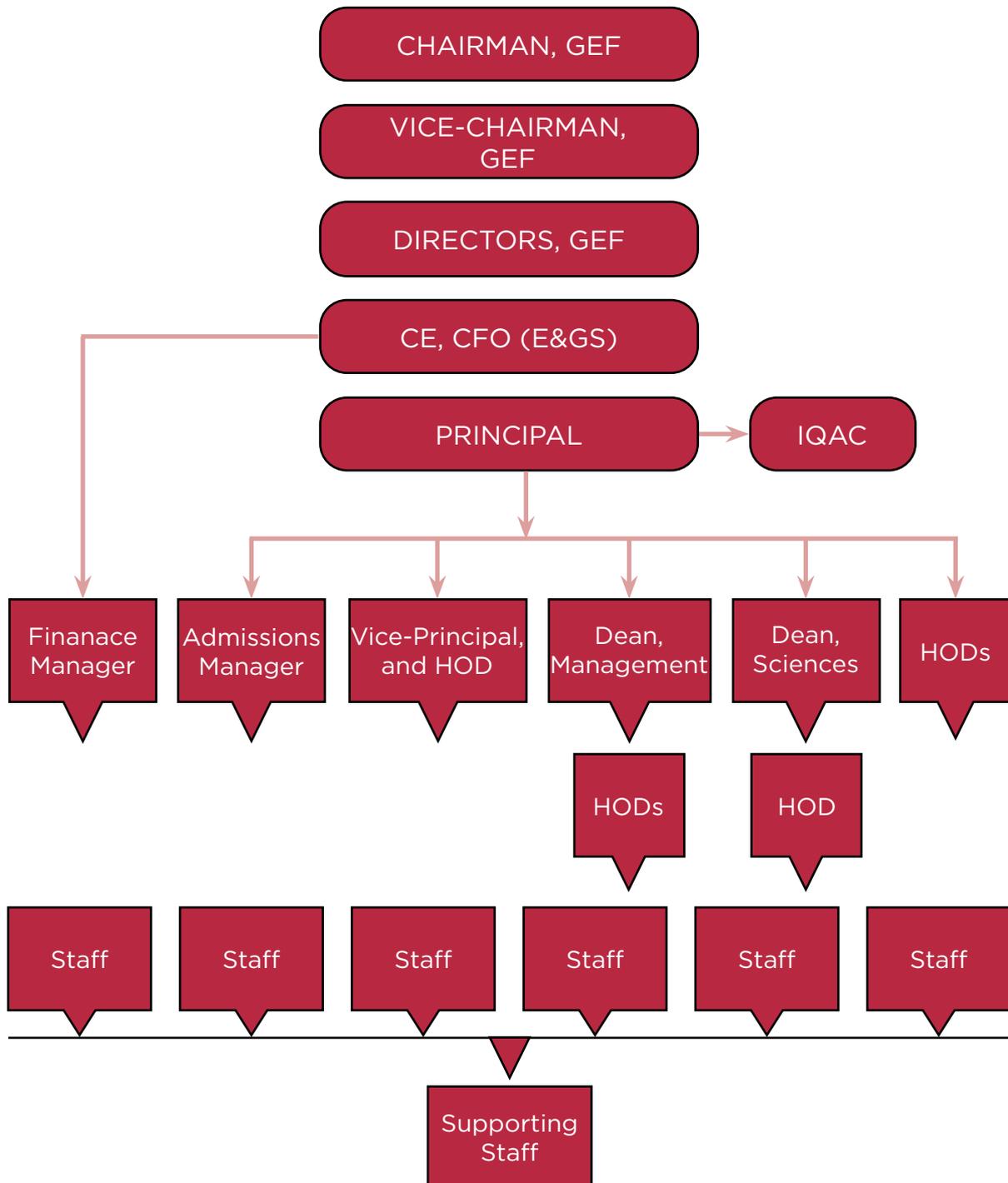
1.2 Scope:

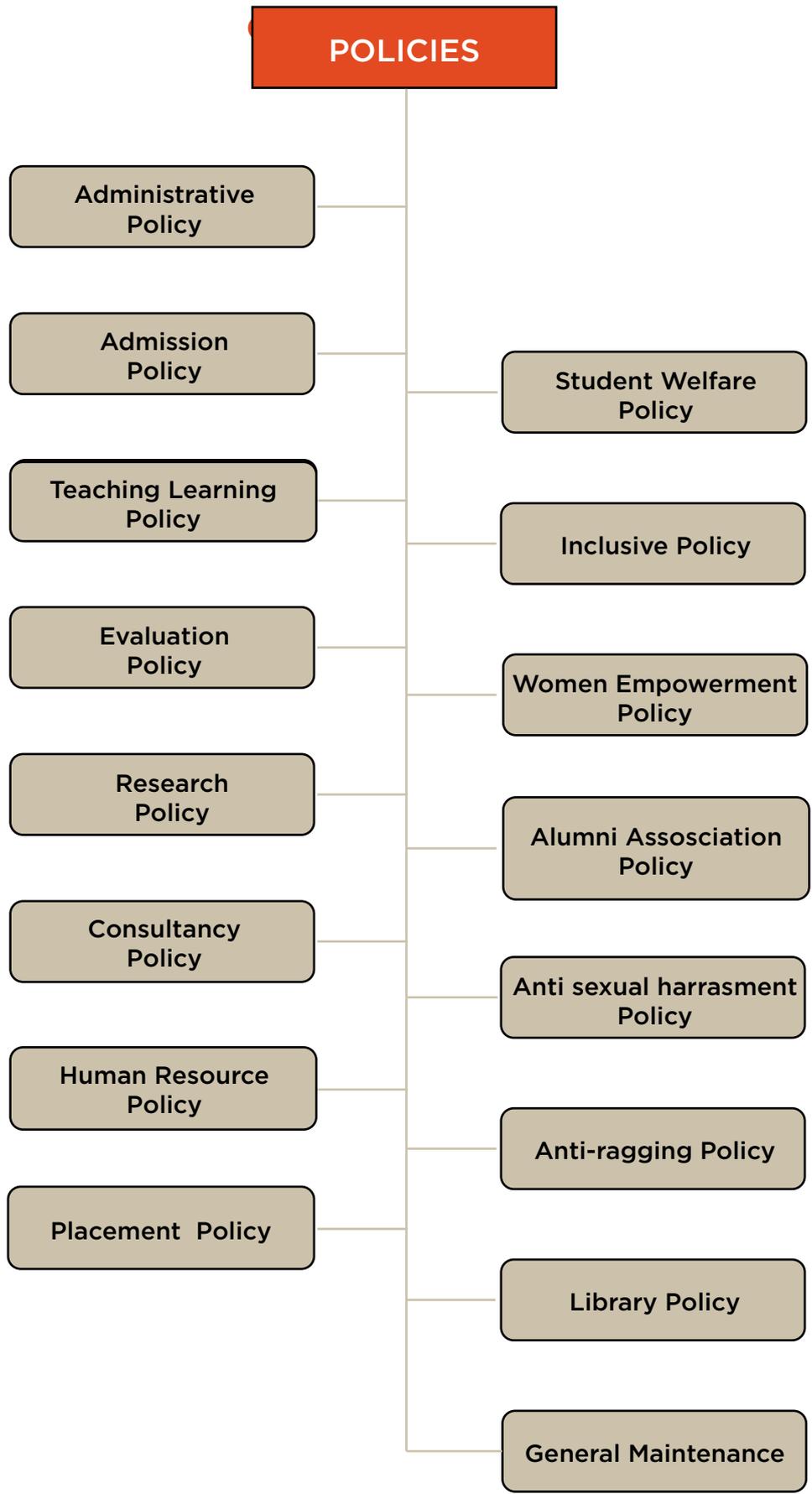
This policy and its components, applies to all the students, faculty, non-teaching staff, administrative staff and other stakeholders associated with the institution.

1.3 Objectives:

- ❖ To set out clear organizational standards for the development, implementation and distribution of college policies
- ❖ To ensure consistency and an understanding of the colleges' administrative, operational, financial, and human resource goals, priorities and objectives.
- ❖ To aid those in administrative positions to consistently achieve fair and equitable decisions
- ❖ To encourage decentralized organizational structure by defining job role and responsibilities
- ❖ To monitor and ensure all the policies are effectively implemented.

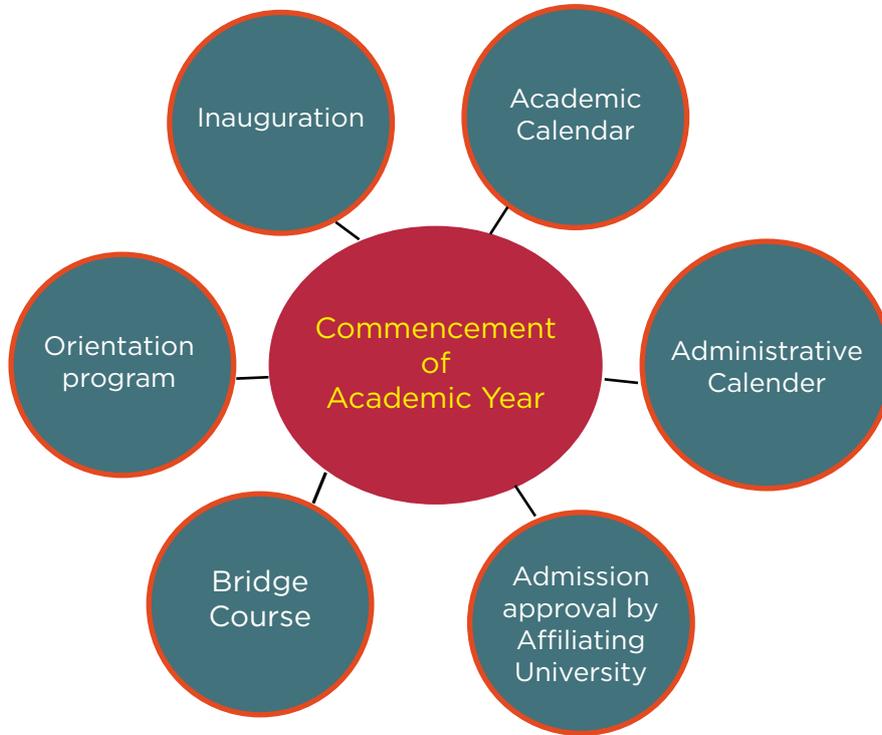
ORGANIZATIONAL CHART





REGULATOR FOR COLLEGE:

- ❖ The college shall release the calendar of events at the beginning of the academic year



- ❖ The college shall constitute Internal Quality Assurance Cell to monitor all the Heads of the Departments and other activities of the college. The College shall obtain feedback and recommend suitable mechanism to ensure equality.



1.4 Regulator for students:

1.4.1 College Timing:

- ❖ The timing of the college shall be from 9:30 am to 4.30 pm on all working days with a lunch break between 1.20 - 2.00 pm.
- ❖ Student shall be in the campus at the prescribed time and shall attend regular theory
- ❖ classes, practical sessions, Mentor-Mentee sessions, remedial classes and if necessary and shall come early or stay back beyond working hours if practical session extends.
- ❖ Late entry to the college shall not be entertained.

1.4.2 Identity Cards (ID Cards):

- ❖ Students shall wear ID cards at all time within the campus and shall produce it to the staff and security when demanded.
- ❖ Student shall not be allowed to enter the campus without ID card
- ❖ Duplicate ID cards shall be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment.
- ❖ Student shall not be permitted to enter library and borrow books without ID card

1.4.3 Dress Code:

The college shall expect the students to keep in mind the basic norms of modesty and decency with regards to dress. Uniform symbolizes unity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it shall be taken as a source of pride and responsibility, not liability. Parents should see that the uniform and hairstyle of their wards are in tune with modesty and dignity. The following dress code shall be followed.

Uniform: Monday - Friday:

- ❖ Formal full sleeve shirt and trouser with tie and blazer for BCA,BBA and MBA and M.com

Formals/Informals: Monday - Saturday:



Boys: Formal pants with decent Shirts



**Girls: Churidar, Pants, Kurtas, Tops,
(No tight fitting or short tops)**

NOT ALLOWED

- ◆ NOT ALLOWED
- ◆ Pajamas/Kurta, Shorts, Track Pants, Printed shirts – for Boys
- ◆ Capri, Gowns, Ripped Jeans, short skirts ,Tight fitting clothes for girls
- ◆ Coloring of hair and unconventional haircuts are strictly prohibited
- ◆ Boys piercing the ear and wearing ear rings

- ❖ Any student violating the dress code will not be allowed to sit in the class.
- ❖ Any member of the teaching or non- teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

1.4.4 Attendance and Leave:

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave by informing the Proctor /HoD.

- ❖ The College mandates 75% attendance in each paper to promote teaching and learning outcome.
- ❖ The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examination (ESE). College shall strictly adhere to the norms as enforced by the UGC.
- ❖ The student fulfilling the eligibility criteria laid by the affiliating university is eligible to pay examination fee. If the student fails to fulfill the eligibility criteria then he/she shall be detained and accordingly the student shall have to repeat the semester (Readmission) after seeking the permission of the Registrar, Bangalore Central University.
- ❖ The student by mere paying examination fee shall not have right to appear for End Semester Examination (ESE). Student shall comply with the criteria laid down in Evaluation Policy to take-up Internal/End Semester Examination.
- ❖ Students with < 75% shall not be permitted to write End semester examination.
- ❖ Students bringing in Political group activists into the college premises, Political pressure or letters from Political groups, making videos of the college processes providing incorrect/false information about the college to the media and acts of similar nature regarding attendance will be summarily rusticated from the college immediately.
- ❖ Student if absent for one period in a day, he/she shall be marked absent for that period only.
- ❖ Attendance is available for students/parents to view on the College ERP portal. Every student shall be provided with a unique password at the beginning of the academic year to access information, including attendance, Internal marks, and

access to the classes contents. Parents can make use of this facility to know about their wards attendance

- ❖ Students shall check the attendance regularly, and if any discrepancy is found, the same shall be brought to the notice of the Proctor/ HOD in writing within two working days.
- ❖ It is mandatory for students to attend the internal test. College shall not be conducting retest without any genuine reason and the permission from the Principal
- ❖ Students absent on medical grounds shall produce a bonafide medical certificate.
- ❖ If a student is absent continuously for three classes in a subject/paper, he/she shall submit admit slip duly signed by HOD to attend classes failing which, attendance shall not be given.
- ❖ Prolonged or serious illness, hospitalization or advised rest for long period shall be reported to the Proctor /HOD within a week. The letter duly signed by parent/guardian along with prescription, medical certificate shall be submitted to the Proctor/HOD on the day of reporting to college. Student shall make up the attendance by attending classes regularly after reporting to college. Only genuine cases with regular attendance and good performance in previous semester shall be considered for attendance at the end of the semester
- ❖ Absence due to regular sickness like fever, cold/cough, vomiting, and diarrhea or due to family function etc., shall not be considered for relaxation of attendance as these couple of days absence is covered in the 25% relaxation provided in the attendance while fixing eligibility criteria. Hence, student shall attend classes regularly to make up the attendance.
- ❖ Attendance carries 5 marks both in theory and practical Internal Assessment.
- ❖ Attendance shall not be given to students for attending classes of Certificate Courses enrolled not offered by college

1.4.5 Payment of fees:

- ❖ Fee shall be remitted in the admission office at the beginning of every academic year.
- ❖ Uniform, ID card, Campus Management System fee shall be paid at the admission counter in the beginning of the academic year
- ❖ Every eligible student in each semester shall pay the Examination fees (amount prescribed by the affiliating University) after obtaining the No Due Certificate within the stipulated time
- ❖ The college under any circumstances shall not entertain late payment of examination fee.
- ❖ Student shall maintain the Receipts issued by the office safely and produce them on

demand. Duplicate Fee Receipt shall not be issued at any circumstances

- ❖ Students shall check the receipt issued and mistakes if any shall be rectified immediately. Complaints made later shall not be entertained
- ❖ Every student shall remit the convocation fee (amount prescribed by the affiliating University) within the stipulated time as per notification

1.4.6 Cleanliness:

- ❖ Student shall maintain cleanliness in classrooms, verandas and in college premises. Student shall avoid leaning against walls and door-ways.
- ❖ Students shall desist from disfiguring the classrooms, the furniture, compound walls and buildings or any part of the college campus by pasting poster's, fixing nails or writing on them.
- ❖ Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader shall be responsible for the cleanliness of the room allotted to it
- ❖ Students shall refrain from sticking chewing gum on the walls or college furniture strict actions will be initiated against those who destruct or cause to destruct, disfigure the properties of the college.

1.4.7 Use of Electronic Gadgets:

- ❖ Video recording using mobile phones, smart phones, iPad or handycam within the campus without the permission of the Principal shall be dealt seriously and may lead up to rustication of the student.
- ❖ Parents are to note that any request for returning the gadget shall not be entertained.

1.4.8 Celebrations:

- ❖ The college at any cost shall not entertain Birthday celebration or any other celebrations inside the classrooms.
- ❖ Prior permission of the Principal is compulsory to conduct any programmes inside the college or in the auditorium. Auditorium shall be booked in advance.

1.4.9 Parking in college premises:

- ❖ Students are expected to park their vehicles in the allotted slot only between 7:30 am to 7:30 pm
- ❖ Students shall park the vehicle at their own risk and College shall not be responsible for any kind of damage to the vehicle.
- ❖ Every 2nd Saturday of the month is observed as the No Vehicle Day to support the public transport

1.4.10 Internet policy:

- ❖ Students shall not engage in cyber bullying by posting email, blogs, video footage, images, photographs on social networking sites, chat rooms, you tube, sms, mms which are violent, aggressive or threatening, vulgar or obscene.
- ❖ Students shall restrict themselves from sending or posting information that is defamatory to the institution and to the members of the college fraternity.
- ❖ Students are to refrain from introducing software onto the network of the institution and/ or jeopardizing the security of the organization's electronic communications systems.
- ❖ Students shall abide by the Internet usage policy. Any violation of this policy, severe disciplinary action shall be taken which may result in suspension or expulsion from the college.

1.4.11 Anti -bullying policy:

- ❖ There shall not be any discrimination against any community or category of students of the college
- ❖ All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil
- ❖ Stringent action will be taken against the erring students/ officials/ faculty members.

1.4.12 General Policy:

The Code of Conduct reflects the College mission and identity and exists to guide conduct, safeguard and promote the academic, curriculum and extra-curricular activities. Faculty, Staff and Management are dedicated and committed to fostering an environment that upholds the highest standards of fairness, integrity and respect in all their academic and related endeavors. This holds individuals and groups responsible and accountable for the consequences of their actions. Failure to fulfill and comply with the code may result in withdrawal of privileges and imposition of sanctions and entails disciplinary actions. Prohibited Conduct includes but is not limited to

- ❖ Assaulting, harassing, intimidation, or threatening another individual, or group, juniors, students belonging to sister institutions, using foul or offensive language which may endanger the health, safety and security of others.
- ❖ Stealing, misusing, destroying, defacing, damaging college property or property of others or property of the college.
- ❖ Disrupting college activities, creating disturbance or disruption of classroom procedures
- ❖ Using College facilities, equipment, services or computer and internet facilities without proper authorization.

- ❖ Using, possessing or distributing illegal drugs, alcoholic or toxic substances, weapons, explosives (including fireworks) and other dangerous materials is strictly prohibited.
- ❖ Students should comply with disciplinary measure or measures imposed by the college including dress code, behavior norms of the college.
- ❖ Students should not supply false information to the institution, forging, altering or misrepresenting facts or any document or record.
- ❖ Students and parents/guardians must ensure payment of costs or compensation for any loss, damage or injury caused to the college property.
- ❖ Any violation of the Sexual harassment policy of the institution against other students, staff etc, of the college is prohibited. All such complaints will be referred to the Internal Complaints Committee of the College. Suspension or expulsion is undertaken if the conduct or behavior warrants it after due process of examination and investigation and proof of evidence.
- ❖ He/She shall be regular and must complete all the tasks assigned to them by the teachers. They must complete their studies from the college after fulfilling all the criteria set for the purpose.
- ❖ The College believes in promoting a safe and secure and a healthy and efficient learning environment. All students must uphold academic integrity, respect all persons, rights and safety of others.
- ❖ Students must have minimum of 75% Attendance during every academic semester in order to take the university examinations. Students should not be absent from classes except on grounds of valid reasons, which need to be substantiated with adequate proof.
- ❖ Students should dress in a manner appropriate for an academic environment, treat all members of the college community with respect and courtesy, be well-groomed, tattooing, body-piercing, hair-styling which go against academic values should be refrained. Students must wear their College ID visible to all at all times when on campus.
- ❖ Students are to switch off phones and other devices (iPads, tablets, smart watches etc) and store them out of sight in the class unless their use is permitted by the teachers.
- ❖ They must respect the facilities, books and resources provided to assist the students in their studies. Students must respect the IT policy of the college.
- ❖ Students must refrain from all such activities and behavior, both on the campus and outside, which may be derogatory to the dignity, reputation and standing of the college and the Institution.
- ❖ Students are not to interact with media representatives (print, audio and visual) or

invite media persons to the campus without the permission of the College authorities. the Students must refrain from posting derogatory comments about individuals, persons associated with the college and the college itself on social media networks and other media platforms.

- ❖ Students are not permitted to audio or video record the lectures in classrooms or in the college premises deemed objectionable, taking photographs and or streaming audio/video of any persons which can harm the person's privacy and dignity and uploading them on social media platforms are strictly prohibited. This will have grave implications on the reputation of the college and the people associated with it.
- ❖ In the event of discontinuing studies due to any legitimate reasons such students may be relieved after clearing all pending dues and completion of all related formalities.
- ❖ Students and parents/guardians are to pay tuition, examination and mess/hostel fees in advance or on time in order to avoid penalties or fines and also sit for the University Examinations.
- ❖ Students must carefully handle furniture, equipment, fixtures and appliances available in the college and in laboratories/ Computer facilities. They must follow safety precautions near laboratory and electrical installations. keep the campus near and clean, litter-free and dispose all waste in waste disposal bins kept for the purpose.
- ❖ Students must be punctual to college, adhere to college timings strictly and report to classes on time after break or activity periods.
- ❖ Students who intend to represent college in inter-collegiate events shall take permission from their proctors and heads of departments, keep their subject teachers informed of the said participation in such events beforehand. Selection will be based on parameters such as academic performances, attendance, academic pressures and competence of the student.
- ❖ Political activity in any form is not permitted in the college and in the campus under any circumstances. Unauthorized meetings, propaganda work, processions, rallies, fund collections are strictly prohibited in the college, campus and hostels.

1.4.13 Certificate Collection:

- ❖ Original academic documents shall be returned and Marks cards/Degree certificates shall be issued only to the student only after the date and time is announced
- ❖ Parents/guardians/friends/relatives shall not be entertained to receive the original documents or marks cards or certificates unless authorized by the student in a prescribed format.
- ❖ Original academic documents deposited and other marks cards/degree certificates shall be claimed within a year after leaving the college. The college office shall not

be held responsible for any damage or loss to the certificates left unclaimed by the student.

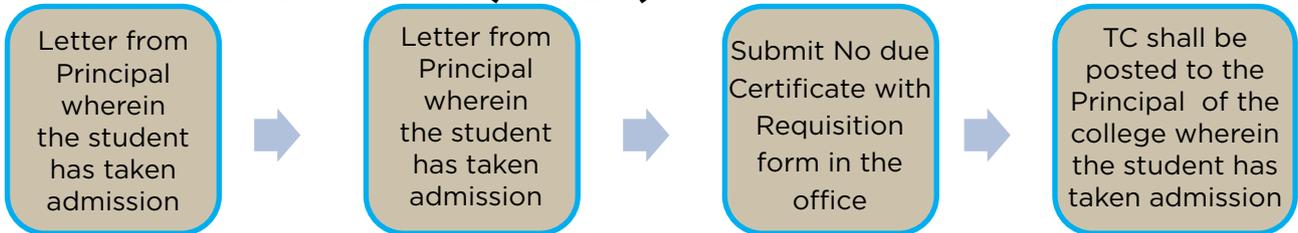
- ❖ Ordinarily a notice of 24 hours is necessary for issue of certificates.

1.4.14 Collection of Marks Cards/Degree Certificate:

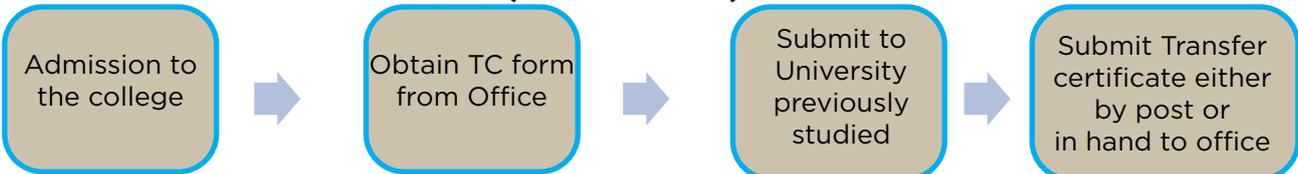
By-Post	In-hand
<ul style="list-style-type: none"> ◆ Student shall mail the details viz., Name, Reg. No, Course, Semester, Postal Address to office@msrcasc.edu.in ◆ Remit Postal charges ◆ Marks cards/ Degree certificates shall be posted ◆ College shall not be responsible for any damage to the certificates 	<ul style="list-style-type: none"> ◆ Student shall produce No Due Certificate in the office ◆ Sign in the Register and Collect the Certificate ◆ Certificate shall be given to family/friends, only if

1.4.15 Procedure to procure certificates from college

1.4.15.1 Transfer Certificate (Issuance)



1.4.15.2 Transfer Certificate (Procurement)

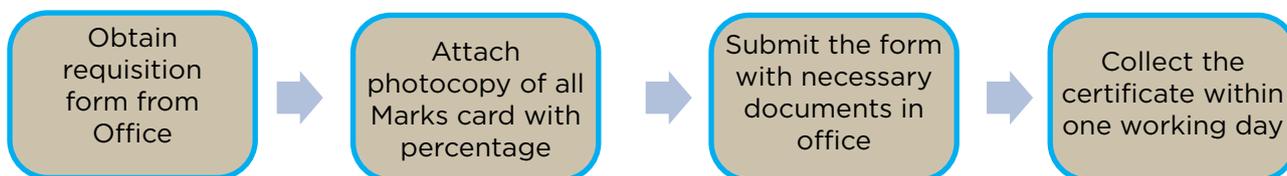


1.4.15.3 Bonafide/Study/Conduct Certificate



Note: Conduct certificate shall be issued only on recommendation of the HOD. It is the responsibility of the students to earn a good conduct certificate. It is not issued as a matter of right.

1.4.15.4 Provisional Degree Certificate



Note: PDC shall be issued only after the receipt of all markscards and shall not be issued based on result sheet

1.4.16 Requirements to procure certificates from University

Sl. No.	Certificates / Marks Cards	Covering letter	Application	Photo	Marks Cards/ Degree Certificate/ Result	No Due certificate	DD	University Circular/ Notification	Affidavit with Notary attestation	FIR Copy	Letter from Company or College	Result Sheet	A form / Invigilation Diary/ Absentee statement
1	Migration Certificate	✓	✓ P	✓ P	✓	✓	✓ P	-	-	-	-	-	-
2	Provisional Degree Certificate- Counter signature from University	✓	✓	✓	✓	-	-	-	-	-	-	-	-
3	Name correction or any marks correction In marks card	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
4	Correction in Degree Certificate	✓	✓	✓	✓	-	-	-	-	-	-	-	-

5	Convocation Certificate	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
6	Convocation Certificate-Tatkal	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
7	Duplicate Degree Certificate	✓	✓	✓	✓	-	✓	✓	✓	✓	-	-	-
8	Duplicate Marks card	✓	✓	✓	✓	-	✓	-	✓	✓	-	-	-
9	Medium of Instruction Certificate (English)	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
10	Rank Certificate	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
11	Consolidated Marks Cards	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
12	Revaluation	✓	✓	-	-	-	✓	-	-	-	-	-	-
14	Official Transcript	✓	✓	✓	✓	-	✓	-	-	-	-	-	-
15	Genuineness of marks cards & Degree certificate Verification	✓	✓	✓	✓	-	✓	-	-	-	✓	-	-
16	Not Processed Result	✓	-	-	-	-	-	-	-	-	✓	✓	✓
17	Improvement (Only PG)	✓	-	-	✓	-	-	✓	-	-	✓	-	-
18	Fails in Aggregate (Within 50%)	✓	-	-	✓	-	-	-	-	-	✓	-	-

Note:

DD shall be raised in favor of “The Finance Officer, Bangalore University/ Bengaluru Central university, Bengaluru”

1.4.17 Procedure to apply for scholarship

1.4.17.1 SC/ST Scholarship

- ❖ Student shall upload details in web portal of the Social Welfare Department.
- ❖ Submit the uploaded form to office along with photocopy of all Marks Cards, Income Certificate and Caste Certificate
- ❖ College shall forward the form with relevant documents to Social Welfare Department(SWD)
- ❖ Disbursement of scholarship in the form of cheque after receiving from SWD provided student owes No Dues to college.

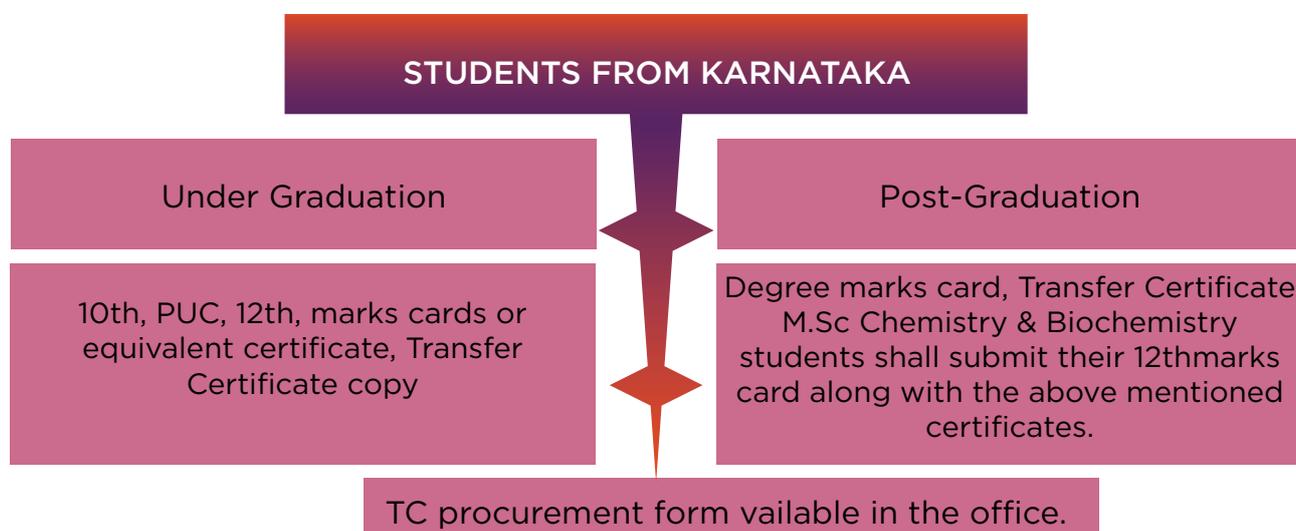
1.4.17.2 Post Metric Scholarship (For OBC - 2A, 2B, 3A,3B)

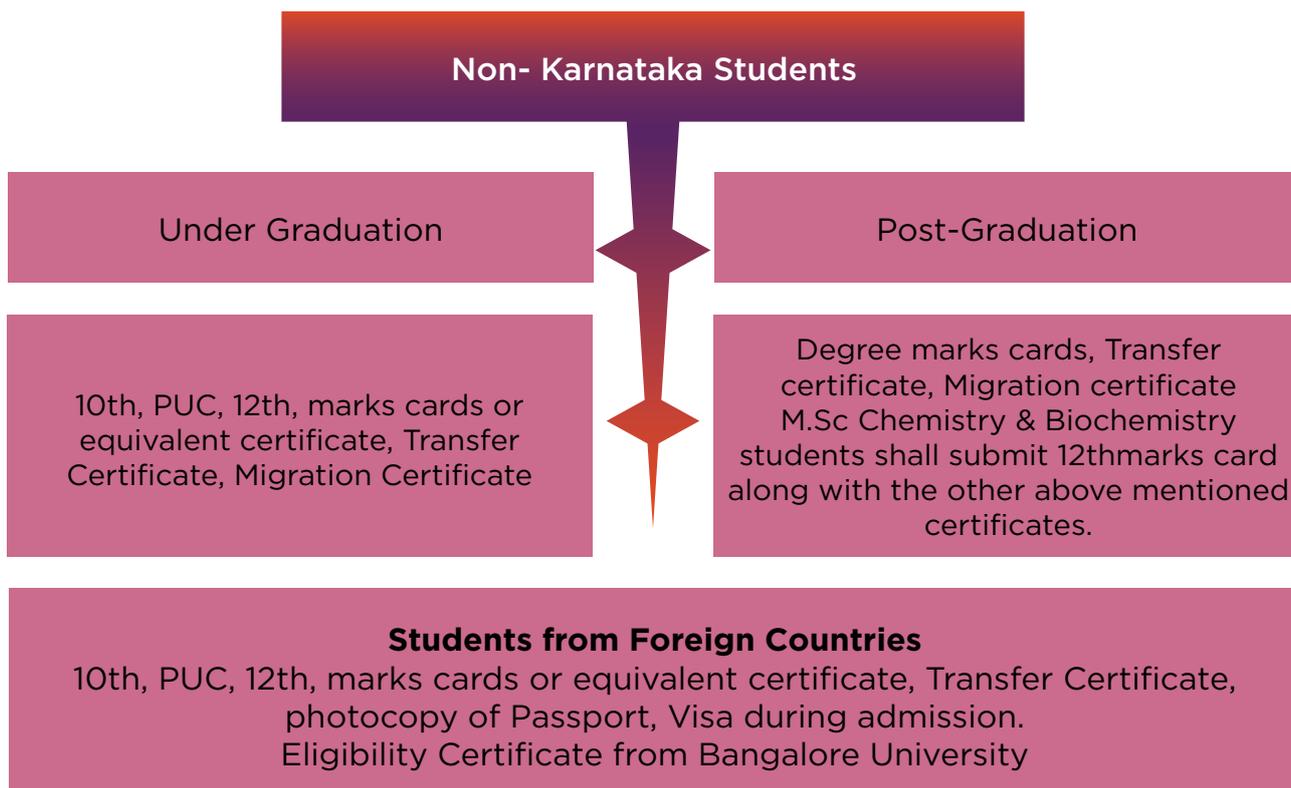
- ❖ Student shall upload details in web portal of Department of Minority Welfare and Department of Backward Classes.
- ❖ Submit the uploaded form to office along with photocopy of all Marks Cards, Income and Caste Certificate
- ❖ College shall forward the form with relevant documents to the Department of Minority Welfare and Department of Backward Classes.
- ❖ Disbursement of scholarship cheque after receiving provided student owes No Dues to college.

