



KANARA WELFARE TRUST'S
DIVEKAR COLLEGE OF COMMERCE
KARWAR - 581301 (UTTARA KANNADA)
NAAC Re-accredited- B Grade
☎-08382-225221 email:-kwtcdckarwar@gmail.com
Website:- www.divekarcollege.ac.in



6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies , administrative setup, appointment and service rules, procedures, etc.

Response:

Institutional Governance

The Managing Board: The Divekar College of Commerce has a distinct organisational structure managed and administered by the Kanara Welfare Trust. The Dignified authority in the organogram of the institution is the chairman. The Governing Board is the apex body with regard to the matters in policy making. It also sets a framework for the implementation of the proposed plans. The trusts ideals of serving the needy and the weaker sections and their empowerment through education have been followed in the institution. The college has a local governing body which includes enlightened representatives from all sections of society in Karwar. The incumbent Chairman of the KWT Shri. S. P. Kamat is also chairman of the Governing Body of the college. He has been the guiding spirit of the institution. The Governing Body and especially, Chairman of the KWT interacts with students and staff on academic development, extracurricular and other matters of importance for the maintenance of quality in the institution. The KWT reviews the performance of students at various examinations annually and issues necessary guidelines for improving the same. Governing Body is the who is assisted by the . It recommends strategic plans that can be adopted in matters like

infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices

Principal : The principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directives of the managing body in accordance with the norms and guidelines stipulated by the government and other regulatory agencies.

Staff Council: The council takes appropriate measures for the implementation of strategic plan. It also takes major decisions regarding the day-to-day administrative affairs of the college.

Committees and Cells: The administration of the college is supported by a number of committees and cells like the. IQAC Committee ,Gymkhana Council ,Social & Cultural Forum, Debating Union, Planning Forum & Wall Paper Committee, Examination Committee ,Golden Jubilee Souvenir, Attendance & Discipline Committee Career Guidance & Placement Cell, Grievances Redressal Committee ,Ladies Welfare Committee ,Teacher Appraisal Committee, Library Advisory Committee, Student Welfare Officer Anti- Ragging Committee, Anti-sexual Harassment Cell, SC/ST Cell, Ladies welfare committee etc

Recruitment

Vacancies are reported to the Collegiate Education Department , Government of Karnataka and avail concurrence. The direct recruitment to the posts of Assistant Professor is on the basis of merit through an **All India Media advertisement**, followed by selection of a duly constituted committee as per the provisions of **Karnatak Education Department Services and UGC regulations**. The institution follows the UGC regulations on minimum qualifications for appointments.

Promotion

Promotion is given to teachers based on the UGC regulations works on preparation of seniority list of teaching staff / Librarians / Physical Education Directors Karnatak University has published the minimum qualifications for the promotion of teachers

Service Rules

All the employees are bound to follow **Karnataka Education Department Services (Collegiate Education Department)** issued under the authority of the Government of Karnataka. Further ,employees have to comply with the regulations of Karnataka University Dharwad in matters with respect to university academic ,examination valuation, curriculum revision, etc.

Grievance Redressal Mechanism

The college has formed a Grievance Redressal Cell for Teaching , Non-Teaching Staff and students to address their complaints and grievances to resolve them. The Principal is the head of this cell and then followed by co-ordinator of Grievance Redressal mechanism to deal with obstacle. After receiving grievances and complaints, either in writing or orally, the committee discusses in the meeting and resolves. There is a separate Committee for Prevention of Sexual Harassment which object is to prevent cases of harassment and to look into grievances of girl students. Anti-Ragging committee is also formed to work on the cases related to ragging, if any.




PRINCIPAL
Kanara Welfare Trust
Divekar College of Com.
KARWAR - 581 301



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University Grants Commission

(12th Plan guidelines for Establishment & Monitoring of the IQACs in Colleges)

Guidelines to Establish Internal Quality Assurance Cells (IQACs) in Colleges.

