







# **CALENDAR 2018-19**

**ST JOSEPH ENGINEERING COLLEGE**  
**Vamanjoor, Mangaluru 575 028**



The College Crest depicts St. Joseph, foster father of Jesus. By his willingness to look after Jesus, he set an example of self-negating service and obedience. As a professional carpenter, he set an example of hard work. He trained Jesus to build a sound physique in order to prepare him for the rigours of his public ministry leading to his death on the cross.

The College desires that students of St Joseph Engineering College imbibe the quality of his refined service and excel in academic life.

The college is affiliated to Visvesvaraya Technology University (VTU), Belgaum and has the approval of All India Council for Technical Education (AICTE), New Delhi. Four of our B.E programmes namely Electronics & Communication Engineering, Computer Science & Engineering, Mechanical Engineering & Electrical & Electronics Engineering are re-accredited by National Board of Accreditation, New Delhi.

## IDENTITY CARD

Bonafide students of the College are issued identity cards. Every student must carry the identity card on his/her person and produce it whenever an Officer of the College demands.

## IMPORTANT INFORMATION

Website	: <a href="http://www.sjec.ac.in">www.sjec.ac.in</a>
E-mail	: <a href="mailto:sjec@sjec.ac.in">sjec@sjec.ac.in</a>
Fax	: 91-824-2263751
EP BAX	: 2263753, 54, 55, 56 / 2263951, 52, 2868100
Director	: 2263065(Off/Res)
Assistant Director	: 2263960(Off & Res)
Principal	: 2263732(Off), 96633 80761
Chief - R&D	: 2263757 (Off)
Boys Hostel	: 2868130
Girls Hostel	: 2868160
OBC Bank	: 0824 - 2263500
Central Computer Centre	: Extension 132
Library	: Extension 105
Maintenance	: Extension 111
Dispensary	: Extension 226
Counselor	: Extension 143
Placement	: Extension 124
PRO	: Extension 163
Transport	: 92438 04479

## PLEASE NOTE

*The material presented in this calendar is for preliminary information and its correctness should be verified in the appropriate sections. The material presented here cannot be evidence in a court of law. The Government, the University and the College Authorities may lawfully change certain provisions whenever necessary. Please make appropriate enquiries.*

## PERSONAL DETAILS

Student's Name .....

Class ..... Batch ..... USN No. ....

Father's Name .....

Telephone No.   

Mobile phone No.

Mother's Name .....

Telephone No.   

Mobile phone No.

Hostel Block ..... Room No. ....

Permanent Address .....

.....

..... Pincode

Local Guardian, if any,.....

Address .....

.....

Name of Class Advisor/mentor .....

Blood Group ..... Mobile No.   

Health Card details: No. .... Valid upto .....

Issued by .....

Contact Tel Number (for emergency)



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## **MOTTO**

Service and Excellence

## **VISION**

To be a global premier Institution of professional education and research

## **MISSION**

- Provide opportunities to deserving students of all communities, the Christian students in particular, for quality professional education
- Design and deliver curricula to meet the national and global changing needs through student-centric learning methodologies
- Attract, nurture and retain the best faculty and technical manpower
- Consolidate the state-of-art infrastructure and equipment for teaching and research activities
- Promote all round personality development of the students through interaction with alumni, academia and industry
- Strengthen the Educational Social Responsibilities (ESR) of the institution



# ST JOSEPH ENGINEERING COLLEGE

Mangaluru- 575028

## Accreditation Status of BE Programmes

The National Board of Accreditation, New Delhi, has re-accredited the following BE programmes of the College:

Sl No.	Name of the Programmes (UG)	Basis of Evaluation	Accreditation Status	Period of Validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Computer Science & Engineering	Tier-II Document	Provisionally Accredited	Academic years 2016-17 to 2018-19 i.e. upto 30-06-2019	Accreditation Status granted is valid for the period indicated in Col.5 or till the programme has the approval of the competent authority, whichever is earlier.
2.	Electrical & Electronics Engineering	Tier-II Document	Provisionally Accredited		
3.	Electronics & Communication Engineering	Tier-II Document	Provisionally Accredited		
4.	Mechanical Engineering	Tier-II Document	Provisionally Accredited		

## **NOTE TO PARENTS CONCERNING FIRST SEMESTER**

We are happy that you have admitted your child to our care. To ensure best results, we request you to cooperate with the College. Kindly emphasize the importance of regular study habits at home or in the hostel. We would like your child to be:

1. Regular to classes and lab work.
2. Be on time. Teachers may not admit late comers.
3. Be well organized in his/ her study habits and submit records on time.
4. Prepare well for each internal test.
5. Meet teachers regularly outside class and clarify doubts.
6. When absent, report to the concerned teacher when they come for the next class.
7. Dress decently and use uniform for the first two years.
8. Meet the class advisors regularly.

Parents are always welcome to visit the College on any days and be in touch with the activities. They must come personally to receive the marks card of the first internal assessment test. This is the first indication of the effort put in by the student. Your encouragement will go a long way in improving results.

Your son/daughter is assigned to a class-advisor/ mentor, a senior teacher, who will offer help and assistance. You may approach the class advisor/mentor for any related matter.

Please note that VTU insists an 85% attendance. Discourage your child from being absent. When illness is more than 3 days, kindly send a medical certificate. However, loss of attendance cannot be made up by producing a medical certificate. Students who fall ill inside the campus will be referred to Fr Muller Medical College Hospital for treatment and/ or hospitalization if necessary.

Please visit the College website regularly, you may find the photograph of your child in some activity. You are warmly invited to attend the College Day for which a formal invitation will be sent to you by post. Please do come. Kindly note that the Visvesvaraya Technological University has banned the use of mobiles in the college campus. Many parents tell us that they live far away from Mangalore and desire to speak to their ward in order to be assured of their well-being. Please note that students habitually using mobiles tend to carry them into the examination hall which may result in their exam being cancelled. We assure you that emergency calls made to the College Office, the Director, Principal and the Wardens will always be noted and urgent information will be communicated to the students.

## **Dear Students,**

Welcome to St. Joseph Engineering College known for quality education in Engineering and Technology since its inception in the year 2002. Though this College is a Christian Minority Institution, students of all faiths are admitted here to get trained professionally and develop your personality and talents. The motto of the College is Service & Excellence. Our dedicated teachers will help you to excel in your studies, we expect that you;

- Place emphasis on regular and diligent studies.
- Train to be creative in your response to diverse situations.
- Become committed to the profession of engineering
- Reach out to the less privileged in the society with service-mindedness
- Direct your life with genuine values.

Creative thinking, analytical skills and effective communication are the tools to serve and excel. Real education is possible only when you develop self-discipline and emotional balance. Look upon the different rules and regulations of the college as tools that help you become self-disciplined. The College chapel is a place of meditation and prayer. Spend a few moments in quiet solitude here, invoking God's blessings on your life. Catholic students are urged to participate in the early morning services every day.

For the all round personality development of students, the college provides forums which plan extra-curricular and co-curricular activities. Through these Associations you will acquire leadership, skills of dealing with others, ways to organize events, to speak from a platform, to communicate effectively, to sell your ideas, to evolve consensus and develop a strong value system.

For every 13 students there is a qualified teacher in the College. You will learn a lot from their experience. Please meet them regularly outside the class hours. They are trained to deal with student's personal and emotional problem. The College also has a counsellor to help students in psychological problems. The campus minister is a person you can rely on for solving many a problem.

You are urged to stay after class hours and spend time on the playfield or in the gymnasium. It is important that you exercise your physique adequately. This is necessary to support the enormous intellectual work you are called upon to sustain. Your education here will be complete only when you take full advantage of all the facilities we offer.

The College has gone to enormous lengths to provide for you a whole lot of facilities. The college Library has more than 41,000 volumes, 10,176 E-books, above 100 technical printed journals and above 5733 online journals. For your convenience, it functions until late in the night. Internet facilities are available through Wi-fi system which enables you to get connected wherever you are in the campus. There is also a class advisor and a mentor to help a student become more effective in the way he/she functions and how well he/she organizes his/ her time-table.

Best of luck for your studies!

## ANTI-RAGGING

The Government of India has made ragging a cognizable offence punishable with imprisonment. Principal is responsible for making the College ragging-free. VTU is keeping a strict vigil to prevent any sort of ragging. Under the direction of the Supreme Court of India, authorities have asked colleges to take necessary measures to prevent ragging. Students are severely warned that

- Ragging of any kind is strictly prohibited by law inside the campus and outside.
- Offenders will be dismissed from the college and the hostel and reported to the police.
- Photographs of offenders will not only be displayed on the notice board, but also published in newspapers.
- Offenders cannot appear for university Examinations.
- Names of offenders will be sent to VTU, which will record this fact in the marks card.

Please do not be misguided. There is no such thing as friendly ragging or mild ragging. All forms of ragging are de-humanizing and go against the core of the value system which our students must develop. The College will not take a lenient view of any offence of ragging.

The College has formed an Anti-Ragging Review Committee and Flying Squad to monitor Anti-Ragging activities. Apart from senior teachers and senior students as members, police authorities are also represented in the committee. Freshers are advised to make a note of their names (it is good to memorize at least a few telephone numbers) given in the following pages. Please do not hesitate to approach them. They will keep your names confidential.

**Any student who becomes a victim of ragging of any kind must report to the Anti Ragging Committee without any fear and the College will take strict action.**

### **DON'T BE AFRAID TO REPORT RAGGING**

**24 hrs Anti-ragging toll free help lines -1800-180-5522 & 155222**

The identity of the student will be protected. The process of giving him assistance will start within 15 minutes. Complaint can be registered through email, at [helpline@antiragging.net](mailto:helpline@antiragging.net)

Anti-Ragging Commitments: The government has made it mandatory for all students and their parents to submit commitments affirming that they will not involve in ragging in anyway whatsoever. Similar commitments are to be submitted in a separate set by the hostelites. The management is resolved to take all steps, as detailed in the Anti-Ragging Regulations, to curb the menace of ragging.

## INTIMATION TO PARENTS OF SENIORS

This is to bring to your notice that there is an absolute ban on ragging in the College. The Supreme Court and the Govt of Karnataka prohibit any act of ragging. Exemplary punishment including filing of an FIR with the police, entry of the participation of the crime in all certification and expulsion, will be handed out to any defaulters. Any student found ragging faces expulsion from the college for a term (6 months), with payment of tuition fees for term, and a fine of Rs. 25,000/- vacating the hostel, cancelling scholarships, debarring from representing Institution in tournaments, youth festivals etc. The onus to prove innocence will be on the one accused. UGC has clarified that regulations cover the entire premises of Educational Institutions, including canteen, playground and all means of transport for students.

We request your support in this and ask you to speak to your child/ward to obey this ban completely.

### **Introduction of Choice Based Credit System (CBCS)**

The CBCS has been mandated by the University Grants Commission and has been implemented in VTU for BE Programmes from the academic year 2015-16 onwards. The CBCS provides choice for students to select from the prescribed courses (Core, Elective and Foundation Courses). It provides for a credit system which is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits in higher education systems may be based on different parameters, such as student workload, learning outcomes, entrepreneurship skills, contact hours, innovation, creativity, talents, etc.

Essentially, this is an approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning. Transformation from the traditional teacher-centered education to a student-centered education is the overall goal. CBCS provides greater flexibility with multiple exits, multiple pathways, and vertical mobility in the journey of the student.

The main objectives of CBCS are as follows:

- To provide broad based education;
- To provide students with greater flexibility in choice of courses;
- To provide students multi-disciplinary curriculum;
- To enable students to choose courses at basic/advanced level/inter-disciplinary;
- To enable students to acquire job oriented skills;
- To enable students to progress at their own pace;
- To enable highly motivated students gain extra credits;
- To bridge the gap between professional and social exposure;
- To provide a holistic education.

# Accreditation of Engineering Programmes

## What is Accreditation?

Accreditation is a process of quality assurance and improvement, whereby a programme in an approved Institution is critically assessed to verify that the Institution or the programme continues to meet and exceed the norms and standards prescribed by AICTE from time to time. Currently the assessment done by NBA is Outcome- based in tune with international standards set by the Washington Accord.

## What are the benefits of Accreditation?

The institution, and the programmes accredited by NBA, will:

- Be identified with excellence in technical education.
- Be assured of conformity to good practices and benchmarks of global requirements.
- Be able to rate the programmes on a national platform to attract better student intake.
- Be able to appraise its strengths and weaknesses through an informed review process.
- Be eligible for receiving funds from government funding agencies.
- Be able to initiate innovative and modern methods of pedagogy.
- Be an effective facilitator of human capital to world class employers and other stakeholders.

## What is the Washington Accord?

The Washington Accord, signed among six countries in 1989, is an International Agreement among bodies responsible for accrediting undergraduate engineering degree programmes. It recognizes the substantial equivalency of programmes accredited by those bodies and facilitates the mobility of engineering graduated and professionals at international level. There are at present 17 Permanent Members of the Accord, including India, represented by the NBA.

**In short, the degrees obtained by students who pass out from institutions accredited under the Washington Accord will be recognized as equivalent to other degrees of member countries such as Australia, Canada, Japan, United Kingdom and United States. Such students will also be able to transfer additional credits earned in the qualifying degree to the higher degree which they might want to pursue in member countries.**

## **What is the Outcome-Based Education?**

Outcome-based education (OBE) is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

Outcome-based methods have been adopted in education systems around the world, at multiple levels. In an international effort to accept OBE, the Washington Accord was created in 1989. The Washington Accord countries accept undergraduate engineering degrees that were obtained using OBE methods.

Outcomes, in the educational context, are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course or program. In other words, learning outcomes identify what the learner will know and be able to do by the end of a course or program.

## **Outcome-Based Education at SJEC**

At SJEC, the OBE system has been implemented since 2011. It has been fine-tuned and institutionalized through focused policy formation and training. The Expert Team of NBA which visited the college in May 2013 has lauded our efforts and encouraged us to go further in this direction. Based on that visit, NBA granted us provisional accreditation for four programs for a period of two years.

Various committees such as Industry Alumni Advisory Board (IAAB), Internal Quality Assurance Cell (IQAC), Department Advisory Board (DAB) and Program Assessment Committee (PAC), have been formed by drawing members from Industry, Alumni, Parents, Management, Faculty, Staff and Students. These committees guide and monitor the implementation of OBE in the college.

For more information regarding accreditation, outcome-based assessment and Washington Accord, please visit the NBA website: [www.nbaind.org](http://www.nbaind.org).

For more information on the process within SJEC, please visit our website: [www.sjec.ac.in](http://www.sjec.ac.in).

## **Key Elements of OBE**

The key elements of the OBE process include Vision, Mission, Program Educational Objectives (PEOs), Program Outcomes (POs), and Program Specific Outcomes (PSOs). These have been defined for all the programs, by all the departments, and are presented here.