1.4.17.3 Defense/Ex-Servicemen Scholarship

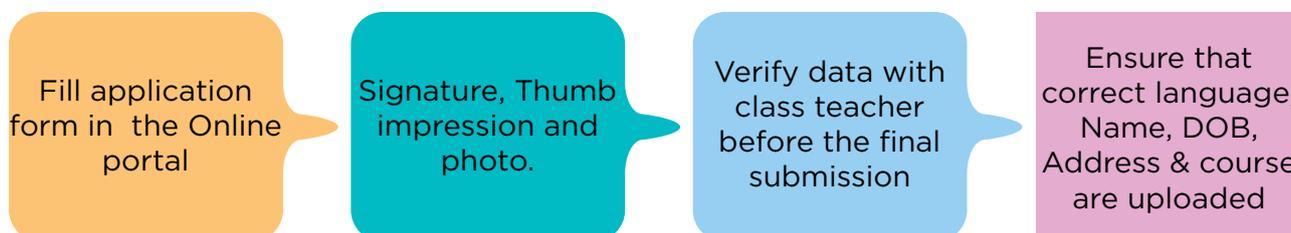
- ❖ Student shall submit the duly filled in application form including the Defense form with all necessary documents
- ❖ Recommendation/ Forwarded by Principal

1.4.18 Submission of Documents

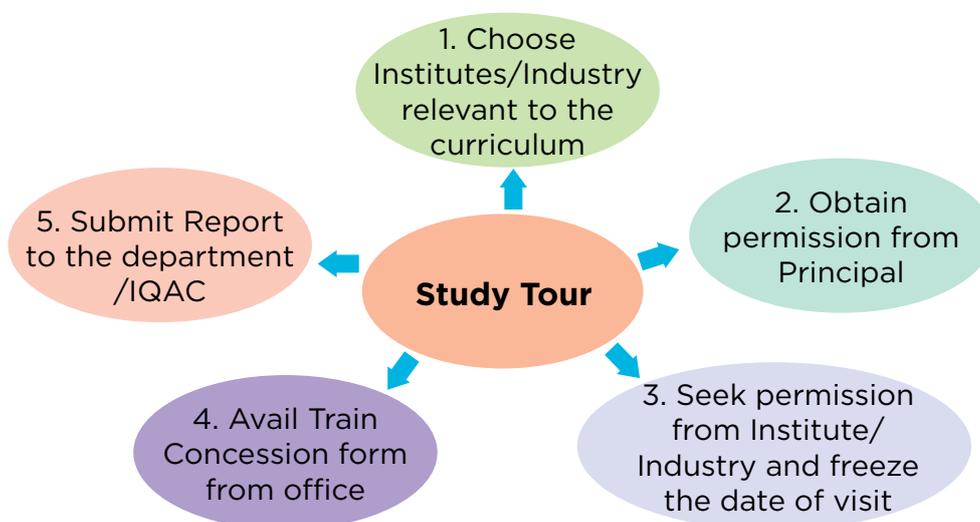




1.4.18.1 Uploading Procedures:



1.4.19 Concession for Study tour:



1.5 Regulator for Stake Holders:

1.5.1 Powers and Duties of the Governing Body

Subject to the Act, Statutes and Ordinances and Regulations of the regulatory authority, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University and other regulatory bodies. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance.

The Governing Body shall, in addition to other duties vested in it, have the following powers:

- ❖ To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.
- ❖ To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- ❖ To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- ❖ To fix admission, tuition and other fees to be charged from students reading and/or residing in the College.
- ❖ To appoint Principal and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under regulation provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.
- ❖ To grant on the recommendation of the principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- ❖ To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- ❖ To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.
- ❖ To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.

- ❖ To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the Trust.
- ❖ To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- ❖ To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

1.5.2 PRINCIPAL

- ❖ The principal is the Chief Officer of the Institute and is responsible for all academic, administrative and financial matters of the institute.
- ❖ He/She is to function as the Member Secretary of the Governing body. (GB)
- ❖ To be a link between Management, Chairman on one hand & the institute administration, staff, students and all stake holders on the other hand.
- ❖ To provide the interface to Project the activities of the institute as decided by the Management to all external agencies.
- ❖ To ensure extension of all facilities and support for the conduct of the programs of any other agency as decided by the Management
- ❖ As the Principal is the Member Secretary of the GB, he/she is the functionary legally responsible on behalf of the institute in all matters.
- ❖ To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Chairman/Directors/CE
- ❖ To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the institute through the Principal to the Chairmam/Directors/CE.
- ❖ To obtain approval of the Chairman/CE on behalf of the Board subject to the ratification of Management for any urgent action to be taken by principal.
- ❖ To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through the respective heads of Units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- ❖ To write the confidential reports(CR) of all the faculty and maintain them in his/her custody. However, the CR's of non-teaching faculty (Except Class IV) will be written by concerned HOD and submitted to the Principal for safe custody.
- ❖ To oversee and ensure that the academic and administrative functioning of the institute is smooth and satisfactory.
- ❖ To interact with all external agencies such as Industries and other professional

organizations as could be decided by the Trust. To take necessary legal advice and follow up action whenever required on behalf of the institute.

- ❖ To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial & administration of the institute. To this extent, to have close liaison with the State, Central Government Department, AICTE and Universities.
- ❖ To conduct periodic, monthly review meeting with the faculty and the administrative staff of the institute to ensure effective internal follow up of all matters discussed at such meetings.
- ❖ To act as sanctioning authority for all tours of all faculty and staff members recommended by concerned HODs excluding himself/herself to keep Chairman/CE informed of all such tours approved.
- ❖ To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself/herself and to keep the Chairman/CE informed of the position in matter.
- ❖ To sanction delegate's fee and permission for staff to present papers at National Conferences.
- ❖ To obtain the approval of the Chairman/CE for the participation at National & International Conferences.
- ❖ As regards participation in other activities outside the normal schedule of the institute, prior intimation is to be given to the Chairman/CE
- ❖ To ensure admission of students to the Under Graduate and Post Graduate courses as per the norms prescribed by University and also the State Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- ❖ To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Chairman/CE of the Governing Body for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- ❖ To receive examinations application forms for appearance at respective examinations and forwarding the same to the affiliated University and to ensure satisfactory and prompt conduct of University examinations as per norms stipulated by the University and subsequently receive the results from the University and announce the same.
- ❖ To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic & administrative authorities such as the University, AICTE, State and Central

Governments in consultation with Chairman/CE

- ❖ To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- ❖ To ensure follow up and receive the appropriate grants from the various funding agencies.
- ❖ To prepare Budget Estimates for capital and recurring expenditure in respect of UG and PG departments through HODs and section.
- ❖ To make payments towards the various activities of the institute as per the approved Budget after scrutiny by CE/Chief Finance officer.(CFO)
- ❖ To oversee maintenance of proper records for receipts, payments and register of all assets of the institute. Counter signature of the daily cash book with regard to financial transactions made and to check at least in a fortnight.
- ❖ To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- ❖ To ensure maintenance of proper discipline both among students and staff
- ❖ To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- ❖ To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
- ❖ To attend all matters pertaining to the GB.. To arrange for the preparation of agenda and the meetings of the Board. To prepare the draft minutes of Board meetings for final approval by the Chairman/CE. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the Institute.
- ❖ Perform any other function that may be assigned by the Chairman or the Board from time to time.

1.5.3 VICE PRINCIPAL

- ❖ Shall report to Principal
- ❖ Shall assist Principal in all aspects and supervise all academic and administrative activities of the college
- ❖ Shall discharge all the duties and responsibilities of Principal in his/her absence
- ❖ Shall serve as In-charge Principal in his/her absence
- ❖ Shall discharge any other duties assigned by Principal

1.5.4 DEAN (Research & development)

- ❖ He/she will report to Principal
- ❖ Shall monitor all R&D activities in the college
- ❖ Shall himself/herself involve in Research and set an example for others
- ❖ Shall scout for various notifications with respect to research proposals, conferences, seminars, workshops, training programs and communicate the same to all faculty
Shall motivate faculty for paper/poster presentation in conferences, paper publications in referred journals at least one per year
- ❖ Shall motivate faculty to register for higher studies
- ❖ Shall conduct workshop on research proposal writing and create awareness on quality publications etc.
- ❖ Shall scrutinize and forward all purchases made through funded projects in the campus
- ❖ Shall serve as Member of Research Advisory Committee (RAC) and Member Secretary of Institutional Research Committee (IRC)
- ❖ Shall oversee and follow all the regulations laid in Research, Development, Sustenance and Consultancy policy
- ❖ Shall conduct IRC meetings biannually and record the minutes of the meeting
- ❖ Shall oversee Faculty Development Cell
- ❖ Shall discharge any other duties assigned by Principal

1.5.5 HEAD OF THE DEPARTMENT

- ❖ HoD shall report to Principal.
- ❖ HoD is expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
- ❖ Shall strictly abide by the educational, Organizational and disciplinary policies of the college.
- ❖ Responsible for semester planning, manpower planning, subjects allocation based on the choice options given by faculty members, Lab management, department management for smooth functioning, conducting model tests, university examinations, project reviews, class committee meetings on time, and in short management of the department in structured way, taking guidelines from Principal
- ❖ Shall undertake Assessment and evaluation of the performance of students on continuous basis develop strategies for improvement of results
- ❖ Advice and counsel students on academic and social issues

- ❖ Undertake individual or collaborative research and contribute towards development of the college
- ❖ Responsible for maintenance of all Lab equipments and obtain inventory from time to time
- ❖ Responsible to submit and motivate faculty to submit research proposals to funding agencies
- ❖ Responsible to motivate faculty to publish research articles
- ❖ Responsible for identification of Staff requirement and selection.
- ❖ Shall attend all HoDs meetings conducted by Principal and conduct department meeting monthly once
- ❖ Shall scrutinize Lesson plans, Lab manuals, review question bank.
- ❖ Shall monitor theory Class / Lab sessions in accordance with lesson plan, Students attendance and discipline
- ❖ Responsible for scheduling Assignment, Seminar, Industrial Visit, Guest Lecture, Association activities, Quiz and Group Discussion.
- ❖ Responsible for selection, allotment of supervisors/guide, monitor and review of student projects
- ❖ Responsible for scheduling University Practical Examination, submitting marks list and Internal Assessment Marks to office
- ❖ Responsible for identifying slow learners and accordingly schedule Remedial classes
- ❖ Appraisal of the performance of teaching and non-teaching staff.
- ❖ Shall organize educational tour
- ❖ Shall submit proposals to funding agencies to organize workshop, seminar, conference, faculty development programmes, lecture series etc.,
- ❖ Schedule stock verification in the lab and department Library.
- ❖ Shall prepare and submit department budget proposal to Principal
- ❖ Responsible for procuring equipments, consumables, books and other miscellaneous items in accordance with the college purchase policy
- ❖ Shall maintain student-friendly environment.
- ❖ Responsible for subject allocation, selection of electives, framing time table and allocation of department work

1.5.6 TEACHING FACULTY

- ❖ Teaching is a noble profession in which teachers are engaged in shaping and molding the lives, careers and futures of young generations of students/pupils. Recognizing

the role of teachers in social, cultural and economic development of the Nation and the key role of teachers, ensuring the quality of teaching/learning/ educating students, in following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct is set out in this code.

- ❖ He/she shall report to the respective HoD
- ❖ Expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values
- ❖ Shall strictly abide by the educational, organizational and disciplinary policies of the college
- ❖ Shall contribute towards college development and participate in standing or adhoc committees
- ❖ Shall assist HoD in administrative activities of the department
- ❖ Shall guide the fellow faculty on academic and organizational culture
- ❖ Shall be proactive in procuring grants from various funding agencies for research, infrastructure, development, conference, seminar, faculty development programs, workshops etc.
- ❖ Shall organize guest lectures, industrial visit, enrichment programs, workshops, group discussion, skill development programs and other co-curricular and extracurricular activities
- ❖ Shall advice and counsel students on academic and social issues
- ❖ Shall guide students in in-house projects, paper/poster presentations
- ❖ Shall submit lesson plan, work diary, question paper, question bank, internal assessment marks to the respective individual in time
- ❖ Shall take up responsibility as coordinator of event or as a proctor
- ❖ Shall serve as invigilator, Internal/External Examiner for practical examinations
- ❖ Shall monitor students attendance, progress, behavior of students and recommend corrective steps is necessary
- ❖ Shall conduct remedial classes and mentor students
- ❖ Shall monitor condition of equipment in the laboratories and arrange for service/ repair
- ❖ Shall perform all other faculty duties mentioned in other policies
- ❖ Shall discharge all other duties assigned by HoD and Principal

1.6 Regulator for Non-Teaching/Administrative Staff:

1.6.1 SYSTEM ADMINISTRATOR

- ❖ Shall report to HoD-CSA/Principal.
- ❖ Responsible for maintenance of server room and UPS
- ❖ Responsible for smooth functioning of all computer systems / Network / internet facility in the campus
- ❖ Responsible for solving users' problems
- ❖ Shall abide by all other regulations laid in Computer Usage & Network policy
- ❖ Shall discharge all other duties assigned by Principal

1.6.2 TECHNICAL or LAB ASSISTANT

- ❖ He / She shall to report to the Faculty/HoD
- ❖ Shall check the condition of the equipment / instrument each time after use by students.
- ❖ Responsible for cleanliness of the lab.
- ❖ Shall issue chemicals, glasswares, components and other necessary materials required for conducting practical classes and University Exams.
- ❖ Shall maintain stock registers, record breakage student wise and maintain logbook.
- ❖ Shall carryout minor repairs, report to the Faculty-in-Charge or HOD about any major servicing to be done
- ❖ Shall maintain First-Aid-Box in the lab
- ❖ Shall discharge any other duties assigned by Faculty/HOD/Principal

1.6.3 LAB ATTENDER

- ❖ He / She shall report to Technical Assistant/Faculty/HOD
- ❖ Shall clean the lab every day and shall keep bottles, instruments in its place
- ❖ Shall clean chemicals, glasswares, components and other necessary materials utilized for conducting practical classes and University Exams.
- ❖ Shall report about breakage of glasswares, instruments to Faculty/HOD immediately
- ❖ Shall get the photocopying done, submit and pick up files from office
- ❖ Shall discharge any other duties assigned by Faculty/HOD/Principal.

1.6.4 LIBRARIAN

- ❖ He/she shall report to Principal
- ❖ Responsible for planning / budget preparation / purchases of books / journals by

consulting all HOD's

- ❖ Responsible for issue / return of books as per college norms
- ❖ Responsible for maintaining and upgrading library software
- ❖ Responsible for clipping new arrivals, interesting news etc on display notice board.
- ❖ Shall allot accession numbers and call numbers for books.
- ❖ Shall maintain reference books, general books periodicals and back volumes.
- ❖ Responsible for collecting dues/charges if any due to loss of books or late renewal/ return of books.
- ❖ Co-ordinate with various departments and department libraries for the purchase of new books, journals and extra copies required as per the norms of University.
- ❖ Responsible for housekeeping of library.
- ❖ In-charge of Reprographic facility
- ❖ Responsible for maintaining discipline in the library
- ❖ Shall manage Assistant Librarians and other Library staff
- ❖ Shall abide by all other regulations laid in Library policy
- ❖ Shall discharge all other duties assigned by Principal

1.6.5 ASSISTANT LIBRARIAN

- ❖ Shall report to Librarian
- ❖ Shall assist Librarian in all Library activities
- ❖ Shall abide by all other regulations laid in Library policy
- ❖ Shall discharge all other duties assigned by Principal

1.6.6 PLACEMENT OFFICER

- ❖ He/she shall report to Principal
- ❖ Shall assist Placement
- ❖ Responsible for establishing contact with various companies and arrange for placement interview for the students of all branches
- ❖ Responsible for conducting pre-placement and personality development training programs
- ❖ Shall maintain student and Alumni database
- ❖ Shall assist in the placement of the students through campus recruitments.
- ❖ Shall assist in identifying companies and arrange for internships
- ❖ Shall provide career guidance counseling to the students.

- ❖ Shall provides information on employment opportunities
- ❖ Shall promote Industry-Institute Interaction.
- ❖ Shall discharge any other duties assigned by Principal.

1.6.7 PHYSICAL EDUCATION DIRECTOR

- ❖ Shall report to Principal
- ❖ Responsible for maintaining discipline in the campus
- ❖ Shall be on rounds in the campus
- ❖ Responsible to maintain Sports Centre within the campus
- ❖ Responsible for identifying the talent and nurturing the same
- ❖ Shall train, guide and conduct practice sessions to the students
- ❖ Shall conduct sports activities within the campus
- ❖ Shall encourage students to represent college in intercollegiate/ district/ state/ national/ international level tournaments/competitions
- ❖ Shall work towards raising the profile of the college in sports activities
- ❖ Shall co-ordinate with University Authorities
- ❖ Shall discharge all other duties assigned by Principal

1.6.8 NSS OFFICER

- ❖ Shall report to Principal
- ❖ Responsible for maintaining NSS wing in the campus
- ❖ Responsible for selection NSS volunteers
- ❖ Shall nurture the volunteers to contribute to the society by providing selfless service
- ❖ Responsible to conduct blood donation camps, health camps, Shramadana, maintain cleanliness in the campus
- ❖ Responsible for organizing NSS camp once a year
- ❖ Shall co-ordinate with University Authorities
- ❖ Responsible for utilization of grant received from University and submission of accounts and NSS Report annually to University
- ❖ Shall discharge all other duties assigned by Principal

1.6.9 NCC OFFICER

- ❖ Shall report to Principal
- ❖ Responsible for maintaining NCC wing in the campus
- ❖ Responsible for selection NCC volunteers

- ❖ Shall train the cadets
- ❖ Shall co-ordinate with Karnataka Batalion 1
- ❖ Shall submit all necessary documents to the Karnataka Batalion 1
- ❖ Shall discharge all other duties assigned by Principal

1.6.10 OFFICE MANAGER/SUPERINTENDENT

- ❖ Broad understanding of the Education sector with respect to admission, affiliation and examination process
- ❖ Shall be multitasking and have co-coordinating ability with different departments
- ❖ Shall have good interpersonal skills and be proficient in English and Kannada
- ❖ Manage office staff and all office admin work.
- ❖ Monitor and organize submission of check list and preparation of documents for LIC/AICTE inspection and other inspection by external agencies
- ❖ Monitor uploading of college information to HIC portal
- ❖ Ensure online uploading of student admissions on Attristech, BU, for new entrants
- ❖ Shall handle all queries pertaining to admission, affiliation and examination
- ❖ Responsible for submission of relevant documents to University pertaining to students admission approval
- ❖ Cross functional team coordination, external communication, coordinating with parents and BU.
- ❖ Shall discharge all other duties assigned by Principal

1.6.11 EXAMINATION SUPERINTENDENT

- ❖ He/she shall report to Deputy or Chief Superintendent
- ❖ Responsible for smooth conduct of University examination as per the rules and regulations of University.
- ❖ Shall prepare candidate list, question paper indent
- ❖ Shall collect examination forms and practical OMR sheets
- ❖ Shall allot rooms during examinations, fill A form and other necessary document
- ❖ Shall upload Internal Assessment marks
- ❖ Shall prepare examination remuneration bills
- ❖ Shall document results and prepare result analysis
- ❖ Shall distribute Marks-cards and issue Provisional Degree Certificate
- ❖ Shall assist Dean-Examinations for all internal examinations

- ❖ Shall discharge all other duties assigned by Principal

1.6.12 UNIVERSITY CO-ORDINATOR

- ❖ Serve as a liaison to College and University
- ❖ Submit all correspondence letters, DD's, reports, checklist, projects for evaluation, and other relevant documents to University
- ❖ Collect OMR sheets, Result sheet, Marks cards, convocation forms and other relevant documents from University
- ❖ Collect all examination related stationary from University
- ❖ Maintain students Grievance Register and accordingly address the issue
- ❖ Responsible for addressing all student related admission/examination grievances
- ❖ Maintain all acknowledgement letters issued by University
- ❖ Shall discharge all other duties assigned by Principal

1.6.13 OFFICE ASSISTANT

- ❖ Manage official emails, calendars and schedules
- ❖ Answer, screen and route incoming calls
- ❖ Organize meetings and prepare minutes of the meeting
- ❖ Coordinate university affairs and events
- ❖ Serve as a liaison to faculty, staff and alumni
- ❖ Open, review and distribute incoming mail
- ❖ Proofread and correct documents
- ❖ Entertain visitors in the absence of Principal
- ❖ Maintain inventory of office supplies and equipment
- ❖ Order supplies and manage paperwork necessary for purchasing
- ❖ Organize office filing systems and handle office records
- ❖ Compile information provided by staff and faculty and organize it in the form of reports
- ❖ Follow up and track work flow and provide needed support to various projects
- ❖ Prepare notices, memos and circulars
- ❖ Provide administrative support to salary section by preparing salary statement and providing needed information
- ❖ Maintain Staff attendance/Service register
- ❖ Maintain petty cash, day book, bills and vouchers

- ❖ Collect examination fee and prepare financial statement
- ❖ Follow up on Bangalore University website for updates.
- ❖ Prepare documents for LIC/AICTE inspection and other inspection by external agencies
- ❖ Upload college information to Higher Education Council portal
- ❖ Provide needed administrative support to student services
 - Letter drafting for students to submit to Bangalore university regarding various admission/examination related grievances
 - Issue of bonafide, study, transfer, migration certificates
- ❖ Online uploading of student admissions on Attris, BU, for new entrants
- ❖ Online upload of scholarship to students belonging to SC/ST/OBC
- ❖ Maintain student database
- ❖ Maintain admission/scholarship register
- ❖ Shall discharge all other duties assigned by Principal

1.6.14 ACCOUNTS IN-CHARGE

- ❖ He/She will report to COF
- ❖ Responsible for all financial matters of the college
- ❖ Shall maintain Cheque books, prepare and issue the cheques as and when required
- ❖ Responsible for disbursement of scholarships to students
- ❖ Responsible for all bank transactions
- ❖ Shall maintain invoice raised utilizing General Maintenance Fund
- ❖ Responsible for providing details on day to day Accounting / year end closing to the Accounts Officer
- ❖ Shall work in accordance with Administrator, Accounts Officer and Maintenance In-Charge
- ❖ Shall discharge all other duties assigned by Principal

1.6.15 DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF

- ❖ The non-teaching staff members are expected to be at their work place during the prescribed working hours.
- ❖ They should be Loyal to the College by being punctual and reliable in all duties.
- ❖ They should maintain Integrity by being honest in words and actions.
- ❖ They should maintain good and strong relationships with:

- ❖ Proper interactions with students
- ❖ Maintaining professional boundaries with students and staff.
- ❖ Maintain dignity by treating students by care and kindness.
- ❖ Need to be supportive and cooperate with other staff members
- ❖ They should be Responsible by meeting the required standards for every assigned task.
- ❖ Respect by mutual respect, trust and confidentiality
- ❖ He / she must respect and maintain the hierarchy in the Administration.
- ❖ He /she should adhere strictly to the official resumption/ closing time and must adhere to the mentioned dress code by the management.
- ❖ Must not use unauthorized persons to perform official duties.
- ❖ All the members of the staff must sign regularly in the attendance register which is to be maintained by the head of the institution.
- ❖ The staff members are supposed to maintain the basic manners and mannerism in the location to maintain the professional environment.
- ❖ The staff members shall not involve in any political activities in the campus.
- ❖ Self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- ❖ Maintain cordial relationship with the teaching staff and should be helpful in all academic and non-academic aspects.

1.6.16 MAINTENANCE IN-CHARGE

- ❖ He/She will report to Principal/Manager
- ❖ Monitor Housekeeping staff/attendance and over all cleanliness of the campus.
- ❖ Take rounds of the facility regularly to identify issues in Housekeeping, Maintenance, and Cafeteria etc and initiate immediate rectification actions.
- ❖ Monitor ongoing construction and coordinate with other branches/vendors for completion of work.
- ❖ Process knowledge and be familiar with mechanical breakdown related to generator, Air Conditioner/lift and other equipment in laboratories,
- ❖ Shall be readily available on call in case of emergency.
- ❖ Coordinate with technicians (Electrician, Plumber, Carpenter) and schedule repairs for the campus.
- ❖ Maintain log book for Auditorium, Seminar Hall

- ❖ Monitor CCTV surveillance and take corrective measures

1.6.17 SECURITY OFFICER

- ❖ He shall report to Principal / Accounts/Admin Manager
- ❖ Supervise the security personnel working
- ❖ Shall report to Principal for any unwanted happenings.
- ❖ Shall discharge all other duties of Security personnel and those assigned by Principal

1.6.18 SECURITY PERSONNEL

- ❖ He shall report to Security Officer.
- ❖ Responsible for the security of gate / campus / manpower and materials
- ❖ Shall check for gate-pass before allowing any items belonging to college out of the campus.
- ❖ Shall check all vehicles / buses when they go out of campus.
- ❖ Shall check the items coming in and maintain invoice/delivery challan
- ❖ Shall allow faculty, staff and students inside the campus only with ID card or visitor's pass.
- ❖ Shall maintain visitors register
- ❖ Shall maintain the key of whole campus and ensure all the rooms are locked, fans/ lights switched off after college hours
- ❖ Shall be on rounds inside the campus and maintain discipline

1.7 Consequences of Violation of Policy:

Anyone found to have violated this policy may also have violated the college Code of Conduct, the Fundamental Standard, the Student Honour Code, and/or other college policies, and shall be subjected to appropriate disciplinary action.

1.8 Employee Welfare Schemes

1.8.1 Employment State Insurance(ESI)

The employees drawing monthly salary up to Rs. 21000.00 are eligible for this facility. The facility shall be extended to the eligible staff automatically

1.8.2 Provident Fund (PF)

The employees drawing monthly salary up to Rs. 15000.00 are eligible for this facility. The management shall provide this facility to employees drawing Rs. 15,000 per month after completion of two years. However, the employees already availing this facility in different organization and shifted to this college are eligible for this facility. Such faculty

shall apply for the same through proper channel.

1.8.3 Sports

The employees are facilitated with different indoor and outdoor games. The indoor games include carom, chess and table tennis and all outdoor games. Gymnasium facility is available. Yoga classes are organized for employees.

1.8.4 Bank Loan

The employees are provided with all necessary documents viz., salary certificate by the college for the sanction of loan by the bank.

1.8.5 Free Health Card

The employees are provided with free health cards for treatment at The Ramaiah Medical College, Mathikere, Bangalore. The free service is provided along with investigations at discounted cost.

2. ADMISSION POLICY

2.1 Statement:

The Principle is to establish transparent admission process in order to have systematic enrolment practices, to ensure effective admission criteria and procedures for student selection. The policy envisions building a knowledge society thereby participating in nation's march in creating intellectual pool.

2.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, concerned administrators and all other stakeholders associated with the institution.

2.3 Objectives:

- ❖ To ensure equal opportunities to all the category of students
- ❖ To guide aspirants to choose suitable stream through counseling by academicians
- ❖ To reach out every corner of the country through networking facility
- ❖ To provide simple, hassle free enrolment process

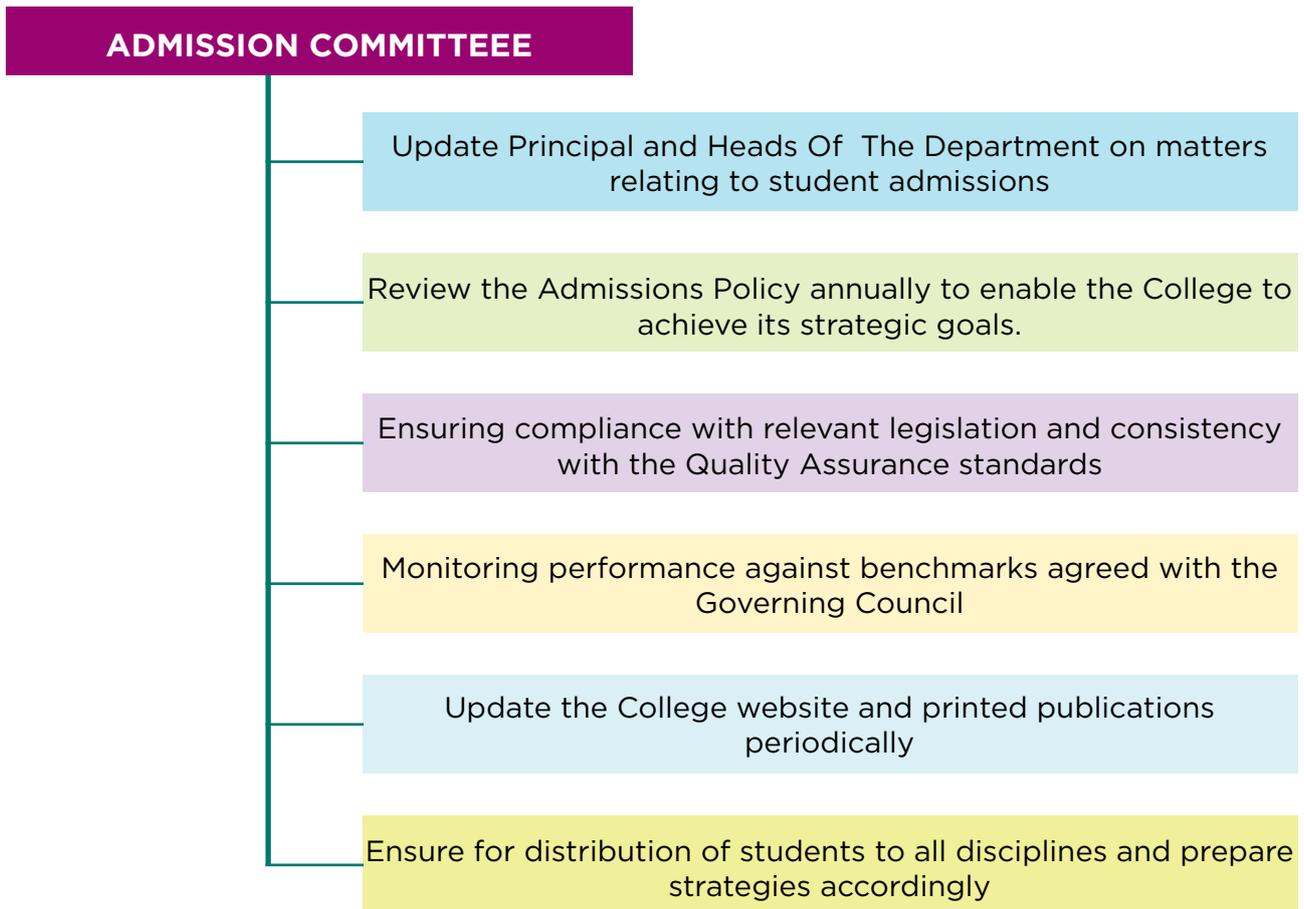
2.4 Regulations:

The Institution has offered all programmes affiliated to Bangalore University/ Bangalore Central university. The quality of this programme is evident as the college bags many university ranks and many students are centum scorers

- ❖ Admission to Undergraduate courses - Admissions to RCASC is open to all the eligible students. Preference is given to students obtaining high marks and passing the previous examination in the first attempt. Seats are filled on the first come first serve basis
- ❖ Admission to Postgraduate courses - for admission to M.Sc, candidates with degree in relevant field with 50% marks in aggregate are eligible. 50% of the available seats are filled through management quota. 50% of the seats are filled by Bangalore University/Bangalore university through centralized single window counseling.
- ❖ MBA - CMAT/ KMAT entrance exam is conducted by the concerned authority and 50% seats are filled. Remaining is filled by the Management quota
- ❖ The institution reviews its admission to all programmes annually.
- ❖ Students from the weaker section of society are provided fee concessions. As per the policies of state government, SC/ ST and OBC students are provided with scholarships or fee reimbursement (Post metric scholarships for SC/ ST students). Outstanding sports persons and students in extracurricular activity are given fee concessions. Institution also offers training facility to students.

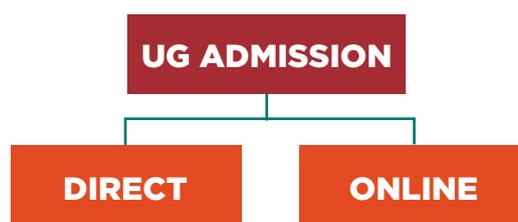
- ❖ Women – There is a large women student population. RCASC encourages women students to enroll in various courses.
- ❖ Differently abled categories of students are given admissions. Students with physical disability and visual disability are given concession in fees and are provided with special care and attention.

