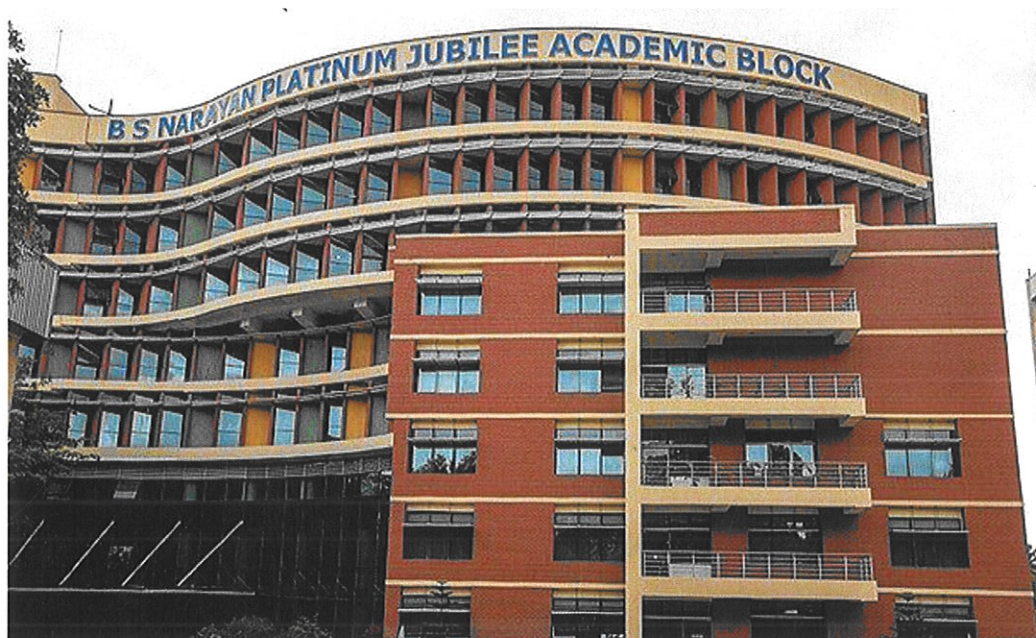




B.M.S. COLLEGE OF ENGINEERING, BENGALURU
Autonomous Institute, Affiliated to VTU

Management Norms for Staff





Dr. B.S. Ragini Narayan

Donor Trustee & Member Secretary,
BMSET



Dr. P. Dayananda Pai

Life Trustee, BMSET &
Chairman, Board of
Governors, BMSCE

The Board of Governance (BOG) executes its vision and mission and the strategic plan with the involvement and support of all the stakeholders.

The Management is bringing out this handbook to ensure transparency and guide the staff to discharge their responsibilities with ease and efficiency. The book provides the policies, procedures, rules and other elements of the institute for knowledge and compliance with all provisions contained herein. The benefits extended to faculty to take up research endeavors reflect the commitment of the Management to encourage research activities in the campus. The management expects its faculty to achieve a high level of performance in R&D activities.

The BOG is committed to review and update the norms as per requirements from time to time. Upon amendment of any part, the institution will endeavor to use normal communication channels to disseminate the employees of such changes.

With the highest level of engagement from all the stakeholders, the Institution shall continue to impart advanced knowledge for the betterment of the student community.



Dr. Bheemsha Arya

Principal

The Institution is proud of the contributions made by its faculty and staff members in providing holistic education to students. The administration is making every effort to specialize and continuously upgrade skills and practices of faculty and staff members. It is heartening to note that the faculty have been making notable contributions and are actively engaged in research and development programmes. This book provides norms governing faculty and staff with a view to encourage familiarizing themselves with the benefits and opportunities at their disposal to excel and expand their knowledge.



SECTION A: NORMS RELATED TO FACULTY

1. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. *Non- adherence or non-compliance to the rules, regulations & responsibilities* will be treated as dereliction of duties and suitable disciplinary action will be initiated against such staff members.

