



LORD SRI KRISHNA INTERNATIONAL EDUCATIONAL TRUST (R)

SRI KRISHNA DEGREE COLLEGE

(Affiliated to Bangalore Central University, NAAC Accredited & ISO Certified)

ITI Layout, BSK III Stage, BANGALORE – 560 085.



ADMINISTRATIVE SERVICE MANUAL





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SRI KRISHNA DEGREE COLLEGE

ADMINISTRATIVE SERVICE MANUAL

DRAFTING COMMITTEE MEMBERS

- **DR. M.RUKMANGADA NAIDU** **FOUNDER CHAIRMAN**
- **PROF. S.P. MANOHAR** **ACADEMIC DIRECTOR**
- **DR. N.USHAKUMARI** **PRINCIPAL**
- **SRI. KEMPEGOUDA** **CHIEF ADMINISTRATIVE OFFICER**
- **SMT. BHARATHI** **CHIEF ACCOUNTS OFFICER**

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ADMINISTRATIVE SERVICE MANUAL

Sri Krishna Degree College offers world-class education by nurturing human values, ethics and by imparting knowledge.

Sri Krishna Degree College, founded by **Gaganashree and Kempegowda Awardee Dr. M Rukmangada Naidu** under **Lord Sri Krishna International Educational Trust** is a college affiliated to Bangalore Central University, NAAC Accredited and ISO Certified. The institution has been catering to all sections of the society on need-based quality education. Sri Krishna Degree College which offers the courses B.Com. B.B.A., B.C.A. and M.Com. In Commerce and management, Computer Application streams, has clarity on students' future, both in their career and life. The College has been effectively practicing outcome based education.

Located in the heart of Bangalore, the Garden City of India, Sri Krishna Degree College is about 8 kms from the Central Railway Station.

The institution has well-qualified, experienced & dedicated faculty and staff members. Sri Krishna Degree College has the most advanced Computer Labs for practical training, spacious classrooms with good furniture and A/V aids, Wi-Fi campus and 24x7 internet facilities in the departments. The Institution has Extension Activities like NSS, Youth Red Cross also.

Sri Krishna Degree College attempts to create a stimulating teaching learning environment which equips the students with the knowledge and skills required to face the challenges of the globalized environment. At the same time, it is committed to instilling a deep sense of social responsibility and self-discipline in its students. It also strives to cultivate a warm, cordial and mutually supportive relationship with all its stake holders.

Our Institutions

- Sri Krishna International School [State Board - Recognized by the Govt. of Karnataka and ICSE Board - Affiliated to Indian Certificate of Secondary Education, New Delhi]
- Sri Krishna Pre- University College [State PU Board - Recognized by the Govt. of Karnataka]
- Sri Krishna Degree College [Bangalore Central University]
- Sri Krishna Degree Evening College [Bangalore Central University]

The institution has many case of inducting average students to raise them to achieve distinction. The emphasis is on academic development and to train students for their holistic development. Constantly identifying value-additions to the university stipulated curriculum, the college designs balanced inputs of curricular and co-curricular components into its practice.

The college main vision & mission is to equip students to face the present day world by imparting perfect academic culture and moral principles and to provide quality education with appealing atmosphere and help students to transform into individual with high integrity and uniqueness.

Accreditation & Affiliation

Sri Krishna Degree College was established in the year 2007. Sri Krishna Degree College, under Lord Sri Krishna International Educational Trust is affiliated to Bangalore Central University [u/s 53(5), & under Karnataka State Universities Act 2000].

It is under process to include under section 2(f) 12(B) of the UGC (University Grants Commission) Act 1956.

Accreditation by NAAC with B grade.

ISO certified ISO 2001-2015.

CHAPTER-1 PRELIMINARY

1. Title, Commencement & Application:-

- (1) The Administrative and Service Manual may be called
“SRI KRISHNA DEGREE COLLEGE” Administrative and Service Manual (Revised) 2017-18”.
- (2) It shall come into force with immediate effect.
- (3) It shall apply to the employees of –
 - i. Sri Krishna Degree College.
 - ii. Sri Krishna Degree Evening College.

2. Definitions: -

(1) In the Administrative and Service Manual unless the context otherwise means:-

