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SERVICE RULES AND REGULATIONS
&
ADMINISTRATIVE MANUAL

(2020-2021)

S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY

LEAVES RULES:

In order to improve the functioning of the college, the Management has resolved to put in place certain rules for compliance by the Employees from time to time. These rules include Rules for Attendance and for applying Leave of Absence. These revised Rules will come into force with effect from 01/02/2018. It is also resolved by the Management to maintain the Attendance of the Staff on Biometric basis in addition to the Conventional Register. It is also resolved further to link the particulars of Attendance to the payment of Salary. These Rules would apply to the Teaching and Non-Teaching Staff working in the SEACET.

I. RULES FOR DAILY ATTENDANCE REGISTER, BIO-METRIC AND PERMISSIONS FOR LATE COMING, EARLY GOING AND MOVEMENT DURING WORKING HOURS

1. The working timings for the Academic Departments are 8:30 am to 4:15 pm.
2. All the staff should report to the duty before 8: 30 am.
3. All the staff have to punch-in and punch-out through biometric without fail.
4. The staff should also compulsorily sign in the attendance register.
5. The attendance registers will be kept out of the office after 8:40am.
6. The staff who come after 8:40 am have to sign in the Late Arrival Register (bio-metric punching is mandatory).
7. The faculty who have 1st hour class need to report atleast 10 minutes before 8:30 am.
8. The staff who is taking half day leave in the morning session should report to the College at 1:00 pm with bio-metric attendance.
9. The staff who is taking half day leave in the afternoon session may be permitted to leave the institute at 12:45 pm with bio-metric attendance.
10. Decision on the Late Coming will be taken by the Management on the Merits of the each case.
11. Staff are not permitted to go out of the College in between working hours. In case of urgency, prior permission need to be obtained from the Director/Principal.
12. The staff moving out of the campus is not permitted during working hours and will be viewed seriously.
13. The staff moving out of the campus for any official work will be permitted through proper reason and with bio-metric punching.
14. The staff who are attending other personal/official works during the working hours should note down such details in the "Movement Registers" maintained for this purpose.
15. The Department and class rooms shall be opened before 8:30 am by the maintenance staff. The Supervisor shall take proper care of this.

II. LEAVE RULES

1. Casual Leaves (CLs) may sanctioned to the employees for a maximum of 12 days in each calendar year but not for more than four days at a time on the ground of any sickness or any other reasonable ground. The Leaves will be credited to account of the employee at the beginning of the calendar year on the first of January/first of July every year.
2. Restricted Holidays (RH) may be sanctioned to the employees for a maximum of 2 days in each calendar year and will be credited to account of the employee at the beginning of the calendar year on the first of January/first of July every year.

3. The CLs and RHs will be credited in two spells i.e., 6 CLs and 1 RH as on 1st January and 1st July on each spell. The unavailed Leaves in 1st spell will be carried over to next spell
4. Special Leaves (SLs) will be sanctioned to the employees who come under the Non-Vacation Staff. The SLs should be availed for a minimum period of two days at a time. The higher authorities will decide employees who come under the Non-Vacation and for sanctioning of number of SLs.
5. Compensatory Casual Leaves (CCLs) will be sanctioned to the employees who worked on any public holidays and Sundays as per the specific instructions of higher authorities for Official duty (One day CCL for a minimum of continuous Four hour duty). The higher authorities have the right to sanction CCLs and the concerned employee will be utilized within one month on any working day from the day on which the employee worked otherwise the leave will get lapsed. These type of leaves should not be accumulated for not more than seven days in a calendar year. Principal and HoDs will not come under CCLs.
6. Vacation Leaves will be treated as on duty for all purposes should be attended when necessary.
7. All Leaves (CLs, RH, SLs, etc.) can neither en-cashed nor carried forward to the next calendar year.
8. The employee can avail one full day Leave or half a day leave.
9. Leave of any kind taken earlier cannot be converted into leave of any other kind.
10. Leave cannot be availed without prior approval, unless under some unavoidable conditions and will be intimated to higher authorities through proper channel.
11. The application for grant of leave should specify the period of leave, nature of leave etc. and should be sanctioned through proper channel.
12. All Leaves will be sanctioned by the Head of the Institute through proper channel.
13. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
14. If an employee joined in the middle of the month that month will not be considered for any type of Leave.
15. If an employee joined in the middle of the year (i.e., in 2nd spell) and any type of previous period (i.e., 1st spell) Leaves will not be considered. Better to follow pro-rata basis: credit one leave for one month of service. This condition does not apply for the employees who have received the orders appointment after discharge from the old post and have joined new post without delay in the same Institution.
16. Employee who resigned from the service shall not be eligible to carry forward the Leaves.
17. Special Casual Leaves (SCLs) will be sanctioned to the staff for Faculty development programmes such as attending seminars/workshops etc. on merits of each case.
18. On Official Duty (OODs) will be sanctioned to the staff for University/Board confidential works by producing the attendance certificate.
19. Continuous absence for 15 days without prior sanction leads to Termination and the same will be decided by Management.
- 20. Any Sundays or public holidays falling between the day of commencement of the leave and the day of completion of leave will be counted as part of leave of period. Eligible to take combination of Leaves.**
- 21. Casual Leave may be combined with optional holidays or Sundays or any other authorized public holidays provided the resulting period of absence does not exceed 7 days.**

NOTE:

1. The above permissions/leaves will not be granted/claimed as a matter of Right. The higher authorities will have right to cancel any kind of leave any time during inspections from competent authorities, college functions, examinations, etc.
2. The employees are required to adhere to the above rules of conduct/discipline. Any breach or non-adherence to these rules will be considered as misconduct and will lead to disciplinary actions on such type of employees (Chance of Loss of Pay / Termination from the Service).
3. The Management may amend the Service Rules as and when necessary for maintaining discipline and effective functioning of the College.

BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM:

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. All the staff members (teaching and non-teaching) are required to mark their arrival and departure time in Biometric based Attendance Monitoring System machine without any exemption.
3. All the staff members are required to mark their arrival and departure in the attendance register maintain in the SEACET Office without fail.
4. The college timings are from 8:30am to 4:15pm with 45 minutes of lunch break from 12:45pm to 1:30 pm.
5. In the morning the time recorded between 8:30 am and 8:45 am would not be counted towards the shortfall as this is given for making attendance in biometric system.
6. Late coming up to 9:00 am or early departure up to 30 minutes, before closure time of 4:15pm, will be permitted ONLY ONE DAY in a MONTH keeping in view of any unforeseen emergency.
7. Permission up to a maximum of TWO hours either in the forenoon or in the afternoon is permitted ONLY ONE DAY IN A MONTH. It is mandatory to mark entry (in/out) in biometric system while availing the permission.
8. No Two hours permission on Saturday.
9. Arrival in the college after 8:45 am or departure from college before 4:00pm will be considered as half day casual leave.
10. Any staff availing half day casual leave in the forenoon will make arrival entry in the Biometric Based Attendance Monitoring System between 12:45pm and 01:00pm and the staff availing half day casual leave in the afternoon will make departure entry in the Biometric based Attendance Monitoring System on or after 12:45pm.

SEACET EMPLOYEE CONDUCT RULES:

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent. Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

1. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, parents, students, visitors, superiors, co-workers and with members of the public.
2. Every employee shall be loyal to the institution and abide by the rules and regulations made from time to time.
3. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
4. No employee shall be absent from duty without prior permission. Every employee shall inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
5. An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
6. No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
7. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
8. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
9. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
10. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
11. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the institution.
12. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the Principal/Management of the Institute regarding the details thereof.
13. No employee shall, except with the prior sanction of the Management, have recourse to any court of law or to the press / media / social /digital for / against any official act of the College.
14. No female employee/girl student shall be sexually harassed at the workplace.
15. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only.
16. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
17. No employee shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike, etc.

18. Employees shall always be neatly dressed with neat, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
19. Dress code for male employee is with tucked in shorts (formals) and shoes with neat shaving and for female employees is with Saree.
20. Employees who have been provided with identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall wear on occasions and not be worn during off-duty hours.
21. No employee shall misuse or carelessly use the material and facilities provided by the institution.
22. Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
23. No employees is permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
24. No employee shall tamper or cause to be tampered with the records or notices of the institution.
25. No employee shall communicate directly or indirectly an official document or information to any other person.
26. No employee shall deface, disfigure or damage or write on the walls of the institution.
27. No employee shall bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
28. No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
29. No employee shall lend money to a person on interest.
30. No employee shall do Misappropriation and defalcation of the college funds.
31. No employee shall engage in gambling/betting/auctions within the premises of institution.
32. No employee shall use the name, address, telephone or any other description of the institution without proper authorisation.
33. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
34. No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
35. No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
36. Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
37. Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
38. Staff Members, if and when relinquishing their job, shall hand over all the records to the concerned and get the NOC from all departments concerned.
39. All the employees shall handover their original certificates for verifications to the Principal at the time of joining duty and are abide by the terms and conditions of Employment.

DISCIPLINARY ACTION

The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

1. All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
2. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the Management. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
3. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
 - a. Reprimand
 - b. De-promotion
 - c. Withholding increments / promotion
 - d. Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - e. Suspension
 - f. Removal / Dismissal from service
4. An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.

ETHICAL STANDARDS FOR TEACHERS:

Every Employee:

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
2. Respect parents, teachers, and elders.
3. Express the love of brotherhood to fellow teachers.
4. Accept and extend due respect to every religion and social grouping.
5. Love the nation and commit their endeavours to her progress.
6. Have a sense of belonging to the institution.
7. Assume total dedication to the teaching profession.
8. Always have an urge to excel in professional expertise.
9. Shall wear respectable attire, befitting the society's expectations and shall keep up immaculate personal hygiene at all times.
10. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
11. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
12. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

13. Shall always listen to students with concern, whether it will be in respect of doubts in academic or it will be relating to any personal help.
14. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
15. Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
16. Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
17. Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college/group of institutions or of fellow teachers, students or any other member of society.
18. Shall always accept the entire fellow teachers, honour their sentiments and respect their value system.
19. Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services. AICTE norm stipulates that every teacher of the college has to contribute 40 clock hours of work per week. The Heads of Departments and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

FUNCTIONS OF PRINCIPAL (DUTIES AND RESPONSIBILITIES):

Apart from the teaching responsibility, the Principal has to follow and monitor the following administrative activities.

