



**Sri Sai Vidya Vikas Shikshana Samithi ®**  
**SAI VIDYA INSTITUTE OF TECHNOLOGY**  
Approved by AICTE, New Delhi, Affiliated to VTU, Recognized by Govt. of Karnataka  
Accredited by NBA, New Delhi (CSE, ECE, ISE, MECH & CIVIL)  
RAJANUKUNTE, BENGALURU 560 064, KARNATAKA

Phone: 080-28468191/96/97/98 \* E-mail: info@saividya.ac.in \* URL www.saividya.ac.in

Ref. No: SVIT/2034/2022-23

Date: 01.10.2022

**Computation of Work Load of Teachers, Cadre and recruitment rules,  
staff structure and Job responsibilities of all the staff**

- Ref:** 1. GO No.ED96DTE2010 Dated 07<sup>th</sup> March 2011-Revised AICTE Scales of Pay  
2. VTU/2002-2003 dated 05.07.2002  
3. Office Memo dated 22.06.2016  
4. Ref No. VTU/BGM/BOS/2022-23/2838 dated 24.08.2022.

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With reference to the above VTU notification cited at Ref 4, all the HODs and the Teaching staff members are hereby informed to adopt the following while computing the work load of the teachers. In accordance with the revised AICTE pay scale norms, the work load of the full time Teachers should not be less than 40 hours per week for 36 working weeks of actual teaching in a 6 day week.

Direct teaching hours should be as follows

Assistant Professor- 16 hours

Associate Professor/Professor- 14 hours

A relaxation of two hours in the work load may however be given to professors who are actively involved in research, extension, and administration. A minimum of 6 hours per week have to be allocated for research activities of the teacher. Taking into consideration of these points, it is decided to adopt the work load of the teachers in this Institution as follows.

**Calculation of work load:**

Details	Hours per week	Units
Lecture	1	1
Tutorial	2	1
Practical	2	1
Seminar	2	1
Project Work	2	1
Mini Project	2	1
Internship Guidance	2	1
Mentoring	2	1
Skill Development Activities (SDA)	2	1

**Note: Teaching hours will be calculated as per the University scheme and syllabus and it shall be the responsibility of teacher to complete the syllabus with in time.**

## Work Load Distribution

Post	Teaching	Administration/co-Curricular activities/Admission/Exams etc	Research/Consultancy/Extension
Principal	6 hours	28 hours.	06 hours
Professor & HODs	10 hours	16- 22 hours	08 hours
Professors/Associate Professors	14 hours	10-16 hours	14 hours
Assistant Professor	18 hours	12- 16 hours	08 hours

Note: 10%  $\pm$  (plus/minus) in the teaching /workload will be allowed.

## PAY SCALES AND MODE OF RECRUITMENT/ QUALIFICATIONS

Sl. No	Post & Pay scale	Method of Recruitment	Qualification and experience
1	Principal 37400-67400+AGP 10000	As per the decision of the Trust	As per the AICTE /VTU norms from time to time
2	Vice Principal 37400-67400+AGP 9000	As per the decision of the Trust	As per the AICTE /VTU norms from time to time
3	Professor 37400-67400+AGP 9000	By open selection as per AICTE/VTU norms	As per the AICTE /VTU norms from time to time
4	Associate Professor 37400-67400+AGP 9000	By open selection as per AICTE/VTU norms	As per the AICTE /VTU norms from time to time
5	Assistant Professor 15600-39100+AGP 6000	By open selection as per AICTE/VTU norms	As per the AICTE /VTU norms from time to time
6	Librarian 15600-39100+AGP 6000	By open selection as per AICTE/VTU norms	As per the AICTE /VTU norms from time to time
7	Physical Education Director 15600-39100+AGP 6000	By open selection as per AICTE/VTU norms	As per the AICTE /VTU norms from time to time

Sl. No	Post & Pay scale	Method of Recruitment	Qualification and experience
1	System Analyst 22800-600-24600-700-28800-800-33600-900-39000-1050-43200	Direct recruitment	M.Tech- 1st class in CSE/ISE with 5 yrs experience as programmer
2	Programmer/ Foreman 20000-500-21000-600-24600-700-28800-800-33600-900-36300	Direct recruitment	BE/MCA with 2-3 yrs experience in programming
3	Instructor/Computer Operator 17650-450-19000-500-21000-600-24600-700-28800-800-32000	Direct Recruitment	Diploma in Computer Science & Engg with 5 yrs experience in Computer Skills
4	Asst Instructor 12500-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000-600-24000	By promotion purely on continuous good appraisals and merit basis among Mechanics with qualification of ITI/JOC with minimum experience of 5 yrs.	For direct recruitment Diploma in relevant branch