2.4.1 Admission Committee:

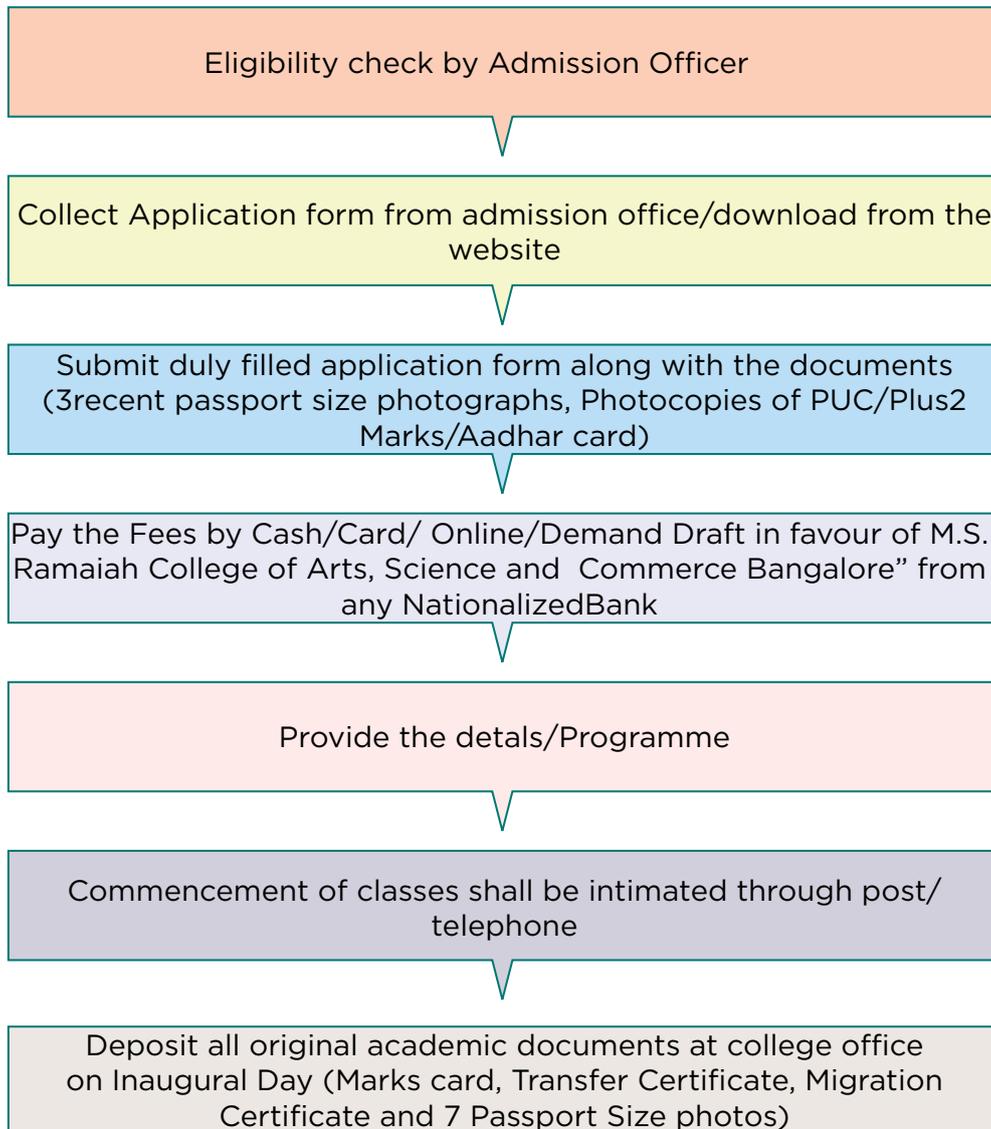


2.5 Process:

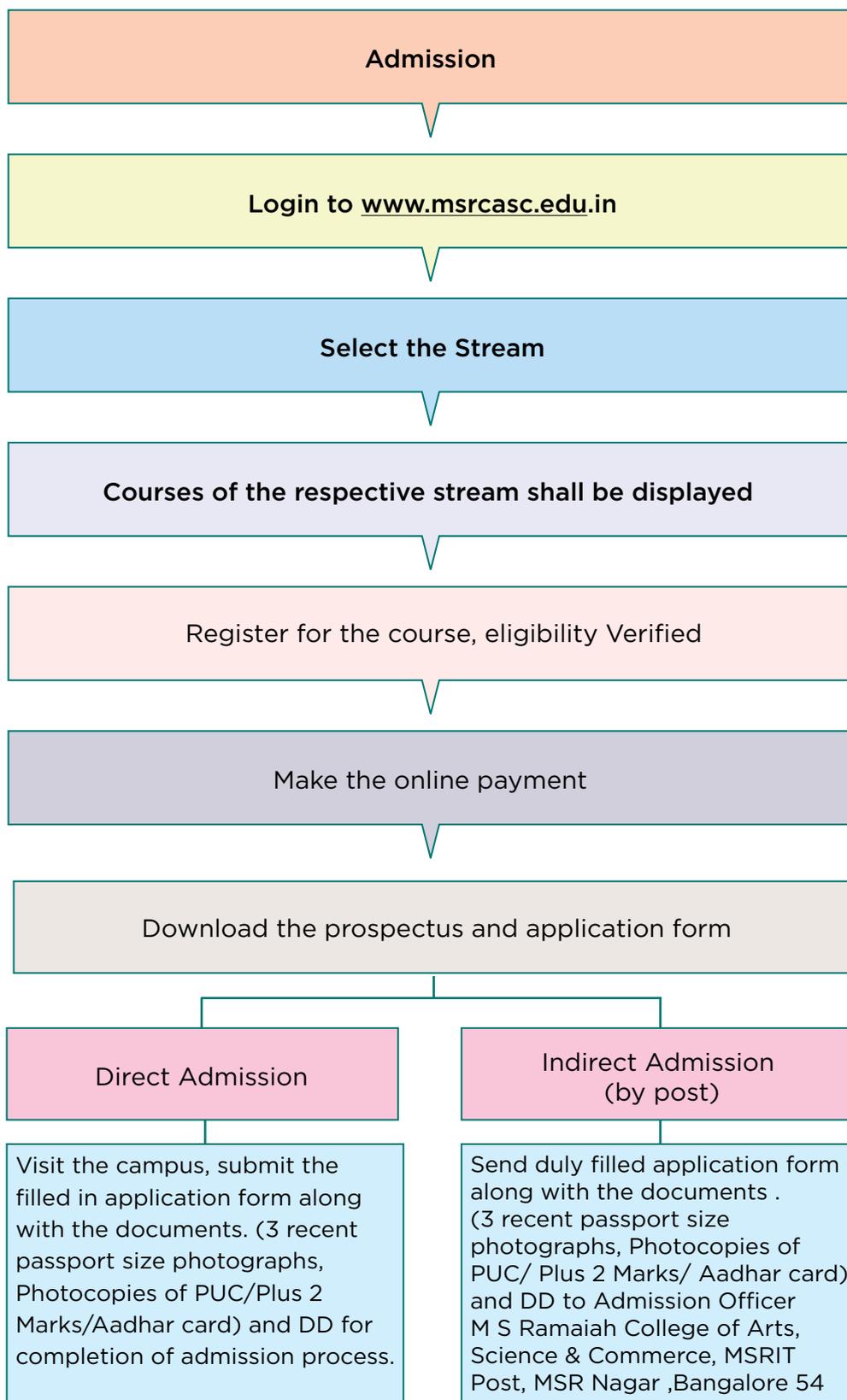
The Admission Office retains responsibility for managing the admission of students to programmes. It ensures quality assurance of these processes, yet maintains simple procedures as depicted below:

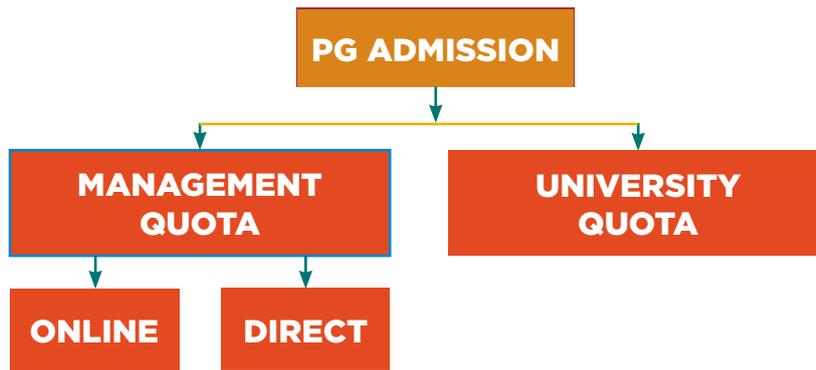


2.5.1 Direct Admission Process:



2.5.2 Online Admission Process

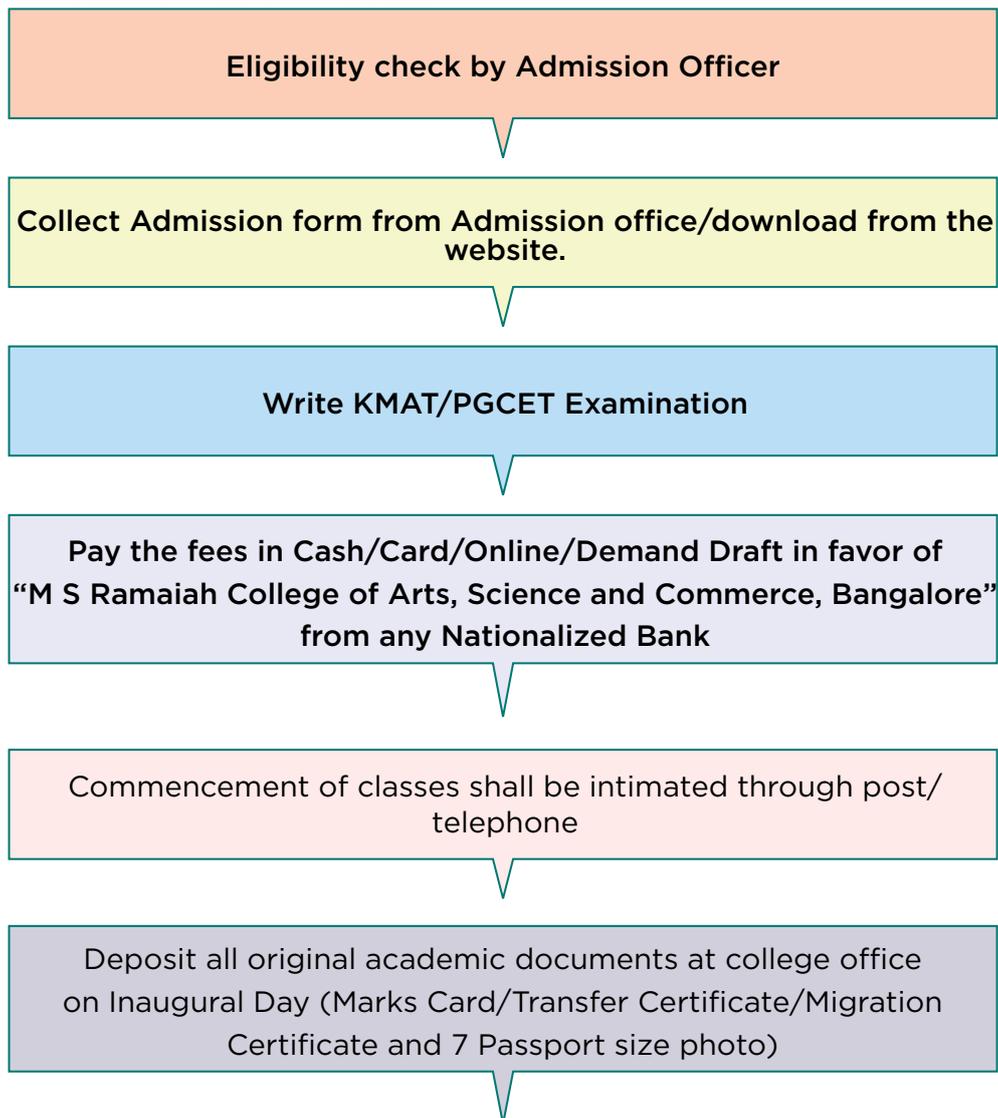




2.5.3 Management Quota

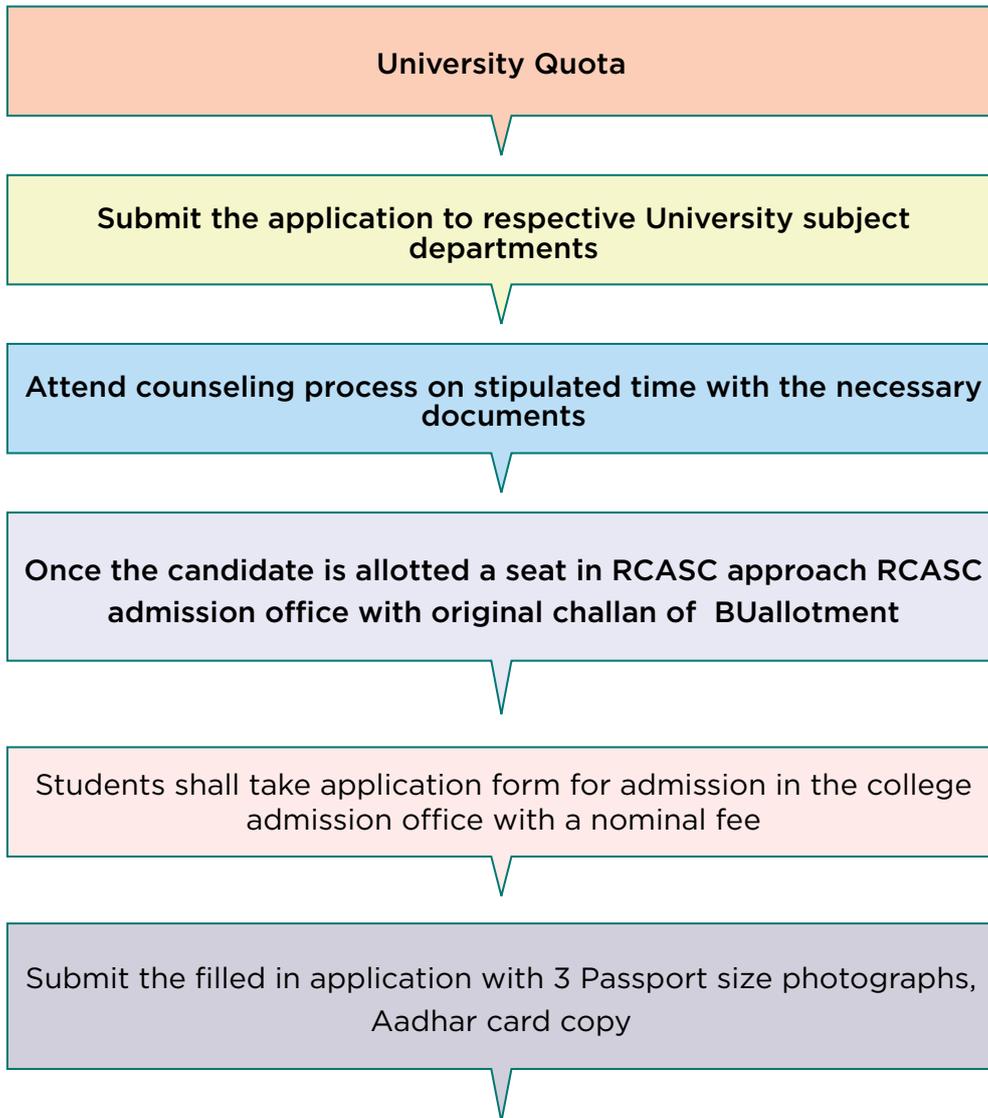
2.5.3.1 Online Admission Process: As stated above for UG courses. However, degree marks cards, Transfer Certificate, Migration Certificate shall be submitted during admission.

2.5.3.2 Direct Admission Process

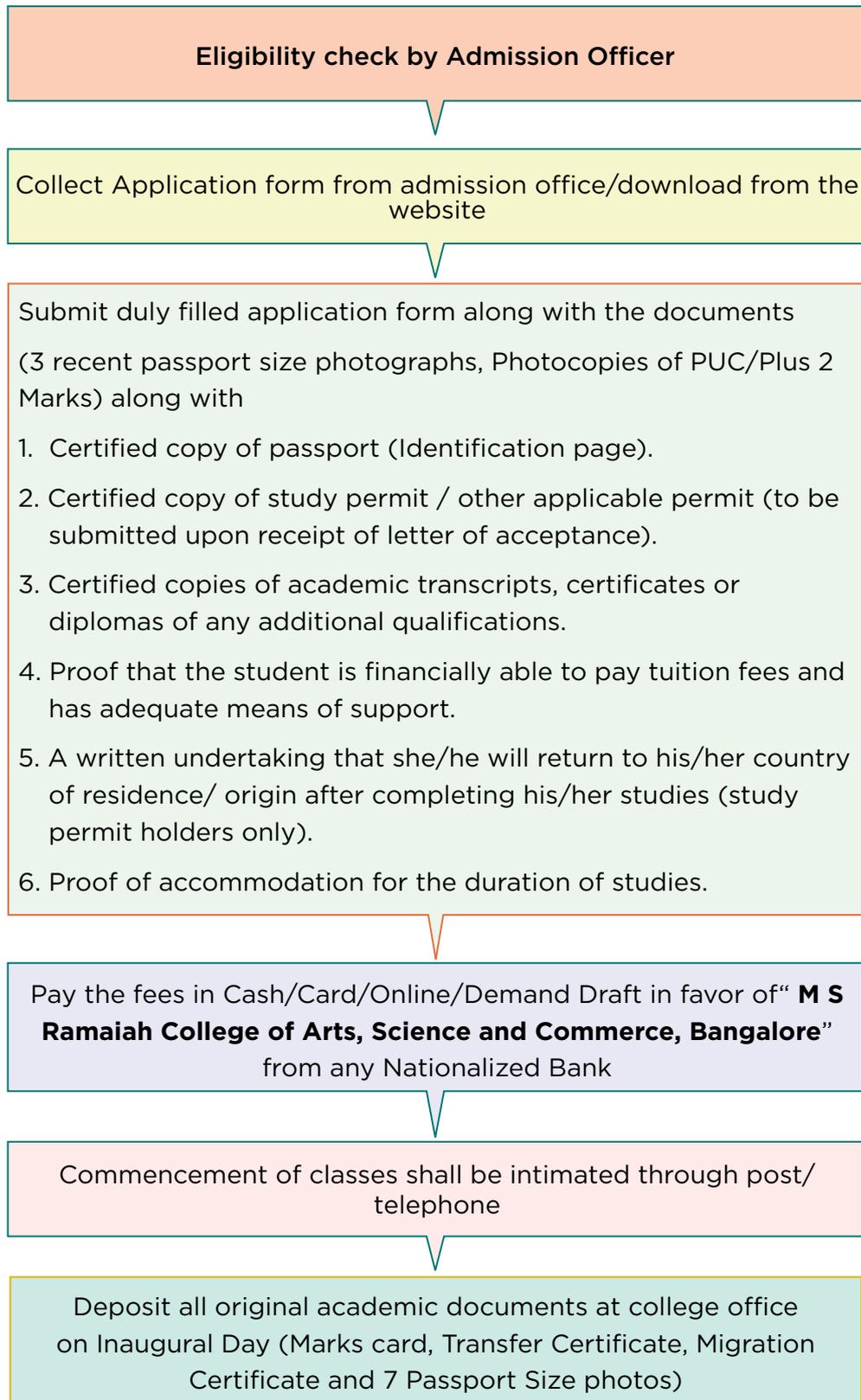


2.5.4 University Quota

2.5.4.1 Admission Process



2.5.5 Foreign Students



2.6 Completion of enrolment process:

- ❖ Fees required to be paid in full except in a case, which is deemed by the college to be an exceptional circumstance.
- ❖ All information and supporting documents should be submitted
- ❖ Student shall sign the applicable undertakings
- ❖ Affiliating University is the final authority for approval of the candidate and has the right to deny approval if necessary documents are not furnished in time.

NOTE: False or inaccurate information by the applicant may render the applicant's application null and void.

2.7 Enrolment Criteria For Re-Admission

- ❖ Re-admission is subject to the applicant satisfying all the minimum requirements of the programme concerned. The College reserves the right to refuse re-admission of a student who fails to meet requirements or who deliberately fails to write examinations.
- ❖ A student may be denied admission where they have a track record of constantly failing to comply with the Code of Conduct.
- ❖ A prospective student who incites disruption and violence in the College premises may not be permitted to register at the College.

2.8 Obligation of College

OBLIGATION OF COLLEGE

The College shall constitute Admission Committee and maintain Admission Register.

Admission Register shall be maintained by Office.

College shall record Admission details in the electronic system

Register/record shall contain the name, date of birth, age, identity number, (if applicable), category/ caste, state, nationality, address, parents/ guardians and sponsoring organization address, email ID, phone no.

Entries in the electronic system of admissions shall always be verified against the identity document of the student concerned.

2.9 Rights And Obligations Of Parents/Sponsoring Agency /Prospective Students:

Prospective Students Of Parents/Sponsoring Agency Rights and Obligations

Parents shall specifically be informed about their rights and obligations in respect of the governance and administrative affairs of the College.

Parents /guardians/ sponsoring agency have an obligation to support the student to attend College regularly

Parents /guardians/ sponsoring agency have an obligation to inform about students absence for long period of time and/or he/she discontinuing the course or not paying examination fee

3. TEACHING & LEARNING POLICY

3.1 Statement:

The college strives to empower faculty to achieve excellence through cutting edge academic practices by encouraging them to develop a deep understanding of learning patterns to effectively apply and adopt teaching strategies to meet their own goals and students' needs. Teaching and learning shall be planned, delivered and monitored both online/offline in accordance with the values and principles to ensure quality throughout the process.

3.2 Scope:

This policy and its components, applies to all the students, staff, concerned Administrators, and all other stakeholders associated with the institution.

3.3 Objectives:

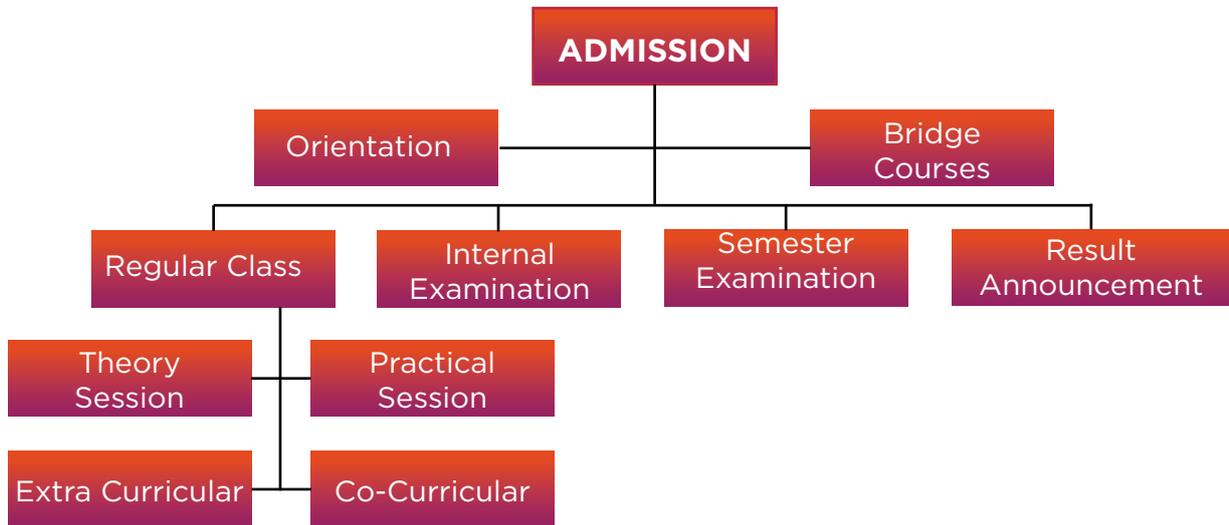
- ❖ Preparing students for life in a global society by realizing their potential through a
- ❖ Transformational learning experience.
- ❖ Enabling students from all backgrounds and abilities to reach their maximum potential-academically and as individuals.
- ❖ Encourage independent thinking and learning skills through innovative tools and techniques.
- ❖ Continuous Up gradation of Curriculum planning to ensure quality teaching and learning
- ❖ Maximize student attainment and achievement.

3.4 Regulations:

- ❖ All the Heads of the Departments shall oversee the teaching learning process in the college.
- ❖ Teaching and learning shall be professional, positive, engaging and rewarding partnership between students and teachers
- ❖ Teachers shall be encouraged to be reflective, assessing their own performance and development needs, and to work together to share best practice and support each other's development.
- ❖ Teachers shall ensure that the learning objectives are met at every stages as to reflect on the student's progress towards achieving their goals and share responsibility for their learning outcomes.
- ❖ Teachers shall develop the adequate skills, confidence and motivation in students and open cultural boundaries with an unbiased approach.

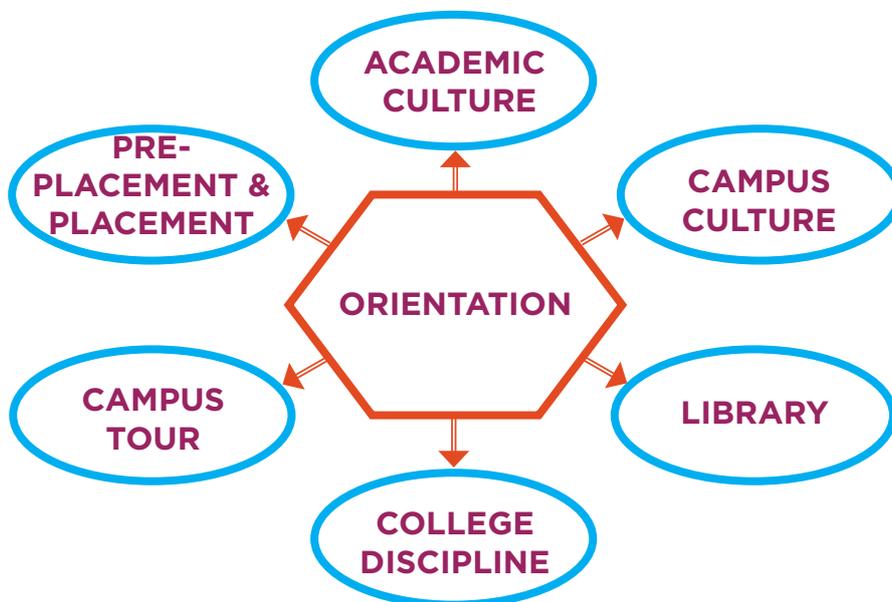
- ❖ Teacher and student shall be provided with the opportunities, resources and support they need to fulfill their academic potential
- ❖ Faculty shall receive training, guidance and support, enabling them to contribute towards quality education

3.5 Process:



3.5.1 Orientation program:

The college shall conduct orientation programs for Undergraduate and Postgraduate students at the beginning of the course.



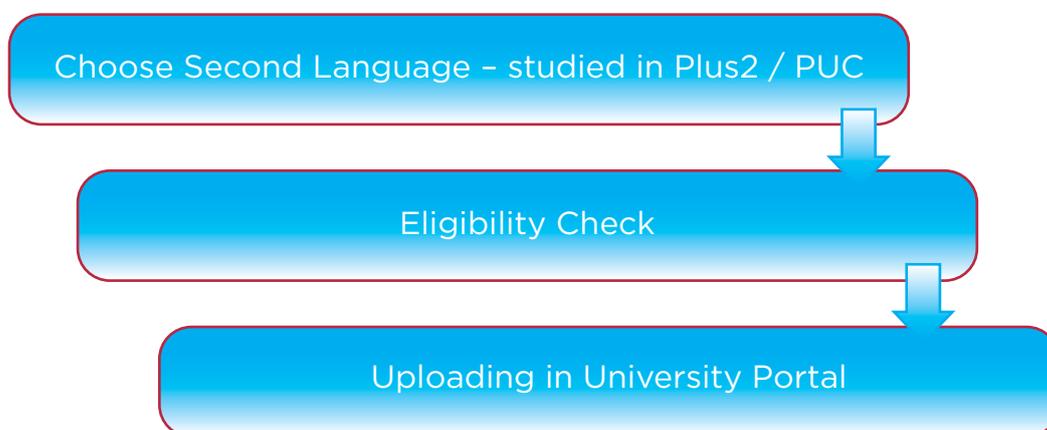
3.5.2 Bridge Course:

- ❖ Bridge courses to be conducted at the beginning of every academic year before commencement of the regular teaching plans to fortify their basic knowledge on the subject.

- ❖ Each department shall frame the syllabus for the same and individual faculty will have a thorough interaction with the students to familiarize their course of interest.
- ❖ The syllabus framed shall be submitted to the HoD
- ❖ Each department shall frame the syllabus for the same and individual faculty will have a thorough interaction with the students to familiarize their course of interest.
- ❖ The syllabus framed shall be submitted to the HoD

3.5.3 Selection of Language - UG:

- ❖ As per the affiliating University curriculum, every student of undergraduate course shall choose a second language in addition to English and the three core subjects.
- ❖ Students who have not studied Kannada, Hindi and Sanskrit may opt for any language permitted by the university.

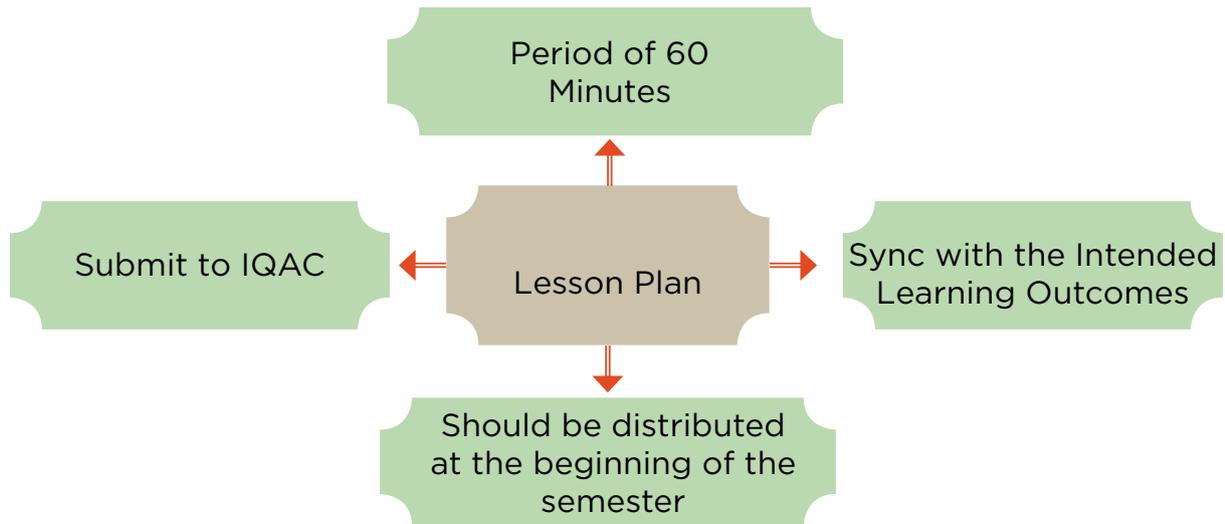


3.5.4 Academic calendar:

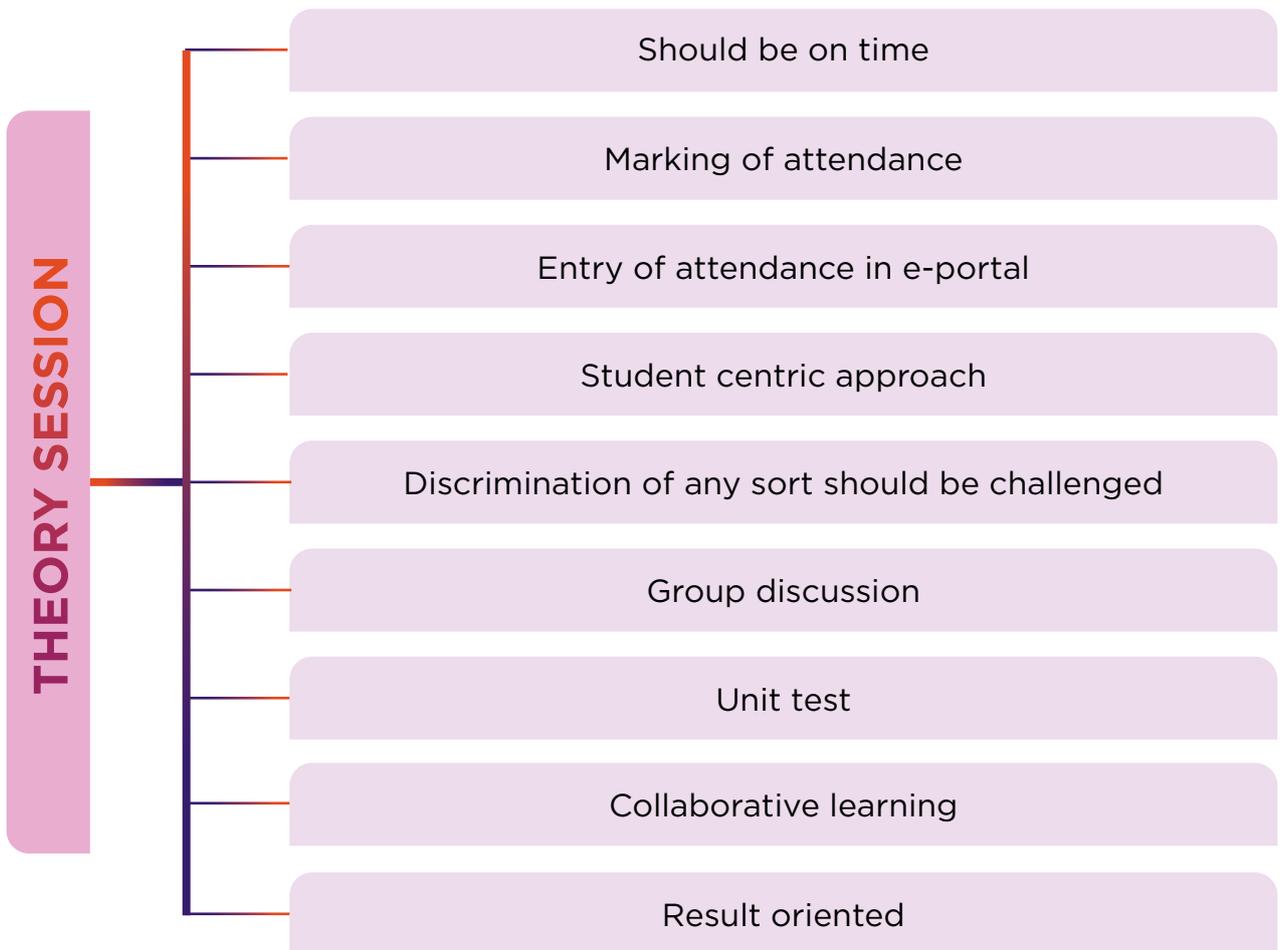
The Academic Calendar shall be released in the beginning of every semester that should include complete information on the various curricular, co-curricular and extracurricular activities.

3.5.5 Lesson Plan:

The faculty shall prepare lesson plan for their respective subjects based on the academic calendar, to serve as the road map for students and faculty for the effective completion of syllabus. The same shall be submitted to the respective Head of the Department and uploaded in the campus management system. The faculty is instructed to adhere to lesson plan which will facilitate a healthy, hassle free and active learning environment.

