



SURESH ANGADI EDUCATION FOUNDATION'S
ANGADI INSTITUTE OF TECHNOLOGY AND MANAGEMENT
Savagaon Road, Belagavi – 590 009.

(Approved by AICTE, New Delhi & Affiliated to Visvesvaraya Technological University, Belagavi)

Accredited by NAAC



Human Resource (HR) Manual



A. Preamble:

At SAEF's Angadi Institute of Technology and Management, we recognize that our most valuable asset lies not in the infrastructure or technologies we possess, but in the individuals, who form the bedrock of our institution. As we embark on a journey committed to excellence, innovation, and academic distinction, we acknowledge that our human resources are the driving force behind our success.

Our Human Resource Policy stands as a testament to our unwavering commitment to cultivating an environment that fosters growth, values diversity, and prioritizes the well-being of every member of our community.

Recognizing the importance of each individual's contribution to our collective vision, this policy seeks to uphold principles of fairness, respect, and inclusivity. It is a compass guiding our interactions, decisions, and strategies concerning our faculty, staff, and administrative personnel.

We affirm our dedication to nurturing a workplace culture that encourages professional development, rewards creativity, and fosters a sense of belonging. This policy lays the foundation for attracting and retaining the brightest minds, fostering a collaborative spirit that transcends hierarchies, and empowering every individual to thrive and contribute their best to our shared objectives. Moreover, it stands as a pledge to provide a supportive framework that prioritizes work-life balance, encourages continuous learning, and ensures a safe and healthy work environment for all.

As we commit to the values and principles outlined in this Human Resource Policy, we embrace the responsibility of not just shaping successful careers but of nurturing a community where each individual feel valued, respected, and inspired to excel. This policy is a living document, evolving in tandem with our institution's growth, the changing needs of our community, and the dynamic landscape of higher education. It serves as a guidepost for decision-making, a catalyst for positive change, and a testament to our dedication to our most valuable resource our people.

B. About AITM

Angadi Institute of Technology & Management (AITM) stands as a symbol of educational excellence, inspiring students to reach new heights, encouraging them to embrace the endless possibilities that engineering has to offer and providing a holistic learning environment that nurtures students' overall development.

Under the wing of the Suresh Angadi Education Foundation (SAEF), the AITM was established in the year 2009. AITM offers seven undergraduate Bachelor of Engineering (B.E) courses in Artificial Intelligence and Data Science, Robotics & Automation Engineering, Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, and Mechanical Engineering. AITM offers postgraduate courses in Master of Business Administration (MBA) specialization in Marketing, Finance and Human Resource Management, Master of Computer Application (MCA), Master of Technology (MTech.) in Production Engineering and System Technology (Mechanical Engineering) and Waste Management, Health & Safety Engineering (Civil Engineering). AITM also offers Diploma courses in Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering and Mechanical Engineering. Six departments have been recognized by VTU as Ph.D. research centers to conduct research work.

C. Introduction

This document has been to orient employees with AITM Institute of Engineering & Technology, herein referred to as the AITM and provide make knowledgeable about working conditions, key policies, procedures, and benefits of employment at AITM and to inculcate its general rules, service conditions, values, ethics and culture. The information provided in the book applies to all employees of the institution. The book is a summary of our policies, which are presented here only as a matter of information and not as a promise of employment or as a contract between AITM and any of its employees. The employee is held accountable for reading, understanding, and abides by the provisions of this book. These policies are subject to change at any given point of time at the sole discretion of the Management and the Head of the institute shall be intimated as and when such changes are made.

D. Purpose of the HR Manual

To maintain a congenial work culture and to enlighten the employees on the values and culture that AITM stands for and to streamline the processes within the institution and departments to ensure that employee satisfaction is inclined with these cultures and values.

E. Vision and Mission of the Institute

Vision:

To become a premier institute committed to academic excellence and global competence for the holistic development of students.

Mission:

- M1: Develop competent human resources, adopt outcome-based education (OBE) and Implement cognitive assessment of students.
- M2: Inculcate the traits of global competencies (such as domain expertise, Accountability, ethics, problem solving ability, communication skills, leadership Qualities and life-long learning) amongst the students.
- M3: Nurture and train our students to have domain knowledge, develop the qualities of global professionals and to have social consciousness for holistic development.

F. Quality Policy:

The Institute is committed to impart quality education by:

- ❖ Implementing Learner centric approach and inculcating Universal Human Values.
- ❖ Bolstering the skills of students for Employability and Entrepreneurship.
- ❖ Empowering the faculty and staff.
- ❖ Strengthening Industry Institute Interaction.
- ❖ Promoting SDGs through GO GREEN approach.

G. Core Values:

Academic Excellence:

- ❖ Demonstrates the knowledge of engineering, science and mathematics fundamentals.
- ❖ Demonstrates proficiency in the domain area and aptitude for creativity, innovation and research.

- ❖ Demonstrates an understanding of information technology, digital competency and information literacy.
- ❖ Demonstrates an understanding of stages / phases of product life cycle (design, prototyping, testing, production, distribution, etc).
- ❖ Demonstrates an understanding of project planning, management, and the impacts of projects on various stake holders (project team members, client, end users, etc).

Global Competence:

- ❖ Demonstrates accountability and responsibility in the work place.
- ❖ Demonstrates the ethical behavior in the work place.
- ❖ Demonstrates ability to solve work related problems.
- ❖ Demonstrates leadership qualities by taking lead in the work place.
- ❖ Communicates effectively in a variety of different ways, methods and media (written, verbal/oral, graphic, listening, etc).

Holistic Development:

- ❖ Demonstrates technical related knowledge, skills and abilities.
- ❖ Demonstrates Professional work place related competencies for global performance.
- ❖ Demonstrates individual characteristics needed for global flexibility.
- ❖ Demonstrates interpersonal skills and attitude to work on global teams.
- ❖ Demonstrates Cross-cultural understanding to embrace diverse view-points.

H. Objectives:

The objectives of a Human Resource Manual typically revolve around fostering a positive workplace culture, managing personnel effectively, and aligning human capital strategies with organizational goals. Here are some common objectives:

- **Attracting and Retaining Talent:** To establish processes that attract highly qualified individuals to the organization while retaining and nurturing existing talent through conducive work environments, growth opportunities, and fair compensation packages.

- **Promoting Diversity and Inclusivity:** To cultivate an environment where diversity is embraced, and inclusivity is a fundamental principle. This objective aims to create a workplace that respects and values individual differences and fosters a sense of belonging for all employees.
- **Facilitating Professional Development:** To provide avenues for continuous learning, skill enhancement, and career advancement. This includes training programs, mentorship opportunities, and support for further education to empower employees and enhance their contributions.
- **Ensuring Compliance and Fair Practices:** To establish clear policies and procedures that adhere to legal and ethical standards, ensuring fair treatment, non-discrimination, and equal opportunities for all employees.
- **Creating a Healthy Work Environment:** To prioritize employee well-being by promoting a safe, healthy, and conducive work environment. This may involve initiatives for work-life balance, mental health support, and wellness programs.
- **Effective Performance Management:** To implement systems for performance evaluation, feedback mechanisms, and recognition programs that acknowledges and reward exceptional contributions while providing constructive guidance for improvement.
- **Aligning HR Strategies with Organizational Goals:** To ensure that human resource strategies and initiatives are closely aligned with the broader organizational objectives, contributing directly to the institution's mission, vision, and long-term success.
- **Building Leadership and Succession Planning:** To identify, nurture, and prepare future leaders within the organization. This includes succession planning, leadership development programs, and initiatives that cultivate a strong leadership pipeline.

