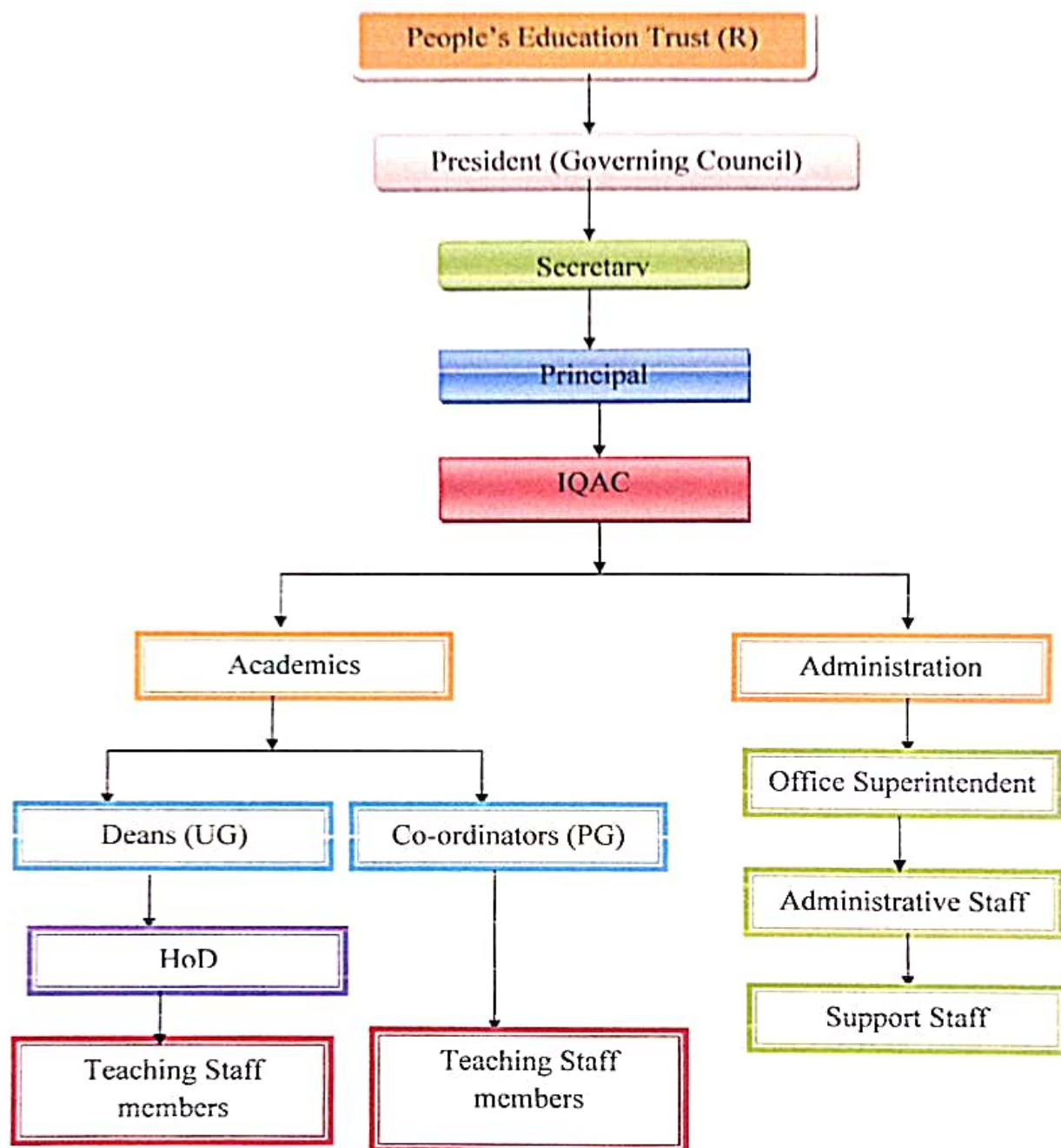


P.E.S.College of Science, Arts and Commerce,

Mandya-571401

## ORGANOGRAM



  
Principal  
P.E.S. College of Science,  
Arts & Commerce, MANDYA.