## ANTI-RAGGING REVIEW COMMITTEE 2018 – 2019

Sl. No	Name of the Member	Designation	Contact No.
1	Dr Rio D'Souza	Principal and Chairman	9663380761
2	Dr Joseph Gonsalvis	Chief R&D	9448705595
3	Mr John Paul Vas	Assistant Professor – ME & Coordinator	7349748685
4	Mr Ashwin Shetty	Assistant Professor – ME & Coordinator	9844585022
5	Dr Sudheer M	Professor & HOD - ME	9886396953
6	Dr Prakash Pinto	Professor & Dean – MBA	9481505974
7	Ms Sumangala N	Assistant Professor & In Charge HOD - MCA	8971036810
8	Dr Vincent Crasta	Professor & HOD - Physics	9448253901
9	Dr K Jyothi	Professor & HOD - Chemistry	9449554498
10	Dr Ramananda H S	Professor & HOD - Mathematics	9449593558
11	Dr Nalini Rebello	Associate Professor & HOD - Civil	9945371440
12	Dr Sridevi Saralaya	Associate Professor & HOD - CSE	9448823942
13	Ms Dayakshini	Associate Professor & HOD – ECE	9449468677
14	Mr Ajithanjaya Kumar	Assistant Professor & In Charge HOD– EEE	9945251967
15	Dr Raju K	Professor – ME	8123798293
16	Dr Shreeranga Bhat	Associate Professor – ME	9480047532
17	Dr Binu K G	Associate Professor – ME	9739866947
18	Dr Jagadeesha B	Associate Professor –Mathematics	9448858534
19	Dr Anjali Ganesh	Professor – MBA	9449180010
20	Dr B Radheshyam	Professor – Civil	9742386932
21	Mr Shreenath Acharya	Assistant Professor – CSE	9964025120
22	Ms Vijayalakshmi H	Assistant Professor – ECE	9900232595
23	Ms Bharathi Rao	Assistant Professor – EEE	9448727001
24	Mr Orville Sutari	Assistant Professor – ME	9901381960
25	Mr Harsha A J	Assistant Professor – Mathematics	9481582101
26	Mr Rajendran K V	Security Officer & Transport Supervisor	9243804479
27	Mr Francis D'Costa	Warden – Boys Hostel	9481847140
28	Sr. Margaret Misquita	Warden – Girls Hostel	9483637280
29	Mr Sidda Gouda Bajantri	Police Inspector – Mangaluru Rural Police Station	9480805330

## ANTI RAGGING FLYING SQUAD 2018-19

SI No	Name of the Member	Designation	Contact No.
1	Mr John Paul Vas	Assistant professor- ME	9481758675
2	Mr Ashwin Shetty	Assistant professor- ME	9844585022
3	Mr Harsha A J	Assistant professor- MATHS	9481582101
4	Mr Vinish P	Assistant Professor- MBA	8867431143
5	Ms Sadhana Kumble	Assistant Professor-MCA	8105983070
6	Mr Sathyendra Bhat J	Assistant Professor-MCA	9844821865
7	Mr Prathviraj N	Assistant Professor-CSE	9743855956
8	Ms Anusha M M	Assistant Professor-CSE	9742985039
9	Ms Sona Mundodi	Assistant Professor-CSE	9449999458
10	Ms Nisha Jenifer Roche	Assistant Professor-CSE	9731352542
11	Mr Chitharanjan M	Assistant Professor-Civil	9686423748
12	Mr Prashanth Kurdekar	Assistant Professor-Civil	9591107418
13	Ms Bhavya	Assistant Professor-Civil	9902194780
14	Ms Apoorva K V	Assistant Professor-Civil	9686244006
15	Mr Vijay Ganesh P C	Assistant Professor-ECE	9880122649
16	Mr Anoop C V	Assistant Professor-ECE	8197667011
17	Ms Rupal D'souza	Assistant Professor-ECE	9482149050
18	Ms Vineetha Pasanha	Assistant Professor-ECE	9980667040
19	Mr Subramanya K	Assistant Professor-EEE	9986870096
20	Mr Franco Menezes	Assistant Professor-EEE	9945538369
21	Ms Mayuri K	Assistant Professor-EEE	9008874253
22	Mr Chiranth B P	Assistant Professor-Mech	9742477716
23	Mr Santhosh H	Assistant Professor-Mech	9686245873
24	Mr Poornesh M	Assistant Professor-Mech	9980153735
25	Mr Naresh R	Assistant Professor-Mech	9482592679
26	Mr Rahul Kumar	Assistant Professor-Mech	7677554149
27	Mr Nithesh D Nayak	Assistant Professor-Mech	9449650367
28	Mr Rajesh K	Assistant Professor-Physics	9481765670
29	Ms Smitha D'souza	Assistant Professor-Chemistry	8147763956
30	Ms Rachana Crasta	Assistant Professor-Maths	9986818542
31	Ms Vaneesha Rodrigues	Assistant Physical Education Director	9880349541
32	Mr Rajendran K V	Security Officer & Transport Supervisor	9243804479
33	Mr Herald Sunil Britto	Assistant Warden-Boys Hostel	9901221868
34	Mr Felix Santhumayor	Assistant Warden-Boys Hostel	7406971575
35	Ms Jeniffer D'souza	Assistant Warden-Girls Hostel	9591424952
36	Ms Rajitha Almeida	Assistant Warden-Girls Hostel	9108597563

**DEDICATED CADRE OF PROFESSIONAL COUNSELORS  
AND WARDEN 2018-19**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Rev Fr Joseph A. Cardoza	Campus Counsellor	9844043729
2	Dr Prashanth Raj	Medical Officer	9845822030
3	Mr Francis D'Costa	Warden – Boys Hostel	9481847140
4	Mr Herald Sunil Britto	Assistant Warden – Boys Hostel	9901221868
5	Mr Felix Santhumayor	Assistant Warden – Boys Hostel	7406971575
6	Sr Margaret Misquita	Warden – Girls Hostel	9483637280
7	Ms Jenifer D'Souza	Assistant Warden – Girls Hostel	9591424952
8	Ms Rajita Almeida	Assistant Warden – Girls Hostel	9108597563

## August 2018

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Wednesday	Orientation Programme Commences for I sem BE
2	Thursday	Orientation Programme Commences for I sem BE
3	Friday	Orientation Programme Commences for I sem BE
4	Saturday	Holiday
5	Sunday	
6	Monday	I BE Inaugural/Classes Commence for VII Sem BE
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	E Time 2018
11	Saturday	E Time 2018
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	Independence Day
16	Thursday	
17	Friday	
18	Saturday	Holiday
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	Bakrid
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	I Sem BE Classes Commence
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

## September 2018

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Saturday	Holiday
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Nativity of Blessed Virgin Mary
9	Sunday	
10	Monday	
11	Tuesday	I Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
12	Wednesday	I Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
13	Thursday	Shree Varasiddhi Vinayaka Vratha
14	Friday	I Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
15	Saturday	Holiday
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	Moharram
22	Saturday	
23	Sunday	
24	Monday	I Internal Tests for VII Sem BE (Mech, Civil, EEE)
25	Tuesday	I Internal Tests for VII Sem BE (Mech, Civil, EEE)
26	Wednesday	I Internal Tests for VII Sem BE (Mech, Civil, EEE)
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	

## October 2018

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Monday	
2	Tuesday	Mahatma Gandhi Jayanthi
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	
8	Monday	Mahalaya Amavasye
9	Tuesday	VTU Throwball Tournament
10	Wednesday	VTU Throwball Tournament
11	Thursday	I Internal Tests for I Sem BE
12	Friday	I Internal Tests for I Sem BE
13	Saturday	I Internal Tests for I Sem BE
14	Sunday	
15	Monday	II Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
16	Tuesday	II Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
17	Wednesday	II Internal Tests for III, V Sem BE, VII Sem BE (CSE, ECE)
18	Thursday	Mahanavami Ayudha Poojha
19	Friday	Vijaya Dashami
20	Saturday	Holiday
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	II Internal Tests for VII Sem BE (Mech, Civil, EEE)
26	Friday	II Internal Tests for VII Sem BE (Mech, Civil, EEE)
27	Saturday	II Internal Tests for VII Sem BE (Mech, Civil, EEE)
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

## November 2018

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Thursday	Kannada Rajotsava
2	Friday	
3	Saturday	Holiday
4	Sunday	
5	Monday	
6	Tuesday	Naraka Chathurdashi
7	Wednesday	
8	Thursday	Balipadyami, Deepavali
9	Friday	Graduation Day
10	Saturday	Nostos 2018
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	Holiday
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	Id-Milad
22	Thursday	III Internal Tests for III, V, VII Sem BE, II Internal Tests for I Sem BE
23	Friday	III Internal Tests for III, V, VII Sem BE, II Internal Tests for I Sem BE
24	Saturday	III Internal Tests for III, V, VII Sem BE, II Internal Tests for I Sem BE
25	Sunday	
26	Monday	Kanakadasa Jayanthi
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	LWD for III, V Sem BE, III & V Sem MCA, III Sem MBA, MTech

## December 2018

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Saturday	Holiday
2	Sunday	
3	Monday	
4	Tuesday	LWD for VII Sem BE
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Holiday
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	Christmas
26	Wednesday	
27	Thursday	III Internal Tests for I Sem BE
28	Friday	III Internal Tests for I Sem BE
29	Saturday	III Internal Tests for I Sem BE
30	Sunday	
31	Monday	

## January 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	Holiday
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Holiday
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	Republic Day
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	

## February 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Friday	
2	Saturday	Holiday
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	Foundation Day
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	Holiday
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	

## March 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Friday	
2	Saturday	Holiday
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	Sports Day
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	Tech Fest - TIARA
14	Thursday	Tech Fest - TIARA
15	Friday	College Day
16	Saturday	Holiday
17	Sunday	
18	Monday	
19	Tuesday	Feast of St Joseph, Patron of the College
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

## April 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	Dr Ambedkar Jayanthi
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Holiday
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	

## May 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Wednesday	May Day
2	Thursday	
3	Friday	
4	Saturday	Holiday
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Holiday
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

## June 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Saturday	Holiday
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Holiday
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	

## July 2019

<b>Date</b>	<b>Day</b>	<b>Description</b>
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Holiday
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

# ST JOSEPH ENGINEERING COLLEGE, MANGALURU

## RULES AND REGULATIONS

The following Rules and Regulations are applicable to all the students of the College.

### 1. COLLEGE AUTHORITY:

- a. The Principal is the ultimate ‘Authority’ regarding discipline or any other matter in the College and any decision/action taken by the said Authority shall be final and binding.

### 2. WORKING HOURS:

- a. The College working hours are:

#### **Monday to Saturday:**

Morning Session - 9:00 am to 1:00 pm

Afternoon Session - 2:00 pm to 5:00 pm

Lunch Break –1:00 pm – 2:00 pm

- b. The College siren will be sounded 10 minutes prior to the commencement of the morning and afternoon sessions. Students shall have to occupy their seats in their respective classrooms immediately after the siren is sounded. Entry to the classrooms after the commencing time of the session is only at the discretion of the Faculty in charge of the session. Observation of strict silence during class hours is mandatory.
- c. Except for special circumstances and justifiable reasons, late-comers will not be allowed to enter the classroom, unless they obtain an ‘admit note’ from the HOD. Students are not permitted to enter or leave the classroom without the permission of the Faculty. In any case, late-comers are not entitled for attendance to the relevant session.
- d. No student shall leave the campus during class hours without the written permission from the HOD/Principal.
- e. No student shall leave the campus without written permission from the HOD/ Principal during the mid-morning session break of 20 minutes between 10.50 am and 11.10 am.

### **3. PAYMENT OF COLLEGE FEES:**

- a.** The College Fees are to be paid as per the due-date stipulated by the Management through appropriate notification. Non-payment of the fees beyond the due-date will attract penalty as specified in the notification.
- b.** Tuition and other fees once paid will not be refunded. However, refund of caution deposit may be claimed after the completion of the course. Students must produce the original receipt for claiming refund of the caution deposit.

### **4. IDENTITY CARD AND COLLEGE DRESS CODE:**

- a.** It is mandatory for students to wear their Identity Card on campus. Any student found without wearing one's Identity Card will be charged a fine of Rs. 500/-.
- b.** Duplicate Identity Card will be issued only in extraordinary circumstances. The student shall make a formal application establishing the loss of the original and pay a sum of Rs. 150/-for issuance of a Duplicate Identity Card.
- c.** First and Second Year BE students are required to wear uniform stipulated by the College. MBA and MCA students are required to wear uniform on designated days.
- d.** All students are expected to be dressed neatly and decently. Hair should be well trimmed and combed. Students shall not wear T-shirts and informal dress/casual wear on campus.
- e.** Gentlemen are generally expected to be neatly shaven. In case of exceptions, prior permission must be sought from the Management.
- f.** Students should wear proper footwear such as sandals/shoes on campus.
- g.** Students attending Workshop or Specific Laboratories such as Chemistry/ Electrical Engineering may have to wear Workshop dress or other types of Overalls as specified by the Head of the concerned department. Students should restrict use of such dress only to the concerned workplace and should not use such dress in other circumstances.

## 5. ATTENDANCE AND INTERNAL ASSESSMENT

- a. Internal assessments are a part of the continuous evaluation. Three internal examinations will be conducted for BE and MBA branches and the marks of the best of two will be considered for internal assessment. Two internal examinations will be conducted for MCA. However, on written request, improvement tests may be given only to students who score below average marks.
- b. For BE students, in every semester, after the first internal test, a Progress Report will be sent to the parent/guardian within 3 weeks of the test being conducted. The said exercise is carried out so as to keep the parents/guardians informed and involved in the academic progress of their wards. Therefore, parents/guardians are requested to carefully go through the progress report and take such steps as are required to ensure that their ward improves his/her academic performance wherever necessary.
- c. It shall be the duty of the student to check the internal assessment marks displayed on the notice board. Any discrepancy in the marks shall be immediately brought to the notice of the concerned HOD. No change/modification of the marks will be made once the same are communicated to the University.
- d. Every student shall have minimum 85% attendance in every subject, which is a compulsory requirement as per VTU Regulations. Shortage of attendance in any subject will debar the student from appearing for the University Examinations. No hall-ticket will be issued to the student who has less than the above stipulated attendance in any subject.
- e. Under normal circumstances, participating in co-curricular or extra-curricular activities inside or outside the campus during working hours/days is considered as absence from classes. However, the said absence may be condoned only on production/submission of a copy of certificate of participation or a written note from the teacher/authority concerned. The maximum condonation allowed is 10% under any circumstances and is subject to the discretion of the authorities at the College and University level.
- f. Any student who absents himself/herself from attending classes shall have to justify his/her absence to the concerned HOD. Any absence for more than 3 days on ground of ill-health shall have to be substantiated by production of a medical certificate, which shall be produced within two days of the student resuming attending regular classes. However, it is to be noted that mere production of a medical certificate will not entitle a student to get condonation for his/her absence, unless the same is acceptable to the College authorities.
- g. Students should note that University Rules and Regulations applicable to the course of study are binding with respect to attendance and internal assessment.

## **6. USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES:**

- a. Students shall bear in mind the purpose for which they have enrolled in the College, i.e. studying / learning. Under the circumstances, being distracted or distracting/ disturbing others during the College working hours and within the campus by using mobile phones or any other device is disapproved. Use of mobile phones is strictly forbidden inside the classrooms/within the academic blocks. No student shall use the mobile phone either for talking, texting, taking/making/ viewing photos/ videos or for any other purpose in the classroom during class/ working hours. Students are to specifically note that any violation of this rule shall lead to confiscation of the phone/device. In addition a fine of Rs. 500/- may also be imposed on the student for contravention of this rule.
- b. Internal Disciplinary Squad is liable to raid the classrooms any time and confiscate the mobile phones/ devices. Such confiscated phones/ devices will be returned only at the end of the academic year.
- c. Safe-lockers have been provided for by the College in each/ every department for the convenience/use of students.
- d. Students have to affix their own locks to their respective lockers and the College shall not be responsible for the safety of the contents in the locker.

## **7. ZERO TOLERANCE POLICY ON RAGGING:**

- a. It is to be noted that the College has a zero tolerance policy with regard to ragging. Ragging of any student by any student of the College either in the College Campus or elsewhere is strictly forbidden. Anyone found guilty of ragging and/or indulging/abetting in ragging is liable to be punished as per the Regulations of the Government.
- b. The above apart, any incident of ragging will be dealt with seriously. Those found guilty of ragging will be dealt with without any leniency and will be dismissed forthwith from the College. In addition, a complaint regarding the act will also be lodged with the local Police authorities. The College shall not be responsible for any consequences that may follow once such a complaint is lodged with the Police authorities.

## **8. ZERO TOLERANCE POLICY REGARDING SMOKING, USE OF DRUGS AND ALCOHOL:**

- a. Smoking, consuming alcohol, being in possession, using, imbibing or distribution of illicit drugs or any other psychotropic substance or alcohol on College premises/precincts or in connection with any College activity is strictly prohibited.

- b. Any offensive behavior by any student as a consequence of the above shall make the student liable for serious disciplinary action and any violation will be dealt with severely by the College Authorities, including dismissal of the student from the College. In addition, use of drugs and any other psychotropic substance constitutes a grave offence under law and possession or use of the same by any student shall be duly notified to the appropriate authorities, in which event, the student shall be wholly and solely responsible for the legal/penal consequences that may follow.

## **9. RESPONSIBLE USE OF SOCIAL MEDIA**

- a. Students in general are expected to use social media such as WhatsApp and Facebook etc. responsibly and avoid any abuse thereof.
- b. Any vilification on the basis of race, caste, creed, religion, sex or gender identity posted on social media and the web in general will result in serious disciplinary action against those posting or forwarding such posts.
- c. Students shall not use the emblem/photo of the College in their posts/communications over social media (Facebook, WhatsApp etc.) or elsewhere, without the express permission of the College authorities.

## **10. COMPLIANCE FOR STUDY TOURS**

- a. Study tours are conducted by the College/Departments as a part of the academic programme with the prior approval from the Management.
- b. Written consent and approval of the parents/guardians, in the prescribed form, must be submitted by all students going on study tours.
- c. A detailed program of travel, stay, places of visit, names of participants, etc. should be submitted to the Head of the Department/Principal before proceeding on any tour or excursion.
- d. Students are not permitted to organize or conduct excursions, picnics or parties without the knowledge and written consent of the Head of Department and Principal/Director. Any excursions, picnics or parties conducted by the students, on their own, without the written consent of the authorities as stated above, that too by using/misusing the name of the College, if found/discovered/coming to the knowledge of the Management, shall be dealt with severely and all those involved shall be liable for strict disciplinary action/consequences as deemed fit by the Management.

## 11. STUDENTS' RESPONSIBILITIES

- a. It is mandatory for the students to follow all safety regulations during laboratory practice. Due care shall be taken by the student and procedure followed under the guidance and supervision of the Laboratory Instructors/ Faculty while attending to practical studies in the laboratory. The Management shall not be responsible for any physical damage or mishap that might occur due to the negligence of the student. Any loss or damage caused to the lab equipment owing to careless handling of the equipment by / negligence of the student shall be recovered from the student.
- b. The College prohibits all and any sort of political activity on the campus.
- c. Programmes by external agencies/professional groups/paid programmes such as DJ, musical events, etc. shall not be conducted inside the campus or its immediate surroundings without the express permission of the College authorities.
- d. Students shall not invite police or media persons to the campus on their own.
- e. Fundraising of any kind by the students, on their own, is not permitted. Fundraising, for official programmes of the College, has to be carried out under proper supervision and complying with the best standards of probity and transparency.
- f. Celebrations of any nature shall not be arranged/organized by the students in the campus without written permission of the College authorities. All celebrations in the campus shall be under the supervision of the Principal or the designated staff.
- g. Students possessing vehicles which they plan to use on the campus should register their vehicles with the transport office of the College.
- h. Students will be allowed to park their vehicles only in designated parking areas within the College premises. Entry of vehicles into restricted areas is strictly prohibited.
- i. Security personnel/ designated College staff are authorized to inspect the records of the vehicles entering the campus and register the details in the Register kept at the main entrance gate of the College.
- j. Students can make use of the Grievance Redressal Cell available in the College. Complaints/grievances of students will be looked into only if they are presented through the proper channel. Collective petitions, however, will not be entertained.
- k. Students should ensure that no damage is done/destruction caused to College property. Scribbling on/defacing walls and furniture is strictly prohibited. Damage and destruction of College property will be severely dealt with and material loss, if any, will be fully recovered with fine from the student/s concerned.