These objectives collectively contribute to creating an environment that empowers employees, drives organizational growth, and ensures sustained success by leveraging the potential of human capital.

Chapter – 1

Preliminaries

1.1. Title, Commencement & Application:

- The Administrative and Service Manual of the Angadi institute of Technology and Management (AITM) shall be called as **“Human Resource (HR) Manual”**.
- This shall come in to force from the date of approval by the GC of AITM.
- This shall apply to all the employees of the AITM.

1.2. Definitions:

In this Administrative Manual unless the context otherwise means as follows: -

- **“University”** means Visvesvaraya Technological University, Belagavi established under section 3 of the Visvesvaraya Technological University Act, 1994.
- **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
- **“Commission”** means University Grants Commission.
- **“Trust”** means Suresh Angadi Educational Foundation’s (SAEF) was promoted by Sri. Suresh Angadi, as its Founder
- **“Governing Council”** means the Governing Body of AITM constituted by the MC&ET to administer and manage the Institute.
- **“Institute”** Means AITM, Belagavi, Savagoan road, Belagavi – 590009.
- **“Chairman”** means the Chairman of the Governing Council of the Institute.
- **“Rector”** means the Rector of the Engineering Institute who shall be in charge of overall supervision of the institute, academically and administratively.
- **“Principal”** means Principal of the AITM duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.
- **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
- **“Academic Authority”** means freedom granted by the University to a institute in all aspects of conducting academic programmes for promoting excellence.
- **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff.
- **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the Schedule.
- **“Employee”** means the person employed in the service of the institute in any post and is including the academic staff.
- **“Academic Staff”** means any member of the staff engaged full time or part time in teaching or research in the Institute.

- **“Permanent Employee”** means a person permanently employed in the Service of the Institute in any post, duly confirmed by the Governing Council.
- **“Temporary Employee”** means a person in the service of the institute purely on temporary basis subject to prescribed terms and conditions.
- **“Appendix”** means Appendix to this Manual.

Note: All other expressions that have not been defined shall have the same objective and meaning as in the byelaws of the Trust.

Chapter – 2

Recruitment, Appointments, Confirmation, Termination & Retirement

2.1 Planning for Human Resources

AITM believes in professional excellence. To this extent AITM believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next years. The requirements exist in relation to the existence of the projects being sanctioned and implemented by AITM. The organization also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

2.2 Classification of Human Resource in AITM

AITM recognizes the following classification of its staff.

- a. **Regular Employee:** One who holds permanent post in the organization and whose appointment has been confirmed in writing by the appointing authority. Categories of Employees at AITM are divided into:
 - I. **Teaching Staff:** Professors, Associate Professor, Asst. Professors and Teaching Assistants, Librarian.
 - II. **Technical Support Staff:** System Administrator, Computer Programmer, Workshop Superintendent, Lab Instructors, Lab Assistants and Lab Attendants.
 - III. **Administrative Staff:** Administrator, Office Manager, Accounts Manager, Office and Accounts staff, Library staff etc.
- b. **Temporary Employee:** One who is appointed either to fill a regular position, which is temporarily vacant, or for work which is essentially of a temporary nature and likely to be completed within a limited period. Temporary employees are not eligible for any benefits other than agreed wages unless expressly stated otherwise.
- c. **Contract Employee:** One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work on a specified project/ program not exceeding two years on the completion of which the contract shall stand terminated. The contract can be renewed for a mutually agreed upon period based on the performance

evaluations review and the needs of AITM at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

- d. **Part-time Employee:** One who is appointed to work for specified hours in a day or in a week, which is less than the normal hours of work of the organization. The benefits of Part-time employees shall be governed by the terms of their employment.

2.3 Recruitment Policy & Process

2.3.1 Objective

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined.

2.3.2 General recruitment process

For any post other than Assistant Professors, Associate Professors and Professors, the person recruited should not be above 60 years. The age may be waved in case of Contract Employee but as a rule the maximum age for recruitment should be one year less than the superannuation age (70 years) fixed by the organization.

- The minimum age for recruitment is 18 years.
- AITM does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- AITM reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

The general recruitment process is depicted in figure 1.

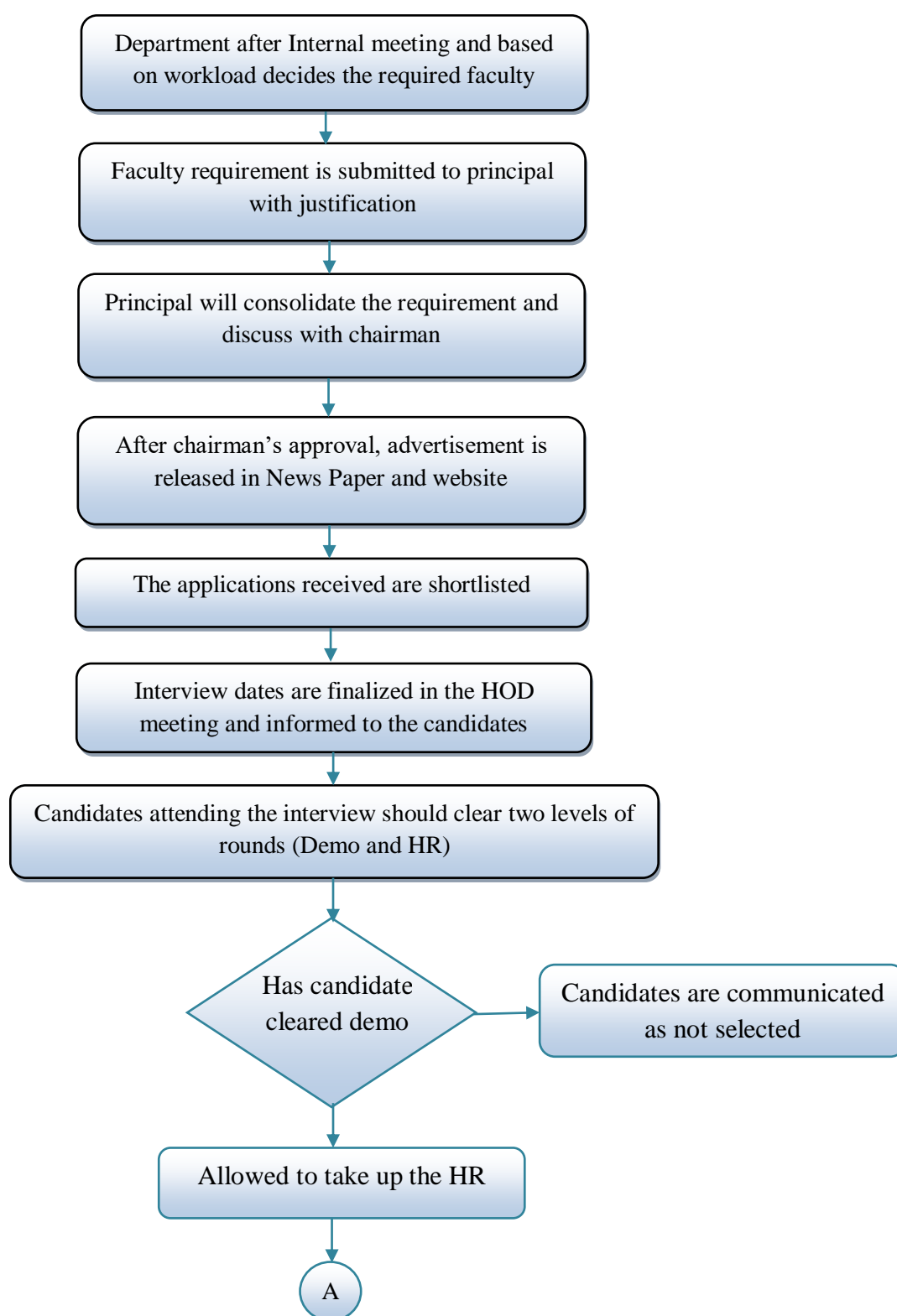


Figure 1: AITM recruitment process.