1. The Principal is the Head of the Institute both in terms of Statutory as well as Operational functions. The purpose of the role is to develop and implement the best practices of Academics and Research in the Institution to ensure a holistic development of the students and staff. The role is also accountable for the branding of the institution as the most preferred institution in the country/abroad.
2. As the academic leader, the Principal should be a source of inspiration to students and staff regarding knowledge, character and culture. He must so conduct himself that both staff and students look up to him for guidance. He should be an example in punctuality.
3. Look after all the Administrative and Academic activities falling in line with the AICTE, VTU and the Government of Karnataka norms, in all aspects.
4. Conduct all the UG, PG and Ph. D programmes according to the affiliating university (VTU) and AICTE guidelines and is not supposed to conduct any programmes apart from the programmes affiliated by the University.
5. Appoint Faculty Member according to the norms of the AICTE and affiliating university.
6. Monitor admissions, conducts regular class works, to organize placement activities in coordination with Placement Director, create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
7. The Principal should consult the colleagues in discharging his functions. The democratic and participative type of functioning is best suited for academic leaders.

8. The Principal should see that the long term and short term plans are prepared for the growth of the institution. Long term perspective plans should be prepared for 5 to 10 years. It include shall building up of infrastructural facilities in the college keeping in view the future growth. The development plans of the institution should also take into consideration the manpower requirement based on appropriate surveys, introduction of new and job oriented courses in the college may also be based on local manpower needs as revealed by the survey. Short term plan is the annual plan prepared by setting up of goals to be achieved during the year. The goals of the long and short term plans should be achieved by effective implementation of the programmes with the help of the academic and administrative technology existing in the college.
9. The Principal, at the beginning of the academic year, should convene the General Staff Meeting, discuss and finalize academic plan for the year.
10. The Principal should also convene the meeting of the staff council consisting of all in- charges of subject departments, Physical Director and Librarian.
11. The staff council will plan all important activities to be performed during the year; like academic calendar, internal examinations, extracurricular and co-curricular activities etc. All important decisions regarding the functioning of the college are to be taken after the discussion in the staff council.
12. The Principal should advise the Heads of the department to convene their departmental meeting and prepare annual academic plans. He/she will scrutinize the plans and approve them.
13. The Principal should insist on the submission of month wise syllabus completion reports of every faculty. The defaulters should be motivated to adhere to the academic schedule. The incomplete portion of the syllabus scheduled for a month should be completed in the succeeding month by proper planning.
14. The Principal should involve himself in classroom teaching as per norms in his subject.
15. The Principal should go round the college at least once a day to supervise the academic work in the college.
16. The staff and students should be properly motivated by the principal for their effective involvement in the teaching learning programmes.
17. Periodical staff meetings should be conducted to discuss various aspects of college management. The staff should be involved in different activities and programmes of the college. They should be made to feel their participation in the programmes.
18. The Principal should plan for the IA tests during the semester. At the end of the every semester, preparatory examinations on the model of the University examination should be conducted.
19. The Principal will advise the lecturers to identify slow learners in each class for organizing special coaching classes for them.
20. The results of the Semester examination should be analyzed subject wise and lecturer- wise and the reasons for low percentage of results should be analyzed and measures should be taken to improve the results in the succeeding year.
21. The Principal should plan for the use of alternative, innovative teaching methods and the teachers should be motivated to adopt them in the classrooms for better results.
22. The Principal should encourage the talented students in the field of co-curricular and extracurricular activities by providing- necessary facilities in the college.
23. Regular activities of N.S.S. should be planned as per the guidelines given by the University and State Liaison Officer.
24. The Principal should get feedback from the students and staff on all important items of academic functions especially the classroom instruction.
25. The Principal shall encourage Alumni Association to actively involve them in the development of the college. He shall also take measures to provide all the facilities and necessary guidance in their activities.
26. Constant contact with parents and general public is also desired and the Principal along with staff shall take measures to contact and conduct meetings periodically.

27. Lead and work for getting Accreditations of NAAC and NBA to the Institution.
28. Establish Centers of Excellence in designated disciplines in liaison with the University and other premier Institutions.
29. Encourage students and faculty members to participate in seminars/workshops/FDPs/conferences etc. and publish articles in journals and conference proceedings (50% should be indexed in SCOPUS /SCI).
30. Ensure that the Students undergo rigorous Training for enhancing their Employability Skills and facilitate quality placements.
31. Create Value Adding MoUs with Industry and Institutes of repute in the form of Student Training, Internships, Project works etc.

FUNCTIONS OF VICE PRINCIPAL (DUTIES AND RESPONSIBILITIES):

1. Vice Principal will assist the Principal in discharging the duties as assigned by Principal.
2. Vice Principal will assist in administrative matters and decision-making process to principal.
3. Vice principal will supervise the conduction of classes and curriculum of different courses offered by the college.
4. In the absence of Principal he/she will act as in charge principal and discharge the duties of principal.

FUNCTIONS OF HEAD OF THE DEPARTMENTS (HoDs) (DUTIES AND RESPONSIBILITIES):

Apart from the teaching responsibility, the HOD has to monitor the following administrative activities.

1. Allocate the subjects to the faculty members well in advance before commencement of the semester.
2. Collect lesson plans, teacher's diary and academic plan from each teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format. Ensure that the same is implemented as per the information provided.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Allocate the students to mentors in the beginning of the semester and monitor and maintain the mentor records (Student's Diary).
5. Monitor the classes to check whether they are conducted as per the timetable.
6. Check the cleanliness of the classes, labs and premises of around department and communicate to the Supervisor for necessary actions if any deviations are found.
7. Interact with students (Section wise) once in a fortnight, identify the problems and find solutions in consultation with the principal.
8. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
9. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer booklets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft / hard copy of the IA Test / Assignments also to be submitted to the exam branch as per

schedule.

10. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
11. Convene departmental staff meeting at least once in a month on the day allotted or on the basis of importance and record the minutes of the meeting.
12. Collect the student feedback about the faculty, subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as directed by principal with a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from semester to semester.
13. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers and mentors.
14. Counsel the students who are absent for the IA test or irregular to the class work.
15. Allot the project guides to the student batches as per guidelines given by the principal. Encourage the students and guides to participate in project competitions and present papers in Journals.
16. Route all the correspondences through the office of the principal.
17. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge.
18. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
19. Arrange special classes if necessary for the benefit of below slow learners.
20. Ensure academic discipline in the department.
21. Maintain and update the academic and administrative files.
22. Make sure to lock all the laboratories and department before leaving the premises.
23. Provide necessary inputs to the Principal for conducting Academic Council / GC Meeting.
24. Prepare budget proposals of the department each academic year and ensure the expenses are in tune to sanctions of the Management.
25. Introduce Mentor, Mentee System and supervise the same.
26. Vigilant during the IA and VTU examinations and coordinate with exam section for smooth conduction of examinations.
27. Encourage students and faculty members to participate in seminars/workshops/FDPs/conferences etc. and publish articles in journals and conference proceedings (50% should be indexed in SCOPUS /SCI).
28. To deal with ragging menace through a systematic and timely approach.
29. **Awareness:** Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counseling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents, etc.
30. **Avoidance:** Enforce measures to avoid contact between first years and seniors by staggering timings of first year activities, coordination with anti ragging committee/squads and continuous surveillance with them at possible areas of ragging such as hostel, canteen, toilets, terraces, outside bakeries, eating points, bus stops, etc
31. **Act:** In case ragging is reported, take appropriate disciplinary action in coordination with the guidelines of the University/Government.
32. To provide inputs for the academic calendar for various co and extracurricular activities for students. To ensure proper conduct of co-curricular activities through respective in charges.
33. Create Value Adding MoUs with Industry and Institutes of repute in the form of Student Training, Internships, Project works etc.
34. Encourage Final Year students to become members of the Alumni Association. Maintain record of Alumni of his/her Department. Coordinate with the activities of the Association.
35. Follow the guidelines / instructions given by the principal from time to time.

FUNCTIONS OF TEACHING STAFF (FACULTY) (DUTIES AND RESPONSIBILITIES):

The Faculty are the main pillars on which the system of collegiate education rests. Teaching is the most important function of the faculty which should be undertaken with utmost dedication and sincerity. The functions of faculty are detailed below:

1. The faculty have the primary duty to disseminate the knowledge in their subject to all the students.
2. At the beginning of the academic year, the faculty should collect syllabus of the allotted subject.
3. Develop curriculum, learning resource materials for Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by VTU and relevant advanced topics beyond syllabus.
4. Taking into consideration the number of working days and periods available for each subject, the semester wise Teacher's Diary should be prepared by each faculty in the department. Provision should be made for revision of the syllabus before the end of the semester.
5. The faculty should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
6. The faculty should inform the students regarding the schedule of coverage of syllabus.
7. The faculty concerned should also plan for the seminars, tutorial and assignments and such other academic activities.
8. Along with the teaching method, the faculty should also motivate the students in the process of learning by adopting other methods of instruction like group discussions, question-answer session. The session shall be made interesting with the extensive use of Information and Communication Technology (ICT) tools.
9. To achieve the best results, it is necessary for the faculty to give regular assignments to the students, preferably every fortnight. He/ She shall also focus exclusively on the slow- learners.
10. The faculty should compulsorily take the help of audio-visual methods of teaching by using over-head/LCD projector, slide projector, charts, etc.
11. The faculty should maintain the teaching work diary in the given Format. This should be submitted to the Principal, through Head of the Department every month for verification.
12. The faculty should attend to all examination duties allotted by the college and university without fail.
13. Actively participate in co curricular, extra – curricular and administration related activities of the department and college and those organized by other institutions.
14. Provide guidance and counseling to promote their personal, ethical, moral and overall character of the students.
15. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/ Management.
16. Keep abreast of new knowledge and skills; help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
17. Take interest in self development through up-gradation of qualification and participation in professional activities.
18. Participate actively in academic and administrative management of the institution and also in policy making.
19. Planning, monitoring and evaluation and promotional activities at department and college level.
20. Prepare project proposals for funding in vital areas of R & D.