- l. Students may participate in inter-collegiate competitions only with the prior written permission from the Principal.
- m. Friends of students from other institutions, and outsiders/persons not connected with the College, are required to take prior permission from the Principal by producing valid proof of identity to meet any Staff member/any student within the college campus.
- n. Students are responsible for all their belongings. The College is not responsible for the loss of textbooks, notebooks, tiffin boxes, clothes, mobiles, laptops, money, ornaments etc of the students.
- o. Any act of disrespect/discourtesy towards any Staff Member which affects the discipline of the College will be seriously viewed and in extreme cases may be reason sufficient for warranting dismissal of student's concerned from the College. Likewise, any act considered as immoral in the opinion of the Management, grave insubordination, contempt for/to authority, willful damage to College property, malpractice in examinations etc., are also sufficient reasons for immediate dismissal of student concerned from the College.
- p. All students are considered equals and therefore students are strictly warned against discriminating any student on the basis of community, caste, creed, race, colour, religion, class, category, etc. Any sort of discrimination will result in stringent disciplinary action being taken against the erring student/s.
- q. Students who do not reside on campus shall provide the College with the details of their place of residence. Change of permanent address/contact numbers, etc. must be notified to the department concerned and the College office. Any communication/correspondence sent to the address of the student as given by him/her to the College shall be deemed to have been received by him/ her for all purposes.
- r. Students who wish to leave the College midstream for any reason will be given a TC (Transfer Certificate) and any other Certificates only on payment of all fees payable for the remaining semesters and on clearing of any other dues to the College. Any Scholarships, stipend, financial assistance or concessions given by the College to aid and assist the studies of such students shall be returned in full to the College. Failure to do so will entitle the College to recover the same by taking recourse to any Form or Forum at the risk of the student concerned as to all costs and consequences.
- s. In addition to the above, in the interest of the Institution and for the purpose of maintenance of discipline, the Principal is empowered to take any punitive action against any student for his/her act which shall be construed as a misconduct by the Management.

For the purpose of the foregoing, 'misconduct' shall mean and include, but not be limited to:

- i. Staying away from classes without sufficient reason.
- ii. Disrespectful behavior towards any Staff or student.
- iii. Provoking and inciting fellow students to mass-bunk, strike or participating in strike, dharna, mass-bunking etc.
- iv. Loitering in the verandas during free hours and / or creating disturbance to other classes in progress (Students are expected to make use of the library during free hours).
- v. Disorderly, unruly and riotous behavior in the class.
- vi. Organizing tours/excursions/picnics without the written permission of the Principal.
- vii. Organizing meetings in the College or displaying notices on the College notice board without the written permission of the HOD/Principal.
- viii. Blocking gates/doors or passages, restricting mobility of Staff and students in the College.
- ix. Involvement in manhandling, abusing or harassing fellow students.
- x. Disturbing and disrupting functions in the auditorium by shouting, howling or dancing.
- xi. Resorting to any kind of malpractice in examinations.
- xii. Collecting money from Staff or students without the written permission of the HOD/Principal.
- xiii. Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus without prior permission of the Principal.
- xiv. Scribbling offensive, abusive or obscene words or figures on blackboards or any kind of writing/graffiti on the walls or other places in and around the College campus.
- xv. Such other acts that may be considered as misconduct by the Management.

Any violations of the above nature shall be considered with all graveness by the Management and appropriate disciplinary action will be taken against the erring student, resulting with imposing of punishments such as fines, denial of attendance, withholding of certificates, forfeiture of educational concession/scholarship and suspension or dismissal from the College.

## **12. PROCEDURE FOR HANDLING ALLEGATIONS OF MISCONDUCT**

**Objectives:** The objectives of the following procedure are:

- (i) to ensure the highest level of professional conduct by the students.
- (ii) to provide a fair, deliberate, and efficient process for resolving allegations of misconduct by the students.

- (iii) to reform students found guilty of misconduct.
- a. The Principal of the College shall be the final disciplinary authority in respect of the students in the College.
  - b. In case any student or group of students displays any misconduct, they shall incur immediate suspension from attending the classes and labs.
  - c. If the Principal is prima facie satisfied that the allegation of misconduct require further investigation/enquiry, he may refer the matter to a Disciplinary Committee constituted by him, which may comprise of the respective Head of Department, Dean - Student Welfare and such other Staff deemed competent under the given circumstances. The Principal, at his/her discretion, reserves the right to appoint a competent person as enquiry officer depending upon the case and attendant circumstances.
  - d. The Disciplinary Committee so appointed may conduct the enquiry by calling for an explanation from the student/students against whom allegations of misconduct are imputed and take oral or written statements/evidence from the student/students or any individual as is found necessary.
  - e. The Disciplinary Committee may inform the parents of the student/students about the allegations of misconduct and may involve them during the enquiry depending upon the severity of the case.
  - f. The Disciplinary Committee will give a fair and reasonable opportunity of defense to the student/students against whom the misconduct has been alleged, and on completion of the enquiry submit a report to the Principal.
  - g. On receipt of the report of the Disciplinary Committee, the Principal on considering the same may take appropriate action as he/she deems fit, which may include the imposition of the following punishments:
    - i. Submission of Assignments.
    - ii. Fine or Penalty.
    - iii. Rustication/suspension for a period as deemed fit.
    - iv. Dismissal from the College.
  - h. In the case of the first three types of punishments, a sustained counseling of student/students involved in misconduct by the campus counselor, with a view of reforming them, is mandated.
  - i. In the case of the first three types of punishments, the student/students will be required to give a letter/ undertaking admitting their involvement in misconduct, their acceptance of the punishment imposed and a willingness to undergo the counseling, as required. The parents of the student/students will be required to countersign the undertaking and take active responsibility for reforming the student/students concerned.
  - j. In the event of imposing of punishment of dismissal from the College, the Principal will subsequently inform the University about the decision.

### **13. AMENDMENTS, APPLICABILITY AND INTERPRETATION:**

- a. The Management reserves the right to amend, retract, alter or modify any of the above rules and regulations.
- b. The Rules and Regulations defined by the individual Departments and other facilities/ Committees such as College Library, College Hostels, College Bus Facility, Central Computer Center, Examination Malpractice Prevention Committee, Cultural Committee, Physical Education Committee, etc. are binding and are applicable in the specific context.
- c. In addition to the Rules and Regulations defined by College authorities, the students are further bound by the applicable rules and regulations published by University and various regulatory bodies of the Central State Government such as UGC, AICTE, etc.
- d. The Principal shall be the final authority to interpret the Rules and Regulations in the best interest of the institution and any interpretation given by them shall be binding.

### **14. UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS**

- a. It is to be understood that the above rules and regulations are in place for the smooth functioning of the College and to ensure that the students inculcate in themselves values that would make them productive members of the Society. Therefore, parents/guardians are requested to cooperate with the Management by ensuring that their wards are regular to their classes, attentive to their studies, maintain discipline both within and outside the College. Parent/Guardians are expected to take a personal interest in their wards' progress.
- b. Parents/guardians are expected to respond to calls/correspondence from the College authorities from time to time. In case the parents/guardians desire to meet the teachers, they may do so preferably with prior appointment and discuss the problems if any that they feel need to be solved with regard to their wards.
- c. In addition to the orientation that will be given by the Staff to the students in the class regarding these Rules and Regulations at the commencement of the semester, the parents/guardians and students are expected to go through these Rules and Regulations, understand them and follow them dutifully. Ignorance of these shall not be an excuse under any circumstances, whatsoever.
- d. All students and their parents/guardians are expected to duly fill-in the attached "Undertaking" stating that they have read and understood these Rules and Regulations. They must submit the signed undertaking to the concerned Head of Department confirming their acceptance and willingness to abide by them, within the deadline stipulated through a notification.

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## UNDERTAKING

**NAME OF STUDENT:**  
**CLASS (Year/Semester and Section):**

**USN/Roll No:**  
**BRANCH:**

I \_\_\_\_\_ bearing USN \_\_\_\_\_ hereby state that I have read and understood the Rules and Regulations given in the College Calendar and amendments to the same, notified from time-to-time. I hereby unconditionally agree to abide by all the provisions therein as long as I am a student of St Joseph Engineering College. If, for any reason whatsoever, I fail to keep up this undertaking, then action may be taken against me, as per the provisions of the said Rules and Regulations. I further state that the addresses and contact details given below are valid and active during the time of submission.

**Signature of the Student**  
**Date:**

**Signature of the Parent/Guardian**  
**Name:**  
**Relationship to Student:**

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### Address and Contact Details for the Current Year

**Complete Address of Current Residence:**

(Students coming from home may give their home address. Students staying in Rental/Paying Guest Facilities should give that address here. Hostelites may mention SJEC Gents/Ladies Hostel, as applicable)

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Nearby Landmark: \_\_\_\_\_

Landline Nos.:

**Complete Address of Local Guardian:**

(Applicable for Hostelites and Students staying in Rental/Paying Guest Facilities)

Name of the Local Guardian:  
Address:

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Nearby Landmark: \_\_\_\_\_

Landline Nos.:

**Mobile No. of Student:**  
**Parents'/Guardian's Contact Details:**  
**Mobile Nos:**

**Email Address:**  
**Email Address:**



## LIBRARY RULES

Students are allowed to borrow/ refer books subject to the following rules of the Library.

### REFERENCE SECTION

<b>Regular /Working Days</b>	Monday to Friday	8.00 a.m. to 8.00 p.m.
	Saturday	8.00 a.m. to 5.00 p.m.
	Sunday & PH	9.00 a.m. to 1.00 p.m.
<b>Sessional / University Examination</b>	All Days	8.00 a.m. to 10.00 p.m.

### CIRCULATION SECTION

<b>Working Days</b>	Monday to Saturday	8.30 a.m. to 5.00 p.m.
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### LIBRARY MEMBERSHIP AND BOOK BORROWING PROCEDURE

An application for membership along with 2/4 passport and 1 stamp size photographs must be submitted. Two borrower's cards for UG and four borrower's cards for PG are given to a member. The cards are not transferable. One Borrower's Card enables the member to borrow one book at a time for which he/she is held responsible. In case of damage or loss, the member shall be required to replace it or pay double the cost.

Loss of Borrower Card and Library Membership Card shall be intimated to the Librarian in writing. Duplicate card will be issued at the cost of Rs. 10/- per Borrower Card and Rs. 100/-Library Membership Card after verification. To obtain "No Dues Certificate" from the college, members should return all the books borrowed, pay overdue charges if any and surrender the Borrower's Cards/Library Membership Card to the Library.

There is a provision to issue one overnight reference book to be returned the next day morning before 8.15 a.m. A fine of Rs.10/- for every half an hour will be imposed on those who fail to return on time.

### BOOK BANK SCHEME:

Membership granted on payment of refundable deposit of Rs. 1,000/- for General Student (of which 50% is refundable) and Rs. 250/- for SC/ST student (fully refundable). Two text books will be issued for the duration of a semester and must be returned latest on the last examination day of that semester.

**Strict silence must be observed in the library, reading room and the verandah leading to the library. Personal belongings like bags, books, coats, mobile, umbrella and caps etc. are not allowed into the library. Writing, drawing on the reading tables is strictly prohibited.**

MANAGING COMMITTEE MEMBERS	
Director	Rev. Fr Wilfred P. D'Souza
Asst Director	Rev. Fr Rohith D'Costa
Principal	Dr Rio D'Souza, B.E., M.Tech, ADAB, Ph.D.
Chief of Research & Development	Dr Joseph Gonsalvis BE, M.Tech, Ph.D, FIE, MISTE, MTSOI, MFPSI
HR Manager	Mr Rakesh Thomas Lobo, EMBA, MSW

### COLLEGE ASSOCIATIONS & COMMITTEES

Sl. No	Committees	Faculty Coordinators
1.	Cultural Activities	Mr Neil Vaz, Asst Professor, Mech Engg / Ms Eden Sequeira, Asst Professor, CSE
2.	Library Advisory	Dr Vincent Crasta, HOD-Physics
3.	Sports Advisory	Mr Alister D'Souza, Asst Professor, Mech Engg / Ms Rachana Crasta, Asst Professor, Maths
4.	College Discipline	Mr Rudolf D'Souza, Asst Professor, Mech Engg
5.	Hostel Discipline	Mr Harsha A J, Asst Professor, Maths/ Ms Anusha M M, Asst Professor, CSE
6.	Anti-Ragging	Mr Ashwin Shetty, Asst Professor, Mech Engg / Mr John Paul Vas, Asst Professor, Mech Engg
7.	Student Welfare	Mr Subramanya, Asst Professor, EEE
8.	Student Amenities	Mr Prathviraj N, Asst Professor, CSE
9.	Academic Advisory	Dr Babitha Rohit, Asst Professor, MBA
10.	First Year Coordination	Dr Ramananda H S, HOD-Maths
11.	Placement	Mr Vinish, Asst Professor, MBA
12.	Central Computer Center	Mr Hareesh B, Asst Professor, MCA
13.	E-Learning	Ms Bhavya, Asst Professor, Civil Engg
14.	Administrative Office and Campus Planning	Mr Prashant Kurdekar, Asst Professor, Civil Engg
15.	Research Centre	Dr K. Jyothi, Professor, Chemistry
16.	Central Facilities/ Innovation Club	Dr Purushotham Chippa, Assoc. Professor, Mech Engg / Mr Chitharanjan M, Asst Professor, Civil Engg
17.	NSS and Red Cross	Mr Rajesh K, Asst Professor, Physics / Ms Divya K Pai, Asst Professor, EEE
18.	College Magazine	Ms Nisha Jenifer Roche, Asst Professor, CSE / Ms Chitralkha Acharya, Asst Professor, MBA

19.	IEEE	Mr Keith Fernandes, Asst Professor, ECE / Ms Michelle Rosario, Asst Professor, CSE
20.	ISTE	Mr Rolan Rodrigues, Asst Professor, EEE
21.	Alumni	Ms Evita Coelho, Asst Professor, CSE
22.	AICUF	Ms Ivy Savia Dantis, Asst Professor, Civil Engg / Mr Swaraj Lewis, Asst Professor, Mech Engg
23.	Industry Interaction and Entrepreneurship Dev Cell	Mr Sathyendra Bhat, Asst Professor, MCA
24.	Grievance Redressal	Ms Avila Pinto, Asst Professor, ECE
25.	Jagruti (Prevention of Sexual Harassment)	Ms Jennifer Saldanha, Asst Professor, ECE
26.	Examination	Dr Jagadeesha B., Assoc. Professor, Maths
27.	Press & Media	Mr Sathyendra Bhat, Asst Professor, MCA / Mr Ragesh Raju, Asst Professor, MCA
28.	Competitions	Mr Yathish Kumar, Asst Professor, Mech Engg
29.	I-Point	Ms Usha Devi A, Asst Professor, CSE
30.	Tinkering Lab	Mr Vijay Ganesh, Asst Professor, ECE / Mr Anoop C V, Asst Professor, ECE
31.	Engg Exploration Lab	Mr Joel D'Mello, Asst Professor, Mech Engg
32.	Governance and Regulation	Mr Rolvin D'Silva, Asst Professor, Mech Engg
33.	VTU and EMS Coordination	Mr Gururaja S, Asst Professor, MCA
34.	Quality Assurance	Dr Shreeranga Bhat, Assoc. Professor, Mech Engg
35.	KSCST	Dr Savitha H M, Asst Professor, ECE
36.	V-ACT	Dr Shakila B, Asst Professor, MBA
37.	SJEC SIMS	Ms Lavina D'Silva, Asst Professor, CSE
38.	Campus Connect	Ms Supreetha S, Asst Professor, CSE
39.	Virtual Lab	Mr Ravikantha Prabhu, Asst Professor, Mech Engg
40.	MathWorks	Ms Rashmi Halemane, Asst Professor, ECE
41.	LabView	Mr Franco Menezes, Asst Professor, EEE
42.	Turnitin	Ms Kavitha Mahesh, Assoc. Professor, CSE
43.	Institute of Engineers (India)	Mr Sharun Mendonca, Asst Professor, Mech Engg

## RESEARCH CENTRES

Research Centres	Guides
<b>Physics</b>	Dr. Vincent Crasta ,B.Sc, M.Sc, PGDCA, Ph.D, MISTE. Dr Rajesh Kumar P.C, B.Sc, M.Sc, Ph.D
<b>Chemistry</b>	Dr K Jyothi, B.Sc., M.Sc., Ph.D., MISTE
<b>Computer Science &amp; Engineering</b>	Dr Rio D'Souza, B.E., M.Tech., ADAB, Ph.D. Dr Sridevi Saralaya, AMIE., M.Tech, MISTE, Ph.D Dr Kavitha K. Mahesh, B.Sc., MCA, Ph.D Dr Usha Divakarla, B.E., M.Tech, Ph.D Dr Rachana P., B.Tech., M.E, Ph.D
<b>Mechanical Engineering</b>	Dr Joseph Gonsalvis, B. E., M. Tech., Ph.D., F.I.E, M.I.S.T.E, M.T.S.O.I, M.F.P.S.I Dr Raju K, B.E., M.Tech, Ph.D, MISTE Dr Sudheer M. B.E, M.Tech, Ph.D, MISTE Dr James Valder, B.E., M.Tech, Ph.D Dr Purushothama Chippar, B.E., M.E., Ph.D. Dr Shreeranga Bhat, B.E., M.Tech, Ph.D Dr Binu K G, B.E., M.Tech, Ph.D Dr Rajesh A. Shetty, B.E., M.Tech , Ph.D.
<b>Electrical &amp; Electronics Engineering</b>	Dr. Sheryl Grace Colaco, B.E., M.Tech, Ph.D, MISTE
<b>Civil Engineering</b>	Dr Nalini Rebello, B.E., M.Tech Ph.D Dr B. Radheshyam, B.E., M.S., Ph.D.
<b>Electronics &amp; Communication Engineering</b>	Dr Savitha H.M., B.E., M.Tech., Ph.D , M.I.S.T.E
<b>Business Administration</b>	Dr. Prakash Pinto, B.Com,M.Com,MBA, PGDIM, PGDFM, Ph.D. Dr. Anjali Ganesh, B.Com, M.Com, MBA, PGDHA, DMLT, Ph.D. Dr Babitha Rohit, BBM, MBA, Ph.D Dr Shakila B, B.Com.,M.Com.,M.Phil. Ph.D
<b>Mathematics</b>	Dr. Ramananda H S, B.Sc., M.Sc, MISTE Ph.D Dr Jagadeesha B., B.Sc., M.Sc, Ph.D

## **DEPARTMENT OF MECHANICAL ENGINEERING B.E., M.Sc (Engg) by Research and Ph.D Programmes**

### **Vision**

To be a value based department committed to excellence in teaching and research, nurturing technically competent and socially responsible engineering professionals.

