

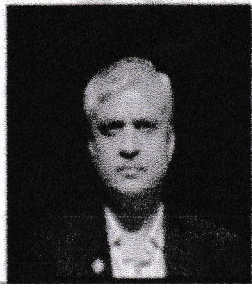
SINDHI COLLEGE

ಸಿಂಧಿ ಮಹಾವಿದ್ಯಾಲಯ

Sindhi College
(Sponsors : Sindhi Seva Samiti)

Permanently affiliated to Bengaluru City University
Accredited by NAAC & Recognized by UGC under 2(f) & 12(B),
ISO 9001:2015 Certified Institution
2020-21

#33/2B, HEBBAL, KEMPAPURA, BENGALURU-560024.



Sri. Madan Doulatram
President



Sri. Prakash R Narang
Chairman



Sri. Avinash S Kukreja
Hon.Secretary



Sri Kishore L. Achpal
Hon. Treasurer



Sri. Vikas Chawla
Hon.Jt.Secretary



Dr. B.S. Srikanta
Principal, Sindhi College



Prof. Asha N
Vice Principal,
Sindhi College

COURSES

Sindhi College of Commerce offers the following courses:

UG

- B.Com (As per Bangalore University)
- BBM (As per Bangalore University)
- BCA (As per Bangalore University)
- B.Sc- Computer Science (As per Bangalore University)

PG

- M.COM (As per Bangalore University)

Value-Added Courses

- * TCS- Analysis programme for BBM
- * Certified Financial Accountant Course by IStar for B.COM & BBM
- * Certified Tally Course
- * Micro Soft Certification Course, Core Java, Dot Net, Software Testing Course for BCA
- * Soft Skill and placement training programme.
- * CCNA Professional Certificate Course from IIHT for BCA.
- * SAP certification course for BBM.

Examinations

All college exams as per the calendar will be conducted for all classes, which every student is expected to appear University exams are conducted as per the schedule issued by the University.


1. Strict notice will be taken of absence (without leave) from the college examinations. Re-examinations cannot be considered as a matter of right. In case of illness during the examinations, parents are expected to inform the Principal immediately and produce the necessary medical certificate.
2. Students will not be permitted to attend classes till they justify their absence from the exams. They must bring their parents and meet the Principal.

3. A student is eligible to write the examinations only if he has shown satisfactory progress in the tests/exams conducted by the college. Those who do not show sufficient progress will be kept back from the University Examinations.
4. The admission ticket for the University Examinations will not be given unless all dues are cleared.
5. Students who have been debarred from the examinations for malpractice will not be admitted / readmitted to the college.
6. Student who fails to secure the minimum in any subjects / language may be permitted to appear only for that or those subjects at the next Examination subject to the condition laid down under the rules.

A report card will be sent to the parent after each main examination on the student's performance. The card will be an indication of the probable final results. Parents and guardians are advised to call on the principal after the publication of the results of the first examination to inform themselves of the progress made by their wards and the attendance put in by them.

Attendance

1. Students are expected to be in their places at the beginning of the hour. Late comers should not enter the class without the permission of the Lecturer in charge of that class.
2. Students are expected to be in the college campus during working hours. If any hours should be usefully spent in the library. Students are not permitted to walk about on the roads during working hours.
3. A student shall be considered to have completed the academic year if he has attended not less than 80% of the number of working periods of the subject and if his/her conduct and progress have been satisfactory.
4. A student who falls short of 80% attendance in any month will be required to meet the Principal with his parents.
5. a) Punctuality and regular attendance is essential for the formation of character and is therefore insisted upon. Prior permission for leave of absence from college should be obtained from the Principal, in case of absence on reasons other than illness.
b) A medical certificate should be furnished especially when a student is absent for a long time due to illness immediately on his/her joining college. Medical certificate will not be accepted at the end of the course/semester. No attendance will be given for absence on medical ground.

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- c) The names of students who are absent continuously for two weeks without any notice will be struck off from the register. Those who are deputed officially by the college to participate in academic, cultural, sports activities etc., should hand over to the class teacher a note of deputation signed by the teacher concerned.
- d) Serious action will be taken on absence without leave from the college examinations and at the re-opening of the classes after the holidays.
6. Attendance is compulsory at all College functions, Sports Day and College Day.
7. College fees must be paid by due date failing which fines will be charged.