1.1. GENERAL

- a. The faculty members must be punctual to duty. ✓
- b. The faculty shall stay within the campus during the working hours of the College.
- c. The faculty shall discharge the responsibilities assigned in teaching/research/consultancy and administration diligently in an honest and unbiased manner with total commitment. ✓
- d. The faculty members are expected to conduct themselves in a professional and co-operative manner. ✓
- e. Take precautions to protect equipment, materials and facilities of the college.
- f. Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), COE, Vice Principals and Principal. ✓
- g. To take up other duties and responsibilities as prescribed by the Principal/Management not limited to (apart from) Academic and Evaluation duties.
- h. To undertake Research/Consultancy Activities constantly in addition to teaching.
- i. The faculty are required to conform to & follow the rules & regulations in force and brought in force from time to time.
- j. The faculty shall not strictly engage/take private tuitions.
- k. The faculty shall wear a decent and formal dress.
- l. The faculty shall complete the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) within one week of the last day of examination.
- m. The faculty shall not accept / proceed to undertake any duties/works outside the college without prior approval/permission of the Principal.
- n. Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned person should submit proof of attendance and the same should be recorded in the department / college.

1.2. BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in a professional and befitting manner. The faculty members shall adhere to ethical codes of conduct listed below:

- a. The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- b. The faculty shall desist from unauthorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.



- c. The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- d. The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution.
- e. The faculty shall comply with rules, regulations and norms of Management revised from time to time.

1.3. ACADEMIC

- a. To conduct the assigned classes as per schedule.
- b. To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- c. To implement designated curriculum with the said objectives.
- d. To participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions.
- e. The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process (TLP).

1.4. CLASSROOM MANAGEMENT

- a. To come well prepared for the class and stay focused on the topic/content.
- b. To be present in the classroom right in time [near the classroom five minutes prior to the scheduled commencement].
- c. To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
- d. To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- e. To share knowledge in a manner that encourages effective two-way communication.
- f. To be organized in order to make efficient use of time and move in a planned and systematic direction.
- g. To be self-confident and facilitate quality delivery of the course taught.
- h. Involve visual and activity-based learning wherever possible, use modern teaching tools in addition to conventional use of black board depending on the course & necessity.
- i. Provide real time case studies as and when necessary. Employ appropriate strategies to achieve the desired objective of learning.
- j. To pose questions to the students which will inculcate out of box thinking.
- k. To summarize the concepts at the end of every class.
- l. After every CIE, the faculty shall discuss the common mistakes made by students and explain



how to overcome it.

- m. To evaluate the CIE answer books within three working days and make the scheme of evaluation transparent.
- n. The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- o. The faculty shall not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
- p. The faculty shall handle the assigned practical classes and be available in the designated place for the full scheduled time of the practical class.
- q. A class, be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- r. Absence from duty without authorization is not permitted and will be viewed seriously.

1.5. STUDENT RELATED

- a. To motivate students to show interest and learn the most.
- b. To be available for the students even after class hours to clarify their academic doubts.
- c. To provide students the question bank in order to facilitate them for writing SEE.
- d. To motivate and help students to do innovative projects in related area/topics (suggested by the faculty & chosen by the student), so that their analytical and self-learning skills improve.
- e. To treat students with respect, and teach them to treat others with respect.
- f. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
- g. To handle gently but firmly, any misbehavior of students and weed out the cause.

1.6. ROLE AS PROCTOR /MENTOR

- a. As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration, re-registration, cancelation, dropping, withdrawing, etc from the courses).
- b. The faculty must meet the proctees at least once in every fortnight. The faculty shall report to the HOD/Principal about those students who avoid meeting the Proctor.
- c. The Proctors should update the proctee details and update proceedings of meetings in the online proctor module available in the college / campus website.
- d. The faculty shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.
- e. The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time.
- f. To demonstrate communication and interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders. Positive attitude and



mindset is highly appreciated.

- g. To ensure maintenance of proctor diary online/offline in accurate, complete, and appropriate manner. The proctor diary to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- h. The proctor should serve the students as a friend, philosopher and guide.
- i. Ensure and verify the additional mandatory needs of student requirements by university/ AICTE activity points/ regulatory bodies.

SECTION B - ROLES & RESPONSIBILITIES OF VARIOUS OFFICIALS INCHARGE OF ACADEMIC ADMINISTRATION

2.1. Principal

The Principal shall provide leadership for the academic administration and create an effective environment conducive for learning, shall ensure that quality education is imparted to the students, and foster their holistic development. Principal shall ensure all-round development of the Institute and achievement of strategic goals of the institution.

