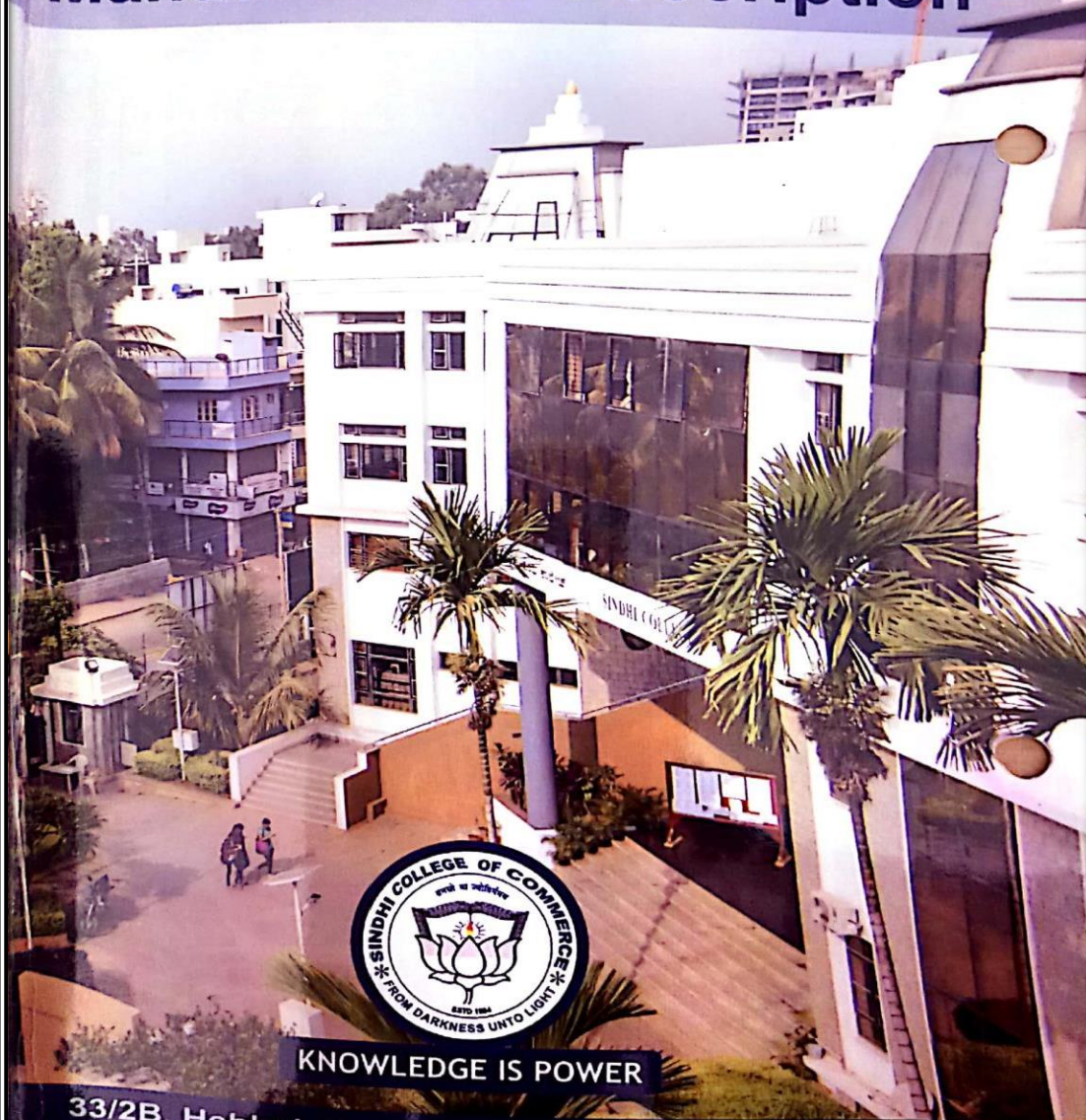




# **SINDHI COLLEGE OF COMMERCE**

Permanently Affiliated to Bangalore University

## **Manual of Job Description**



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33/2B, Hebbal, Kempapura, Bangalore - 560 024  
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# SINDHI COLLEGE