2.4. Appointments

- All selections & appointments shall be approved by the GC. The GC shall appoint selection committee for the recruitment process.
- A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.
- At the time of joining, the Candidate shall complete the following formalities.
- Submission of joining Report.
- Submission of attested copies of Educational Certificates along with originals for verifications.
- Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
- Submission of Evidence of date of birth/proof of age.
- Nomination for Provident Fund/Gratuity in prescribed form (if eligible).
- Application for Identity Card along with three passport size photographs.
- Application for opening Bank Account prescribed by the institute.
- Any of the following documents may be accepted as evidence of date of birth/proof of age.
- Secondary School Leaving Certificate.
- Where a person is non – SSLC, certified extract from Registrar of births and deaths or any other valid document acceptable to the Management.
- The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- The Institution may verify the antecedents of the candidate either directly or through agency by referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- All appointments shall be subject to the candidate being medically found fit to this effect fit and the candidate shall produce medical certificate from the doctor specified by the Institute. The Institute may advise employee after appointment any time to be examined

by a medical officer approved by the Institute for the purpose. If on examination the employee is found suffering from any Communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institute or to the other employees, students and staff of the institute, may terminate his/her services on being found as medically unfit.

- The staff pattern, the met HOD of recruitment and the minimum qualification applicable shall be as enshrined in the All India Council for Technical Education, Regulations read with cadre and recruitment Rules enacted by the state Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the cadre and Recruitments Rules of the state Government have been reflected in Appendix – I, II, III, IV, V&VI. The scales of pay applicable to the principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.

The management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced/talented persons.

2.5. Service Records:

A service register shall be separately maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated salary, scale of pay on which he/she was appointed, increments given from time to time, leave availed and at credit if any, transfers, promotions, suspensions, punishments etc. The service register shall be opened immediately after the employee reports for duty and to be updated periodically.

2.6. Special Service Contract:

A candidate may be employed on contract basis for a fixed period on such terms and conditions which the Governing Council deems proper and fit as per the requirement of the institution/institute.

2.7. Seniority:

The Seniority in a particular cadre of service or class approved shall be determined as follows.

- All persons confirmed shall be senior to all others not confirmed in that cadre.
- The seniority of persons who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, relative seniority shall be determined with reference to their age seniority. The one who is older in age shall be treated as senior.
- When persons are recruited to a class of post both by internal promotion and direct recruitment the internally promoted candidate shall rank higher than those recruited from external candidate.

- When Promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.
- When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names or candidate are arranged in the order of merit.
- Seniority of direct recruitment shall be determined as follows:
- When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.
- If the appointments are made without written test and or interview the date of joining of the service shall be the date for reckoning seniority.

2.8. Resignation:

When an employee tender's resignation to the post held by him/her, the resignation may be accepted by the appointing authority if it is in consonance with the terms and conditions specifically laid down in the appointment letter, in this regard the following points shall be verified before accepting the resignation.

- Whether the resignation is not in the middle of the academic session prescribed by Affiliating University.
- Whether the required notice or salary equivalent to the notice period has been paid.
- If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be returned.
- Whether no dues certificate has been obtained from different departments/sections of the Institution.
- The GC has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- After receiving the orders/acceptance from the GC, same shall be communicated to the employee by Head of the Institution concerned.
- The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the GC.
- The GC shall be Competent Authority to accept the resignation of all employees.

2.10. Service Certificate:

Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the institute, which will be issued and signed by the Head of the institution/institute.

2.11. Termination/Removal from Service:

- The Governing Council may terminate service of a temporary/ adhoc employee at any time.

- The Governing Council may terminate service of an employee appointed under contract or agreement on the determination of the contract or agreement by efflux of time or otherwise.
- The Governing Council may terminate the service of an employee under special circumstances, such as reduced workload, after giving three months' notice or pay in lieu thereof. No such notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the rules, on giving a show cause notice to this effect.
- After giving three months' notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Governing Council, the Governing Council may terminate the employee. In case of medical unfitness, the opinion of the Medical board has decided by the Governing Council shall be obtained.

2.12 Office Discipline and Decorum

2.12.1 Office Hours

- a. The general timings are from 9.00 A.M. IST to 5.00 P.M. IST. The usual office timings are from 9 A.M. IST to 5 P.M. IST with one hour lunch break from 1.30 P.M. IST to 2.30 P.M. IST.
- b. Management enjoys the right to shift to a different pattern for working days and working hours.
- c. Any change in the Class and Office timings shall be notified to the respective staff.
- d. All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- e. All staff shall sign the attendance register and swipe their finger prints at the biometric reader, both in the morning before 9.00 A.M. IST and afternoon after 5.00 P.M. IST respectively. Late comers must mark the time of arrival in the late attendance register while signing in to the institute. At the end of the week, HR or any other authorized person is to adjust late arrival adequately to casual leave.
- f. Late Attendance with Permission: Normally permission for coming late is granted only for one hour. The request for permission in writing shall be submitted to the Principal through the concerned HOD on the previous day itself and shall be availed only after getting prior approval from the Principal. In these cases, while closing the attendance, office will mark "P" against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the Principal. However, the veracity will be

verified by the office.

- g. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given.
- h. Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.30 A.M. IST. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.
- i. Regulations for late Attendance:
 - a. Three days late attendance with permission per month will result in half-a-day leave.
 - b. Three days late attendance without permission per month will result in one day leave.
 - c. If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- j. In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- k. It is the responsibility of each employee to ensure that his /her attendance sheets are marked up to date/complete, all due reports for the month have been submitted and leave records, if any for the month, are also up to date to facilitate preparation and payment of their monthly salary in time.
- l. A staff member shall not leave the work place earlier than the prescribed working hours. If, for any unavoidable reason, one has to leave the work place earlier, then prior written permission should be obtained from the Principal and an entry in the movement register has to be made before leaving the work place.

2.12.2 Movement Register

A movement register is to be maintained in the security counter and all staff shall record movement during office hours.

Chapter – 3

Salary / Welfare Measures

3.1. Salary

3.1.1. Basic Pay

- a. AITM shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter or Memorandum of Understanding shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1st week of the following month.
- c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions for loan repayment or other dues.
- d. Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The payday of temporary employees shall be same as that of permanent employees or after completion of the period of temporary employment, whichever is earlier.
- e. Part-Time employees shall be paid a consolidated monthly remuneration. The terms and conditions of their remuneration shall be decided separately in each case. Their payday and leave will be governed by the terms of their contract.

3.1.2. Wage Fixation

- a. **Faculty:** The management shall respect the practice of Grades and varying Scales for regular staff on service except for those who are employed after retirement elsewhere or those who are appointed on Consolidated Salary for specific reason. As a matter of principle, the faculty with prescribed qualification is governed by the AICTE/UGC Scales and Academic Grade Pay. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- b. **Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade.
- c. **Re-employment of Retired Hands:** Retired hands are appointed on consolidated salary based on their Qualification, Experience and Grade on which they are appointed. The Grades, Scales and periodic revision of Dearness Allowance must be approved by the Board Committee and communicated to the Governing Body. The administrator shall issue an order indicating the Salary Structure and the same will be published for the intimation of the staff concerned.
- d. **Management Personnel:** The Salary of the Management Personnel appointed for the

administration of the institute shall be fixed by the board.

