



SRI KRISHNA COLLEGE OF TECHNOLOGY

(Accredited by NBA, New Delhi) (An Autonomous Institution)
(Approved by AICTE and affiliated to Anna University)
KOVAIPUDUR, COIMBATORE – 641 042.



SERVICE RULES AND RESPONSIBILITIES

TABLE OF CONTENTS

Sl. No.	Particulars	Page No.
1	General instructions for the staff at the time of joining	2
2	Leave Rules	4
3	Policies for Promotion	9
4	Rules for TA and DA	11
5	Duties and responsibilities of Teaching faculty	14
6	Duties and responsibilities of Tutor	21
7	Duties and responsibilities of Class Adviser	24
8	Duties and responsibilities of Senior Class Adviser	27
9	Duties and responsibilities of Head of Department	28
10	Duties and responsibilities of Administrative Officer	31
11	Staff Recruitment Policy	34
12	Purchase Policy	35

GENERAL INSTRUCTIONS FOR THE STAFF AT THE TIME OF JOINING

01. The normal College working hours is 8.45 a.m. to 5.00 p.m. The staff should report to duty 15 Minutes earlier and leave the college 15 minutes after the scheduled working hours.
02. The staff members will be issued ID card with Lanyard. It is mandatory on the part of every staff to wear the lanyard with ID card whenever, he/she is inside the campus.
03. For availing college Transport facility the staff members have to contact the transport in- charge. A nominal amount will be deducted from their salary towards the same, for teaching faculty and for Non-Teaching staff member transportation is free.
04. Hostel accommodation if required will be provided with Principal's approval. If accommodation availed, the staff should be ready to take up the responsibility and to assist the Hostel warden in routine function of the Hostel.
05. Staff members have to sign the attendance register and register their face recognition in biometric device without fail twice a day before 8.45 a.m. in the morning session and after 5.00 p.m. in the evening session.

06. Dress code :

Faculty (Ladies) – only Sarees

Faculty (Gents) – Plain / Striped only (No designed dark colour shirts), Shirts tucked in & shoes.

07. While joining the college should submit the photo copy of necessary certificates (Educational Qualification and service certificate, Aadhar Card , Pan Card) to the office.

LEAVE RULES

1. Casual Leave(CL)

- a. Academic year means June to May. In a Academic year teaching and non-teaching staff members are entitled to avail a casual leave of 12 days.
- b. Application for any leave must be submitted to the office after getting the signature of HOD in the prescribed format by mentioning the necessary alternate arrangements on the reverse side of the application form before the leave is actually availed.
- c. Under any unforeseen real emergency condition, oral permission has to be obtained from HOD. Absenting without proper intimation may lead to “Leave on loss of Pay”. Availing Leave on loss of pay will affect regular increment, promotion and vacation.

2. Vacation Leave (VL)

- a. The vacation period will be declared at the end of both odd and even semester. Regular Faculty members who have put in a minimum of 1 year of continuous service are eligible for vacation. No on duty leave will be given during the above mentioned vacation period.
- b. Teaching staff are eligible for 7 days of winter vacation and 15 days of summer vacation during one academic year.

- c. As far as possible vacation should be availed within the declared vacation period. If prevented from vacation for any specific official work, it can be availed within the academic year without detrimental to academic work.
- d. No College holidays/ Sundays can be prefixed / suffixed to the vacation. The duration will be calculated from the starting day of vacation till the day of rejoining duty. If it not possible to permit continuous vacation due to official work it should be availed within two spells.
- e. It is mandatory on the part of the staff member to report for duty after completion of their vacation leave. If failing to report after vacation the whole vacation period will be treated as LOP.
- f. Vacation leave cannot be combined with any type of leave except OD. If any type of leave combined with VL except OD then whole VL availed may be treated as LOP, including holidays / Sundays prefixed / suffixed.
- g. Members are requested to proceed on VL only after the Approval / Sanction from the Principal. Also, they are requested to submit the leave form with necessary alternate arrangements and contact address, phone no, email id. etc.
- h. Members of Staff having invigilation duties are advised to attend to it without fail or make proper alternate arrangement, and inform the Chief Superintendents.

- i. The staff handling the subject has to be present during the end semester exam even if he/she is on vacation and is requested to scrutinize the question paper and submit a report to the Principal on the same day. For common subjects / a subject is handled by more than one faculty, at least one faculty marked by HOD, should be available on that day for scrutinizing the Question paper and to submit the report.
- j. During vacation period, the faculty members may be recalled by principal and HOD if any official duties have to be carried out.