5	Assistant Librarian 17650-450-19000-500-21000-600-24600-700-28800-800-32000	Direct recruitment	M.Lib or B.Lib with 5 yrs experience
6	Library Assistant 12500-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000-600-24000	By promotion purely on continuous good appraisals and merit basis among Helper/Attenders with minimum 5 yrs experience in Library	For direct Recruitment certificate in Library Science is required with SSLC as minimum qualification
7	Mechanic 11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	By promotion purely on continuous good appraisals and merit basis among helpers with minimum qualification of ITI with experience of 5 yrs or SSLC with 10 yrs experience in the relevant labs	For direct recruitment ITI with 5 yrs experience
8	Helper 10400-200-12000-250-13000-300-14200-350-15600-400-16400	Direct recruitment	ITI in relevant branch for Labs
9	Administrator 40050-1050-45300-1200-52500-1350-56550	To be decided by the Trust	
10	Registrar 21600-600-24600-700-28800-800-33600-900-39000-1050-40050	By promotion purely on continuous good appraisals and merit basis among Office Superintendents with minimum qualification of Degree with 10 yrs experience in administration	For direct recruitment PG degree with 10 yrs experience
11	Superintendent 20000-500-21000-600-24600-700-28800-500-33600-900-36300	By promotion purely on continuous good appraisals and merit basis among FDA's with minimum qualification of Degree with 10 yrs experience in administration	For direct recruitment degree with 10 yrs experience
12	First Division Assistant 14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	By promotion purely on continuous good appraisals and merit basis among SDA's with minimum qualification of degree with 5 to 7 yrs experience in administration	For direct recruitment degree with 10 yrs experience
13	Stenographer- PA to Principal 14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	Direct Recruitment	Degree with Stenography with Computer Correspondence skills. Minimum experience 5 yrs
14	Second Division Assistant 11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	Direct Recruitment preference will be given to in service attenders/helpers who have minimum qualification PUC along with 10 yrs experience in office	Degree with 2- 3 yrs experience in the office administration
15	Maintenance Supervisor 11600-200-12000-250-13000-300-	Direct Recruitment	SSLC/PUC with experience in maintenance works

	14200-350-15600-400-17200-450-19000-500-21000		
16	Drivers 11000-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000	Direct Recruitment	Studied upto SSLC with driving license Minimum experience 2-3 yrs
16	Attenders 10400-200-12000-250-13000-300-14200-350-15600-400-16000	Direct Recruitment	SSLC
17	Peon 9600-200-12000-250-13000-300-14200-350-14550	Direct Recruitment	Studied upto SSLC

#### CADRE STRENGTH

**Department- Electronics & Communication Engineering      Intake- 120      Status-Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	2	1:15	Cadre ratio as per the VTU norms
2	Associate Professor	4		
3	Assistant Professor	12+2 (2 for 1 <sup>st</sup> year) +4 post temporary		
4	Lab Supervisor	1		
5	Instructor	1		
6	Assistant Instructor	2		
7	Mechanic	2		
8	Helpers	3		
9	SDA	1		
10	Peon/Attender	1		

**Department- Computer Science and Engineering      Intake- 120      Status-Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor*	2	1:15	Cadre ratio as per the VTU norms
2	Associate Professor*	4		
3	Assistant Professor*	12+4 (4 for 1 <sup>st</sup> year) +2 post temporary		
4	System Analyst	1		
5	Computer Programmer	2		
6	Computer Operator/Instructor	2		
7	Lab Assistant (Asst Instructor cadre)	2		
8	Computer Mechanic	1		
9	Helpers	3		
10	SDA	1		
11	Peon/Attender	1		

\* Note post shall be filled as per the actual student strength on year wise in phased manner upto completion of 4 years with increase in intake of 120 from 2022-23.