Leave of Absence

1. Students are advised not to absent themselves for trivial reasons.
2. No students shall be absent from the class without a leave letter. The leave letter addressed to the principal should be counter signed by the parent / guardian.
3. Leave application for reasons of illness beyond four days, must be accompanied by a medical certificate. Leave on medical grounds will be adjusted against 25% concession given by PU University/Bangalore University.
4. Absence of students on days of tests, written exercises and examinations will be particularly noted and viewed seriously.
5. Principal has no power to condone attendance shortage.
6. Students who are denied hall ticket for final examination on grounds of 'shortage of attendance' will not be allowed to take up supplementary exam as well. Such students should seek fresh admission to the same class by paying the college fees.

Note: The aforesaid rules are in accordance with the Pre-University University / Bangalore University guidelines.

Discipline and Decorum

Dress Code

Formal wear on Mondays and Thursdays

Students are expected to adopt modest and simple styles of dress and hair style within the premises. Boys are not permitted to grow their hair long, color it and sport fancy hairstyle and beards. Students are not permitted to use caps,

3/10

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bandanas, scarves and other fashion accessories (ear rings, chains, bracelets) in the campus. The students should attend the classes in formal wear. T-Shirts with pictures or written matter, baggy pants, torn jeans, low-waist jeans or multi-pocketed trousers are not permitted. Students not conforming may be required at any time to leave the college for the day. Girls are advised to wear a decent and presentable dress and avoid any form of provocative dress.

Behavior and Conduct

Students will always give place to lecturers on the staircase, verandahs and elsewhere.

1. They will treat the building, furniture and equipment with great care and consideration. Any loss or destruction of these will be chargeable individually or collectively.
2. Students will be in their places in the class room at the first bell, standing in perfect silence till the lecturer enters. There will be no unnecessary talking in class. In subordinate and rude behavior of any kind to the lecturers will be strictly dealt with. In the case of students found guilty, the transfer certificate will be issued to them before the end of the term.
3. Strikes and similar demonstrations are not allowed but a respectful representation of grievances will be looked into.
4. Students will wear their identity cards at all times. This will be shown to authorize persons when demanded.
5. Students are advised to see the College Notice University regularly.
6. Students should make good use of the library. All stray and unclaimed property shall be brought to the principal's office.
7. No books pamphlets or paper will be circulated by the students, nor tickets for any programme sold within the premises without the prior permission of the principal.
8. There shall be no money raised for any purpose what so ever, or gifts made to staff members or others without the permission of the principal.
9. Students will NOT see their visitors in College. They will have their letters, money orders and other communications addressed to their homes.
10. Students must update any change of address or phone numbers or email addresses of their parents maintained in the office without fail.
11. Students shall refrain themselves from shouting or talking loudly in the college building.

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12. Students must not loiter in the corridors during class hours.
13. If a Lecturer is on leave, students are expected to study silently in their classrooms, or go to the library.
14. Students are NOT permitted to smoke in the college campus or come intoxicated to the college. They are liable to disciplinary action (even dismissal) if found smoking in the campus. Disciplinary action will be taken against any student found in possession of or under the influence of drugs or alcohol. This rule is equally applicable during college trips / visits.
15. Ragging is a cognizable offence and those who indulge in it or even encourage it will be handed over to the police, as per G.O.ed 122 URC 96 dated 16.01.97.
16. Books, periodicals or papers of an objectionable nature should not be brought into the campus.
17. Irregularity in attendance, insubordination, discourtesy to staff members, habitual absence and late coming, neglect of work, unbecoming language or conduct, obscenity in work or deed render a student liable to temporary or permanent dismissal.
18. Students are expected to conduct themselves with dignity and maturity. They must observe norms of decency and propriety on campus.
19. Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of a student outside the campus.
20. Students are not permitted to use cell phones, pagers, walkmans/radios to the campus. If students are found with such gadgets, the same will be confiscated will be returned only after the semester exam. In case of emergency, written permission will have to be sought by the parents from the Principal.
21. After the class hours no student is expected to remain in the campus, unless there is a function / programme / rehearsal / games practice.