### **Mission**

1. Providing state-of-the art technical knowledge in Mechanical Engineering.
2. Promoting research, education and training in frontier areas of Mechanical Engineering.
3. Facilitating faculty development through quality improvement programmes.
4. Initiating collaboration with industries, research organizations and institutes for internship, joint research and consultancy.
5. Instilling social and ethical values in students, staff and faculty through personality development programmes.
6. Developing innovation in engineering and technology in order to provide beneficial service to the local community.

### **Program Educational Objectives (PEOs)**

**PEO 1:** Have sound foundation in mathematical, scientific and engineering concepts necessary to formulate, solve and analyze engineering problems.

**PEO 2:** Possess the ability to work as part of teams on multidisciplinary projects.

**PEO 3:** Excel in professional ventures with successful careers in industry that meet the needs of national and multinational organizations.

**PEO 4:** Exhibit qualities of lifelong learning, professional ethics, and social concerns.

### **Program Outcomes (POs)**

Graduates of the Mechanical Engineering program are able to

1. Apply the basic knowledge of mathematics, science, thermal, design, manufacturing engineering.
2. Identify, formulate and solve mechanical engineering problems.
3. Design a mechanical system that meets desired specifications and requirements.
4. Design and conduct experiments, analyze and interpret data, and report results.
5. Apply modern engineering software tools and equipments to analyze mechanical engineering problems.
6. Apply engineering solutions in global and societal context.
7. Understand the impact of engineering on society and demonstrate awareness of contemporary issues.

8. Understand the professional and ethical responsibilities.
9. Work in a team of core competence or multidisciplinary teams.
10. Communicate effectively in both verbal and written forms.
11. Apply financial and project management skills in their professional ventures.
12. Demonstrate inquisitiveness, novelty in thoughts and zeal towards lifelong learning.

### Program Specific Outcomes (PSOs)

Graduates of the Mechanical Engineering program are able to

1. Gain competence to face various competitive examinations and succeed in seeking best opportunities in the corporate world and higher studies.
2. Take up research programmes on contemporary areas of Mechanical engineering

TEACHING STAFF		
Name	Designation	Qualification
Dr. Joseph Gonsalvis	Professor - Emeritus	B. E., M. Tech., Ph.D., F.I.E, M.I.S.T.E, M.T.S.O.I, M.F.P.S.I
Dr. Raju K.	Professor & Head Research Centre -ME	B.E., M.Tech, Ph.D., MISTE
Dr Sudheer M.	Professor & HOD & Dean, Student Welfare	B.E., M. Tech, Ph.D MISTE
Dr James Valder	Associate Professor	B.E., M.Tech, Ph.D
Dr Purushothama Chippar	Associate Professor	B.E, M.E., Ph.D.
Dr. Shreeranga Bhat	Associate Professor	B.E. M.Tech, Ph.D
Dr. Binu K. G.	Associate Professor	B.E., M.Tech), Ph.D MISTE
Dr Rajesh A. Shetty	Associate Professor	B.E., M.Tech , Ph.D.
Mr. Sampath Kumar B.	Assistant Professor	B.E., M.Tech, MIE, MISTE
Mr. Prashanth Kumar	Assistant Professor	B.E., M.Tech, (Ph.D)
Mr. Rolvin Sunil D'Silva	Assistant Professor	B.E., M.Tech, MISTE (Ph.D.)
Mr. Prathviraj H.	Assistant Professor	B.E, M.Tech, MISTE
Mr. Noel Deepak Shiri	Assistant Professor	B.E M.Tech
Mr. Ravikantha Prabhu	Assistant Professor	B.E. M.Tech (Ph.D.)
Mr Sushanth Gowda	Assistant Professor	B.E, M.Tech (Ph.D.)
Mr Neil Vaz	Assistant Professor	B.E., M.Tech
Mr Chiranth B.P.	Assistant Professor	B.E., M.Tech (Ph.D.)

Mr Sharun Mendonca	Assistant Professor	AMIE M.Tech (Ph.D.)
Mr John Paul Vas	Assistant Professor	B.E, M.Tech
Mr Pavana Kumara B.	Assistant Professor	BE, M.Tech,(Ph.D.)
Mr Swaraj Dominic Lewis	Assistant Professor	BE, M.Tech,(Ph.D.)
Mr Orville Sutari	Assistant Professor	B.E., M. Tech
Mr. Rudolf D'Souza	Assistant Professor & Workshop Superintendent	B.E. M.Sc.Engg.
Mr. Ashwin Shetty	Assistant Professor	B.E.M.Tech
Mr. Vinoothan Kaliveer	Assistant Professor	B.E.M.Tech
Mr. Yathish Kumar K	Assistant Professor	B.E. M.Tech
Ms Ramya M.	Assistant Professor	B.E., M. Tech
Mr Karthik Madhyastha N.	Assistant professor	B.E., M. Tech
Mr Vijay V.S.	Assistant Professor	B.E., M. Tech, (Ph.D.)
Mr Rahul Kumar	Assistant Professor	B.E., M. Tech
Mr Poornesh M.	Assistant Professor	B.E., M. Tech
Ms Chaitra S.V.	Assistant Professor	B.E., M. Tech
Mr Joel Antony D'Mello	Assistant Professor	B.E, M.Tech
Mr Alister Gleason D'Souza	Assistant Professor	B.E. M.Tech
Mr Santhosh H.	Assistant Professor	B.E., M. Tech
Mr Anil Prashanth Rodrigues	Assistant Professor	B.E M.Tech
Mr Nitheesh D. Nayak	Assistant Professor	B.E., M. Tech
Mr Akshay N.H.	Assistant Professor	B.E., M. Tech
Mr Canute Sherwin	Assistant Professor	B.E, M.Tech
Mr Jinu Mathew	Assistant Professor	B.E, M.Tech
Mr Somashekaran	Adjunct Professor	B.E., M. Tech.

### TECHNICAL STAFF

Name	Designation	Qualification
Mr Lawrence Lancy Pinto	Workshop Supervisor	NCTVT Apprenticeship
Mr James Manoj Mascarenhas	Foreman	BE
Mr Christophper Cutinho	Lab Instructor	Diploma
Mr Janardhan Acharya	Lab Instructor	Diploma
Mr Harshith	Lab Instructor	Diploma
Ms Jayashri	Lab Instructor	Diploma
Mr Sinoj M.R.	Lab Instructor	Diploma

Mr Rajesh	Lab Instructor	Diploma
Mr Rajesha	Lab Instructor	Diploma
Mr Gunakara	Lab Instructor	Diploma
Mr Immanuel Jayakar Amanna	Lab Assistant	Diploma
Mr Vathan Kumar	Lab Assistant	Diploma
Mr Preethesh	Lab Technician	ITI
Mr Pranoy Xavier D'Cunha	Lab Technician	ITI
Mr Praveen George D'Souza	Lab Technician	ITI
Mr Bhaskar	Jr. Technician	Diesel Mechanic & Automobile servicing

## **DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING B.E., M.Tech, M.Sc (Engg) by Research and Ph.D Programmes**

### **Vision**

To be recognized as a centre of excellence in computer and allied areas with quality learning and research environment.

### **Mission**

1. Prepare competent professionals in the field of computer and allied fields enriched with ethical values.
2. Contribute to the Socio-economic development of the country by imparting quality education in computer and Information Technology.
3. Enhance employability through skill development.

### **Program Educational Objectives (PEOs)**

**PEO 1:** To impart to students a sound foundation and ability to apply engineering fundamentals, mathematics, science and humanities necessary to formulate, analyze, design and implement engineering problems in the field of computer science.

**PEO 2:** To develop in students the knowledge of fundamentals of computer science and engineering to work in various related fields such as network, data, web and system engineering.

**PEO 3:** To develop in students the ability to work as a part of team through effective communication on multidisciplinary projects.

**PEO 4:** To train students to have successful careers in computer and information technology industry that meets the needs of society enriched with professional ethics.

**PEO 5:** To develop in students the ability to pursue higher education and engage in research through continuous learning.

## **Program Outcomes (POs)**

By the end of the undergraduate programme in CSE, graduates will be able to:

1. Apply knowledge of mathematics, science, engineering fundamentals, computer science and engineering to solve complex engineering problems.
2. Identify, formulate, research literature, and analyze complex engineering problems in reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. Conduct investigations of complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of and need for sustainable development.
8. Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, give and receive clear instructions.
11. Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

### Program Specific Outcomes (PSOs)

By the end of the undergraduate programme in CSE, graduates will be able to:

1. Understand the principles underlying entrepreneurship and the requirements to initiate a startup in the IT or related domains.
2. Participate effectively in competitive examinations related to certification, career growth and admission to higher studies.

TEACHING STAFF		
Name	Designation	Qualification
Dr Rio D'Souza	Professor & Principal	B.E., M.Tech, ADAB, Ph.D.
Dr Sridevi Saralaya	Associate Professor & HOD	AMIE., M.Tech, MISTE, Ph.D
Dr Kavitha K. Mahesh	Associate Professor	B.Sc., MCA, Ph.D
Dr Usha Divakarla	Associate Professor	B.E., M.Tech, Ph.D
Dr Rachana P.	Associate Professor	B.Tech., M.E, Ph.D
Mr. Sunil Kamath	Associate Professor	B.E., M.Tech , (Ph.D.)
Mr. Shreenath Acharya	Assistant Professor	B.E., M.Tech, MISTE (Ph.D.)
Ms. Sunitha Guruprasad	Assistant Professor	B.E, M.Tech (Ph.D.)
Ms. Smitha V. George	Assistant Professor	B.E., M.Tech
Ms. Supriya Salian	Assistant Professor	B.E., M.Tech
Ms. Gayana M.N.	Assistant Professor	B.E., M.Tech
Ms. Sujatha M.	Assistant Professor	B.E., M.Tech
Ms. Supreetha R.	Assistant Professor	B.E., M.Tech
Ms. Aparna K	Assistant Professor	B.E., M.Tech
Ms. Renuka Tantry	Assistant Professor	B.E., M.Tech
Ms. Vijetha U	Assistant Professor	B.E., M.Tech
Mr. Prathviraj N.	Assistant Professor	B.E., M.Tech. (Ph.D.)
Ms. Evita Coelho	Assistant Professor & Chairperson AR	B.E., M.Tech
Ms. Ushadevi	Assistant Professor	B.E., M.Tech
Mr. Gerald Harry Fernandes	Assistant Professor	B.E., M.Tech
Ms Lavina Jean D'Silva	Assistant Professor	B.E., M.Tech
Ms Anusha M.M.	Assistant Professor	B.E., M.Tech
Ms Pramila Madhava	Assistant Professor	B.E., M.Tech
Ms Sona Mundody	Assistant Professor	B.E., M.Tech
Ms Chaitra	Assistant Professor	B.E., M.Tech

Ms Nisha Jenifer Roche	Assistant Professor	B.E., M.Tech
Ms Kavyashree	Assistant Professor	B.E., M.Tech
Ms Michelle A. Rosario	Assistant Professor	B.E., M.Tech
Ms Eden Jesleen Sequeira	Assistant Professor	B.E., M.Tech
Ms Babitha	Assistant Professor	B.E., M.Tech
Ms Archana Rao	Assistant Professor	B.E., M.Tech
Ms Soumya	Assistant Professor	B.E., M.Tech

### TECHNICAL STAFF

Name	Designation	Qualification
Ms. Sandhya Rani	Asst. System Administrator	Diploma
Ms. Theresa Reshma Pinto	Lab Instructor	Diploma
Ms. Divya B.	Lab Instructor	Diploma
Ms. Mamitha U	Lab Instructor	Diploma
Ms. Nikhitha Shetty	Lab Instructor	Diploma
Ms. Pavithra	Lab Instructor	Diploma
Ms. Swapna	Lab Instructor	Diploma
Ms Divya P.	Lab Instructor	Diploma
Mr Mohan Kumar	Lab Instructor	Diploma

### CENTRAL COMPUTER CENTRE

Mr Hareesh B.	Assistant Professor & Incharge CCC	BIT,MCA
Mr. Lokesh Suvarna	Asst. System Administrator	BA, Adv DCA
Mr. Keerthi D'Souza	Lab Instructor	BCA
Mr. Ashley Mario Dias	Asst. Lab Technician	Diploma in Basic Ele. and AT

# DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

**B.E., M.Tech., M.Sc (Engg) by Research and Ph.D Programmes**

## **Vision**

To Excel in Electronics and Communication Engineering Education and Research, focusing on the needs of Industry and Society, with professional ethics

## **Mission**

1. Provide opportunities to deserving students for quality professional education in the field of Electronics and Communication.
2. Design and deliver curricula to meet the changing needs of industry through student centric learning methodologies to excel in their profession.
3. Recruit, Nurture and Retain best faculty and technical manpower.
4. Consolidate the state-of-art infrastructure and equipment for teaching and research activities.
5. Promote all round personality development of the students through interaction with alumni, academia and industry.
6. Strengthen the Educational Social Responsibilities of the institution.

## **Program Educational Objectives (PEOs)**

**PEO 1:** To provide students with the solid foundation in mathematical, scientific, Electronics and Communication engineering to analyze data and technical concepts for application to product design and also to pursue higher education.

**PEO 2:** To train students with good scientific and engineering breadth, including proficiency in software language and use of latest software tools so as to comprehend, analyze, design and create novel products and solutions for the real life problems.

**PEO 3:** To develop skills in students for successful careers in industry that meet the needs of Indian and multinational companies, through rigorous education

**PEO 4:** To inculcate in students professional and ethical attitude, effective communication skills and teamwork, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

**PEO 5:** To provide students with an academic environment to become aware of excellence, leadership, written ethical codes and guidelines, and the life-long learning needed for a successful professional career.

## **Program Outcomes (POs)**

Engineering Graduate shall be able to

1. Apply knowledge of mathematics, science and engineering fundamentals, and Electronics and Communication Engineering for the solution of engineering problems.

2. Identify, formulate and solve engineering problems.
3. Design electronic systems, components or processes to meet desired specifications within realistic constraints of economic and environmental standards.
4. Design and conduct experiments, as well as to analyze and interpret data pertaining to electronic systems.
5. Use computer aided software tools and techniques for solving electronics and communication engineering problems.
6. Demonstrate awareness of contemporary engineering problems.
7. Apply engineering solutions in societal and environmental context.
8. Understand professional and ethical responsibility.
9. Function within multidisciplinary teams.
10. Communicate effectively in terms of system specifications within the team.
11. Demonstrate the understanding of management principles as applied to the specified work and apply this knowledge to manage the projects as a member and leader in a team.
12. Continue the education in self-learning mode.

### Program Specific Outcomes (PSOs)

Engineering Graduate shall be able to

1. Participate and succeed in competitive examinations.
2. Understand technological advances in industry through Industry Interaction.