3. ON DUTY (OD)

- a. Leave ON DUTY (OD) during regular working period will be granted to staff for official work only. The vacation period declared at the end of the odd and even semester in academic year will not be reckoned as a regular working period.
- b. If the official work falls during vacation period, vacation leave has to be availed for attending to such works. Leave ON DUTY will not be granted for any work during vacation period.
- c. The official work for the teaching faculty included the following:

- i. Attending conference/seminar/workshop/summer school/winter school and similar such programmes.
 - ii. Attending central valuation/project viva voce evaluation/Practical examination/External Examination/University representative of Parent University.
- d. The member of the faculty who are pursuing part-time Ph.D. programmes are eligible for half a day Leave ON DUTY every week during the regular working period if needed.
- e. For attending the meeting of Board of studies/ Board of examiners/Academic council/syndicate, to function as an expert member in inspection committees of parent and other universities and for attending certain works assigned by Trustee and/or Principal, leave ON DUTY may be granted not only during regular working period but also during vacation period.
- f. To carry out all Industry Connect activities.
- g. During an academic year a maximum of 23 days only (inclusive of holidays) can be availed as leave ON DUTY.
- h. ON DUTY may be combined with casual leave, vacation leave and Leave on loss of pay after getting prior permission from principal.
- i. The restriction on the maximum number of days vide clause **4(f)**, referred above is not applicable to officials of physical education and placement and training.

- j. Prior permission has to be taken from principal for leave ON DUTY. The member of the staff may not be permitted to avail leave ON DUTY by the Principal, if any academic work is pending or any other work has to be attended to, in the institution.
- k. Any other categories needing leave ON DUTY will be at the discretion of the Principal. The decision of the Principal is final in all above cases.

4. Medical/ Maternity leave

- a. If any staff is ill he/ she can avail a medical leave and the limit will be decided upon case to case basis.
- b. Female teaching faculty are eligible to avail maternity leave of 6 months out of which one month will be with pay and the balance will be without pay, but the period will be counted for service.

POLICIES FOR PROMOTION

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion.

As per 7th pay scale revision all promotion will be based on performance as per Academic Performance Indices (API). The various indices for performance are specified by AICTE / UGC / University and the same is followed.

The guidelines based on which the staff are recommended for promotion to higher levels are,

For Engineering & Technology and Management as per **AICTE Gazette Notification dated 01/03/2019** and

For Science & Humanities as per **UGC Gazette Notification dated 18/07/2018**.

RULES FOR TA & DA

01. The faculty willing to attend Seminar, Conference, workshop etc. (if there is registration fee or not) should get the prior approval from HOD and Principal in the prescribed form of Approval & Registration Fee / Advance amount request form.
02. Staff are requested to attend the seminar, conferences, workshops etc. conducted by the reputed organizations. The request form forwarded through respective HODs to be submitted in the Establishment section of the Office.
03. The requisition form is to be submitted at least 15 days before programme.
04. The necessary supporting document requested in the requisition form has to be enclosed without fail.
05. The staff members have to make their own travel arrangements well in advance.
06. On prior request for Deans, Directors & HODs, the necessary tickets will be booked by the College.

07. Only shortest route train fare will be reimbursed towards the Travelling Allowance. In case of non-availability of train service, the minimum bus fare will be reimbursed.
08. Only one author will be sponsored to publish the paper in case of more than one author for the particular paper.
09. On approval from the Principal, leave (on duty) form with alternative arrangements is to be submitted before attending the programme. If the leave includes holidays, it should also be mentioned in the leave form.
10. The staff members after attending the programme must organize a seminar for other staff members in connection with the programme attended positively.
11. The detailed report about the programme attended (Irrespective of registration fee paid or not) is to be submitted to Principal through respective HoDs within 3 days of attending the programme along with the attendance / participation certificate. The report should include the following details.
 - Elaborate details of topics covered in each session
 - Details / Profile of speakers
 - Details of networking with experts visiting the programme with contact details.
12. The expense details must be submitted within 3 days after attending the programme along with receipt of registration fee paid, tickets and necessary bills and attendance / participation certificate along with the report. If more than

one staff attended the programme, they should submit the combined expense details.