Class Prefects and Sports Representative

A prefect for each class will be selected at the beginning of each year. The prefect will assist the principal, class teacher and staff in their relations with the class such as the collection and returning of written exercises, conveying of notices and helping in general to maintain the discipline of the college. Their fellow students will strive to help them in fulfilling their duties.

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Club Activities

In order to bring out the hidden talents of our students, the college has different clubs such as Literary, Cultural, and Sports etc. The office bearers of these clubs should plan their activities well in advance and hold them throughout the academic year. The Management awards prizes at the end of the year to the best students in the contests held. Office bearers of the clubs are appointed every year by the Principal and faculty.

Certificates

Students applying for the Transfer Certificate shall be given on payment of all dues to the College.

Other Extracts and Certificates shall be given on payment of Rs 250/- as and when they require.

Library

Library is an integral part of our educational institution. The Library consists of books and periodicals on various subjects. There is a qualified librarian in charge of the library. A reference section is also attached to it. The students can profitably utilize the library during college hours and also in leisure hours. To enable the students do reference work, there are large number of reference books including newspapers, encyclopedia, dictionaries, books on general knowledge, journals and previous years question papers. These are to be used inside the library. Students taking these books outside the library will be penalized.

Rules of the Library

1. The library will be open from 7.30 a.m. to 8.30 p.m. on all working days and during the vacations. On Saturdays, it will be open from 7.30 a.m. to 12.30 p.m. and 5.30 p.m to 8.30 p.m.
2. Students can go into the stock section and select the books. Personal books belongings like bags, jackets etc., should be kept in the pigeon holes provided near the entrance.
3. Bar coding on the ID card itself serves as the library card number. Two book at a time can be borrowed by producing the id card.
5. A student who fails to return the books within 7 days (PU) & 15 (BU) days will be fined Rs. 5 /- for each day beyond the due date excluding Sundays and holidays.
6. Extension of period may be obtained if the same book has not been sought by another student.

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7. Strict silence should be observed in and near the Library.
8. In the event of loss/damage of the books fine will be collected as follows. Thrice the cost of Indian books and twice the cost of foreign books.
9. In case of the loss of ID card, owner of the concerned library card will be held responsible for any books borrowed against the card. Such borrower should file written complaint immediately to the librarian and duplicate card will be issued at a cost of Rs. 250/-
10. Journals / Magazines can be issued on demand (only back volumes) for a period of 3 days.
11. Reference books cannot be issued.
12. Library cards are not transferable.
13. All the students are requested to return / surrender the library books before their respective annual/semester examinations.

Student Services

Scholarship

The Management gives scholarships to the deserving students. The scholarships are granted by the management to - students who are economically weak and good in academic performance.

Class Teachers

Class Teachers will function as Welfare Officers. In case of absence for one or two days, students will obtain permission to enter class by getting the initials in the record of absence in their calendar from their respective class teachers. Every student facing academic difficulty should confer with the class teacher. The class teacher will review the academic performance of the students and monitor their attendance.

Parents and Guardians

Parents and guardians are partners with the College in the task of a total and integral education of their children and wards. It is in keeping with this concept of "Partnership" in education that the parents are strongly recommended to meet the Principal and Teachers regularly to ascertain from them the conduct, attendance and progress of their children. They will have to meet the class teachers and collect the Report Card of their wards on the appointed day of the Parent-Teacher Meeting. This will be communicated in writing prior to the meeting.

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Parking

Students using two wheeler/ four wheeler are required to collect college sticker for their vehicle. Charges for two wheeler is Rs. 750/- and for four wheelers is Rs. 1000/- per year. No vehicle without parking stickers will be allowed inside College premises. Overnight parking is not permitted.

Attendance:

As per the order by the Hon'ble Supreme Court of India, substantiated by the Bangalore University order BUB/ACA,11/ AI/MIN_ATT.UG.PG/2001-12,dated 28th Feb 2002, NO student will be permitted to take the semester examinations if he/she has less than 75% attendance.

Attending the classes is absolutely compulsory. An undertaking to this effect shall be signed during the time of admission by both the student and his/her parent.