TEACHING STAFF		
Name	Designation	Qualification
Dr. Savitha H.M.	Professor	B.E., M.Tech., Ph.D , M.I.S.T.E
Ms. Dayakshini	Associate Professor & HOD	B.E., M.Tech., MISTE, (Ph.D.)
Ms. Prajwal D'Souza	Associate Professor	B.E., M.Tech., M.I.S.T.E, MIEEE
Ms Sandhya Dass	Associate Professor	B.E., M.Tech(Ph.D)
Ms. Nandini Maninarayana	Assistant Professor	B.E., M.Tech, MISTE (Ph.D.)
Ms. Vijayalaxmi H .M.	Assistant Professor	B.E., M.Tech, MISTE (Ph.D.)
Ms. Reshma K . J.	Assistant Professor	B.E. M.Tech
Ms. Shama B.N.	Assistant Professor	B.E. , M.Tech. (Ph.D.)

Ms. Jennifer Charlotte Saldanha	Assistant Professor	B.E., M.Tech. (Ph.D.)
Ms. Preetha D'Souza	Assistant Professor	B.E. M.Tech
Mr. Prasad S M	Assistant Professor	B.E. M.Tech
Mr. Gandhimathinathan A.	Assistant Professor	B.E. M.Tech
Ms. Rashmi Halemane	Assistant Professor	B.Tech., M.Tech
Mr Vijay Ganesh PC	Assistant Professor	B.E, M.Tech
Ms Avila Priya Pinto	Assistant Professor	B.E., M.Tech
Ms Deepthi S.R.	Assistant Professor	B.Tech, M.Tech
Ms Chaitra U.R.	Assistant Professor	B.E., M.Tech
Ms Rupal Mayo Diline D'Souza	Assistant Professor	BE , M.Tech
Ms K. Aarya Shri	Assistant Professor	AMIE, M.Tech
Mr Anoop C.V.	Assistant Professor	B.Tech , M.Tech
Mr Keith Raymond Fernandes	Assistant Professor	B.E., M.E.
Ms Padmini Bhat	Assistant Professor	B.E.. M.Tech (Ph.D.)
Ms Jayalakshmi K.P.	Assistant Professor	B.Tech, M.Tech
Mr Mahesha Y.	Assistant Professor	B.Tech, M.Tech
Ms. Priya Seema Miranda	Assistant Professor	B.E., M.Tech
Ms Sadhika Shetty	Assistant Professor	B.E, M.Tech
Ms Vinitha Pasanha	Assistant Professor	B.E., M.Tech
Mr Uday J.	Assistant Professor	B.E.,M.Tech

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms. Celine Miranda	Foreman	Diploma
Ms. Bhagya	Lab Instructor	Diploma
Ms. Divya K V	Lab Instructor	Diploma
Ms. Saritha	Lab Instructor	Diploma
Ms Radhika P.D.	Lab Instructor	Diploma
Ms. Divya D.	Lab Instructor	Diploma, AIME
Ms Rajitha K.R.	Lab Instructor	Diploma
Ms Harshitha Devadiga	Lab Instructor	Diploma
Mr Deekshith C. H.	Lab Technician	ITI

# DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

## **B.E., M.Tech., M.Sc (Engg) by Research and Ph.D Programmes**

### **Vision**

Excel in Electrical Engineering Education and Research

### **Mission**

1. Provide and maintain an environment designed to ensure quality Electrical Engineering education.
2. Design and deliver add-on curricula to existing VTU syllabus to ensure compatibility with national and global needs.
3. Provide holistic personality development of the students through interaction with Industry, academia and alumni.
4. Consolidate state-of-art laboratories for teaching and research activities

### **Program Educational Objectives (PEOs)**

**PEO 1:** To develop necessary skills in students for successful careers through rigorous education and appreciation for the life-long learning needed to maintain competency.

**PEO 2:** To provide students with the solid foundation in mathematical, scientific and electrical engineering to analyze data and extract relevant information for application to product design and pursue higher education.

**PEO 3:** To train students with good scientific and engineering breadth, including proficiency in software language and use of latest software tools so as to comprehend, analyze, design and create novel products and solutions to current problems.

**PEO 4:** To inculcate in students professional and ethical attitude, effective communication skills, teamwork skills, multidisciplinary approach, and an ability to relate engineering issues to broader social context.

### **Program Outcomes (POs)**

E&E Engineering Graduates will be able to:

1. Engineering knowledge: apply the knowledge of mathematics, science, engineering fundamentals and Electrical engineering to solve complex engineering problems.
2. Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified

needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

4. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

### **Program Specific Outcomes (PSOs)**

E&E Engineering Graduates will be able to:

1. Make use of modern simulation software & hardware tools and techniques to analyze, present and solve Electrical Engineering problems.
2. Develop entrepreneurial skills through Industry-Institute interactions by activities related to personality development and financial management.

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr. Sheryl Grace Colaco	Professor	B.E., M.Tech, Ph.D, MISTE
Mr. Ajithanjaya Kumar M.K.	Assistant Professor & I/C HOD	B.E., M.Tech, MISTE (Ph.D.)
Mr. Sathisha K.	Assistant Professor	B.E., M.Tech., MISTE (Ph.D.)
Ms. Bharathi A. Rao	Assistant Professor	B.E., M.Tech, MISTE (Ph.D.)
Mr. Deepesh Kanchan	Assistant Professor	B.E., M.Tech
Ms. Divya K. Pai	Assistant Professor	B.E., M.Tech
Mr. Subramanya	Assistant Professor	B.E. M.Tech
Mr. Franco Aldrin J Menezes	Assistant Professor	B.E. M.Tech.
Mr. Rolan Lionel Rodrigues	Assistant Professor	B.E. M.Tech.
Ms Mayuri R.	Assistant Professor	B.E., M.Tech
Ms Chaithra Shetty	Assistant Professor	B.E., M.Tech
Ms Sonia Preema D'Souza	Lecturer	B.E., (M.Tech)
Ms Bindu	Lecturer	B.E., (M.Tech)

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Mr. Maxim D'Souza	Foreman	BE
Ms. Priya A.	Lab Instructor	Diploma
Mr Raghu R.	Lab Instructor	Diploma
Ms Shailaja B.	Lab Instructor	Diploma
Mr. Melwyn Prakash Miranda	Technician	ITI

## **DEPARTMENT OF CIVIL ENGINEERING**

### **B.E. and Ph.D Programmes**

#### **Vision**

To impart technical education and nurture research in Civil Engineering to meet the needs of the society.

#### **Mission**

1. Deliver curricula for students to meet the local, national and global demands of industry, society and research.

2. Strengthen the skills of students through interaction with industry.
3. Promote research and consultancy in all aspects of Civil engineering.
4. Provide skilled training in emerging aspects of design and construction.
5. Develop in students and staff the spirit of innovation and professional ethics.

### **Program Educational Objectives (PEOs)**

**PEO 1:** To impart to students in depth knowledge of Civil Engineering subjects to solve practical problems using modern techniques.

**PEO 2:** To develop in students the ability to plan, analyze, design and construct structures from the foundation to the superstructure level with cost-effective design methods.

**PEO 3:** To develop in students the ability for successful careers as entrepreneurs and to pursue research.

**PEO 4:** To enable in students the ability to identify issues related to the environment and find suitable solutions.

**PEO 5:** To train students to understand the ethical responsibility of Civil Engineering profession and apply relevant code for engineering practice while delivering service to the nation.

### **Program Outcomes (POs)**

Graduates of the Civil Engineering program are able to

1. **Engineering Knowledge:** Apply the basic knowledge of mathematics, science, engineering fundamentals, and Civil engineering to solve complex engineering problems.
2. **Problem Analysis:** Identify, formulate, research literature, and analyze complex engineering problems in reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/ Development of Solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety and the cultural, societal and environmental consideration.
4. **Conduct investigations:** conduct investigations of complex problems using research based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern Tool Usage:** create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitation.

6. The Engineer and Society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. Environment and Sustainability: Understand the impact of engineering on society and demonstrate awareness of contemporary issues.
8. Ethics: Understand the professional and ethical responsibilities.
9. Individual and Team Work: Work in a team of core competence or multidisciplinary teams.
10. Communication: Communicate effectively in both verbal and written forms.
11. Project Management and Finance: Understand the values of life-long learning.
12. Life-long Learning: Apply financial and project management skills in their professional ventures.

#### **Program Specific Outcomes (PSOs)**

1. Explore domain knowledge in order to solve real-time field challenges, and to pursue research in novel areas of Civil engineering.
2. Qualify in the competitive examinations and succeed in obtaining opportunities in the public and private sectors.

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr Nalini Rebello	Associate Professor & HOD	B.E., M.Tech Ph.D
Dr B. Radheshyam	Professor	B.E., M.S., Ph.D.
Ms Ivy Savia Dantis	Assistant Professor	B.Sc., M.Sc , (Ph.D)
Mr Govinda Krishna	Assistant Professor	BE, M.Tech (Ph.D.)
Ms Bhavya	Assistant Professor	B.E., M.Tech
Mr Manjunath B.	Assistant Professor	B.E., M.Tech (Ph.D.)
Ms Apoorva K.V.	Assistant Professor	B.E., M.Tech
Mr Prashanth Kurdekar	Assistant Professor	B.E., M.Tech (Ph.D.)
Mr Sachin U.	Assistant Professor	B.E., M.Tech
Mr Chitharanjan M.	Assistant Professor	B.E., M.Tech
Mr Vijay H.	Assistant Professor	B.E., M.Tech
Ms Vani D.	Assistant Professor	B.E., M.Tech
Mr Rakshith R. Suvarna	Assistant Professor	B.E, M.Tech
Mr Ajeeth B.	Assistant Professor	B.E., M.Tech

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Mr Fabian Santosh Stanislaus Vaz	Lab Instructor	Diploma
Ms Ashwitha	Lab Instructor	Diploma
Ms Shwetha	Lab Instructor	Diploma
Ms Pooja	Lab Instructor	Diploma

**DEPARTMENT OF PHYSICS**  
**B.E. and Ph.D Programmes**

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr. Vincent Crasta	Professor & HOD	B.Sc., M.Sc, PGDCA, Ph.D., MISTE
Dr. Rajesh Kumar P.C.	Associate Professor	B.Sc., M.Sc, Ph.D.
Mr. Rajesh K.	Assistant Professor	B.Sc M.Sc.(Ph.D.)
Ms. Olivia Sequeira	Assistant Professor	B.Sc, M.Sc.
Ms. Venita Navya Monteiro	Assistant Professor	B.Sc, M.Sc.

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms Asha Pushparaj	Lab Staff	PUC

**DEPARTMENT OF CHEMISTRY**  
**B.E. and Ph.D Programmes**

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr. K. Jyothi	Professor & Head	B.Sc., M.Sc., Ph.D., MISTE
Ms. Pramila Rita D'Souza	Assistant Professor	B.Sc, M.Sc, MISTE (Ph.D.)
Ms. Prathima S.	Assistant Professor	B.Sc., M.Sc (Ph.D.)
Ms. Sheethal Tresa Fernandes	Assistant Professor	B.Sc., M.Sc
Ms Smitha Maria D'Souza	Lecturer	B.Sc , M.Sc

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Mr. Nataraj Devadiga	Lab Assistant	B.Sc

**DEPARTMENT OF MATHEMATICS**  
**B.E. and Ph.D Programmes**

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr. Ramananda H.S.	Professor & HOD	B.Sc., M.Sc, MISTE Ph.D
Dr. Jagadeesha B.	Associate Professor	B.Sc., M.Sc, Ph.D
Ms. Aleyamma George	Assistant Professor	B.Sc., B.Ed, M.Sc.
Ms. Prathibha K.N.	Assistant Professor	B.Sc., M.Sc.
Ms. Sabina Rachana Crasta	Assistant Professor	B.Sc., M.Sc.
Ms Salma Shabnam	Assistant Professor	B.Sc, M.Sc (Ph.D.)
Mr. Harsha A.J	Assistant Professor	B.Sc., M.Sc. (Ph.D.)
Ms Lauline Margaret D'Souza	Assistant Professor	B.Sc, M.Sc
Ms Jyotsna Anjali D'Souza	Assistant Professor	B.Sc, M.Sc.
Ms Neema Lobo	Assistant Professor	B.Sc, M.Sc.

<b>DEPARTMENT OF PHYSICAL EDUCATION</b>		
Ms Vaneesha V. Rodrigues	Assistant Physical Education Director	B.Com. BPEd, MPES
Mr Jeff Sunny D'Souza	Asst. Physical Education Instructor	BBM, B.PED, M.PED

<b>DEPARTMENT OF TRAINING &amp; PLACEMENT</b>		
Ms Sangeeta Ferrao	Placement Officer	B.Sc , PGDBM
Ms Prashma Veigas	Junior Asst. Clerk	BCA
Mr Wilson Jerald Mascarenhas	Attender cum Driver	PUC

<b>COUNSELLING &amp; HEALTHCARE</b>	
Ref Fr Joseph A. Cardoza	Campus Counsellor
Dr Prashanth Raj	Medical Officer
Ms Irine Jacintha Pinto	Staff Nurse

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **M.B.A & Ph.D Programmes**

#### **Vision**

To impart quality management education to bring out competent, socially responsible and conscientious professionals.

#### **Mission**

1. Imparting contemporary curriculum and its application to business situations
2. Developing proficiency through continuous industry-academia interface and research
3. Sensitizing students towards the needs of the society
4. Inculcating diligence through extra-curricular activities
5. Encouraging entrepreneurial attitude through constant guidance

#### **Program Educational Objectives (PEOs)**

**PEO 1:** Graduates will be able to apply the theoretical concepts in real life situations

**PEO 2:** Graduates will be able to exhibit effective decision-making skills.

**PEO 3:** Graduates will be capable of starting entrepreneurial ventures.

**PEO 4:** Graduates will be able to think critically, communicate effectively and be able to manage interpersonal relationships.

**PEO 5:** Graduates will be able to adapt to constantly changing environment.

#### **Program Outcomes (POs)**

1. Apply knowledge of management theories and practices to solve business problems
2. Foster Analytical and critical thinking abilities for data-based decision making
3. Ability to develop Value based Leadership ability
4. Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business
5. Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment
6. Foster Soft Skills to support industry requirements

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr Prakash Pinto	Professor & Dean	B.Com, M.Com, MBA, PGDIM, PGDFM, Ph.D.
Dr Anjali Ganesh	Professor	B.Com, M.Com, MBA, PGDHA, DMLT, Ph.D.
Dr Babitha Rohit	Assistant Professor	BBM, MBA, Ph.D
Dr Shakila B	Assistant Professor	B.Com.,M.Com.,M.Phil. Ph.D
Ms K Manjula	Assistant Professor	B.Com., M.B.A.
Ms Acharya Chitralekha	Assistant Professor	B.Sc., MBA
Mr Vinish P.	Assistant Professor	B.Sc., MBA (Ph.D)
Mr Jeevan Lawrence	Assistant Professor	BBM, MBA

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms Divya P	Lab Instructor	Diploma

## **DEPARTMENT OF COMPUTER APPLICATIONS**

### **Vision**

To be recognized as a department with research environment empowering computer professionals with a strong sense of service and human values at the core”.

### **Mission**

1. Inculcate professional behavior with strong ethical values and innovative research capabilities among faculty and students.
2. To meet the global needs and challenges through training of professionals who can work with interest to support the society.
3. Encourage faculty to have continuous progress in their teaching skills and self-development.

### **Program Educational Objectives (PEOs)**

Graduates will be able to:

**PEO 1:** Have appreciation for, Professional and Ethical responsibilities through strong commitment to values.

**PEO 2:** Adopt techniques and skills to critically identify, formulate and solve computational problems.

**PEO 3:** Effectively design, develop and manage computer applications, using modern tools and techniques.

**PEO 4:** Develop confidence for self-education and innovative entrepreneurship.

### **Program Outcomes (POs)**

Graduates will have the ability to:

1. Apply knowledge of mathematical, algorithmic, and computing principles.
2. Analyze and interpret data, make inferences from the resulting data and apply technical skills to solve real time problems
3. Design a system or module, to meet desired needs, which undergoes various phases of software development lifecycle.
4. Investigate, design and conduct experiments, by applying critical thinking to solve complex problems.
5. Make effective use of modern tools and techniques to develop a software system.
6. Inculcate Professional and Ethical attitude.
7. Understand the need for, and have an ability to inculcate quality, timeliness and continuous improvement.
8. Develop managerial skills in multidisciplinary approach.
9. Prepare technical documents and make effective presentation.
10. Design and construct a system, component or process to meet desired needs, within realistic constraints such as economic, environmental and social sustainability.
11. Develop teamwork, and leadership skills necessary to function productively and professionally to undertake a common goal.
12. Develop as an Entrepreneur in the software domain through innovative approach.
13. Work on research activities.