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the institution may be called “Internal Quality Assurance Cell (IQAC)”. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The IQAC Structure

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director/Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

Composition of the IQAC

The IQAC shall have the following composition:

- Principal - Chairperson
- Five senior teachers and one senior administrative official - Member
- Two external experts on Quality Management/ Industry/Local Community - Member
- Director / Coordinator – Member Secretary

The members at b) and c) of the above shall be nominated by the Principal of the College in consultation with the academic body of the College (Academic Committee of a College). The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

A meeting of IQAC was convened on 21th November,, 2020 in the principal chamber. The principal directed to composition of the IQAC committee for the year 2020-21 as follows.

MEMBERS OF THE IQAC COMMITTEE 2020-21

SL.No	Name	Role in IQAC	Designation
1.	Dr. Keshava K.G.	Chairperson	Principal
2.	Shri. Sudheer Kadam	Coordinator	Lecturer in Commerce
3.	Shri. Shubham Talekar	Joint Coordinator	Lecturer in Commerce
4.	Dr. B.R. Tole	Member	Asst. Physical Director
5.	Shri. Suresh B. Gudimani	Member	Asst. College Librarian
6.	Dr. Harish Kamat	Member	Lecturer in Computer Sci.
7.	Ms. Nutan Majalikar	Member	Lecturer in Commerce
8.	Smt. Priyanka Tarikar	Member	Lecturer in Commerce
9.	Smt. Sandhya Kadam	Member	Lecturer in Hindi
10.	Shri. Sateesh Gunagi	Member, College Administration	Office Superintendent
11.	Shri. K.V.Shetti	Member K.W.T.	Trustee-Secretary, Kanara Welfare Trust, Ankola.
12.	Shri Ganapati Hegde	Member, Alumnus	Chartered Accountant
13.	Shri. Jeetendra Tanna	Member, Alumnus	Businessman,Shreeji Electronics, Karwar
14.	Shri. Nazeer Shaikh	Member, Alumnus	Social Worker, Azad Youth Club, Karwar


PRINCIPAL
 Kanara Welfare Trust's
 Divekar College of Commerce
 KARWAR - 581 301

Board of Trustees

Management

The college is run by Kanara Welfare Trust which was founded by the great educationist and visionary, Dr. Dinakar Desai. The founder's ideals of serving the needy and the weaker sections and their empowerment through education have been followed in the institution. The college has a local governing body which includes enlightened representatives from all sections of society in Karwar. The incumbent Chairman of the KWT Shri. S. P. Kamat is also chairman of the Governing Body of the college. He has been the guiding spirit of the institution. The Governing Body and especially, Chairman of the KWT interacts with students and staff on academic development, extracurricular and other matters of importance for the maintenance of quality in the institution. The KWT reviews the performance of students at various examinations annually and issues necessary guidelines for improving the same.

Parent Organization Kanara Welfare Trust Ankola

The college is run by Kanara Welfare Trust which was founded by the great educationist and visionary, Dr. Dinakar Desai. The founder's ideals of serving the needy and the weaker sections and their empowerment through education have been followed in the institution. The college has a local governing body which includes enlightened representatives from all sections of society in Karwar. The incumbent Chairman of the KWT Shri. S. P. Kamat is also chairman of the Governing Body of the college. He has been the guiding spirit of the institution. The Governing Body and especially, Chairman of the KWT interacts with students and staff on academic development, extracurricular and other matters of importance for the maintenance of quality in the institution. The KWT reviews the performance of students at various examinations annually and issues necessary guidelines for improving the same.

MANAGEMENT RECRUITMENT SERVICES RULES



KWT/Mgt.App./2020/216

25 Aug. 2020

APPOINTMENT ORDER

With reference to your application for the post of Lecturer (Commerce) at our Divekar College of Commerce, Karwar. This is to inform you that your candidature has been considered favourably by the Management.