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



## 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	<b>Definitions</b>	<p>a) <b>"Appointing Authority"</b> 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) <b>"Management"</b> means the authority competent to exercise the rules specified herein.</p> <p>c) <b>"Audit Officer"</b> means an Audit Officer appointed by the Management.</p> <p>d) <b>"Cadre"</b> means strength of the Teaching and Non-Teaching staff based on students strength prescribed by the Management.</p> <p>e) <b>"Continuous Service"</b> 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) <b>"Duty"</b> 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) <b>"Emoluments"</b> except otherwise expressly provided, means salary &amp; subsistence allowance.</p> <p>h) <b>"Family"</b> means spouse of the employee may be residing with him/her and legitimate children including adopted children.</p> <p>i) <b>"Fund"</b> means Staff Provident Fund.</p>
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		<p>j) <b>"Government"</b> means Government of Karnataka.</p> <p>k) <b>"University"</b> means Affiliating University.</p> <p>l) <b>"Holiday"</b> means Sunday, weekly off or any other day declared as holiday by the Head of the Institution in consultation with the Management or Education Department, Government of Karnataka.</p> <p>m) <b>"Joining Time"</b> means time allowed to join the post.</p> <p>n) <b>"Pay"</b> means amount drawn monthly by the employee as approved by the Management.</p> <p>o) <b>"Leave"</b> means permission to remain absent from duty granted by the competent authority by the Head of the Institution/Management.</p> <p>p) <b>"Probation"</b> means an employee appointed on probation for a stipulated period and on specific condition for determination of his/her fitness or eventual substantive appointment.</p> <p>q) <b>"Substantive Appointment"</b> means an appointment made in a substantive of permanent capacity in a permanent post.</p> <p>r) <b>"Temporary Appointment"</b> means an appointment of an employee on a purely temporary basis on a stipulated period against a permanent post or a tenure post or a temporary post.</p>
2	<b>Recruitment Procedure</b>	All appointments which are required to be made by nominations or by selection be advertised in daily newspapers/electronic media/college notice board including call for walk-in-interview, indicating the minimum academic or other technical qualification, if any experience required, posts etc. In case of emergencies/ situations of urgent nature, appointment from among unsolicited/referred applicants can also be made.
3	<b>Selection Committee</b>	<p>a) <b>Teaching Staff:</b> Selection for Teaching Post is made at three levels. At the first level, which is essentially a subject round interview. Selection Committee shall consist of:</p> <ul style="list-style-type: none"><li>i) Principal</li><li>ii) Vice Principal</li><li>iii) Head of the Department</li><li>iv) Subject Experts</li></ul> <p><b>Step I:</b> The Committee shall shortlist the candidates based on their performance for the next level of selection procedure which shall be demonstration /trial round.</p> <p><b>Step II:</b> At the second level, demonstration /trial class shall be given to the shortlisted candidates. The demonstration class shall be observed by the Principal/Vice Principal/ HOD/few faculty members and record the opinion in the prescribed format and submit the report to the Principal.</p>





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		<p>mentioning the order of merit. The report shall include feedback from students also.</p> <p><b>Step III:</b> At the third level selected candidates shall appear before the Committee of Office Bearers for final round of selection.</p> <p><b>b) Non - Teaching Staff:</b> In the case of Non-Teaching staff steps I and III shall be followed.</p> <p>A person appointed after the final round, shall sign an undertaking prescribed by the Management or the authority/Principal specified by the Management.</p>
4	<b>Induction/Orientation</b>	Candidate appointed by the Management, shall be briefed by the Principal/Vice Principal about the rules, regulations, policies of the Management and the Job Profile.
5	<b>Probation</b>	The employee appointed to a permanent / substantive post by selection shall be on probation for a period of one year extendable by one more year. Services of the employee may be terminated by the Management during the probationary period without assigning reasons for termination by giving one month notice or one month salary in lieu thereof.
6	<b>Service Book</b>	<p>Service Book shall be maintained for every employee. The service book shall contain all essential events in official career such as</p> <ol style="list-style-type: none"> <li>His/Her first appointment.</li> <li>Subsequent appointments to higher grade or placements to higher grade under Career Advancement Scheme.</li> <li>Increments sanctioned from time to time.</li> </ol>
7	<b>Working Hours</b>	The Employee shall be required to discharge his/her duties functions as required during working hours prescribed for him/her by the competent authority from time to time
8	<b>Career Advancement Scheme /Promotion Policy</b>	<p><b>I. Teaching Staff</b></p> <ol style="list-style-type: none"> <li>As per the prevailing guidelines of UGC in regard to the nomenclature of teachers in UG/PG colleges, a candidate entering the teaching profession shall be designated as <i>Assistant Professor</i>.</li> <li>An <i>Assistant Professor</i> with completed service of <i>12 years</i> without Ph.D degree shall be eligible to be designated as <i>Associate Professor</i> with suitable pay as decided by the Management subject to satisfactory academic performance and other conditions based on the recommendation of the Principal.</li> <li>An <i>Assistant Professor</i> with completed service of <i>11 years</i> and with M.Phil. degree shall be eligible to be designated as <i>Associate Professor</i> with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendation of the Principal.</li> <li>An <i>Assistant Professor</i> with completed service of <i>10 years</i> and with Ph.D degree shall be eligible to be designated as <i>Associate Professor</i> with suitable pay subject to satisfactory academic performance and other</li> </ol>

conditions based on the recommendation of the Principal.

