

K.L.E. Society's
S. NIJALINGAPPA COLLEGE,
Rajajinagar, Bengaluru-10

STANDARD OPERATING PROCEDURE MANUAL



Prepared by
INTERNAL QUALITY ASSURANCE CELL

2018-2024

INDEX

SL. No.	Standard Operating Procedure (SOP)	Page No.
1.	STUDENT ADMISSION POLICY FOR UG/PG/PHD PROGRAMME	1
2.	ADMISSION FOR OVERSEAS STUDENTS	3
3.	FEE CONCESSION/ SCHOLARSHIPS	4
4.	MENTOR-MENTEE SYSTEM	5
5.	CONTINGENCY	11
6.	INDUSTRIAL VISIT/ FIELD TRIPS/ EXCURSION	12
7.	SEMINAR/ CONFERENCE/ WORKSHOP/HANDS ON TRAINING	14
8.	APPLYING FOR RESEARCH PROJECTS: TEACHERS/ STUDENTS	15
9.	LIBRARY BOOK ISSUE AND RETURN POLICY	15
10.	ENROLMENT FOR NCC, NSS & YRC	16
11.	ENROLMENT FOR EXAMINATION	17
12.	INFRASTRUCTURE MAINTENANCE	19
13.	ANNUAL MAINTAINANCE COMPANY AND PROCEDURE	20
14.	CAMPUS CLEANLINESS	21
15.	CANTEEN & CAFETERIA CONTRACT	23
16.	EXTRA-CURRICULAR ACTIVITY REGISTRATION COLLEGE FORUM AND GYMKHANA	24
17.	FACILITATING DIFFERENTLY ABLED STUDENTS	25
18.	HEALTH CENTRE AND FIRST AID PROTOCOL	27
19.	IMPLEMENTATION OF ANTI-RAGGING PROTECTION	28
20.	MAINTENANCE OF GARDEN, LAWNS, SANJEEVINI & DHANVANTARI	29
21.	CAREER GUIDANCE AND PRE-PLACEMENT TRAINING CELL	29
22.	PREVENTION OF SEXUAL HARASSMENT	32
23.	PURCHASE OF LIBRARY BOOKS AND ALLOTMENT TO SHELVES	32
24.	REPAIR OF INSTRUMENTS/ INFRASTRUCTURE (2017-2024)	34
25.	ORGANISATION OF SEMINAR/ CONFERENCE / WORKSHOP/ HANDS ON TRAINING/ FDP/ SDP	35
26.	PROVIDING FINANCIAL SUPPORT TO TEACHERS	37
27.	STOCK VERIFICATION OF LIBRARY BOOKS	39
28.	GUIDELINES TO AVAIL LEAVE/S	40
29.	WASTE MANAGEMENT	44

STUDENT ADMISSION POLICY FOR UG/PG/PHD PROGRAMME

(As per NEP: 2020-21)

Admissions to UG programme followed as per the guidelines timely issued by the Head office, KLE Society, Belagavi, Affiliated University (Bengaluru City University, Bengaluru) and UGC, New Delhi.

Admission committee is constituted by the Principal before the commencement of academic year and is approved by the Board of Management, KLE Society, Belagavi. Admission committee is composed of all the Heads and Coordinators of all the departments, who conduct the meeting to discuss the rules and regulations to imply them for the respective academic year. As per the guidelines issued by the affiliating university the admission committee formulate the application forms, reservation of seats according to roster system and set the admission fees which will be approved in LGB meeting. To make the admission process more easy and stakeholder's friendly, the counters/Counsel canopies are opened in the college premise to make the process parent or student friendly and convenient. For UG/PG programmes separate counters are established. The teachers and admin staff directly conduct the interface counselling with students/parents/guardian and guide/help them to select the suitable program and course. Admission in charge teachers elaborately explain about the following information to the stakeholders.

1. Available programs, courses, available seats and Roster system,
2. Details of curricular, co-curricular and extracurricular activities
3. Supporting facilities
4. Free ship, scholarships and application procedure for both online and offline
5. Student progress, achievements and placements
6. For interested students the application forms are issued and guide/help them to submit the required documents for the admission process

I. Verification of eligibility and documents

1. Verification of Mark cards & certificates online/offline submitted.
2. Authorized person's signature & College/University stamp on documents.
3. Verification of SSLC/10th, PUC/Equivalent marks cards, UG marks cards, Aadhar card, income certificate, caste/category certificate for roaster, bank account passbook copy etc.

II. Document Verification

1. Verification of Admission criteria, eligibilities & cut-off percentage.
2. Verification of Admission form with logo & candidate photo.
3. Submission of originals & true copies of required documents in proper order.
4. Signature by Admission In-charge/convenor.
5. Uploading the detailed information of student on UUCMS/University portal.

III. Principal's Approval

1. Admission approval by the Principal
2. Admission information will be verified online by office of Principal.

IV. Online Payment by student/ parent/ guardian

Log-on to the UG admission portal for online payment.

Important:

1. **The approved applicant (completed Step III) is permitted to make online admission fee payment till 1.00 pm of the next day of the given admission list through bank challan or online at any time till the last date.**
2. **Admission will be tentatively confirmed by college only after online payment and subjected to university approval.**

V. University Approval

1. Submitting the all the application forms and documents to university for final approval.
2. Final Admission is confirmed after the approval from University.

Note:

In case student wish to cancel his/her admission, she/he will be required to submit the application for cancellation of admission and should be deleted from UUCMS/BCU portal and get it signed from Admission in-Charge convenor, Admission Committee and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on BCU portal. Then fee may be refunded as per University rules by deducting processing fees. Once the fees paid for admission and approved the fees are refundable.

ADMISSION FOR OVERSEAS STUDENTS

1. The registration for admission of overseas students is done by Foreign Registry Office of Bengaluru City University, Bengaluru. Admission slip is issued to eligible candidates for respective course and college.
2. The foreign student should report to Admission committee and counselled by the committee members. The candidates should have pass all the quarantine rules of Indian Government. In the college, the candidate has to fill offline admission and enrolment form.
3. He/she has to submit all appropriate original certificates and their self-attested photocopies and permission letter from Bengaluru City University. The candidate has to submit photocopy of passport also.
4. The documents are verified and signed by Admission office, Admission in charge of the department, Administration office and Admission conveners.
5. If all the documents are found to be proper, admission is approved by Principal.
6. The candidate has to pay full fee of the respective department as per the Government of Karnataka, Bengaluru City University and Management of KLE Society, Belagavi from that particular academic year. For admission to UG/UG(Hons)/PG/PhD the fee for the candidate other than SAARC countries national will be as per the rules and regulations of Government of India and Karnataka plus fee of the respective department. The circular with respect to fee payment is on university website.
7. Fee challan is issued to the candidate. The candidate has to pay fees at admission portal of UUCMS and Foreign Registry Office of Bengaluru City University, Bengaluru.
8. The candidate will submit the receipt of the same to the college/Department as a final proof of admission.
9. For further details of admission and approval from Parent University, the candidate may refer the University guidelines on university website <https://www.bcu.ac.in/>

Note:

For all the complaints the overseas candidate should follow the rules/regulations/guidelines of Govt. Of Karnataka/India/Parent university as and when revised and available on respective websites.

FEE CONCESSION/ SCHOLARSHIPS

Notification for Fee Concession/ Scholarships

1. Admission committee will inform the students at the time of counselling and the students' seeking and who are eligible. Notice is displayed on the college website and notice boards of all departments; Scholarship committee of the college will notify the students and educate them to apply for Government/NGO/Endowment/Management sponsored scholarship.
2. The notice indicates that applicant has to apply online or offline and submit the following documents (self attested photocopy/attested by Principal) along with the application:
 - i. Mark cards of last exam given
 - ii. Latest authentic Caste/Category certificates issued by authorities
 - iii. Aadhar card copy
 - iv. Income certificate
 - v. Ration Card/ Below Poverty Line (BPL) Ration Card
 - vi. Bank Account details of the applicants

Meeting with Student Advisory Committee for NGO/ Endowment Scholarship

1. The Student Scholarship Committee holds a meeting after receiving the applications.
2. The applications are distributed to faculty representatives of each department of the college.
3. Applications and all documents (mentioned in step 1) verified with the corresponding original documents along with the cumulative attendance of the candidate in the last semester attended. A minimum of 75% attendance is required to qualify for grant of fee concession/scholarship.