- a. The Principal shall report to the Chairman, BOG on all matters.
- a. The Principal is the Head of the Institution and shall act as a link between the Staff, Students and Management.
- b. In the capacity of the Member-Secretary of the BOG, shall put-forth proposals in all administrative / academic / finance related matters and seek approval and ensure its apt implementation.
- c. The Principal shall assess the HR requirements and make recruitments as per the procedures and norms.
- d. The Principal being the Ex-officio Chairman of the Academic Council of the College, shall advise and guide the Chairpersons of the Board of Studies (BOS) on providing curriculum to match with current needs; ensure implementation of the decision/regulations approved by the Council.
- e. The Principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution.
- f. The Principal shall ensure that proper administrative and evaluation process in addition to addressing the rightful grievances of the students, staff and faculty members.
- g. The Principal shall from time to time prepare a Strategic Plan for the Institution which sets the milestones to be achieved.
- h. The Principal shall be the Executive in-charge of all academic and administrative bodies. Shall ensure adherence of all regulations framed by the BOG.
- i. To conduct regular meetings among various bodies as necessary, for proper functioning of the Institution.
- j. To comply in a timely manner all records and reports required by the various agencies like UGC, AICTE, DTE, VTU, and others.
- k. To promote accreditation activities and facilitate agencies like NIRF, NBA, NAAC etc, by complying time to time with respect to all records and reports required by the agencies.



- l. To take all necessary actions for smooth conduction of examinations.
- m. The Principal being the Ex-officio Working Chairman of the Hostels, shall advise and monitor the functioning of the Hostels. ensure congenial environment for the hostelites.
- n.
- o. The Principal being the Ex-officio Member-Secretary, Infrastructure works committee, shall put-forth plans for various building projects proposed by the College and proper completion of the approved projects.
- p. The Principal is the Ex-officio Member of the International Co-operation Division Committee (ICD).
- q. To oversee the activities of Melton Foundation, USA and mentoring its task team members and fellows.
- r. The Principal is the Ex-officio Working President of the Executive Committee of BMSCE Alumni Association.
- s. The Principal is the Ex-officio Chairman of the Finance Committee.
- t. To oversee the activities of the College Procurement Committee.
- u. To steer as the signing authority for the MoUs executed at the institute level.
- v. Any other duties and responsibilities assigned by the Chairman, BOG/Management from time to time.

Vice-Principals

Roles & Responsibilities Vice Principals

2.2. Vice Principal (Administration)

Supports & Assist Principal, BMSCE in the following areas

- a. To be link between the Principal and HODs, Administrative departments, Staff and Students.
- b. Ensure appropriate and required levels of discipline in all staff, students and visitors to the college.
- c. Provide necessary support and ensure adherence to the code of conduct, policies and procedures of the Institution.
- d. Provide for an orderly & conflict free institution environment.
- e. Scrutinize all the proposals on Administrative and Financial matters carefully and then submit to the Principal.
- f. Provide guidance to staff (Teaching and Non-Teaching) on all matters.
- g. Verify all the files relating to establishment bills, service matters and to submit to the Principal.
- h. Ensure campus maintenance (Housekeeping, Security and Garden) and related Civil and Electrical works.



- i. Advise on infrastructure development in accordance with the needs and growth of the institution by conducting regular meetings with all stakeholders and ensure maintenance of registers and necessary documents,
- j. Evaluate all procurements related issues by ascertaining the actual need vis-à-vis available items to arrive at an optimum requirement and advise on all procurement related issues.
- k. In charge of Public Relations.
- l. To assist in the Preparation of Budget and Monitoring expenditure and other accounting related activities.
- m. To be in charge of Community Services, Cultural and Sports activities.
- n. During leave of the Principal, the Vice Principal (senior by service) shall discharge all the duties and responsibilities of the Principal.
- o. Any other work entrusted by the Principal, Director, Chairperson and BOG.