3.2. Increment Policy

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

- All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.

3.3. Provident Fund

AITM is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

3.4. ESI Benefits

AITM is committed to comply with the Employee State Insurance (ESI) managed by the Employee State Insurance Corporation which is an autonomous body created by the law under the Ministry of Labour and Employment, Government of India. All eligible employees of AITM are enrolled in the ESI Scheme as envisaged in ESI Act 1948. ESI offers free medical aid to employees through ESI hospitals or the hospitals recognized by the corporation. The salary of employees during the period of sick leave will also be paid by the Corporation.

3.5. Salary Advance

AITM discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by board.

3.6. Loan

An employee may avail of a loan as and when the management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed subject to the condition that after all deductions are calculated, the employee takes loan at least fifty percent of the gross salary. Normally an employee is eligible to get only one loan at a time. However he/she is eligible to get another only with a special approval. Under no circumstances organization will be party to any loan taken by employees from financial institutions /individuals.

3.7 Benefits to Employees Higher Studies

The faculty is granted study leave for higher studies in the fields of specialize desirable from the point of view of the institution at IITs and Indian Institute of Science Bangalore and the like. The said facility is limited to one faculty member every year

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 3 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed; and further that he/she would refund the assured amount on prorated basis in case he/she does not serve the Institute for the full period as per the bond on return after successful completion of studies.

Faculty are encouraged to pursue Doctoral research work within the institute by way of sanctioning grants for procuring minor equipment for the research project to the extent possible and also by reducing the teaching load of such faculty for a specified period based on the progress made as certified by the Research Committee of which the Research Guide will be a member. Also financial help in preparation of the Doctoral Thesis towards the end of the Research work and procuring of books related to the research work may be considered in deserving cases.

3.8 Sabbatical Leave

Faculty is granted sabbatical leave for working in reputed institutions abroad. It will be limited for a period of one year for every five years of completed service in the institute. This facility is limited to one faculty member every year.

3.9 Faculty and Staff Development Programmes and Service Initiatives:

As Institutional development is a byproduct of developed faculty and student groups, the institution extends its efforts in this direction and offers incentives to faculty some of which are listed below.

No.	Nature of Conference	Category	Amount Rs.	No. of days of SCL
01	Publication of Papers in National/ International Level Conference	Faculty	50% of Registration Fee and SCL	
05	Participation in FDP/TDPs/Workshops conducted by VTU / Premiere Universities /IITs/IIM	Faculty	Registration Fee, and OD	Maximum of 8 weeks once in 3 years of service

In addition to this institute shall provide the some other facilities like,

- AITM provides free transportation facility for teaching and non teaching staff.
- Free accommodations for faculty (he/she) are willing to stay in hostel.

Chapter – 4

Leave Policy

4.1 Leave Eligibilities

AITM provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the institute.

The following types of leaves are available for staff:

4.2. Casual Leave

Casual leave is granted @ 15 days per annum for staff. However for temporary and probationary staff of each category the eligible casual leave is only @ 1 day for every completed month of service.

- Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year.
- Casual leave can be availed prefixing, sandwiching or suffixing Sundays and other sanctioned / declared holidays. However Duty Leave & Compensatory off can be combined with the Casual Leave.
- Casual leave may be availed at a minimum of up to half day; however it cannot be combined with any other type of leave. While availing casual leave the absence from duty should not exceed 10 days.
- Casual leave is to be ordinarily applied at least 2 days in advance with classes and other duties, if any, are adjusted with other staff. However if casual leave is taken on any emergency, the same has to be informed to the Principal or HOD at the earliest possible and the casual leave application has to be submitted on the day of resuming duties after the leave.

As far as possible, all requests for casual leave should be made at least one day in advance with prior sanction of the Principal. All requests for casual leave should be made in writing in prescribed form to the competent authority through concerned Supervisor/Controlling Officer. Every employee, except temporary and probationary, can avail 3 days of casual leave consecutively with prior permission. Casual leave will not be combined with any other leave.

4.3 Special Casual Leave:

- Special Casual leave may be granted to an employee for a period not exceeding thirty days in any one calendar year for the following purposes. The period of absence in excess of thirty days should be treated as regular leave of any kind admissible to the persons concerned. For this purpose, the special casual leave is permitted to be combined with the other kinds of leave.

- For participation in sports & Educational Programmes (e.g. Seminar/Conferences/Workshops) events of University/State/National or International importance. Only one event of its kind in a year is permitted.
- When the employee is selected for such participation in respect of international sports events of any one of the recognized sports associations as a Member of a team which is accepted as representative on behalf of the Institute/University/ State/ Country.
- Special casual leaves not exceeding seven days may be allowed to spouses of married employees who undergo vasectomy or tubectomy operation as the case may be against the medical certificate issued by the Medical officer performing the operation.
- Special casual leaves not exceeding 14 days may be sanctioned by the GC to the Woman employee who undergo non – puerperal sterilization (and not puerperal sterilization) on the strength of the medical certificate granted by the medical officer performing the operation.
- Special casual leaves also are sanctioned to female employees having three or more living children who are not entitled to the grant of maternity leave but undergo tubectomy operation even during puerperium under the family planning scheme.
- In the event of failure of tubectomy operation for the second time she shall be granted special casual leave not exceeding 14 days on production of a medical certificate from the medical officer performing the operation to the effect that the first operation was failure and the second operation was actually performed.
- Special casual leaves not exceeding thirty days in each calendar year may be granted to the employees who are chosen by any university for attending the examination work. They will not be eligible for TA & DA from the institution.
- Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not

4.4 Medical Leave

All staff members are eligible for medical leave @ 10 days for every completed year of service. Medical leave can be availed only on medical ground. The application for medical leave is to be submitted within seven days from the start of availing the leave. The Management has the right to refer the application to a doctor/hospital of their choice in case of doubt on the genuineness of the application. Medical leave application shall always be accompanied by a medical certificate. Medical leave is ordinarily granted only for a minimum period of 7 days/ five working days. Sundays and holidays can be prefixed or suffixed to medical leave, however Intervening holidays are counted as medical leave. Medical leave is sanctioned with half salary benefits.

Taking of Medical leave on false grounds with or without medical certificate becomes an act of misconduct and shall call for appropriate disciplinary action. supported by a certificate from the Registered attending Gynecologist starting the date of confinement/the birth certificate of the baby.

4.5 Compensatory Leave

- All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
- Prior approval is to be obtained in writing from the Principal/Administrator or his/her nominee for work on holidays and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within a month of the work on holidays or overtime and cannot be accumulated.
- One day compensatory leave cannot be split into half days.
- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff and as such notified by the supervising officers to complete work in prescribed time.

4.6 Marriage Leave

- Confirmed and unmarried Staff members both Teaching & Non-Teaching who are getting married are eligible for Marriage Leave of Ten (10) days only. They should submit the Leave application enclosing the Marriage Invitation Card for sanction.
- The faculty should make alternative arrangement for entrusting his /her teaching subject to any other faculty and he / she has to make up that subject before the last working day. The Sanctioning authority will be principal.
- This facility is provided once only in an employee's service in AITM.

4.7 Study Leave (SL)

Study leave shall ordinarily be granted only to the faculty who have completed at least 3 years of service. Request for SL will be considered on the merit of the individual case. Prior sanction is required to avail this leave.

4.8 Leave for Temporary and Part-time Employees

Part-time employees shall be eligible for leave as per the terms of their employment, which is normally decided on a case-by-case basis, at the time of appointment.