Notification of Selected Students

1. Shortlisted candidates are called for the verification of documents.
2. After the verification of all documents and attendance record the list of selected applications are finalized by student Advisory Committee.
3. The list of selected students duly signed by the members of the committee is sent to the Principal for approval.
4. The names of selected students displayed on the college website and notice board of the college and submitted to the funding agency or management for further process.
5. The same sent to the Account office for sanction of fee concession and the sanctioned amount transferred bank transfer to the student's account.

Note: *Income certificate of parents either from the Deputy Commissioner Office/ Revenue department or verified from the resident commissioner of the concerned state must be valid for the current financial year.*

MENTOR-MENTEE SYSTEM

The University Grants Commission has formulated the guidelines on “safety of students” on and off campuses of Higher Educational Institutional (HEI). One of the important components of the guidelines was that all the HEIs should mandatorily put in place a broad-based “Students Counselling System” for effective redressal of the problems and challenges faced by the students. In accordance to the UGC directive, a “Students Counselling System” has been constituted in S. Nijalingappa College as “Mentor-Mentee System”. Students often have to deal with day-to-day challenges ranging from anxiety, fear of change, stress, homesickness, financial issues, adjustment problems, emotional issues and few other academic worries. This system involves teaching faculty members who act as mentors/informal local guardians of students, and attempt to cater to their emotional, intellectual needs and guide them to move up in their career at regular interval of time.

Assigning Mentors to Mentees/ students

1. Chief Mentor appointed by the principal is coordinating the entire system of the mentor – mentee relations and guide the mentees to play as a role model. HoD/Coordinator of each department appoint all the teachers as mentors for a limited group of students who are directly related to that particular department with the Allied departments.
2. Mentees are thereby assigned to mentors (maximum of 30 students) and are notified about their mentors and purpose of such an exercise.

Meeting with Mentees

1. All mentors are required to conduct a meeting with assigned mentees regularly as well as on a case to case basis.
2. A Mentees file is maintained by each mentor and record all the academic and personal progress of the students in the given format. An attendance sheet needs to be prepared for the same.
3. The concerns raised by the mentees (academic, day to day problems on campus or living as PG as well as other challenges of daily life) are addressed in the sessions.
4. Mentors shall identify mentees whose performance/attendance is below par. Mentors also interact with such mentees and try to find out the cause of these issues and help as

much as possible. If need be, mentors can also coordinate with parents/ guardians and exchange personal details of students, behaviour patterns for prompt pre-emptive or corrective action.

5. Mentors are required to note down all the concerns raised by students.
6. Mentors take appropriate actions to address those concerns and maintain a record for the same.
7. If any students need further help in severe case the psychology faculty may counsel the students and help them scientifically to overcome the grievances.
8. Information if desired by the mentee, may be kept confidential.

Report Submission

1. Mentors are required to prepare a report of all the meetings conducted, concerns raised by students, corresponding actions every semester and submit to the chief mentor of the college.
2. Each mentor shall submit a report on the basis of requirement by Principal/Management.



KLE Society's S. NIJALINGAPPA COLLEGE

II Block, Rajajinagar, Bengaluru - 560010
Re-accredited by NAAC at A+ Grade with 3.53 CGPA
College with UGC STRIDE Component - I



MENTOR's Diary

Affix
Passport Size
Photo
of Mentee

Mentor Name: _____

Name of Mentee															
Class/ Division															
Caste/											Category				
Blood Group	A+		B+		AB+		O+		A-		B-		AB-		O-
Contact No.	Mentee										Parent				

Family Details:

Father Name	Occupation	Annual Income	Email ID	Residential Address
Mother Name				

Previous study information:

Class/ Semester	PUC II	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII
% of Marks								

Statement of Attendance: Percentage

Subject	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII
DSC-1	Theory							
	Practical							
DSC-2	Theory							
	Practical							
Lang-1								
Lang-2								
OE								
Skill Based								
Value Based								

Note: Mentors have to inform the parents regarding the progress of the students on the last day of every month through SMS or Phone Message

ACHIEVEMENTS:

1. Curricular Activities

YEAR	Projects	Seminars	Viva	Quiz	Any Other	Average Grade

2. Co-Curricular Activities				
Participations	National Level	State Level	University	Intercollegiate
Essay				
Debate/ Quiz/ Others				
Paper Presentations				
Any other Skill Development Programmes				
Certificate Course				
Value Added Course				

3. Extra-Curricular Activities				
Items	National Level	State Level	Regional	Intercollegiate
Sports Events				
NCC				
NSS				
Cultural Activities				

Note: Documents must be preserved for the above participation/ achievements

Academic Performance: SEMESTER – I								
Sl.No.	Subjects	Marks Obtained				Semester End Examination		
		IA-1	IA-2	Total	Practical IA	Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Academic Performance: SEMESTER – II								
Sl.No.	Subjects	Marks Obtained				Semester End Examination		
		IA-1	IA-2	Total	Practical IA	Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Student Signature

Parent Signature

Academic Performance: SEMESTER – III								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Academic Performance: SEMESTER – IV								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Student Signature

Parent Signature

Academic Performance: SEMESTER – V								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Academic Performance: SEMESTER – VI								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Student Signature

Parent Signature

Academic Performance: SEMESTER – VII								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Academic Performance: SEMESTER – VIII								
Sl.No.	Subjects	Marks Obtained						
		IA-1	IA-2	Total	Practical IA	Semester End Examination		
						Theory	Practical	Total
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Student Signature

Parent Signature

Scholarship/ Financial Assistance								
Category	SSP	Philanthropist	NGO	Endowment	Private	Management	Trust	Others
Scholarship Amount (Rs.)								

Analysis of Student Potentials/ Personality:			
Strengths	Weaknesses	Opportunities	Challenges

MENTORS REPORT:

Signature of Mentor

Signature of Chief Mentor

Principal

CONTINGENCY

With advance:

Permission from Principal

1. All the departments and committee convenors are eligible to take the advance for the routine expenditure (less than Rs. 10,000/-)
2. For any kind of advance HoDs/Coordinators should apply for the advance to Principal for contingency.
3. Contingency is not applied for any project funds or big amount and non-Recurring.

Permission for Payment

1. After complete utilization of advance amount within one month the HoDs/Coordinators should submit the accounts with all the bill/receipts to the office and it should be approved by the principal.
2. Departments may spend the amount for daily or routine consumables by genuine vendors and the bills and receipts.

Without advance:

1. Departments may apply for the contingency for recurring expenditure and the same should be approved from the LGB of the college.
2. Once the proposals are approved the department may purchase the consumables after getting the quotations, comparative statement and approved by the principal.
3. The materials are purchased from lowest quoted vendors with proper bills and receipts.
4. After complete distribution and instalment of the materials in the college premises the bills may be allowed for the payment
5. Procure the items for which the permission was taken.
6. Mention/attach the item(s) procured on/with note sheet.
7. Also mention the amount spent and the vendors details (account).

Payment to Vendor

1. After completing the purchase and installations with proper billings the department should submit the Accounts to the account section (along with the items information).
2. The account section will transfer the said amount to the vendors account through RTGS/NEFT.

INDUSTRIAL VISIT/ FIELD TRIPS/ EXCURSION

As a part of experiential learning the college initiate the departments to organise the industrial or field trips or excursions. If it is mandatory in curriculum the departments have to organise the events as mentioned in the institutional calendar of academic events and same information should be available to students on website or notice board or student's groups.

Seeking Permission

1. HoD/Coordinator should take the prior permission from the Principal to conduct the study tour/trip/industrial visit to any reputed company or organisation or fields.
2. HoD/Coordinator should contact to the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
3. Mentioning a tentative schedule of visit, number of visitors, advantages of the visit to the students as well as Industry.