2.3. Vice Principal (Academic)

Supports & Assists Principal, BMSCE in the following areas as cited below

- a. Attend all admissions matters and related queries as and when the requirement arises. Resolve all student related problems on admission and provide feedback to the authorities on regular intervals.
- b. Organise orientation programs, FDPs, Seminars, Workshops and Conferences for the faculty members & professional staff development programs with the assistance of the concerned department.
- c. Ensure conduction of skill development activities for students.
- d. To facilitate the preparation of Project Reports for submission to AICTE, DST, VGST and other funding agencies with the help of concerned functionary.
- e. To monitor the conduction of classes and also facilitate seamless integration of online & offline classes as and when required.
- f. In charge of co-curricular activities.
- g. To interact with Parents.
- h. To monitor the activities related to IQAC.
- i. To assist in the preparation of Calendar of Events & related academic matters.
- j. To assist in Curricular development as per NEP, activities related to Accreditation, Affiliation and Autonomy and inspections by VTU, DTE, AICTE & other various statutory committees.
- k. Maintain effective & efficient liaison with VTU, DTE, AICTE & UGC and other Government bodies
- l. To organize Academic Committee Meetings & faculty meetings.
- m. To address issues related to examination conduction and liaison.
- n. Institutional and Departmental strategic plan of work and performance report.



- o. To ensure Training/Research, paper publications and Consultancy activities.
- p. To ensure faculty evaluation by students, corrective action and counseling.
- q. Ensure provision of Students Grievance Redressal Mechanism and other related matters on a continuous basis and provide suggestions to resolve the issues.
- r. To monitor the Student information system.
- s. During leave of the Principal, the Vice Principal (senior by service) shall discharge all the duties and responsibilities of the Principal.
- t. Any other work entrusted by the Principal, Director, Chairman and BOG.

2.4. Controller of Examinations (COE)

- a. COE shall be totally responsible for smooth conduction of examinations with confidentiality.
- b. Preparation and display of final result notification (s) and sending the grade cards to students as per prescribed schedule.
- c. Responsible for the timely issuance/provision of the examination material, instructing the supervisory staff and holding their meetings as and when required.
- d. Postponement or cancellation of examination, in part or in whole, in the event of unusual or emergency circumstances after approval of the Principal.
- e. Appointment of Mal-Practice committee with the prior approval of Principal in relation to examination matters for carrying out investigation and convene meeting and issue notices thereof.
- f. Bringing into the notice of the Principal all cases of infringement of rules of examinations with full report for disposal.
- g. Source the question papers set from the panel of examiners recommended by BOE and perform other related tasks concerned with Question paper.
- h. Conduct regular meetings with BOE chairpersons.
- i. Assign any confidential work with the approval of the authority.
- j. Maintaining over all examinations records of the students.
- k. Preparation of the time table as per the calendar of events in consultation with the authority.
- l. Timely issuance of transcripts to Undergraduate & Postgraduate students.
- m. Keep record of Student's result and maintain confidentiality.
- n. Any other work assigned by the Principal.

2.5. Dean-Academic

- a. Overseeing the Curriculum development - Preparation of Scheme & Syllabus and appraising the Academic Council.
- b. Overseeing the proper implementation of Teaching Learning Process (T- L-P) such as lesson planning, work-done by the faculty, remedial classes etc.



- c. Preparation of Academic calendar and effectively monitor conduction of classes.
- d. To coordinate with Accreditation agencies like NBA, NAAC, VTU-LIC and others.
- e. Facilitate the visits of AICTE/NBA inspection/expert committees.
- f. Course Registration & Course Re-registration.
- g. Authentication and permission for late Course Registration/Re- registration.
- h. Ex-officio Member-Secretary of Academic Council.
- i. Documentation of result analysis of all programmes.
- j. Academic Reforms as per the prevailing norms of the regulatory body.
- k. Facilitate the process of open elective registration in coordination with e-governance cell.
- l. Any other duty assigned by the Principal.

2.6. Dean- Placement & Training

Dean Placement & Training shall

- a. Develop a plan of action to maximize student placement percentage for every academic year.
- b. Preparation of database and regular update of companies and students for placement, training, internships, etc.
- c. Preparing students for placement through various activities/soft skills training.
- d. Necessary arrangement for campus placement: Schedule, visit of industry personnel, pre placement talks, written test, personal interviews, etc.
- e. Preparation of information of the institute and regular updates regarding annual surveys by various agencies for institute ranking.
- f. Managing finance of training and placement with the prior approval of the Principal.
- g. Strengthen the industry institute interactions in collaboration with IIRC.
- h. Publishing placement statistics from time to time on the website.
- i. Any other duty assigned by the Principal.