- e) An *Associate Professor* completing *5 years* of service and with Ph.D degree shall be eligible to be designated as *Professor* subject to other conditions of academic performance based on the recommendation of the Principal.
- f) A candidate found suitable with Ph.D degree and requisite experience may also be appointed and designated as *Associate Professor* at the discretion of the Management based on the recommendation of the Principal.
- g) Regular services rendered in other recognised institutions may also be considered for career advancement subject to the production of relevant documents at the discretion of the Management based on the recommendation of the Principal.

## II. Non-Teaching Staff

### a) *Accounts Section*

- i) A candidate entering service in the accounts department shall be designated as *Accounts Assistant*.
- ii) An Accounts Assistant who has completed *8 years* of satisfactory service becomes eligible to be designated as *Accountant* with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.
- iii) A candidate who has put in *6 years* of satisfactory service as Accountant becomes eligible to be designated as *Senior Accountant* with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.
- iv) A candidate who has put in *6 years* of satisfactory service as Senior Accountant becomes eligible to be designated as *Accounts Manager* with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

### b) *Administrative Section*

- i) A candidate entering service in the administrative section shall be designated as *Office Assistant*.
- ii) An Office Assistant who has completed *8 years* of satisfactory service becomes eligible to be designated as *Senior Office Assistant* with suitable pay as decided by the Management subject to



satisfactory performance and other conditions based on the recommendations of the Principal.

iii) A candidate who has put in **6 years** of satisfactory service as Senior Office Assistant becomes eligible to be designated as **Office Superintendent with** suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

iv) A candidate who has put in **6 years** of satisfactory service as Office Superintendent becomes eligible to be designated as **Office Manager** with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

**c) HR Section**

i) A candidate entering service in the HR section shall be designated as **HR Assistant**.

ii) An HR Assistant who has completed **8 years** of satisfactory service becomes eligible to be designated as **Senior HR Assistant** with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

iii) A candidate who has put in **6 years** of satisfactory service as Senior HR Assistant becomes eligible to be designated as **HR Assistant Manager with** suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

iv) A candidate who has put in **6 years** of satisfactory service as HR Assistant Manager becomes eligible to be designated as **HR Manager** with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

**d) Manager- Operations & Infrastructure Maintenance**

j) A candidate entering service in the Operations & Infrastructure Maintenance department shall be designated as **Assistant Manager**.

ii) An Assistant Manager who has completed **8 years** of satisfactory service becomes eligible to be designated as **Manager** with suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.

v) A candidate who has put in **8 years** of satisfactory service as Manager becomes eligible to be designated as **Senior Manager** with

		suitable pay as decided by the Management subject to satisfactory performance and other conditions based on the recommendations of the Principal.
9	<b>Leave Rules</b>	<p>a) The leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority i.e. Head of the Institution. Sanctioning authority may sanction or refuse the leave applied for.</p> <p>b) The employee shall have to apply for grant of leave in the prescribed form.</p> <p>c) Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control the leave sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later.</p> <p>d) Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum. In case large number of applications are received resulting into exigency, the leave Sanctioning Authority shall consider the following factors while granting the applications, namely:-</p> <ul style="list-style-type: none"> <li>i) Special circumstances for which leave is required;</li> <li>ii) Amount of leave due to the applicant;</li> <li>iii) Whether applicant was recalled from his last leave or has been refused leave in the interest of office requirement;</li> <li>iv) The period and character of the service rendered by the applicant since his last return from leave;</li> <li>v) The employees who can for the time being best be spared;</li> <li>vi) Whether any of the employees already on leave can be recalled to duty in order to spare any other employee for availing his leave under any special circumstances.</li> </ul>
10	<b>Kinds of Leave</b>	<p>a) <b>Casual Leave</b></p> <p>i) <b>Teaching Staff</b> A teacher is eligible for <b>15 days CL</b> in an academic year. Out of 15 days CL, <b>7 days</b> are encashable. A maximum of <b>7 days CL</b> can be availed during odd semesters and <b>8 days CL</b> during even semesters. A maximum of <b>3 days CL</b> can be availed in a month.</p> <p>ii) <b>Non-Teaching Staff</b> A non-teaching staff member is eligible for <b>15 days</b> casual leave in an academic year subject to the condition that a maximum of <b>3 days CL</b> can be availed in a month. All the <b>15 days CL</b> are encashable.</p>