13. Staff submitting the abstract of their paper for presentation in the Conferences, Journals etc. must get a prior permission and approval from the Principal.

14. With regard the industrial visits, for a single class, maximum of 2 faculty members only be allowed to accompany the students. No Non-teaching staff members will be allowed to accompany students. During Industrial Visits DA only will be provided for faculty.

15. TA & DA as per the following

DA

Designation	DA without working lunch	DA with working lunch
Deans/Directors/HODS /Professor/or equivalent	750.00	500.00
Assistant Professors	750.00	500.00
Others	600.00	400.00

TA or Actuals only

Designation	Class
Deans/ Directors HODS / Professor/ or equivalent	II A/C or III A/C Sleeper
Associate Professors	III A/C Sleeper
Others	II class sleeper

DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

01. The teacher should always first talk to the HOD and keep him / her in confidence about professional and personal activities.
02. The teaching load would be allotted by the HOD after taking into account the teacher's interests / specialization.
03. The teacher should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after end of the last hour.
04. Whenever a teacher intends to take leave, the teacher should get the leave sanctioned in prior and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
05. Once the subject is allotted the teacher should prepare the Course plan, course Information as per the format.

06. The teacher should get the Course plan approved by HOD and Principal. After approval they have to create Google Class room for their course.
07. The record of class work must be regularly updated and put up for inspection by HOD/principal as the case may be.
08. The record of class work the copy of course plan must be either pasted or written prior to the beginning of each semester.
09. The dates column can be filled as and when the lecture is done.
10. The teacher ideally should recapture for first 5 minutes the lessons of the last lecture, next tell the students what topics they are going to learn in another one or two minutes, explain then the topics well up to 50 minutes and in the last 5 minutes conclude and in addition say what will be discussed in the next class.
11. The teacher should sufficiently get trained in handling the classes with interactive board.
12. The teacher should refer to additional books apart from the prescribed text book and prepare his/her detailed lecture notes. These lecture notes will be scrutinized and approved by a team of senior members of faculty. The teacher should not dictate notes in the class.

13. The teacher should go to class at least 5 minutes before and enter the class without delay when the bell rings.
14. The teacher should engage the full period and should not leave the class early.
15. The teacher should have good control over students.
16. As soon as the teacher enters the class, attendance should be taken. If any student comes late, he/she may be permitted to attend the class but attendance need not be given.
17. The teacher should act with tact and deal with insubordination of students maturely.
18. The teacher should be strict but not harsh. Never use harsh words which wound the feeling of students.
19. The teacher should make himself / herself available for clearing doubts of the students.
20. The teacher should encourage students asking doubts / questions.
21. The teacher should cultivate to include interesting examples in the lecture, in order to break the monotony.
22. The teacher should practice / rehearse well the lecture before going to the class.

23. Snap talk has to be conducted in each hours.
24. In addition to teaching, the teacher should take other responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
25. The teacher going for laboratory class must perform the experiments personally and be satisfied with the results before giving to students. A lab manual must be prepared detailing the experiments.
26. Whenever possible, additional experiments to clarify the theory or to enlighten the students, knowledge must be given.
27. The lab assessment sheets must be corrected then and there or at least by next day as per the rubrics.
28. While setting question paper, the teacher should also prepare the detailed answer and scheme of evaluation and submit to HOD for approval.
29. The teacher shall indicate 1 or 2 mark questions with answers.
30. The test papers must be corrected in the central valuation mode within 2 days from the date of examination and marks submitted to the HOD / Principal.

31. During Invigilation, the teacher should be continuously moving around. He / she should not sit in a place for a prolonged time and should watch closely so that no student does any malpractice in the exam / test.
32. Whenever any malpractice is noticed, the teacher should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class Advisor and HOD concerned in the case of Monthly test).
33. The teacher should make himself / herself presentable and show no partiality to any segment / individual student.
34. The teacher must give at least one or two seminar on the latest topics in each semester.
35. The teacher should fill the record of class work and must be regularly updated and put up the inspection by HOD/Principal as the case may be.
36. The teacher should interact with the Class Advisor and inform him / her about the habitual absentees, academically weak students, misbehavior etc.
37. The teacher should take care of academically weak students and pay special attention to their needs in the evening hours.
38. The teacher should always aim for 100% pass results (Zero arrear) in his / her subjects and work accordingly.