**Department- Information Science and Engineering Intake- 120 Status-Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor*	2	1:15	Cadre ratio as per the VTU norms
2	Associate Professor*	4		
3	Assistant Professor*	12 +6 post temporary		
6	Computer Operator/Instructor	2		
7	Lab Assistant (Asst instructor cadre)	2		
8	Mechanic	1		
9	Helpers	3		
10	SDA	1		
11	Peon/Attender	1		

\* Note post shall be filled as per the actual student strength on year wise in phased manner upto completion of 4 years with increase in intake of 120 from 2022-23.

**Department- Computer Science and Engineering (AIML) Intake- 120 Status-Not Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor*	2	1:20	Cadre ratio as per the VTU norms
2	Associate Professor*	4		
3	Assistant Professor*	12		
6	Computer Operator/Instructor	2		
7	Lab Assistant (Asst instructor cadre)	2		
	Mechanic	1		
8	Helpers	3		
9	SDA	1		
10	Peon/Attender	1		

\* Note post shall be filled as per the actual student strength on year wise in phased manner upto completion of 4 years with increase in intake of 120 from 2022-23.

**Department- Computer Science and Engineering (DS) Intake- 120 Status-Not Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor*	2	1:20	Cadre ratio as per the VTU norms
2	Associate Professor*	4		
3	Assistant Professor*	12		
6	Computer Operator/Instructor	2		
7	Lab Assistant (Asst instructor cadre)	2		
8	Mechanic	1		
9	Helpers	3		
10	SDA	1		
11	Peon/Attender	1		

\* Note post shall be filled as per the actual student strength on year wise in phased manner upto completion of 4 years with increase in intake of 120 from 2022-23.

**Department- Mechanical Engineering****Intake- 30****Status- Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	1	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	1		
3	Assistant Professor	3+4 (4 for 1 <sup>st</sup> year)		
6	Instructor	1		
7	Lab Assistant (Assistant instructor cadre)	1		
8	Mechanic	1		
9	Helpers	1		
10	Peon/Attender	1		

**Department- Civil Engineering****Intake- 30****Status- Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	1	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	1		
3	Assistant Professor	3+2 (2 for 1 <sup>st</sup> year)		
6	Instructor	1		
7	Lab Assistant (Assistant instructor cadre)	1		
8	Mechanic	1		
9	Helpers	1		
10	Peon/Attender	1		

**Department: Electrical & Electronics Engineering****Intake- 0****Status- Not-Accredited**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	-	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	-		
3	Assistant Professor	4		
4	Helpers	2		

**Department- Physics Intake- 600**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Associate Professor	1	1:20	Cadre ratio as per the VTU norms
2	Assistant Professor	4		
3	Lab Assistant (Mechanic cadre)	1		
4	Helpers	1		

**Department- Chemistry Intake- 600**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Associate Professor	1	1:20	Cadre ratio as per the VTU norms
2	Assistant Professor	4		
3	Lab Assistant (Mechanic cadre)	1		
4	Helpers	1		



**Department- Mathematics Intake- 600**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	1	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	1		
3	Assistant Professor	5		

**Department- Humanities Intake- 600**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	-	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	-		
3	Assistant Professor*	4		

\*English-01; Kannada-01; CIP/CIV -01 Biology- 01  
Qualification- PG with first class in relevant field

**Department- Master in Business Administration Intake- 60**

Sl.No	Designation	No of Posts	Staff Student ratio	Remarks
1	Professor	1	1:20	Cadre ratio as per the VTU norms
2	Associate Professor	1		
3	Assistant Professor	4		
4	Peon/Attender	1		

**Department- Library Intake-600**

Sl.No	Designation	No of Posts
1	Librarian	1
2	Assistant Librarian	1
3	Library Attenders	4

**Department- Sports Intake-600**

Sl.No	Designation	No of Posts
1	Physical Education Director	1
2	Peon/Attender	1

**Department- Office Intake-600**

Sl.No	Designation	No of Posts
1	Administrator	1
2	Registrar	1
3	Superintendents	3
4	FDA's	4
5	SDA's	4
6	Attender	2

**Department- Maintenance Intake-600**

Sl.No	Designation	No of Posts
1	Supervisor	1
2	Electrician	2
3	Plumber	1
4	Drivers	As per no. of vehicles
5	Gardeners	2
6	Sweepers	11
7	Scavenger	2

**Note:** Suitable consolidated salary will be payable from time to time as per the requirement for all maintenance staff.

  
Additional Director

**Additional Director**  
Sai Vidya Institute of Technology  
Rajanukunte, Bangalore-560 064