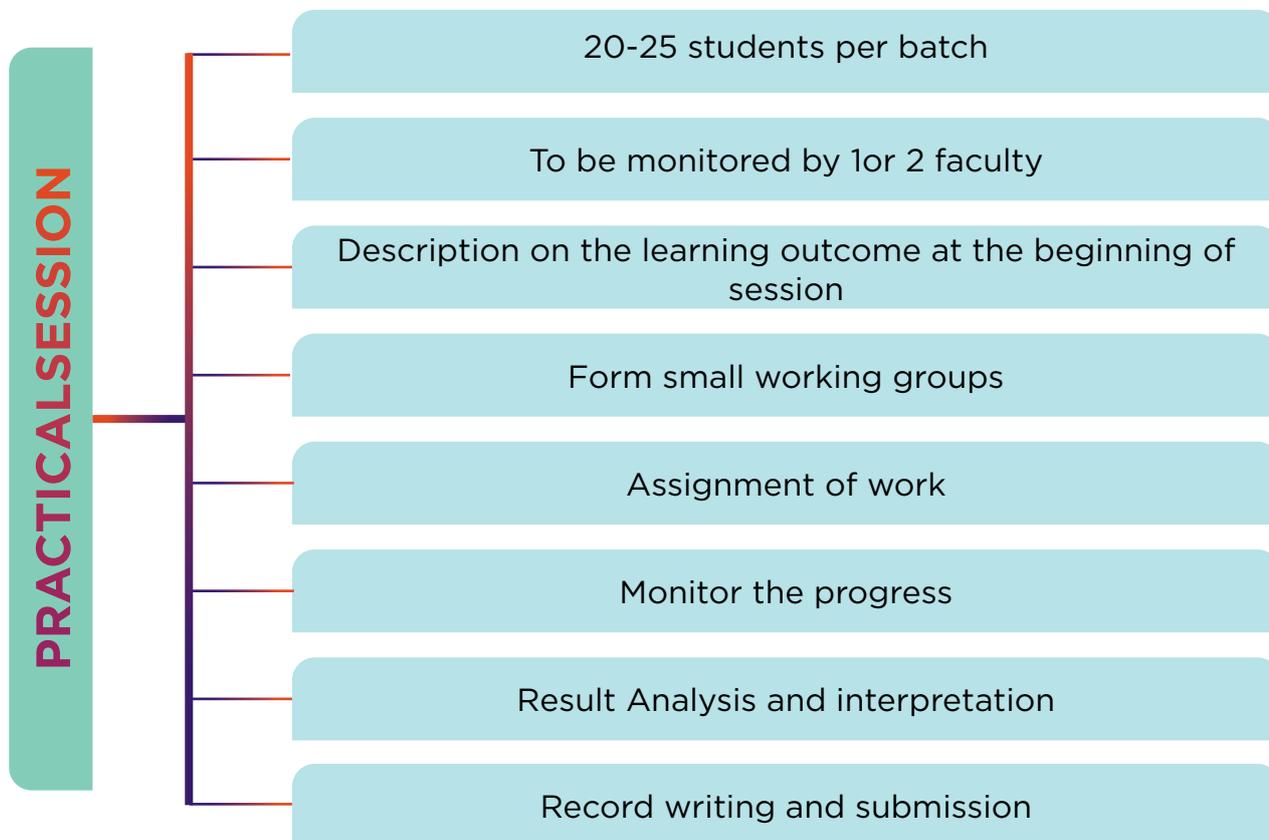


3.5.6 Classroom teaching-theory:



3.5.7 Practical Sessions:

Practical classes shall be conducted as per the regulations laid by the affiliating University. Any deviations without prior permission from the concerned authorities shall attract disciplinary action.



3.5.8 Learning Principles:

- ❖ Learners are expected to attend lessons on time, be attentive and participate in sessions as directed.
- ❖ Students are strictly instructed to switch off their Mobile Phones in the Class Rooms and are prohibited from possessing drugs/Psychotropic/other prohibited substances. Defaulters will be challenged/punished
- ❖ Learning tasks shall be differentiated according to the abilities of the learner.
- ❖ Effective use of the College library and practical resources shall be made to enhance learning.

3.5.9 Monitoring and Assessing Learning:

- ❖ Learning shall be rigorously checked and monitored.
- ❖ Appropriate and varied assessment activities shall be embedded into all teaching sessions and other activities e.g. assignment and self-directed study etc.
- ❖ Formal assessment activities and criteria shall be linked to learning schemes and

made explicit to learners.

- ❖ Each learner's progress should be recorded in line with College procedures
- ❖ Learners shall be made aware of their target grade, current progress and scope of improvement.
- ❖ In the case of Post graduate students all assessed work including examinations and assignments must be the candidate's own work. The passing off of work of others as the work of the candidate is plagiarism. Any quotation from published or unpublished works of other persons including other candidates shall be duly acknowledged. All instances of plagiarism within the learning environment shall be challenged.

3.5.10 Evaluation of Teaching and Learning:

- ❖ Teaching shall be subjected to regular observations to ensure that the quality of learning, teaching and achievement is of a good professional standard.
- ❖ Each course shall be evaluated regularly by learners and by teaching staff
- ❖ Teaching staff should maintain a portfolio of Continuous Professional Development by attending conference/FDPs/Training programs, procure membership of professional bodies, and apply e-learning techniques and positively use learner feedback to improve performance.

3.5.10.1 Award for Excellence in TEACHING

- ❖ Purpose: To encourage and recognize the best Teachers at RCASC annually, with a view to enhance the quality, standard, relevance of education at the Institute.
- ❖ Eligibility: Open to all categories of current faculty members in service at the Institute for a minimum period of 5 years, once only in a five-year period.
- ❖ Nomination: In the format given below with each Aspirant to get the same endorsed by a Professor from the same group as per the grouping of branches listed below and forwarded to the Principal through HoD in both hard and soft copy form. Self-nomination not acceptable.
- ❖ Selection: By the RCASC Awards' Committee comprising nominees of the Management and the External members with the Principal as Convener, after the approval of its recommendations by the Evaluation Committee
- ❖ Award: To include Certificate with Citation and Cash Prize will be given away at a suitable function in the year. One award will be given to faculty members in each of the three branch -wise groups as follows:
 - Sciences (Biotechnology, Genetics, Chemistry, Biochemistry, Microbiology, Computer Science, Electronics, Mathematics)
 - Commerce/ Management Branches (Commerce, BBA and MBA)

- ❖ Humanities/ Languages (English, Languages, IC, Political Science, Psychology, Journalism)

LAST DATE FOR THE RECEIPT OF NOMINATIONS:

3.5.10.2 NOMINATION FORM

❖ **Particulars of the Aspirant:**

(a) Name:

(b) Designation:

(c) Department and Date of joining the Institute:

(d) Gender:

(e) E-mail ID:

(f) Telephone Nos. Landline: Mobile:

❖ **Education and Experience of the Aspirant** (*Beginning with the most recent one*):

(a) Qualifications:

Degree (Subject)	Year of Award	University/Institution

(b) Experience:

Period	Designation	Institution/Organization

(c) Service at RCASC:

Period (mm/yy)	Designation	Department

(d) Membership of Technical/Professional Societies:

Period (mm/yy)	Grade	Society/Institution

- ❖ Proposed Citation: (Not more than a paragraph (<30 words) highlighting the Aspirant's most significant contribution(s) related to the Award.)
- ❖ Explain how the contribution(s) of the Aspirant will have significant impact on the quality of education and accreditation/ranking status at RCASC in the near future:(To be limited to 100 words)
- ❖ Academic/Scientific achievements of the Aspirant at RCASC in the most recent five years, such as:
 - (a) Papers/ books/ reports published, and/ or copyrights/ patents generated on curriculum design, teaching-learning-assessment and pedagogy;
 - (b) Conducting advanced coursework/laboratory work for UG/PG/Research students, faculty development programmes and continuing education.
 - (c) Participation in education development/ research and related activities at RCASC and/ or elsewhere including academic collaborations and conferences in these areas.(To be limited to 500 words.)
- ❖ Specific achievements of the Aspirant in the following activities in teaching in the most recent five years:(Mark the relevant ones)
 - (a) Class-room instruction:[]
 - (b) Laboratory instruction:[]
 - (c) Tutorials in problem solving:[]
 - (d) Conducting design sessions:[]
 - (e) Supervising project work:[]
 - (f) Question-paper setting and assessment:[]

- (g) Outcome-based curriculum design:[]
- (h) Conducting state-of-the-art seminars:[]
- (i) Encouraging e-learning and MOOCs:[]
- (j) Result of courses taught, projects guided(5 years):[]
- ❖ Describe briefly (limiting to 30 words each) healthy/innovative practices introduced, if any.)
- ❖ Describe any additional achievements of the Aspirant(with brief descriptions) bringing out their importance for the Award:
- ❖ List of UG/PG projects supervised and publications in the most recent five years: (To be attached separately, giving the Name(s) of author(s), Title, Journal. Volume, Page Numbers and Year for Papers along with the citation index or any other equivalent metric and relevant details for Project Reports/Books/Other Reports. Copies of publications need not be forwarded at this stage.)
- ❖ Results of Students’ Feedback on Coursework conducted by the Aspirant in the last three years: (To be provided from the data held in the Departmental Office)
- ❖ List of Awards/Recognitions received by the Aspirant, if any:

Name of the Award/ Recognition	Nature and Year of Award/Recognition	Institution/Organization

- ❖ References: (Names and Addresses of two Referees who may be contacted for further information. One referee from RCASC (apart from nominator), another from any other institute, familiar with the work of the Aspirant)
- ❖ Aspirant’s Certification:
- ❖ I certify that the data/information provided by me in this Form is true and correct to the best of my knowledge and belief. I agree to provide original papers/documents referred to in this Form as may be required by the RCASC Awards’ Committee for verification.

Date:

(Signature)

Name of the Aspirant

Nominator’s Endorsement:

I have great pleasure in nominating _____ for the Award for Excellence in Teaching: 2018-19 under the Group _____ I have verified the details provided in the Nomination Form and I am convinced that data/information included herein is true, correct and verifiable. I recommend that this Nomination may be given due consideration for the Award for Excellence in Teaching: 2018-19 under the Group _____.

Name of the Nominator:

Designation:

Department:

E-mail ID:

Telephone Nos.

Date:

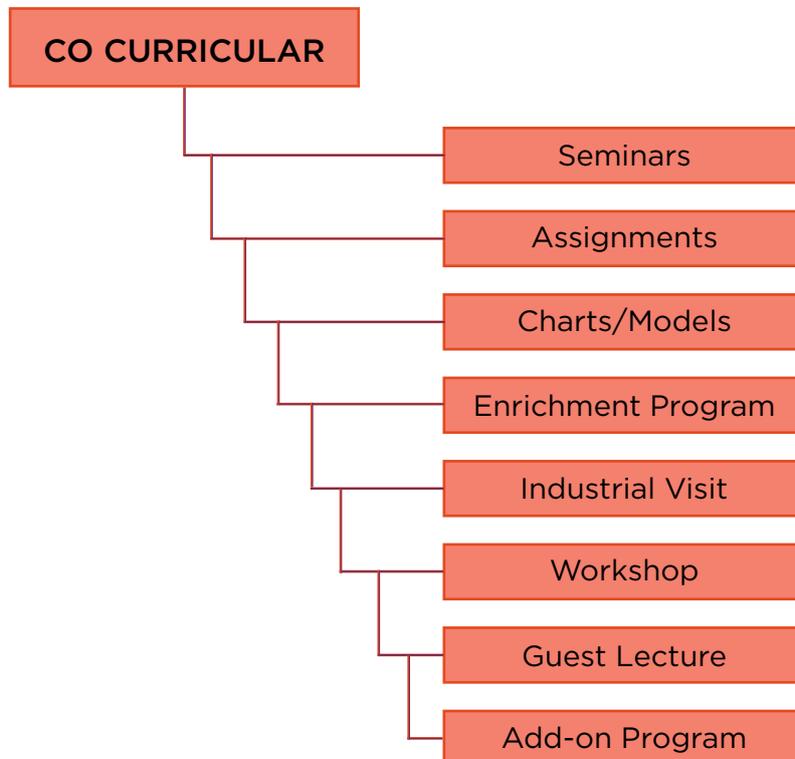
Place:

Signature of Nominator

Forwarded by HoD

Signature with Seal

3.6 Teaching and Learning Support:

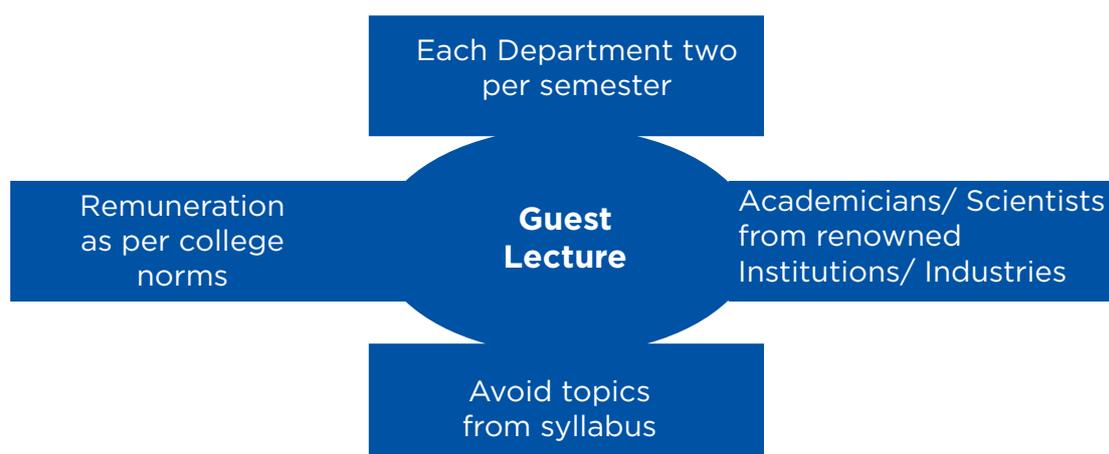


3.6.1 Co-curricular UG and Open elective PG:

The students shall choose the co-curricular activity/open elective subject from the available choice based on the CBCS curriculum



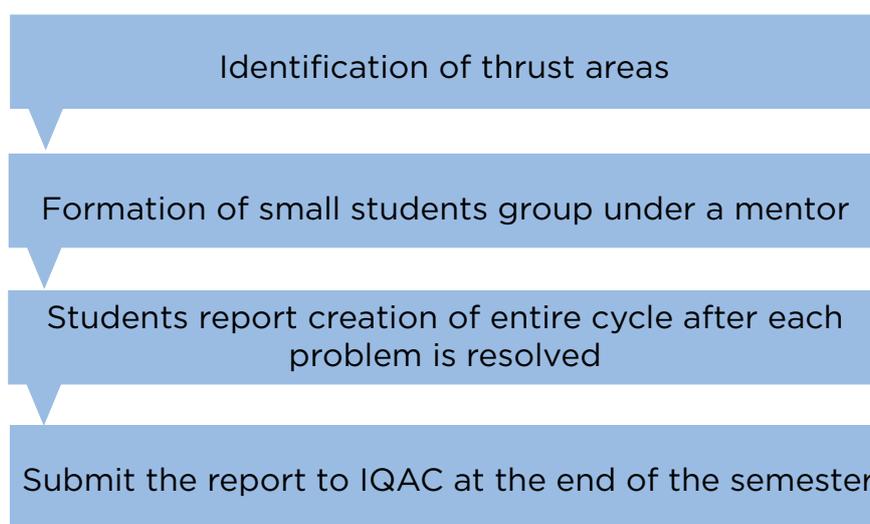
3.6.2 Guest Lecture



All the departments shall mandatorily conduct minimum of one guest lecture for UG and PG students.

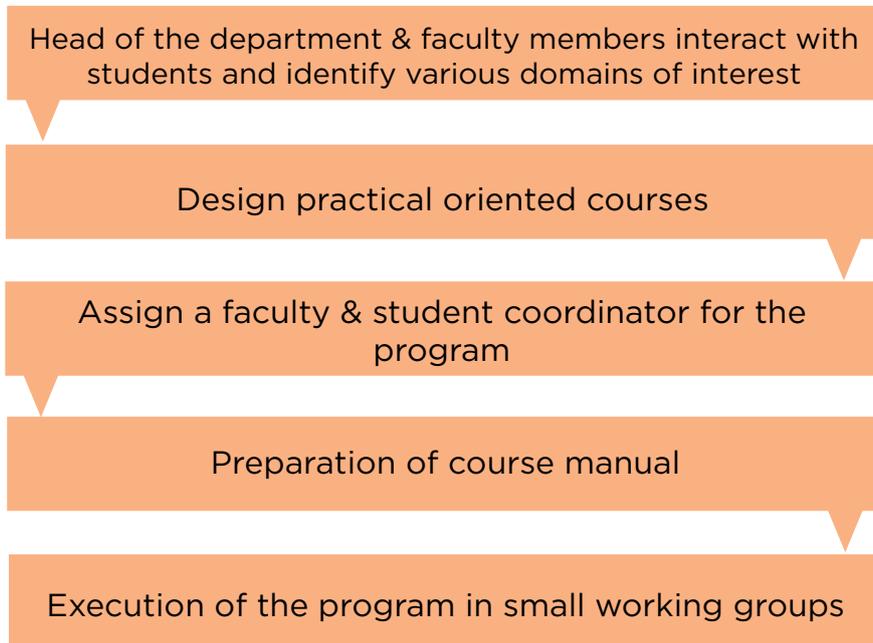
3.6.3 Problem based learning

This activity primarily focuses on experiential learning structured on the investigation, explanation, and resolution of significant problems.



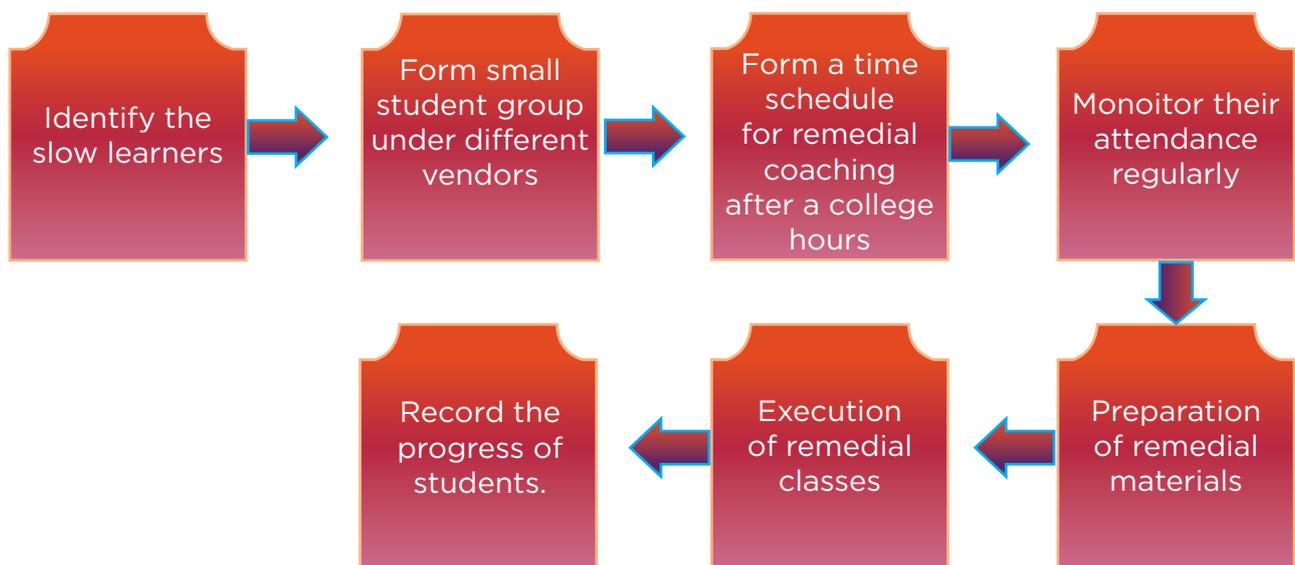
3.6.4 Enrichment programs and workshops:

All the departments shall conduct enrichment programs and workshops for the students to enhance their knowledge by bringing new concepts to light or by using old concepts in new ways.



3.6.5 Remedial Classes:

The college has a system to identify thoroughly the strengths and weakness of the students each in terms of learning ability, academic standards, classroom learning and academic performance so that appropriate teaching approaches may be adopted to meet their individual needs. With proper remedial help, the use of stimulating teaching strategies, and closer supervision and more individual attention, is well practiced in the college for both undergraduate and post graduate students.

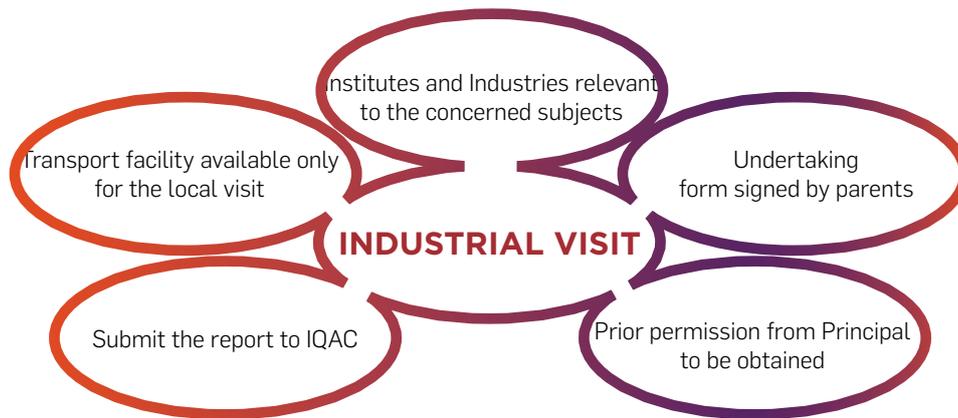


3.6.6 Conferences & Symposium:

The college shall organize self-financed or sponsored conferences frequently to provide exceptional educational experience and opportunities for students, research scholars, academicians, scientists, entrepreneurs, officers, interested general public and many others from various science disciplines.

3.6.7 Industrial Visits & Field Trips:

Each department shall organize Industrial visits as a part of the curriculum/or necessary with an aim to go beyond academics and to familiarize the practical perspectives.



3.7 Time Table:

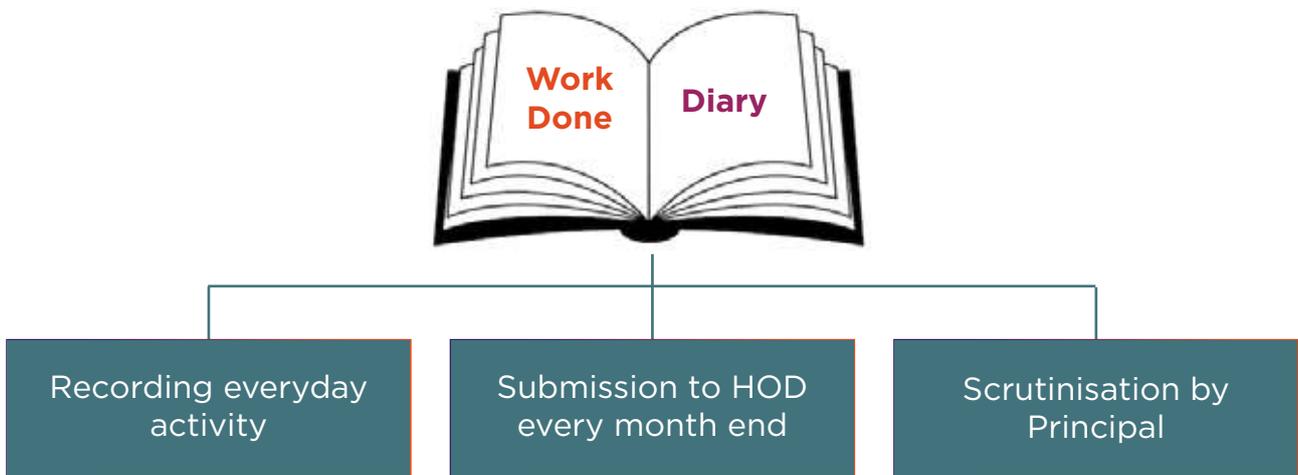
TIME TABLE
Time Table Committee
Analysis of workload & Number of Batches
Preparation of consolidated Time table
Department level time table
Individual faculty time table
Circulation to students & faculty members

3.8 Workload:

- ❖ Faculty teaching subjects with practical classes is assigned 21-23 hours of workload. However faculty with administrative responsibilities and externally funded research projects shall have relaxation
- ❖ Faculty teaching only the theory papers is assigned with 16-18 hours workload
- ❖ Faculty are encouraged to work with students, beyond the structure of classroom teaching to reinforce a student-centric approach.

3.9 Work Done Diary:

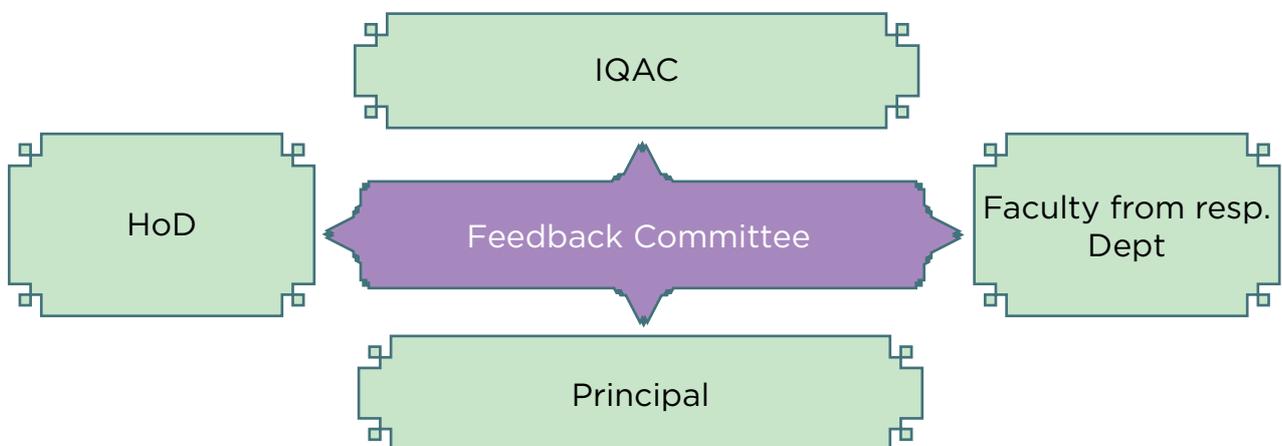
Every Employee shall maintain work done diary for recording the daily work either online or offline.



3.10 Feedback:

The teaching capabilities shall be analyzed by the feedback committee or through online 360 degree feedback system at the end of every academic year.

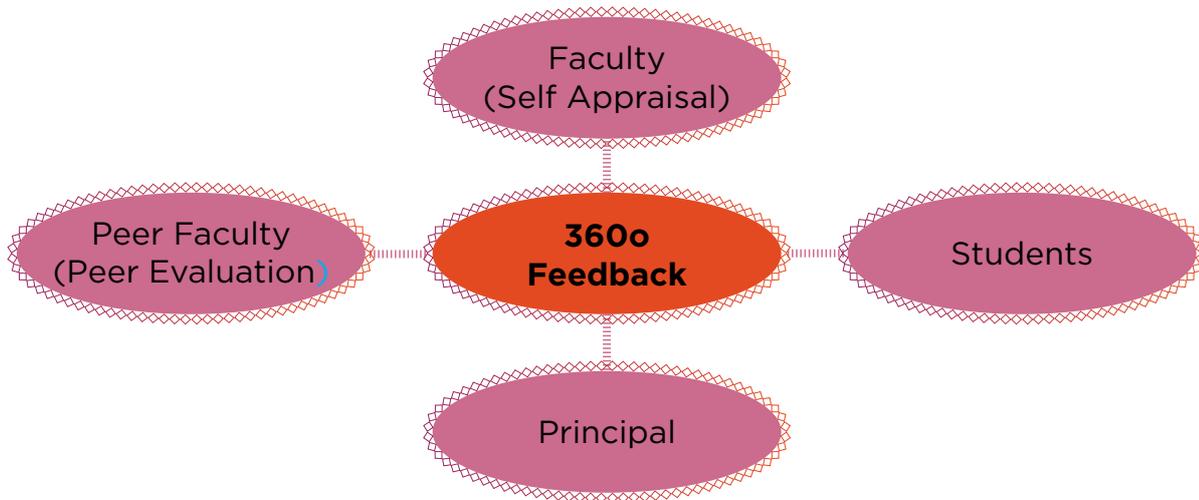
3.10.1 Feedback committee:



3.10.2 Feedback committee process:



3.10.3 Online 360° feedback:



3.10.4 Online 360° feedback process:



4. EVALUATION POLICY

4.1 Statement:

The policy is committed to promote effective teaching and learning to elevate quality standards, expectations and ensures student progress through competency. The policy delineates fairness and consistency in any assessment of student's performance.

4.2 Scope:

This policy and its components, applies to all the students, faculty, concerned administrators and staff.

4.3 Objectives:

- ❖ Practice structured evaluation process
- ❖ Ensure transparency and fairness in assessment
- ❖ Conduct exam meticulously

4.4 Regulations:

- ❖ The Examination Ordinance, 2011 released by the affiliating University, governs the policy.
- ❖ The HOD/Proctors monitor the assessment and evaluation process.

4.4.1 Assessment:

The parameters considered for assessment includes: Attendance, Class participation, Assignments, Seminars, Industry/Institute visits (wherever applicable) and Internal Examinations (theory and practical).

4.4.1.1 Attendance:

The College mandates 75% attendance to promote teaching and learning outcome. Any absence to the class reduces the student's success rate. However, the UGC/ Bangalore University mandates a minimum of 75% attendance in each paper to be eligible to write the End Semester Examinations (ESE). There is no provision for condonation of attendance in UGC act.

The marks based on attendance shall be awarded as given below:

75% - 80% Attendance	• 02Marks
81% - 85% Attendance	• 03Marks
86% - 90% Attendance	• 04Marks
91% - 100% Attendance	• 05Marks

4.4.1.2 Class Participation:

Every student shall be assessed based on his/her level of participation in the Theory, Practical classes, Project Based Learning (PBL), Group Discussion (GD) and Seminar sessions.

4.4.1.3 Assignment:

Submission of assignment is mandatory for every subject paper in order to earn assignment marks. The criteria for assessment of the assignments are originality, relevance, compilation, contents, table/graphs/diagrams wherever necessary, references and timely submission in a presentable way.

4.4.1.4 Seminars:

Presentation of seminars is mandatory for every subject paper in order to earn seminar marks. The criteria for assessment of the seminars are content, presentation (PPT/OHP/Chalk and Board), discussions, query clarification, references and report submission.

4.4.1.5 Industry/Institute Visit:

Student shall compulsorily attend the Industry/Institute visit arranged by the Department/College. The criterion for assessment includes attendance, interaction and timely submission of the report.

4.4.1.6 Internal Examinations:

The college shall conduct 2 theories and 1 practical Internal Examination per semester. Attending and writing the internals is mandatory.

4.4.2 Internal Assessment (IA):

Theory	Practicals
I Internal Exam: 10	Attendance: 05
II Internal Exam: 10	Record: 05
Attendance: 05	Skill & participation : 05
Others: 05	Total 15
Total: 30	

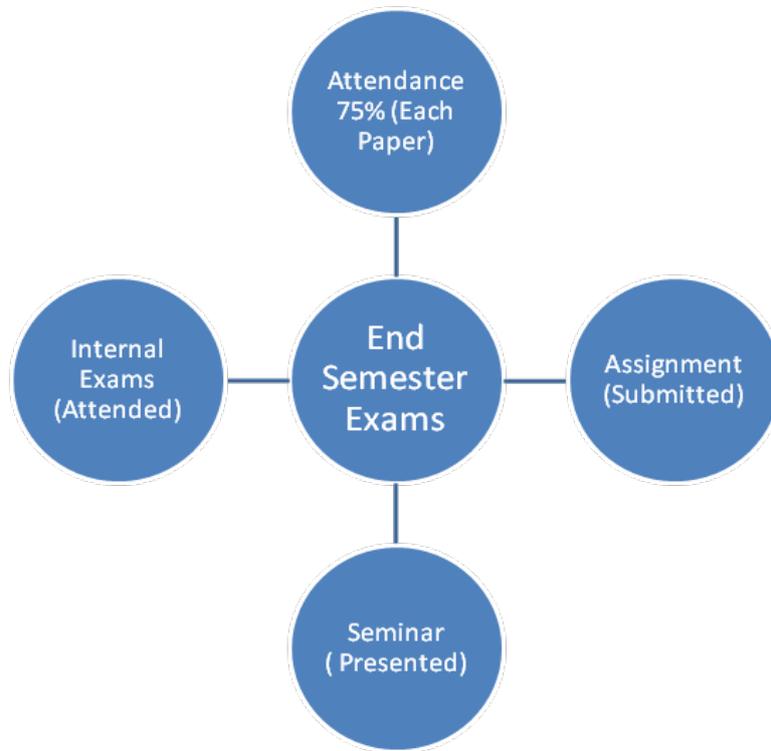
Note: Others: Class participation Assignments, Seminars, Industry/Institute Visits
Online and offline tests/Assignments

4.4.3 Eligibility to pay examination fees:

The student fulfilling the eligibility criteria laid by the affiliating University is eligible to pay examination fee. The student while paying the fees shall ensure the subjects printed in the examination fee receipt are concerned to their respective course, semester, core subject, language, and soft core, open elective, specialization paper opted.

4.4.4 Eligibility for End Semester Examinations (ESE)

The student by mere paying examination fee shall not have right to appear for End Semester Examination (ESE). Student shall comply with the following criteria to take-up End Semester Examination



4.4.5 Examination:

4.4.5.1 Regulator for students:

- ❖ Student shall adhere to timely rules and regulations laid by the University ESE and by the College for IE.
- ❖ Student to be seated against register numbers with their valid ID cards and Hall Ticket.
- ❖ Students shall maintain discipline in the examination room.
- ❖ Students shall respect the invigilator, squad members, and provide the necessary information when demanded.
- ❖ Student shall refrain from carrying mobile phone, reading/writing materials, chits or any other material that is considered as Mal Practice in Examination Ordinance, 2011 to the examination room.

Note: College is not held responsible for loss of any belongings during the Examinations

4.4.5.2 Regulator for Chief /Deputy Superintendent - Examination:

- ❖ Ensure IE and ESE are conducted meticulously in smooth manner Ensure a healthy and conducive atmosphere in the examination cell
- ❖ Ensure transparency and fairness in the process
- ❖ Ensure that all the necessary facility & support are available for the smooth conduct of exams.
- ❖ It is mandatory to conduct orientation programme for teaching, non teaching and students on examination process.
- ❖ All other duties and responsibilities of Chief/Deputy Superintendent as depicted in clause no. 11 of Examination Ordinance, 2011 published by Bangalore University. Shall ensure that the examination cell is kept open in extended working hours on all the examination days and either Chief or Deputy superintendent is available in the campus.