Notification and Approval

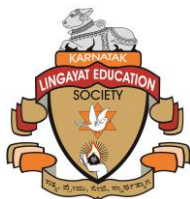
1. After receiving a positive reply from the company, notice is put on the college notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.
2. An Approval is taken from the Principal for availing the transportation facility and refreshment of students and faculty members who are going for the trip.
3. Approval must also indicate the exact schedule of the visit.
4. The consent of parent/guardian/students is very essential prior to the programme. The contact details of the parents/guardians and students should be available with faculty in charge/HoD/Coordinator and Principal for any kind of communication.

Notification and Approval

1. The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.
2. The attendance of the students is collected prior to start of travel.
3. The concerned person or organizers are contacted and necessary formalities are completed.
4. After the visit, a detailed report about the visit along with photos is submitted to the Principal's office.

Consent/ Undertaking (Annexure)

Student/ Parent/ Guardian Consent/ Undertaking Proforma



KLE SOCIETY'S
S. NIJALINGAPPA COLLEGE
II Block, Rajajinagar, Bengaluru-560010
Affiliated to Bengaluru City University, Bengaluru
College with UGC STRIDE Component-I
Re-accredited by NAAC at A⁺ level with 3.53 CGPA in 3rd cycle



Phone: 080 - 23325020/ 23526055

website: www.klesnc.org

Email: info@klesnc.org

Date: _____

PARENT/GUARDIAN CONSENT FORM/ LETTER OF UNDERTAKING

I _____ (Parent name) hereby undertake in respect of my son/daughter _____ (Student Name) Reg./UUCMS No. _____, of _____ Semester of the UG/PG of the Department of _____, of KLE Society's S. Nijalingappa College, Rajajinagar, Bengaluru-10 that, he/she will be of good behavior and obedient to the staff of the Institute during the Extra-curricular activities trips/ Study tour/ Mentor tour/ Industrial visits/ Sports meet/ Internship program etc. or whatever is otherwise relevant or Specified below:

He/ She will also abide the rules and regulations of the institution and will not participate in any activity that will breach the scope of the programme.

I am fully aware and approve the participation of my son/daughter in the programme between _____ and _____ at the places mentioned below.

I will not hold the KLE Society's S. Nijalingappa College, Rajajinagar, Bengaluru-10 responsible in any way in any eventuality namely accident / injury / death or whatever mishap. For any kind of medical/other expenditure due to any mishap in the said event, we the parent/guardian will pay and don't claim it on the college.

I solemnly affirm my acceptance.

Name of the Parent/Guardian: _____

Date: _____ Mobile: _____

Signature of Parent/Guardian: Address: _____

Date: _____ Mobile: _____

I abide by all the rules and regulations of the college and undertaking given by my parent/ guardian.

Name of the Student and signature: _____

Date: _____ Mobile: _____

Name and signature of the staff in charge

Name and signature of the HoD/Coordinator

Mobile: _____

Mobile: _____

Submission of Report

Every student attended the trip/visit/tour should submit the detailed report of the event to the department which will be considered for internal assessment or viva-voce.

SEMINAR/ CONFERENCE/ WORKSHOP/HANDS ON TRAINING

IQAC of the college initiate all the departments to organise the college/ intercollegiate /state/national /international level seminar/ conference /workshop/hands on training to the faculty or students or non-teaching faculty or to the faculty or students of other institutions to provide a platform for sharing the technical/research/academic innovative expertise at different level. The events may be organised under the findings of management or other funding agency or sponsoring organisation without compromising the main objective of the events.

Funding

The departments may submit a proposal to the management with prior approval and permission of the Principal to management or any other funding agency with all the statutory guidelines. Once the projects are approved and sanctioned with the grants must organise within the stipulated or prescribed duration and submit the reports/proceedings/resolutions to the respective organisation for further consideration.

Submission of Audited Statement of Expenditure and Utilization certificate

After completion of the above said events the organising secretary or coordinators should submit the audited statement of expenditure and utilization certificate along with progress report or proceedings to the concerned department or funding agency within the stipulated time in prescribed format and it should be settled by the agency. For any kind of further communication or issues the coordinator or organising secretary is held responsible.

Proceedings/ Souvenir/ Report:

Any research articles/papers/minutes/panel discussion reports of seminar/ conference/ symposium must be published in the form of Book with ISBN or ISSN. The author of the paper should get a soft or hard copy of the proceedings by charging the eligible charges. All the books or Proceedings with ISBN/ISSN published must be in the name of the Head of the institution with the logo and registered mark of the college.

Certificates/ Awards/ Prizes

The certificate may be issued to all the participants of the events or delegates presented the paper/article or author published the paper. The committee of the event may decide to announce the cash prize or certificate to best presentation or best performer or extraordinary achievement in academics or research.

APPLYING FOR RESEARCH PROJECTS: TEACHERS/ STUDENTS

Eligibility to Apply

IQAC initiate the faculty and students to apply for research project for funding to the national international agency. All the eligible teaching faculty and students can apply for the research project in the prescribed format with the prior permission of Principal and approval from Research and Development Cell of the college. The eligible faculty and students should prepare the project proposal and submit to the R&D cell of the college within the last date. R&D cell members review the proposal and approve the suitable and outcome based proposals to apply for the findings. Otherwise the cell may suggest to modify the proposal and submit. Once the proposals are approved and sanctioned the Principal investigator or coordinator should prepare the time line and complete the project in a stipulate period.

Publication and submission of report and UC

Faculty or students associate with the project should publish their research findings in peer reviewed UGC care list journals. Minimum the researchers should present their findings in seminars/conferences/symposium and publish in proceedings or books with ISBN or ISSN. Once the principal investigator or with co-investigator or with research associate complete the project, he/she should submit the annual reports and final progress report with audited utilization certificate and statement of expenditure to the funding agency without any kind of delay. If it observed or noticed by the head of the institution/management that any kind miss approbation of funds is taken place by the investigators or coordinators are liable to serious action as per the funding agency and from the Head Office of the management.

LIBRARY BOOK ISSUE AND RETURN POLICY

All the stake holders of the college are eligible to utilize the learning resources of the college like main library and departmental library. Both the faculty and students present in current roll call are eligible to use the library. The Students who are admitted to the UG/PG/PhD programme are issued the library borrowers card for transaction of books/periodicals/journals. Students admitted to the college should produce the fee receipt and two passport size photocopies to the Librarian to procure the borrowers card and identity card. Every student and teacher should sign on the attendance register at entry and exit from the library. Based on the availability the books are issued to personal use, otherwise they are liable use the learning resources in the library itself. For any kind of delay in return of the books/periodicals/journals attracts the late fee/penalty. For details visit library on website.

Book Issue and Return Policy

Regular/Adhoc Faculty max. books Issued	10 Nos
Regular Faculty issued book for	6 months to 1 year based on no of copies
Regular/Permanent Faculty must return book	Within a year
Non-Teaching faculty max. book issued	03 Nos
Adhoc Non-Teaching max. book issued	01No.
Non-Teaching must return book within	15 days
Adhoc Faculty as per letter issued book for	07 days
Adhoc Faculty must return book within	07 days
Beyond 7 days	Penalty Rs. 2 per book per day
In case of loss or damage	has to bear cost plus binding charges per book
In case of loss or damage	has to bear double the cost-plus binding charges per book OR has to submit latest edition of the book
Payment Online through UPI	Paytm/ Google Pay/ PhonePe/

ENROLMENT FOR NCC, NSS & YRC

Notification

1. Notice is displayed on the college notice board and website to inform the students about enrolment to NCC, NSS and YRC.
2. Notification will be available on college website and university website
3. Notification will be circulating in student's groups by mentor

NCC Enrolment and other Procedure

1. For NCC enrolment the registered students will be called for physical fitness test and other qualifying test conducted by NCC Battalion and NCC officer.
2. The selected students are enrolled and collect all the necessary documents.
3. Maximum intake for NCC is 108.
4. NCC seats are allotted equally to the girl and boy students to maintain gender equity and gender sensitization purpose.
5. For selected students NCC uniforms, shoes, socks and other essential kit will be issued and same should be returned to the unit after completion of the programme.
6. Attendance to all periods, Drills and camps is mandatory.
7. Students should obey all the instructions given by the NCC officer by time to time.
8. If any cadet is misbehaving and following the rules and regulations of the NCC, such students will be terminated from the NCC.
9. Particular number of camps should be attended by cadets to attempt the NCC 'B' and 'C' Certificate.