You are hereby appointed as Lecturer (Commerce) at our Divekar College of Commerce, Karwar, on temporary basis, with effect from 1st Sept. 2020, subject to the following terms & conditions.

- Your remuneration per month including Mgt. EPF & ESI contribution, will be as follows.

BasicSalary	Mgt. EPF Cont. @12%	Mgt. ESI Cont. @3.25%	Total Emoluments
Rs.15,000	Rs.1,800	Rs.488	Rs.17,288

- Leave and other benefits will be as per Management norms.
- You will be governed by the rules and regulations of the Trust, which will be in force from time to time.
- The teaching workload assigned to you is 18 hours per week. However, you will have to be present in the campus during the College working hours and may have to conduct extra classes, if required. You may be assigned PG, UG as well as PU classes.
- You will have to satisfactorily discharge the duties assigned to you by the Management / Coordinator of the Divekar College Centre.

If you are agreeable to the above conditions, please give your acceptance and report to the Principal / Centre Coordinator, Divekar College of Commerce, Karwar, on 1st Sept. 2020.




Chairman

Kanara Welfare Trust, Ankola

To
✓ Mr. Sudheer Kadam
Ramnath Cross, Goageri, Karwar

Copy to:

- Principal, KWT's Divekar College of Commerce, Karwar
- Secretary, Kanara Welfare Trust, Ankola

Kanara Welfare Trust, Gokhale Centenary College Campus, National Highway, Ankola, Uttar Kannada Dist - 581 314

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ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರಿಕೆ

ಭಾಗ - ೪ಎ Part - IVA	ಬೆಂಗಳೂರು, ಮಂಗಳವಾರ, ೧೧, ಫೆಬ್ರವರಿ, ೨೦೨೦ (ಮಾಘ ೨೨, ಶಕವರ್ಷ ೧೯೪೧) Bengaluru, TUESDAY, 11, FEBRUARY, 2020 (Magha 22, ShakaVarsha 1941)	ನಂ. ೪೭ No. 47
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GOVERNMENT OF KARNATAKA

No. ED 257 DCE 2019 (Part-3)

Karnataka Government Secretariat,
M.S. Building
Bengaluru, dated: 10-02-2020

NOTIFICATION

The draft of the Karnataka Education Department Services (Collegiate Education Department) (Recruitment) (Special) Rules, 2020 which the Government of Karnataka proposes to make in exercise of the powers conferred by sub section (1) of section 3 read with section 8 of the Karnataka State Civil Services Act 1978 (Karnataka Act No.14 of 1990), is hereby published as required by clause (a) of sub-section (2) of section 3 of the said Act, for the information of all persons likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration after expiry of fifteen days from the date of its publication in the Official Gazette.

Any objection or suggestion which may be received by the State Government from any person with respect to the said draft before the expiry of the period specified above will be considered by the State Government. Objection and suggestions may be addressed to the Additional Chief Secretary to Government, Education Department, (Higher Education), M.S. Building, Bangalore - 560 001.

DRAFT RULES**RULES**

1. Title, commencement and application.- (1) These rules may be called the Karnataka Education Department Services (Collegiate Education Department) (Recruitment) (Special) Rules, 2020.

(2) They shall come into force from the date of their publication in the Official Gazette.

(3) Notwithstanding anything contained in the Karnataka Education Department Service (Collegiate Education Department) (Recruitment) Rules, 2008, or any other rules governing the recruitment to the posts of Assistant Professors in the Collegiate Education Department, the provisions of these rules shall apply to 221 Kalyana Karnataka/Hyderabad Karnataka and 1021 Residual Parent Cadre direct recruitment vacancies of the posts of Assistant Professor in Collegiate Education Department existing as on the date of commencement of these rules.