**P.E.S. COLLEGE OF  
SCIENCE, ARTS AND COMMERCE**

**FUNCTIONARIES**

## **INTRODUCTION**

P.E.S. College of Science, Arts & Commerce is a reputed Institution in the district of Mandya, with an aim to impart value based quality education to students belonging to all sections of society and to make higher education an effective instrument for socio-economic transformation in and around Mandya district.

## **VISION**

Our aim is to continue to be recognized as a premier educational institution and strives to build a thriving learning culture to create a progressive and sustainable impact on society and to make the students responsible citizens through value based education.

## **MISSION**

Our institution supports its vision by placing emphasis on a high-performance working environment, supported by providing learning centric activities that nurtures the culture of creativity to ensure that our teaching activities continue to fulfill needs of the community at large. The institute seeks to inculcate a spirit of wholesome learning thereby nurturing dependable and fair minded individuals who can contribute towards creating a better world.

## **STAFF RULES**

1. All Employees must keep in mind the mission, goals and objectives of the institution and involve themselves in the academic, co-curricular and administrative activities of the department with dedication.
2. Work enthusiastically in co-ordination with other members of the staff as a team in curricular and co-curricular activities in all aspects.
3. In keeping with the objectives of the college staff shall show a special concern to the poor and endeavour to inculcate by example and work, a value system articulated in the college calendar and strive to realize its Vision and Mission.



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4. If the employee is on a full-time basis and that he/she shall not engage directly or indirectly in any business while in service.
5. Confirmation of services will be subject to availability of workload in the department, performance appraisal during the preceding term and minimum qualification obtained to be eligible to be appointed as assistant professor as per UGC guidelines and it is the discretionary power of the Management of the College.
6. Staff shall be present in the premises of the College for a minimum of seven hours of work from Monday to Friday and on Saturday for 5 hours in College and minimum of 40 hours of work per week.
7. Casual Leave for each calendar year will be limited to 15 CL and 2 R.H. with prior permission of the Principal. (For UGC Scale Employees)
8. Employees appointed on contract / part time / temporary basis can avail casual leave as per KCSR Rule 147. In case they exceed the number of leave, it will be regarded as Loss of Pay.
9. Punctuality to be strictly followed and defaulters will be dealt with strictly. The Head of the Institution shall inspect the register every day.
10. The Management reserves the right to terminate services of the employee at any time
11. With due respect to the employee's and to the Institution, and in the interest of all stake holders service may be terminated if found detrimental to the Institution.
12. Maternity Leave Benefit will be availed to Permanent Employees as per KCSR Rule 135 not exceeding 180 days.
13. 15 days paternity leave facility for men will be granted
14. In times of necessity/emergency, granting leave is at the discretion of the Management. This may also involve loss of pay when it exceeds the prescribed limit.
15. All the employees are bound by all the existing rules of the college and those which may be framed in lieu thereof or in addition thereto, from time to time.
16. Staff should be dressed in presentable attire in keeping with the sobriety and dignity of their profession at all times. Formal attire: Saris for female staff members and Formal Shirt and trousers for male staff members are mandatory except when exempted by the head of the institution due to medical reasons.
17. All teaching staff has to submit their PAN Number, Aadhaar Card Number proof of address, ID proof, Mobile numbers along with email ID for authentication purposes in the office, mandatorily. Any change in residential address, Telephone / Mobile numbers should be updated as and when it is required.

  
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18. All the Staff should follow Code of Conduct for Employees of Education Institution as per GO No. ED 146 UPC Dated 3.10.1981 Annexure OOD facilities for Teaching Staff not exceeding 4 days in One Semester & Special Casual Leave not exceeding 30 days per year.
19. The Staff of the College should also perform the extra duties for College Academic, Literary & Cultural activities allotted by the Administrator & Principal.

### **HEAD OF THE INSTITUTION**

The responsibilities of the principal are:

1. Fulfill the vision and mission of the college.
2. Play a vital role in motivating and inspiring the academic community towards greater heights of excellence.
3. Provide a climate necessary for the intellectual pursuit of staff and students.
4. Plan and execute all the academic programs.
5. Plan and facilitate all curricular and co-curricular activities of the year.
6. Monitor the discipline and work of teaching and non-teaching staff.
7. Initiate and manage the college admissions and other developmental projects and activities.
8. Work towards upholding Institutional values through long term goals for the growth and development of the institution.