10. Successfully completed and exam passed students will get the certificates from the NCC battalion.

NSS Enrolment and other Procedure

1. Student interface interview will be conducted to select for NSS unit as per university guidelines.
2. Based the involvement and active participation the 50% girls and 50% boys will be selected.
3. The selected students are enrolled and collect all the necessary documents from them.
4. Maximum intake for NSS is 100.
5. NSS seats are allotted equally to the girl and boy students to maintain gender equity and gender sensitization purpose.
6. Selected students NSS have wear the uniforms in all the periods and camps.
7. 75% of attendance for all the periods and camps is mandatory.
8. If any NSS volunteer is misbehaving and not following the rules and regulations of the NSS, such students will be terminated form the NSS.
9. The successfully completed students will be awarded with the valid certificates.

YRC Enrolment and other Procedure

1. Students willing to join the YRC are interviewed by the YRC Programme officer and selected.
2. The selected students are provided with YRC uniforms.
3. 75% of attendance is mandatory for YRC periods and camps.
4. If any YRC volunteer is misbehaving and not following the rules and regulations of the YRC, such students will be terminated form the YRC.
5. The successfully completed students will be awarded with the valid certificates.

ENROLMENT FOR EXAMINATION

Notification

1. Notice is displayed on the college Notice board and website to inform the students about filling of examination form and submission of fee (along with fee amount).
2. Notification will be available on college website and university website
3. Notification will be circulating in student's groups by mentor

Submitting Fee

1. Eligible Student has to pay the college fees and examination fees offline or online through proper challans issued by the college office.
2. After making payment, take the print out of the fee receipt.

Filing and Submission of Examination Form

1. Download the examination form from the college website (www.klesnc.org) or university website or collect the hard copy of examination form from the Admin. Office.
2. Fill the Examination form and submit it to the Admin Office along with the fee receipt and directly the students may pay the fees through the university website payment gateway.

Collecting Provisional Admit Card

1. The students successfully submitted their examination application will receive the hall ticket or exam admit card from the college office.
2. Notice is displayed on the college Notice board and website to inform the students to collect their provisional admit card and check if any corrections has to be made.

Returning Back Provisional Admit Card

1. After collecting the provisional admit card students have to check if any correction(s) is/are required or not.
2. In case, correction is required the student has to intimate the same to the Admin. Office. Admin. Office gives the new provisional admit card to the student with specified correction(s) (same day or on next working day).
3. All the students have to **return back** their **provisional admit card** to admin office after **(i) pasting their recent passport size photograph** and **(ii) signature** in the specified duration mentioned in the notification.

Collecting Final Admit Card

1. Once, all the admit cards are signed by the Principal, the notice is displayed on the college Notice board and website to inform the students to collect their final admit card.

Note:

1. The mode of online payment may change thus always specified in the Notification
2. Once the admit cards is signed by the principal, further corrections in admit card(s) is/are not permissible.

INFRASTRUCTURE MAINTENANCE

Management of the KLE Society is always maintaining state-of-the art infrastructure to make the campus ambient for smooth process of teaching and learning experience. Institute has well established the annual maintenance of the infrastructure by establishing the resident engineer section in the campus. An experienced civil engineer is in charge of the office and take care of the maintenance and upgradation of the infrastructure.

All the civil works are carried out as and when required and requisition submitted by the departments. Civil work, Electrical, Water supply, solar energy usage and other repair works are carried out by the engineer section regularly.

Requisition:

The departments should submit the requisition for any kind infrastructure related issue in written to the Principal. Principal will submit the required work after getting approval from the local governing body. The engineer section arranges or carry out the **maintenance work or repair or augmentation works** and submit the bills to the account section of the college for the payment. Any new Non-recurring materials or equipment/instruments/furniture purchased as per the instructions of Purchasing committee and finance committee through the Resident Engineer Section under any development funds or management funds are registered in register and take the approval from the principal.

Lab Equipment:

Any lab Equipments purchased are registered in register or log book, seal and signature of the principal will be taken for the approval. Details should be entered in the register (ISR).

Apply for Repair

1. Department takes the estimation for instrument/equipment that needs to be repair.
2. Submit repair budget to the college.
3. As per requirement and availability of funds, committee will take permission for repair of instruments from Principal.
4. After approval, place order for repair (Invite quotations if required) as per rules applicable at the time.
5. Take the receipt of items given for repair from the vendor while giving him/her Instruments for repair.

Verification and Bill Processing

1. Instrument must be properly checked by faculty, while receiving the repaired instruments. /Equipments.
2. Strike through the repaired instrument from the register.
3. If faculty is satisfied with working of Instruments/Equipments, submit the original bills to accounts section for making payment to the vendor only after satisfying with the repaired Instrument.

Building Maintenance

- All departments will submit their maintenance requirements to the Principal
- Principal will submit requirements to the Resident Engineer Section
- After approval from Principal and recommendations the resident engineer will arrange for the repair or renovation of the infrastructure. If the repairs and civil works need more budget more than Rs. 10,000/-, the Principal has to take approval from LGB and Head office of KLE Society, Belagavi.
- The original bills certified by Resident Engineer submitted to the account section of the college for online payment (RTGS/NEFT).

ANNUAL MAINTAINANCE CONTRACT AND PROCEDURE

The LGB of the college finalize the vendor/Annual maintenance company for proper maintenance or responsible for carrying out activities related to maintenance of laboratory or office Equipments and Computer Hardware and its peripherals of entire college.

Selection of AMC Service Providers/ Vendors/ Parties

1. AMC vendors'/service provider seeks approval from principal for requesting AMC in online or offline mode.
2. Proposals/Quotations from AMC companies are collected and the lowest quoted reputed and standard company are proposed by principal in LGB. LGB members discuss with vendor/companies and approve the proposals for particular period. Principal notifies all the departments of the college to provide the list of items/equipment for AMC.
3. College will have an agreement with finalized company for in time and proper service.
4. An AMC document is prepared by office staff, which consists of the details of items/equipment like list of items, their specifications, quantity, name of the departments etc.
5. Principal verify the agreement and provide approval to annual maintenance.

Maintenance under AMC

1. Faulty part/item is notified by the concerned department to the coordinators and Principal.
2. Log the call to AMC Complaint Register mentioning the part/item details and problem.
3. Complaint id is issued and attended by the AMC service provider/engineer within 24 hours of registering the complaint and necessary action (repair/replacement) is taken.
4. If there is fault in the system and need to be taken outside college premises for repair.
 - A gate pass is issued with signatures of manager/Admin and a person from concerned department.
 - Item entry is made in the Asset register mentioning the date of issuing the faulty item to the AMC, details of the item, serial no. of the item, Return date, remarks.
5. After each quarter, feedback is taken from all departments and if found satisfactory, the payment is released for that quarter.

CAMPUS CLEANLINESS

1. Management of the college invites the quotations from a reputed Housekeeping agency for regular maintenance of the college campus clean in addition to the menial staff who take care of the laboratories and classrooms, museums and technical part of the college.
2. Required chemicals, cleaning agents and apparels are issued by the college and Housekeeping agency have to give the service.
3. A senior supervisor is appointed to observe the expected work form agency and otherwise the company will be issued with the notice or memo to clarify the genuine reasons.
4. The following service is out sourced to the company.