The disciplinary code for student of the college is strict and pre-ordered. Some of the orders from the State Government and Bangalore University are as given under.

Vide GO Ecc/22, URC 96 dated 19th Jan 97, RAGGING is a cognizable offence and those found indulging in it or even encouraging will be handed over to the police.

Vide letter no. Dev/08/Misc/CVSHW/2005-06dated 11.7.2005 from the office of the Registrar, Bangalore University sexual harassment on women students constitutes severe offence and the guilty would be penalized as per the prevailing law.

As per the directions of the Hon'ble Supreme Court of India to the standing committee of Bangalore University, the student during admission to the college shall sign an endorsement agreeing to abide by the rules and regulations stipulated by the University from time to time.

The General progressive discipline pattern that may be followed in dealing with indiscipline,

- I Offence - A documented warning & communication to parent from the authorities.
- II Offence - Suspension from classes for a stipulated number of days.
- III Offence - Suspension/ detention for the semester.
- IV Offence - Final dismissal from the College.

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1. Carrying of ID cards inside the campus is mandatory.
2. Dressing should be decent. Avoid provocative dresses.
3. Parking for vehicles with valid license with separate parking charges for two/four wheelers. Car parking permitted for degree students only.

Mobile Phone Restriction

The use of Mobile Phone is PROHIBITED in the Campus. Strict disciplinary action will be initiated if violated.

Student Travel Concession

- 1 The Students who wish to visit their hometown during the college vacations must forward the application for Railway concessions forms to the college office.

First Aid & Emergency

- 1 Student health, safety, well being and care is the top priority for our institution.
- 2 First Aid is available on the college campus.
- 3 In case of medical emergencies, we opt for Columbia Asia Hospital and Baptist Hospital which are located not more than a kilometer away from the college.

Sports

Leadership, sportsmanship, character building form a part of the college curriculum. The College provides facilities for all major indoor games vz., Table Tennis, Carom, Chess etc., and other outdoor games like Foot Ball, Volley Ball, Cricket and Athletics. A well trained and experienced Physical Director and competent coaches have been appointed for these activities.

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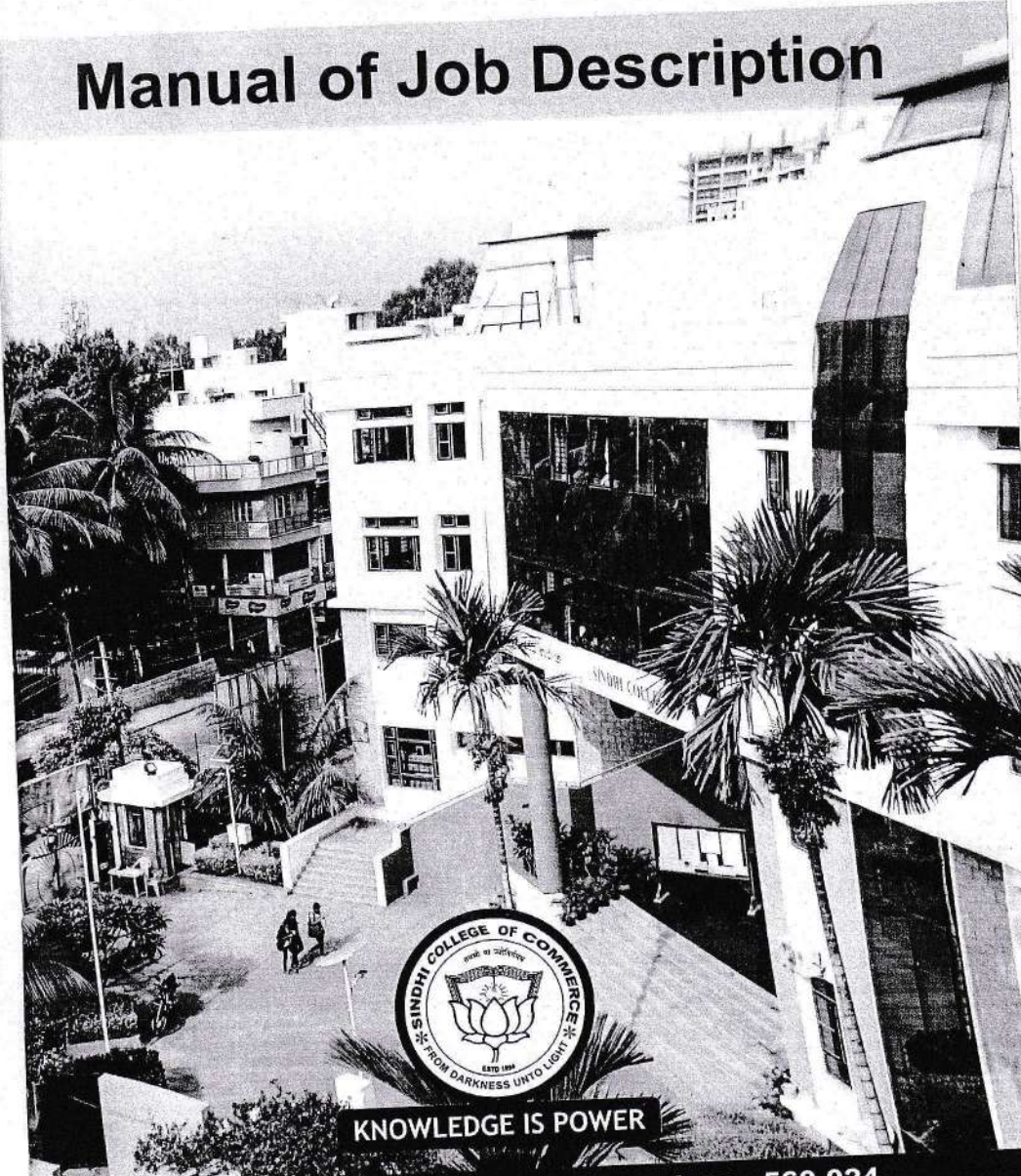
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SINDHI COLLEGE OF COMMERCE