- (a) “**Academic Staff**” means any member of the staff engaged wholly or partly in teaching, research, development and extension activities.
- (b) “**Appointing Authority**” means in relation to any post in the college, the authority competent to make appointments to any post as indicated in the Schedule.
- (c) “**Chairman of the Trust**” means the Founder Chairman of Lord Sri Krishna International Education Trust.
- (d) “**Managing Trustee**” means the Managing Trustee of the Lord Sri Krishna International Education Trust.
- (e) “**Trustees**” means the Trustees of Lord Sri Krishna International Education Trust.
- (f) “**Chairman**” means the Chairman of the Governing Council of the College, or any other institution under the Management of Lord Sri Krishna International Education Trust.
- (g) “**College**” means Sri Krishna Degree College.
- (h) “**Controlling Authority**” means the Governing Council in relation to all the employees working in the respective college.
- (i) “**Director**” means Academic Director of Sri Krishna Degree College.
- (j) “**Employee**” means a person in the service of the College.
- (k) “**Enquiry Committee**” means the committee constituted by the Trust to deal with enquiries of the College.
- (l) “**Managing Committee**” means the committee constituted by the Trust to administer and manage the affairs of the Institution.
- (m) “**Governing Council**” means the Council constituted by the Trust to administer and manage the affairs of the Colleges.
- (n) “**Government**” means Government of Karnataka.
- (o) “**Head of the Department**” means the Head of the Department of each branch/course of Studies in the Colleges.
- (p) “**Management**” means the Lord Sri Krishna International Education Trust to manage, administer and govern the affairs of the Colleges.
- (q) “**Permanent Employee**” means a person permanently employed in the service of the College in any post, duly confirmed by the Management.
- (r) “**Principal**” means Principals of the respective Colleges.
- (s) “**Temporary Employee**” means a person in the service of the college on temporary basis subject to such terms and conditions as prescribed and appointed temporarily.
- (t) “**Trust**” means Lord Sri Krishna International Education Trust registered under the Indian Trust Act 1872.

(u) “University” means Bangalore University or Bangalore Central University or Bangalore North University established under Karnataka State Universities Act 2000.

All other expressions which have not defined shall have the same meaning as in the Byelaws Memorandum of Association, Rules & Regulations as may be enacted from time to time by the Trust.

CHAPTER -2

3. Working Hours of the College:

(1) The working hours of the College shall be from 09.30 am to 4.00pm on all working days for the students continuously with a lunch break between 1.30pm to 2.00 pm.

Provided in case of practical classes, all the teachers shall continue to be on duty till the practical classes are over beyond the College hours.

Provided further for Remedial Classes, BridgeCourse Programs and Special Tutorial Classes, all the teachers shall continue to be on duty till the classes got over, beyond the College hours.

(2) The working hours shall be from 09.30am to 1.30pm on Saturdays.

(3) The working hours of the Principal shall be from 09.00 am to 5.00 pm on all working days and from 09.00am to 1.30pm on Saturdays.

(4) The working hours of the Administrative Staff & Non-teaching shall be 09.00am to 5.00pm on Monday-Friday with lunch break from 1.00pm to 1.30pm and on Saturdays from 09.00 am to 2.00pm .

(5) The working hours of Library shall be from 08.30am to 5.00pm on Monday-Friday and from 08.30 am to 3.00 pm on Saturdays.

CHAPTER -3

4. Maintenance of Important Documents, Enactments, etc.

(1) The college office shall maintain the following updated documents and enactments for references.

(a) Karnataka Education Act 1983 and Rules enacted under there.

(b) Karnataka State Universities Act 2000 and Statutes, Rules, Regulations and Ordinances framed under there.

(c) Notifications, Circulars, Orders etc., of Bangalore Central University issued from time to time.

(d) Karnataka Civil Services Rules.

(e) UGC Act 1956 Rules & Regulations made under there.

(f) The Employees Provident Fund & Miscellaneous Provisions Act 1952

(g) Cadre & Recruitment Rules of Collegiate Education Department and Pre -University Education Department.

(h) Karnataka Societies Registration Act 1960.

(i) Indian Trust Act 1872.

(j) Income Tax Act 1961.

(k) Examination Manual of Bangalore University.

(2) All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.

CHAPTER – 4

5. Conditions regarding service of the Employee:-

(1) The Conditions of service regarding the Employees, the mode of recruitment, the minimum qualifications, experience, eligibility etc. forthw recruitment shall be as specified here-in-after:

(a) The minimum age limit for recruitment is 18 years. However, the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable.

(b) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the academic posts, Non-teaching posts and other categories of posts shall be as prescribed by the State Government, University Grants Commission. However, as a self financed College the qualification, recruitment and other eligibility criteria are relaxable by the Management if the candidates are found otherwise suitable.

(c) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the newspaper notifying the vacancies that arise. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Chairman of the Trust/Representative	Chairman
2	Principal/Director	Member Secretary
3	Representative of the Management	Member
4	Head of the Department Concerned	Member
5	Chief Administrative Officer	Member
6	Chief Accounts Officer	Member

(2) The staffing pattern applicable shall be as prescribed by the University Grants Commission, the details of the staffing pattern shall be as specified in **Appendix**

(3) Selection of candidates shall be based on the written Test / Demonstration /Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit as per the recommendation of the Selection Committee. Reservation of vacancies in favor on SCs, STs and OBCs are preferred subject to availability of such candidates.

(4) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management. Their appointment shall be on probation for a period of twelve months and is subject to satisfactory performance.