1. Class Room Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

2. Laboratory Veranda Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/ equipments	Daily
8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of students lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

3. Corridor, Elevator & Staircase Cleaning

Priority	Task	Frequency
1	Clean and disinfect drinking fountain(s)	Daily
2	Empty trash receptacle	Daily
3	Spot mop floor	Daily
4	Grills	Daily
5	Spot clean doors, windows and walls	Weekly
6	Clean all horizontal surfaces, windows and door walls	Weekly
7	Clean mats and grids under mats (if any)	Quarterly
8	Vacuum all supply and return air vents	Quarterly
9	Dust ceiling area and light fixtures	Quarterly
10	Clean Staircase	Daily

4. Office Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly
7	Wash trash receptacle	Yearly

5. Restroom/ Staffroom Cleaning

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily

6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

6. Entrance and Lobby Cleaning

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily
6	Dust mop and wet mop entire area	Weekly
7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

7. Garden/Loan cleaning:

Priority	Task	Frequency
1	Sweep all surfaces including foot path	Daily
2	Collection of struck off leaves, stems etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Weekly
5	Dumping of plant waste	Weekly

CANTEEN & CAFETERIA CONTRACT

Quotations/Tenders

1. Quotations are invited from the reputed vendors and finalized the good company which provide hygienic food and service to the stakeholders of the college.
2. Frame the guidelines for specification list of food items to be served in canteen.
3. The agreement is prepared as per legal acts.

Canteen Quality and Hygiene Control

Dressing Standards

1. All Canteen workers must wear clean clothes.
2. Also, Canteen workers must wear gloves and hair net or cap.

Maintaining Cleaning

1. Mopping and dusting is done in morning and evening. The frequency may increase based on the requirement.
2. Workers wash their hands before preparing/cooking food.
3. Mopping is done if any item (solid/liquid) falls down in the canteen to avoid the gathering of the flies.
4. Dustbin are placed in and out the canteen for waste disposal, also they must be covered and cleaned on the regular basis.
5. Insect repellent is also used in the canteen premise as and when required.

Maintaining Quality and Hygiene

1. Eating/Drinking is not allowed in the cooking area.
2. Chewing tobacco and Smoking is strictly prohibited inside the canteen/cafeteria premises.
3. Only the certified food commodities (Agmark/FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed.
4. Only food grade disposable is preferred.
5. Regular inspection is carried out to assess the food quality and hygiene conditions.
6. A suggestion/complaint about the canteen is observed student grievance cell which should be checked regular basis and action should be taken.

EXTRA-CURRICULAR ACTIVITY REGISTRATION COLLEGE FORUM AND GYMKHANA
--

Notification by College Forum and Gymkhana

All the intercollegiate/university/inter university/regional/state/national/international level extracurricular activities are managed and organised by College Forum and Gymkhana of the college. Both the forums are composed the committees including teachers, menial staff and students. College forum selects the students or faculty by organising in-house activities. The selected students and faculty will be deputed to the externally to participate in the events. Both the forums puts up notice on the college website and notice boards for inviting the students to register for the activities and to participate.

Registration

1. Registration will be done online or offline by selecting any events of the two clubs of your choice.

3. After submitting online (google form), confirmation number and link to edit the club chosen will be sent to registered e-mail or called for further interaction of candidate.
5. Registration will be completed only after receiving the confirmation number.

Meeting with Convener

1. After the closing of online registration, registered students will be called for meeting.
2. Notice for meeting will be put on the college website and notice boards by respective club convener.
3. Registered student(s) have to go to meeting of only that club(s) which he/she has chosen while online registration.
4. The club coordinator or Physical director of the Gymkhana will brief about the club, its activities and proposed activities for the upcoming year.

Deputation to participate in external organisation/levels:

The talented and eligible fit students are selected for both cultural or co-curricular activities and sports and further they are trained by experts. The trained students are deputed to participate in any state /national or international events. The expenditure of the students and faculty in charge will be borne by the college. If students are playing or participating on behalf of the university or state or central government or academy, then the expenditure will not be providing by the college.

FACILITATING DIFFERENTLY ABLED STUDENTS

1. Academic activities which take place off-campus (such as industry visits or fieldwork) should be made accessible to people with a mobility or vision disability. Supplementary laboratory practicals, films or videos as alternative options to field trips should be considered.
2. Written materials should be provided to supplement lectures, tutorials and laboratory sessions. Announcements regarding class times, activities, field work, industry visits etc, should be given in writing as well as verbally. Key statements and instructions should be repeated or highlighted in some way.
3. Information should be presented in a range of formats – handouts, worksheets, videos etc. to meet a diversity of learning styles. Where possible, material should be presented diagrammatically - in lists, flow charts, concept maps etc.

4. Recording lectures will assist those students who write slowly or have handwriting or coordination problems as well as those, who because of the effects of medication and/or short-term memory loss may tend to misinterpret or misquote.
5. Flexible delivery of teaching material via electronic media would be helpful for students who are unavoidably absent from class.
6. Students with psychiatric disabilities who are anxious about workload may benefit from tailored reading lists, with some guidance to important texts.
7. One-to-one sessions with a tutor may help students who are unable to participate in class activities.
8. Braille software made available to vision impaired/blind students in library.
9. Scribe facility is provided to the blind/vision impaired students with the permission of university authority.
10. Teaching style should be more „verbal“ in order to communicate information to the students.
11. Tactile graphics might be used where necessary

Physical disability

- Absence or delay of students who use wheelchairs or crutches may be a result of the distance between teaching venues, thus a recap of any information given at the beginning of the class might be helpful.
- Students with a mobility disability may wish to use their own furniture, such as ergonomic chairs or sloped writing tables. Proper arrangements of space should be made in teaching rooms.
- Ramps facility and wheel chair facility is extended to the Physically disabled students.

Hearing impaired

- Students with a hearing loss should be encouraged to seat themselves towards the front of the lecture theatre.
- It should be ensured that any background noise is minimum.
- In order to minimize difficulties for lip-readers, one should not speak when facing the blackboard. Also, the classroom should be brightly lit.
- Any videos or films used should be captioned, wherever possible.

HEALTH CENTRE AND FIRST AID PROTOCOL

KLE Society management has established a separate unit to help the stakeholders of all its institutions called V-Care. Through V-care the health centres are established in all the institutions and medical officer will be in charge. Free medicines are provided and preliminary medical care facility is provided to all the students and faculty. In case of severe or emergency the students may take the medical treatment in other hospitals and all the charges or expenditure will be reimbursed to the students.

Experienced medical officer will be in charge of the health centre and give the preliminary treatment to the students and faculty. Medical officer will explain all the precautionary measurements and first aid facility during student orientation programme to all newly admitted students. Several first aid exercise and training is also given to the students with the help of models and demonstration.

First Aid Protocol is practiced to all the students

- ☐ **Do not panic**
- ☐ **Do not leave the patient alone and go anywhere** ☐ **Give first aid**
- ☐ **Report the matter to your teachers / any adult / colleague nearby**
- ☐ **Ask a friend to call the emergency phone numbers**
- ☐ **Contact: Mentors and medical officer of the in-house Health Centre immediately**

Emergency Phone Numbers:

Dr. Gowri, Health Centre: 8884855880

List of emergency/rescue/management contact numbers currently in operation in India:

100	Police
102	Ambulance
101	Fire
108	Disaster management
181	Women's helpline
1097	AIDS helpline
1098	Child abuse hotline
+91 9540161344	Air ambulance

IMPLEMENTATION OF ANTI-RAGGING PROTECTION

The Anti-Ragging Committee/ squad has been constituted to ensure ragging-free-campus. The function of the Anti-ragging squad will be to keep a vigilance and to stop the incident of ragging. Committee educates the students by adopting various measures about the menace of ragging and related punishments.

Definition of Ragging

- ☐ Asking any students to do any act which such students will not do in the ordinary course.
- ☐ Any act by senior students that prevent, disrupt or disturb the regular academic activities of any other students or a fresher.
- ☐ Exploiting the services of a fresher or any other student for completing the academic task assigned to an individual or a group of students.
- ☐ Any act of physical abuse which can cause bodily harm or any danger to health or person.
- ☐ Any act or abuse by spoken words, emails, post, public insults by activity or passively participating in the discomfiture to fresher or any other students.
- ☐ Any act that affects the mental health and self-confidence of a fresher or any other students.

Anti-Ragging Help Desk

1. If any individual is involved in any one of the above-mentioned acts, immediate action will be taken against the students and the individual is liable to be punishment under section 116.
2. The students helpline toll free number 1800-180-5522 has been displayed in the campus.