		<p>b) <b>Annual Leave</b></p> <p>i) <b>Teaching Staff</b> are eligible for <b>25days</b> vacation in a year, splitting into <b>two equal</b> sessions during odd and even semesters.</p> <p>ii) As the <b>Non-Teaching staff</b> are categorised as non-vacation department, non-teaching staff are eligible for <b>25days</b> annual leave in an academic year out of which, <b>10 days</b> are encashable.</p> <p>iii) <b>Executives (Principal and Vice-Principals)</b>  Executives are eligible for <b>30days Annual Leave</b> and <b>15days Casual Leave</b> in an academic year.  As most of the time, Executives are unable to avail leave due to pressing administrative responsibilities; they are eligible for encashment of <b>15days Annual Leave</b> and <b>15days Casual Leave</b>.</p> <p>In exceptional case, exception to the above rule can be considered by the Principal at his /her discretion.</p>
11	<b>Maternity Leave</b>	<p>Maternity leave may be granted for a period of <b>60days</b> to a female staff member who has completed a minimum of one year of service with less than 2 surviving children.</p> <p>Under this scheme, the benefit could be availed for a period extending upto <b>two weeks</b> prior to the expected delivery date and remaining <b>six weeks</b> can be availed post child birth.</p> <p>Alternatively all the <b>eight weeks</b> can be availed post child birth also.</p> <p>Maternity leave may also be granted in cases of miscarriage including abortion for a period of <b>1week or 10days</b> depending on the health condition of the employee which has to be supported by a medical certificate.</p>
11.a	<b>Paternity Leave</b>	<p>Paternity Leave may be granted for a period of <b>one week</b> to a male staff member who has completed a minimum of one year of service with less than two surviving children.</p>
12	<b>Qualification and Conditions of service of employees</b>	<p>The minimum qualification for recruitment, age of recruitment and retirement of employees shall be normally same as those applicable for the corresponding category of employee in the government sector as per <b>UGC guidelines</b>. However in the interest of the institution and in exceptional cases, Management can take a decision in regard to recruitment and continuation of service of employees/executives (Principal, Vice Principal and Dean).</p>
13	<b>Retirement</b>	<p>Superannuation retirement shall be at the age of <b>60years</b> extendable in exceptional cases at the discretion of the Management.</p>
14	<b>Retirement Benefits</b>	<p>On Superannuation, the employee will get the accumulated <b>Provident Fund Gratuity from the Management fund and Leave encashment</b> if any as per the rules of the Management.</p>
15	<b>Resignation</b>	<p>Any employee may resign from service by giving <b>two months</b> notice in writing to the Appointing Authority / Head of the Institution or two month's salary in lieu thereof.</p>



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He/She is not permitted to  
He/She may be relieved only after the completion of a semester.

In case of Executives the notice period is ~~3 months~~ <sup>resign in the middle of a semester.</sup>

16	<b>Termination of Service by the Management</b>	<p>a) In the case of Temporary 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 staff member 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 attending and negligent attitude in work commuted with the duties.</p> <p>viii) Lack of punctuality and regularity in respect of his/her work and any other work assigned to him by the authority.</p> <p>ix) Staff member's respect to his/her business/any other business activity/ any illegal financial transactions with other staff members within the premises of the college.</p>
17	<b>Code of conduct</b>	<p><b>Maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an Educational Institution</b></p> <p>All the staff members shall follow the <b>dress code</b> specified by the Management.</p> <p>All the staff members shall wear College ID card in the premises without fail.</p> <p><b>Professional Duties:</b></p> <p>a) <b>Every employee shall:-</b></p> <p>i) 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.</p> <p>Abide by the rules and regulations of the institution and show due respect to the constituted authority.</p> <p>ii) <b>No employee shall:-</b></p> <p>Knowingly or wilfully neglect his duties;</p> <p>Remain absent from the institution without leave or without the</p>





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

Dated by  
Dr B. S. Srilanka

President/Chairman

23/2/2018



ಸಿಂಧಿ ಮಹಾವಿದ್ಯಾಲಯ  
**SINDHI COLLEGE**  
(Permanently Affiliated to Bengaluru City University)  
Recognised by UGC under 2(f) & 12(B)

NAAC Re-accredited  
ISO9001:2015 Certified Institution

Ref:

Date:

As per the rules framed under service conditions of employees of Sindhi College 2017 and UGC rules and as approved by the Hon'ble President the staff members of Sindhi College all re designated as detailed below. Revised designations are mentioned against their names.

**Teaching Staff**

**23.8.2023**

Sl No	Name of the Staff	D O J	Designation	Revised Designation	Sign
1	Dr. Kariyanna S	1.6.2007	Associate Professor	Professor	
2	Mr. Kumar E	01.12.2017	Assistant Professor	Assistant Head of the Department of Commerce	
3	Ms. Radhika E K	14.07.2008	Associate Professor-HOD	Academic Co-ordinator	
4	Mr. Sandesh Zephaniah	23.05.2022	Assistant Professor	Head of the Department of Arts	
5	Prof. Umamaheshwari K	18.03.2017	Associate Professor	Professor	

PRINCIPAL

**PRINCIPAL**  
**SINDHI COLLEGE**  
#33/28 Kempapura, Hebbal,  
Bengaluru - 560 024