(5) The Promotion is on the basis of satisfactory performance in Lord Sri Krishna International Educational Trust at the discretion of the Management.

(6) Termination of services of the employees shall be in accordance with the rules of procedure prescribed in the manual.

Provided that the services of the confirmed employees shall be liable for termination on valid grounds to be recorded in writing in the order of termination.

6. Resignation of the employee

(1) The Principal, faculty, Non-teaching employees and administrative employees shall NOT tender the resignation to the post held by them respectively at any time midstream of a semester / academic year so as to avert disruption of the academic activities.

(2) Resignation to the post shall be by an advance notice period of One month or remitting one month salary in lieu of the notice period. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter written in their own hand shall be duly signed and submitted voluntarily & without there being any act of compulsion or coercion / duress.

(3) An employee who has submitted one month advance notice of resignation shall not be entitled for any kind of leave during the period of notice except the casual leave for one day. Such an employee shall invariably be present on the last working day in the college to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without onemonth advance notice. It is subject to the condition that such an employee shall pay one month gross salary without any deduction in the form of crossed DD/Cheque in lieu of one month advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expedencies and exigencies.

(7) Upon the acceptance of the resignation, the relieving order shall be issued to the employee against the submission of NOC obtained from the concerned sections/departments. The employee shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal.

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management shall appoint such persons afresh without continuity of service.

CHAPTER – 5

7. Admissibility of Emoluments

(1) The Management has discretion to appoint other employees depending on the need.

(2) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction Consolidated Gross Salary to any of the employees depending upon the nature and tenure of appointments.

(3) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him, his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning the advance increments in most deserving cases keeping in view of the teaching and administrative experience, higher and specialized qualification and eminence in the field of higher learning.

CHAPTER - 6

8. Increment/Revision

(1) Increments to the employees will NOT flow automatically as a matter of course. A full time employee shall be entitled to annual increment in the running time scale of pay as approved by Management applicable to the post held by him/her upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance, service records and self appraisal reports.

(2) However the Management may fix a cutoff date for sanction of increments upon completion of incremental period of one year.

(3) The following period shall not be counted for increment

- (1) Loss of pay leave (LOP)
- (2) Unauthorized absence from duty
- (3) Suspension
- (4) Fellowship leave
- (5) Study leave
- (6) Interruption or break of service

(4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of the outstanding ability, merit and highest degree of integrity.

(5) Temporary and part time employees appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment at the discretion of the Management.

(6) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay. However, the Management has a discretion to sanction the increment with immediate effect if desires.

(7) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he/she returns to duty.

CHAPTER-7

9. Kinds of leave admissible and procedure for sanction

(1) Casual Leave:

(a) Every employee shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Loss of Pay:** Loss of Pay means an employee is not entitled to any pay and allowances during such an absence. Any unauthorized absence of an employee who does not have any other leave at his / her credit may be treated as Loss of Pay.

(3) Leave may be sought both on private/domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon /attending doctor, indicating the reason thereof and the period required for joining the duty after availing leave on medical grounds. The Medical Certificate / Fitness Certificate should be signed by the Registered Medical Practitioner.

(4) The Casual Leave cannot be combined with any other kind of leave except General Holiday intervening subject to a maximum of 5 days at a stretch.

(5) **Right to claim leave:** Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave. Otherwise, availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action and the leave shall be treated as Loss of Pay. Prescribed application forms for sanction of casual leave and other types of leave are at **Annexure**. Application for sanction of all kinds of leave shall be routed through the Head of Department or Head of Section, as the case may be to the Principal for sanction/ Recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

6. Leave to Part-time Employees:

(1) Part-time employees are not eligible for Casual Leave or any kind of leave.

(2) Any Part-time teacher remains absent on the day of his engaging the classes or practicals for any reason shall resume the duty on the next working day and make good the loss of part time academic work.

10. Termination of employees overstaying the leave or remaining absent:

Any employee who has been sanctioned leave and does not resume to duty on expiry of the leave period or overstays leave by seeking extension of leave or remains unauthorized from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

11. Availment of Compensatory off

(1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized for more than 3 days as a prefixure or suffixure in combination with holidays.

(2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.

(3) The Principal shall ensure that at least minimum numbers of Faculty are available in the College before sanctioning compensatory off.

CHAPTER-8**12. Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff.**

(1) The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, University, State Government and the Management.

(2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.

(3) The HODs shall be responsible for proper conduct of tutorial, class room Lectures and Practical sessions. In case of candidates promoted from 1st year to 2nd year and 2nd year to 3rd year, as the case may be, they shall not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) They shall also organize the Seminar, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.

(5) Associate Professor /Assistant Professor/Lecturer is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be

responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/ Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc., for the benefit of students.

(7) The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carry out their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) All the Faculty members comprising of the Principal, Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(9) All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry/out their Practicals on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.