21. Help in mobilization of resources for the institution.
22. Plan and implement staff development activities.
23. Maintain accountancy and to conduct performance appraisal.
24. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
25. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
26. Every Faculty Member should maintain student's attendance records and the absentees should be noted everyday as soon as the classes/laboratory hours are over.
27. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and faculty must be informed with appropriate alternate arrangements suggested.
28. The Faculty Member should attend to the class at least 5 minutes before the commencement of class and should leave the class the end of the class hour by ensuring the presence of next hour faculty.
29. The Faculty Member should engage the full period and should not leave the class early.
30. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
31. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
32. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
33. The Faculty Member should make himself/ herself available for doubt clearance.
34. The Faculty Member should motivate the students and bring out the creativity / originality in the students.
35. The Faculty Member should have a good control of students. He/She should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
36. The Faculty Member should act with tact and deal the students maturely.
37. The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
38. The Faculty Member should interact with the class teacher/coordinator or Mentor and inform him / her about the habitual absentees, academically backward students, objectionable behavior etc.
39. The faculty should assist the Principal in the maintenance of the discipline in the college.

IN LABORATORY:

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be conducted.
3. The lab observations/records must be corrected then and there or at least by next class.
4. Allow the students inside the lab only on submission of the required records written up to date.
5. To give crystal clear instructions.
6. To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
7. To sign the manual /observation / record before the end of each practical class.
8. Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
9. Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However,

faculty can suggest changes in these matters with the consent of the HOD.

10. In order to prevent theft, faculty members are advised to take the following action.
 - a. Before starting the practical/projects, students shall be asked to check the PCs/equipments, etc., and report in case of any missing items/irregularity to the lab In-Charge.
 - b. As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - c. Students shall not be permitted to carry bags into the labs.
 - d. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.
11. IA Test be conducted and awarded the CIE marks for practical labs as per VTU Regulations before end of the semester.

DUTIES AND RESPONSIBILITIES OF CLASS TEACHER/COORDINATOR:

Help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

1. To ensure that every student is well supported to fulfill his/her learning potential.
2. To monitor the semester progress regularly based on approved semester and assessment plan.
3. To encourage the students to learn beyond the syllabus contents.
4. Give awareness to students about the rules of attendance (general), securing IA marks, Industrial Visits, sports, leaves, scholarships, awards, competitions, etc.
5. To maintain student discipline in the class as per the college policies.
6. Address students' queries.
7. Meeting the parents of students, especially defaulters.
8. To inform the HOD about making alternative arrangement for lectures and practical when a faculty is absent.
9. To produce and update student Mentor book.
10. To lead an effective induction programme and value added courses for student in consultation with HOD.
11. Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
12. Arrange PTA meetings and all common functions of the college to represent the class.
13. Make sure students of the class are regularly attending class and coming to the college in time in proper uniform.
14. Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
15. Be the academic leader of the designated class in the Department.
16. To arrange industrial visits and guest lecturer for students to improve their learning experience in the consultation with HOD
17. To encourage the students to participate in technical competitions conducted outside the college.
18. To maintain the desired academic standards in the assignments and tests administered in the class
19. Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
20. Prepare a subject wise list of the final attendance, practical, etc., and forward the same to Principal in the prescribed format through HOD.
21. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
22. Any other duty the HOD/ Principal/Management may assign from time to time.

S.E.A COLLEGE OF ENGINEERING AND TECHNOLOGY, BANGALORE

DUTIES AND RESPONSIBILITIES OF MENTOR

The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the respective HOD of the students while carrying the following duties:

1. Should maintain the record of the students in the Mentor Book, the information includes contact details, admission details, academic record, co/extracurricular activities details, achievements and disciplinary actions if any etc.
2. Meet them at least once a month for the counseling sessions and record it.
3. Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
4. Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behavior should definitely be brought to the notice of the parents and college authorities.
5. Emphasis should be made on attitudes, value systems, hard work, and career planning in all the counseling sessions.
6. In short, Mentor should act as a companion and a guide.

FUNCTIONS OF FIRST YEAR COORDINATOR (DUTIES AND RESPONSIBILITIES):

First Year Coordinator is responsible for the efficient conduct of all academic activities pertaining to curriculum of first year students' development, in that:

1. To ensure proper planning/coordination/execution of academics for first year.
2. Obtain the student data required from admission office and generate class list as per branch.
3. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
4. Coordinate with other departmental HoDs for allocation of their faculty members to the first year subjects.
5. Allocate the students to mentors in the beginning of the semester and monitor and maintain the mentor records (Student's Diary).
6. Dissemination of Syllabus, Preparation and Circulation of Time-Tables (Class Room) to the students and staff before commencement of semester.
7. Collect lesson plans, teacher's diary and academic plan from teaching staff before the commencement of class work and ensure that the same is implemented as per the information provided.
8. Preparation and Circulation of IA Test timetables before the start of the semester.
9. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
10. Counsel the students who are absent for the IA test or irregular to the class work.
11. Arrange special classes if necessary for the benefit of slow learners.
12. Conduct remedial classes for the students who failed in odd and even semester subjects.
13. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
14. Preparation and Circulation of end exam Practical time tables. Ensure conduction of VTU practical examinations as per the guidelines.
15. Submit on time the IA test marks to the office of the Principal and the same is to be uploaded /

submitted to VTU.

16. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of mentors and class teachers. Also take suitable action on the feedback received from the parents.
17. Taking Student Feedback for each Subject. Appropriate action to be taken in consultation with the concerned faculty HoD and Principal.
18. Preparation of the student and faculty performance in IA test and University results and submit to the Principal.
19. Conduct Induction programme and seminars to the first year students and encourage them to attend for the development of skills.
20. Conduct the meetings with first year subject handling faculty as per the academic calendar and record the minutes of meeting.
21. To ensure that all matters pertaining to discipline which are referred to him/her should be dealt with appropriately through the discipline committee and suitable recommendations are given to the Principal for further necessary action.
22. To suggest timely measures to improve the quality of discipline and good order in first year students.
23. To deal with ragging menace through a systematic and timely approach.
24. **Awareness:** Make the seniors aware of ills of ragging and consequences if indulged, by way of posters, notices, counseling lectures by faculty, class in charges, HODs, Principal/ Director/ Management Representatives, undertakings by students, parents, etc.
25. **Avoidance:** Enforce measure to avoid contact between first years and seniors by staggering timings of first year activities, coordination with anti ragging committee/squads and continuous surveillance with them at possible areas of ragging such as hostel, canteen, toilets, terraces, outside bakeries, eating points, bus stops etc
26. **Act:** In case ragging is reported, take appropriate disciplinary action in coordination with the guidelines of the University/Government.
27. To provide inputs for the academic calendar for various co and extracurricular activities for first year students. To ensure proper conduct of co-curricular activities through respective in charges.
28. Follow the guidelines / instructions given by the principal from time to time.
29. Maintain and update the files as listed.
30. Handover the complete records pertaining to students such as class list, promoted students, result analysis, mentor records etc., to the concerned student's HoDs after completion of academic year (first year) and the same is acknowledged by the Principal.

LABORATORY:

DUTIES AND RESPONSIBILITIES OF THE LABORATORY IN-CHARGES:

1. To maintain the permanent and consumable Stock Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
5. To organize the laboratory for internal and external practical examinations.
6. To hold those responsible for any breakage / loss, etc., and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.

9. Any other duty as may be assigned by the HOD/Principal from time to time.
10. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - i. Lab In-charge and Lab Assistants are required to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item shall be levied as fine and collected from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.
11. To prepare the lab manuals and procedures for each experiment.
12. To prepare the list of experiments, list of equipments, equipment specifications, equipment catalogues/procedure manuals, Dos and Don'ts, service history of equipments etc.
13. To conduct internal practical examinations for all batches of students as per VTU Regulations before end of the semester.
14. To Prepare and collect list of new equipments with specifications required and service of the equipments, quotations from suppliers, comparative statement, purchase orders, invoices, details of payments, delivery orders, etc.

DUTIES AND RESPONSIBILITIES OF LAB ASSISTANTS:

1. The Lab. Assistants are required to assist the respective Lab In-Charges for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charges, are required to report matters, like maintenance/repairing, theft, damage, etc. within the respective labs, to the concerned HOD.
4. Lab Assistants should collect and maintain Manuals, Observation Books and Records and their issue to the students.
4. Lab Assistants in coordination with Lab In-charge should display on the Lab Notice Board:
 - (i) List of Equipments/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table, list of batches and students.
 - (iv) Names of Lab In-charge / Lab Assistants, etc.
 - (v) Dos and Don'ts
 - (vi) University Syllabus
5. Any other assignments as given by HOD/Principal/Director.

LIBRARY:

RULES AND REGULATIONS IN LIBRARY:

1. Silence must be observed in the Library.
2. Personal belongings are not allowed inside the Library.
3. Every staff / student of the college is eligible for membership of the Library.
4. The Library can be utilized by the students and staff from 8-30 A.M. to 7 P.M. on working days.
5. All students / Staff should enter your Name with Branch and sign in the register kept at the Entrance before entering the Library.

6. Books borrowing limit: Faculty –5, Non Teaching staff –2, Students- UG -2, PG -3
7. Principal is empowered to increase additional issue of books to whomever he feels necessary.
8. Borrower's Cards are not transferable. The borrower is responsible for the Books borrowed on his/her card.
9. Books are to be handled very carefully. If the books are lost by the student, he/she shall replace the books of the same edition or latest edition or pay double cost of the Book after getting permission from the Librarian.
10. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
11. Members are not permitted to underline, write in, folding / tearing of pages or deface books in any way whatsoever.
12. The borrowed books should be returned on or before due date, If not, overdue charge of Rs.5. per day will be collected from students.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
15. A member who has lost borrower's card shall make a written report to the librarian, after checking they will be issued a fresh replacement card on payment of Rs. 50.
16. The members will be responsible for any loss or non return of books issued against their duplicate borrower's Card.
17. All final year students should return their library cards and library books based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.
18. Similarly the staff members who intend to leave the college should settle all the dues and obtain "NO DUE CERTIFICATE" from the library.
19. Refreshment of any kind shall not be taken anywhere in the Library Premises.
20. Show the Books and other materials which are being taken out of the Library to the staff at the entrance counter.
21. No discussion is permitted inside the Library.
22. Using cellular phone & audio instruments with or without speaker or headphone is strictly prohibited in the Library.
23. Books will be issued on the Presentation of the Library card for 15 Days only.
24. Library Borrower's card is valid for the respective academic year only and card will be renewed for each year.
25. The Librarian may recall any issued book from any member at any time & the member shall return the same immediately.
26. Students are allowed to Library only on Production of their authorized valid Identity Card.