Permanently Affiliated to Bangalore University

Manual of Job Description



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www : sindhicollege.com email : mail@sindhicollege.com

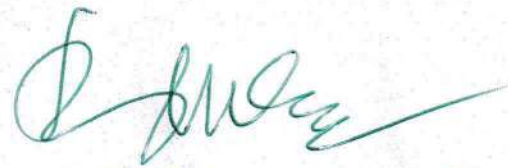
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*"Working without
supervision should be
the hallmark every
employee in any organisation"*

Dr. B.S. Srikanta
Principal



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Bengaluru - 560 074.



Preface

A job description is one of the most important pieces of documentation in an organisation. It generally includes scope, roles, duties, responsibilities and working conditions of a particular job. It also specifies the name or designation of the person to whom the employee reports.

A job description helps in strategic human resource planning. It is worth noting that a well defined job description can enhance employee's contribution in an organisation and assist the organisation in performance evaluation as well. Besides, it improves the communication between employer and employee. Considering these positive aspects of defining job description, it was unanimously agreed in the one of the meetings of the office bearers of the Managing Committee with executives and IQAC to bring out a manual of job description as applicable to several positions in the college. An exhaustive list of duties and responsibilities has been prepared in each case. We are confident that with this manual in their hands, staff members of our institution will know what is expected of them and contribute to meet the strategic goals and operational plans of the institution - right people with right skills at right place.

28/12/2016

Dr. B S Srikanta
Principal


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Job Description of Assistant Professor/Lecturer

Job Title : Assistant Professor / Lecturer

Reports to : HOD

Supervises : Students

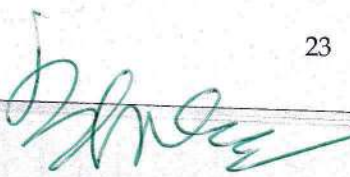
Roles and Responsibilities

To,

1. Prepare and deliver lectures effectively to students in the concerned subjects.
2. Prepare study materials and distribute/dictate to the students.
3. Prepare course materials, design curriculum enrichment programmes and value added programmes.
4. Promote creativity amongst the students.
5. Adopt innovative teaching practices.
6. Maintain discipline amongst the students both inside and outside the classrooms.
7. Adopt teaching style to suit the learning abilities of all the students in the class.
8. Maintain punctuality and regularity in class and college work-Engaging classes on time.
9. Adopt learner centred pedagogical methods like interactive sessions, group discussion, problem based learning, project based learning etc.
10. Conduct class tests, examinations, student seminars and give assignments/homework.
11. Evaluate students' performance in class level and college level examinations and guide them properly.
12. Maintain students' attendance records, marks registers and other related documents.