4.4.5.3 Regulator for teaching staff:

- ❖ Examination /Valuation duty is mandatory according to UGC act 2010.
- ❖ Staff shall adhere to the act and hence take up any responsibility pertaining to Examination/Valuation allotted by the Principal/ Vice Principal/Chief/Deputy Superintendent/BOE chairman/Custodian.
- ❖ It is mandatory to attend orientation programme on Examination conducted by Vice Principal.
- ❖ Shall adhere to the duties and responsibilities of Room Superintendent as depicted in clause no. 14 of Examination Ordinance, 2011 published by Bangalore University.

- ❖ Shall report to the Examination Centre at 9.10 am in morning session and 1.40 pm in the afternoon session for collection of answer booklets.
- ❖ Invigilators in the Examination room shall
 - o Inspect the room and ensure nothing is written on the black/whiteboard.
 - o Allow students to be seated as per register number.
 - o Provide following instructions.

ANNOUNCEMENTS

Check Roll number, Hall ticket and ID card

Check desk, desk stand, pockets, wallet for unwanted material

Leave mobile phone, wrist watch, electronic gadgets, wallet outside

Refrain from writing anything on hand/garment/ desk/hall ticket etc.,

Fill relevant details in OMR sheet properly without any mistake.

Check Question paper for subject and version before writing.

Distribute question paper and collect answer booklets in time as per the University Schedule

Distribution of Question Paper	9.30 am for morning session	2.00 pm for afternoon session
Collection of Answer booklets	12.30 pm for morning session	5.00 pm for afternoon session

- ❖ Invigilators shall ensure the following after 30 minutes of commencement of exam
 - o Shall not allow latecomers
 - o Mark absentees in invigilation diary
 - o Hand over left out answer booklet to examination section
 - o Obtain signature of student on invigilation diary
 - o Check ID card, Hall ticket and then sign on Hall ticket
 - o Check answer booklet register no/bubbling/student signature/paper version and other details before signing on answer booklet
- ❖ Invigilators shall ensure the following during examination
 - o Refrain from using mobile phone
 - o Maintain pin drop silence
 - o Shall send student to rest room with attendee.
 - o Collect question paper if the student is leaving one hour before closing time of exam.
 - o Shall not allow anyone inside the examination room except Principal, Vice Principal, Chief/Deputy Superintendent, Examination Clerk, Attendees and Sitting/Flying Squad members.
 - o Confiscate wallets/mobile phones and hand over to Chief/Deputy Superintendent of Examination.
 - o Check examination room before leaving and anything found shall be handed over to Chief/Deputy Superintendent Examination.
 - o Shall not allow student to stand in the vicinity of the examination room
- ❖ Invigilators shall not allow any candidate to copy and if any case of malpractice found, it shall be reported to Chief Superintendent immediately and will not take possession of any material till the Chief takes charge of the same.
- ❖ Invigilators shall be agile, watchful and active throughout the period of examination.
- ❖ Invigilators shall ensure the following 10 minutes before closing of exam.
 - o Fill last page of the invigilation diary with all necessary details like late comers, absentees roll number, number of students present, total number of students, malpractice cases, invigilators name, date and signature.
- ❖ Invigilators shall collect the answer booklets at stipulated time, arrange register number wise, and cross verify with invigilation diary and then handover the same to examination hall.

5 RESEARCH, DEVELOPMENT AND SUSTENANCE POLICY

5.1 Statement:

The Research, Development and Sustenance Policy ensure excellence and integrity in the conduct and implementation of research. The policy encourages quality research activities to realize the mission that aims at education through scientific knowledge and research, enabling conducive atmosphere. It aims at strengthening research culture, sustain and improvise the quality of research and also to create a platform for contract research and entrepreneurial activities.

5.2 Scope:

This policy and its components, applies to the students, research scholars, external students, faculty, student/faculty of sister concern institutions, collaborators, entrepreneurial aspirants concerned administrators and all other stakeholders associated with the institution.

5.3 Objectives:

- 1 Update and upgrade the existing research facility time to time.
- 2 Promote quality in-house research projects
- 3 Identify and foster thrust areas of research
- 4 Encourage to obtain extramural grants
- 5 Encourage inter-institutional, inter-disciplinary and contract research
- 6 Ensure transparency and uphold ethical conduct of research

5.4 Regulations:

A designated Dean-Research & Development shall facilitate research and development activities of the College in coordination with Research advisory committee.

5.4.1 Research Advisory Committee (RAC)

To monitor and strengthen research activities and external collaborations, RCASC established a dedicated Research Committee (RC). The main role of the RC is to provide assistance and advice to the Principal and the Higher Management in holistic development of research at the college.

The Research Committee consists of one member from each department (or academic unit) within the College and a chair nominated by the Principal. In addition, external advisory committee consisting of experts from various research institutes in Bangalore are also included to provide advice and assistance.

The Research Committee convenes regularly and discusses various aspects of

Research, Consultancy, and Publications, working in conjunction with the organisational arrangement of the College. The responsibilities of the Research Committee includes;

- ❖ To establish Special focus groups (SGPs) by subject or academic unit based on the expertise and resources available within the College
- ❖ To work with the leaders of the departments, Deans and focus groups to develop a strategic plan for research
- ❖ To communicate and publicise the achievements and outcomes of College Research activities (Newsletters, Journals, and Conferences)
- ❖ To enhance the relationship and networking with other Research Committee in sister Ramaiah Institutes and other institutes.
- ❖ To develop strong external relationships with funding agencies, nationally and internationally through submission of applications for various funding schemes (VGST, DBT, DST, Bill and Melinda foundation, etc.,)
- ❖ To establish various policies and code of ethics to promote research, consultancy, and publishing

All the summary reports of the meetings done by the Research Committee are to be notified to all faculty, Principal, and Higher Management through proper channel.

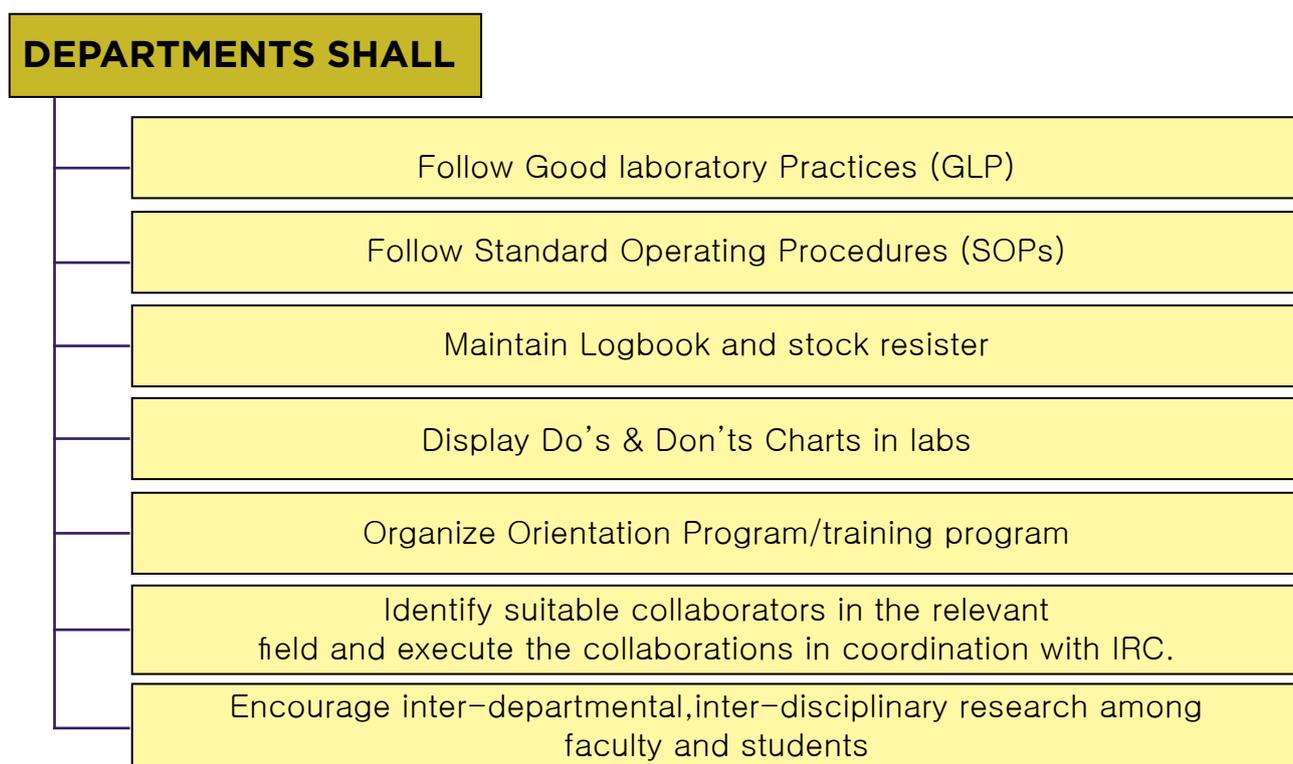
5.5 Research Guidelines:

5.5.1: Code of Ethics (Research)

- ❖ RCASC shall establish a research culture through openness and debate. Head of the research along with senior researchers shall encourage conducive research atmosphere through mutual cooperation and leadership. Young faculty in need of research experience shall be provided appropriate training.
- ❖ All research conducted shall be adherent to standard ethical standards and safety practices.
- ❖ All researchers shall keep timely and accurate documentation pertinent to protocols, necessary approvals obtained, and data storage.
- ❖ All faculties shall make efforts to publish their research findings in peer reviewed journals. All authors listed in the publication shall take personal responsibility to be familiar with the work done and be in a position to justify their contributions.
- ❖ All faculties shall ensure that only original work is submitted for publication with proper citation practices. Contributions from collaborators and funding agencies need to be properly acknowledged.
- ❖ All research findings shall be published as a coherent entity rather than small parts, except in a scenario where preliminary results pave way to novel findings. Quality is preferred over quantity.

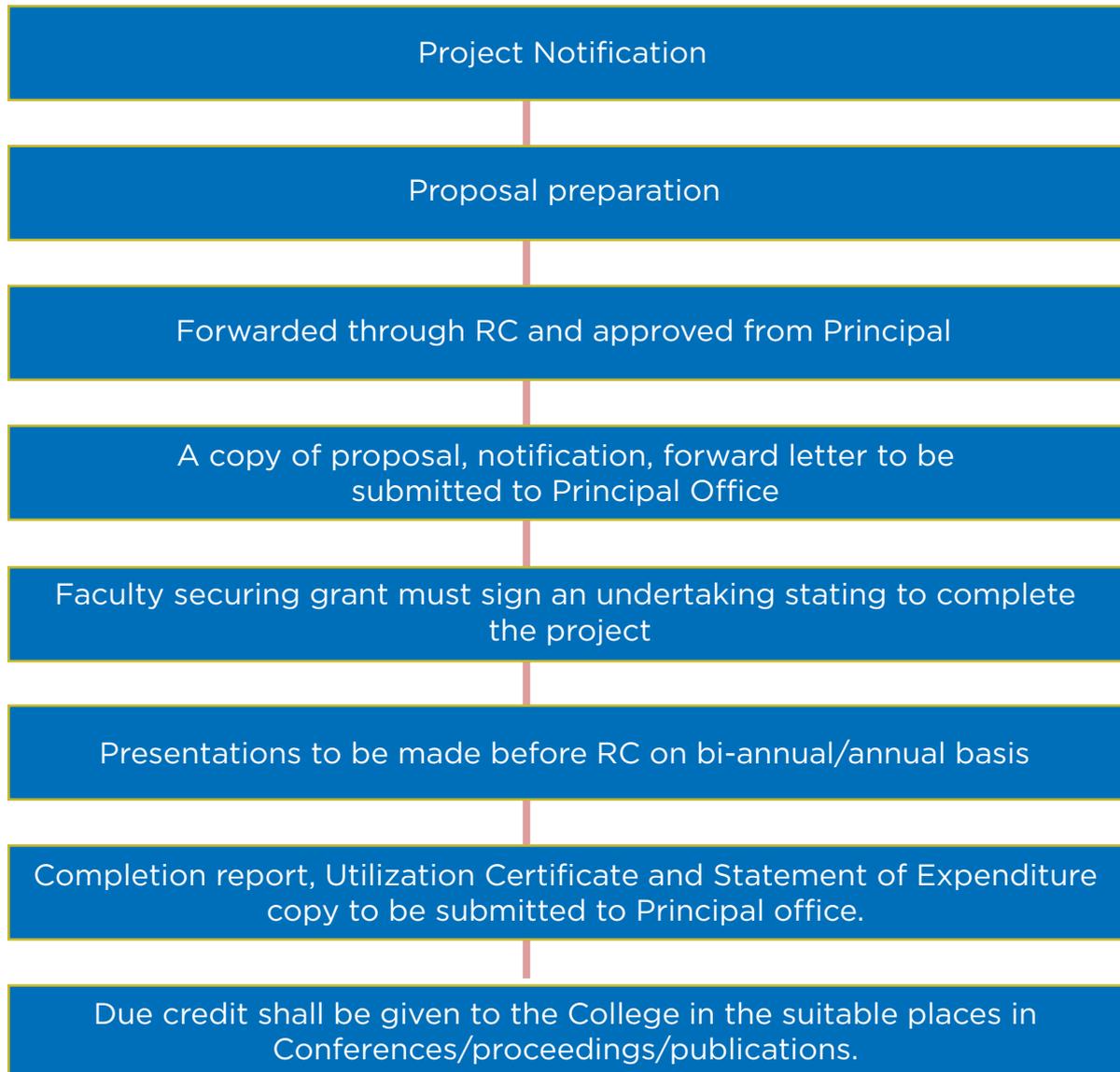
- ❖ All faculties shall be aware of proper plagiarism practices. Any work that indulges in plagiarism constitutes unethical publishing and is condemned.
- ❖ If an error is identified in the published work, the corresponding author must ensure to publish a correction as soon as possible. In the case if the findings from the work are in serious doubt, a speedy retraction shall be published.
- ❖ Any complaints with respect to falsification, fabrication, and plagiarism of research shall follow with procedures dealing with 'Misconduct in Research'.

5.5.2 Departments shall:



5.5.3 Faculty are expected to:

- ❖ Attempt for securing research projects, whereas, faculty with Ph.D. shall submit at least one research proposal per academic year for external funding.
- ❖ Publish one research paper per academic year.
- ❖ Participate/present papers in one conference/seminar per academic year.
- ❖ Submit research proposals to funding agencies through proper channel and implement the project as mentioned below.
- ❖ Mention affiliation of the college in research publications.
- ❖ Encourage students to carry out short term In-House research project.



5.5.4 Scholars shall:

SCHOLARS SHALL

Obtain prior permission from the concerned HOD's for Inter-departmental research or to utilize any infrastructure facility from other department

Procure any specialized chemicals or instruments to be required for research

Remit General Maintenance Fee (GMF) to the college annually as per the recommendations of the RC

Present the progress of the research work before the RC every six months

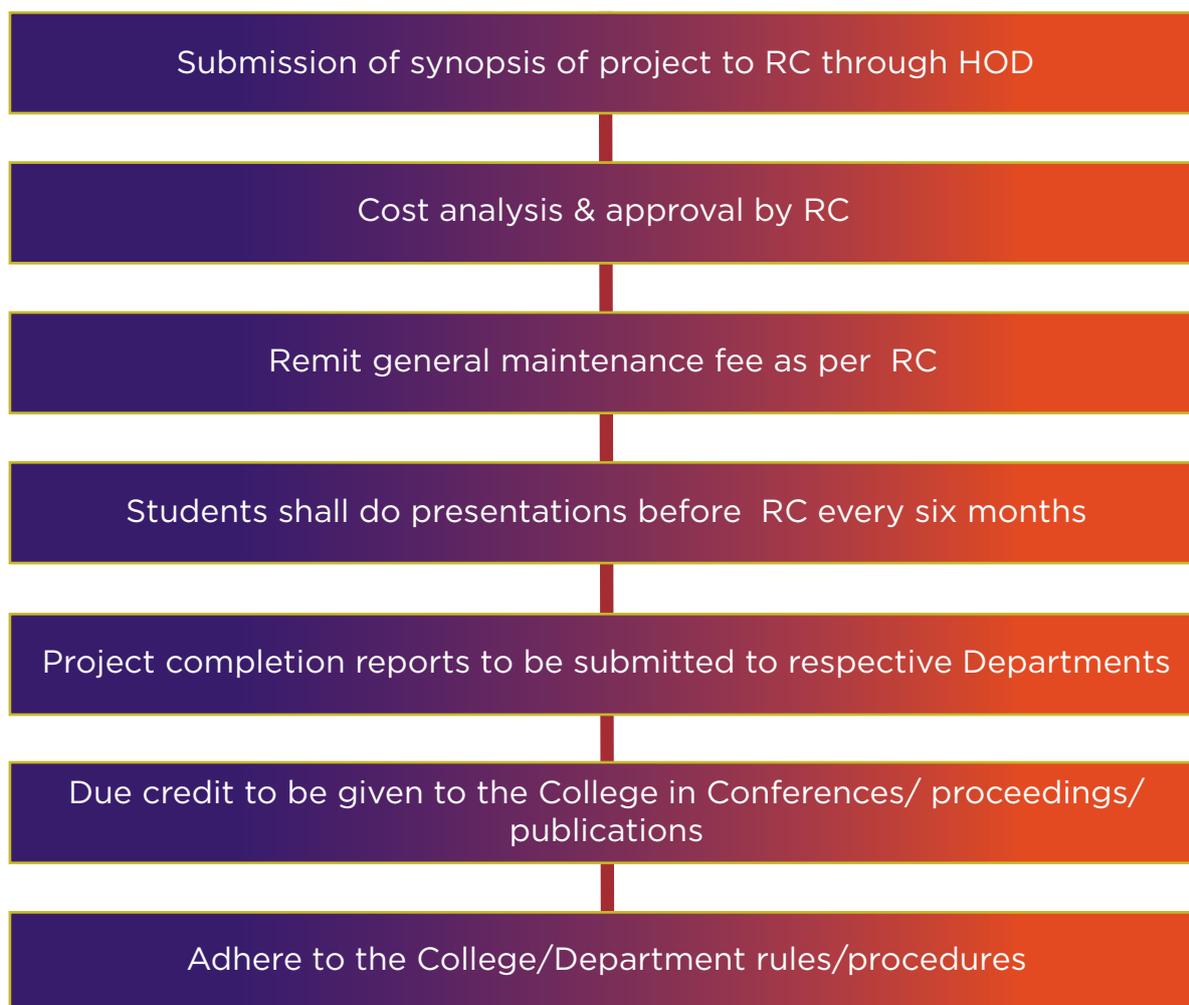
Mention affiliation of the college in research publications

Provide due acknowledgement to the college in research publications in case of infrastructural usage.

5.5.5 Students shall

- ❖ Obtain prior permission from the concerned HoD's to undertake In-house research project, Inter-departmental research or to utilize any infrastructure facility from other department.
- ❖ Procure specialized chemicals or instruments required for the project.
- ❖ Remit General Maintenance Fee (GMF) to the college annually as per the recommendations of the RC.
- ❖ Adhere to the College/Department rules/procedures.

Note: GMF may vary depending on the project objectives.



5.5.6 Incubates/Contract Researchers/Other Stake holders shall:

- ❖ Submit proposal comprising work-plan and timeline before RC to undertake contract research or to validate their Proof of Concept (POC)
- ❖ Remit Infrastructure Usage Fee (IUF) to the college that is fixed on case to case basis, based on the equipment/facility utilized as per the recommendations of RC.
- ❖ Procure consumables for their project/research work.
- ❖ Adhere to the rules and regulation of the College that may change time to time.

5.6 Research promoting schemes:

5.6.1 RESEARCH PROMOTION POLICY

Brief Statement:

All research activities at RCASC are monitored and assisted by a Research Committee which is headed by the Dean/Head of Department. Expert associates from all

departments are enrolled as members within the committee. The committee convenes and takes decisions on strategy, preparations, corrections, and updating policies as per UGC norms and report research progress to the Dean. All final decisions by the committee are submitted to the Principal/CE for review and approval. The research policies at RCASC are divided into following categories: Academic Research

- ❖ Academic Research
- ❖ Sponsored Research
- ❖ Extension & Extramural
- ❖ Consultancy
- ❖ IPR & IEE

❖ **Academic Research Policy:**

- a) All faculty who are eligible to pursue PhD are advised to register within one year of appointment.
- b) Individual faculty of every department shall conduct research in their area of expertise. In addition, they should also develop research areas recommended by central government research bodies.
- c) All faculty are advised to identify inter-disciplinary areas of research that brings collaborative efforts among the departments.
- d) All faculty are strongly advised to attend workshops/conferences with on duty leave. Registration fee shall be reimbursed.
- e) Accepted publications by faculty in Scopus indexed and Web of Science journals are appreciated with proper incentives.
- f) All categories of publications from faculty shall go through plagiarism check.
- g) All project works and dissertations done by students must be research focused with a long term goal of publishing in indexed journals.

❖ **Sponsored Research Policy:**

- a) Faculty with doctoral and post-doctoral experience shall aim to submit one research proposal for government funding.
- b) Every faculty shall apply for internal funding that creates base projects which will fetch external funding. The funding necessary for internal projects shall be procured through submitting proposal for 'Seed Money' to the management.
- c) The budgetary allotment in Seed Money proposals will accommodate requests for basic infrastructure that assists in both internal and external funded projects.
- d) All departments shall strive hard to get recognition from national/international funding schemes such as DST-FIST, CAS etc.,

- e) Special focus groups (SFPs) shall be established to uplift departmental research strengths and to align them with government schemes.
- f) Training programs, workshops, and seminars shall be conducted to educate faculty in the submission of research proposals and to publish their work in peer reviewed journals.
- g) Projects that involve innovation and patent recognition shall be rewarded with appropriate incentives.
- h) All meritorious research done by faculty shall be recognized through 'Best Research Award' and with monetary incentives.
- i) All aspects of research and innovation shall be protected by IPR and copyright policies.

❖ **Extension & Extramural Policy:**

- a) All faculty are encouraged to invite industry experts to take joint resource projects.
- b) All faculty shall establish connections with premier research institutes for faculty exchange programs and research collaborations.
- c) All faculty shall select focus areas that bring forth solutions to societal problems such as, women and child welfare, chronic diseases and addiction, and other healthcare areas.
- d) All departments shall conduct workshops and conferences pertinent to social problems and their research expertise.
- e) All departments shall aim to conduct community outreach programs outside the organization. Students and faculty shall be advised to take the role of resource persons during these programs.

❖ **Consultancy:**

The policy guidelines suggested in this section will provide a framework to conduct consultancy activities at RCASC. The guidelines will apply to all faculty at RCASC.

- a) Any organization requesting consulting services from RCASC shall contact Principal/Head of Research with details about the required expertise.
- b) The Principal/Head of Research will forward the request to the concerned department.
- c) Upon discussion with the heads of the departments, Principal/Head of Research shall nominate a faculty or group of faculty having expertise in the requested services.
- d) The Principal/Head of Research shall approve the request for consultancy by assessing factors such as, compatibility and commitment of faculty member(s), mobilization of institutional resources, and based on potential conflict of interests.

- e) After final approval, a MoU shall be signed in the presence of Principal between the organization and the department for the type or consultancy work and other commercials involved.
- f) Faculty must update the progress of the consultancy work to the Principal through Head of Research.
- g) All Publications generated through the consultancy shall oblige with proper faculty affiliation of the institute, acknowledge any institutional facilities utilized, and shall be in compliance with IPR and copyright policies of the institute.
- h) To strongly encourage revenue generation through consultancy services, RCASC shall take 40% of the revenue and the organization shall take 60%, excluding GST and other taxes. All faculty involved in the consultancy services shall be paid proper incentives.

❖ **IPRs, Copy Rights, Innovations, Incubations, Entrepreneur Development, and Patents:**

- a) RCASC shall create research innovation culture through brainstorming, organizing ideation and faculty development programs.
- b) Potential innovative projects shall be moved to incubation centers which can be transformed into large scale start-ups. Students shall gain entrepreneurship skills through incubation centers and start-ups.
- c) Every innovation shall lead to patents and RCASC shall provide necessary support and expertise for proper filing and registering patents.
- d) RCASC shall also provide support to faculty to protect their research ideas and projects through Intellectual Property Rights (IPRs) and copyright policies.

❖ **Incentives for Good publications**

The Institution is providing incentives for good Research Publications in UGC recognised journals and in reputed International Journals.

❖ **Seed money for Research**

The Management will provide seed money for the research purpose as against the project proposals.

All the teachers attending National and International Conferences/ Seminars/ Workshops to present a paper, the registration fee for the same will be reimbursed.

❖ **Seed Money Grants:**

Working with the policies of research promotion established by the College Research Committee, RCASC management has initiated acceptance of application for Seed Money under the Research and Development Division.

The following guidelines have been formulated to write, review, rate, and accept innovative and high socio-impact research proposals;

- a) A unified and approved format of application for Seed Money release
- b) All faculty and/or Special Focus Groups are informed about the format of the application and are requested to submit filled in applications
- c) Once received, all applications will under Quality Check by the Head of Research or HoD (if needed) and are submitted to Principal for final approval
- d) Once approved by the Head of the Institute, applications are sorted by subject/ theme category and are submitted to expert panel for review process.
- e) All the expert panel are provided with special evaluation criteria that emphasize; Background statement, Hypothesis, Experimental approach, Socio-Economic impact, and Budget.
- f) Final expert committee recommendations will be sent to the Head of the Institute or Chief Executive for review and approval.

5.6.2 INCENTIVES FOR GOOD PUBLICATIONS

In view of the review of the Institution’s Research output as well as the criteria put forth by NIRF for recognition of publications raising process. It has been decided to use the following categories for providing incentives: A (Excellent Journal), B (Good Journal), C (Fair Journal), D (Acceptable- which meets minimum standards. Please refer to Scimago for Q1 - Q4 categorization.

The incentives have been as follows:

Please refer (to

Category	Description	Impact Factor	Incentives
A	Excellent		
B	Good		
C	Fair		
D	Acceptable		
All UGC recognized journals			

For the purpose of incentives, the faculty member must be from Ramaiah College of Arts, Science and Commerce includes full time regular teaching/ Research staff. However visiting faculty, post doctoral fellow project associates, research assistants and students are excluded and are not eligible for incentives.

- ❖ RCASC faculty members will be eligible for full incentive amount if he/ she is the first author.
- ❖ Publications has all RCASC authors, incentive amount will be divided equally among

all the faculty members that are on authors list.

- ❖ The faculty members will be eligible for full incentive amount, if the first two or three authors are students.
- ❖ The RCASC faculty will be eligible to get 50% of the incentive amount if he/ she is the second author or the third author while the first author or second author is external (not from the college).
- ❖ If the first two authors are students or one of them is a student and the other is an external author, then RCASC faculty members will be eligible only for 50% of the incentive amount.
- ❖ In case of multiple authorships of students and faculty all internal RCASC faculty will share the incentive amount.

While claiming the incentive, please enclose the communication received from the Journal editors clearly informing the authors that the papers have been accepted from publication without any conditions. Please enclose a copy of that manuscript.

We are looking forward to exciting publication activity of RCASC.



National Level Presentation

(Registration, poster printing, logistic charges)

National level Publications

(With impact factor or Indexed in Scopus, Thomson Reuters ISI, Google Scholar)*

International level Publications (with impact factor or indexed in Scopus, Thomson Reters IDI, Google Scholar)*

Registration Fee for attending seminars/conferences/ symposia/ FDPs)

5.6.3. Award for Excellence in RESEARCH: About the Award

- ❖ Purpose: To encourage and recognize the best Researcher at RCASC annually, with a view to enhance the quality, standard, relevance of research at the Institute.
- ❖ Eligibility: Open to all categories of current faculty members in service at the Institute for a minimum period of 5 years, once only in a five-year period.
- ❖ Nomination: In the format given below with each Aspirant to get the same endorsed by a Professor from the same group as per the grouping of branches listed below and forwarded to the Principal through HoD in both hard and soft copy form. Self-

nomination not acceptable.

- ❖ Selection: By the RCASC Awards’ Committee comprising nominees of the Management and the External members with the Principal as Convener, after the approval of its recommendations by the Evaluation Committee
- ❖ Award: To include Certificate with Citation and Cash Prize will be given away at a suitable function in the year. One award will be given to faculty members in each of the three branch -wise groups as follows:
 - Sciences (Biotechnology, Genetics, Chemistry, Biochemistry, Microbiology, Computer Science, Electronics, Mathematics)
 - Commerce/ Management Branches (Commerce, BBA and MBA)
 - Humanities/ Languages (English, Languages, IC, Political Science, Psychology, Journalism)

5.6.3 LAST DATE FOR THE RECEIPT OF NOMINATIONS: NOMINATION FORM

❖ Particulars of the Aspirant:

(g) Name:

(h) Designation:

(i) Department and Date of joining the Institute:

(j) Gender:

(k) E-mail ID:

(l) Telephone Nos. Landline:

Mobile:

❖ **Education and Experience of the Aspirant** (*Beginning with the most recent one*):

❖ **(d) Qualifications:**

Degree (<i>Subject</i>)	Year of Award	University/Institution

(e) Experience:

Period	Designation	Institution/Organization

(f) Service at RCASC:

Period (mm/yy)	Designation	Department

(h) Membership of Technical/Professional Societies:

Period (mm/yy)	Grade	Society/Institution

- ❖ **Proposed Citation:** *(Not more than a paragraph (<30 words) highlighting the Aspirant's most significant contribution(s) related to the Award.)*
- ❖ Explain how the contribution(s) of the Aspirant will have significant impact on the quality of Research and accreditation/ ranking status at RCASC in the near future: *(To be limited to 100 words)*
- ❖ Academic/Scientific achievements of the Aspirant at RCASC in the most recent five years, such as:
 - (d) Participation in Research related activities at RCASC and/ or elsewhere including academic collaborations and conferences in these areas. *(To be limited to 500 words.)*
 - (e) Funds generated by way of RESEARCH programmes/ activities.
- ❖ Describe any additional achievements of the Aspirant *(with brief descriptions)* bringing out their importance for the Award:
- ❖ List of UG/PG projects supervised and publications in the most recent five years: *(To be attached separately, giving the Name(s) of author(s), Title, Journal. Volume, Page Numbers and Year for Papers along with the citation index or any other equivalent metric and relevant details for Project Reports/Books/Other Reports. Copies of publications need not be forwarded at this stage.)*
- ❖ Results of Students' Feedback on Coursework conducted by the Aspirant in the last three years: *(To be provided from the data held in the Departmental Office)*

❖ List of Awards/Recognitions received by the Aspirant, if any:

Name of the Award/ Recognition	Nature and Year of Award/Recognition	Institution/Organization

❖ References: (Names and Addresses of two Referees who may be contacted for further information. One referee from RCASC (apart from nominator), another from any other institute, familiar with the work of the Aspirant) _____, _____

❖ Aspirant’s Certification:

I certify that the data/information provided by me in this Form is true and correct to the best of my knowledge and belief. I agree to provide original papers/documents referred to in this Form as may be required by the RCASC Awards’ Committee for verification.

Date:

(Signature)

Name of the Aspirant

❖ Nominator’s Endorsement:

I have great pleasure in nominating _____ for the Award for Excellence in RESEARCH: 2018-19 under the Group _____ I have verified the details provided in the Nomination Form and I am convinced that data/information included herein is true, correct and verifiable. I recommend that this Nomination may be given due consideration for the Award for Excellence in RESEARCH: 2018-19 under the Group _____.

Name of the Nominator:

Designation:

Department:

E-mail ID:

Telephone Nos.

Date:

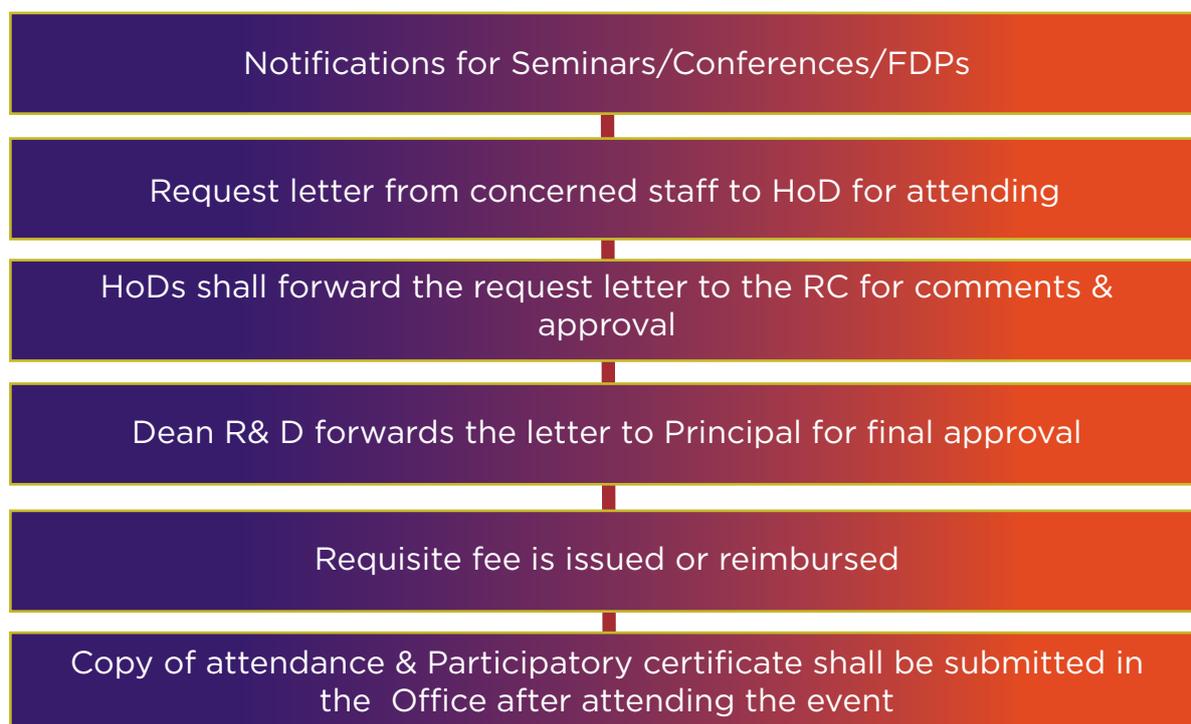
Place:

Signature of Nominator

Forwarded by HoD

Signature with Seal

5.7 Procedure to Avail Financial Assistance:



5.8 Research Grant Management

5.8.1 Internal research funds:

- ❖ Department shall identify 2 to 3 thrust areas of research, display in the labs and also make suitable teams among the faculty members to carry out research in the identified thrust areas
- ❖ Heads of the Departments may select the faculty on rotation basis to utilize the internal research fund to establish experimental evidence for research proposal to be submitted for obtaining grants from funding agencies so as to provide equal opportunity to all staff or on the basis of relevance to the research activities.
- ❖ Dean shall review the progress of Department's research periodically.