(10) The Coordinator of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practicals effectively.

(11) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry/out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the coordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

(12) The Principal and/or Coordinator of PG studies is responsible for prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.

(13) The Principal who is ex-officio Chief Superintendent of Examinations or a senior faculty appointed by the Principal will conduct the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.

(14) The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission.

13. Duties and responsibilities of Administrative & other Supporting, Non-teaching staff

(1) The Administrative & other Supporting, non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

(2) The Lab Attenders/Assistants are responsible for the maintenance of the laboratories. They shall accommodate the various courses for smooth conduct of practicals. They shall co-operate with the staff of the other department or courses in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc., and ensure that no such machineries, equipments etc., are rendered unserviceable and initiate appropriate steps to ensure the smooth working. They shall be in constant touch with the Head of the Department/Principal for maintenance and upkeep from time to time.

CHAPTER -9

14. Library Committee:

Duties and responsibilities of Library Staff:

1. The Librarian has to verify and certify all kinds of Library procurement bills before submit to the Principal / Accounts section for making payment.
2. The Librarian may decide issue period of books (reading materials) on availability of Library collection and at the convenience of circulation.
3. Arrange to issue no due certificate to the faculty and students on verification.
4. Perform patron registration and transaction activities.
5. Process new books maintain circulation records.
6. Manage Library data and reports utilizing Library software system.
7. Maintain Library materials including bibliographic and other library files.
8. Train and supervise Library assistants in their job & duties.
9. Assist staff in classification, cataloguing, preparing and organizing Library materials according to establish polices.
10. Edit bibliographic records to add or remove items according to current Library stock.
11. Assist readers in finding books and help students and faculties in research problems and reference questions.
12. To check in - check out and circulation of the Library materials.
13. Arrange to maintain Library clean, safe and organized.
14. Cataloguing and indexing of books and periodicals.
15. Maintenance of the Library Registers (Accession and Periodical) and other Statistical Records.
16. Manages and Maintain the Library database, data entry and Library Software.
17. To work under overall supervision of the Librarian.
18. Assist the Users towards effective utilization of Library Services.
19. Arrangements of Non Book materials.

20. Assisting the Librarian in Book selection and acquisition.
21. Circulation (Issuing and receiving) of Books and Learning materials.
22. Shelving and rectification of Library collection on day to day basis according to the system of the Library.
23. Assist the Librarian in Supervision and administration of Library.
24. Repair and Binding of Books.
25. Labeling, and Pasting
26. To check at the Entrance
27. Any other work assigned by Librarian.

CHAPTER – 10

15. Duties and responsibilities of the Director of Physical Education.

(1) The Director of Physical Education shall be non-vocational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. The Director of Physical Education is responsible to organize and ensure participation in different sports and games.

(2) They shall be responsible for coaching of the students and conduct of tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National Sports Policy.

(3) They shall adopt the latest scientific method of training and coaching curricular development related to college and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for the indoor games, gymnasium and yoga programmes in the college and in the hostels.

(4) They shall conduct the Assembly regularly on Monday and Saturday and perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in college premises.

(5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run and pace race and development of flexibility and coordinating ability.

(6) They are also responsible to prepare the students for participation in the Annual Sports/Athletic meet, Intercollegiate, Interuniversity & National Level Sports/Athletic meet & tournaments.

(7) They will make all endeavors to win and secure the medals, trophies and awards through the students in the games, etc.

CHAPTER -11

16. Duties and responsibilities of Chief Administrative Officer, Chief Accounts Officer and other Administrative Staff.

(1) The Chief Administrative Officer shall perform the duties and discharge all the responsibilities in related to all administrative, establishment and service matters of the employees of the Institutions.

(a) He will be responsible to place before Principal / Management all correspondence and important policy matters for final decision.

(b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.

(c) He shall be instrumental for enforcement of rules and procedures strictly.

(d) He shall receive the respective letters and other communications from the Principal addressed to the college.

(d) Confidential matters shall be attended to by him instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.

(e) He shall supervise & oversee the functioning of all Schools & Colleges located in different campuses frequently for effective administration & governance.

(2) The Chief Accounts Officer shall perform the duties and discharge all the responsibilities in related to all Accounts & budgetary matters of the employees of the Institution.

(a) He will be responsible to place before Principal / Management all financial transactions and important policy matters for final decision.

(b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.

(c) He shall be instrumental for enforcement of rules and procedures strictly for proper maintenance of accounts.

(d) He shall receive the respective letters and other communications from the Principal addressed to the college relating to accounts & cash.

(e) He shall cause the internal audit of college periodically at least once in a month with his supportive staff to ensure effective and proper maintenance of accounts in a systematic manner in terms of the modules in the computers. If any discrepancy or default is found, it shall be brought to the notice of the management immediately.