DIGITAL LIBRARY AND E-JOURNALS ACCESS RULES:

1. Computers should be used only for educational purpose.
2. Do not install or uninstall any software in library computers.
3. If any of the computers are not working report the same to the librarian. Do not try to fix it.

Restrictions on access and downloading of licensed e-Resources:

The e-Resources are licensed for the non-profit educational use of the Institute. Copyright law governs use of these e-Resources. Misuse of the software and downloading in appropriate material will attract actions as per Law.

Doing the following things is strictly prohibited:

1. Systematic downloading, distributing, or retaining substantial portions.
2. Forwarding electronic versions of articles or the use of electronic articles for commercial purposes.
3. Strictly prohibited to download entire journal issue or databases or an entire e-book.

Why should we not do the above things?

1. Improper use can result in denial of access for the whole Institute to all electronic journals from a given publisher.
2. Access to e-Resources is based on license agreements with publishers.
3. Library users are permitted to make digital copies of individual documents, that is, to download an individual document temporarily to their own hard disc for non-commercial purposes only.
4. Under the terms of use it neither permits forwarding electronic versions of articles nor the use of electronic articles for commercial purposes.
5. Publishers keep track of patterns of use and where the publishers suspect misuse in the form of systematic downloading (eg. more than one article from an issue, continuous downloading from a particular journal, etc.).
6. They will cut off access requiring Library to investigate and take action on those who have misused the e-Resources.
7. There have been instances where publishers have withdrawn access to their online resources to the entire Institute.
8. This prevents access by the majority of responsible users to the information needed for their research and learning.
9. It becomes obligatory on the library's part to investigate such misuses and report the same to the publishers.
10. Takes longer time to get the access restored and convince the publisher that re-occurrence of such misuses will be stopped.

FUNCTIONS OF LIBRARIAN:

Librarian shall be the in-charge of all learning materials.

1. Maintain reference section/ Book Bank/ Rare Books separately.
2. He shall issue books to the teaching, non-teaching staff and students and collect them back.
3. He shall maintain necessary records/ registers in the library.
4. He shall arrange for annual stock verification of the library books and to send annual stock verification report to the Principal and Director.
5. He shall also take measures for digitalization and e-resources.
6. He shall also take measures for effective utilization of VTU consortium facility.

FUNCTIONS OF PHYSICAL DIRECTOR:

1. To coach, guide, train and supervise students in general, adopt a selective basis in major games and athletics, give training daily in the morning hours in consultation with the Principal.
2. To assist the Principal in the maintenance of discipline and healthy atmosphere in the college.

FUNCTIONS OF THE TRAINING AND PLACEMENT DIRECTOR:

To facilitate the Training and Placements, the following activities should be carried out by the Placement Director:

1. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
2. Training of the students in the industry/ other organizations.
3. To coordinate Industry Institute Interaction Cell.
4. Arranging Industrial visit to the students in the reputed organizations for skill enhancement.
5. To arrange expert lecturers to update the students knowledge in recent developments.
6. To handle alumni affairs, including maintenance of all relevant details of passed out students and alumni association, in addition to the HoDs.
7. To arrange in service training program to the teachers for updating their knowledge and skill to teach the updated/ revised curriculum.
8. To arrange entrepreneurship camps and to motivate the students for self employment through Entrepreneurship Development Cell (EDC).
9. To arrange programmes for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.
10. Collection of data from the Students in the prescribed proforma to present to companies.
11. Co-ordinating with various companies for conducting On-Campus or OFF Campus Selection Tests/Interviews for the students of different disciplines. In the event of any ON/OFF Campus tests, providing the required information to the Companies and College Students at different stages.
12. Keeping an up-to-date year-wise data regarding College students going abroad pursuing higher studies in India.
13. Keeping an up-to-date year-wise data regarding College students selected/joined in different companies.
14. Preparation of Placement Broacher which provides details of College, Department, Course Structure, etc.,.
15. Bring out Annually soft and hard copy of the placement brochure with the details of the outgoing students and the achievements of the college and sharing the same with companies / parents during the admissions.
16. To maintain Directory of the companies that visited the college and providing placement training, together with their feedback.
17. To maintain one 'Visitors Book' to secure the opinions and signatures of the Dignitaries visiting the college.

FUNCTIONS OF NON-TEACHING STAFF:

The Office Assistants (Administrative Staff) shall be primarily responsible for the efficiency of their respective sections. These shall scrutinize all the papers/files before they are submitted to the higher officers. The Office Superintendent shall personally handle all important and complicated cases and shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He/she shall maintain his section neat and clean. He/she shall take all steps to maintain order and discipline in the section.

He/she shall control the movement of staff. He shall ensure that all registers, diaries and files are maintained properly by the subordinates in his office. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgment letters and shared them with the stakeholders from time to time.

ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE MANAGER:

1. Maintenance of principal's office as per principal's direction.
2. Student's admission related works.
3. All kinds of scholarships and related work.
4. Helping the principal in conducting Governing Body / Academic Council Meetings.
5. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
6. Assist the principal for affiliation works.
7. Assist the principal for AICTE / NBA / NAAC related works.
8. Maintenance and purchase of stationery for the stores.
9. Maintenance of leave record of Teaching & Non-Teaching staff.
10. Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
11. Maintaining the personal files of staff members.
12. Maintaining the budget files.
13. Maintenance of students files & records and issue of original certificates to staff & students as directed by the Principal from time to time, except salary certificate.
14. Preparation and submission of Admission details and get the approvals.
15. Consult the Principal on any other issue which needs principal's directions and intervention.

ROLES AND RESPONSIBILITIES OF COMMITTEES & MEMBERS:

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

TRANSPORTATION POLICY & RULES:

1. S.E.A College of Engineering and Technology, Bangalore provides limited bus transportation facility to students and staff who live away from the college in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.
3. All students who wish to avail the college bus facility should register their names with the Accounts office on the date announced in the beginning each academic year.
4. Bus pass will be issued to the eligible students only on recommendation of Transport Manager in the prescribed format and after paying the full bus fees.
5. Transport fee for full year will be charged even if a student leaves the transport facility in between the sessions.
6. Staff who wish to avail the college bus facility should register themselves with the accounts office.
7. No person shall be allowed to travel in the bus without express permission of the college authorities concerned in writing. Transport Manager is authorized to disallow travel by any person without proper permission.
8. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus
9. Two staff members from each bus will be identified as Bus In-charges and they are responsible for overall discipline and conduct of students in the Bus.
10. Transport Manager/Bus In-charges are expected to maintain the contact data of all passengers of their bus.
11. In case of emergency and unexpected events Bus In-charges to inform Transport Manager and or take any prudent action as the situation demands.
12. The Bus In-charges have the authority to assign seats to students and other passengers.
13. Intimation regarding cancellation of a trip will be notified to the concerned Bus In-charges and passengers to the extent possible.
14. Eating or drinking in the bus and littering are strictly prohibited.
15. Staffs are requested to sit in the seats allotted to them and to take care of the students.
16. The transportation fee will be revised periodically based on the various operating expenses.
17. Normally College buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers is very less.
18. Passengers will be picked up and let off at designated stops only.
19. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
20. Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
21. Getting bus pass doesn't ensure the passengers any reserved seat.
22. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
23. Passengers must be in possession of valid bus pass and are required to produce them as and when asked by concerned authorities.
24. Music is not played in the bus.
25. As the college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of mobile phone with headset and proper dress code.
26. College doesn't encourage any form of celebration like Birthday, farewell etc., in the bus or during the travel.
27. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
28. Students must board and leave the bus carefully and courteously without shoving and pushing.

29. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
30. Throwing articles within the bus or out of the windows at any time will not be condoned.
31. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
32. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
33. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
34. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
35. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
36. Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.
37. All the students shall follow SoP as per Covid19 guidelines.

VEHICLE DRIVING RULES IN SEA CAMPUS

1. Maximum safety and protection of life and property on SEA College roads and walkways.
2. Driving access to all parts of the campus for service and emergency vehicles only.
3. Speed Limit inside the campus should not be more than 10 Km/hr.
4. No Triple riding within the Campus.
5. Student should not create sound pollution by raising their vehicle and making horn inside the campus at any point of time.
6. Two wheeler of the student can be only allowed if he / she wears helmet while using the vehicle, before entering the campus.
7. Hostel inmates should register in the security office for parking their vehicle inside the campus.
8. College will not be responsible for any damage/loss of the vehicle parked.
9. Once the vehicle is parked in the parking area assigned he/she cannot move the vehicle during the class hours.
10. Parking – You must park vehicle only in marked parking spaces.
11. The owner or person in charge of motor vehicle is responsible for all violations involving his or her vehicle.
12. No overnight parking.
13. Any violation of the said norms will lead to take action. He/ she will also be debarred from bringing any vehicle to the campus during the rest of his / her studies in the college.

MOBILE PHONE POLICY:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- a) Students are not permitted to use mobile phones within the campus.
- b) Students who are staying in college hostels should not bring the mobile phones to the college.
- c) Day scholars carrying mobile phones to the college shall switch off and maintain personally.
- d) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- e) Students violating the above rules will be fined with an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
- f) Staff members are allowed to use mobile phones in their respective cabins.