39. The teacher should motivate the students and bring out the creativity / originality in the students.
40. The teacher should get the feedback from the students and adjust the teaching appropriately.
41. In problem oriented subjects, regular tutorials must be conducted.
42. The teacher should regularly visit library and read the latest journals/ magazines in his / her specialty and keep himself/herself abreast of latest advancements.
43. The teachers should attempt to write text books and publish / present research papers in reputed international/National Journals /Conferences.
44. All documents must be prepared and maintained as per the specified formats.
45. Any items brought to the college by staff members (like System, UPS etc.) while taking out should use the Non-returnable Gate Pass and get it signed by the concerned person.
46. At the end of class works of every semester, the teachers should conduct a course exit survey in his/her class.

47. After the publication of results (both internal & end semester exams) teachers should find out the attainment of each outcomes, for their course and if the outcomes are not attained they have to take corrective measures to close the gap.
48. Teachers should be well aware of vision and mission of the Institution and their programme OBE, PO's, PSO's & PEO's of their programmes, also CO's for their courses.
49. Teachers should take care to disseminate the information regarding vision, mission, PO's, PSO's, PEO's & CO's to students through different mechanism like posting in Google classroom, mentioning it in the syllabus etc.
50. Teachers should motivate and guide the students to participate in National level contest like Hackathon, Design Contest, Coding Contest, Project displays, Swachhathon, and any other technical contest related to their domains.

DUTIES AND RESPONSIBILITIES OF TUTOR

01. The residential status of each ward: parents/ relation/hosteller /staying in room must be maintained.
 - a. If hosteller: Room number, block number / name
 - b. If day scholar : Residential address with whom he/she is staying

02. The current communication address/email/cell no of the parents of the wards and alternate address/email/phone/cell no if any.

03. The occupation of each parents.

04. The level of parental control on each ward.

05. The financial background of each ward
 - a.How much salary / income he / she gets per month

06. The current semester result status of each ward
 - a.If passed - % of marks
 - b.If failed – in which subjects and no. of attempts

07. The monthly test result status of each ward.
08. The necessary arrangement/effort to clear the arrears of their wards.
09. Monitor the weaker student coaching progress of the wards and should ensure the passing of each weaker student.
10. Ensure that each ward studies regularly if not try to identify the reasons for not studying and motivate to improve.
11. How much time /day/week each ward devotes to academic other than college.
12. The attendance particulars of each ward.
13. Ensure that each ward submits the assignments.
14. Monitor the wards progress in the laboratories and ensure that the wards submit their Assessment sheets regularly.
15. Ensure that each ward gets the books/notes for all the subjects.
16. Watch the wards notes taking habit and suggest for improvement.

17. Try to identify the personal and family problem of each ward if any.
18. The hobbies (TV, Cinema, Sports etc.) of each ward.
19. The details of achievement of each ward (sports, academic & others) are collected and maintained for official usage.
20. Ensure that each ward pays the college fees/hostel fees/exam fees on time. The Tutor should have a continuous follow-up with the office about their wards due if any. They must have the record of unpaid students and should make them pay the fees on time.
21. Take necessary steps to get good academic laurels.
22. Tutor is responsible for improving the performance of his / her wards.
23. The tutor should play a pro-active role and try to achieve 100% pass of his / her wards.
24. If a ward fails in any subject the tutor should arrange for remedial action so that the ward is helped to clear the arrear in the first reappearance.
25. Monthly test failure must be followed up and the ward should be made to learn and pass.

DUTIES AND RESPONSIBILITIES OF CLASS ADVISOR

01. The class advisor, has to have a direct link with the students, should play a major role in all the activities of the class.
02. The class advisor should know each student personally well with all their antecedents.
03. The advisor should keep all academic records of the students.
04. The advisor should advise the students appropriately and should co-ordinate with other lectures, if needed.
05. The advisor should meet students at least once in two weeks and get the feedback about the courses/teachers and inform senior class advisor / HOD / Principal about any action that is needed.
06. The advisor should send daily absentee (through SMS), progress report after test and call the parents and inform them when needed, without any delay.
07. The advisor should be very careful in giving data like attendance, sessional marks etc which is being forwarded

to the Controller of Examinations. The Advisor must ensure that no mistake of any sort occurs in these data.