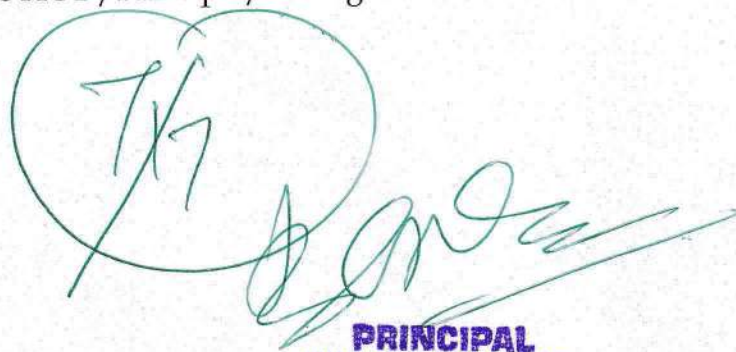
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Bengaluru - 560 024.

13. Organize industrial and educational tours.
14. Participate in curriculum design workshops organized by the university and contribute to curriculum development.
15. Act as mentor for students.
16. Organize and participate actively in co-curricular and extra curricular activities.
17. Be available in the college premises and guide the students whenever sought by the students.
18. Make persistent efforts to acquire in-depth knowledge in the concerned subjects.
19. Keep himself/herself abreast by latest developments in the concerned subject by reading current literature, interacting with colleagues and experts in the field, attending conferences, seminars and workshops.
20. Engage in research activities, present at least one paper in a conference/ seminar or publish one paper in a refereed journal in a year.
21. Do career, academic and personal counseling.
22. Select relevant books of latest editions in the concerned subject to the library.
23. Establish contacts with experts in the industry and academia and arrange guest lectures and internships and seek their guidance in curriculum development of value added programmes.
24. Assist the administration in admissions and placement activities.
25. Serve as member/convener on various committees in the college.
26. Work within the frame work of the institutional and departmental policies and ethos.

27. Maintain good interpersonal relationships with colleagues and students.
28. Provide professional consultancy services to governmental and non - governmental organizations with the consent of the management.
29. Obtain grants for research from external funding agencies.
30. Gain adequate working knowledge of computers and other ICT devices.
31. Assist in organizing seminars, workshops and conferences in the college/ departments.
32. Maintain documents pertaining to the activities conducted in the department.
33. Develop and build mutual trust, respect and cooperation among team members.
34. Maintain integrity of highest level and honesty both in professional and personal work.
35. Take up any assignment related to university examinations, affiliation etc.
36. Maintain good rapport with parents.
37. Take up any other duties and responsibilities allotted by the HOD/Principal/Management.



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#33/2B, Hebbal, Kempapura, Bangalore-24



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Terms and Conditions of Service of Employees of Sindhi College (both UG & PG)

- Preliminary: These rules may be called Service Conditions of Employees of Sindhi College- 2017
- Commencement and Application: These rules shall apply to all employees of Sindhi College. These rules come into force with effect from 1-6-2017