(f) He shall have the powers to visit the colleges in each campuses for scrutiny, verification & vetting of the financial transactions and proper maintenance of accounts in prescribed registers & in computer systems.

(1) The functions of the Administrative Officer, Accounts Officer, Office Superintendent and functionary in charges of administration & accounts and shall be as spelt out hereunder inter-alia other duties & functions respectively.

(1) They shall perform the day-to-day routine work of the office.

(2) They shall be responsible for the efficient management of office work.

(3) They shall ensure general supervision over the section in regard to office management, class arrangement and cleanliness of campus and inside the building.

(4) They will duly guide the employees of the section in their day-to day work.

(5) They shall attend the important works on priority.

(6) They shall devote personal attention for the smooth running of the office as and when warranted.

- (7) They shall be responsible for watching and overseeing the disposal of papers.
- (8) They shall advise and help the case workers for disposal of important and urgent matters.
- (9) They shall personally deal with confidential and urgent files.
- (10) They shall personally attend to the immediate academic problems of the students.
- (11) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head/s of the Department or Faculty Member/s for such action as may be necessary. The concerned shall report the compliance to the Principal.

17. Placement Officer / Coordinator

- (1) The placement officer / coordinator is responsible for Training and Guidance of the students to help them focus upon and later choose career of their choice or to pursue higher education further. He/she shall do ground work, plan, prepare calendar of events and set targets before arranging campus interviews by inviting the companies and corporate bodies.
- (2) He/she shall undertake career guidance activities in-house such as lectures and interactions by industrialists, company Public Relations, etc., with objective to enhance the employability skills of the students.
- (3) He / She shall arrange for industrial/ field visits, reach out to companies and arrange exhibitions to establish liaison for support of career guidance and placement activities.
- (4) He/she shall correspond, document and maintain records and databases of the students recruited as well as programmes conducted.
- (5) He shall arrange for conduct of training programmes in soft skill development, personality development, communicative English, motivation and such other allied programmes from time to time in each semester systematically by inviting experts, resources persons & alumnus for the successful selections for recruitment.

CHAPTER – 12

18. Obligation of the employees

- (1) Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do anything which is unbecoming of an employee. They shall carry out their duties and responsibilities conscientiously.
- (2) Every employee shall take care of the properties, material, Instruments, machines, furniture and apparatus etc, of the College. He/she shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee on account of mishandling or misuse, the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.
- (3) It is incumbent on the part of the employee to promptly report any occurrence of such event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.
- (4) Every employee shall take appropriate precautions against the hazards and use safety devices and preventive measures.

(5) Every employee shall ensure that the stock procurement and stocking of materials etc., do not get outdated. Periodical review shall be conducted to identify the materials, chemicals and consumables nearing expiry date and the concerned HOD and also the Management shall be appraised of the said juxta-position and initiate appropriate action to avert such mis happening.

(6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.

(7) Employee shall not criticize the Management in any form affecting the reputation and image and also he shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

19. Code of Conduct and Disciplinary Action

1. Making classes useful and thought provoking.
2. Completing the syllabus without complaints in time.
3. Giving assignments and tests on regular basis, evaluating the same properly and giving feedback to the student.
4. Mentoring the class in general and in specific as well by giving attention to the needy.
5. Coordinating with other teachers and class teachers for better results on regular basis.
6. Encouraging the students to take up creative and useful academic assignments and ensuring overall discipline in the class and in the college.
7. Preparing the e-learning material in time.(text as well as PPT format)
8. Participating in faculty development program(FDP) in the department and contributing to enhance the ambience of the department.
9. Teachers are advised to take remedial/ special classes to the needy and ensure that student come on par with other students. In other words, teachers have to help slow learners till they come up to the level playing field.
10. Readiness to take up the work assigned from time to time by HOD/ The Principal/ The College Management.

20. Procedure for imposition of penalties

- (1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he shall be dealt with in a disciplinary proceeding.

CHAPTER -13

21. Terminal Benefits.

(1) The full time employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The Management shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner along with equal matching contribution by employer, The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

CHAPTER – 14

22. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:

- (1) Date of Birth
- (2) Qualification and Experience
- (3) Temporary and Permanent Address
- (4) PF Membership No / Bank Account No.
- (5) Contact Telephone No. (Landline and Mobile)

(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in six months and their signatures obtained as a token of acknowledgement.

CHAPTER – 15

23. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.

- (a) Service Register
- (b) Acquittance Roll/ Register/Computerized Salary Statement
- (c) Cash Book/Receipt Book
- (d) Pass Book
- (e) Audit Report
- (f) Land and Building Documents.
- (g) Marks cards or Original statement of marks
- (h) Orders/Notifications of the Government/ University Sanctioning the affiliation and renewal of affiliation.

- (i) Admission registers of students to various courses/ programmes along with Photographs.
- (2) Orders of the Government sanctioning the affiliation, Notifications of the University sanctioning the affiliation and continuation of affiliation and approval orders if any of the Government of India shall be preserved in the concerned section handy for immediate reference.