Guidelines

1. The students should follow strictly the dress code.
2. Educate about the evil effects of ragging in orientation programme
3. Create an awareness to the students about the legal consequences of the ragging.
4. The following measures are to be initiated for curbing ragging
 - ☐ Suspension from attending the classes.
 - ☐ Debarring from test/examination/other evaluation process.
 - ☐ Debarring from representing the institution in a regional/ national/ international meet, tournament, youth festival etc.
 - ☐ Action will be taken as per government guidelines

MAINTENANCE OF GARDEN, LAWNS, SANJEEVINI & DHANVANTARI

The maintenance of the garden, lawns, medicinal plants shade house and water fountains of the college is under the supervision of the Botany department. Department botany develops the action plan and take the help of life science and interested students/volunteers to maintain and creating awareness about the green environment of the college campus. The gardeners are appointed for daily routine work of the campus garden. Life science students/volunteers/NSS and NCC students also contribute to maintain the campus. Gardner's and housekeeping employee are assigned the following work.

Plants/ Tree Care

1. Regular watering of the plants and lawns.
2. Pruning of trees and plants/shrubs as and when required.
3. Regular mowing and sweeping of lawn.
4. Removal of garden refuse/litter from garden to the vermicomposting units of the college.
5. Plantation of seasonal flowering plants.
6. Regular supply of vermicompost and vermi wash to the plants or pots of the garden.

Lawn Care and Signage in Garden

1. Proper maintenance of garden benches regularly.
2. Students are discouraged from playing in the lawns.
3. Trees and Plants are classified by proper signage bu botany studnets and teachers.

CAREER GUIDANCE AND PRE-PLACEMENT TRAINING CELL

The Career guidance and pre-placement training cell of the college is responsible for carrying out placement related activities. Senior faculty of the college or trained MBA (HR)person is appointed as Placement officer to organise the pre placement training and placement drives in campus or off campus. It consists of representatives from each department and acts as a crucial link between academic program of the students and their suitable employment. Time to time placement assistance is also provided to these students by organizing interaction with various organizations. Cell also organises pre-placement training/ workshops/seminars/talks to create awareness among students about their career prospects. Students of KLESNC are given job opportunities through on campus placement facility as well as through State and Central government employment portal. The CGPC

collaborated with reputed placement companies/employers and industries for the placement drives with MoUs/agreement.

Organising the training/ Certificate course/ Placement Drive:

Placement officer develop the good network with companies/corporate sectors/public sectors/employers with MoU and organise the necessary programmes as and when required. In the beginning of the academic year the cell organise a registration drive to all the students and develop a data base and student profile for further communication with students and companies.

CGPC initiate the departments to conduct the skill oriented short term course like certificate and value added courses to support the student employability. Departments may collaborate with the companies to conduct the short term course and enhance the placement opportunities of the students.

Placement through CGPC

Registration and Recruitment Process

1. Students are required to register for placement drive and submit their latest updated resume/Curriculum vitae to the placement officer or respective company by online.
2. Registered students should report to the drive in time and produce all the necessary documents and attend all the rounds of screening like Group discussion, written test, interview and any other mode of selection.
3. In case the few number of positions are open for recruitment, then the students may have called directly to company office to attend all the selection process.
4. The short listed students are required attend the final round of selection like interview and personality test or physical fitness or medical test as per the company guidelines.
5. The selected students list will be submitted to the principal and placement office.
6. As per the company rules the offer letters may be sent directly to the selected candidate and one copy may be submitted to the college for further records.
7. Salary package will be announced before the selection and students/candidate should agree to the conditions. Further promotions or any job oriented process will be as per the company and college will not be responsible for any kind grievances from the student/candidate and company or employer.

Off-Campus Placement

1. The student who are trained and pass out from the college may directly apply to jobs even in the final year under graduate or post graduate studies.
2. Such students may seek the further help from the placement office and get appointment in any corporate and public sector.
3. The company or employer of such students should submit the offer letters to the college and candidates. Otherwise the selected students should submit a copy of offer letter to the placement office/Principal of the college immediately.

Inviting Company for Placement

1. Placement officer propose names of companies/organisations which can offer placements to the students.
2. College invites companies for placement through CGPC officer/coordinator via mail/letter.
3. After receiving positive response, coordinator conducts pre-placement formalities with company to get in depth information about the profiles being offered, pay package, number of posts, etc.
4. All the information regarding the company and the placement drive is discussed among the members of cell and Principal in a meeting.
5. Required **approval** for conducting placement drive in the campus premises is taken from **Principal** through CGPC officer/coordinator along with other necessary expenses.

Conducting Placement Drive

1. CGPC notifies concerned departments about the schedule for placement drive.
2. Companies conduct their selection process on the scheduled date and evaluate candidates on the basis of written test/group discussion/personal interviews.
3. Final results are announced by the companies soon after the final placement interviews are over.

Note: The company/employer who finalized the list of students for positions should submit the offer letter copies to the CGPC and Principal without fail.

PREVENTION OF SEXUAL HARASSMENT

Complaint Lodging

1. The complaint should approach the Convenor/coordinator of the committee within three months (or within 6 months under special circumstances which may have prevented the complainant from filing a complaint) to initiate the complaint or send an email to the office.

Submission of Supporting Documents

1. Initially the oral complaint may be lodged but further process the six copies of the complaint to be provided to the committee along with supporting documents / list of witness if any.

Filing of the Reply by Respondent

1. One copy of the complaint to be sent to the respondent within 7 working days seeking a reply.
2. Filing of the reply by the respondent within 10 working days.

Inquiring the Complaint and Report Submission

1. Conduct of Inquiry by the Committee.
2. Completion of the inquiry within 30-90 days.
3. Report to be sent to the employer or concerned authority.

PURCHASE OF LIBRARY BOOKS AND ALLOTMENT TO SHELVES

Role of Librarian:

In the beginning of the academic year the librarian collect the list of reference books/text books/journals/magazines required by the departments.

List of books/periodicals required

1. Submission of books recommendation via books recommendation-form and online by different departments and students to the library.
2. Recommendations are checked by Librarian for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, approval is taken from the Principal of the College.

The list is submitted to the Advisory committee of the library and then final copy to the principal for approval. As per the availability of budget and requirement the librarian invites the sealed quotations from different vendor for competitive prices for the approved list of the books/periodicals/e-learning resources. The sealed quotations are opened in the meeting of the advisory committee in presence of purchase committee and chairperson (Principal). Librarian prepares the comparative statement of the quotations and highlight the lowest quoted price sand company/vendor.

The comparative statement and proposal of book purchase is placed before the Local Governing Body for approval. The approved copy is submitted to the Head office, KLE Society, Belagavi for the release of grants.

After final approval from HO, the purchase order is sent to the approved vendor or company to supply the required books/journals/periodicals/e-learning resources subjected to all the rules and regulations of the funding agency/KLE Society/government Policy.

Order Placement and Physical Verification of Purchased Books

1. Placing the order of books satisfying the terms and conditions of library committee.
2. Submission of challan by vendor along with the books.
3. Physical verification and checking of books received against the order.
4. Submission of bill by vendor to the college.

Processing Bill

1. Accessioning of books in the accession register of Library.
2. Finally, the bill is processed and submitted to accounts section.

Technical Processing

1. Technical processing of the books including classification, cataloguing and indexing is done.
2. Physical processing of the books including pasting of authority slips, placing the RFID tags and stamping is carried out.
3. Then the books are placed in shelves according to their call number by the library staff.

Note:

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the return/issue counter.
2. From there, the books are placed in shelves according to the call number by library staff.

REPAIR OF INSTRUMENTS/ INFRASTRUCTURE (2017-2024)

KLE Society's S. Nijalingappa college refer the rules and regulations of HO, KLE Society, Belagavi for the above process/ procedure shall prevail over this SOP in all matters of procurement/ repair etc. Amendments in the SOP, if any, will be incorporated as per the notification received from time to time. The SOP is based on the society policy for the instruments and infrastructure maintenance. In case of findings from other agency like UGC, DST, DBT, VGST and then the rules and regulation or policy of that organisation will be followed.

Permission from the Principal

1. Procuring officer will take permission for repair of the Instrument/Infrastructure from the Principal on the Note Sheet with details of the equipment like year of procurement and price.
2. Check for the warranty period of the equipment as well. [Give the information whether repair has been done before. If yes when was the last repair done. Give information about AMC.].