ACADEMIC AUDITING:

Academic Auditing shall be conducted once in every academic year with a committee, constituted by the Principal. The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan.
2. Functioning of class/course committees.
3. Schedule of class and Faculty Time Table.
4. Attendance of students.
5. Quantity & Quality of Assignments/ Internal Exam Questions.
6. Subject/ practical coverage as per course plan.
7. Evaluation of internal exams/ assignments with sample.
8. Evaluation of students' performance in practical classes.
9. Performance of students in Internal exams and Award of internal evaluation marks.
10. Maintenance of course diary and Course File.
11. Performance of students in the previous semester.
12. Faculty evaluation by students / student feedback.
13. Information on progress of students to their parents.
14. Collecting Feedbacks from students and other stakeholders.
15. Verifying Student diary and Blue Book

PERFORMANCE APPRAISAL OF EMPLOYEES & INCREMENTS:

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will be affected at the beginning of every academic year, i.e. in the month of JULY.
2. Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
3. Annual Staff Performance Appraisal System (as per AICTE 360 degrees performance) consists of:
 - A. Appraisal by Students
 - B. Appraisal by Head of Department
 - C. Appraisal by Peer group
 - D. Appraisal by Management

All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Director and Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments:

1. Two Paper publications -Journal/conference proceedings,
2. One Patent –Apply/sanction,
3. One Project –Apply/sanction
4. One Testing/consultancy
5. Two events Conduct/coordinate –Conference/seminar/FDP/Webinars /Hackathon / Workshop / any similar events.

UNDERTAKING BY THE EMPLOYEE:

Every employee of the institute should carefully read and understand the above “Functions, Duties and Responsibilities” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below:

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above, I will accept the action taken by the authorities of S.E.A College of Engineering and Technology/Management.

Signature

Date:

Name & Designation:

S.E.A COLLEGE OF ENGINEERING AND TECHNOLOGY, BANGALORE

STUDENTS RULES AND REGULATIONS

GENERAL DISCIPLINE

1. Students are subject to rules of conduct and behaviour framed by the authorities of the College.
2. College working hours are: 8.30 am to 4.15pm.
3. Students must have their breakfast before the commencement of the first hour.
4. The College discourages use of soft drinks. Wholesome food and drinks are available in the College Canteen.
5. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board and bring any discrepancy to the notice of the HOD immediately. Change is not possible later.
6. The College siren is given 10 minutes prior to the start of the morning and evening sessions. When you hear the siren, please hasten towards your class room. Except under special conditions, late comers are not allowed to enter class without a note from the Principal. Without the lecturer's permission students are not permitted to leave class.
7. As per VTU regulations, 85% attendance is compulsory. Otherwise, students cannot appear for the University Examinations. Absence from class must be justified with the concerned HoD. Absence for more than three days for reasons of health requires a medical certificate. Producing a medical certificate however does not entitle a student to get attendance.
8. Participation in co-curricular or extra-curricular activities inside or outside the campus is not counted as absence from class. Attendance will be counted only when a copy of the participation certificate or a note from the concerned teacher is produced immediately before the HoD or an Officer authorised by him.
9. It is necessary to score a minimum of 40% to pass in any subject in the semester examination.
10. Three internal examinations are conducted for BE/MBA and marks of the average of three are considered for internal assessment. Absence in two such tests, even with medical certificate, cannot entitle a student to double marks in the one test answered by them.
11. The college takes note of serious misbehaviour, disobedience, habitual tardiness, irregular work habits or obscenity which are punishable by fine, suspension or dismissal. The College is declared an alcohol-smoke-drug-free area and offenders face dismissal.
12. Misbehaviour outside the College, besides affecting the reputation of the College, has an impact on the students' community. The College reserves the right to take such action and make such rules is necessary in the interest of the general student community to deal with such misbehaviour.
13. The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
14. Use of mobile phones is forbidden inside the academic blocks. The management is not responsible for their safety. Come sufficiently early to College so that you do not go late to class on account of it.
15. The management is not responsible for the safety of valuables of students.
16. The students are warned they must follow all the safety regulations while conducting practical in the laboratories and the management is not responsible for any physical damage or mishap that might occur out of student's negligence.
17. The marks card of the first internal test during the First Semester is given personally by the HoD to the parent/guardian within three weeks of the test. Marks cards of the other tests are sent by post. Parents/guardians are requested to carefully go through the marks and take steps to improve performance whenever necessary.
18. First and Second Year BE students are required to dress in the uniform stipulated by the College. MBA students are required to wear uniform on designated days. All students' are

expected to be dressed neatly and decently. They are not expected to wear T-shirts and jeans in the campus.

19. Every student is expected to display the identity card on his person for easy identification.
20. Students vehicles may be parked and locked in the allotted place only. However, the College is not responsible for their safety.
21. During the mid-session break of 15 minutes between 10.30 am and 10.45 am, students are not allowed to leave the campus without written permission from the Principal.
22. Students who do not live with their parents or in the College Hostel are required to inform the Principal about the details of their place of residence.
23. No student is permitted to take part in agitations directed against the lawful authority of the Government. Membership of clubs or associations outside the campus and participation in public movements is undesirable. Students are not allowed to collect donation from the public for any purpose.
24. Use of cell phones in the campus is banned by the VTU. Mere possession of a cell phone during university examinations may result in losing the exam.
25. College fees are to be paid within two weeks of the reopening of semester classes. A late fee of Rs.500 is payable after that. If fees are not paid within four weeks after reopening, the name of the student will be struck from the rolls. Tuition and other fees once paid cannot be refunded. However, refund of deposit may be claimed.
26. Change of permanent address must be notified to the College office.
27. Those who wish to leave College for any reason will be given a TC only on payment of all fees payable for the remaining semesters and clearing any other dues. Such students have to return any scholarship, stipend or financial assistance given.
28. Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the College campus.

DRESS CODE

BOYS

1. Should wear only formals with shirts tucked in.
2. Jeans should not be worn.
3. Dhoti/ lungi/ shorts are not allowed.
4. Lab coats and prescribed shoes are to be worn during laboratory classes.
5. Wearing short chains around the neck, plastic bracelets are not permitted.

GIRLS

1. Should wear only Chudidhar with Dupatta pinned on both sides.
2. Ornaments like anklets, glass bangles, etc. which will cause distraction will not be allowed.
3. Loose hair is not allowed. Hair should be plaited or tied.
4. Lab coats and shoes are to be worn during laboratory classes.

DISCIPLINE RULES AT CANTEEN/MESS

1. Seating arrangements should not be altered by students inside the canteen/mess for any reason.
2. Canteen/Mess is meant for limited purpose of dining and should not be used for academic or recreational activities.
3. Misbehavior inside canteen/mess services is an offence and is punishable.
4. Students should be polite and courteous to the canteen staff.
5. Boys and girls should stand in separate queues to collect tokens.
6. Canteen/Mess timings should be strictly adhered.
7. Students are not allowed to go to canteen during class hours.

HOSTEL RULES & REGULATIONS

BOYS HOSTEL:

1. Students desiring hostel accommodation are required to submit an application form for allotment of hostel room with self attested photocopy of photo & address Proof.
2. The room in hostel will be allotted according to the rules & regulations of hostel administration. The room will be allotted only after depositing the Fee Receipt in the warden office.
3. Parking in the hostel premises would be at owner's risk.
4. All students shall be responsible for the furniture and other fittings of the room allotted. Any loss or damage would be fined from students as per rules.
5. Extra electrical gadgets like AC, Cooler, Hot plates, Induction, Geyser, Heating Rod and Refrigerator are strictly not permitted.
6. Except the student who is allotted the room, No other person is allowed to stay in the hostel room.
7. All visitors before entering the hostel must sign the visitors register. Entry of female relatives or friends is forbidden in boys hostels. Warden at his/her discretion can refuse permission to any person found undesirable to enter the hostel premises.
8. No student shall be absent from the hostel without the permission of the warden.
9. Students are liable to punishment if found responsible for allowing the water running waste or misuse of electricity. Students are forbidden to keep any combustible, Fire arm or lethal weapon in the rooms.
10. Failure to comply with the hostel rules may result in fine/discipline any action/expulsion from the hostel, depending on the gravity of the violation.
11. Use of Alcohol, Wine, Smoking, Tobacco & any others Narcotic content is strictly prohibited in hostel premises.
12. Hostel Warden has the Right to cancel the hostel room without prior notice of any student who is involved in In-disciplinary activities.
13. I shall not bring Cell Phone to the College campus and also, I will not involve in any form of ragging inside or outside the campus. I am fully aware that Ragging is an offence and punishable as per Supreme Court order.
14. Not to stay in the Hostel, while classes are going on as per the time table.
15. I shall pay my tuition fees, examination fees and any other dues within the stipulated time as required by the Institute authorities, failing which I will not be permitted to stay in the Hostel.

GIRLS HOSTEL:

1. Prior permission should be taken from the director or warden for going out of the hostel.
2. For permission to home / Local guardian place, students should produce a letter or fax from their parents with their signature, contact number and fax number.
3. Night stay in the local guardian home is not allowed.
4. Local guardian is requested to come in person to pick up the students for the weekends.
5. Any changes in Parents Phone Number / Local Guardian Address, parents should inform to the warden in person.
6. While leaving the hostel, students should take the outing card along with them and while returning back to the hostel the same has to be submitted to the warden.
7. When returning from home, the student should report to the hostel before 6.00 P.m.
8. Further outing permission will be cancelled for the whole year on exceeding the time limit in entering the hostel.

9. All students shall be responsible for the furniture and other fittings of the room allotted. Any loss or damage would be fined from students as per rules.
10. Extra electrical gadgets like AC, Cooler, Hot plates, Induction, Geyser, Heating Rod and Refrigerator are strictly not permitted.
11. Students leaving the hostel without permission will not be allowed to avail the hostel.
12. Only parents and local guardian are allowed to meet the students inside the campus.
13. On the loss of the outing card, the students should get permission from the Directors for the new outing card.
14. Usage of cell phones and any electronic devices is strictly prohibited.
15. Parent / Local Guardian are not allowed to meet their wards during the class hours.
16. I shall not bring Cell Phone to the College campus and also, I will not involve in any form of ragging inside or outside the campus. I am fully aware that Ragging is an offence and punishable as per Supreme Court order.
17. Not to stay in the Hostel, while classes are going on as per the time table.
18. I shall pay my tuition fees, examination fees and any other dues within the stipulated time as required by the Institute authorities, failing which I will not be permitted to stay in the Hostel.