CHAPTER -16

24. Organization & Method (O & M) The office organization in the college shall be as specified below

Admission Section: -

(1) The Employee is in-charge of all admission matters. Admission of students to First year/Semester and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below:-

- (a) Admission registers of students.
- (b) Files containing all the original academic documents of the students admitted to the First Semester. They shall be returned to the concerned students at the time of leaving the college. On interim request, the documents could be lent and collected back immediately after the purpose is served.
- (c) Register of procurement of Transfer Certificate, Migration Certificate, Eligibility Certificate and equivalent certificates.
- (d) Issue of bonafide / study certificate
- (e) Scholarship and other registers in respect of belonging to SC, ST and OBCs and follow up.
- (f) Maintenance of files relating to all correspondence.
- (g) Rules, Regulations, Order, Notifications, Circulars, etc. relating to Admissions, Examination, Syllabus and their updation from time to time.

(2) Admission of students under Government quota or University quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Collegiate / University shall be maintained properly.

Examination Section:-

(3) The Employee in charge of Examination plays a dominant role in maintaining confidentiality. He/She shall report to the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He/She shall be vigilant & conversant with the rules, regulations and procedure published by the University. The following Registers and documents shall be maintained:-

- (a) Marks register of all the examinations.
- (b) Debarred students register
- (c) Examination stationery stock and issue register
- (d) Result sheet of all Semesters
- (e) Files and documents for conduct of examination and Announcement of timely results.
- (f) Internal Assessment marks statement and register.
- (g) Result analysis statement
- (h) Online examination-fee-register

Establishment Section: -

(4) The employees working in the Establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio – data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All matters relating to recruitment, promotion, termination, welfare measure are to be dealt with promptly. Maintenance of leave account and sanction of leave are promptly entered in the services register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently: -

- (a) Service Register
- (b) Attendance Register
- (c) Casual Leave Register
- (d) Provident Fund Statement File
- (e) Insurance Statement
- (f) Attendance Register – Department/Section wise.
- (g) Personal Files.

Purchase Of Equipments: -

(5) The administrative staff along with the following are responsible for making recommendations to the procurement of the equipments, chemicals, consumables, peripherals, furniture, ICT tools, computer systems, sports materials, prizes and trophies, etc.

· Principal / Director	Chairman
· All concerned HODs	Members
· Librarian	Member
· Director of Physical Education	Member
· Chief Accounts Officer	Member-Secretary
· Chief Administrative Officer	Member

(6) The requirement of the equipments, peripherals, consumables, chemicals etc., shall be submitted in the form of a note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Administrative staff to invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7) The quotations or the tender so received shall be considered by the Administrative staff in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/vendors with the approval of the Management and shall be conveyed to the Governing Council. Provided that in case of urgency purchase orders may be issued with the approval of the Principal/Director and conveyed to the Management.

(8) All petty purchases by the college may be made at the request of Laboratory Incharge and Head of the Department and the Principal. The Accounts Officer may correspond with the firms for procurement of equipments, tools, consumables, peripherals etc. Every purchase shall be made after inviting quotation with specifications. Purchase Orders may be issued with the approval of the Principal/Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated, ratification of the Management shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

(9) The following registers, files and records shall be maintained.

- (a) Quotations / correspondences / Purchase Orders
- (b) Invoice File
- (c) Issue Registers
- (d) Receiving Report
- (e) Permanent Stock Register
- (f) Consumable Stock Register
- (g) Scrap/waste material disposal Register

(10) The concerned employee shall be in constant contact with Heads of Department for procurement of tools, equipments, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up to date and daily entries are made regularly. The stock available shall be issued to the various laboratories & workshops only on the basis of indents.

Accounts and Cash Section: -

(11) It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash, Demand Draft and Cheque as the case may be. The money so collected shall forthwith be recorded and reflected in the books of accounts. The money so collected shall be remitted to the Bank on the next working day to the credit of concerned account of the College. All payments shall be made only by Cheque or cash expenses signed by the Principal and or any authorized signatory, as the case may be.

(12) The following registers, files and records shall be maintained and updated on day to day basis.

- (a) Cash Book in the form of tally entries
- (b) Day Book in the form of tally entries
- (c) Pass Book
- (d) Deposit Challan Book
- (e) Computerized Salary Statement
- (f) Scholarship Register
- (g) Provident Fund Monthly Remittance Statement

- (h) Professional Tax Remittance Statement
- (i) Tax Deduction @ Source Remittance Statement
- (j) Employee Insurance File

(13) The Establishment /Finance shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the SB Account of each employee. The Cash, Cheque, demand drafts/pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc., shall be viewed seriously and the concerned dealt with legally besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts should be got audited by the Chartered Accountant every year.