Provided that nothing in these rules shall apply to more than one recruitment.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

- (a) "Appointing Authority" means the Government of Karnataka;
- (b) "Competitive examination" means the examination conducted by the Selection Authority in accordance with these rules
- (c) "National Eligibility Test (NET)" means National Eligibility Test (NET) conducted by the designated agency or the University Grants Commission or CSIR;
- (d) "State Level Eligibility Test (SLET)" means "State Level Eligibility Test (SLET) accredited to the UGC and conducted by the designated agency as notified by the University Grants Commission or CSIR;
- (e) "Selection" means selection in accordance with the provisions of these rules by the Selection Authority;
- (f) "Selection Authority" means the Karnataka Public Service Commission (KPSC) or any other agency notified by the State

Government to be the Selection Authority for the purpose of these rules.

(2) Words and expressions used but not defined in these rules shall have the meanings assigned to them in the Karnataka State Civil Services (General Recruitment) Rules, 1977.

3. Qualification and age. - No person shall be eligible for recruitment under these rules unless he has,-

(a) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. Provided

- (i) a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d)including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- (ii) a relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- (iii) a relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

(b) and been declared successful in the "National Eligibility Test" conducted by UGC or CSIR or similar test accredited by UGC like "State Level Eligibility Test" or "KSET"

- (i) Provided the candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.
- (ii) Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:
 - a) The Ph.D. degree of the candidate has been awarded in a regular mode;
 - b) The Ph.D. thesis has been awarded by at least two external examiners;
 - c) An open Ph.D. viva voce of the candidate has been conducted;
 - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
 - e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars

sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- (iii) Provided further if the Ph.D degree has been obtained from foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai) shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

(c) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/KSET is not conducted by UGC, CSIR or similar test accredited by the UGC, like SLET/KSET.

(d) Education qualifications prescribed by the University Grants Commission (UGC) in regulations/guidelines issued from time to time in so far as the post of Assistant Professor shall be applicable.

(e) He must have attained the age of 22 years and but not have attained the age of,-

- (i) forty-five years in case of candidates belonging to Scheduled Caste and Scheduled Tribes and Category-I of other Backward Classes;
- (ii) forty-three years in case of candidates belonging to Category-II(a), II(b), III(a) and III(b) of other backward classes; and
- (iii) forty years in case of any other persons.

Provided that the maximum age limit prescribed above shall be enhanced by five years to those categories, except for person with benchmark disability,

eligible for age enhancement as in sub-rule (3) of rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977. In case of persons with bench mark disability as defined in Right of Persons with Disability Act, 2016 and rules issued there under, the maximum age limit prescribed above shall be enhanced by ten years as per sub-rule (3) of rule 6 of the Karnataka Civil Services (General Recruitment) Rules, 1977.

4. Notification of vacancies.- Appointing Authority shall notify the vacancies under each subject as per reservation policy applicable to direct recruitment issued by Government from time to time for selection through Selection Authority notified by the State Government in turn which shall make the selection in accordance with the rules.

5. Inviting applications.- The Selection Authority shall call for applications in the specified form, from eligible candidates by giving wide publicity in at least three leading Kannada Newspaper and three leading English Newspaper having wide circulation in the State.

6. Method of selection.- The method of direct recruitment under these rules shall be on the basis of merit determined by taking in to account marks obtained in the Competitive examination conducted by the Selection Authority.

7. Mode of competitive examinations.- All eligible candidates shall have to appear for the competitive examination conducted by the Selection Authority. The competitive examination shall be conducted in following manner, namely:-

Written examination:-

I Compulsory papers:-

(1) Paper I	Kannada	100 marks
(2) Paper II	English	100 marks

II Optional papers:-

(3) Paper III	General Knowledge	50 marks (Objective Multiple Choice)
(4) Paper-IV	Optional Subject Paper	250 marks (Objective Multiple Choice)

Note.- (1) The marks obtained in compulsory papers i.e., in Kannada and in English shall be of qualifying nature. For qualifying in these papers, a minimum of 30% in each paper and 35% aggregate is prescribed. The marks obtained in these 02 papers shall not be considered for determining the merit for selection. The standard of compulsory papers i.e., Kannada and English shall be that of First Language Kannada and First Language English respectively at S.S.L.C. level

(2) The standard of Paper-IV shall be Post Graduate Level.