Research and Development Fund

Format for submitting the Research Proposal

Name of the Principal Investigator	
Qualification	
Affiliation	
Department	
Address , Phone Number and e-mail	
Papers Published in the research area(Attach brief profile)	

Name of the Co-investigator	
Qualification	
Department	
Affiliation	
Address , Phone Number and e-mail	
Papers Published in the research area(Attach brief profile)	

1. Title of the Proposal.....
2. Broad Area of Research.....
3. Sub Area of Research.....
4. Brief Introduction.....(Max 500 words)
5. Background and statement of the problem (this in the light of a thorough National and International literature review)..... (Max 500 words)
6. Research question or hypothesis, aim and objectives.....(Max 300 words).....
7. Research design (type of study).....(Max 300 words).....
8. Study population and sampling(If applicable).....
9. Data collection methods and instruments.....(Max 300 words).....
10. Data analysis methods - if applicable statistical planning must be fully addressed, or the candidate should provide evidence that statistics are not required
11. Mechanisms to assure the quality of the study - e.g. control of bias, safe storage of data.....(Max 300 words)
12. Research Schedule -Bar chart for completion of the project.....
13. Participants in the study - all people involved in the study, and the role they play, should be identified.*
14. Ethical considerations.....(Max 300 words)
15. Environmental Issues.....(Max 300 words)
16. Scope of Patenting
17. Scope of attracting external funding
18. Resources required for the study, including budget (Personnel, Consumables, Equipment, Travel, Subcontracting, Provisions, Licensing fees, other).....

Sl. No	Item	BUDGET			Amount(In Rupees)
		1st Year	2nd Year	3rd Year	Total
1.	Equipment				
2.	Consumables				
3.	Research Assistant				
4.	Travel				
5.	Other costs				
	Grand total				

18.1 Justification for the manpower requirement

18.2 Justification for consumable

18.3 Justification for Equipment

18.4 Justification for other costs

19 . Scientific Impact, dissemination and potential exploitation (Max 300 words)

20. References.....(Max 50).....

21. Appendices (copy of questionnaire, consent forms, etc.)

***Note 1:** All proposals are subject to initial screening. If a proposal passes initial screening it is formally accepted as an application and will enter a second screening stage comprising of a high powered committee.

***Note 2:** Submit the completed form (both hard and soft copy) to the Principal, RCASC

Endorsement from the Head of Department*

(To be given on letter head)

Project Title:

1. Certified that the Department welcomes participation of Mr/Ms..... as the Principal Investigator and Mr/Ms.....as the Principal Co-Investigator for the Project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the Project.

Date:

Place:

Certificate from the Investigator

Project Title:.....

1. I/ We agree to abide by the terms and conditions of the research grant.
2. I/ We did not submit the Project proposal elsewhere for financial support.
3. I/ We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the Projects.
4. I/ We undertake that on permanent equipment will be made available to other users during spare time.

Date:

Place:

The above project is Approved / Not Approved

Comments:

Signatures of the committee Members

- 1.
- 2.
- 3.

5.9 Annual conference:

- ❖ The college shall organize a national level conference, a scientific platform to showcase research abilities of its faculty and students as well as other delegates.
- ❖ Faculty is expected to apply and secure external grants for hosting/conducting lecture series/conference/symposia.

6. CONSULTANCY POLICY

6.1 Statement:

The College envisions fostering the flow of expertise to boost academic-industry interface, thereby encouraging consultancy. The policy aims at developing competency among the faculty and ensures sustainable growth of both employee and Institution.

6.2 Scope:

This policy and its components, applies to the faculty, concerned administrators, Management and consulting agencies viz. Institutes, Industry, University, Hospitals, sister concern Institutions, Colleges, Schools etc.

6.3 Objectives:

- ❖ To increase the professional and/or academic competence of employee by providing opportunity to utilize expertise with external organizations.
- ❖ To create and enhance links between the College and external organizations leading to mutual benefit.
- ❖ To move towards becoming self-sustainable.

6.4 College Consultancy:

- ❖ A College Consultancy may be Research or Non-research consultancy. It's an arrangement for the provision by employees of the College, for consultancy services in return for a benefit to the College.
- ❖ The College is the proper party to a College consultancy, whether or not the documentation refers to any individual employee as the principal consultant.
- ❖ A College consultancy is conducted on a 'fee for service' basis. The fee shall be based on appropriate competitive market considerations of full cost recovery and profit.
- ❖ A funding agreement that constitutes a contract is required prior to the acceptance of funds. This agreement may be instigated by either party, and shall be reviewed by the College's Legal Office. The funding agreement shall be signed in accordance with the College's rules. All such consultancies shall be formalized by appropriate contract documentation and be administered through the Principal.

6.5 Research Consultancy:

- ❖ A Research Consultancy exists where an employee provides research skills or expertise in return for remuneration from an external organization.
- ❖ A Research Consultancy may result from a College or individual employee negotiation.

6.6 Non-research Consultancy:

- ❖ Non-research Consultancies include non-research activities performed under contract for a third party.
- ❖ Non-research Consultancy would include academic consultancy viz. framing the syllabus, BoS/BoE members, subject expert committee member, doctoral committee members, thesis/dissertation evaluators, journal reviewers and editors etc., routine laboratory and other testing of materials, devices, products or produce; analysis of data; surveys, including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses, but not be limited to community service activity undertaken by employees for charity, community or public purposes.

6.7 Private consultancy:

- ❖ A private consultancy is an arrangement for the provision, by any employee of the College, for research, teaching or other services, in return for a benefit to the employee.
- ❖ The employee is the proper party to a private consultancy. A private consultancy shall not use College resources or infrastructure and shall not impinge on the normal College duties of employee.
- ❖ For each private consultancy, employees shall give an undertaking with a signed statutory declaration for each consultation.
- ❖ The declaration shall state that the consultant will not use: College facilities, space, resources or infrastructure including IT infrastructure (email address/internet access), title, letterhead, business cards or any of its other systems.

6.8 Regulations:

All Research, Non-research and private consultancies as described in this Policy are governed by the following guiding principles:

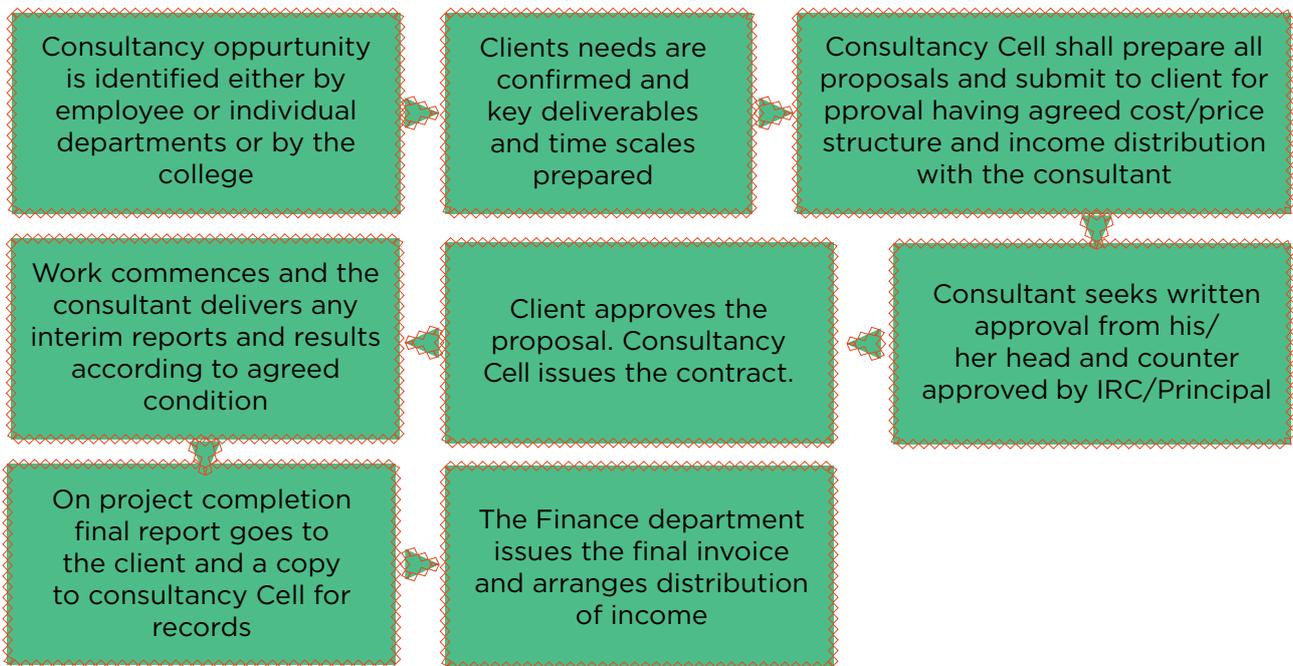
- ❖ There shall be demonstrable benefit to the College from the Consultancy through income, enhanced reputation, and/or expanding the expertise of the employees.
- ❖ The Consultancy shall not be in conflict with College policies including those governing employment; Code of Conduct etc.
- ❖ The Consultancy shall not be in conflict with the functions, objectives or interests of the College or damage the College reputation.
- ❖ Employees are permitted to undertake up to 30 working days of college consultancy activity per academic year with the approval from Principal.
- ❖ Employees shall always disclose consultancy activity, whether being done via the

College or in a private capacity.

- ❖ College Consultancy (research and non-research) shall be scrutinized, recommended and reviewed by Principal for approval. Staff engaged in Private Consultancy shall ensure:
 - o Real or potential conflict with their obligations to the College or undertake activities which are contrary to the interests of the College shall not occur.
 - o College shall not have any responsibility or liability or bound to any agreement in the matters.
 - o Area of consultancy's shall not be within an area in which the College might be contracting to provide a service on a commercial basis.

6.9 Consultancy procedure:

The procedure to be followed for consultancy is outlined below:



6.10 Staff Entitlements:

6.10.1 Benefits of College Consultancy:

The College provides the following benefits to employees undertaking College Research or Non-research Consultancies. The College does not extend these benefits to Private Consultancies.

- ❖ Access to the College's financial management processes to support and enable invoices to external organizations.
- ❖ Access to the College's resources such as technical and administration staff, equipment and telecommunications, subject to approval by the Office.

- ❖ Entitlements to use the College name and reputation, providing it are not brought into disrepute.
- ❖ Research Consultancy or grant project shall contribute to a employee's research activity, and research active status.

Income from College Supported Consultancy shall be allocated in the following manner:

- ❖ The College shall receive twenty percent (20%) of the gross income as a fee for managing the Consultancy and providing the support(Overhead Cost).
- ❖ The College's clerical assistant/s shall receive five percent (5%) of the gross income.
- ❖ All expenses incurred in the project shall be paid from the remaining balance. Such expenses may include payments to sub-contractors, procurement costs, leasing of supplies, consumables, and fees for use of College resources including any bench fees .
- ❖ The remainder amount shall be paid to the employees.

6.11 Intellectual Property:

Any intellectual property arising from any Research and Non-research Consultancies shall be governed by the College's Intellectual Property Policy.

6.12 Policy Violation:

- ❖ Employees, who fail to notify and secure approval where required in the policy, shall be regarded as acting in contravention of this policy and may also be in breach of their contract of employment.
- ❖ As a consequence, the employee may face disciplinary action, including dismissal from the College.
- ❖ Moreover, the College may not accept any liability for work performed by an employee where that work has not been notified and approved in accordance with the requirements of this policy.

7. HUMAN RESOURCE POLICY

7.1 Statement:

The policy envisions to foster leadership, individual accountability and teamwork. The college considers employees are professionals whose commitment and dedication are result- oriented and guided by personal integrity. Its ambition is to be well known in the society and to be the first choice of the students, employees and other stake holders.

7.2 Scope:

This policy and its components, applies to all the staff, concerned administrators and management.

7.3 Objective:

- ❖ To manage physical and emotional capital of employees
- ❖ To ensure harmonious relationships at workplace striking a balance between organizational and individual goals.
- ❖ To ensure employee welfare

7.4 Regulations:

The Administrative and Service Manual , 2018 enacted by the Gokula Education Foundation ® governs the policy and regulating the conditions of service.

- ❖ Shall provide an equal opportunity to employees and shall not discriminate on the basis of race, religion, caste, colour, national origin, marital status, sex, sexual orientation, age or disability.
- ❖ Shall not tolerate harassment of any employee related to sex, gender, sexual orientation, race, colour, religion, national origin, age, or disability.
- ❖ Expects all employees to demonstrate the highest degree of integrity, responsibility, and professional conduct at all times.
- ❖ Committed to a tobacco free, alcohol and drug free workplace in the interest of safety for its students, employees and the public.
- ❖ Employee shall avoid any behavior that may be harmful to themselves, other employees, or the College, or cause any unfavourable reaction from current or potential students
- ❖ Employee shall not get involved in criminal cases, defalcation, fraud or any other illegal activities and remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.
- ❖ Employee shall maintain a cordial interpersonal relationship among the employees. A clear and frank discussion with each other and the immediate supervisor is the

most efficient way to reconcile any personal dispute.

- ❖ Employee shall maintain a professional work appearance.

7.5 Recruitment:

- ❖ Recruitment is only against requirement based on the work load according to the prior advertised position. However, teaching faculty requirement shall ensure recommendation from the HoD, while non-teaching staff from VP- Administration to the Principal followed by Management approval.
- ❖ All appointments of all categories shall be made by the Chief Executive. The board of management may constitute a selection committee where ever it deems necessary.
- ❖ College shall constitute Recruitment Committee who shall be responsible for assessing the demonstration class by the candidate followed by personal interview. However, in case of non-teaching staff selection is through personal interview.
- ❖ Candidate shall be selected based on the interview score (Annexure- 2) to be considered for personal interview followed by final selection.
- ❖ The emoluments consisting of pay, dearness allowance, house rent allowance etc shall be as determined by the Management from time to time.
- ❖ The selected candidate shall be intimated through e-mail/telephone.
- ❖ The appointment order for the reported candidate shall be issued during the induction programme/entry point meet.
- ❖ The selected candidate shall submit duty/joining report along with the photo copy of Aadhar card, PAN card and original marks cards/certificate or can opt for one month salary deposit for the same purpose which shall be returned during exit provided the employee gets relieved as per the resignation policy.
- ❖ The selected candidate shall be on probationary for a period of two years, which may be extended based on the performance. If found unsatisfactory the Management can terminate the service without prior notice.
- ❖ Employee shall be considered permanent after successful completion of probationary period. However, the employee with extension of probation shall be intimated.

- 1 • Advertise vacancy internal and or externally
- 2 • Scrutinize biodata and invite shortlisted candidates for Demo class
- 3 • Conduct Demo in presence of students, senior faculty of respective department and Recruitment Committee
- 4 • Conduct interview for shortlisted candidates in demo class
- 5 • Check original documents , fill up data sheet (Annexure 3) for selected candidates
- 6 • Submit data sheet duly signed by HOD and Principal with CV, photocopy of markscards, degree certificates, experience certificates, Aadhar c& Pan and copy to Administrator for fixing salary
- 7 • Intimate salary to candidates and if agreed upon submit documents for Management approval
- 8 • Induction

7.6 PROMOTION POLICY FOR TEACHERS

- ❖ All fresh recruits shall be inducted as Assistant Professors. They shall possess qualification prescribed by AICTE/ UGC.
- a) Assistant Professors (Basic) shall render service at this level for a minimum period of 10 years before being considered for a promotion to the level of Assistant Professor (senior).
- b) During the 10 years period they should discharge their duties diligently and promotions will be considered if
 1. The performance has been regular
 2. The classes have been conducted punctually
 3. The Assistant Professor has earned a student rating of more than 85% for the

Period from recruitment till time of considering the promotion or 10 years whichever is greater.

4. The Assistant Professor has attended at least 3 National seminars and at least 2 international Seminars at which they have presented papers
 5. Professor/s is able to certify that the candidates have materially assisted in research to a Professor.
 6. The Assistant Professor is able to show that at least two publications have been made in unpaid journals
- ❖ Only upon completion of a period of 10 years as Assistant Professor will be considered for promotion as Assistant Professor (senior), provided items a) & b) i) to vi) above are fulfilled.
 - ❖ An Assistant Professor (Senior) shall function as such for a minimum period of 5 years. To be considered for promotion to the level of Assistant Professor (selection Grade) the candidate shall have the following attributes:
 - a) The candidates shall have registered for a Ph.D at a suitable institution.
 - b) The candidate shall have prepared the synopsis and/ or frame work of the prepared thesis
 - c) The candidates shall have been regular in attendance and punctual in holding classes.
 - d) The candidate shall secure a student rating of more than 90% during the period of functioning as Assistant Professor (Senior)
 - e) The candidate shall have attended at least four Faculty Development Programs.
 - f) The candidate shall have attended at least three national or international seminars at which papers of noted peer rated high quality have been presented.
 - g) At least 4 papers have been published in non paid for journals or department recognized journals.
 - h) Shall have taken active part in non academic student activity.
 - ❖ Assistant Professor (selection grade) having been found qualified for promotion after satisfying the attributes 3) a) to h) shall be promoted to Associate Professor. For further promotion from the level of Associate Professor to Associate Professor (selection grade), the candidate shall fulfill the following requirements:
 - a) Rendered commendable service as Assistant Professor (selection grade) for a minimum period of 5 years
 - b) Shall have attained a Ph.D from a distinguished institution/ university.
 - c) Shall have brought in at least two projects for funded research and / or consultancy

- d) Shall have taken up independent research as acknowledged by 2 professors or HOD during the period served as Associate Professor (selection grade)
- e) Shall have completed at least one full project during the period as an Associate Professor (selection grade)
- f) Has been able to produce one review of a pertinent journal article, each quarter, for student consumption.
- g) Has attained a 95% student rating for three consecutive years
- h) Shall have made an acknowledged contribution on at least 3 projects.
- i) Shall have published or produced text books/ work books/ manuals at the rate one in every three years or part thereof.
- ❖ The Associate Professor fulfills all the above requirements will be promoted as Professor. The proposed is the following new positions be adopted -
 - a) Assistant Professor (Basic).
 - b) Assistant Professor (Senior).
 - c) Assistant Professor (selection grade).
 - d) Associate Professor.
 - e) Associate Professor (selection grade).
 - f) Professor.
- ❖ The Faculty members are encouraged to do Ph.D. Any staff member, who completes the Ph.D while they are in service in RCASC, should continue their service for at least 5 years after completion & award of their Ph.D.
- ❖ All Assistant Professors, Associate Professors and Professors shall submit a properly filled Self Appraisal form by the 15th of November of each year listing their achievement during that calendar year and submit the same to their HoD.
- ❖ The HoD shall examine the Self Appraisal made by the teacher and render his/ her remarks on the self appraisal.
- ❖ The HoD will make an independent assessment of the teacher in an Assessment form for teachers and submit the same to the Principal by 10th of November every year.
- ❖ The HoD is free to delegate the work of examining the Self Appraisal form and initiating the Assessment form for teachers to person senior to those whose Appraisal are being examined and Assessments made.
- ❖ The Principal shall ensure that all teachers in the zone of consideration for promotion have their Appraisals and Assessment completed by the 30th of December of each year.

- ❖ A promotion committee will be convened to consider candidates fitness for promotion. This exercise shall be completed by March of each year.
- ❖ Candidate found fit for promotion shall be promoted from the 1st of the month when the new academic year begins.

7.7 Leave:

- ❖ Casual leave: Every employee shall be entitled to casual leave of 15 days in a calendar year. However, during probationary period CL admissible shall be reckoned at one day for every completed one month of service and EL after completion of probation.
- ❖ EL be availed with prior permission/approval from Principal/Management.
- ❖ Extraordinary leave, LOP, Maternity leave, Study leave etc. can be availed with terms and conditions. During the period of Extraordinary leave the employee is not entitled to any pay and allowances.
- ❖ Permanent female employees are entitled for maternity leave of 135 days for first confinement only. Its shall not be debited against any other leave credit.
- ❖ Permanent male employees are entitled for paternity leave of 10 days for first confinement only. However, they will not be entitled for any salary.
- ❖ Faculty shall avail vacation of 15 days for every 6 months of service, any deviation require prior permission. During this period faculty shall perform University Examination work under UGC rules and regulations. However, during probationary period employee is not eligible for vacation.
- ❖ OOD can be availed for attending University valuation, Examiner, BOS meeting, BOE meetings, Practical exam duty, Custodian, Assistant Custodian, OMR Verifier etc. work etc. with duly signed certificate issued by the Custodian or competent authority. SCL can be availed for conference/seminar/Ph.D., viva-voce, doctoral committee member, examiner of Ph.D., viva-voce, subject expert committee member, resource person etc. However, valid proof may be produced.
- ❖ CL/EL/OOD cannot be clubbed with LOP.
- ❖ Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave.
- ❖ Application for sanction of all kind of leave shall be routed through the Head of the Department to the Principal.
- ❖ Principal shall have the powers to either sanction or reject the leave applied depending upon the authenticity of the work.
- ❖ Leave may be sought both on private/domestic affair and on medical grounds. In case of leave on medical ground, the leave application shall be supported by medical certificate with the recommendation from corresponding authority.

- ❖ Compensatory off cannot be claimed as a matter of right and shall not be availed by any of the academic staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the same. It shall not be utilized as a prefixure or suffixure in combination with holidays for more than 3 days.

7.8 Resignation of Employee:

- ❖ The Principal, faculty, non-teaching employees and administrative employees shall not tender the resignation in the middle of the semester so as to avert disruption of the academic activities.
- ❖ Minimum one month prior notice is mandatory. Employee shall complete all the given duties and fulfill no dues before appearing for exit meet.
- ❖ Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of resignation or its rejection in the interest of the students and Institution.
- ❖ Resignation shall be submitted through Head of the Department to the Principal and routed to the Management.
- ❖ In the event of any employee securing appointment in the State Govt or Union Govt, the Management may at its discretion, accept the resignation tendered by such an employee waiving 1 month notice period.
- ❖ Once resignation is accepted, relieving order and experience certificate shall be issued after submitting No Due Certificate (NDC) in the Exit Meet.
- ❖ Employee shall immediately vacate the room/designated sitting space and also handover password of “xyz@msrcasc.edu.in” email and other digital information at exit meet.
- ❖ Any employee seeking No Objection Certificate (NOC) shall get the letter routed through proper channel to the Management.

8. PLACEMENT POLICY

8.1 Statement

For all the UG students of RCASC (BA, B. Com, BBA, BCA & B. Sc Program)

Campus Placement at Ramaiah College of Arts, Science & Commerce is a facility provided for all the eligible final year students. The role of the Placement Officer is of a facilitator and counselor for placement related activities. Our enthusiastic team strives for effectively striking a match between recruiter's expectations and students aspirations. The Placement Office does NOT guarantee a job—it is an assistance that is provided to the students to kick start a career.

8.2 Eligibility Criteria:

- No active backlogs -The results of the first & second year will be considered.
- 60% marks in 10th, 12th & Degree.
- No gaps in education for more than 2 years.
- All examinations should have been cleared in first attempt.
- Internships/ work experience is an added advantage in campus placements.

Kindly note, it is the companies right to specify eligibility for criteria at the time of recruitment.

8.3 Guidelines for Placement Assistance & Registration Process:

- All the eligible students must register to participate for Final Placement events. All students seeking employment are required to register for campus placement with the Placement Office directly.
- Placement registration is for ONE ACADEMIC YEAR ONLY.
- Students not interested in placements are required to fill the Opt Out of Placements (OOP) form.
- Students opting for Higher studies & Entrepreneurship should provide the necessary supporting documents as directed by the Placement officer.
- All registered participants, who have given their consent to be part of the placement drive, must attend the pre-placement talk of all companies visiting campus for recruitment.
- The placement office strictly enforces "ONE STUDENT ONE JOB OFFER" policy. Students not abiding by the policy will be debarred from placement.
- Offer is one which comes as offer letter/ email/e-offer confirmed by the placement office.
- Pre-placement offers are Internship conversions to full time job offers, obtained by

virtue of outstanding performance in the Internship program.

- The Placement Office strongly discourages students to go for off-campus/pool campus placements, after being selected by a company on campus, as this affects company-institute relations adversely.
- Cancellation of offer due to non-completion of course/backlogs- Offers can be cancelled by the companies if the students do not complete the course in the stipulated time.

All the registered students are eligible to attend as many interviews as they want subject to the following terms & conditions:

- Once a student gets the first offer, he/she would be considered to be out of the Placement pool. This will hold good for even the pre-placement offers.
- Students are advised to be judicious & discreet while applying to companies as per their specializations. By not applying to a compatible company, they are denying themselves a good opportunity.
- Students must visit the company website, prepare well before the interview by taking help/advise from professors/alumni and fellow students.
- Students are advised to look at learning opportunities, relevant job content & career prospects as the first priority and not be fussy about package and location.
- An offer once accepted cannot be rejected at a later date. This is because, they could be denying an opportunity to another eligible student.

8.4 Conduct During Placement Process:

8.4.1 Dress Code:

Participants are required to come in formals and should maintain strict discipline during the process of the interview. Participants who come in casuals will not be permitted to attend the interview. Participants must carry their college ID-cards at all times during interviews and screening tests.

8.4.2 Dressing Etiquette to be adhered to:

GIRLS: Should wear a formal business suit or Indian formals. Ensure to wear minimal accessories, formal footwear and be professionally groomed and hair tied.

Men: Should wear a formal business suit, with a white or light color long sleeve shirt and a conservative tie. Dark Socks, leather shoes with professional grooming.

- **Punctuality:** The date / time / venue of the interviews will be subject to changes which, at times, may be at a short notice. Participants must keep themselves well informed by staying in touch with the placement committee.
- Participants who do not report at the scheduled time and who indulge in indiscipline

will not be allowed.

- Documents to be Carried: Participants must carry a complete file with a few copies of the

PLACEMENTS OFFICE approved resume, Passport size photos, attested copies of educational certificates while appearing for the interviews. At the time of appearing for interviews, participants MUST carry the exact copy of the resume which was submitted to that company online. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

8.4.3 Attendance in the Placement Process:

As per the student record a minimum of 85% attendance in all academic courses & a minimum of 75% attendance in Placement events & training programs if any announced by placement office is compulsory.

- Student is shortlisted for an interview at locations other than our institute, in such cases students should confirm their participation through mail within 24 hours of announcement.
- Those who confirm by mail and are physically present in the venue (tracked by the TPO) will get the attendance for the day.
- Students attending the walk-ins'/pool campus interviews on their initiative are advised to communicate the same to the Placement officer and also accommodate for their attendance.

For absenteeism in any selection process activity for which an applicant has consented to attend as a part of the company's recruiting procedure the following minimum penal action would apply:

- Absence for the first time - Apology letter explaining the reason for absence, signed by the HOD & accepted by the placement office.
- Absence for the second time - Apology letter explaining the reason for absence, signed by the HOD & the Principal & accepted by the placement office.
- Absence for the third time -The student will be debarred from placement & will be asked to opt out of placement.

Any student not adhering to the above attendance norms will invite penal action.

8.5 Interview process:

After the successful registration of the eligible students, Placement process commences in the final year of the program. The eligible students will be notified about the openings through mail.

- The complete Job description along with job location and package/CTC will be shared with the students. It's the students' responsibility to go through the mail

properly and register according to his/her specializations.

- Students should register in the online link provided in the mail, by giving consent to participate and accept the offer if selected.
- Pre-placement talks serve to clarify details such as salary break-up, job profile, place of work, bond details, etc., of the companies.
- Once a student attends an interview of a company, he/she needs to take it till the logical conclusion. Dropping out of an interview process midway will attract serious penal action. Such moves cause an irreparable damage & negative impression of our institute in the minds of recruiters.
- If a student fails to communicate to the placement office, that he is not seeking placement assistance then by default such students are out of placement pool.
- If a student does not apply to 5 eligible companies successively as per his/her specialization, it is assumed that the student is not interested and such student resumes will not be forwarded to companies thereafter.
- If a student applies/registers for 3 eligible companies and does not turn up for the interview process, such students will be classified as not interested in placements.
- If there is any kind of misbehavior or indiscipline during the interview process, the concerned student would be permanently debarred from the placement activity.

8.6 Other important and relevant points to be considered:

- While the placement office shall ensure the whole exercise is carried out in a fair and transparent manner, the students are advised to be responsible and co-operative during the whole process.
- As an evidence of clear understanding between the students and the placement office and for the benefit of the students, all the eligible students are required to fill the Placement registration form, understand the Placement policy thoroughly and follow the same.
- As a policy, at any point in time, students with active backlogs would not be allowed to sit for the Placements.
- All the semester & exam fees should have been paid to the institute by the due date to be eligible to sit for placements.
- Students are strictly advised not to communicate directly with the company for their benefit. In case of extended process, Student should always keep the placement officer in loop of the communication.

The institute and the placement office reserve the right to make changes in the policy from time to time for the larger benefit of the students as well as to be sensitive to the actual market realities.

In the event of any contentious issues, the decision of the Principal of RCASC would be final and binding

8.7 For all the PG students of RCASC (MBA, M. Com & M. Sc Program)

Campus Placement at Ramaiah College of Arts, Science & Commerce is a facility provided for all the eligible final year students. The role of the Placement Officer is of a facilitator and counselor for placement related activities. Our enthusiastic team strives for effectively striking a match between recruiter's expectations and students aspirations. The Placement Office does NOT guarantee a job—it is an assistance that is provided to the students to kick start a career.

8.7.1 Eligibility Criteria:

- No active backlogs -The results of the first & second semester will be considered.
- 60% marks in 10th, 12th, Degree and in Masters
- No gaps in education for more than 2 years.
- All examinations should have been cleared in first attempt with no break in academic.
- Internships/ work experience is an added advantage in campus placements with supporting documents.

Kindly note, it is the companies right to specify eligibility for criteria at the time of recruitment.

8.8 Guidelines for Placement Assistance & Registration Process:

- All the eligible students must register to participate for Final Placement events. All students seeking employment are required to register for campus placement with the Placement Office directly.
- Placement registration is for ONE ACADEMIC YEAR ONLY.
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- Students opting for Higher studies & Entrepreneurship should provide the necessary supporting documents as directed by the Placement officer.
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- Offer is one which comes as offer letter/ email/e-offer confirmed by the placement office.
- Pre-placement offers are Internship conversions to full time job offers, obtained by

virtue of outstanding performance in the Internship program.

- The Placement Office strongly discourages students to go for off-campus/pool campus placements, after being selected by a company on campus, as this affects company-institute relations adversely.
- Cancellation of offer due to non-completion of course/backlogs- Offers can be cancelled by the companies if the students do not complete the course in the stipulated time.

All the registered students are eligible to attend as many interviews as they want subject to the following terms & conditions:

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will not be allowed.

- Documents to be Carried: Participants must carry a complete file with a few copies of the PLACEMENTS OFFICE approved resume, Passport size photos, attested copies of educational certificates while appearing for the interviews. At the time of appearing for interviews, participants MUST carry the exact copy of the resume which was submitted to that company online. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

8.9.3 Attendance in the Placement Process:

As per the student record a minimum of 85% attendance in all academic courses & a minimum of 75% attendance in Placement events & training programs if any announced by placement office is compulsory.

- Student is shortlisted for an interview at locations other than our institute, in such cases students should confirm their participation through mail within 24 hours of announcement.
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8.10 Interview process:

After the successful registration of the eligible students, Placement process commences in the final year of the program. The eligible students will be notified about the openings through mail.

- The complete Job description along with job location and package/CTC will be shared with the students. It's the students' responsibility to go through the mail properly and register according to his/her specializations.

- Students should register in the online link provided in the mail, by giving consent to participate and accept the offer if selected.
- Pre-placement talks serve to clarify details such as salary break-up, job profile, place of work, bond details, etc., of the companies.
- Once a student attends an interview of a company, he/she needs to take it till the logical conclusion. Dropping out of an interview process midway will attract serious penal action. Such moves cause an irreparable damage & negative impression of our institute in the minds of recruiters.
- If a student fails to communicate to the placement office, that he is not seeking placement assistance then by default such students are out of placement pool.
- If a student does not apply to 5 eligible companies successively as per his/her specialization, it is assumed that the student is not interested and such student resumes will not be forwarded to companies thereafter.
- If a student applies/registers for 3 eligible companies and does not turn up for the interview process, such students will be classified as not interested in placements.
- If there is any kind of misbehavior or indiscipline during the interview process, the concerned student would be permanently debarred from the placement activity.

8.11 Other important and relevant points to be considered:

- While the placement office shall ensure the whole exercise is carried out in a fair and transparent manner, the students are advised to be responsible and co-operative during the whole process.
- As an evidence of clear understanding between the students and the placement office and for the benefit of the students, all the eligible students are required to fill the Placement registration form, understand the Placement policy thoroughly and follow the same.
- As a policy, at any point in time, students with active backlogs would not be allowed to sit for the Placements.
- All the semester & exam fees should have been paid to the institute by the due date to be eligible to sit for placements.
- Students are strictly advised not to communicate directly with the company for their benefit. In case of extended process, Student should always keep the placement officer in loop of the communication.

The institute and the placement office reserve the right to make changes in the policy from time to time for the larger benefit of the students as well as to be sensitive to the actual market realities.

In the event of any contentious issues, the decision of the Principal of RCASC would be final & binding.

9. STUDENT WELFARE POLICY

9.1 Statement:

The primary concern of the student welfare is safety, welfare and well-being of the students in the college campus and to monitor their activities to encourage holistic development. The policy is committed to the spirit of unity and integrity of the students.

9.2 Scope:

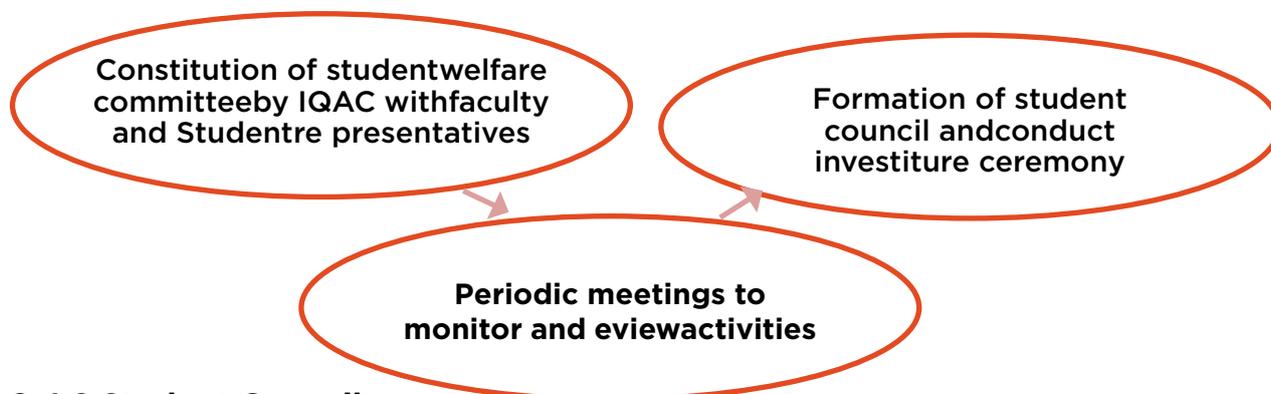
This policy and its components, applies to all the students, staff, concerned administrators, entities and all other stakeholders associated with the institution.