<b>TEACHING STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms. Sumangala N.	Assistant Professor & I/C HOD	B.Sc, M.Sc, PGDCA
Mr. Athokpam Bikramjit Singh	Assistant Professor	BCA, MCA (Ph.D.)
Ms. Sadhana Kumble	Assistant Professor	B.Sc., MCA
Mr. Sathyendra Bhat J	Assistant Professor	BCA., MCA

Mr. Hareesh B	Assistant Professor	BIT, MCA (Ph.D.)
Mr. Gururaj S	Assistant Professor	B.Sc., MCA (Ph.D.)
Mr. Ragesh Raju	Assistant Professor	B.Sc., MCA

<b>TECHNICAL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Ms Ashwini	Lab Instructor	Diploma
Ms Divya Sujith Kumar	Lab Instructor	Diploma

<b>LIBRARY</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Dr Felcy D' Souza	Librarian	B.L.I.S, M.L.I.S, Ph.D
Mr. Francis Edward Pereira	Assistant Librarian	B.L.I.S, M.L.I.S
Ms. Gloria Jacintha D' Souza	Library Assitant	D.Lib
Ms. Prima Lobo	Library Assitant	D.Lib, B.A.
Ms. Thara	Library Assitant	B.L.I.S
Ms Geetha	Library Assitant	PUC, D.Lib
Ms Preethi	Library Assitant	D.L.I.Sc., B.L.I.Sc.
Mr. Rithesh D'Souza	Junior Library Assitant	B.L.I.S
Ms. Seema Fernandes	Junior Assistant Clerk	B.A, PGDCA
Mr Anila Kumar Yerabovi	Attender	
Mr Sharan Steevan Lobo	Attender	
Mr. Dinakar	Security	

<b>HOSTEL STAFF</b>		
<b>Name</b>	<b>Designation</b>	<b>Qualification</b>
Mr Francis D'Costa	Warden - Boys Hostel	Graduation
Mr. Herald Sunil Britto	Assistant Warden - Boys Hostel	PUC
Mr Felix Santhumayor	Assistant Warden - Boys Hostel	
Sr Margaret Misquita	Warden - Girls Hostel	B.A., M.A.
Ms Jenifer D'Souza	Assistant Warden - Girls Hostel	B.Com
Ms Rajita Patres Almeida	Assistant Warden - Girls Hostel	B.Com

## ADMINISTRATIVE & SUPPORT STAFF

Name	Designation	Qualification	Department
Mr Rakesh Thomas Lobo	H R Manager	MSW,EMBA,	HR
Mr. Menin Paul Monteiro	Accounts Officer	B.Com,ICWA (Inter)	Accounts
Ms Shalet Saldanha	Office Superintendent	B.A.	Admission Office
Ms Flona Shawn Soans	Training Officer	BCA, MBA	
Ms Diana Monteiro	Collaboration Officer	B.A, MBA	
Ms. Hema Fernandes	Secretary	B.A, PGDPM	Asst. Dir.'s Office
Ms. Priya Jyothi Pinto	Junior Assistant Clerk	B.Com	Asst. Dir.'s Office
Mr. Conald Saldanha	In-charge	B.A., DHRD	HR
Ms. Sushma Clara Monis	Secretary	B.A	Director's Office
Ms Felcy D'Souza	Secretary	B.Com., M.A	HR
Ms Noilin Ren Lobo	Junior Assistant Clerk	B.Com., M.Com	Principal's Office
Ms. Vineetha Monteiro	Junior Accountant	B.Com	Accounts
Ms. Sharani Monteiro	Junior Assistant Clerk	B.Com, M.Com	Accounts
Ms. Priya Sweedal Crasta	Junior Assistant Clerk	B.Com	Accounts
Mr. Roshan Francis Lobo	Incharge	B.A.	Admission Office
Ms. Juliet D'Souza	Senior Assistant Clerk	B.Com	Admission Office
Ms. Charlette D'Souza	Junior Assistant Clerk	B.A	Admission Office
Ms Jacintha Menezes	Junior Assistant Clerk	PUC	Admission Office
Ms Jacintha Cordeiro	Graphic Designer	Dip. in Graphic Design	Media
Ms. Precilda Janet Lobo	Senior Assistant Clerk / Secretary	B.Com	E & C

Ms Joselyne D'Souza	Junior Assistant Clerk	B.Com	Reception
Ms Precilla Pinto	Junior Assistant Clerk	B.Com	Civil
Ms Divya Juliet Fernandes	Junior Assistant Clerk	B.A.	E & E
Ms Laveena Roshal Miranda	Junior Assistant Clerk	B.A.	CSE
Ms Lencita Seema Veigas	Junior Assistant Clerk	B.Com	Basic Science
Ms Nishma Mascarenhas	Junior Assistant Clerk	B.Com	MCA
Ms Divya Miranda	Junior Assistant Clerk	B.Com	Mech
Mr Denis Joseph D'Souza	Campus Supervisor		Administration
Mr. Sudhir Pinto	Incharge Store		Maintenance
Mr. Cyril Periera	In-charge		Maintenance
Mr. Satish Bhat	Electrical/Plumbing Technician		Maintenance
Mr. Sunil D'Souza	Electrical/Plumbing Technician		Maintenance
Mr Alwyn Saldanha	Electrical/Plumbing Technician		Maintenance
Mr Deepak Kumar Shettigar	Electrical/Plumbing Technician		Maintenance
Mr Vishal Flywan Fernandes	Electrical/Plumbing Technician		Maintenance
Mr Wilson Kiran Menezes	Electrical/Plumbing Technician		Maintenance
Mr Minin Anton D'souza	Welder		Maintenance
Mr. Rajendran K.V.	Transport & Security Officer		Transport
Mr. Arokiasamy	Attender		Administration
Mr. Wilson D'Souza	Attender		Admission Office
Mr. Anil Wildon Pinto	Attender		CSE
Mr. Julian Pinto	Attender		MBA

Mr. Ashoka K.M.	Attender		E & C
Mr. Alex Ashok D'Souza	Attender		Maths
Mr. Lakshman Moolya	Attender		Chemistry
Mr Franklin D'Souza	Attender		Mech
Mr. Jerome Pais	Attender / Driver		Administration
Mr Liston Anthony D'Souza	Attender / Driver		Administration
Mr Lakshmeesha	Attender		Physics
Mr Rohan Sebastian D'souza	Attender		Civil
Mr Gerald Jeevan D'Cunha	Attender		E & E
Mr. Charles Fernandes	Attender		Mechanical
Ms Asha Laveena Flores	Attender		MCA
Mr. Praveen D'Souza	College Bus Driver		Transport
Mr. Surendra Shetty	College Bus Driver		Transport
Mr Prabhakara	College Bus Driver/ Mechanic		Transport
Mr Ramachandra Shetty	Driver cum Attender		Transport
Mr Chidananda	Driver cum Attender		Transport
Mr. Paul Pereira	Driver		Transport
Mr John D'Souza	Cleaner		Transport

<b>HUMANITIES</b>			
<b>NAME</b>	<b>DESIGNATION</b>	<b>QUALIFICATION</b>	<b>DEPARTMENT</b>
Mr. Eugene D'Cunha	Lecturer	B.A, LLB	CIP
Ms Marie Therese Fernandes	Lecturer	B.Com, (MA)	English
Ms Reshma V	Lecturer	MA	English
Ms Durga Menon	Lecturer	B.Ed., MA	Kannada
Ms Amitha Ashwin	Lecturer	B.Ed., MA	Kannada

## **GOVERNING COUNCIL OF THE COLLEGE**

### **Chairman**

**Most Rev. Dr Peter Paul Saldanha, Bishop of Mangalore**

### **Members**

- ❖ Rev. Fr Wilfred P D'Souza, Director, St Joseph Engineering College
- ❖ Dr Rio D'Souza, Secretary & Principal, St Joseph Engineering College
- ❖ Dr Joseph Gonsalvis, Chief R&D/ Member, St Joseph Engineering College
- ❖ Rev. Fr Praveen Martis, Academician
- ❖ Mr Lionel Aranha, Chartered Accountant/Advocate
- ❖ Mr Jeevan Saldanha, Industrialist
- ❖ Ms Ivy Saldanha, Industrialist
- ❖ Regional Officer (SWRO, Bangalore)
- ❖ VTU Nominee
- ❖ DTE Nominee

# **GOVERNING BOARD OF THE COLLEGE**

## **Chairman**

**Most Rev. Dr Peter Paul Saldanha, Bishop of Mangalore**

## **Members**

- ❖ Rev. Fr Wilfred Prakash D'Souza, Secretary of the Board & Director, St Joseph Engineering College
- ❖ Rev. Fr Rohith D'Costa, Assistant Director, St Joseph Engineering College
- ❖ Rev. Fr Joseph A Cardoza, Campus Counsellor, St Joseph Engineering College
- ❖ Rev. Fr Valerian D'Souza, Parish Priest - Lady of Miracles Church, Mangalore
- ❖ Rev. Fr Richard Coelho, Director, Father Muller Charitable Institutions.
- ❖ Rev. Fr Henry Sequeira, Chancellor - Diocese of Mangalore
- ❖ Rev. Fr Onil D'Souza, Director . St Anthony's Charity Institutions, Jeppu, Mangalore
- ❖ Rev. Fr Antony M. Shera, Secretary, Catholic Board of Education
- ❖ Rev. Fr Vijay Victor Lobo, Procurator - Diocese of Mangalore
- ❖ Dr Aloysius H. Sequeira, Dean -Faculty Welfare and Professor, School of Management, NITK
- ❖ Mr Albert D'Souza, Promoter, SJEC and Proprietor M/s. Printania, Mumbai.
- ❖ Mr Edmund Frank, Management Expert, Dean - P.G. Course, St. Aloysius College, Mangalore
- ❖ Mr Felix Albuquerque, Managing Partner, M/S. Albuquerque Enterprises
- ❖ Mr Marcel Monteiro, Former Vice-President - Our Lady of Miracles Church, Mangalore
- ❖ Mr Rajan D.Souza, SJEC Project Financial Consultant

# EVEN SEMESTER TIME TABLE

## MORNING SESSION

## AFTERNOON

9.00 -  
9.55

9.55 -  
10.50

11.10 -  
12.05

12.05 -  
1.00

2.00 -  
3.00

3.00 -  
4.00

4.00 -  
5.00

MON

TUE

WED

THU

FRI

SAT

TEA BREAK

LUNCH BREAK

# COLLEGE ANTHEM

Joesphites, we march together holding hand in hand  
In service with excellence as one united band  
Brighten shall we our world, that's our endeavour  
Lighten one another's burdens, we will strive for ever.

Excellence and Service, high up our motto hold  
In St. Joseph's foot-steps to walk, we all make bold  
Josephites together, we'll build a world of peace  
Brothers, sisters, all united, one thoughts and deeds.

Technical manpower will meet ever changing need  
Competence, love and skill, will be great boons, indeed  
Creation, innovation in God's wide, holy world  
Will make us instruments of Peace and sweetest Joy untold



## St Joseph Engineering College

(Affiliated to VTU, Belagavi and recognised by the AICTE, New Delhi.  
B.E. - CSE, ECE, EEE, ME Accredited by NBA, New Delhi)

Vamanjoor, Mangaluru - 575 028, Karnataka, India

Ph: 91-824-2868100 / 2263753 / 54 / 55 / 56

FAX: 91-824-2263751 | E-mail: [sjec@sjec.ac.in](mailto:sjec@sjec.ac.in) | Website: [www.sjec.ac.in](http://www.sjec.ac.in)

**SERVICE RULES AND REGULATIONS  
OF  
ST. JOSEPH ENGINEERING COLLEGE**

**1. Background**

St. Joseph Engineering College, Vamanjoor, Mangalore is the Technical College started by the Diocese in the year 2002. Having realized the importance of Technical Education for the Christian Minority students in the Diocese of Mangalore, Most Rev. Dr. Aloysius Paul D'Souza, the Bishop of Mangalore launched the Project. It was on 11<sup>th</sup> February 2001, the foundation stone was laid and the institution was accorded permission by AICTE in their letter No. 06/06/KTKIENGGf2002/004 dtd. 27.05.2002.

The Diocese of Mangalore is a Christian Religious Charitable Trust, situated at Bishop's House, Codialbail, Mangalore 575 003, having its declaration of Trust Deed dated 1<sup>st</sup> March 1998, which states the objective of the Memorandum of Trust. This Trust is bound by the Canon Law of the Catholic Church. The Bishop of Mangalore having constituted the Governing Board, to govern the affairs of St. Joseph Engineering College, has approved the guidelines which form the "Rules & Regulations" of service of St. Joseph Engineering College staff.

**2. Scope and Applicability**

- a) These Rules will be called 'St Joseph Engineering College (SJEC) Service Rules for Teaching and Non-teaching Staff'.
- b) Except when otherwise provided either expressly or by implication, these Rules shall apply to the holders of all posts under the St. Joseph Engineering College and which the Governing Board is competent to prescribe.
- c) Rules framed hereunder shall be effective from the date of approval of the Governing Board.

**3. Amendments and Modifications:**

The Governing Board, from time to time, shall make new or additional Rules or amend or repeal any of the Rules and relevant rules shall be displayed on the notice board of the College.

**4. Publication and Interpretation :**

- a) These Rules & Regulations of Service will be printed in English and an abstract of the relevant and appropriate rules will be provided to each employee who is bound by them.
- b) Ordinarily the interpretation given by the Director or any other person authorized in this behalf shall prevail.

**5. Definitions:**

- a) **Institution** means St. Joseph Engineering College, located at Vamanjoor, Mangalore – 575 028.
- b) **President** means the Bishop of Mangalore of Catholic Diocese of Mangalore.
- c) **Convenor** means Convenor of SJEC appointed by the President
- d) **Director** means Director of SJEC appointed by the President.
- e) **Governing Board** means the Governing Board of St. Joseph Engineering College appointed by the Bishop of Mangalore of the Catholic Diocese of Mangalore (Latin Rite).
- f) **Management** means the Director, Deputy Director, Principal, Vice Principal, Deans and authorised persons if any.

- g) **Selection Committee** means Committee constituted by the Governing Board for selection of teaching and non-teaching staff. .
- h) **Building Committee** means Committee constituted by the Governing Board.
- i) **Purchase Committee** means Committee constituted by the Governing Board.
- j) **Employer** means the Director who is appointed by the Bishop of the Diocese of Mangalore (Ex-Officio President, St. Joseph Engineering College) as the Chief Executive of the Institution or any other person or persons authorized by the Director who is entrusted with affairs of Managing the Institution on his behalf.
- k) **Employee** means the teaching, non-teaching staff engaged/appointed by the Employer, through a written order to teach, for hire or reward or payment, but does not include;
  - i) Any person whose services are temporarily loaned to the Institution by any agency, association, congregation or institutions on agreed upon conditions.
  - ii) Students or learners or any employee getting work experience by being on the job training.
  - iii) Any person doing gratuitous work.
- l) Words importing the masculine gender include the feminine.
- m) Words importing singular include the plural and vice-versa.

## 6. **Departments:**

The College shall consist of all the Departments/Centres/Schools conducting Undergraduate, Postgraduate and Research Programmes including projects.

## 7. **Organisational Structure**

Organisational structure Chart showing the hierarchy of St. Joseph Engineering College is appended (Annexure-I) with the Service Rules.

## 8. **Functions of Governing Board, Director and Principal**

The Governing Board of the College shall be responsible for the broad policies related to general superintendence, direction and control of the affairs of the College. The Governing Board shall be headed by the Bishop of Mangalore.

The Convenor of SJEC shall be the nominee of the Bishop of Mangalore for all Committees of the College.

The Director of the College shall be the Secretary of the Governing Board. He will be also the representative of the Bishop of Mangalore in policy formulation related to administrative and Management affairs of the College. He shall be responsible for implementation of the decisions of the Governing Board and overall supervision of proper administration of the College.

The Principal shall be responsible for managing and running the College. He will also be responsible for maintaining academic excellence and conducting of all activities related to academic, extra-curricular, co-curricular, 'while maintaining highest level of discipline. He shall report to the Director and discharge duties assigned by the Director.

The Deans shall assist the Principal in smooth functioning of the College. Duties of the Deans will be assigned by the Principal in consultation with the Director.

Other hierarchy of various cadres of the employees along with the functionaries to whom they report is indicated in the Organisation Chart.

**9. Classification of Employees**

The employees of the College shall be classified under two broad categories, Teaching and Non-teaching staff.

Further, they are classified as:

- a) Permanent Employee is an employee who after successful completion of his period of probation has been confirmed on a permanent basis in a substantive/regular/vacancy through a confirmation letter from the employer.
- b) Probationary Employee is an employee who is provisionally employed in a permanent vacancy and has not been confirmed on a permanent basis through a letter of confirmation. Initially every newly appointed employee will be on probation for a period of one year. If unsatisfactory, either his service will be discontinued even without issuing any notice to him or the period of probation will be extended by such period as deemed fit by the Management. However the entire period of probation will not exceed two years.
- c) Temporary Employee is an employee who has been appointed for a limited period, for assignment of an essentially temporary nature of who is employed temporarily as an additional employee on a leave vacancy or in connection with temporary seasonal increase in work and who has received a temporary appointment letter from the Employer.
- d) Part-time Employee is an employee who is appointed for work on a purely part – time basis.
- e) Religious Employee is a member of any religious congregation rendering service in the Institution as per the Agreement between his Superior and the Director of the Institution.

**10. Work load of Teaching Staff:**

The workload of the Teaching staff will be determined as per norms by the All India Council for Technical Education (AICTE), New Delhi and by the Visvesvaraya Technological University, Belgaum (VTU), to which the College is affiliated.

**11. Age of Retirement:**

Age of retirement for teaching staff and non – teaching staff will be 58 years. However, in exceptional cases the employee may be re – employed on year to year basis at the discretion of the Governing Board.