4.9 Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances. It must be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay. Leave without pay is applicable to all employees and it is only a privilege and not a right. If the LLP exceeds 15 days in an Appraised year, the increment will be postponed.

4.10 Vacation

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for four week vacation per year. Four weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. The faculty who has service less than one year but more than 6 months will be given vacation proportionate to their service (one weeks of vacation). Technical and support staff are eligible for vacation similar to that of teaching faculty except that they are entitled only for two weeks instead of four weeks entitled to the faculty. The institute has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period.

4.11 Sabbatical Leave

A sabbatical leave is a period of extended break that an employee takes from their regular job for personal or professional reasons. The leave can be used for a variety of purposes, including pursuing further education, travelling, volunteering, or just taking a break from work. The duration of a sabbatical leave can vary from a few weeks to several months or even a year.

The duration of a sabbatical leave is usually decided by the employer, and it can vary depending on the institute policies and the employee's role. Typically, a sabbatical leave can range from three months to a maximum of six month.

4.12 Absence from Duty due to Bandh or Natural Disasters etc.

As such AITM does not subscribe to bandh / hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh or hartal. If the Staff is prevented from attending duty due to obstruction or non-availability of transport facility the same must be explained in writing to the Principal. The Management has the option of declaring holiday on such days and compensating the same with work on a holiday. If the employee remains absent

for the period of six month for his duties, the institute will have the authority to relieve from the duty.

4.13 Declared Holidays

The office of AITM including its all offices will remain closed on Government declared holidays. Such days should be identified and informed at least weeks in advance. The day of election to Parliament, State Legislative Assembly, and Local Bodies will be holidays for concerned staff.

Chapter – 5

Duties & Responsibilities of Various Cadres

5.1. Chairman/Director:

- Responsible for smooth and efficient functioning of the institute keeping in view of the Vision and Mission of the Institution.
- To preside over and conduct proceedings of GC.
- To initiate and support to implement all the GC resolutions.
- To review periodically all the financial, academic and other matters pertaining to the institute.
- To review service records of Principal of the institute and to write confidential reports of the Principal.
- To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal in consultation with the Rector subject to ratification of the Governing Council.
- To sanction all types of advances.
- To give approval to the Principal for certain specific actions of urgent nature subject to ratification by Governing Council.
- To examine and approve proposals of Principal on academic and administrative matters of the institute subject to ratification by Governing Council.
- To examine and approve the non-recurring expenditure exceeding rupees one Lakh submitted by Principal/Administrator.
- To support any policy/function delegated by Governing Council.
- To initiate action on any matters of interest to the institute subject to ratification by Governing Council.

5.2. Duties and Responsibilities of Principal

- The principal is the Chief Executive of the Institute and is responsible to the Governing Council for all academic, administrative and financial matters of the institute.
- Teaching as per AICTE norms.
- He is to function as the Member Secretary of the Governing Council (GC).
- To be a link between Governing Council, Chairman, Executive Director and Rector on one hand & the institute administration, staff and students on the other hand.
- To provide the interface to project the activities of the institute as decided by the Governing Council to all external agencies.
- As the principal is the Member Secretary of the Governing Council, he 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 Executive Director, and

Chairman.

- To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the institute through the Rector and the Executive Director to the Chairman.
- To obtain approval of the chairman on behalf of the Governing Council subject to the ratification of Governing Council for any urgent action to be taken by any authority authorized by chairman wherever necessary in consultation with the Executive Director and Rector regarding the administration of the institute.
- To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through vice – principal (Admin) and 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 of the entire faculty and maintain them in his custody. However, the CR's of non – teaching faculty (Except class IV) will be written by concerned HOD and submitted to the principal for compliance and 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 Governing Council /Trust in Consultation with the Director.
- 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 in consultation with Executive Director and Rector. To his 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 to keep the Executive Director, Rector and chairman informed of all such approved tours.
- To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman, Executive Director and Rector the position in matter.
- To sanction delegate's fee and permission for staff to present papers at National

Conferences in consultation with Rector.

- To obtain the approval of the chairman for the participation at International conferences with information to the Executive Director and Rector.
- As regards participation in other activates outside the normal schedule of the institute, prior intimation is to be given to the Executive Director and Rector.
- To ensure admission of students 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 activates by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Rector to Chairman of the Board for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice – Principals, Section Heads, Executive Director.
- To make payments towards the various activates of the institute as per the approved budget after scrutiny by superintendent (Finance)/Finance officer.
- 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.
- 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 to all matters pertaining to the GC. To arrange for the preparation of agenda and the meeting of the GC in consultation with the Rector. To prepare the draft minutes of GC meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC the actions taken by him of the Institute in consultation with the Executive Director and Rector.
- Perform any other function that may be assigned by Rector /Executive Director/Chairman or the GC from time to time.

5.3. Duties and Responsibilities of in charge Principal (Academic)

- During leave or vacancy of Principal, the Vice- Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
- To be link between the Rector, Principal on one hand and HODs, Staff & Students on the other hand in respect of academic activities.
- To scrutinize all the proposals on academic matters carefully and then submit to the Principal.
- To conduct seminars, Workshops and Conferences with the assistance of the concerned department.
- To prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
- To monitor the activities for conduction of classes and examinations.
- In charge of Co – Curricular and Extra – Curricular activities.
- To maintain campus discipline.
- To interact with Parents.
- To monitor Teaching activities as per schedule.
- To Prepare Calendar of Events/Time Table.
- Curricular development, Accreditation, Affiliation and LIC Inspections.
- To monitor internal Evaluation/University Examinations.
- To make arrangements to conduct Faculty Development Programmes/Seminars/Conferences.
- Departmental Plan of work and performance report from faculty.
- To ensure Training/Research and Consultancy activities.
- To ensure faculty evaluation by students, corrective action and counseling.
- Any other work entrusted by the Principal, Rector, Executive Director, Chairman and GC.

5.4. Duties and Responsibilities of the Head of Department (HOD)

- Teaching as per AICTE/VTU norms.
- Students Assessment, Evaluation and Conduction of Examinations.
- To Ensure prompt compliance of university requirements as regards Departmental assignments and Evaluation System.
- To Encourage and Plan Schemes of Collaborations, Consultancy with Industry and other Professional Organizations and Designated Authorities.
- To ensure proper Maintenance and upkeep of the Department.
- To Plan and Prepare Proposals for the Development of the Department.

- Monitoring and Conduction of Regular Classes as per the time table and to ensure the Conduction of Classes as per Lesson Plan.
- Conduction of Monthly Departmental Meeting in order to review the performance of the academic and other Co – Curricular activities of the department.
- To Prepare and Liaison with Principal about the procurement of Equipments purchase of Consumables and other Requirements of the Department. He shall be Member Secretary of the Equipment Purchase Committee for his Department.
- To monitor duties of Faculty and non – teaching staff of the department.
- To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities and modernization of laboratories are achieved.
- To monitor student's academic progress and arrange for Teachers -Parents meeting.
- To ensure prompt inter Departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of University and other Agencies.
- To ensure the appraisal of the Faculty by the students and to send the consolidated report to the Vice- Principal (Academic), Principal and Rector.
- To write the confidential reports of all Non – Teaching Staff and Submit to the Principal every year.
- Any other work entrusted by the vice-Principals/Principal/ Rector.

5.5. Duties and Responsibilities of Professor/Associate Professor

5.5.1. Professor:

In addition to the above (5.5.2), Professor will have the following additional responsibilities.

- Providing Leadership in Both PG&UG Courses in his/her Field of Specialization.
- Policy Planning and Monitoring.