1	Definitions	<p>a) "Appointing Authority" means an authority competent to make appointments. The appointing authority shall be the Management or the Authorities specified by the Management. In this case the Appointing Authority and the Governing Body of the Institution is the Board of Management of Sindhi College.. Herein after, wherever the term Management appears, it shall mean Board of Management of Sindhi College.</p> <p>b) "Management" means the authority competent to exercise the rules specified herein.</p> <p>c) "Audit Officer" means an Audit Officer appointed by the Management.</p> <p>d) "Cadre" means strength of the Teaching and Non-Teaching staff based on students strength prescribed by the Management.</p> <p>e) "Continuous Service" means service rendered by the employee without any break under the same appointing Authority/Management. The service includes the authorised leave availed by the employee.</p> <p>f) "Duty" except where otherwise expressly provided includes: i) Service as probationer ii) Joining time iii) Course of training authorised by the competent authority</p> <p>g) "Emoluments" except otherwise expressly provided, means salary or subsistence allowance.</p> <p>h) "Family" means spouse of the employee may be residing with him/her and legitimate children including adopted children.</p> <p>i) "Fund" means Staff Provident Fund.</p>
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		<p>He/She is not permitted to resign in the middle of a semester. He/She may be relieved only after the completion of a semester. In case of Executives the notice period is 3 months.</p>
16	<p>Termination of Service by the Management</p>	<p>a) In the case of Temporary staff member or staff member on probation, the Management can terminate his/her services without assigning reasons by giving him/her one month notice.</p> <p>b) The Management can terminate the service of confirmed staff members also by giving one month's notice on any one or more of the following grounds:</p> <p>i) The staff member's continuance in service is prejudicial to the smooth or efficient working of the institution.</p> <p>ii) The staff member's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.</p> <p>iii) In the case of teaching staff, if the teacher is rendered surplus on account of reorganisation of the subject taught in the institution or reduction of workload in the subjects/department/institution.</p> <p>iv) The Staff member wilfully indulges in activities prejudicial to the interest of the institution.</p> <p>v) The staff member's performance is not satisfactory or found incompetent as reflected in the students' performance/appraisal by the Principal/Management.</p> <p>vi) The staff member defies the orders of duly constituted authority.</p> <p>vii) On the grounds of moral turpitude.</p> <p>viii) Lack of punctuality and regularity in attending and negligent attitude in respect of his/her work and any other work commuted with the duties assigned to him by the authority.</p> <p>ix) Showing disrespect to the constituted authority.</p> <p>x) Staff member runs chit fund business/any other business activity/ any illegal financial transactions with other staff members within the premises of the college.</p>
17	<p>Code of conduct</p> <p><i>Extract from HR policy</i></p> <p><i>[Signature]</i></p> <p>PRINCIPAL SINDHI COLLEGE #33/2B Kempapura, Hebballi Bengaluru - 560 024.</p>	<p>Maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an Educational Institution</p> <p>All the staff members shall follow the dress code specified by the Management.</p> <p>All the staff members shall wear College ID card in the premises without fail.</p> <p>a) Professional Duties:</p> <p>i) Every employee shall:-</p> <ul style="list-style-type: none"> • Be punctual in attendance in respect of his work and other work connected with the duties assigned to him by the Head of the Institution. • Abide by the rules and regulations of the institution and show due respect to the constituted authority. <p>ii) No employee shall:-</p> <ul style="list-style-type: none"> • Knowingly or wilfully neglect his duties; • Remain absent from the institution without leave or without the



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Sindhi College for Excellence in Education

		<ul style="list-style-type: none">• Include in, or encourage, any form of malpractice connected with examination or any other college activity.• Engage private tuitions. <p>b) The following also constitute mis-conduct of the employee which attract disciplinary action from the Management</p> <ul style="list-style-type: none">i) Indulging in communal activities or propagating casteism;ii) Ill-treatment of students, other employees and indulging in rowdy or disorderly behaviour or violence;iii) Taking part in politics or elections;iv) Joining an Association, the object of which is prejudicial to the interest of the country;v) Participating in a demonstration or strike;vi) Criticising in public and current policies of State/Central Government/Management;vii) Accepting contribution or raising collection without previous sanction of the Management/Principal;viii) Bringing or attempt to bring political or other influence for furtherance of his/her own interest;ix) Becoming insolvent and / or getting into habitual indebtedness;x) Acting as a legal guardian of minor other than his dependent without the previous sanction of Management;xi) Contracting another or entering into a bigamous marriage against the personal law of employee;xii) Consumption of intoxicating drugs or drinks while on duty.
18	Disciplinary Authority	The Appointing Authority viz, the Management is also the Disciplinary Authority or the Head of the Institution to whom the powers are delegated by the Management.
19	General	Notwithstanding the above stated terms and conditions of service, the Management can change/amend the rules and regulations from time to time as the situation warrants.

Drafted by
Dr B. S. Srikant

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Deeba Namini

President/Chairman

23/2/2018

[Signature]
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