9.3 Objectives:

- ❖ Committed to create a conducive atmosphere in the campus
- ❖ Maintain dignity and discipline between staff and students
- ❖ Encouraged to approach the concerned authority in case of any harassment or misconduct
- ❖ Perpetrated to ensure responsive administration for grievances

9.4 Regulations:

9.4.1 Student Welfare Committee



9.4.2 Student Council

- ❖ Shall be formed at the beginning of the every academic year
- ❖ Number of office bearers shall be restricted to10
- ❖ Office bearers shall abide by the regulations laid down in the policy and other college policies
- ❖ Office bearers shall submit undertaking for not indulging in any activity that is unbecoming to the department or college
- ❖ Council shall not have any right to raise voice against the regulations laid by the college
- ❖ Committee of faculty members shall govern the activities of the student council

- ❖ Responsible for maintaining the discipline, hygiene/cleanliness in the campus
- ❖ Actively involve and organize the Guest lecture, Awareness programmes, workshop, Conferences, and National festivals etc., under the guidance of the staff and Management
- ❖ Problems/Grievances of the students shall be discussed in the council meeting and reported to the faculty co-ordinator/ members.
- ❖ Shall be responsible to follow the rules and regulation laid down by the college management.
- ❖ Organising demonstrations and disruption of the college activity shall lead to disbanding of the Student council.
- ❖ Reprisals against complainant shall be dealt swiftly and diligently
- ❖ Violation of the policy regulations by any Stakeholder shall be subjected to disciplinary action.

9.4.3 NSS Wing:

- ❖ Number of volunteers shall be restricted to 50 and only service minded students shall be considered based on the vacancies.
- ❖ Volunteers shall participate in all the activities like plantation of trees, cleaning the campus and surrounding etc., organized by the NSS wing.
- ❖ Volunteer shall attend one residential camp, if not the certificate shall not be issued.
- ❖ Maintaining discipline is a key responsibility of the volunteer, any kind of indiscipline shall lead to suspension and removal of the candidate from the NSS activities.

9.4.4 NCC Wing:

- ❖ Enrolment to the wing shall be voluntary based on student's interest.
- ❖ Shall contribute in developing character, commandership, discipline, leadership, spirit of adventure and the ideals of selfless service amongst the youth of the country.
- ❖ Shall create a human resource of organized, trained and motivated youth to provide leadership in all walks of life and always available for the service of the nation.
- ❖ Cadet shall participate in the weekly parade, and all other activities of NCC and college.
- ❖ Cadet shall attend one residential camp and only those cadets who attended the camp shall be allowed to take certificate exam.
- ❖ Maintaining discipline is an important responsibility of the cadet, any kind of indiscipline shall lead to suspension and removal from the NCC activities.

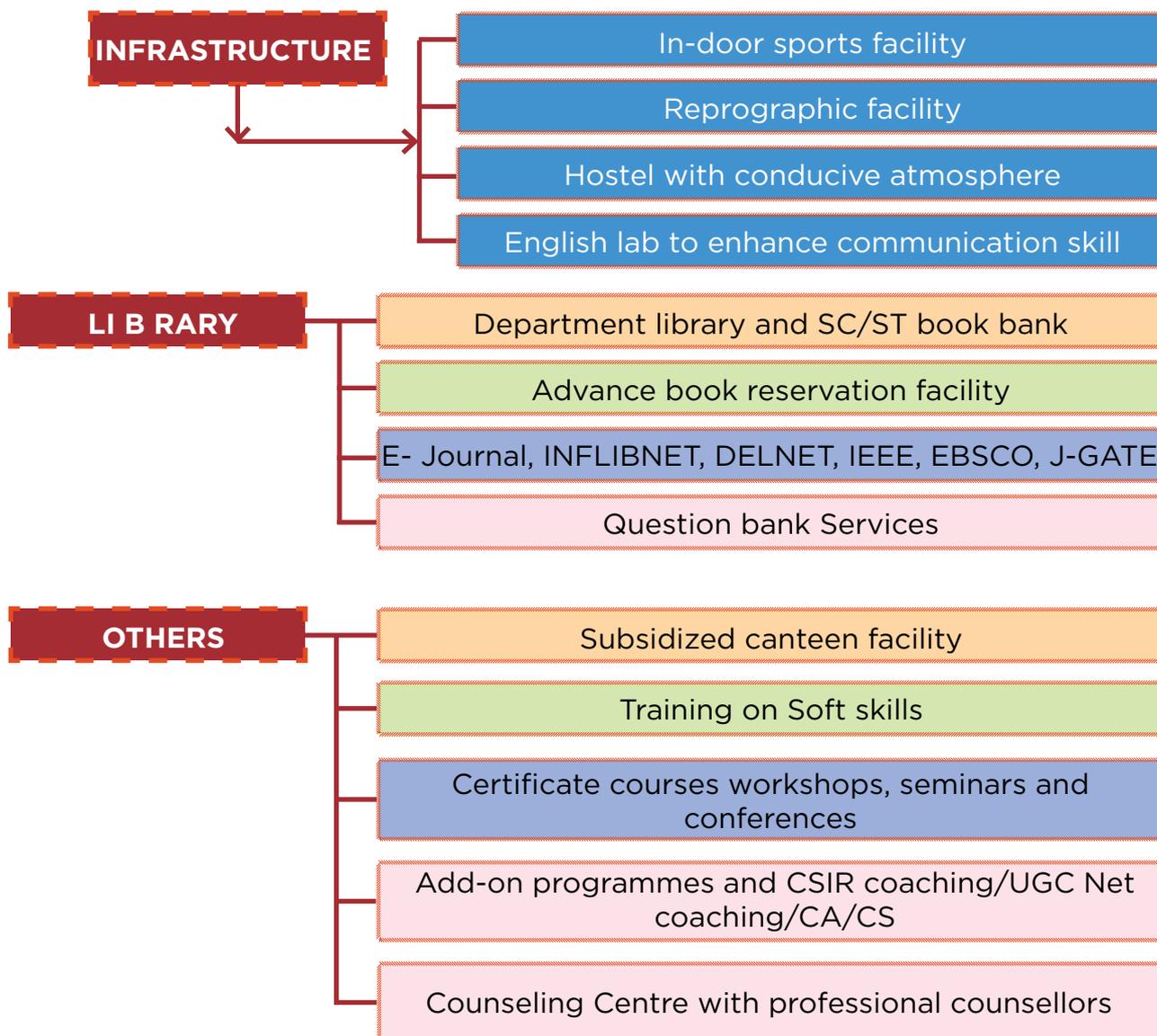
9.5 Welfare Scheme/Initiatives

- ❖ Educate students about various financial assistance and Fellowships provided by both Government and Non-government organization.
- ❖ Recommend/Forward / Certify necessary documents for applying to various scholarships.
- ❖ Encouraged to participate in Co-curricular and Extra-curricular activities by considering attendance and providing transportation, registration fee and remedial class.
- ❖ Recommendation/ reference letters/ study certificate/ bonafide/ conduct certificates and other necessary documents shall be provided on request.
- ❖ Awards shall be given for



- 100% attendance
- Representing University/State/National level sports
- Representing University/Regional/National level Cultural Events
- Centum score in subject paper in the University Examination
- Best out going student from each PG department and from each UG stream (Physical Science, Life Science, Computer Science and Application Commerce and Management)
- University Rank holders
- Best Library User
- Student with Social responsibility
- Best NSS Volunteer of the year
- Achiever of the NSS Camp
- Best Cadet of NCC

9.5.1 Welfare Facility:



9.6 Process:

- ❖ Student shall ensure to follow the procedure laid down by the college to avail the benefit of various welfare schemes or initiatives or awards.
- ❖ Student shall submit request letter for consideration with document of proof to the respective award through proper channel depicted below against each award to the Principal for final approval.

9.6.1 For 100%attendance:



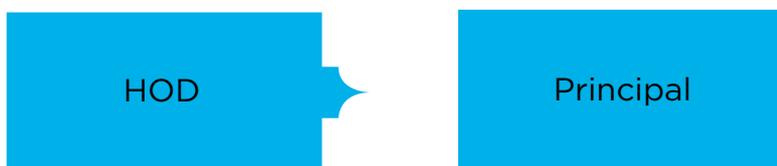
9.6.2 For representing University/State/National level sports:



9.6.3 For representing University/Regional/National level Cultural event:



9.6.4 For Centum score in subject paper in the University Examinations:



9.6.5 For Best Out-going student from each PG department and from each UG stream:



9.6.6 For University Rank holders:



9.6.7 For Best Library user:



9.6.8 For student with Social responsibility:



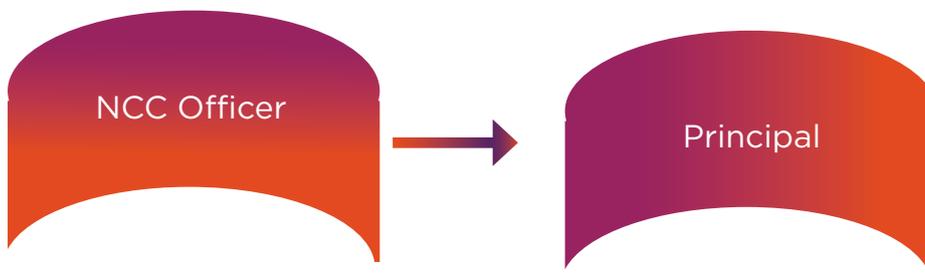
9.6.9 For Best NSS Volunteer of the year:



9.6.10 For Achiever of the NSS Camp:



9.6.11 For best cadet of NCC:



Financial Assistance from Management:



10. INCLUSIVE POLICY

10.1 Statement:

The policy envisions unity in diversity and hence advocates equality to all sects in order to inculcate sound value systems and respect each other responding to diversity.

10.2 Scope:

This policy and its components, applies to all the students, staff, concerned administrators, parents/guardians, entities and all other stakeholders associated with the institution.

10.3 Objective:

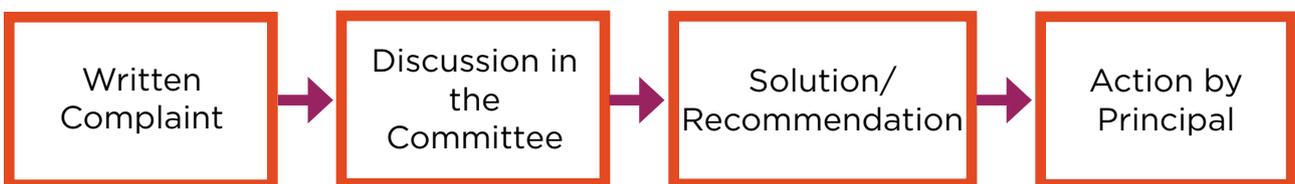
- ❖ Provide equal opportunity to all the staff, students and all other stakeholders
- ❖ Create a conducive atmosphere for everyone at the institution.
- ❖ Avoid any kind of harassment, discrimination and victimization.
- ❖ Educate the students and staff regarding concept of discrimination, exclusion and inclusion based on caste/ethnicity, religion, race, gender, differently abled etc.,

10.4 Regulations:

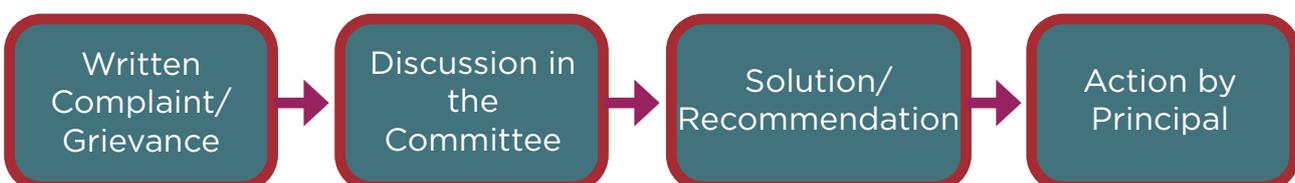
- ❖ The college shall set up Equal opportunity cell to ensure dignity and respect for all staff, students of SC/ST and OBC.
- ❖ The college shall set up Anti-harassment, Anti- ragging committee, grievances cell to address the issues related discrimination, harassment, or victimization to provide an ideal environment.
- ❖ The college shall emphasize on the safety and security to the girl students and women staff.

10.5 Process:

Procedure to deal cases in Equal Opportunity Cell

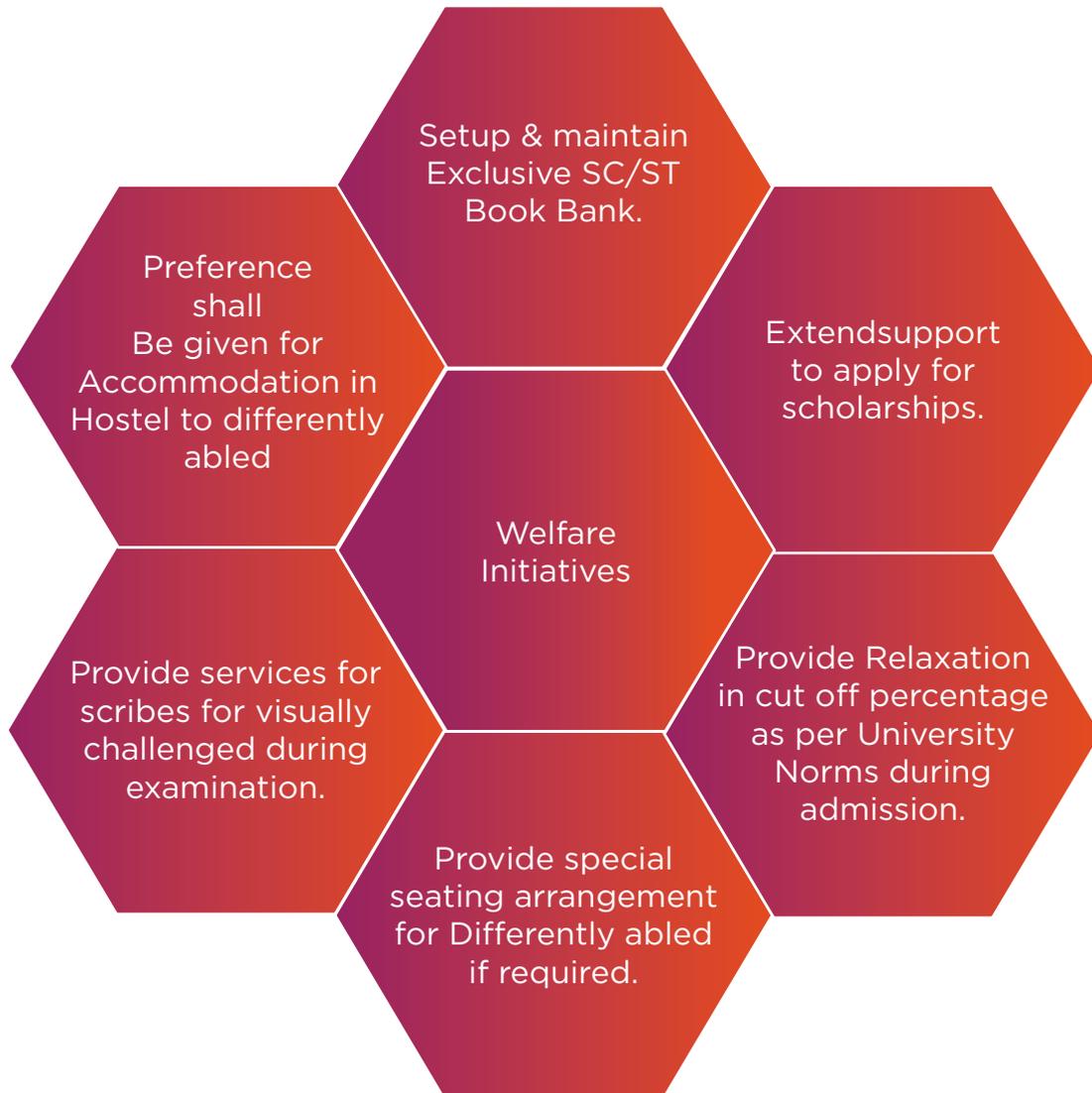


Procedure to deal cases in Grievances Cell:



10.6 Welfare Initiatives extended to SC/ST/OBC/different abled:

The college shall execute following initiatives to ensure inclusiveness of SC/ ST/ OBC/ different abled students



11. WOMEN EMPOWERMENT POLICY

11.1 Statement:

The policy aims at increasing and improving the social, economical, political and legal strength of women and ensures equal-right to them.

11.2 Scope:

This policy and its components, applies to all the students, staff, entities and all other stake holders associated with the institution.

11.3 Objectives:

- ❖ Promote a culture of respect and equality for female gender.
- ❖ Provide opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.
- ❖ Educate women employees about their rights and the guidelines of Supreme Court regarding harassment.

11.4 Regulations:

- ❖ Create an environment through positive social perspective for the development of women.
- ❖ Enable them to realize their full potential, human rights and fundamental freedom on equal basis with men in all political, economic, social, cultural and civil spheres.
- ❖ Provide equal access to women towards health care, quality education at all levels, career and vocational guidance, employment, equal remuneration, occupational health and safety, social security and public life etc.
- ❖ Eliminate discrimination and all forms of violence against women in workplace.
- ❖ Conduct seminars and workshops to spread information on the numerous opportunities and tools available and train women accordingly.

11.5 Staff Development Policy

11.5.1 Statement:

The policy supports staff in developing the skills, behavior and knowledge they need to achieve in order to accomplish their respective roles enabling them to adapt to the growing demands in the professional front. Emphasis is on continuous learning to enhance their performance.

11.5.2 Scope:

This policy and its components, applies to all the staff, entities and all other stakeholders associated with the institution.

11.5.3 Objective:

- ❖ Identify learning and development needs of the staff.
- ❖ Promote equality of access to learning opportunities to ensure more effective contribution
- ❖ Provide conducive environment for up gradation and well being.

11.5.4 Regulations:

- ❖ Organize periodical sessions of workshops to inculcate work ethics and deliver efficient services.
- ❖ Timely training with the changes in the technological advancements to enhance productivity
- ❖ Staff shall avail the EPF facility after completion of probationary period.

12. ALUMNI ASSOCIATION POLICY

12.1 Definition:

Alumni Association of M S Ramaiah College of Arts, Science and Commerce is defined as any associated alumni group that supports the missions of the College through its activities. Alumni constituency groups can be created based on special interests or social affiliations, or through an academic or corporate focus. The RCASC Alumni Association is a non-profit, self-motivated organization.

12.2 Statement:

The policy aims to partner efficiently with alumni to offer programs that foster campus traditions, maintain and support a mutually beneficial relationship between alumni and the College that upholds a passion for a life-long association with the College.

12.3 Scope:

This policy and its components, applies to all the officially recognized alumni groups of RCASC students, staff, entities and all other stakeholders associated with the institution.

12.4 Regulations:

- ❖ RCASC Alumni Association shall be the only organization with the authority to create or give official recognition to alumni constituency groups. Any other Alumni groups acting outside will not receive recognition, benefits, or support through the Alumni Association of RCASC.
- ❖ RCASC Alumni Association shall serve as the umbrella organization for all officially recognized alumni chapters, alumni networks, alumni affiliates, alumni clubs, for approved events and programs, general guidance, consultation, and support.
- ❖ Final year UG/ PG students shall submit the filled alumni membership form which contains their names, addresses, telephone numbers, and e-mail addresses prior to final examination.
- ❖ Alumni meet shall be held once in a year to epitomize plan, program & activities.
- ❖ Alumni Council members shall be elected/ selected by the Alumni association members from the students/alumni as President, Vice President and Treasurer- once in every five years.
- ❖ Alumni Council shall perform different student centric activities like constitution of scholarship funds, placement activities etc and communicate through either direct Alumni Association or through their official social network site.

13. ANTI - SEXUAL HARASSMENT POLICY

13.1. Statement:

Workplace harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

13.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

13.3 Objectives:

- ❖ Ensure safety and dignity at work/study place for the staff, students and other stakeholders.
- ❖ Educate on different types of harassment, measures to avoid such an act.
- ❖ Formulate the procedure to take appropriate action in case of harassment

13.4 Harassment Definition:

Harassment is an unwanted action, can take the form of a number of different behaviors including persistent derogatory comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment may include:

- ❖ Physical contact, sexual or otherwise
- ❖ Verbal or physical threats, Offensive language, gossip or slander
- ❖ Embracing behavior/comments, Posters, graffiti, obscene gestures
- ❖ Abuse of internal e-mail systems, the internet or intranet
- ❖ Pestering, spying and stalking, demeaning/persistent undermining of confidence, competence and self esteem
- ❖ Failing to acknowledge the rights or needs of people with different views or practices
- ❖ Isolation or exclusion from normal work or study place, Undignified treatment of people with disabilities or on the grounds of gender, age, sexual orientation or race
- ❖ Request for sexual favours
- ❖ Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favours.

Sexual harassment is deemed as illegal act by the supreme court of India. Sexual harassment is a clear violation of woman's right to gender equality as guaranteed under Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19 (1) (g) of the Constitution of India.

13.5 Regulations:

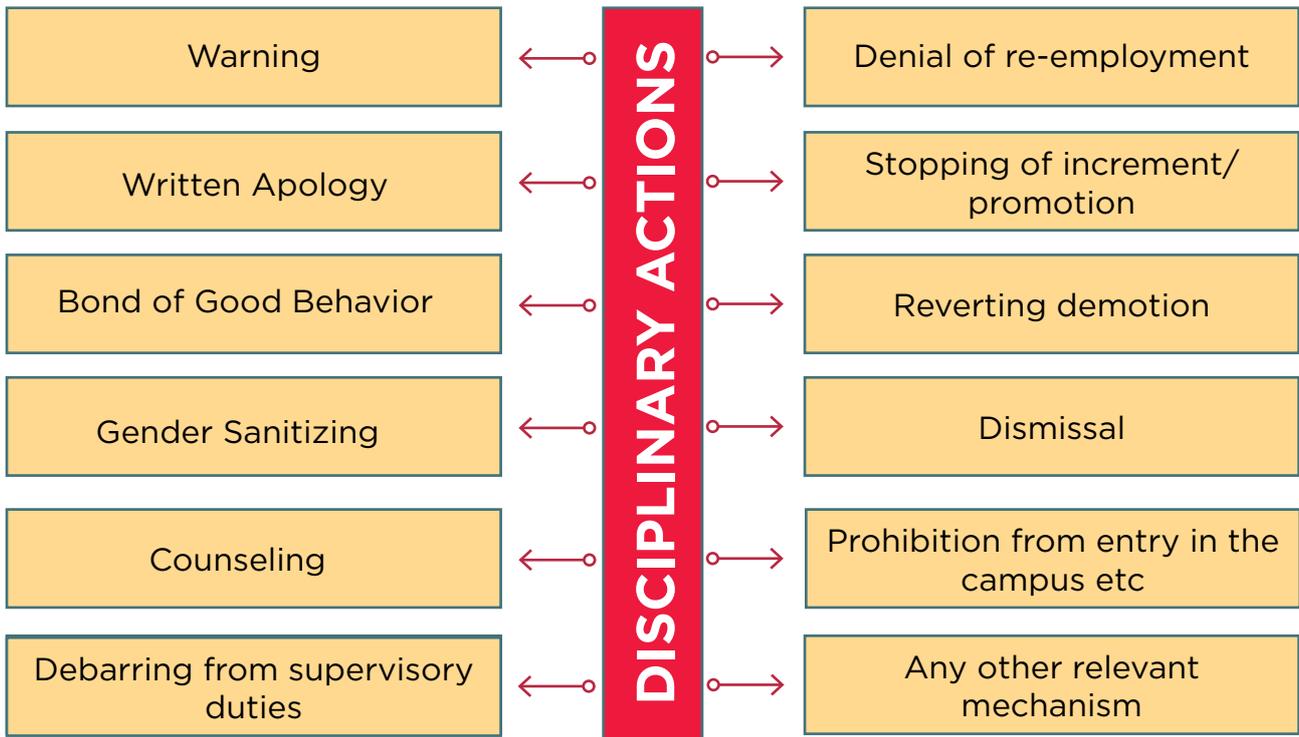
- ❖ Policy regulations and notices shall be prominently displayed in various places for the prevention and prohibition of Harassment.

- ❖ Proactive program shall be organized to educate all members as to the definition of harassment and procedures for redressal.
- ❖ Anti-harassment committee shall be constituted with set of provisions to handle any complaint by the staff, students and stakeholders.
- ❖ Workshops and training programmes shall be organized at regular intervals for sensitizing the members.
- ❖ Redressal mechanism shall be put in place and women shall be encouraged to file their grievances.
- ❖ Shall ensure Zero-tolerance for the harassment/victimization
- ❖ Swift and timely action shall be taken against the complaint with proper enquiry/ investigation
- ❖ Behaviour shall not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.
- ❖ The false allegation shall be treated as offence.
- ❖ The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed harassment.

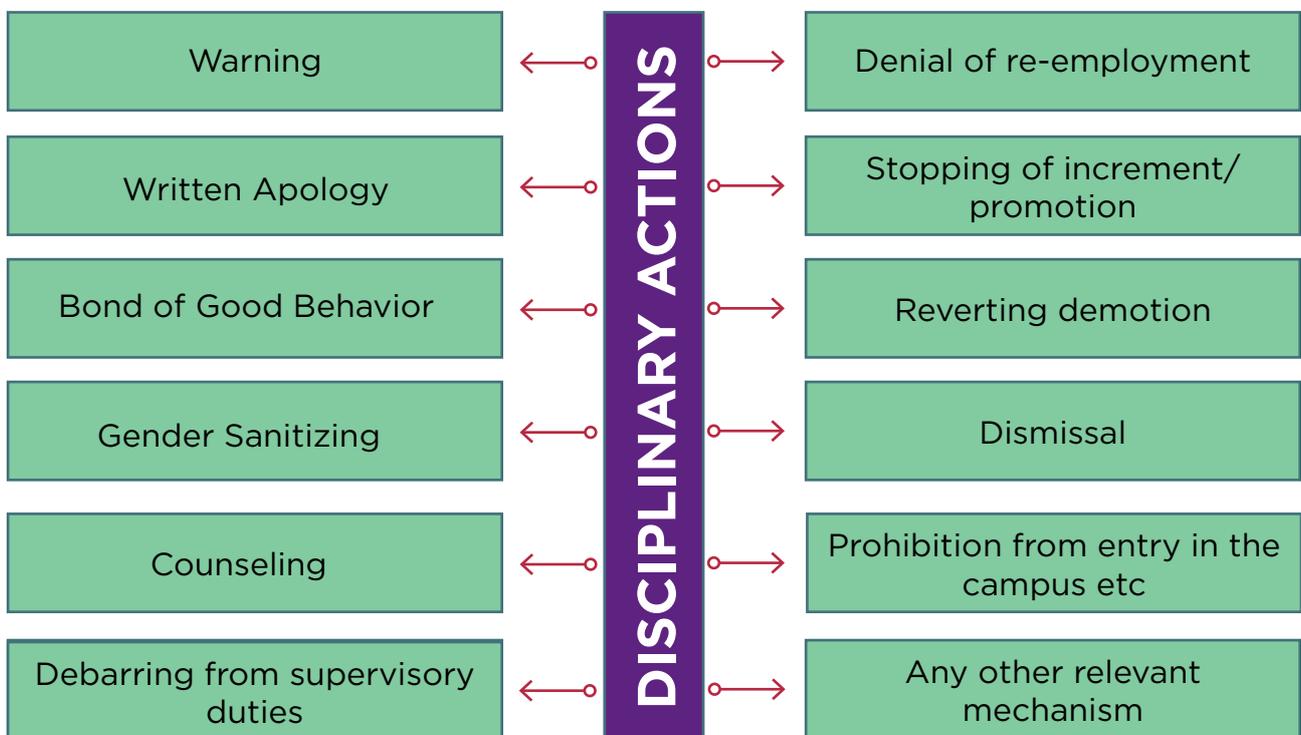
13.6 Process:

- ❖ A formal/informal complaint can be raised to the immediate next authority in case of any of the harassment including the above said kind.
- ❖ Faculty, HoD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.
- ❖ In case of the complaint, validity of the complaint is investigated by the anti-harassment committee to take suitable disciplinary action if found guilty to ensure the proper justice.
- ❖ The findings of the investigation shall be debated and the guilty is fixed.
- ❖ Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include

In the case of academic/administrative/technical/ non-teaching staff:

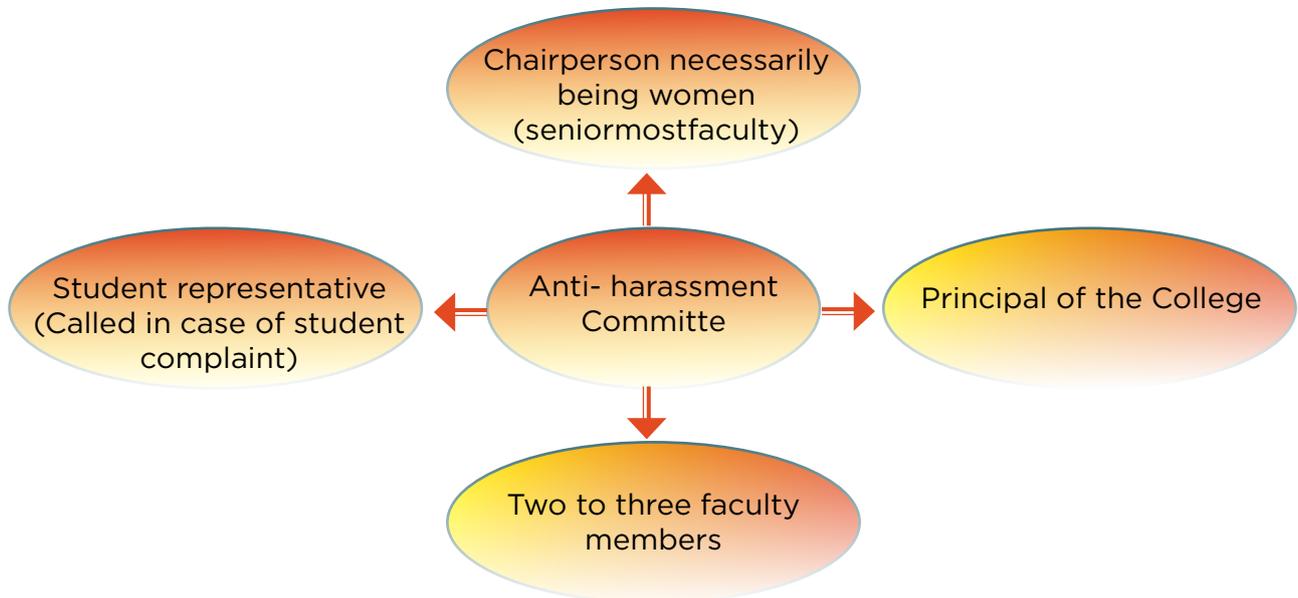


In case of students, disciplinary action could be in the form of:



13.7 Redressal Mechanism of Anti-harassment committee:

Anti-harassment committee shall comprise of following members



Staff - The committee shall investigate the complaint received ensuring fairness in enquiry and shall submit suitable recommendation to the Management for further action.

Student - The complaint received shall be investigated at HoD level and suitable action may be taken. If required the matter may be taken up to Committee.



14. ANTI-RAGGING POLICY

14.1. Statement:

The ragging is a criminal offence and UGC has framed regulations, on curbing the threat of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and F.No.37-3/Legal/AICTE/2009 - In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987.

The policy aims at implementation including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.

14.2 Scope:

This policy and its components, apply to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

14.3 Objectives:

This policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. Therefore, the 'anti-ragging policy' shall adopt:

- ❖ Creation, development and nurturing of a conducive, socio-academic environment within the student population.
- ❖ Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcomed and provided support, rather than being harassed and intimidated.
- ❖ Prescribing preventive measures for any violation of the "Anti-Ragging Policy" by way of strict disciplinary actions.

14.4 Regulations:

- ❖ Anti-ragging Committee shall be constituted with a diverse mix of membership in terms of level as well as gender comprising of Principal as Chairman, Vice Principal and representatives of faculty members, senior students, non-teaching staff.