Dispatch Section:-

(14) All the letters and other communications received and dispatched shall be registered and they shall be submitted to the principal for perusal and thereafter entered in the Inward Register by the employee who is In-charge of dispatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record and files shall be maintained in the dispatch section.

- (a) Inwards Register
- (b) Outward Register

(15) On receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned persons or other authorities. They shall be submitted to the Principal for perusal and thereafter entered in the Inward register by the employee who is In-charge of dispatch section. They will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgement obtained. All the other outgoing letters and other dispatchable items shall be dispatched on the same day. The circulation of memo, circulars, official memorandum and all other communications within the college shall be delivered internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day to day correspondence without giving any scope for delay.

CHAPTER – 17

25. Incentive and Rewards for exemplary work.

- (1) The Management provides financial support to attend workshops, seminars, FDPs & other related activities leading to academic enrichment, not exceeding stipulated limits for the academic year.
- (2) In pursuit of motivating the faculty for presentation of papers or to publish research papers or various projects, an incentive in the nature of cash awards shall be sanctioned based on the category in the following order of priority provided that the journals shall have ISSN / ISBN No.
- (3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research and developmental activities and also extension activities, an increment as admissible under UGC norms shall be sanctioned soon after acquisition of

such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.

CHAPTER – 18

26. Amenities to the Students

(1) The following Amenities shall be provided to the students.

- (a) Exclusive Rest Rooms for Boys and Girls.
- (b) Ramp facility for the physically differently-abled.
- (c) Cafeteria provided with hygienic food & facility.
- (d) Sports training, facility for Gymnasium,
- (e) Free Transportation facility
- (f) ICT facility including Internet utility
- (g) Purified Drinking Water
- (h) Students grievances redressal mechanism committee.

(2) A free medical check up shall be conducted for the student for monitoring health and good physique at the Health Centre of the College.

(3) NSS camps and Sports Meet will be organized from time to time as a part of extra-curricular activities and Scouts & Guides training for school children.

CHAPTER - 19

27. Incentive Schemes for motivating students for achieving academic excellence.

(1) In pursuit of motivating the students for academic excellence at the College in maintaining the consistence track record by outstanding merit the following schemes may be introduced under the guise of the Endowment Fund:

- (a) At the entry level to any course, an appropriate concession in fee extended to the toppers in academics.
- (b) Concession in fee also extended to the achievers in Sports, the physically challenged, the economically backward and Toppers in Board/University Examinations.
- (c) Award extended for consistent good academic record through the course.
- (d) Award for outgoing student toppers.
- (e) Cash Award for representing/winning at the University/State/National level sports.

(2) Selection of deserving students and later announcement made at the Inaugural function of the new academic year.

28. Incentive for motivating staff for achieving academic excellence.

(1) An incentive shall be admissible to the teaching staff in the event of any student securing rank in the University examination.

(2) Any department securing 100% pass result in any semester examination.

(3) Student securing results between 75% to 100% with distinction.

Provided that award of incentive shall be at the discretion of the Management as may be deemed expedient.

Chapter-20

29. Endowment Fund for Scholarships.

(1) An Endowment Fund titled “Lord Sri Krishna International Education Trust Endowment Fund” shall be Constituted. The amounts received from any of the following sources shall be the part of the endowment Fund:

- (a) Contribution by “Lord Sri Krishna International Education Trust”
- (c) Any contribution and donation and made by private Individuals or Institutions or Organizations.
- (2) Lord Sri Krishna International Education Trust Endowment Fund shall be deposited in the Bank.
- (3) The interest accrued on the deposit shall be spent for award of scholarship.
- (4) The scholarship shall not be awarded on communal or any other extraneous factors.
- (5) The Management shall select eligible, qualified and deserving candidates for sanction of scholarship.

Categories of Scholarship:

- 1. Merit Scholarships
- 2. Merit Cum Means Scholarships
- 3. Girl Students Scholarships
- 4. Covid Relief scholarships(For students who lost their parent due to covid)
- 5.

Chapter-21

30. Extension of Concession in Admission & Tuition Fee to Deserving Students

(1) The Management at its discretion grant concession in admission & tuition fee to the following students:

- (i) Socially and Economically weaker sections of the society.
 - (ii) Students who have participated in University/State/National/International level Sports events.
 - (iii) Physically Challenged Students
 - (iv) SC/ST/OBC-Category-1 Students.
 - (v) Students having a single parent.
 - (vi) Students having secured outstanding merit in the qualifying exams.
 - (vii) Students who have passed out from Degree College seeking admissions to PG Courses.
- (2) The fee concession so awarded shall be a welfare scheme to the students by the management to encourage the students to pursue higher education.

CHAPTER – 22

31. Powers of the Management to make Rules, Manuals and to amend the existing Rules.

(1) The Management is vested with the powers to make Rules, Regulation or Bylaws and also to amend the same as and when it becomes expedient. The decisions of the Management in all such matters shall be final. However the Management may review its decision and pass the denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

(2) The Management may at its discretion to delegate any of its power to any heads of institutions or functionaries.