5.5.2 Associate Professor:

- Teaching as per AICTE/VTU norms.
- Instruction and conduction of experiments in laboratory.
- Students Assessment, Evaluation and Conduction of Examinations.
- Research Activities and Research Guidance.
- Leader for Consultancy Projects and Extension Services.
- Curriculum Development and Developing Resource Materials.
- Innovation in Teaching, Laboratory work and Instruction Materials.
- Continuing Education Activities.
- Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level.

- To ensure training of faculty members in his/her subject of Specialization.
- Student counseling and Interaction.
- Co - curricular and extra -curricular activities.
- Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- Conducting bridge courses for Slow Learners.
- In addition to the above, the teacher shall co – operate faithfully with HOD, Head of the institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

5.6. Assistant Professor:

- Teaching as per AICTE/VTU norms.
- Instructions and conduction of experiments.
- Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- Involving in Consultancy and R & D activities
- Developing Resource Materials and Lab Manuals.
- Involving in Co – Curricular and Extra – Curricular Activities.
- Proctoring, Mentoring and Guidance to the students.
- Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- Assisting in Departmental Administration and other Developmental Works.
- In addition to the above, Assistant Professor shall co – operate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

5.7. Workshop Staff/Laboratory Staff

The workshop/laboratory staff is categorized as.

- ✓ Workshop Superintendent.
- ✓ Foreman/Instructor
- ✓ Assistant Instructor
- ✓ Mechanic

✓ Workshop Attendant/Helper

The various workshops should be under the overall change of the workshop superintendent. The workshop superintendent shall be of the rank of an Assistant Professor. The Foreman shall be of the level of Assistant Professor.

5.7.1. Workshop Superintendent:

The Workshop Superintendent shall be of the rank of an Assistant Professor from the department of Mechanical Engineering. He is the Head of all the workshops of the institute and is responsible to the Head of the Department in all matters concerned to men, materials, machines and maintenance in workshops and services to various departments.

The job description is as follows:

- ✓ Planning, scheduling, organizing, coordinating and monitoring workshop/ Laboratory classes.
- ✓ Plan, deliver and evaluate theoretical & workshop instructions.
- ✓ Design, develop and test instructional materials and tasks for skill training.
- ✓ Plan and organize staff development programmes for workshop staff.
- ✓ Procurement and commissioning of plant and equipment in the workshops.
- ✓ Procurement and storage of raw materials, tools and instruments.
- ✓ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ✓ Advise and assist students and faculty in fabrication of their projects.
- ✓ Manage the maintenance of equipment's and tools in the shops including preventive and breakdown maintenance, lay down safety procedures.
- ✓ Participate in professional development activities.

5.7.2. Foreman/Instructor

The Foreman/Instructor is responsible to the Workshop Superintendent in all matters connected with the workshop instruction, proper utilization of men, materials and machines and maintenance of assigned shops assigned to him.

The job description is as follows:

- ✓ Erection/Installation/Commissioning of plant and equipment.
- ✓ Procurement/Storage/Accounting of raw materials, tools and instruments.
- ✓ Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks.
- ✓ Arranging for the issue of raw materials, tools and equipment's for the workshop jobs.
- ✓ Plan, deliver and evaluate theoretical and workshop instruction.

- ✓ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ✓ Arrange for preventive and breakdown maintenance.
- ✓ Assist students and faculty member in the fabrication of their projects.
- ✓ Participate in professional development activities.
- ✓ Assist the workshop superintendent in certain functions as and when necessary.

5.7.3. Assistant Instructor

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him.

The job description is as follows:

- ✓ Procurement/Storage/Accounting of raw materials, tools and instruments.
- ✓ Issue of materials/tools/equipment for shop jobs.
- ✓ Plan, deliver and evaluate shop instruction.
- ✓ Guide the students in the performance of practical tasks and skill exercises.
- ✓ Inculcate safety procedures and safety practices among students
- ✓ Supervise the maintenance of tools and equipment including preventive and breakdown maintenance.
- ✓ Assist students and faculty members in the fabrication of their projects.

5.7.4. Mechanic:

The Mechanic is responsible to the Assistant Instructor and the Foreman/Instructor of the workshop in all the matters concerned with instruction, utilization and maintenance of tools, equipments and materials in the workshop allocated to him.

The job description is as follows:

- ✓ Assist the Assistant Instructor in his work.
- ✓ ii. Guide the students in their practical classes to complete the experiments.
- ✓ iii. Assist students and faculty members in the fabrication of their projects.

5.7.5. Workshop Attendant/Helper

The Workshop Attendant/Helper shall be responsible to Assistant Instructor/Foreman/Workshop Superintendent.

The job description is as follows:

- ✓ Assist the Foreman/Instructor and Asst. Instructor in the performance of their duties.
- ✓ Routine maintenance of tools and equipment's.

5.8. Laboratory Staff

For all the departments except Computer Science & Information Science departments, the laboratory staffs are categorized as follows.

- ✓ Foreman
- ✓ Instructor
- ✓ Assistant Instructor
- ✓ Mechanic
- ✓ Helper

5.8.1. Foreman

The Foreman is responsible to the HOD in all matters connected with the Laboratory instruction, proper utilization of men, materials and machines and maintenance of Laboratories under his control.

The job description is as follows:

- ✓ Erection/Installation/Commissioning of plant and equipment.
- ✓ Procurement/Storage/Accounting of raw materials, tools and instruments.
- ✓ Planning, Scheduling, Organizing, coordinating and monitoring Laboratory instructions and tasks.
- ✓ Arranging for the issue of raw materials, tools and equipment for conducting Lab experiments.
- ✓ Plan, deliver and evaluate theoretical and Laboratory instruction.
- ✓ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ✓ Arrange for preventive and breakdown maintenance.
- ✓ Assist students and faculty members in the fabrication of their projects.
- ✓ Participate in professional development activities.
- ✓ Assist the faculty in charge of laboratory in certain functions as and when necessary.

5.8.2. Instructor:

The Instructor is responsible to the faculty member in charge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory under his control.

Assist the students and faculty members in conducting experiments/practical work/research work.

5.8.3. Assistant Instructor:

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of instruments, equipment and materials in the laboratory

allocated to him. Assist the students and faculty members in conducting experiments/practical work/research work.

5.8.4. Mechanic:

The Mechanic is responsible to the Assistant Instructor/Instructor of the laboratory in all the matters concerned with instruction, utilization and maintenance of instruments, equipment's and materials in the laboratory allocated to him.

The job description is as follows:

- Assistant the Assistant Instructor in his work.
- Guide the students in their practical classes to complete the experiments.
- Assist students and faculty members in the fabrication of their projects.
- Assist the Asst. Instructor/Instructor in minor repairs of the instruments/equipment.

5.8.5. Helper:

The helper shall be responsible to the Mechanic/Assistant Instructor and the faculty members of the laboratory.

The job description is as follows:

- Cleaning of apparatus, tools/instruments, equipment and accessories.
- Assist the mechanic/Assistant Instructor / Instructor in their work.

5.9. Computer Center Technical Staff

5.9.1. System Manager

The system manager shall be a full-time post with the cadre equivalent to Associate Professor. He shall have a teaching load of 4 Hours/Week. The Qualifications for the post of system manager shall be the same as that of an Associate Professor with an additional requirement of having undergone a training course/diploma in the management of computer or having a work experience of at least two years in the management of a computer center. The system manager shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

5.9.2. System Analyst

The system Analyst shall be full time post with the cadre of an Assistant Professor with an additional requirement of having undergone a training course/diploma in management of computer. He shall have a teaching load of 4 Hours/Week. The system Analyst is responsible to the HOD of Computer Science and System Manager and all the activities associated for effective and optimum utilization of computer hardware and software, their upkeep and maintenance.