Quotation for Repair

1. Get the quotations for repair of Instruments/Infrastructure from the manufacturing company, if any.

[Repair cost should not be more than the cost of the instrument/Infrastructure. Diary entry of received quotations should be made. If repair cost is more than the limit prescribed by the society/agency - only and item is not proprietary, then gets quotations from three to four vendors with a mention of performance period and warranty period.]

Approval and Order Placement

1. Take approval for repair based on quotations received for repair of the Instrument/Infrastructure from the Principal on the Note Sheet with due procedure/ process.
2. Place an Order, if required.
3. Get the repair done from the company (L1). If satisfied with the repair done get the Bill from the company and account details of the company.

Bill Processing

Take permission for release of payment to the Company from the Principal on the note sheet. Submit the note sheet with account details of the company for release of payment in the account Section.

ORGANISATION OF SEMINAR/ CONFERENCE / WORKSHOP/ HANDS ON TRAINING/ FDP/ SDP
--

I. Preparation

1. Preparation for the seminar /workshop/conference involves a number of activities listed below:
2. Constitute Organizing Committee with the approval of the Principal.
3. Organizing Committee prepares the event schedule.
4. Determine the budget available to host event & sources to raise the funds.
5. Determine the theme / topic to be discussed at the event.
6. Identify target group and number of participants required.
7. Secure venue – (site visit of venue to ensure it is adequate).
8. Finalize event details – (breaks, resources needed).
9. Contact relevant Ministries, Departments or target group to inform them of event – (time, date, venue, duration, break information). Send email(s) to target groups for participation.
10. Follow up on to ensure the information was received.
11. Finalize list of persons attending the event.
12. Source and prepare all necessary resources needed by organizer and Presenter – (books, manuals, projectors, name tags, etc.).
13. Secure caterer to provide meals if not included in venue package.
14. Contact Accountant and request a „Local Purchase Order.

Implementation

Budget

Funding is an integral part of any event, since the amount of funding available for the hosting of the event will determine a number of factors in planning the event.

1. Venue
2. Duration
3. Number of participants
4. Equipment – (Presentation Media)
5. Informational packets / Materials/ certificates
6. Availability of refreshments

Points to be Consider:

1. Expertise / strong research background

2. Ability to convey knowledge to a large audience
 3. Unbiased and non-partisan (do not invite speakers that are aligned with a particular cause / group)
 4. Honorarium
 5. Travel expenses
 6. Identify alternative speaker as a precaution
- ☐ Sponsorship is generated for the event and rests of the expenses are catered by the college.

Finalize Details

Determine the length of the seminar, the mode(s) of deliverance, equipment needs of Presenter, handouts and other learning material for participants, breaks and refreshments, and deadlines for replying. Secure a caterer to provide refreshments if not included in venue package.

Contact Relevant Departments / Participants

1. Initial contact of those Departments or persons identified to attend the seminar, with the full details of the seminar included. Includes:
2. Deadline for response
3. Seminar/Event overview / outline
4. Requirements for eligibility
5. Number of participants required

Invitations/ Advertisement/ Flyers/ Brochures/ Registration

1. Invitations from Principal are sent to the invited speaker(s) or resource person(s), Guest of Honour, Chief Guest, colleges etc.
2. The event is advertised on notice boards, college website, poster distributions in other colleges, social networking websites etc. for wider publicity.
3. Registration for the event.
4. A list of registered persons is prepared and intimated about event schedule.
5. On the spot registration (if available) and Attendance.
6. Event starts as per schedule on proposed date.

Evaluation

1. Feedback from the registered persons

2. Certificate Distribution.

Follow up after Procurement

- i. After successful installation report the HoD/Coordinator shall issue the item in the desired lab and thereafter it shall remain in the custody of the lab In-charge.

Labelling the Procured Item

- i. Label procured items with reference number:

Dept.*/Purchase year/Stock register number/Stock Register page number

Maintaining Log Book and Assets Loan Register

1. Make a log book to be maintained for the equipment.
2. Asset loan register shall be maintained for its purpose, whenever required.

II. Steps for Recurring items:-

STEP 1: Issuing the Item

1. After successful procurement, the procuring officer shall issue the item in the desired lab and thereafter it shall remain in the custody of the lab In-charge.

STEP 2: Maintaining the Record

1. Records to be maintained for the usage.

PROVIDING FINANCIAL SUPPORT TO TEACHERS

IQAC initiate all the faculty in order to attend conference, workshops, seminar, faculty development programme organized by reputed International/ National/ State level Universities Colleges/ Corporate companies/ Academies/ R & D Organizations to upscale their competency in teaching learning evaluation, skill enhancing pedagogy, career guidance and pre-placement training of the students.

Objectives:

- To encourage the teaching staff to upgrade their pedagogical skills, general aptitude, communication skill and analytical & reasoning ability
- To support the faculty to update their knowledge and information in curricular and co-curricular aspects
- To encourage the faculty to enhance their research abilities, methodology, IPR and project proposal preparation for fund mobility

- To support the teaching staff to participate and present their research findings at State/ National/ International platforms such Conferences, seminars and symposia
- To support the staff to present or share the competency of resourcefulness, governance and critical analysis in respective platforms
- To enhance their academic credentials in line with Academic Grade Point (AGP) of their expectations.

Financial Support:

- A full-time faculty are allowed to attend the FDP/ Conference/ Seminar/ Symposia/ Workshop/ Hands-on training in reputed public or private recognized sectors
- Priority is given based upon the necessity and demand from faculty the financial support is provided to the faculty. The actual Registration fees, Travelling Allowances and Miscellaneous charges as per UGC and KLE Society's rules and regulations amended from time to time
- Funds for financial support is allocated by KLE Society, Belagavi. In addition to this the faculty may be supported by UGC sponsored fundings
- To support the faculty the academic allowance is included in salary
- Faculty who are attending the above said programmes will be deputed on official duty leave (OOD) or duty leave (DL) with a maximum of 5 Days
- The faculty who are attending such programmes should submit Leave letter, original attendance certificate, certificate of participation/ presentation/ publication in proceedings and receipt of registration fees and others.
- The teacher/ research scholar who is publishing/ presenting the research article or paper should mention affiliation of the KLE Society's S. Nijalingappa College, Rajajinagar, Bengaluru-10
- No DA will be paid to the faculty if the organization arrange for accommodation and boarding facilities
- In case of attending international events, the applicant should have cleared his/her probationary period successfully and candidate should fulfil all the present rules and regulations issued by KCSR Rules & Government of India. Subjected to the condition that only 20% teachers' strength in a department would be considered

STOCK VERIFICATION OF LIBRARY BOOKS

Principal of the college constitute the stock verification committee for the library and all the departments to verify the all the Non-recurring (Equipments/instruments). For each department a separate committee is constituted with senior faculty member as coordinator/convenor and 4 to 5 teachers as members.

STEP 1: Noting the Accession Number

1. Staff note down the accession numbers of books/Equipments/instruments available physically in the library and departments.
2. Separate sheets of paper are prepared for each lab and hall. Each member of the physical verification committee is given one set of sheets and is asked to note down the accession numbers of books/Equipments in the lab and library shelves that is specifically assigned to him.
3. While noting the accession numbers, book/equipment is physically checked and is taken out of shelf/table, if the book/equipment is damaged/beyond repair.

Verifying the stock through

1. Once the work of noting down of accession numbers of books/wquipments is over, all the sheets of paper containing the accession numbers are pooled together.
2. The accession numbers are then input into an excel file.
3. Excel file of books is uploaded on to the KOHA Library Management Software (LMS).
4. A report of list of missing books/equipment is generated.

Re-verifying the missing Books/Equipments

1. List of books/equipment again checked with collection.
2. The final list of missing books/equipment is reported to the Principal.