### **OFFICE SUPERINTENDENT**

The responsibilities of the Administrator are:

1. Fulfill the vision and mission of the college.
2. Assist the principal in all matters of the college administration, particularly finance.
3. Plan and execute all the financial aspects of the administration of the college.
4. Ensure the smooth functioning of the admission process and payment of fees
5. Monitor the work of the administrative and support staff.
6. Monitor the college infrastructural requirements and maintenance work
7. Ensure the timely payment of all bills arising from the financial transactions undertaken to administer the college.

  
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## SERVICE RULES & REGULATIONS

### Service Records and Terms Records of Service

1. A Service Book for keeping the record of service of permanent staff shall be maintained by the Administrator with respect to each employee of the College.
2. All activities of an employee in her/his official position shall be recorded in the service book, and each entry must be attested by the Head of Department for the teaching faculty and college Administrator/ Principal for the non-teaching faculty.
3. The Administrator/Principal shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

### Service Rules for the Teaching Staff

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the Management of People's Education Trust (R)
2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/ Designated Authority or other officers, under whom he/shall , from time to time, be placed.
3. Teachers must be punctual to their classes and shall not dismiss any class without informing the HOD/Dean.
4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference/RC/OC/FDP after obtaining necessary permission from the Principal.
5. Staff members can engage in consultancy only with the permission of the Principal.
6. No member of the Staff shall apply for an appointment elsewhere except through the Principal.

### Termination of Service:

1. The Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - a. Serious misconduct and willful negligence of duty;
  - b. Gross insubordination;

  
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- c. Insufficient workload;
  - d. Participation in any criminal offence;
  - e. Moral grounds.
2. In such termination cases, notice period rule will not be applicable and the staff member will not be eligible for any terminal benefit.

### **Recruitment Screening**

Recruitment will normally be done during academic year -

1. Based on student strength / resignations or terminations of staff members, Head of Department will have to inform the authorities.
2. Vacancies are to be advertised in leading newspapers and college website.
3. Screening committee must shortlist candidates on the basis of the Eligibility Norms specified by the UGC.
4. Short listed candidates are informed through call letters and over telephones.
5. At times, walk – in interview is also conducted for immediate postings.
6. Interview Committee consists of Management Heads, Government Screening Committee, Principal and respective Heads of the departments.
7. Management, Principal and Head of the Department will make the final selection.

### **General Leave Rules**

1. Leave shall not be claimed as a matter of right.
2. A member of the staff shall not normally or on any situation absent himself / herself from his / her duties without prior permissions of his / her superior officer authorized to give permission.
3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
4. In case of absence of Medical grounds, intimation must be given to the Principal / Designated Authority well in advance and a Medical Certificate should be produced at the time of joining after leave.
5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work.



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#### **Leave without allowance**

1. Any leave more than the permitted 15 days CL (UGC Scale Employees) and 12 days (Management Employees) will be deemed as Leave without Allowance (LWA)
2. If the quantum of LWA is more than 10 days in a year, it will be considered as a Break-in Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal shall be final in such cases.
3. Absence without permission and without making alternative arrangement for class or abstaining from other important duties will also be treated as LWA.

#### **Medical Leave**

1. The decision of the Principal will be final in sanctioning ML.
2. In case of hospitalization due to sickness or accident, medical leave of 15 days can be availed with full pay. Medical certificates will have to be submitted the administrative section.
3. When the medical leave needs to be extended beyond 15 days, staff will be given half pay sick leave for another 15 days. Beyond one-month, medical leave availed will be LWA.

#### **Grievance Redressal Mechanism**

1. The staff members of the College are welcome to submit their appeals or grievances if any to the authorities personally or through mail.
2. Staff members as a last resort can appeal to the Principal/Administrator for review and redress.

#### **General rules for students**

1. It is compulsory for the students to wear the identity cards and uniform, issued by the College.
2. No students will be allowed to the college library without the identity card.
3. Students should be regular to the classes. Irregularity of attendance will be viewed seriously. 75 % of attendance is compulsory to appear for the final exams.
4. Students should attend tests and examinations.

  
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5. Drastic action will be taken against any students who misbehave either on the college premises or outside.
6. No student should stand or loiter about in the corridors during class hours.
7. Ragging is a major offence. Those who indulge in ragging, even in a friendly way or encourage ragging will face immediate dismissal from the college and will be placed within the framework of law. No justification in this regard is acceptable.



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