5.9.3. Computer Programmer

Computer Programmer will report to System Analyst/HOD Computer Science. Computer Programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He has to debug and execute the developed program. He is also responsible for upkeep of the computer lab.

The job description is as follows:

To Assist the System Manager/System Analyst, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

5.9.4. Computer operator

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

The job description is as follows:

To assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

5.10. Library Staff

The Library staff is categorized as follows.

- Chief Librarian
- Assistant Librarian
- Library Assistant
- Library Attendants.

5.10.1. Chief Librarian/Librarian

The Chief Librarian/Librarian is responsible for planning and development. The Chief Librarian/Librarian of the institute provide the necessary library facilities to the students and staff of the institute. He is responsible to the Principal in all matters connected with the library activity.

The job description is as follows:

- General Administration.
- Budgeting.
- Books/Periodicals/Video tapes selection and acquisition.
- Planning and development of the library.
- Supervising of cataloguing and indexing.
- Arranging for book binding.
- Supervising the usage of e – journals and e – library facility.

5.10.2. Assistant Librarian

The Assistant Librarian is responsible to the Chief Librarian/Librarian in all matters connected with the library.

The job description is as follows:

- Assisting the librarian in his work.
- Cataloguing and classification of books and periodicals.

5.10.3. Library Assistants:

The Library Assistant is responsible to the Assistant Librarian and the Chief Librarian/Librarian.

The job description is as follows:

- Issue and receiving of books
- Restoring the books and periodicals
- Maintenance of reference library, reading room and e-library facility.

5.10.4. Library Attendants:

The Library Attendants are responsible to the Chief Librarian/Librarian

The job description is as follows:

- Checking at the entrance.
- Control at the property counter
- Labeling/pasting.
- Maintaining and upkeep of library
- Binding of books.

5.11. Placement & Training Department:

The department of placement and training consist of

- Placement & Training officer.
- Data Entry Operator.
- Helper.

5.11.1. Placement & Training officer:

The Placement and Training officer should of the cadre of a Professor and this post must treated as a non – vacation post. The officer shall have a teaching work load of 4 contact hours/week. The placement and training officer should maintain a good liaison with industry in and around the place of the campus. He should conduct annual survey of job requirements in the industries, research and service organization. He should arrange for training for students, campus interviews, in – plant training and also arrange to get industries’ sponsored projects for both staff and final year students. He should create data bank of personnel who are experts in their respective fields from industries/research /Service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries/research/service organizations.

He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries/Research/Service organizations.

5.11.2. Data Entry Operator:

The data entry operator is responsible for entry of relevant data of students, data pertaining to the soft skill trainers, experts in industries/research/human resource personnel of various industries.

5.11.3. Helper:

He will be assisting the placement and training officer in all placement and training activities.

5.12. Physical Education Department:

The physical education department consists of

- Director
- Helper/Ground maintenance staff

5.12.1. Director:

The job description is as follows:

- He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
- He will be responsible for conduct of tournaments and athletic meets at the institute; impart coaching and /or training to the students to participate in inter – collegiate and /or inter - university competitions, and also National and International competitions.
- The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.
- The Director of Physical Education shall be responsible for selection of a team of talented students to represent the institute for various sports events and motivate them to win trophy, shield, medals and other prizes.
- He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Principal or any other higher authorities.
- He is the Member – Convener of the sports committee and make arrangement for Periodical meeting of the sports committee and prepare the minutes of the meetings.
- He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.
- The Director of Physical Education shall arrange for conducting annual periodical stock verification of sports materials and other equipment's and submits annual stock verification reports to the principal with his specific findings, if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.

5.12.2. Helper:

- Helpers are responsible to the Director.
- They should upkeep the indoor and outdoor field.
- They should help in conduction of all games, sports activities including tournaments.

5.13. Building Section/Maintenance Department:

The Building department is headed by a Resident Engineer. He is responsible for construction and maintenance works. The following are the cadres in Building department.

- Resident Engineer.
- Site/Maintenance Engineer.
- Junior Engineers/Maintenance Supervisor.
- Maintenance Attendants/Assistants.

There shall be a minimum of one Resident Engineer, one Site/Maintenance Engineer, two junior engineers and maintenance Attendants (housekeeping, maintenance of lawns and gardens & security), corresponding to the magnitude of works / maintenance.

5.13.1. Resident Engineer

The Resident Engineer is responsible to the Principal in all matters concerned with the upkeep and maintenance of buildings, water supply, and sanitation, electricity, upkeep of class rooms & laboratories, utility places, maintenance of gardens, repairs, minor alteration, security arrangements etc. He is also responsible for construction works in the institute.

5.13.2. Site/Maintenance Engineer

The Site/Maintenance Engineer is responsible for the Resident Engineer in all the aspects concerned with the maintenance work of the Institution. They are also responsible for the construction activities to the Resident Engineer.

5.13.3. Maintenance Supervisor

The Junior Maintenance Supervisor is responsible for the Resident Engineer and Site/Maintenance Supervisor in all aspects concerned with upkeep of the campus/construction work of the Institution.

5.13.4. Maintenance Attendants/Assistants

The Maintenance Assistants consists of electrician, mason, plumber & carpenter etc. The Maintenance Attendants consist of persons for housekeeping, sanitary workers, Security personnel and garden workers. They are responsible to the Junior Engineer, Maintenance Supervisor in the work assigned to them.

5.14. Administrative Section:**5.14.1. Administrative Officer**

- Administrative Officer (AO) is Head of the Administrative wing of the institute. AO is

responsible to the Principal in overall administration and specifically responsible for financial, stores, transport section and GC.

- To be the custodian of service records of all staff (teaching and non – teaching) expect Principal in consultation with Vice Principal (Admin).
- To assist the Principal in all matters pertaining to the GC, State Government, Central Government and other agencies connected with the institute.
- To assist the Vice – Principals and Principal in all the meetings to be held in the institute where his presence is indicated.
- To assist the Vice – Principals and Principal in all matters pertaining to the students.
- To assist the Vice – Principals and Principal in all matters of staff recruitment.
- To supervise the working of all the sections of the administrative wings.
- To arrange for audit of accounts and furnish replies to audit reports.
- To assist Principal in all legal matters connected with the institution.
- To attend any other work that will be assigned by the higher authorities.

5.14.2. Finance Officer (Accounts)

- To keep all financial matters pertaining to the institute in order and up to date.
- To attend financial matters with specific reference CET & DTE.
- To prepare Budget statements and attend to follow up matters pertaining to budget provision.
- To attend matters pertaining to Grants with specific reference to state Govt., Central Government, MC&ET Educational Trust and other Agencies.
- To attend matters pertaining to Audit.
- To attend AC/DC bills of examinations.
- To prepare Annual Report of accounts.
- To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.
- To verify and admit bills, vouchers etc.
- To attend financial matters pertaining to the Buildings Section.
- To attend any other work entrusted by AO/Vice-Principals/Principal.
- To attend regular check on, receipt & expenditure.
- To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, Equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund

registers, bank accounts, cash book, etc. They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.

5.14.3. Examination

- To attend all matters pertaining to the conduct of University examinations both theory and practical.
- To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to university, sectional marks dispatch to university etc.
- To prepare AC and DC Bills in respect of both theory and practical exams.
- To attend all matters pertaining to the results of university Examinations.
- To attend matters pertaining to all Examinations.
- To attend to results analysis to be sent to MC&ET.
- To attend to the entry of enrolled students and the same to be sent to the University.
- To attend to supervision work of case workers.
- To review the weekly pending cases and bring them to the notice of the next superior.
- To give opinion for all the files duly quoting the rules.
- To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application form for revaluation, rejection of results, repeaters and process them accordingly. Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates, marks cards and preparation of statistical data required by the university.