CHAPTER – 23**32. Consultation with the Governing Council, Managing Committee or Head of the Institution.**

The Management may at its discretion consult the Governing Council and/or Head of Institution as the case may be before formulating any decision which shall be final.

Sl. No	Category of Post	Authority Competent to appointment
1	Principal/Director	Management
2	Vice Principal	Management
3	Professor, Assistant Professor, Reader and Lecturer, Teachers, Director of Physical Education, Director of Physical Education, Teachers/TGT/PGT, Librarian,	Management
4	Professor and Head of Department	Management
5	Non teaching employees	Principal with the prior approval of Management
6	Administrative post including attenders and Maintenance staff.	Principal with the prior approval of Management

MODE OF RECRUITMENT
SRI KRISHNA DEGREE COLLEGE ADMINISTRATIVE SERVICE MANUAL

SL. NO.	CATEGORY OF POST	MODE OF RECRUITMENT
1.	Principal	By Promotion from the cadre of Professor. Provided that if no suitable person is available for promotion then by direct recruitment.
2.	Professor	By Promotion from the cadre of Associate Professor in the relevant discipline. If no suitable person is available for promotion then by direct recruitment.
3.	Associate Professor	By Promotion from the cadre of Assistant Professor. If no suitable person is available for promotion then by direct recruitment.
4.	Assistant Professor	By direct recruitment
5.	Lecturer	By direct recruitment

The Management may at its discretion consult the Governing Body and/or Head of Institution as may be deemed necessary for amendment of the manner of recruitment.

Dr. Rukmangada Naidu
 Founder Chairman



SRI KRISHNA DEGREE COLLEGE

2(P), ITI Layout, BSK III Stage, Bangalore- 560085

APPLICATION FOR ADMISSION TO B.COM / B.B.A / B.C.A Courses

PHOTO

Application No. **868** Admission No. _____ Date _____

II PUC MARKS SECURED.....OUT OF..... PERCENTAGE.....%

1. Name of the Applicant (In Block Letters) :
B G
2. Date of Birth & Age as in SSLC Marks card :
3. Nationality : Religion :
4. Caste / Category :

SC	ST	C1	2A	2B	3A	3B	GM
----	----	----	----	----	----	----	----
5. Father's Name :
Occupation :
6. Mother's Name :
Occupation :
7. Total Annual Income :
8. Local Address :
9. Permanent Address :
10. Telephone Number :
11. Parents Mobile Number
Father :R.....OFF.....
Mother :R.....OFF.....
12. Student Mobile Number :
13. a) Qualifying Exam. Pass in PUC or Equivalent :
b) Year of Passing:
c) Medium of Instruction : Kannada / English
14. Last Institution Attended :
15. Language In your previous Course : 1st Language :
2nd Language :
16. Extra Curricular Activities : NCC/NSS/Others
17. Selected Degree Course as per BCU Regulations : B.Com, BBA, BCA
18. Languages Preferred : 1st : 2nd : English

19. For Foreign Nationals Passport No
Date of Issue
Place of issue
Country
Valid Upto

I..... seeking admission to Sri Krishna Degree College, Bangalore, solemnly declare that I will strictly abide by the rules and regulations of the college

Place:

Date:

Signature

DECLARATION

I..... F/o of the applicant shall be responsible for the payment of fee, dues, loss or damage and outstanding if any. I shall also be responsible for his/her conduct and behaviour during the period of his/her studies in the college

Place:

Date:

Signature

Documents to be Submitted

1. Original II PUC & SSLC Marks Card
2. Original Transfer Certificate
3. Income Certificate
4. Cast Certificate
5. Three Passport size photos

Application for sanction of Casual Leave Earned Leave

Sri Krishna PU & Degree College

ITI Layout, B.S.K. 3rd Stage,
Bangalore - 560 085. Ph : 26690799



LEAVE RECORD

1. Name of the Official :
2. Department :
3. No. of days leave required :
4. Leave required from : to
5. No. of C.Ls already availed :
6. Reason for the leave :
7. Sign. of the Official :
8. Sign of the Principal :
9. Whether the leave sanctioned :

Our Institutions

- Sri Krishna International School [State Board - Recognized by the Govt. of Karnataka and ICSE Board - Affiliated to Indian Certificate of Secondary Education, New Delhi]
- Sri Krishna Pre- University College [State PU Board - Recognized by the Govt. of Karnataka]
- Sri Krishna Degree College [Bangalore Central University -B.Com, BBA, BCA & M.Com]
- Sri Krishna Degree Evening College.[Bangalore Central University]



SRI KRISHNA DEGREE COLLEGE
ITI LAYOUT, BSK III STAGE , BENGALURU 560085