UNDERTAKING BY THE STUDENTS

1. I shall be regular and punctual to all the classes (both theory and practical) and secure a **minimum attendance of 85% in each subject as stipulated by VTU. I am fully aware that the attendance less than 85% in any of the subject will be detained due to attendance shortage**
2. I conduct myself in a highly disciplined and decent manner both inside the classroom and in the campus, failing which a suitable action may be taken as per the rules and regulations of the College.
3. I shall concentrate on my studies without wasting my time in the Campus/Hostel/Residence and attend all the Internal Assessment Tests to secure minimum IA Marks. I will submit the assignments given by the subject faculty in time to time to improve my performance.
4. I will not involve in any form of ragging inside or outside the campus. **I am fully aware that Ragging is an offence and punishable as per Supreme Court order.**
5. I shall pay my tuition fees, examination fees and any other dues within the stipulated time as required by the Institute authorities, failing which I will not be permitted to attend the classes and examinations.
6. I am fully aware that, if I am absent for the classes continuously, I am supposed to bring my parent to meet the concerned Mentor/HOD/Principal to take further action.

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL/UNIVERSITY EXAMINATIONS

Every student appearing for the Internal External/University Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

1. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
2. Writing on the Question Paper and/or passing on the same to other student(s) in the Examination Hall.

3. Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
4. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
5. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
6. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
7. Approaching directly or indirectly the teaching staff to bring about undue pressure or influence upon them for favour in the examination.
8. Taking away or Taking in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
9. Receiving material from outside or inside the Examination Hall, for the purpose of copying (inclusive of electronic communication).
10. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
11. Copying or taking aid from any material or matter referred to in sub-clauses (h & i) above to answer in the examinations.
12. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
13. Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
14. Having in one's possession any written matter on scribbling pad, calculator, plam, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, scales electronic gadgets etc.,
15. Destroying any evidence of malpractice, like tearing or militating the answer script(s) from the Examination Hall.

S.E.A COLLEGE OF ENGINEERS

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SEACET ADMINISTRATIVE MANUAL

List of Files

Sl. No.	File No.	Series	Name of the File
1.	SEACET/CSE/DF-001		Profiles of the Institute & the Department
2.	SEACET/CSE/DF-002		Affiliation Letters (AICTE, VTU, GOK, R&D)
3.	SEACET/CSE/DF-003		AICTE Circulars & Communication Letters
4.	SEACET/CSE/DF-004	A	VTU Circulars (Academic) & Communication letters
5.		B	VTU Circulars (Examination/Evaluation) & Communication letters
6.		C	VTU Other Circulars (RO, e-Learning etc.,) & Communication letters
7.	SEACET/CSE/DF-005		Management Circulars & Communication Letters
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12.	SEACET/CSE/DF-010		Students Class Lists
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17.	SEACET/CSE/DF-014		Department Circulars
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20.	SEACET/CSE/DF-017	A	Internal Assessment (IA) Test Circulars
21.		B	IA Test Attendance
22.		C	IA Question Papers and Scheme of Evaluation
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24.		E	IA Test Marks
25.	SEACET/CSE/DF-018		Institute Exam Section Circulars & Student Exam Applications
26.	SEACET/CSE/DF-019	A	VTU Practical Exams Circulars (Time Table) & BOE Allotment Letters
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Sl. No.	File No.	Series	Name of the File
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30.	SEACET/CSE/DF-022		Department Stationery Indent & Budget Details
31.	SEACET/CSE/DF-023	A	Lab Purchase Details (Consumables and Non-Consumables)
32.		B	Labwise Details
33.		C	Stock Registers (Consumables and Non-Consumables)
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35.	SEACET/CSE/DF-024		List of Computers and Peripherals details
36.	SEACET/CSE/DF-025	A	Staff Details File (Profiles, training and Achievements, Staff Resignation Letters and Memo's Issued)
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Profile of The SEACET

S.E.A College of Engineering and Technology (SEACET) is established in the year 2007-08. Initially, it started functioning with Computer Science & Engineering, Electronics & Communication Engineering, Information Science & Engineering and Mechanical Engineering branches, offering four years duration Degree Programme in Engineering. Two year duration Masters Programme in Business Administration (MBA) was added in the year 2008-09 and a four year duration degree programme in Civil Engineering was introduced in the year 2009-10. Subsequently Post Graduation programmes in M. Tech., were added. In the year 2012, M. Tech., courses Digital Communication & Networking and Computer Science & Engineering were added with the intake of 18 each. In the year 2014 M.Tech., courses Machine Design and VLSI Design and Embedded System were added with the intake of 24 each. Presently, the total approved intake is 627 students per annum. All the programmes are affiliated to Visvesvaraya Technological University (VTU), Karnataka, approved by All India Council for Technical Education (AICTE), New Delhi and recognized by Government of Karnataka. The course curriculum of these programmes are as per the norms and guidelines of the affiliating University viz., Visvesvaraya Technological University, Karnataka and all the relevant details about these programmes are available at www.vtu.ac.in, Belgaum.

Keeping in view of the changing preferences and demand of the stakeholders, certain new programmes are added and variations in intake of other courses have taken place. Presently, the college offers the following programmes for academic year 2020-21:

UG (B.E.) – Computer Science and Engineering	-	120 Intake
UG (B.E.) – Information Science and Engineering	-	60 Intake
UG (B.E.) – Electronics and Communication Engineering	-	120 Intake
UG (B.E.) – Mechanical Engineering	-	60 Intake
UG (B.E.) – Civil Engineering	-	60 Intake
UG (B.E.) – Artificial Intelligence and Machine Learning	-	60 Intake
UG (B.E.) – CSE (IoT and Block Chain Technology)	-	60 Intake
PG (MBA) – MBA	-	60 Intake
PG (M.Tech.) - VLSI and Embedded Systems	-	18 Intake
PG (M.Tech.) - Computer Science and Engineering	-	09 Intake

The Institution is fully committed in translating the Vision of the Management into a reality with its focused approach to develop and offer young, committed and ethical graduates to diverse professional environments, specialized in different disciplines of Engineering and Management. The Institution apart from strictly adhering to course curriculum of the affiliating University also in the forefront in offering several value based activities / programmes, appropriately tailor made to transform and mould the raw and budding members of the Learners Community as fully trained professionals who are directly acceptable by professional environments. Extended Training Activities on advanced software's relevant to different discipline. Hands-on training on advanced facilities / instruments , periodic visits to professional environments, Invited lectures/Seminars / Talks by eminent personalities in the chosen disciplines of Engineering and Management/Research extensive and value additional type of interactions with professional environments, Technical Fests, mentorship, group study schemes, to cite a few are implemented and seriously followed so as to provide the much needed value addition to the profiles of the Learners Community.

SEACET Vision and Mission:

Our VISION

SEACET is committed to provide Excellent learning facility and motivate the students to Learn and imbibe good qualities to excel globally

Our MISSION

Dissemination of quality education by creating learner centric facilities and to provide state of the art laboratories to augment training and research.

Our Quality Objectives

- Augmenting the supply of competent Engineers.
- Building Engineers with Value, Vision and Versatility
- Developing and Disseminating new knowledge and insight.

SEACET's Values:

In pursuit of our vision, we commit ourselves to the following five guiding values:

1. **Student Focus:** Putting students at the heart of our enterprise, we undertake the responsibility to prepare them to achieve their highest potential .Our success is measured by the success of our students.
2. **Excellence:** Achieving highest quality in what we do through diligent efforts, both individual and collective
3. **Leadership:** Developing the visions and strategies for a desired future, and aligning and energizing people to achieve these visions.
4. **Learning Centered Culture:** Commitment to learn, adapt and change as a means to Continuous improvement.
5. **Stewardship:** Ensuring our programs and services add value to our students and society and operate in accordance with the public trust placed in us.

Quality Policy:

SEACET commits to implement this policy through the following courses of action:

- Clearly understanding student and industry needs and provide services that meet those needs.
- Integrate quality management principles and methodologies into all the Processes, Practices and Policies
- Continuously improve the effectiveness of the Quality Management System processes and services, to enhance their value for the students and stakeholders.
- Maintain Quality Management System to conform to the requirements.

Profile of the Departments

All the Departments should maintain the following information

- Profile of the Department.
- Vision, Mission and Quality Objectives of Programmes offered by the Departments.
- Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs) and Programme Outcomes (POs).
- Scope of the Department.
- Laurels, Achievements, Credentials, Project awards, etc., should be reported and recorded.

SEACET/CSE/DF-002

Department Affiliation Letters (AICTE, VTU, GOK) and R & D Center Approval Letters

The following details have to be furnished in the chronological order

- The Affiliation letters since inception of the Department.
- Letters of variations in Intake (increase / decrease)
- Department Additional Programmes (M.Tech.,)
- Letters of Closure of Programmes
- R & D Center Approval Letters from VTU

SEACET/CSE/DF-003

AICTE Circulars & Communication Letters

AICTE circulars and Communication Letters have to be filed in the chronological order for future references.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-004

A. VTU Circulars (Academic) & Communication letters (VTU Registrar - Adiministration)

Circulars from Registrar and Communication Letters have to be filed in the chronological order for future references.

B. VTU Circulars (Examination) & Communication letters (VTU Registrar (Evaluation))

Circulars from Registrar (Evaluation) and Communication Letters have to be filed in the chronological order for future references.

C. VTU Other Circulars (RO, e-Learning etc.,) & Communication letters

Circulars from Regional Officer, E-Learning and Communication Letters have to be filed in the chronological order for future references.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-005

Management Circulars & Communication Letters

Circulars from Management (including Director) and Communication Letters have to be circulated among teaching staff and non teaching staff whatever is applicable, as a proof of evidence, the signatures of the staff has to be obtained on the backside of the circular and filed for future references.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-006

Principal's Circulars & Communication Letters

Circulars from Principal (General and Principal's meeting minutes) and Communication Letters has to be circulated among teaching staff and non teaching staff whatever is applicable, as a proof of evidence, the signatures of the staff has to be obtained on the backside of the circular and filed for future references. The actions taken at the end of the department on the circular issued to be noted and reported.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-007

Others Circulars & Communication Letters

Circulars and communication letters from MHRD, State Government (such as scholarships, anti ragging etc.), other group of institutions, etc which are forwarded from the Principal has to be and filed for future references and appropriate details regarding the circular has to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-008

Inter Departmental Communication Letters

Circular from inter departmental and Communication Letters have to be filed for future references and the contents of the circular (Technical Seminar, Workshop, etc) may be brought to the notice of all the concerned stakeholders

SEACET/CSE/DF-009

Department Syllabus / Curriculum

Syllabus and Scheme of department (UG, PG and Ph. D) since inception has to be filed for future references. All Scheme Regulations and corresponding circulars such as changes, updations in syllabus and schemes, equivalent subjects offered etc., are to be filed for future references.