(3) The Optional papers shall be set both in Kannada and English.

(4) Each paper shall be of 02 hours duration.

Provided that paper IV shall be of 3 hours duration.

(5) Optional Papers shall have negative marking with deduction of 1/4th for each wrong answer.

Paper III - General Knowledge.- Covering General Knowledge of topics relating to current events, general science, humanities, Indian economy and matters of every day observation and practical knowledge as may be expected of a person who has passed the prescribed qualifying examination.

Paper IV - Optional Paper.- The syllabus of this paper shall be prescribed by the subject expert committee constituted by the Department of Collegiate Education, in such a manner so as to measure the Knowledge of the candidate in concerned subject.

8. List of selected candidates.- (1) The Selection Authority shall, on the basis of merit determined on the marks secured in the Competitive examination by the candidates prepare a final select list in respect of each subjects/posts, eligible for appointment to the post of Assistant Professors, and if the aggregate of the percentage of total marks secured in the competitive examination of two or more candidates is equal, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. There shall be no interview.

(2) Selection Authority shall also prepare an additional list of such of the candidates not included in the main list prepared under sub-rule (1). The

number of candidates to be included in the additional lists shall be as far as possible 10% of the number of candidates in each of the reservation categories (horizontal and vertical) in the list under sub-rule (1). There shall be at least one candidate in the additional list belonging to each of the reservation categories (horizontal and vertical) represented in the list under sub-rule (1). If a candidate whose name is included in the list under sub-rule (1) fails to report for duty within the prescribed period, then a candidate belonging to the same reservation category as of the candidate who failed to report for duty shall be appointed from the additional list.

(3) The list prepared under sub-rules (1) and (2) shall be published in the Official Gazette and on the Notice Board of the office of the Principal Secretary to Government, Education Department (Higher Education), M.S. Building, Bangalore and shall be valid till two years from the date of publication of the select list prepared under sub-rule (2) by Selection Authority or till publication of list selecting candidates in the next recruitment process, whichever is earlier.

9. Appointment of candidates.- (1) The Selection Authority shall forward the selection list and the additional list to the Appointing Authority.

(2) Candidates whose names are included in the final selection list prepared by the selection authority as under rule 8 may be appointed by the appointing authority in the vacancies in the order in which their names are found in the final select list after satisfying itself regarding their antecedents and after such enquiry as may be considered necessary that each of the candidate is suitable in all respect for such appointment.

(3) The appointing authority in respect of the final selection list shall issue appointment orders only after verification of the different certificate and marks cards.

(4) Inclusion of the name of a candidate in the list published under rule 8 shall not confer any right of appointment. The candidates selected in the additional list may be appointed in the post left vacant due to non-reporting of candidates in the main list.

10. Application of other rules.- All rules governing the conditions of service of Government Servant made or deemed to have been under the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) is so far as they are not in consistent with the provisions of these rules shall apply to the persons appointed as Assistant Professor under these rules.

By order and in the name of the
Governor of Karnataka,

(J.T.Venkatarama)
Under Secretary to Government,
Higher Education Department
(Collegiate Education)

ಮುದ್ರಣದ ಹಾಗೂ ಪ್ರಕಾಶಕರು:- ಸಂಕಲನಾಧಿಕಾರಿಗಳು, ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ, ಸರ್ಕಾರಿ ಕೇಂದ್ರ ಮುದ್ರಣಾಲಯ, ಬೆಂಗಳೂರು

R.N.I. No. KARBIL/2001/47147 POSTAL REGN. No. RNP/KA/BGS/2202/2017-19
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SUNIL GARDE

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