5.14.4. Stores

- To take all steps necessary for receiving / procuring and storing of all types of equipment's and consumables as required by the respective departments of the institute including administration.
- To take all steps necessary for annual stock verification of all stocks in store.
- To take all steps necessary for the repair / servicing and / or disposal of all the unserviceable and / or redundant plant, equipment's and other articles or fixtures including office equipment's, which are returned to the stores from the departments.

- To take steps for the writing off items as and when such occasion arises and prepare breakage reports list of unserviceable articles and disposal of the same.
- To take steps for renewal of all licenses of items in stores as applicable.
- To maintain all registers of the section in satisfactory / prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
- To maintain day book and other stock regarding goods received.
- To attend processing of several schemes pursued by the institute like central assistance scheme etc.
- To attend all AC and DC bills. To process all the bills of the items purchased and taken on stock in stores.
- To take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.
- To take all steps regarding stationery requirements of the institute like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.
- To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC, Central assistant scheme. Maintain furniture/stationery issue register, stock ledger and unserviceable items register.

5.14.5. Admission & Academic

- All matters pertaining to admission of students to the institute at all levels in line with the norms of the University, State and Central Government.
- All works connected with VTU, DTE, and AICTE & State Government in relation to the admission of students.
- Students matters in relation to Scholarships, Educational and Project tours, Practical training, Certificates etc.
- Class master timetable.
- Keeping track of Academic calendars.
- Preparing reports and supply of information in relation to all statutory bodies.
- Looking after matters pertaining to Summer/Winter Schools, Conferences, and Seminars etc.
- To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for admitting and collecting the fees at the beginning of the academic year. Preparation of the eligible candidate list and forwarding it to the concerned departments. Arrange for the conduction of workshops, seminars, conferences in the institute. Arranging for the project/industrial/educational tours of the students and faculty. Preparing the academic calendar as outlined by the university. Attending to various inspection committees like LIC, AICTE and furnishing the all details required by them.

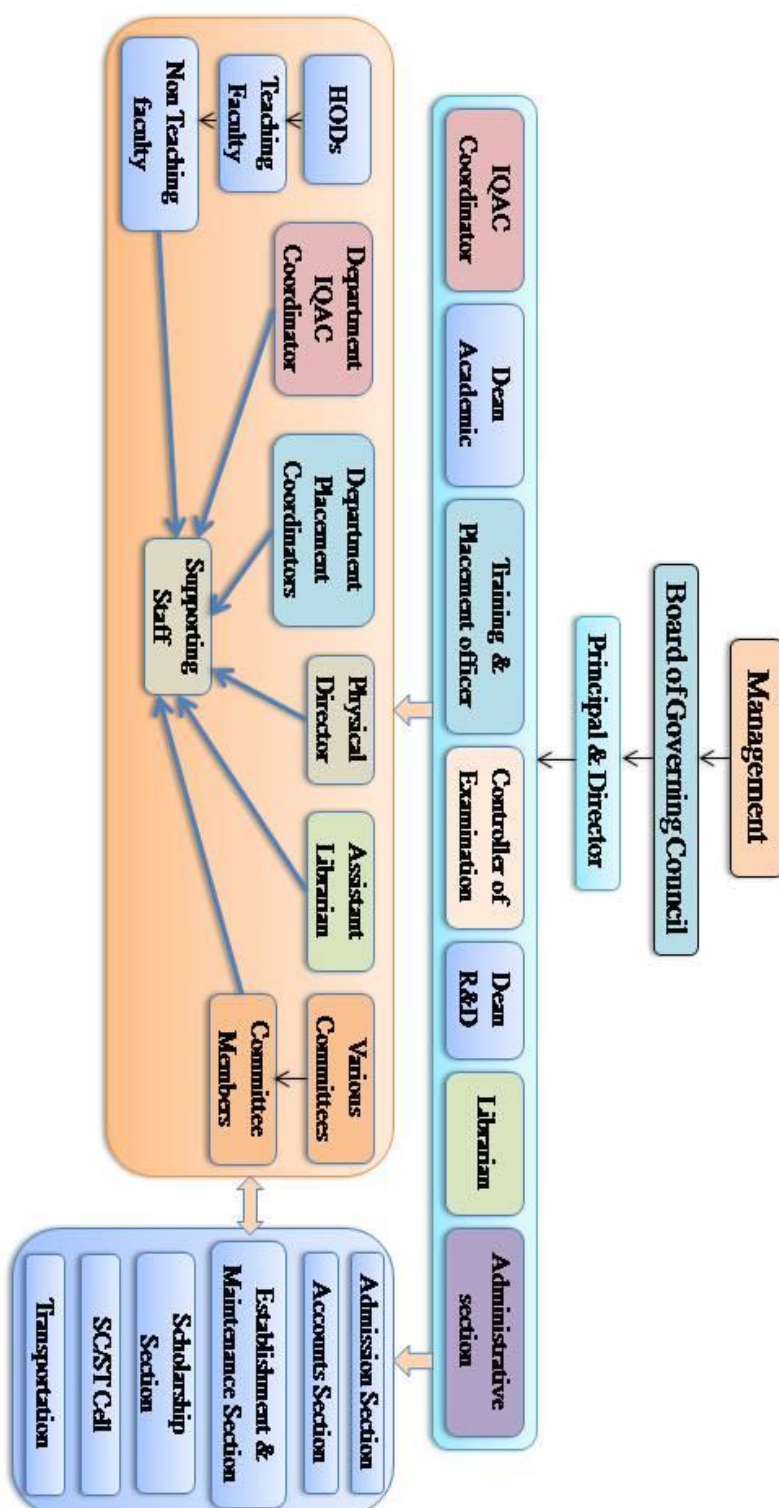
5.14.6. Establishment

- To ensure that all papers pertaining to the staff of the institute (Teaching and Non – Teaching) are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.
- To ensure that all papers pertaining to GC meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the GC meetings.
- To take steps for the issue of necessary office orders and subsequent follow up matters.
- To attend to schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters pertaining to study leave, deputation of staff for higher studies, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in – charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.
- To review the weekly pending cases and brings them to the notice of the next superior.
- Should give his opinion for all the files duly quoting the rules.
- To attend any other work that will be assigned by the higher authorities.
- Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for various service-related matters of the employees. They prepare the salary bills of the employees including various deductions.

5.14.7. Bus In-Charge:

- Maintenance of all Buses. (i.e. Fitness, Insurance, Road Tax, Pollution)
- Daily Checking of all Vehicles Meter Readings enter in LogBook
- Maintenance all Bus Repair works
- Daily Checking of Bus Passes

AITM ORGANIZATION STRUCTURE



References

- [1] Duties and Responsibilities of ACSCE Employees.
- [2] Karnataka Civil Service (General Recruitment) Rules, 1977.
- [3] Karnataka Civil Service (Probation) Rules, 1977.
- [4] Karnataka Civil Service (CCA) Rules, 1957.
- [5] Karnataka Civil Service (Conduct) Rules, 1966.
- [6] Karnataka Government Servants (Seniority) Rules, 1957.
- [7] All India Council for Technical Education Act, 1987 and Regulation made there under.
- [8] Cadre & Recruitment Rules for Government Engineering Institute, Polytechnics and the Department of Technical Education.
- [9] All India Council for Technical Education & State Government Pay Scale Books.
- [10] Visvesvaraya Technological University service rules for the employees.



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