**12. Seniority**

The inter-se-seniority of the employees shall be according to order of merit given by Selection Committee.

**13. CADRES & PAY SCALES OF TEACHING & NON-TEACHING STAFF**

**A) CADRES & PAY SCALES OF TEACHING STAFF:**

The Cadres and pay scales of the Teaching Staff shall be as per the AICTE norms as follows:

<u>Designation</u>	}	<u>Pay Scales</u>
1. Professor	}	As per AICTE
2. Asst. Professor		
3. Lecturer- Selection grade		
4. Lecturer- Senior		
5. Lecturer		

Note: Pay scale as per AICTE, other benefits as per the decision of the Management.

**B) CADRES & PAY SCALES OF NON-TEACHING STAFF**

The Cadres and pay scales of the Non-teaching Staff shall be as per the State Government / VTU norms as follows:

<u>Sl. No.</u>	<u>Designation</u>	<u>Pay Scales</u>
1		
2		
3		

Note: The Pay Scale is as per the decision of the Management.

14. Institution will notify the Holidays at the beginning of the Calendar year.

15. Sabbatical Leave shall be given to teaching staff members who desire to avail that at the rate of one year for every ten years of service subject to the maximum of two times in the whole service. The purpose of the leave could be for one or more of the following subjects:-

- a) To conduct research or advance studies in India or abroad
- b) To visit / work in international concerns and Technical Departments to gain practical experience in their respective fields.
- c) To visit or work in a University, College or Research Laboratories in India or abroad; and
- d) Any other purpose for the academic development of the staff as approved by the Governing Board.

The other conditions attached with the Sabbatical Leave will be decided by the Governing Board.

**16. Appointments**

- a) All posts at the College shall normally be filled by advertisement or otherwise.
- b) The Governing Board shall have the power to decide on the recommendations of the Selection Committee that a particular post be filled by invitation or by promotion from amongst the member of the staff of the College.
- c) Selection Committee for filling post under the College (other than the post on temporary / contract basis) by advertisement or by promotion or otherwise shall be constituted in manner laid down below namely:

I) In the case of all teaching / scientific staff, the Selection Committee shall consist of:

- i) Convenor Chairman
- ii) One nominee of the Governing Board Member
- iii) Two Experts in the field of specialization Members
- iv) Head of concerned Department Member
- v) Principal Member
- vi) Director Member Secretary

II) In the case of non – teaching posts and scientific staff, the Selection Committee shall consist of :

- i) Director Chairman
- ii) One nominee of the Governing Board Member
- iii) One Expert in the field of specialization Member
- iv) Head of the Department concerned Member
- v) Principal Member Secretary

- d) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman cause a written test or tests to be held for all or some of the candidates as the Chairman may think fit, and shall make its recommendations to the Governing Board, the names of the selected candidates being arranged in order of merit.
- e) No act or proceeding of any Selection Committee shall be called In question on the ground merely of the absence of any member or members of the Selection Committee or any" procedural deficiency. The quorum shall be three for Selection Committee.
- f) All appointments made at the College shall be reported to the Governing Board at its next meeting.

**17. General Service Conditions and Code of Conduct of Permanent Employees:**

- a) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service. They are required to get the fitness certificate from the Hospital designated by the Institution. .
- b) All appointments made are subject to the condition that the particulars furnished at the time of recruitment are true and if the said particulars are proved to be false, the appointment order concerned is liable to be considered void at the discretion of the Management.
- c) All appointments shall be made only through written orders Issued by the Employer stating therein the classification and / or category in which the person concerned is appointed with a description of the service conditions, particulars with regard to the emoluments and the facilities he is entitled to etc. Further, a copy of these Rules & Regulations of Service shall also be provided to the appointee. The appointments will be subject to the approval of the Statutory Authorities.
- d) All newly appointed persons shall be on probation for an initial period of one year during which their performance will be appraised through methods deemed fit by the Management.  
If satisfactory standard of performance and conduct is not achieved by the employee during the period of probation, the period of probation shall either be extended for further period at the discretion of the Management or the services shall be discontinued without notice or compensation. However, the entire period of probation will not exceed two years.
- e) All employees who have satisfactorily completed their period of Initial or extended probation shall be confirmed. On a permanent basis in writing by the Employer.
- f) Regular annual increments specified in the time scale of pay shall automatically fall due as on the date of joining / promotion but without prejudice to the right of Management to withhold the same for any period to be specified as a form of penalisation for inefficiency, misdemeanour or misconduct.
- g) The Management reserves the right to grant additional increments to the employees for having acquired higher academic qualifications beneficial for the performance of the day to day work in the Institution or for outstanding performance of work in the Institution.
- h) When the Initial pay of an. employee has to be fixed in a different scale consequent to the revision of pay scale or promotion, such initial pay will be fixed at the next higher stage above the pay he was drawing at the time in the existing scale, making allowance for Increments due to the employee in the existing scale.
- i) The annual increments of all the employees will fall due every year on the date of his joining the Institution or on the date of his promotion as the case may be except in case where persons are appointed through a specific contract or Memorandum of Agreement signed by the Employer and the employee concerned.

j) It shall be exclusive prerogative of the Management to decide from time to time the number of posts under various cadres and also the mode of filling up any vacant post. If, however, any such vacancies are to be filled up, all other things being equal, preference may be given to an existing employee consistent with his qualification, efficiency and seniority.

**k) Abandonment of Service**

If an employee remains continuously absent for a period of ten days or remains absent for a period of 10 days beyond the period of leave originally granted, or subsequently extended, he shall be deemed to have resigned on his own accord from service of the Institutions unless he returns within five days after the expiry of the said ten days and explains in writing to the satisfaction of the Employer, the reason for his unauthorized absence.

**l) Conviction by Court**

If an employee is convicted by a Court for an offence involving moral turpitude, his services will be terminated by the Management of the Institution.

**18. a) Resignation**

- i) Resignation of any teaching staff during the academic year (as per the university guidelines) will not be accepted.
- ii) Teaching staff desirous of leaving the service of the Institution shall give three months notice in writing to the Management of his intention to resign or shall pay three months salary in lieu of notice period, unless he has a specific agreement providing for a longer or shorter notice.
- iii) Non teaching staff desirous of leaving the service of the Institution shall give one months notice in writing to the Management of his intention to resign or shall pay one months salary in lieu of notice period, unless he has a specific agreement providing for a longer or shorter notice.
- iv) Any leave to the credit of the employee cannot be adjusted towards the period of notice of resignation unless permitted by the Employer.
- v) No resignation shall be complete unless and until accepted in writing by the Employer.

**b) Service Certificate**

Every employee is entitled to a Service Certificate only at the time of his leaving the service. However, Service Certificate may also be issued at any time during service, provided the reason for such certificate is stated. Only Employer of the Institution issues the service certificate.

**c) Exclusive Service**

No employee of the Institutions shall work for any other employer in whatsoever manner, without written permission of the Employer. Knowledge of such engagement elsewhere shall be sufficient ground for termination of his service from the Institutions.

**19. a) HOURS OF WORK:**

Employees are ordinarily required to work from 8.30 a.m. to 5.30 p.m. from Monday to Friday in a week. However, on Saturdays teaching staff will work till 1.00p.m and non teaching staff will work till 1.15p.m. These timings are inclusive of one hour lunch break in between. However, the duty hours in different departments / sections are to be followed as per rules and changes which may be made from time to time for the smooth running of the Institution. The present timing for teaching staff is 9.00a.m to 1.00p.m. and 2.00p.m to 5.00p.m. The timing for non – teaching / technical staff is 8.45a.m to 5.30p.m. Duties are classified as day duty / night duty / call duty / break duty and employees are required to work on any of them in accordance with the need of the Institution.

**b)** Attendance of all the employees shall be marked in their respective attendance registers maintained in the Administrative Office or at the Department / Sectional Office in the morning and afternoon session separately.

- c) On arrival for duty, the employees shall initial their names against the appropriate date and session in their respective attendance registers. THE ATTENDANCE REGISTER WILL NOT BE AVAILABLE FOR SUCH INITIALING AFTER LAPSE OF TEN MINUTES FROM THE TIME FIXED FOR THE COMMENCEMENT OF DUTY.
- d) All Employees both teaching and non teaching should be punctual for their respective duty. However employees coming for duty late but within half an hour from the time fixed for commencement of duty in the Department / Section will be allowed to attend duty only after getting written consent of the Principal or any other person authorised, and the time of arrival will be noted below their initials. If the instances of late coming exceed thrice a month casual leave for one day would be deducted.
- e) i) No employee reporting late by more than half an hour but not later than one hour from the time fixed for commencement of duty in the Department / Section will be allowed to attend duty during that session unless he gets permission from the Director and the employee concerned shall hand over such written permission to his Head of the Department before commencing his duty.  
ii) Employee presenting for duty later than one hour from the time fixed for commencement of duty. Will not be permitted to attend duty for that session but will be considered as on casual leave or leave on loss of pay for the day.
- f) All Employees are expected to be at their place of work throughout their duty timings. They should finish their respective work for the session and emergency work, if any, before leaving their duty place.
- g) Employees on shift shall leave their place of duty only after they are relieved by the respective employee on the next shift and after reporting to their Departmental / Sectional Heads.
- h) i) Any employee found absent from his place of work during working hours without prior permission of the Head of the Department / Section or as provided for herein above, is liable to be treated as absent during the entire session of such absence.  
ii) In the event the H.O.D is not available to obtain such permission, the employee concerned shall enter the fact of his temporary absence from the work place in the Movement Register maintained in the Department / Section for the purpose.

## **20. STANDARD OF CONDUCT AND DISCIPLINE:**

- a) All employees of the Institutions at all times have to maintain high standard of conduct and shall always behave in a sober manner, tempered with kindness, friendliness and understanding with all fellow employees. They are to refrain from gossiping, loud talking or any other behaviour that could be disturbing the co-workers.
- b) Employees should always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work. Must wear them or use them only while on duty.
- c) Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and / or willful disobedience of orders of superiors shall be considered as serious misconduct.
- d) Employees shall observe the instructions put up on the notice boards or communicated to them from time to time by their Superiors or Departmental Heads. Such orders shall be deemed to have been served on the employees for whom they are intended to and hence, every employee shall make himself familiar with the day to day communications displayed on the notice boards of the Institution.
- e) Employees are required to accept any work, normally falling under the category of employment assigned to them by the Employer / Principal or the Departmental Head /

Superior, besides the main routine work allotted to the particular post held by them, keeping in mind that the Institution is service-oriented and needs the dedicated work of all employees to realise its goals. Such work within working hours will not entitle them for any extra remuneration.

- f) Every incident out of the ordinary or any emergency arising in the Institution shall be immediately reported to their respective Superiors / Management.
- g) All employees using instruments, equipments and other appliances shall replace them in their proper places and every breakage and / or damage caused shall be reported immediately to their immediate superior in the Institution.
- h) Every employee is expected to take sufficient care of the property, materials, instruments, equipments etc. of the Institution. Where damage or loss is caused to them by the negligence of / or misuse by the employee, he is liable to make good such loss or damage to the Institution, besides being liable to be penalised, according to the nature of damage or loss.
- i) No article, except personal belongings, shall be brought in or taken out by an employee from the premises of the Institution without the permission of the Employer. Any pilferage will be considered as misconduct.
- j) All employees are required to wear their identity card while on duty.

## **21. PAYMENT OF WAGES:**

- a) Employees shall be paid their salary on the first working day of every succeeding month through the bank of the Institution by credit to their bank accounts. If the first day of the month happens to be a holiday / Sunday or a bank holiday, then the salary shall be paid on the succeeding working day.
- b) The salaries and allowances, if any, of all employees shall be paid subject to the following deductions:
  - i. Statutory deductions.
  - ii. Premium to L.I.C. under Salary Savings Scheme.
  - iii. Recoveries towards loan / advances
  - iv. Deductions required to be made as per orders of the Government or Court or other competent Authorities.
  - v. Deductions for amenities such as house, room, food, etc provided by the Institution.
  - vi. Deductions to make adjustments with salary advances, extra amounts paid earlier by error, if any.
  - vii. Deductions for damage or loss of property, equipments, belongings of the Institutions, or for loss of money which he is required to account for, if the damage or loss is due to his negligence.
  - viii. Deductions for absence from duty without permission on loss of pay.
  - ix. Penal deductions imposed through a written order by the Employer.
- c) **PROVIDENT FUND:**  
Eligibility to the statutory Provident Fund and related schemes shall be determined as per the Provident Fund Act and Rules in force from time to time.
- d) **GRATUITY:**  
All employees, except retired and re-employed employees, shall be eligible for Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

## **22. LEAVE FACILITIES:**

1. Leave of any kind cannot be claimed as a matter of right Discretion to refuse or to revoke leave rests with Head of the Institution or the Management as the case may be.
2. All kinds of leave other than Casual Leave be got sanctioned by the Management before proceeding on leave except on emergency medical grounds. Under emergency conditions,

the Head of the Institution may permit the employee to proceed on leave other than Casual Leave. However such leave be got sanctioned by the Management and the salary be paid to the employee after sanctioning of leave.

3. All permanent employees, subject to the following conditions, are eligible for the following leave benefits:
  - i. Casual leave of 15 days per year (Jan - December)
  - ii. Special Casual Leave for 30 days in a calendar year (teaching staff).
  - iii. Privilege / Earned leave of 30 days with full pay (non vacation staff & H.O.D).
  - iv. Maternity leave
4. Leave benefits for categories of employees other than permanent shall be as mentioned in their respective letter of appointment.
  - i. **Casual Leave:**
    - a) All permanent employees are entitled for 15 days of Casual leave with full pay in a calendar year to be availed of for full day. Casual leave could be availed for a maximum of 3 days for non teaching staff and 6 days for teaching staff.
    - b) Employees who are confirmed / have joined the service during the calendar year shall be eligible for Casual leave proportionate to the remaining period of the year.
    - c) The Casual leave may be combined with Sundays or other authorised holidays provided that the resulting period of absence from duty does not exceed 5 days for non teaching staff and 10 days for teaching staff. But in calculating the total leave, the holidays and Sundays will not be taken into account. When applying for casual leave combined with Sundays or other authorized holidays, mention must be made of the holidays and permission to avail the same must be sought if the employee is required to be on call duty on such holiday.
    - d) Casual leave cannot be combined with any other Kind of leave of whatsoever nature.
    - e) Casual leave shall not be accumulated beyond the calendar year and all unavailed Casual leave shall lapse at the end of the calendar year.
  - ii. **Special Casual Leave (teaching staff):**
    - a) An employee may be permitted to take Special Casual leave to attend conferences, workshops, short term programmes, and present papers in the respective field of their study of specialization for which he is appointed in the Institution or to go as an examiner to any university for the period required to conduct the necessary examinations. Special Casual leave will be granted for and shall be inclusive of both for the journey and attending the programmes mentioned above. .
    - b) Absence of employees from the Institution for the purposes mentioned here below shall be treated as 'on duty' :
      1. Employees when appointed as Internal Examiners by the Visveswaraiah Technological University, Belgaum.
      2. Employees when appointed as Inspectors by the Statutory Bodies for the purpose of inspection.
      3. Employees who are members of different Statutory Bodies when required to attend meetings of such bodies. Time taken both for journey and inspection work / meetings will be treated as 'on duty'.  
Absence from duty as examiners in all other cases will be treated as on Special Casual Leave to the extent permissible under the Leave Rules of the Institution.
    - c) Whenever an employee is offered an examinership in any University, he should first obtain permission from the Management before accepting the same.
    - d) Special Casual leave may be combined with Casual leave only in cases where the employee applying for such combined leave is proceeding for examination duty or for attending All-India or State Conferences. In all other cases Special Casual leave

can be combined with Casual leave only with prior permission of the Sanctioning Authority.

- e) The Special casual leave that can be granted to a faculty member for the above purposes is restricted to 30 days in a calendar year. The maximum period one can be absent from duty on Special Casual leave and Casual leave combined together is fixed at 10 days at a stretch. Holidays are not taken into account in computing the total period of absence.
- f) Whenever an employee avails Special Casual leave for any of the purposes mentioned under these rules, the same should be supported by appropriate attendance certificates and report which should be submitted for processing his leave.

**iii. Privilege / Earned Leave (non vacation staff):**

- a) i) All permanent non vocational employees are eligible for 30 days of Privilege or Earned leave in a calendar year. Privilege leave will accrue at the rate of 2½ days for every completed month of service provided the employee concerned has worked for a minimum of 25 days in that month including the period of sanctioned leave with pay. The period under Leave Without Pay will not be considered as service period for calculation of Privilege leave.  
ii) All permanent employees of teaching staff will be normally allowed to avail the vacation. If their services are required by the institution during vacation for any urgent work, they will be intimated in writing about their need for duty. Those faculty members shall be allowed proportionate number of days of privilege / earned leave at their credit.
- b) Employees confirmed / joining during the calendar year shall be eligible for privilege leave proportionate to the remaining period of the calendar year from the date of their confirmation / employment.
- c) Privilege leave cannot be availed of for a period of less than 3 days at a stretch. Whenever any employee desires to avail Privilege leave, application should be submitted at least 7 days before the date on which the applied for leave is to commence.
- d) Privilege leave can be accumulated for a maximum period of 60 days in the entire period of service. All leave beyond this period will automatically lapse.
- e) Employees are advised to avail Privilege leave in proper time, according to the convenience of their Departmental routine and they are expected to co-operate with the Departmental Heads in the preparation of the Departmental leave rosters at the beginning of every calendar year.
- f) Privilege leave admissible shall be inclusive of all holidays occurring during the period. But if holidays precede or follow the sanctioned Privilege leave, they will not be considered as days of leave, but on permission.
- g) Encashment of Privilege leave is-not allowed.