Note: *Stock Verification in the library/class/laboratory is undertaken annually during vacations.*

GUIDELINES TO AVAIL LEAVE/S

The permission is required in order to take the any kind of leave from the competent authority which can be Principal/Management

Casual Leave (CL)

Max.-15/ Academic year for permanent employee and 12 for Temporary employee

Casual Leave is a concession granted to an employee to stay away from college for short period on account of illness or to enable him to attend to urgent private matters. The employee intending to avail CL are expected to get the prior sanction of the leave, however in case of emergent situation, the information about the availing of leave should be given to the Admin Office on telephone, followed by the application on the prescribed form, which may be sent through email or otherwise, if the leave is of more than one day.

- Get the prescribed application form from the Admin office or download from the college website (<http://www.klesnc.org>)
- Employee seeking CL should fill the form and submit to the office and get the permission of competent authority: **Principal**

1. Earned Leave (EL), Leave on Medical Grounds

- i. Get the prescribed application form from the Admin office or download from the website (<http://www.klesnc.org>).
- ii. Fill in the form well in advance, and get the prior permission of competent authority.
- iii. An employee should avail minimum of 5 EL. To get more EL the employee's application must be approved by the management. The staff member concerned before submitting the application to Authority shall ensure about the admissibility of leave from the Admin office.
- iv. The staff member after availing the leave shall submit the joining report.
- v. The Admin office will make necessary entries in the Leave Record and service book of the staff member.
- vi. In case of extension of leave, the staff member shall send another application, directly to the Admin office. The leave application shall subsequently be processed in the office on the lines indicated above.

Entitled	: All the members of College Staff Max. Period of Leave
Earned Leave (Teaching)	: 5 minimum & maximum as per the KSCR rules
Earned Leave (Non-Teaching)	: 5 to 30 and as per KSCR or KLE Bye Law
Competent Authority	: Principal

In case of Leave on Medical grounds

- i. Send intimation in writing to the Admin office immediately, enclosing the Medical Certificate.
- ii. On joining submit the application along with the Medical Fitness Certificate.

2. Special Casual Leave/On Official duty leave:

Special casual leave is provided to conduct examinations of a University/PSC/Board of examinations, to inspect academic institutions and to do such works as may be approved by the University/Government authority as academic works etc.

- i. Get the prior permission of the competent authority through E-mail or written application.
- ii. Before submitting the application to the Authority ensure about the admissibility of leave from the Admin office.
- iii. Submit the participation certificate in the Admin office.
- iv. Admin office will make necessary entries in the Leave Record of the staff member.

Entitled : As per the guidelines of Competent Authority

Teaching Staff : 10 (in one academic year)

Authority to sanction: Principal/Governing Body

3. Duty Leave:

- i. Duty leave is given to attend conferences, symposia, seminars, delivering lectures, participation in a delegation appointed by GOI/State Govt./UGC/University/Academic Body and working in another organization/academic body, when so deputed by the Authority.
- ii. Get the prior permission of the competent authority through E-mail or written application.
- iii. Before submitting the application to the Authority ensure about the admissibility of leave from the Admin office.
- iv. Submit the participation certificate in the Admin office.
- v. Admin office will make necessary entries in the Service Book of the staff member.

Entitled : Max. Period of Leave as per Competent Authority guidelines

Teaching Staff : As per rules

4. Extra-ordinary Leave (EOL):

- i. Get the prior permission of the competent authority through written application well in advance.
- ii. Admin office will make necessary entries in the Leave Record of the staff member.
- iii. During the period of leave no any benefits will be given to the concerned. Entitled :
Teaching and Non-Teaching Staff
Max. Period of Leave : As per rules of Competent Authority.
Principal : As per rules of Governing Body

Study Leave:

- i. Get the prior permission of the competent authority through written application well in advance.
- ii. Admin office will make necessary entries in the Service Book of the staff member.
Entitled : Teaching Staff Max.
Period of Leave : As per the UGC, University and Management rules
Competent Authority : Principal/Governing Body/Leave Committee

Maternity Leave:

- i. Maternity leave is provided to the Female Staff member of the college after giving birth to a baby.
- ii. Send intimation in writing to the Admin office immediately, enclosing the Medical Certificate.
- iii. On joining submit the application along with the Medical Fitness Certificate
Max. Period of Leave: As per the UGC, University and Management rules
Competent Authority: Principal/Governing Body/Leave Committee

Paternity Leave:

- i. Get the permission of the competent authority through E-mail or written application.
Entitled: Male Staff Max. Period of Leave as per management and competent authority rules

Proforma for Casual Leave & OOD



**K. L. E. SOCIETY'S
S. NIJALINGAPPA / INDEPENDENT PU COLLEGE**

II Block, Rajajinagar, BENGALURU-560 010.

CASUAL / DUTY LEAVE APPLICATION FORM

(For all Employees)

To,
The Principal,
S. Nijalingappa / Independent PU College
Rajajinagar, Bengaluru - 560 010

Sir,

I request you to grant me Casual Leave for _____ day(s)
on Date(s). _____

_____ I have enjoyed casual leave for _____ days so far.

I request you to grant me Duty Leave for _____ day(s)
on Date(s) _____

_____ as I am going for attending the
University / Board Meeting(s)/College work with _____
_____ for which I will produce the attendance Certificate.

Thanking You,

Yours faithfully,

Bengaluru

Date : _____

(Signature of the Staff Member)

Full Name and Designation : _____

Sanctioned/ Not Sanctioned

Head of the Department of _____



Principal

S. Nijalingappa / Independent PU College

Bengaluru -10

WASTE MANAGEMENT

In college campus the chiefly the wastes generated are chemical, kitchen waste, biotechnique waste along with paper and plant wastes, and electronic wastes (e-waste).

Chemical Waste:

Department of chemistry use inorganic and organic chemicals for their laboratory classes and wastes produced are alcohol, acids, alkalies and gases. All the type of chemicals used for analysis are drained into UGD system after complete dilution of the wastes, so that the toxic effects is fully nullified. The liquid waste containing the acidic impurities is collected in a separate jar. And this acidic content is treated with a base to neutralize and disposed safely in soil. Experiments in which any toxic or non-toxic gases are carried out under hoods/Advanced chimney so that gases released to the elevated heights to prevent the contamination in ground level air. Chemical wastes generated in biotechnology, botany, zoology and chemistry are diluted and sterilized in autoclave before draining, so that the chemicals are non-toxic. All the decomposing waste are used in vermicomposting unit to generate the vermicompost.

e-Waste:

Electronic waste is generated mainly from Physics and Computer Science departments. Also the e-waste comes from administrative office with traces coming from all the departments in the college. There is a provision of collection of e- waste at a designated place in the college. All e-waste generated put in this bin, once the amount is sufficient enough (around 50 Kg) is collected from the college by a NGOs (with which college has MoU), Anubhuthi Welfare Foundation, ITC, Bengaluru, who has specialization in proper disposal of e-waste materials and has been certified by the Govt. of Karnataka for the assigned task.

e-Waste management:

Computer department, Physics, Admin office and other departments and even student community.

Collection in Blue Bins kept near the Chemistry department:

Vendor: Anubhuthi Welfare Foundation, ITC, Bengaluru

Kitchen waste and plant biological waste management:

The litter generated every day from college gardens, lawns and trees of the campus; and kitchen organics wastes generated from Hotel management department is collected by housekeeping employees and separate it from any chemicals or non-degrading contents and then handover it

to zoology department volunteers to use in Vermicomposting units established in the college campus. After complete decomposition the vermicompost and vermi-wash generated is used as organic manure to all the potted plants, garden plants, and lawn of the college campus. Additional compost is distributed to students and faculty to use in their home gardens.

Chemical waste management:

Paper waste:

Eco club create the awareness to use the less paper, by using soft copies for all the notice, circulars, study notes. Class notes and syllabus copies etc. and also partial used paper for reuse. Usually one sided used or printed paper reused for rough work, so that minimise the use of papers and prevent the cutting of forest or plants for paper production. Paper waste generated from all departments is collected by the care taker and handed over to the vendor for recycling of the papers.

REFERENCES

1. UGC guidelines
2. KCSR- 2021-22
3. KLE Society, Belagavi, Bye Law
4. <https://www.nhp.gov.in>
5. <http://www.medindia.net/patients/firstaid-chemicalburns.htm>
6. <http://indiatoday.intoday.in/education/story/112-as-indias-emergency-number/1/629526.html>