SEACET/CSE/DF-010

Students Class Lists

Semester wise eligible Students Class List including practical batches and mentor names have to be maintained as per the **Format 1 given in the Annexure.**

List of shortage of attendance sent to VTU and approval letter from VTU has to be filed.

Readmission of students' approval letters from VTU are to be filed.

Temporary class list during starting of the Academic Year and final updated class list after Revaluation has to be filed for future references.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-011

A. Class, Lab and Staff Time Tables

Semester wise Class (**Format 2**), Lab (**Format 3**) and Staff Time Tables (**Format 4**) and their workload are to be computed as per the **List 1 given in the Annexure.** Before preparing the timetable, subjects of the current semester (**Format 5(i)**), subjects preferences given by faculty (**Format 5(ii)**), subject wise opted (**Format 5(iii)**) by the faculty and finally faculty allotted for each subject (**Format 5 (iv)**) have to be maintained for future reference.

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

B. Class Alternate Arrangement Register

Class Alternate Arrangement by the faculty during the leave has to be maintained as per the

Format 6 given in the Annexure.

SEACET/CSE/DF-012

Students Attendance Registers

Students Attendance Registers have to be distributed at the starting of the semester and the duly filled in Registers are to be collected back at the end of the semester. Each semester, records to be maintained for distribution as well as for retrieval of attendance registers have to be maintained with staff's signature as per the **Format 7 given in the Annexure**. Attendance Registers are to be verified periodically by HoD and Principal.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

SEACET/CSE/DF-013

Calendar of Events, Teacher's Diary, Lesson Plan, Course Plan

- Calendar of Events of college and VTU of each semester have to be filed for future reference
- Teacher's diary and Lesson Plan in the prescribed formats have to be maintained by the faculty and to be verified periodically by HOD and Principal.
- Course Plan has to be prepared by the course handling faculty as per the **Format 8 given in the Annexure**

All the circulars details are to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

SEACET/CSE/DF-014

Department Circulars

Circulars from HOD have to be filed for future references and the contents of the circular (Project Reviews/ Internship Reviews /Technical Seminars /Workshops, etc.,) may be brought to the notice of all the concerned stakeholders, by displaying in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-015

Mentor's Records

Mentors should counsel their wards periodically and record has to be maintained as per the **Format 9 given in the Annexure**.

Details of the students in the given format have to be maintained throughout the academics of the student. Mentor Record should be verified periodically by HoD, Mentor Coordinator and Principal and have to note down the deviations and action taken.

SEACET/CSE/DF-016

Department Staff Meeting & Minutes of the Meeting Register

Circulars' regarding HOD's meeting and minutes of meeting have to be recorded and circulated among the teaching staff and non teaching staff whatever is applicable. As a proof of evidence, the signatures of the staff have to be obtained and filed for future references. The

frequency of meetings depends up on MoM of Principal, circulars from concerned authorities, etc.

Appropriate details regarding the circulars have to be disseminated to all the stakeholders by displaying them in the Department Notice Board and /or sending the digital copy through online / digital platform.

SEACET/CSE/DF-017

A. Internal Assessment (IA) Test Circulars

IA Test (Theory) Circulars have to be prepared as per the **Format 10 (Test Timetables, syllabus for test, invigilation duties, seating arrangement etc.) given in the Annexure** and have to be filed for future references. The contents of the circular may be brought to the notice of all the concerned stakeholders, by displaying in the Department Notice Board and /or sending the digital copy through online / digital platform.

IA Test circular for practical labs/drawing/surveying etc., may be prepared as per convenience of the departments before the last date of the semester.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

B. IA Test Attendance

IA Test (Theory) Attendance Sheets have to be prepared and the attendance of the students during the test to be noted as per the **Format 11 given in the Annexure**. After the test, it has to be filed for future references.

IA Test Attendance for practical labs/drawing/surveying etc., has to take during the test and has to be filed for further references.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

C. IA Question Papers and Scheme of Evaluation

IA Test Question papers (**Format 12(i)**) and Scheme of Evaluation (**Format 12 (ii)**) are to be prepared and filed for future references.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

D. IA Blue Books & Assignments

As Per the VTU Regulation, The internal tests have to be answered in the Blue Books with pages serially numbered. These blue books shall be kept in the custody of the Principal/Head of the Department for atleast six months after the announcement of the result by the University. These blue books and assignments shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later to be submitted to IQAC for

future reference.

Tests and Assignments have to be given as per the Regulations of VTU and Booklets have to be submitted back to the department by the course handling faculty at the end of the semester, after verifying signed the front page entries of the blue book by the HoD and Principal.

E. IA Test Marks (CIE Marks)

After the evaluation of the test booklets, they have to be distributed to the concerned students for verification. After incorporating corrections/deviations (if any) of CIE marks awarded to the students have to be prepared and displayed as per the **Format 13 given in the Annexure**, and have to be filed for future references.

The Final list, incorporating corrections (if any) of CIE marks awarded to the students in the Theory/Practical/Internship/Technical Seminar/Project Works, etc., shall be displayed on the notice board of the college/department much before the closure of the semester.

After verification and satisfaction by the students, the Final CIE marks of each semester should be entered in the format of the VTU online CIE marks portal within the stipulated time and copy of the same to be filed for future reference.

Every page of the CIE marks sheet shall bear the signatures of the concerned Student/Teacher/Teachers, Head of the Department and Principal.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

Note: All the HoDs and faculty has to follow the VTU Regulations for evaluating and awarding the CIE Marks of Theory/Practical/Internship/Technical Seminar/Project Work, etc.

SEACET/CSE/DF-018

Institute Exam Section Circulars & Student Exam Applications

Institute Exam Section Circulars may be brought to the notice of all the concerned stake holders, by displaying in the department notice board and /or sending the digital copy through online / social platform, and has to be filed along with student exam applications for future references.

All student exam applications and hall tickets generated should preserved in the department for six months after the announcement of University results.

Semesterwise students' exam application forms including arrear students and revaluation application forms with the signatures, faculty invigilation duties, request letters for stationery and exam material, circulars to issue of hall tickets, requests for online questions papers for specified practical exams, data books required from library etc., have to be filed properly for future references.

SEACET/CSE/DF-019

A. VTU Practical Exams Circulars (Time Table) & BOE Allotment Letters

VTU Practical Exams Circulars (Time Tables) may be brought to the notice of all the concerned stake holders, by displaying in the department notice board and /or sending the digital copy through online / social platform, and has to be filed for future references.

Labwise BOE approved practical batches has to be filed for future references.

BOE approved letters such as change of batches, change of examiners, change of batch timings and all correspondence letters to BoE has to be filed for future references.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and

shall be available for verification at the direction of Registrar (Evaluation).

B. VTU Practical Exams Attendance (B-Forms), Attendance and Acknowledgements

Labwise VTU Practical Exams students Attendance forms (B-Forms), Examiners Attendance certificate and Acknowledgement certificate of practical covers submitted in office, etc., have to be filed for future references.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation).

SEACET/CSE/DF-020

Final VTU Examination Result Sheets

Since final VTU Examination result official hardcopy sheet reaching the college office late, after the online VTU result announcement, VTU examination result sheet has to be prepared for regular students as per the **Format 14 given in the Annexure**, for calculating result analysis and eligibility criteria, it has to be filed for future references.

Final VTU Result Sheet, Revaluation Result Sheets, Withheld result sheets etc., have to be filed for future reference.

SEACET/CSE/DF-021

Final VTU Examination Result Analysis

Final VTU examination result analysis semester wise, section wise and consolidated analysis has to be prepared as per the **Format 15 given in the Annexure** and they have to be filed for future references.

Update and record the result analysis after Revaluation Results.

Prepare and maintain the last three academic years graphical result analysis.

Prepare and maintain the documents as requested by the higher authorities.

SEACET/CSE/DF-022

Department Stationery Indent & Budget Details

Department Stationery Indent (**format 16**) & department Budget Proposals (**Format 17**) have to be prepared as per the **formats given in the Annexure** and have to be filed for future references.

SEACET/CSE/DF-023

A. Lab Purchase Details (Consumables and Non-Consumables)

Labwise list of equipments with specifications required, quotations from suppliers, comparative statement, purchase orders, invoices, details of payments, delivery orders etc., have to be filed for future references.

B. Labwise Details

Labwise list of experiments, list of equipments, equipment specifications, equipment catalogues/procedure manuals, lab in-charges, Do's and Don't's, service history of equipments etc. have to be filed for future references.

C. Stock Registers (Consumables and Non-Consumables)

The details of equipments/consumables purchased should be entered in the stock registers in the prescribed manner. Stock verification has to be done periodically by the staff incharge and authenticated by HoD and Principal. Report of stock verification has to be prepared and submitted to the Management. Action is to be taken, if any deviations are noticed.

D. Lab Manuals and Records

Lab manual has to be prepared for each lab as per the VTU scheme and syllabus and a few sample records can be collected from the students at the end of the semester for future reference. The Lab records of the students have to be evaluated by the concerned incharges and CIE marks

have to be allotted as per the scheme Regulations of VTU.

All the documents as said above should be maintained in the custody of HoD in the department atleast six months after the announcement of University results of the corresponding semester and shall be available for verification at the direction of Registrar (Evaluation)/ till the verification during VTU – LIC inspection. Later they are to be submitted to IQAC for future reference.

SEACET/CSE/DF-024

List of Computers and Peripherals details

The concerned department should furnish the list of computers and peripherals (printers, scanners, Xerox machines, wi-fi routers, network routers etc.,) details available in their department with specifications and has to be filed for future reference with HOD signature. The details of AMC are also to be noted. If any AMC is to be taken for the current year, proposals should be submitted the Management.

SEACET/CSE/DF-025

A. Staff Details File (Staff Profiles, Training, Achievements, Staff Resignation Letters and Memos Issued)

All Heads of the Departments should prepare and furnish the details of staff profiles, training, achievements, staff resignation letters and Memos issued etc., and they have to be filed for future reference.

Update and maintain the details as per changes in the department.