08. The advisor should conduct periodical "Class Committee" meetings with the concerned teachers and student representatives.
09. The advisor should arrange for the class committee meeting with Principal at appropriate time at least once in a semester.
10. A mid semester feedback after one month be obtained from the students every semester in addition to the semester end feedback.
11. Advisors should help the administration in the follow up of fees collection, disciplinary action etc, as they are in direct contact with the students.
12. After the conduct of each monthly test, Model test etc, the advisor should get the marks of all subjects and prepare the rank list etc as per formats prescribed. He/she should ensure that individual reports are sent within stipulated dates to parents.
13. The master attendance must be regularly updated and should be reviewed every week. Any student likely to get below 75% attendance must be warned and his parents also be informed in writing.

14. When any student approaches for leave, the advisor should act as a filter and grant leave only in genuine cases. The Advisor can indirectly question and satisfy him/herself about the genuineness of the cause.

15. At the end of the semester, the advisor should complete and submit the class log book, master attendance to the students section of the office along with any other relevant records.

DUTIES AND RESPONSIBILITIES OF SENIOR CLASS ADVISOR

01. They should check the 'coverage of the syllabus' by the teachers, at least, once in two weeks.

02. They should review the Lecture Notes' of the teachers periodically and give suggestions for improvement.

03. They should meet class advisors periodically (at least once in a fortnight) and review the discipline, attendance and performance of the students.

04. They should meet the HOD, at least, once in a month to have discussions about the students.

05. They along with the respective Class Advisors should meet the students and trigger their aptitude and prepare them for their career.

DUTIES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

01. Laboratory classes

- a. At the end of every semester the HoDs should conduct a faculty meeting and discuss about the consumables requirements for the next semester of their departments and submit to Principal for further processing.
- b. Equipment maintenance status / submit the proposals for repairing the equipment and cost involved.
- c. Lab occupancy – Preparation for the conduct of laboratory classes, planning for next year, effectiveness of students learning, list of new experiments, lab to be developed and initiation etc.

02. Theory Classes

- a. Preparing the list of subjects to be handled for the next semester including service to other departments.
- b. Staff requirements for the conduct of theory classes
- c. Identifying difficult and easy subjects – steps to train the faculty to teach effectively the difficult subjects.
- d. Availability and use of Interactive boards.
- e. Making arrangements to maintain all the Interactive Boards in good working condition.
- f. Arrangement of training about how to use Interactive Boards for the newly joined faculty members.

03. Content & Delivery

- a. Provide necessary instructions to faculty and to prepare class notes and check for its quality and correctness.

- b. How good is the correlation between record of class work and students' class notes
- c. Planning for regular / periodical visits to effectively control the classes and maintaining the discipline and teaching quality.
- d. Weak teacher – Identification & rectification

04. Tutor / Ward

- a. Conduct of Tutor / Ward meeting regularly and getting the feedback from students about academic activities and their grievances.
- b. Whether each teacher does what is expected of him/her by verifying Weekly / Fortnightly the portions covered by faculty and if necessary giving suitable instructions handle extra classes to keep track of the portions covered as per course plan.

05. Motivational initiation to the top ten students of each class (Academic)

- a. Efforts to motivate them to get ranks
- b. They must be advised to participate in academic competition like design & get prizes

06. Students those who are good in extracurricular activities to be motivated to get prizes (Debate, Sports).

07. Identify and list the students who are the academically weak and make arrangements with suitable faculty to conduct coaching classes based on the requirements of the students.

08. Preparing the Vision Plan of the department for the next 5 years.

09. Steps to be taken to prepare proposals for sponsored projects and submitting them to DST, AICTE, DIT, ISRO, DRDO etc.
10. Steps to be taken for research publications.
11. Steps for faculty registration for higher studies (Ph.D.).
12. Plan for National conference/ Seminars / Workshop each year.
13. Plan for faculty development
 - a. Need identification
 - b. Course identification
 - c. Sponsoring or conduct of FDP in our campus
14. Conduct of FDPs
15. Consultancy efforts
16. Placement efforts – Yields
17. Association activities – plan & monitor
18. Steps for improving overall results – achieving 100% pass
19. Achievement of the department
20. Professional / Extracurricular/ Co curricular clubs under the department – plan & monitor.
21. Networking with premier institutions and Industries.
22. Curriculum design and implementation.