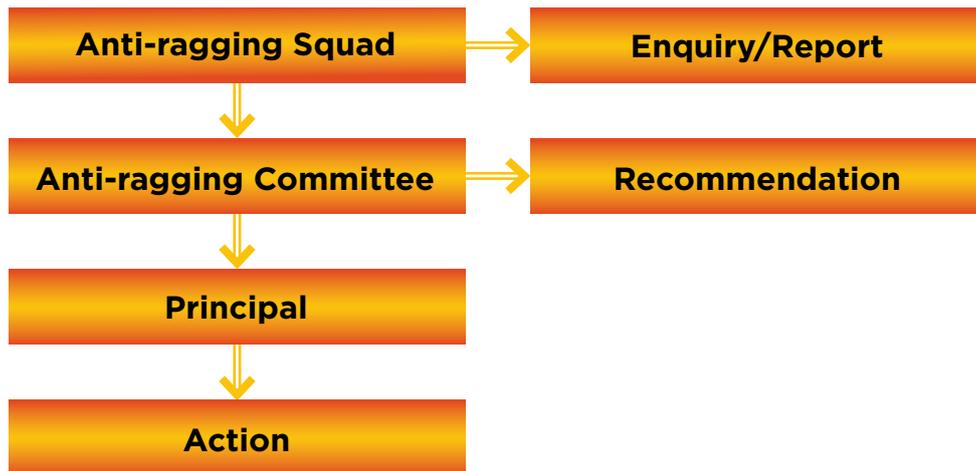
- ❖ Anti-Ragging Committee shall ensure compliance with the provisions of these Regulations as well as any law for the time being in force concerning ragging.
- ❖ Anti-Ragging squad shall be nominated by principal provided that the squad shall have representation of various members of the campus community and shall have no outside representation for maintaining oversight and patrolling functions.
- ❖ Anti-Ragging Squad shall remain mobile, alert, active at all times and make surprise visits in the campus and other places susceptible to incidents and having the potential for ragging in the campus and nearby proximities during college working hours as preventive measure to ensure such incident do not occur.
- ❖ Anti-Ragging policy including the statement that ragging is totally banned and anyone found guilty of ragging and/or supporting ragging is likely to be punished shall be prominently displayed in various places in the campus.
- ❖ The application form for admission has an affidavit, that shall be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or supporting ragging, is liable to be punished appropriately.
- ❖ A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging.
- ❖ Orientation program shall be conducted during the inauguration of the UG course wherein information pertaining to Anti-Ragging Committee members, their telephone numbers and Help line numbers shall be provided.
- ❖ Security and Physical Education Directors shall be instructed to be vigilant and highly alert in premises, especially at the susceptible places.
- ❖ Mobile Phones and other communication devices shall be permitted in hostels to provide access to the students particularly fresher, to reach out for help from teachers, parents and Institution authorities.
- ❖ Awareness program shall be organized to educate them that Ragging is an offence and also about the law governing Anti-Ragging

14.5 Redressed Mechanism

- ❖ Anti-Ragging Squad shall be empowered to conduct an on-the-spot enquiry into any incidents of ragging observed by it or referred to it by the HoD /member of the faculty/ staff/student/parent /guardian/employee of a service provider/stake holder , as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- ❖ Anti-Ragging Squad shall conduct an enquiry observing a fair and transparent procedure by giving adequate opportunity to the victim and the accused of ragging

and other witnesses to place before it the facts, documents and views concerning the incidents of ragging.

- ❖ If complaint received is through external source, the Anti-Ragging Committee shall address the same and the report shall be submitted.
- ❖ Principal shall be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he/she may consider to be appropriate based on the report of enquiry submitted by the ‘Anti Ragging Committee’,



15. LIBRARY POLICY

15.1 Statement:

The policy aims to support the educational and teaching programs of the college by providing physical and intellectual access to information. It thrives to serve as a resource center by developing a comprehensive collection of books, journals and e-resources.

15.2 Scope:

This policy and its components apply to the students, research scholars, faculty, concerned administrators, and student/faculty of sister concern institutions and alumni with special permission.

15.3 Objectives:

- ❖ To understand the research, teaching and learning needs of its users
- ❖ Serve as repository of information.
- ❖ Provide online and offline access to books, journals and other reading material.
- ❖ To ensure the preservation a long-lasting availability of library collections and resources.

15.4 Regulations:

15.4.1 Library working hours:

Monday to Friday	:	9.00 AM - 4.40 PM Transaction
Saturday	:	9.00 AM - 1.40PM
During Examination days:		8.30 AM - 5:30 PM (Monday to Saturday)

15.4.2 Library Membership:

The Library fees shall be included in the admission fee and hence, separate fee shall not be collected for membership. College ID card shall be served as Library card. Faculty - Full time/Part-time, staff, research scholars and students of the college are considered as Members by default.

15.5 Procurement of Books

15.5.1 Registration of Suppliers:

There shall be a registered book suppliers / vendors. They shall supply only latest editions of the books and charge only according to the publisher's catalogue or copy of the publishers invoice etc. With regard to foreign publications, the vendors shall charge as per price list. This shall enable control unhealthy competition among the vendors.

15.5.2 Purchase of Books on Approval:

The practice is to collect recent books on approval basis, which shall be displayed in the library. The list of the same will also be made available on the Intranet to all the users of the

College library. The teachers shall fill in the books recommendation forms and send the same to the librarian with the signature of their HoD for purchase. Books, which are not selected, shall be taken back by the vendors after a stipulated time.

15.5.3 Books selection through publishers catalogues:

The College library shall collect the publisher's catalogue and the same shall be made available to the HoDs. The HoDs shall place it before the department staff for selection and submit the list of selected books for purchase through proper channel.

15.5.4 Visits of the publishers' representatives:

The representatives sent by the publishers to the college library may be allowed to visit the departments to promote their books. As they are not the direct sellers, they shall only create awareness about the recent publications of different subjects to the faculty. If those books found suitable, HoD may send their recommendations to the college library for purchase.

15.5.5 Direct Recommendations:

Teachers may obtain information about books from different journals, reviews, internet and College library may arrange to circulate reviews to the departments. In such cases too recommendations may be sent through their HoDs.

15.5.6 Teachers Visit to Book Shops/ Book Fairs:

Teachers may bring the details of the books when they visit book shop or book fair in Bangalore and fill in the recommendation forms. In such cases too, College library shall make necessary arrangements to procure the books.

15.5.7 Books Purchase on High Priority:

Teachers/students have the privilege of raising request for purchase of books instantaneously, which are urgently required for their use through HoD. The same shall be procured over mail / telephonic orders / Online within two days. If the book is not available in the country and is to be imported then it may take one to three weeks for procuring the book.

15.5.8 Books Selection through Exhibitions:

The College library shall organize periodical exhibition of books inviting all the

registered vendors to display their books in the library premises. This shall be communicated to the teachers well in advance and such exhibitions shall enable the teachers to have exposure to the wide choice.

15.5.9 Collection:

- ❖ LAC shall decide on procurement of the books, Journals etc, based on the requirement and availability of existing copies in the library.
- ❖ Reference book shall be procured maximum up to 10 copies.
- ❖ Text books shall be procured maximum up to 10 copies.
- ❖ Books written/published by the teachers of the college shall be procured maximum up to 5 copies.

15.5.10 Circulation

Circulation is issuing of books and other materials from the library collection to its users and collecting back in the periodic intervals,

- ❖ To enter library and borrow library materials, identity card issued by the college is compulsory for both Students and Faculty.
- ❖ Only text books shall be issued.
- ❖ Reference books/ journals/ annual report and project reports, newspapers are kept for reference only and not for issue.
- ❖ Faculty shall contact Librarian to avail inter library loan facility
- ❖ All the materials borrowed from Library shall be returned along with the overdue charges if any before collecting NO DUE Certificate from the library for exams or leaving the college. The details as follows:

SI No	Type of users	No of Books	Duration of Borrowing	Overdue Charge(ODC)
1	UG/PG Students	1/2	10 days	Rs.1/day
2	Permanent Faculty	3	1 Month	Rs.1/day
3	Part time Faculty	3	1 Month	Rs.1/day
4	Research Scholars	6	1 Month	Rs.1/day

15.6 Library Facilities and Services:

The following facility shall be timely updated and made available to users. Library shall facilitate “Best Library User Award” every year to the Faculty/Staff and Students in order to encourage utilizing library facilities regularly.

<p>Library Management software(Libsoft) with RF facility.</p> <p>Current Awareness Service (CAS)</p> <p>Circulation Service (Books issue/ return/ renew/reissue/ reserve)</p>	<p>Reference Service</p> <p>SDI Service</p> <p>OPAC Search Service</p> <p>Internet Browsing Service</p> <p>CD's Browsing Service</p> <p>Reprographic Service</p>	<p>Printing facility through computer</p> <p>Newspaper Clipping Service</p> <p>Information Display & Notification</p> <p>Display of New Arrivals</p>	<p>Organising Book Exhibition</p> <p>Book Bank facility for (SC/ST)</p> <p>Deapartmental Library Facility</p> <p>Question Bank Services</p>
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15.7 Regulator for User:

- ❖ All users shall sign in the gate register
- ❖ College dress code shall be followed in the library also
- ❖ Users shall carry valid identity card /smart card to the library compulsorily
- ❖ Users shall maintain silence in the library.
- ❖ Mobile phone shall be strictly prohibited inside the library premises
- ❖ Users shall not enter staff working areas without permission
- ❖ Users shall maintain a clean, pest-free environment
- ❖ Personal books/ folders/ files/ blazers/ jackets shall not be allowed inside the library.
- ❖ Food, beverages, Juice, Coffee/Tea, Chocolates etc is strictly prohibited inside the library.
- ❖ User shall not carry valuable items, huge cash and leave personal items unattended for an extended period of time.
- ❖ Library staff shall not be responsible for unattended items of users.
- ❖ User found taking away book without completing circulation procedure shall be informed to Principal and dealt seriously that may lead to six months suspension.
- ❖ User shall maintain the code of conduct inside library. If found misbehaving, he/she shall be suspended from the library for six months.
- ❖ Users are expected to leave library premises at closing time.
- ❖ Users are expected to follow instructions provided by library staff.

15.8 Privacy/Copyright/Ethical Regulations:

- ❖ Library collections and services are developed for adult users
- ❖ Library offers open access to a number of electronic resources as well as the Internet for authorized users for academic purposes.
- ❖ Accessing and viewing controversial material shall be prohibited.
- ❖ Library policy upholds the individual's right to privacy, and hence library staff shall not monitor content or censor access to materials that others may find offensive.
- ❖ User shall protect the privacy of Library ID and shall not transfer to other individuals at any circumstances
- ❖ Users are expected to respect the rights of copyright owners and, when appropriate, shall obtain permission from owners before using or copying protected material.
- ❖ Use of electronic information resources in an ethical and lawful manner shall be for educational and research purposes only and not for commercial or other for-profit purposes.

15.9 Regulator for Borrower:

- ❖ Borrowers shall familiarize themselves with access, circulation, request services, policies and procedures.
- ❖ Borrowers shall check the issued book before leaving the premises
- ❖ Borrowers are responsible for issue/tracking due date/renewal/return Library materials are subject to recall at any time
- ❖ Books shall be returned on time to avoid Over Due Charges (ODC). Penalty of Rs. 1/- per day shall be imposed
- ❖ User shall not lose due date card issued. Penalty shall be imposed.
- ❖ Borrower shall replace the book lost/damaged by him/her
- ❖ Library materials shall not be replaced by the user
- ❖ Provide correct Email ID and contact number to library
- ❖ Borrower shall ensure timely payment of ODC; Lost/damaged charges in the fee counter and submit receipt to the library for reference.
- ❖ Borrower shall report lost/stolen cards immediately to the Librarian to avoid unauthorized use by others

15.10 Care and handling of books/reading material:

- ❖ Shall protect borrowed books from rain, dampness, pets, heat, sun, fire, smoking and tobacco product.
- ❖ Shall handle books carefully, while photocopying.

- ❖ Shall not fold corners of pages or use tape, sticky notes, paper clips or other objects to mark the pages of a book and use books marks.
- ❖ Shall take notes rather than using highlighters, underlining, writing in the margins of the library books and periodicals.
- ❖ Shall avoid eating snacks and drinking beverages while in the library or handling books at home.

15.11 Noise policy:

The M S Ramaiah College of Arts, Science and Commerce Library shall be committed by providing environment that is conducive to a variety of study needs. Noise shall be kept to a minimum throughout the library, and the guidelines outlined are strictly enforced. Conversation and using of mobile phone shall not be permitted.

12.12 Prohibited behaviours in the Library:

- ❖ Acting as if under the influence or the consumption of alcoholic beverages or drugs of any kind is prohibited
- ❖ No pets are allowed
- ❖ Smoking and use of tobacco products, electronic cigarettes and similar devices are not allowed in library or within 20 foot radius of library premises.
- ❖ Possession of weapons of any type, including fire arms strictly prohibited.
- ❖ Behaviour that interferes with normal use of the library is not allowed.
- ❖ Rowdiness, threatening, abusive language, inappropriate use of computers and other equipments, excessive noise from loud voices are strictly prohibited.
- ❖ Use of library space for prolonged /habitual sleeping not permitted
- ❖ Engaging in sexual harassment or overt sexual behaviour is an offense.

12.13 Policy Violation:

- ❖ User shall pay three times the price of the book/material if the lost/damaged book is not replaced with same or higher Edition /version
- ❖ Users engaged in activities that are illegal or that disrupt the work of other users shall be asked to cease that activity and shall be reported to the Principal.
- ❖ User is responsible for inappropriate use of copyrighted, licensed and other electronic resources. The library may suspend delivery of services to any individual found to be in violation of its policies.
- ❖ User whose behaviour causes complaint, either from library users or from library staff, shall be asked to refrain from the inappropriate behaviour may be asked to leave the library premises if the user refuses to comply he/ she shall be suspended from the library for three months.

- ❖ If the offense is determined to be of a serious enough in nature, or where a user repeatedly engages in inappropriate behaviour, the user may be permanently banned from all library services.
- ❖ Unpaid charges are turned over to Student Account Services for collection. Failure to pay shall result in the placement and withholding exam result.
- ❖ As a deterrent to theft and intentional mutilation of library collections, equipment, and/or facilities, and as a means to recover the cost of resulting loss and damage, the Library shall collect money from the caution deposit/salary of that persons.
- ❖ Intentionally misplacing library collections, equipment, and/or items located in library to deprive others of their use shall be punished.

16 GENERAL MAINTENANCE

16.1 Statement:

The policy aims at augmenting infrastructural resources time to time to meet the growing demands for achieving excellence. It also deals with channelizing, stringent monitoring, transparency, accountability in the process to ensure procurement is economical and the goods/services purchased are at their true worth.

16.2 Scope:

This policy and its components is applied to all teaching/non-teaching staff, purchase section, purchase officer and other concerned administrators.

16.3 Objective:

- ❖ Consistent updating and up gradation to enhance teaching/learning
- ❖ Establish mandatory, unambiguous model for procurement
- ❖ Ensure transparency, impartiality, accountability in procurement.
- ❖ Adhere to the legal and regulatory context while awarding contracts.

16.4 Regulations:

Every Department shall put forth the annual budget proposal for the forthcoming academic year based on the student strength and the curriculum that shall be reviewed by the purchase committee and recommended by the Principal. The consolidated Budget Estimate shall be prepared by the Principal for management approval leading to sanction of funds. The amount sanctioned shall be utilized within that academic year or till the budget for the next academic year is approved.



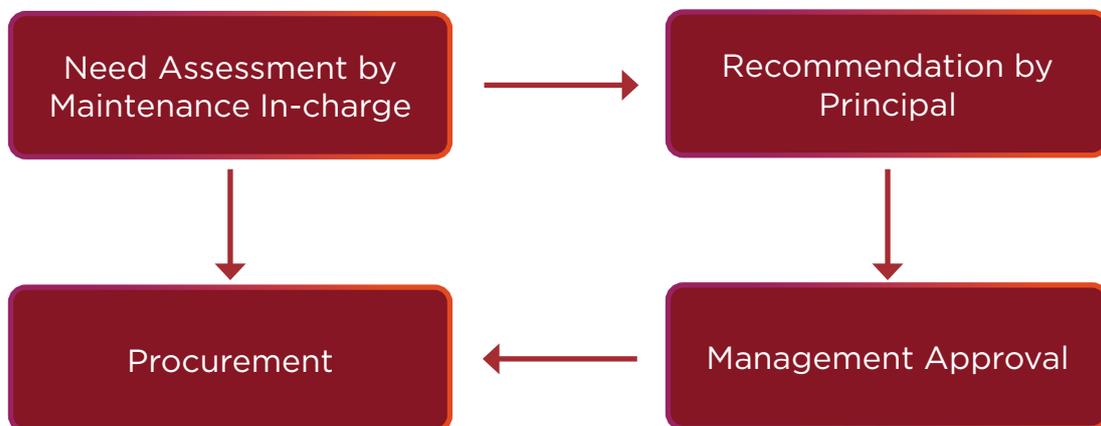
16.5 Process for Up gradation:

Need assessment shall be carried out by the HoD for up gradation of the existing facility like infrastructural modification, extension of laboratory facility, purchase of high end equipment and the recommendation of the same may be submitted to Principal through proper channel as below:



16.6 Procurement:

For up gradation of Common Facility like water purifier/coolers, furniture, ICT facility, CCTV cameras, UPS, Generators etc., need assessment shall be carried out by the Maintenance In-charge and the recommendation of the same may be submitted to the Management through Principal for approval.



16.6.1 Process of Procurement/Maintenance:

The purchase section is in-charge of procurement of equipments, computers, instruments, appliances. Approval of Governing Council and Management will be obtained on the recommendations. The Purchase Committee shall invite quotations for supply by adopting the procedure in vogue. On receipt of the quotations, they shall be considered by preparing a comparative statement in the light of the specifications and the rates quoted and after holding negotiations with the suppliers, purchase orders will be placed. In case of urgency, purchase orders may be issued with the approval of the management subject to ratification by the governing Council as well. All the purchases shall be entered in the stock registers of the respective departments. All the accounts of the purchase section, are exposed for both internal audit and regular audit periodically.

The procurement of chemicals, equipment, other necessary materials and maintenance of equipment shall adhere to the following procedure:

16.6.2 Identify Potential source:

The procurement of the chemicals, equipment and all the necessary materials and services required by the institution shall be made from the reliable sources. Keeping in mind the Quality and service provided, while operating at the highest standard of ethical conduct the suppliers can either be processing Rate Contract or Direct.

16.6.3 Procurement:

16.6.3.1 Purchase without quotations

The following items shall be purchased through general maintenance fund with the approval from the Principal without inviting the quotations

- ❖ Biological specimens
- ❖ Maintenance items like battery cells, coils etc
- ❖ Raw materials for practical sessions viz., dairy products, fermented food and beverages, vegetables, fashion accessories, fabric, electrical and electronic components, computer accessories, oil, etc.,
- ❖ The said items shall be purchased as per 14.10 procedure.

16.6.3.2 Purchase with quotations

- ❖ It is imperative to call for quotations at least from three different suppliers
- ❖ Generally the lowest bidder shall be preferred however in certain cases the selection of supplier depends on the specification and quality rather than price.
- ❖ The indent list along with three comparative statements (one in case of supplier with rate contract) recommended by the purchase committee and Principal shall be submitted to the central purchase for release of Purchase Order leading to

procurement.

16.6.3.3 Receipt of Goods and Services:

16.6.3.4 Goods procured through sanctioned budget:

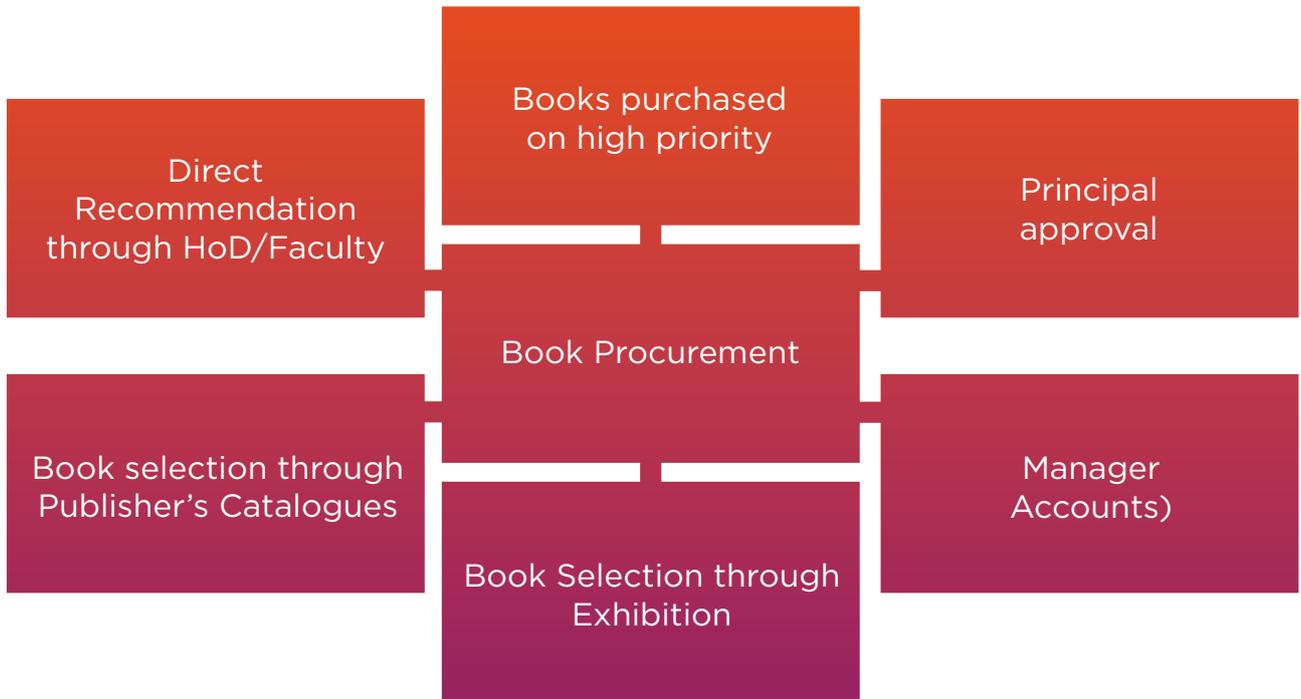
- ❖ Goods shall be received after security clearance
- ❖ Stock register shall be maintained and details of goods received shall be entered
- ❖ Invoice shall be certified by HoD and then by Principal
- ❖ Certified invoice along with Delivery Challan (DC) shall be processed to Manager Accounts section for payment.
- ❖ Advance payment shall be made for certain items, if it is a company norm.

16.6.3.5 Procurement with sponsored Fund:

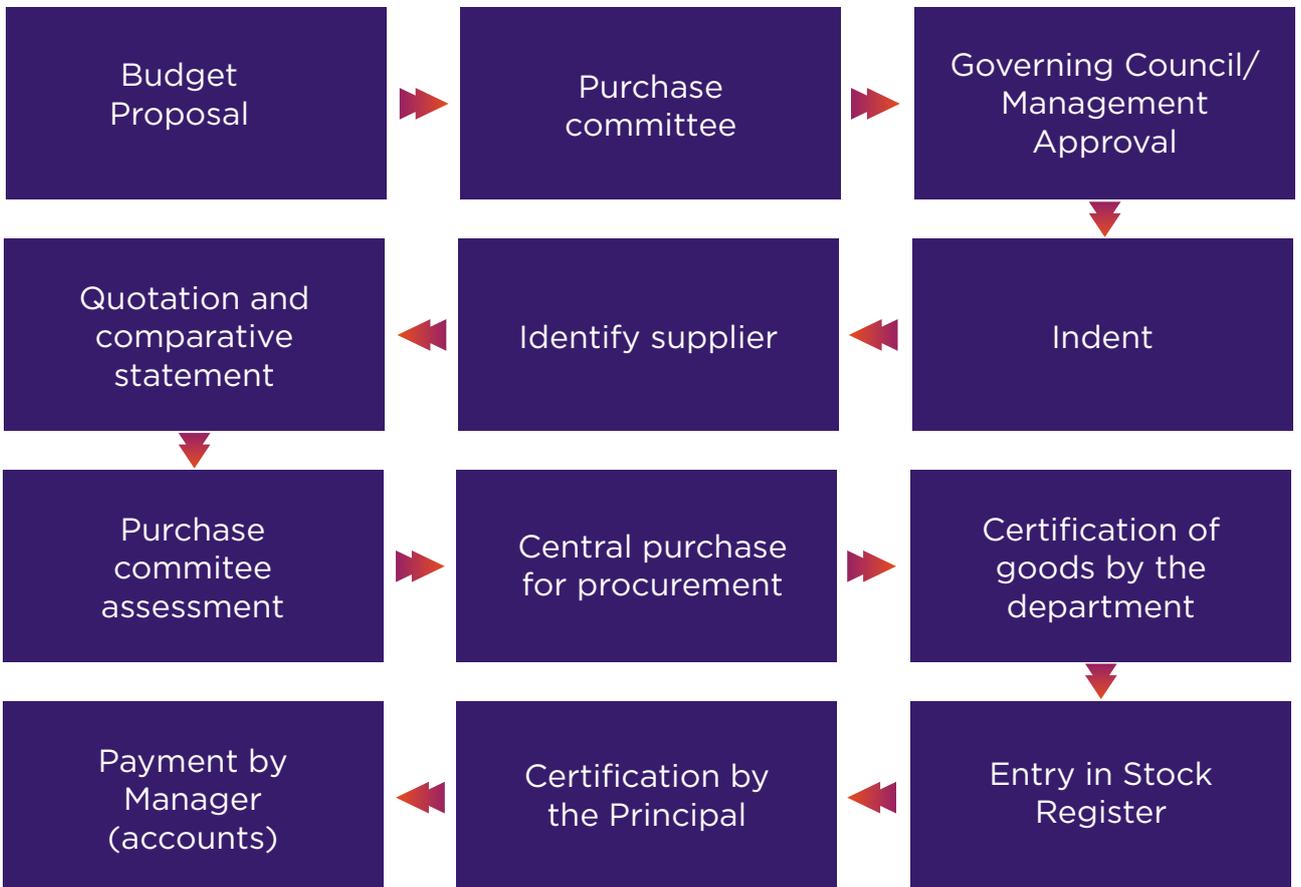
- ❖ The grant received from the sponsored agency shall be maintained in the Savings Bank account of M S Ramaiah College of Arts, Science and Commerce (Research) and shall be utilized as per the norms of the funding agencies.
- ❖ Principal investigator shall have the autonomy to choose the supplier based on approved specification
- ❖ Procurement shall be recommended by the HoD and approved by the Principal.
- ❖ PO and payment shall be released by the Principal provided receipt of goods and service are maintained as specified in 4.1 norms.



16.6.3.6 Procurement of Books



NORM 4.1



16.7 Procurement for Conference:

- ❖ The fund availed for the conference shall be maintained separately in the specified SB account
- ❖ The Organizing Secretary of the conference shall have the autonomy to procure the items required.
- ❖ Procurement can be made without availing the quotations.
- ❖ The Organising Secretary shall submit the Statement of Expenditure (SE) along with the bills to Accounts Section with Principal’s approval.

16.8 Procurement from fund account:

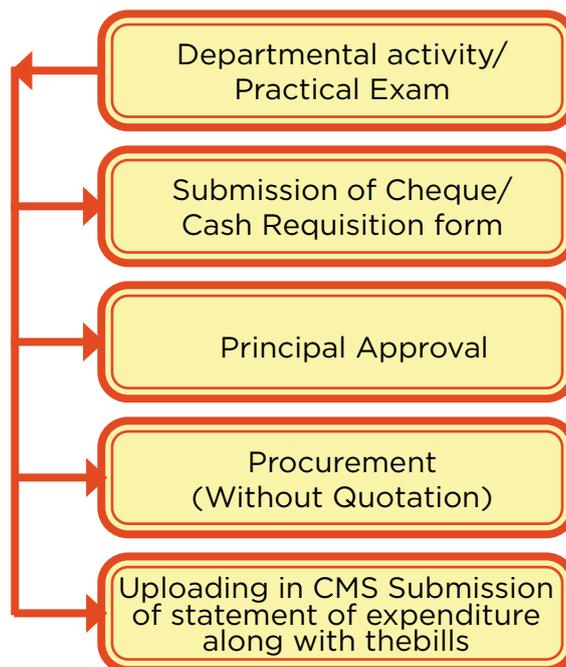
Breakage of the glassware/instruments shall be replaced by utilizing general maintenance fund with the approval of Principal. However, individual breakages shall be replaced by the respective student.

16.9 Maintenance of Common Facility:

The maintenance in-charge shall identify and submit the list of materials required to maintain the common facility like Water purifiers, Electrical items, Equipments for ICT facility, antivirus software, Furniture and other general maintenance items. These shall be approved by the principal for procurement through Fund account.

16.10 Procurement for Departmental activities:

The department shall avail funds for conducting departmental activity/practical exams by adhering to the following procedure :





Annexure- I

STUDENT EVALUATION FORM FOR TEACHING FACULTY

This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. If you have questions about this form or the evaluation procedure, please ask the person giving this evaluation.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

On a scale of 1 to 5, please evaluate your professor

Always often sometimes Rarely Never Not applicable(I can't answer)

Always often sometimes Rarely Never Not applicable (I can't answer)

My professor		5	4	3	2	1	NA	Comments if any
1.	Begins and ends our class on time.							
2.	Is well-prepared for class.							
3.	Is organized and teaches clearly.							
4.	Checks during class to see if students understand the subject							
5.	Encourages students to ask questions and participate.							
6.	Answers questions clearly.							
7.	Knows the subject matter of this course.							
8.	Shows interest in the subject that we are studying.							
9.	Encourages me to think and explore new ideas.							
10.	Tells the class at each meeting what we are going to do and what we are expected to learn.							
11.	Treats all students respectfully.							
12.	Returns my papers, tests, and other work within two weeks of collecting them.							
13.	Responds to my work so I know how I'm doing and what I need to work on.							
14.	Responds to me when I need help outside of class							
15.	Helps me meet the goals and learning objectives/ outcomes of the course.							

APPLICATION FOR FACULTY POSITION

Application for the post of Professor/ Associate Professor/ Assistant Professor

In the Department of:

I. PERSONAL INFORMATION

Name:	Date of Birth:	Cast:
Sex:	Age:	Sub cast:

Highest Qualification:

Permanent address	Address for Communication
-------------------	---------------------------

Landline/ Mobile No: (with STD code)	E-mail ID:
---	------------

Present Position:	Present Basic Pay: Scale of Pay: Gross Salary:
-------------------	--

Salary expected at RCASC:	If offered a post, time required to join duty:
---------------------------	--

II. EDUCATIONAL QUALIFICATION

(Give the details from the undergraduate degree onwards)

SI No	Course	Branch/ Specialization	Name of the University	Name of the institute	Year of Passing	Class with % of marks obtained

III. DETAILS OF EXPERIENCE**A. TEACHING EXPERIENCE**

(Give in chronological order, starting from most recent one)

SI No	From	To	Name of the Institute where worked	Designation	Subjects taught

B. RESEARCH EXPERIENCE

(Give in chronological order, starting from most recent one)

SI No	From	To	Name of the Institute where worked	Designation	Area of Research

C. INDUSTRIAL EXPERIENCE

(Give in chronological order, starting from most recent one)

SI No	From	To	Name of the Institute where worked	Designation	Nature of Work

IV. RESEARCH PUBLICATIONS

Number of papers published in an International Journal	Number of papers published in a National Journal	Number of papers presented in an International Conference	Number of papers presented in a National Conference

V. AREA OF INTEREST

SI No	Theory subjects of interest to teach	Area of Research Interest

VI. RESULTS OF THE SUBJECT TAUGHT OF THE LAST 2 YEARS :

VII. ADDITIONAL INFORMATION :

VII. REFERENCES :

1.

2.

I certify that the information furnished above is true to the best of my knowledge.

(Signature with date)



DEMO ASSESSMENT FORM

Date: _____

Name of the teacher: _____

Sub: _____ Specialization: _____

Topic of Demo: _____ Duration: _____

Domain Knowledge	Curricular/ cocurricular	Students feedback	Actual teaching	Clar-ity	Black board	Voice	General impres-sion	Total marks 40

Assessment by teacher:

Remarks:

Principal Signature



PANEL EXPERTS EVALUATION FORM

Date:

Department:

SI No	Name of the candidates	Domain Knowledge (10)	Clarity (10)	Voice (10)	General impression (10)	Total marks (40)

Sign of the Expert



PERFORMANCE APPRAISAL FORM

(To be filled by the teacher with proof wherever necessary)

1. Name of the teacher and designation:

2. Department:

3. Age as on 30 June 20:

4. Years of teaching experience as on 30 June 20:
(a) In Ramaiah:
(b) Outside (List out the colleges worked with) :

5. Years of Research/ Industrial experience as on 30 June 20:

6. Course-wise subjects taught during the year 20 (Also given number of hours of teaching of each subject, furnish course wise and semester-wise in Ramaiah College)

	Assigned	UG	PG	Practical records	shortfalls/ reason
Semester I :					
Semester II :					
Semester III :					
Semester IV :					
Semester V :					
Semester VI :					

7. New subject taught (i.e. subjects taught first time) by the teacher during the year (Furnish course wise and semester-wise):
8. Result Analysis: (highlight the ranks, if any) subjects taught by the teacher in the previous year semester wise (Give details as per the format below):

Course/ semester	Subject Name	Total No of students	Total No of students appeared for exam	Total no of I class	Total no of II class	Total No of Pass class	Total No of Absentees	Total passed	Total %

9. Contribution to Curriculum Design and Development in BOE/ BOS: (along with Proof of document)
10. Any initiatives leading to Innovation in Teaching, Experimental Learning, Student Centric Method of learning, mentoring, remedial classes, extra classes- **use of ICT in teaching**-content development/ Learning Management Systems (along with Proof of document)
11. Participation in seminars, conferences and other academic programs:(along with Proof of document)
12. Contribution to the development of other faculty and employees:(along with Proof of document)
13. Contribution to the growth and development of the Institution and also in the development of sister institutions : (along with Proof of document)
14. Research and Consultancy:(along with Proof of document)
 - a. No of referred journal papers (the faculty should be one among first 3 authors)
 - b. No of indexed conference papers (the faculty should be one among first 3 authors)
 - c. No of Book Chapters (the faculty should be one among first 3 authors)
 - d. No of Research Guidance Ph.D
 - e. No of Funded Projects
 - f. No of Consulting projects
15. No of Conference chaired, session chaired, reviewer of Q1 or Q2 journal:(along with Proof of document)

- 16. No of FDP/ seminars/ workshop organized as co-ordinator : (along with Proof of document)
- 17. No of invited technical talks outside the institution :(along with Proof of document)
- 18. No of events participated outside and inside the institution (FDP/ seminars/ workshop/ conferences) :(along with Proof of document)
- 19. Industry relations (MOU, co-hosted event, technical talk series) :(along with Proof of document)
- 20. Institutional/ Departmental services such as NAAC/ committee:(along with Proof of document)
- 21. Other services to institution or society contributions and extension works:(along with Proof of document)
- 22. Awards/ Honours/ New degree earned/ NPTEL:(along with Proof of document)
- 23. Publications/ Books published :(along with Proof of document)
- 24. Additional qualifications acquired during the year:(along with Proof of document)
- 25. Awards/certificates of appreciation received:(along with Proof of document)
- 26. Member in professional/ Academic bodies (Along with proof of document) :
- 27. Any steps taken for Resource generation (proof of document)
- 28. Goals that you want to achieve for the next two semesters in the year 2017-18.
- 29. SWOC analysis. (mentions it in points wise)
- 30. Any other information the teacher would like to furnish as part of self-appraisal:

Date :

Faculty Sign

DEAN/ HODs COMMENTS:

Date
Sign

DEAN/ HODs

Confidential Report by the Principal

Date:

Principal's Sign

M. S. RAMAIAH

College of Arts, Science and Commerce

(Re-accredited with "A" by NAAC, permanently affiliated to Bangalore University,
approved by AICTE, Recognized by UGC under 2f & 12B of UGC Act, 1956)

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