B. Staff Personal Files

All the staffs have to maintain their personal file as per the **List 2 given in the Annexure**, for future reference. Any updates/changes in the contents of the list should be incorporated in the file

C. Staff Academic Files

All the staffs have to maintain their academic file (course file) as per the **List 3 given in the Annexure**, for future reference. Any updates/changes in the contents of the list should be incorporated in the file

D. Faculty Teaching Performance and Evaluation

All Heads of the Department should maintain their faculty teaching performance and evaluation file as per the **Format 18 given in the Annexure**, for future reference.

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

SEACET/CSE/DF-026

A. Students Achievements & Activities File

Students' achievements regarding curricular, co-curricular and extracurricular activities have to be maintained semester wise and copies of certificates to be filed for future reference.

B. Students Feedback

Student feedback as per the **Format 19 given in the Annexure** has to be collected as per the policies of the institute in every semester and has to be filed for future references. Consolidated feedback has to be conveyed to the concerned staff for further progress and future references.

C. Student Disciplinary Actions and Memos Issued

Any disciplinary actions and memos issued to students by Principal/HoDs/in-charge faculty with reasons and replies from student have to be recorded for future references.

D. Students Requests/Complaints/Suggestions Letters

The documents of the above, together with action taken have to be recorded for future references.

E. Students Projects, Internships and Seminars Details

Yearwise final year Students Projects (**Format 20**), Internships (**Format 21**), and Technical Seminar (**Format 22**) have to be maintained for future references.

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

SEACET/CSE/DF-027

Alumni File

Alumni applications submitted by the students at the end of the 8th semester (as per class list) should be maintained. Update the details in the prescribed format in excel for future references.

The details regarding Alumni meetings, invitations, attendance, their contributions, their achievements, etc have to be maintained in the file for future references. Update the details of Alumni achievements such as higher studies, positions, job descriptions, etc.

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

SEACET/CSE/DF-028

A. Seminars/Conferences/Workshops/FDPs Attended (Students and Staff)

The details regarding Seminars/Conferences/Workshops/FDPs attended by Students and Staff, copy of the attendance and participation certificates and consolidated reports about programmes attended have to be collected and filed for future references. Faculty who had attended the said programmes need to disseminate the knowledge gained through the program should be shared with the students and staff.

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

B. Seminars/Conferences/Workshops/FDPs Organized (Department and College)

The details regarding Seminars/Conferences/Workshops/FDPs organized by Department and College have to be filed brochures, guest invitation letters, participants' details and their attendance, feedback about the organized event have to be maintained as per the **Format 23 given in the Annexure**, for future references

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

SEACET/CSE/DF-029

Placement Department File

Placement Department circular has to be maintained for future reference. Copy of the placement letters, information regarding campus (on /off) recruitment has to be filed for future reference.

Details of training/PDPs related to placement conducted for the department students should be filed for future references.

Yearwise details of students placed from departments have to be filed for future reference.

A copy of the all the documents as said above should be maintained with the HoD in the department and shall be available for verification by the higher authorities such as LIC, NAAC, NBA etc. Later, copies of the same are to be submitted to IQAC for future reference.

SEACET/CSE/DF-030

Candidates Resume Files

For recruitment purpose, manpower planning and approval by the management, all the copies of the Job Announcements /Advertisements, call letters, list of expert members, Interview schedules etc., together of the list of approved/selected candidates on priority basis have to be maintained for future reference.

Each department should prepare the faculty requirement with specialization as per AICTE & VTU and get the approval of the same from higher authorities. It should be filed for future reference.

SEACET/CSE/DF-031

Library Details (Department and College)

Circulars from Library and communication letters, the list of books available for the department in the college library and details of department library have to be maintained for future references.

List of journals (hard copies), e-journals, e-books, etc have to be maintained for the future reference.

SEACET/CSE/DF-032

Departmental Forums, Professional Bodies and MoU

Departmental Forums, Professional Bodies, MoU details, training /program/ activities organized under this have to be filed for future references. List of various committees and their members have to be filed for future references.

SEACET/CSE/DF-033

NAAC

NAAC related activities, circulars, trainings, certificates etc have to be maintained for future use and reference.

SEACET/CSE/DF-034

NBA

NBA related activities, circulars, trainings, certificates etc have to be maintained for future use and reference.

SEACET/CSE/DF-035

ISO

ISO related activities, circulars, trainings, certificates etc have to be maintained for future use and reference.

SEACET/CSE/DF-037

Applications of Grants/Funds applied by faculty for various organizations and status/progress/report

Applications of Grants/Funds applied by faculty for various organizations and the details of applications should be maintained. The status/progress/report is to be maintained for future reference.

SEACET/CSE/DF-038

SEACET Service Rules

SEACET Service Rules have to be maintained for future reference.

Annexure

S. No	Form /List	Details
1	Format 1	Students Class Lists
2	Format 2	Class Time Tables
3	Format 3	Lab Time Tables
4	Format 4	Staff Time Table
5	Format 5 (i)	Semester Subjects Available
6	Format 5 (ii)	Subject Preferences by Faculty
7	Format 5 (iii)	Subjects opted by Faculty
8	Format 5 (iv)	Subjects Allotted to the Faculty
9	Format 6	Alternative Arrangement for Class Work
10	Format 7	Students Attendance Registers - Distribution details
11	Format 8	Course Plan
12	Format 9	Mentor's Records
13	Format 10	Internal Assessment (IA) Test Circulars
14	Format 11	IA Test Attendance
15	Format 12 (i)	IA Test Question Paper
16	Format 12 (ii)	Scheme of Evaluation
17	Format 13	IA Test Marks
18	Format 14	Final VTU Examination Result Sheets
19	Format 15	Final VTU Examination Result Analysis
20	Format 16	Department Stationery Indent
21	Format 17	Budget Proposal
22	Format 18	Faculty Teaching Performance and Evaluation
23	Format 19	Students Feedback
24	Format 20	Student's Projects Details
25	Format 21	Student's Internships Details
26	Format 22	Student's Technical Seminars Details
27	Format 23	Feedback of Seminars/Conferences/Workshops/FDPs Organized
28	List 1	Staff Personal Files
29	List 2	Staff Academic Files
30	List 3	Workload Details

S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
List of Students (Academic Year 2020 – 21, ODD Sem)

VII Sem. B. E.

SECTION: A

Sl. No.	U S N	Student Name	Practical Batch	Name of the Mentor
1.			A1	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.			A2	
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.			A3	
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				

HoD

Principal

S.E.A. COLLEGE OF ENGG., & TECHNOLOGY

DEPARTMENT OF

OFFLINE/ONLINE CLASS TIME TABLE (Academic Year , Odd/Even Semester)

Sem. /Sec. : Class Teacher : LECTURE HALL: W.E.F:

Period	1	2	Tea Break	3	4	Lunch Break	5	6	7
Day/Time	8.30-9.30	9.30-10.30	10.30-10.45	10.45-11.45	11.45-12.45	12.45-1.30	1.30-2.25	2.25-3.20	3.20-4.15
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

Sl.No	Sub Code	Subject Name	Faculty Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

HOD,
Department of

Principal
SEACET

S.E.A. COLLEGE OF ENGG., & TECHNOLOGY
DEPARTMENT OF
LAB TIME TABLE (Academic Year , Odd/Even Semester)

Sem. /Sec. :

Name of the Instructor :

W.E.F:

Name of the Lab:

Period	1	2	Tea Break	3	4	Lunch Break	5	6	7
Day/Time	8.30-9.30	9.30-10.30	10.30-10.45	10.45-11.45	11.45-12.45	12.45-1.30	1.30-2.25	2.25-3.20	3.20-4.15
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

HOD,
Department of

Principal
SEACET

S.E.A. COLLEGE OF ENGG., & TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
INDIVIDUAL TIME TABLE (Academic Year 2020-21, Odd Semester)

FACULTY NAME :

W.E.F: 01/09/2020

Period	1	2	Tea Break	3	4	Lunch break	5	6	7
Day	8.30-9.30	9.30-10.30	10.30-10.45	10.45-11.45	11.45-12.45	12.45-1.30	1.30-2.25	2.25-3.20	3.20-4.15
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

WORK LOAD:

Curricular	Co-Curricular	Extra-Curricular	Administration
Theory :			
Lab:			
Total :			
Grand Total			Units

HOD,
Department of CSE

Principal
SEACET

S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF

III SEMESTER

Sl. No.	Sub Code	Title of the Subject
1		
2		
3		
4		
5		
6		
7		
8		

V SEMESTER

1		
2		
3		
4		
5		
6		
7		
8		

Professional Elective-I

Open Elective-I

VII SEMESTER

1		
2		
3		
4		
5		
6		
7		
8		

Elective-IV (Group D)

Elective-V (Group E)

I SEMESTER

Sl. No.	Sub Code	Title of the Subject
1		
2		

M. Tech., (I Semester)

Sl. No.	Sub Code	Title of the Subject
1		
2		
3		
4		
5		
6		

HoD

S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF

Subjects preferences by Staff for ODD/EVEN semester (Academic year)

Sl. No.	Name of the Staff	SUBJECT 1	SUBJECT 2	SUBJECT 3	LAB 1	LAB 2	LAB 3	Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

HoD

S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF
Subjects/Labs Opted by Faculty (Academic Year , ODD/EVEN Sem)

IV SEMESTER

Sl. No.	Sub Code	Title of the Subject	Faculty Opted			
1						
2						
3						
4						
5						
6						
7						
8						

VI SEMESTER

1						
2						
3						
4						
5						
6						
7						
8						

VIII SEMESTER (CBCS)

1						
2						
3						
4						
5						
6						

M. Tech., (II Semester)

Sl. No.	Sub Code	Title of the Subject				
1						
2						
3						
4						
5						

M. Tech., (IV Semester)

1						
2						

HoD



S.E.A. COLLEGE OF ENGINEERING & TECHNOLOGY

Ekta Nagar, Near Ayyappanagar Circle, Virgonagar Post, K.R.Puram, Bangalore-49.

ALTERNATIVE ARRANGEMENTS FOR CLASS WORK

Name of the Staff	Dates of Leave Applied	Period/ Hour	Class/ Sem	Subject	Name of the Alternating Staff	Signature of Alternating Faculty	Signature of HoD