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

01. Ensure the discipline inside the Campus.
02. Monitor the activities of students.
03. Always maintain the Campus Clean.
04. To Co-Ordinate with the following persons for routine activities.
 - a. Maintenance Supervisor - Civil & Electrical.
 - b. Plumber, Carpenter & Electricians.
 - c. Sweepers, Sanitary staff & Securities
 - d. Supporting Staff members
05. Authorize all the items sent out of the college (Gate Pass).
06. Ensure the opening of all blocks / rooms on time in the morning.
07. Ensure all the windows and doors closed in the evening.
08. Ensure the drinking water daily.
09. Ensure no leakage of water in taps / Pipe lines in toilets.
10. Follow up activities with trust.

11. To check and follow the letters sent to trust.
12. Ensure the Settlement of advances on time.
13. Monitor the transport, EB, drinking water & telephone Bills.
14. Keep the duplicate keys of all rooms.
15. Ensure the working of all the laboratory equipments.
16. Visit regularly all the blocks including hostels.
17. To Co-ordinate all College functions.
18. Monitor the water position inside (Bore) the Campus and ensure water supply to toilets.
19. The following problems to be attended immediately.
 - a. Door lock, Windows, Glass, Tube lights, Computer Key board & Rack
 - b. LCD & Interactive boards
 - c. Blinds
 - d. Computer Chairs
20. Name boards to new faculty & new blocks.

21. Rusting problems in the following areas to be attended immediately.
 - a. Hand Rails
 - b. Street light posts.
22. Ensure the Cleaning of water storage tanks every semester.
23. Monitor the landscape works & Bills.
24. Details of Contact Persons & Firm for
 - a. A/C AMC's
 - b. UPS AMC's
 - c. Generator & Maintenance
 - d. General Maintenance Purchases
25. Monitor the work of Estate Maintenance persons & Bills.

RULES OF RECRUITMENT OF FACULTY

1. The required list of faculty members for the every academic year will be received from the respective departments based on the AICTE norms and workload.
2. Based on the requirement received an Advertisement will be released in the leading national newspaper calling for applications.
3. The application format is available round the year in the college website (online / manual) for submitting the resumes. The interested candidates have to submit their application only through the prescribed format.
4. The received applications will be scrutinized based on the qualification, experience, academic credentials and the institutions where studied.
5. The scrutiny of applications will be done by the Principal, Administrative Officer and the senior faculty members.
6. The short listed candidates will be called for an interview on a specific date and time.
7. There will be a committee comprising of Management representative, Principal and two or three subject experts for interviewing the candidates.
8. The candidates called for the interview will be asked to demonstrate their teaching skills for about 5 minutes duration on any core subject which they studied and questions covering the entire curriculum will be asked to test the subject knowledge.

9. The committee will rank the candidates based on the subject knowledge, communication and audibility.
10. The candidates will be appointed based on the rank secured and the same will be intimated to them on the same day of interview.

PURCHASE POLICY

1. Based on the curriculum & syllabus, the respective departments will submit a request to the Principal and Management for the purchase of Equipments if any before the commencement of Summer and Winter vacation.
2. After the formal approval from the Principal and Management the Department will receive the sample quotations from the leading suppliers for finalizing the specifications of the equipments based on the requirements.
3. Based on the sample quotations received, a detailed specification will be finalized. If the purchase value of the equipments is more than Rs 5.00 Lakhs, then a tender form will be prepared mentioning the specification of the equipment, terms and conditions, delivery schedule, warranty, AMC, last date for submission of quotation etc. The tender form will be hosted in the college website and also publicity will be given regarding the issue of tender forms.
4. After the last date mentioned in the tender form, the received tenders will be opened in front of all the participants on the prescribed date and time mentioned in

the tender and the quoted value of the each participant will be disclosed to them.

5. Department will prepare a comparative statement based on the tender details highlighting, the specification of the equipments, basic price, tax, duties, terms and conditions, delivery schedule and payment terms.
6. A duly constituted purchase committee, which comprises of Management representative, Principal, Head of the concerned Department and an eminent subject expert will scrutinize the comparative statement.
7. The purchase committee will recommend the name of the supplier to whom the purchase order can be released based on quoted price, matching the required specifications, reputation of the supplier, warranty offered, service support offered by the supplier etc.
8. Based on the recommendation given by the purchase committee, a purchase order will be prepared and the same will be handed over to the shortlisted supplier for the supply of the equipment.