**iv. Maternity Leave:**

- a) Female employees are eligible for maternity leave and benefits as per the provisions of the Maternity Benefit Act, 1961.  
Provided that such benefit shall be restricted to first two deliveries only.
- b) Maternity leave cannot be combined with any other type of leave.
- c) No casual leave or Privilege leave will accrue during the period of Maternity leave.

### **23. LEAVE RULES:**

- a)** Leave of any kind cannot be claimed as a matter of right but may be availed of only after due sanction by the Employer / Sanctioning Authority or the person authorised in this behalf.
- b)** Normally not more than 1/3<sup>rd</sup> of employees can avail of any leave in any Department at a time.
- c)** Grant of leave will be governed by exigencies of service and the arrangement that can be made by the Department / Sectional Head concerned for efficient discharge or the duties of the absentee, during the period of his leave. .
- d)** Leave of any kind shall be applied for in the prescribed form made available through their Sectional / Departmental Heads.
- e)** Every leave application should be forwarded to the leave Sanctioning Authority through proper channel.
- f)** Application for leave for 3 days or less shall be made at least 24 hours prior to the time from which the leave is required, except in cases of exceptional circumstances beyond the control of the employee. Application for such leave shall be cleared as early as possible but not later than 12 hours from its submission.
- g)** Application for leave for any period beyond 3 days shall be made atleast 7 days prior to the day from which leave is to commence. Application for such leave shall be cleared within 2 days of its submission.  
Exceptions may be made for unusual circumstances at the discretion of the Sanctioning Authority.
- h)** No leave shall be considered as granted unless sanctioned in writing by the Sanctioning Authority.
- i)** In case of unforeseen emergency, such as sudden illness or death of a near relative. Leave may be availed of in anticipation of sanction, provided concurrent information is given to the Principal or the Director stating the reason thereof. It shall be the duty of the employee concerned to apply for leave at the earliest opportunity and substantiate his absence through valid reasons. If the reasons and circumstances stated are found to be frivolous or false, such an act shall be considered as misconduct and in addition, the period may be treated as absence.
- j)** No employee on leave shall take up service of any kind anywhere during his period of leave without obtaining due sanction in writing from the employer.
- k)** Extension of leave already granted is ordinarily not allowed. If however, extension of leave is needed, application for extension of leave must be submitted and approved by the Sanctioning Authority before the expiry of leave already sanctioned.
- l)** All employees must specify their address during leave period in the leave application form so as to enable the Sanctioning Authority to communicate with him in case of need or emergency. Any subsequent change in such address shall also be intimated to the Sanctioning Authority. After availing any leave which exceeds more than 10 days, the employees shall give a joining report in writing in the prescribed form which is appended hereto while rejoining duty.
- m)** Repeated absence from duty without prior sanction may lead to break in continuity of service and / or termination.
- n)** The leave entitlements of employees of vacation departments (i.e. departments where regular vacations are allowed during which those serving in them are permitted to be absent from duty) are the same as those serving in non-vacation departments except in respect of 'earned leave'.
- o)** No earned leave will be admissible to a employee of a vacation department in any year in which he avails of the full vacation.

- p) If, in any year, he/she does not avail any vacation or is prevented from enjoying more than 15 days of vacation, earned leave will be admissible proportionately for that year as to an employee of a non vacation department.

**24. LEAVE SANCTIONING AUTHORITY :**

Leave Sanctioning Authority for different kinds of leave to different categories of employees is indicated herebelow:

<b>Category of Employees</b>	<b>Type of Leave</b>	<b>Sanctioning Authority</b>
Professor, Associate Professor, Assistant Professor, Senior Lecturer / Lecturer, Lab Instructor and non teaching staff	Casual Leave	Principal / Vice Principal
Professor, Associate Professor, Reader, Assistant Professor, Senior Lecture / Lecturer and non teaching staff	Special Casual leave, Privilege / Earned leave, Maternity leave, Terminal leave, Leave Without Pay	Director / Deputy Director
Professor	Sabbatical Leave	Governing Board

**25. MISDEMEANOUR:**

- i. Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanour:
  - a) Discourtesy to outsiders
  - b) Habitual uncleanliness
  - c) Careless work.
  - d) Laziness and inefficiency.
  - e) Negligence of duty.
  - f) Smoking in areas where it is prohibited.
  - g) Non-observance of Departmental duty hours.
  - h) Loitering in the Institutional premises.
  - i) Committing nuisance in the Institutional premises.
  - j) Absence without leave from the appointed place of work.
  - k) Quarreling with others within the premises of the Institution.
  - l) Sleeping while on duty. .
  - m) Not wearing uniform while on duty and wearing uniforms provided by the Institution while not on duty.
  - n) Not wearing one's identity card while on duty.
- ii. An employee found guilty of misdemeanour may:
  - a) Be warned or censured; and / or
  - b) Have an adverse remark entered in his personal record.

**26. MISCONDUCT:**

Without meaning to be exhaustive, the following acts of commission or omission shall be considered as misconduct:

- 1. Insubordination or disobedience to the orders of the Superior, whether alone or in combination with others.

2. Striking work, either alone or along with other employees, in contravention of provisions of any central or state legislation.
3. Inciting other employees to strike work in contravention of provisions of any central or state legislation.
4. Collection of money within the premises of the Institution, for purposes not sanctioned by the Employer.
5. Distribution of any hand bills, pamphlets, posters etc., inside the premises of the Institution without previous written permission of the Employer.
6. Threatening, intimidating or abusing colleagues or superiors while on duty.
7. Insubordination, loitering or deliberate delay in performance of duty or in carrying out orders of the Superiors.
8. Holding meetings inside the premises of the Institution without prior written permission of the Employer.
9. Slowing-down in performance of work, or inciting others to slow down.
10. Promotion of discontentment and disloyalty among the employees towards the Institution.
11. Canvassing for any political activities, while on duty or while in the premises of Institution.
12. Posting or removing any bulletin from the notice board without the prior written sanction of the Employer or person authorised for the purpose.
13. Refusing to obey orders of transfer.
14. Refusing to acknowledge any communication from the Management
15. Indulging in heated arguments with co-employees, visitors in the premises of the Institution.
16. Refusal to offer himself for questioning by the Employer or by any other person in charge of the Institution in the absence of the Employer. .
17. Wrongful confinement of an Officer or Officers of the Institution in order to make him yield to demands or disputes.
18. Possession of lethal weapons, except the tools required for the performance of duty.
19. Refusal to sign any documents, forms or registers kept or maintained for the purpose of daily record of routine matters.
20. Non co-operation with co-employees in proper discharge of duties.
21. Writing or publishing any article affecting adversely the reputation of the Institution.
22. Theft, fraud or dishonesty in connection with Institution's business or property.
23. Demanding, taking or giving bribes, tips or gifts or any illegal gratification whatsoever.
24. Absence without leave for more than ten consecutive days or habitual absence without leave or overstaying sanctioned leave without sufficient ground or proper and satisfactory explanation.
25. Habitual late attendance.
26. Habitual breach of any rules, regulations or work norms prevalent in the Departments or of Rules & Regulations of Service of the Institution. .
27. Carrying on money lending or any other private business within the premises of the Institution.
28. Drunkenness or riotous or disorderly behaviour during working hours in the premises of the Institution or commission of any act subversive of discipline within the Institution's premises.
29. Habitual negligence of duty.
30. Habitual repetition of any act or omission for which fine may be imposed.
31. Willful breakage or damage to the properties of the Institution.
32. Unauthorised use or occupation of quarters and refusal to vacate the same when called upon to do so by the Employer.
33. Indiscipline or habitual breach of regulations regarding smoking, absenting oneself from place of work and the use of abusive or obscene language.
34. Gambling within the premises of the Institution.
35. Tampering with records, attendance registers, disclosing to any unauthorised persons confidential facts or figures about the Institution's activities.

36. Any act of immorality within the Institution's premises.
37. Taking away any item or article belonging to the Institution or any such pilferage by an employee.
38. Withholding of information regarding any changes that affect the employee from the time of joining duty, such as change of address, marital status, dependency, such and so forth.
39. Wasteful or negligent practices in the use of Institution's property / facility.
40. Violation of established safety practices on the premises of the Institution.
41. Fighting or quarreling inside the Institution.
42. Inefficiency or habitual mistakes in work.
43. Concealment of any facts which would have prevented an employee being employed initially.
44. Breach of any of the provisions of these Rules & Regulations of Service.

**27. PUNISHMENT:**

- i. An employee found guilty of misconduct may after due enquiry as provided herein:
  - a) Be dismissed from service; or
  - b) Be demoted to lower cadre; or
  - c) Suspended for any period not exceeding four days without wages or salary; or
  - d) Be fined; or
  - e) Have his increment stopped for a period not exceeding a year; or
  - f) Be warned or censured or have an adverse remark entered in his personal record; or
  - g) Have his misconduct condoned or he be discharged.
- ii. While infliction any of the above punishments, gravity of misconduct proved and also the past record of the employee shall be taken into consideration by the Employer.

**28. DISCIPLINARY PROCEDURE :**

- a) i. An employee against whom disciplinary action is proposed to be taken should be given a charge-sheet by the Employer, clearly setting forth the circumstances of misconduct, if any, and a written explanation within seven days of the receipt of the charge-sheet shall be given by the employee concerned.
- ii. He shall also be given an opportunity to answer the charges at the time of an enquiry before an Enquiry Officer appointed by the Employer, the date and the time being fixed with sufficient notice to him to prepare and give explanation and also to produce any evidence that he wishes to tender in his defence.
- iii. Any notice, order, charge-sheet or communication which is meant for a charge-sheeted employee should be in English. In the case of an absentee employee, notice shall be sent to him by registered post with acknowledgement due to the address provided by the said employee as per the rules. If an employee refuses to accept any communication in connection with disciplinary proceedings when it is sought to be served on him, exhibiting of the said communication on the notice board will be deemed as sufficient service of the same on the employee concerned.
- iv. If the employee concerned fails to appear before the Enquiry Officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the Enquiry Officer, then the enquiry will be held *ex parte*.
- v. During the enquiry, the employee shall be permitted to produce witnesses in his defence, and cross examine any witness that may be examined in support of the charge.
- vi. The employee concerned may be permitted to take the assistance of only his co-employee, if he so desires in writing.
- vii. The employee on whom punishment is imposed consequent to disciplinary proceedings conducted against him as provided herein, may appeal to the Governing Board of the Institution within thirty days from the communication of the order of punishment. The

intended appeal shall be forwarded through the Employer, and the Governing Board or any member or members thereof delegated in this respect shall dispose of the appeal within three months of the date of the receipt of such appeal.

- b) Enquiry is not necessary if and when the employee makes a voluntary admission of his guilt In reply to the aforesaid charge-sheet. However, if the employee concerned requests a hearing regarding the nature of the punishment such hearing may be given.
- c) **Suspension-pending enquiry :**
  - i. When the misconduct is of a very serious nature the Employer may suspend the employee from duty till the disciplinary proceedings conclude. During such period of suspension, the employee concerned shall not leave station, except with the written permission of the Employer.
  - ii. During the suspension period, the employee shall be paid a subsistence allowance amounting to 50% of his basic pay during the first 90 days, the rate of subsistence allowance shall be increased to 3/4<sup>th</sup> of his basic pay thereafter. Provided that where the disciplinary proceedings are prolonged on account of any reasons attributable to the employee concerned and therefore the suspension period exceeds the first 90 days, then the rate of subsistence allowance for the period exceeding the said 90 days shall be only 1/4<sup>th</sup> of basic pay of the employee concerned.
  - iii. If the employee is exonerated of the charges made against him, he shall be entitled for his total salary from the date of his suspension. In the event of his dismissal, the same shall become effective from the date of the order of dismissal and he will not be eligible for any other payments except the subsistence allowance already paid to him.

#### **29. GRIEVANCE PROCEDURE:**

- a) Grievances / complaints, if any, arising out of employment may be submitted in writing by an employee addressed to the Employer.
- b)
  - i. Normally such grievances / complaints shall be forwarded through the 'proper channel' i.e. through the respective Head of Department by the employee concerned.
  - ii. However, if the grievance has anything to do with superior official of the employee, then it could be channelised through the next higher official.
  - iii. On receipt of such grievance, the employee concerned shall be issued an acknowledgement by the recipient official.
  - iv. If he so desires, simultaneously with handing over the grievance as provided for above, the employee may also send an 'advance copy' to the Employer.
- c) The grievance / complaint shall be forwarded immediately by the recipient official through the proper channel, and while doing so, comments concerning the subject of complaint may be set out by the higher officials in a sheet to be attached to the complaint.
- d) The Employer may in his discretion either himself attend to the grievance or entrust it either to a committee or any other person to investigate and report
- e)
  - i. Normally the decision of the Employer shall be communicated to the employee concerned in writing at the earliest but not later than one month from date of its receipt.
  - ii. Provided in exceptional cases / circumstances, communication of the decision may be delayed beyond the month's period at his discretion by the Employer, for reasons to be noted.
  - iii. Provided further that decision of the Employer so rendered shall be final and binding.

#### **30. Promotion for teaching staff under Career Advancement Scheme (CAS) approved by AICTE, New Delhi.**

##### **General**

- a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil., M.Tech., and six

years for others at the level of Lecturer (Selection Grade)/Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

- b) For movement into grades of Professor, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade) / Assistant Professor.
- c) An Assistant Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- d) The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

**Lecturer (Senior Scale):**

A Lecturer will be eligible for placement in a senior scale through a procedure of selection if she / he has:

- a) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil., M.E. / M.Tech. and Ph.D.
- b) Participated in summer / winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- c) Consistently satisfactory performance appraisal reports.

**Lecturer (Selection Grade):**

Lecturers in the Senior Scale who do not have Master's degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfills the other criteria given below for the post of Assistant Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Master's degree and / or fulfilling other requirements for promotion as Assistant Professor and if found suitable, could be given the designation of Assistant Professor.

**Assistant Professor:**

- a) A lecturer in the senior scale will be eligible for promotion to the post of Assistant Professor if he/she has:
    - i. Master's Degree and completed five years of service at the level of Lecturer (senior scale). Those who do not have Ph.D. degree, they are required to obtain Ph.D. degree within a period of seven years from the date of his / her promotion to the post of Assistant Professor.
- AND**
- ii. Made some mark in the areas of Scholarship and Research; as evidenced e.g. self assessment, report to referees, quality of publication, contribution to education / innovation, development of new courses and curricula and extension activities.
  - iii. After placement in the senior scale participated in winter/summer schools (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the AICTE.
  - iv. Possesses consistently good performance appraisal reports.

- b) Promotion to the post of Assistant Professor will be through a process of selection by a selection committee to be set up under the statutes / ordinances of the concerned institute/university or other similar committees setup by the appointing authorities.

**Professor:**

- a) In addition to the sanctioned position of Professors which must be filled up through direct recruitment through all India advertisement promotion may be made from the post of Assistant Professor after 8 years of service as Assistant Professor.
- b) The selection committee for promotion to the post of Professors should be the same as that for direct recruitment for the promotion from Assistant Professor to Professor the following methods of promotion may be followed:

The candidate should present here / himself before the selection committee with some of the following:

- i. Self-appraisal report (required)
- ii. Research Contribution - books, articles, etc published (atleast 4 papers in Journals required). The best three written contribution of the teacher (as defined by her/him) may be sent in advance to the experts for reviewed before coming for the selection committee interview. The candidate should submit in three sets with the applications.
- iii. Seminars/conferences/workshops attended which should be atleast 4 seminars / conferences / workshops at the national / international level or must have attended summer / winter schools (short term course) of total duration of 4 weeks:
- iv. Significant contribution towards teaching / academic environment / institutional corporate life.
- v. Adequate extension and field research activity.
- vi. Development of course / lecturer material / monographs, CDs / modern teaching tools including E-learning tools.
- vii. Participation in continuing education programme.
- viii. Any other academic contribution.

The requirement of consistent satisfactory performance appraisal report shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade), Assistant Professor.

For requirement of completing the courses would be as follows:

- a) For Lecturer to Lecturer (Senior Scale), summer / winter school courses of total duration of 4 weeks would be compulsory.
- b) For Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor, summer / winter school courses of total duration of 4 weeks would be compulsory.
- c) The senior teachers like Assistant Professor / Lecturer (Selection Grade) and Professors may opt to attend 4 seminars / conferences / workshops (National or International Level) in their subject area and present papers on those areas or attend AICTE approved summer / winter school courses to be offered by various institutions.

**31. Performance Appraisal System (PAS) & Confidential Reports:**

The PAS shall be conducted for the Teaching faculty as per the format given by the Institution. Self-appraisal, peer appraisal and student appraisal shall be carried out for all teaching staff as per the schedule given by the Principal.

All the non-teaching staff shall be assessed and evaluated by the reporting authorities every year through Confidential reports.