2.7. Dean-First Year (B.E.) Students

The role of Dean (First Year B.E.) is to liaise between the administration and first year students. The responsibilities are as follows:

- a. To guide the students regarding academic rules and regulations of the institute.
- b. To conduct orientation to the freshers and coordinate with various trainers/counselors towards providing additional training needs.
- c. To facilitate registration and re-registration of first year students.
- d. To maintain the class list of the students and update the changes as required with the approval of the Principal / Vice-Principals.
- e. Prepare the time table for the first year in consultation with the Vice Principal (Academic) and effectively monitor the conduction of First Year Classes.



- f. To monitor the attendance of first year students.
- g. To suggest methods for improving the first year curriculum and conduct necessary academic audits.
- h. Interact with the HOD/proctors/faculty members handling first year courses to resolve student related issues.
- i. To ensure proper conduct of CIE (Tests, Quizzes etc) as per the calendar of events.
- j. Ensure that the CIE (both attendance and marks) are recorded/maintained properly by the concerned faculty and to coordinate with the respective first year teaching faculties of various departments and COE.
- k. To identify slow learners and arrange for remedial coaching.
- l. To ensure that students are free from any acts of ragging or other such activities.
- m. To focus on learning aspects of foreign students and provide necessary academic support in coordination with the International Cooperation Division (ICD).
- n. Preparation of result analysis of First Year courses from time to time.
- o. Any other responsibility assigned by the Principal.

2.8. Dean – Student Affairs

- a. Responsible for in campus discipline of the students and ensuring ragging free campus.
- b. Act as Chief proctor and conduct proctor meetings at suitable intervals.
- c. Encourage healthy living and positive relationships among students and the campus community.
- d. Plan, organise and manage various co-curricular and extracurricular activities at the institutional level.
- e. Preparation of budgets and provision/allocation of funds for student activities.
- f. Interact with students to keep them informed about the latest market trends and skills demands so that they can update themselves and prepare best for their career.
- g. Arrange frequent feedback of faculty from students regarding class/course.
- h. Maintenance of database of Student clubs and their activities.
- i. Any other responsibility assigned by the Principal.

2.9. Dean-Innovation

- a. Shall work to facilitate and promote innovation and entrepreneurship in the college.
- b. Liaison between the institute and other agencies related to innovation in consultation with the Principal.
- c. To conduct regular meetings with HODs to promote innovation culture.
- d. Develop and implement strategies to source the suitable candidates for incubation and help them to be successful.



- e. To guide students and faculty in commercializing the innovations.
- f. Identify and nurture innovations from students and faculty into startups.
- g. Conduct events, seminars, hackathons, techathons, etc related to innovation and entrepreneurship.
- h. Mentor and support Institute Innovation Council (IIC) from time to time.
- i. Support and participate by providing required data for the ranking framework.
- j. Any other responsibility assigned by the Principal from time to time.

2.10. Head-R&D

- a. Develop strong linkage for R&D information of individuals/ Departments /College.
- b. To share information and mentor on research projects, grants, call for proposals, etc.
- c. Guide and monitor proposals by the faculty for fetching external research funding.
- d. To nurture research culture in the college through skill and Idea labs and other mechanisms.
- e. Create and maintain the database regarding faculty expertise.
- f. To motivate and guide faculty/students to publish papers in National and International refereed Journals in their areas of research.
- g. Liaison between research centres, research scholars and Universities.
- h. Framing of rules for industrial sponsored research and consultancy.
- i. To develop close link between research scholars, supervisors and related industries for fostering research culture in the campus.
- j. To conduct faculty events and seminars related to faculty publications, research/ innovative works, grants, IPR, etc.
- k. To be the Convener for the R&D Committee.
- l. Facilitate the execution of all the on-going externally funded Projects & shall monitor the progress of on-going funded projects [both external and In- house].
- m. To recognise research contributions with incentives and awards as per the research promotion policy.
- n. To facilitate the visit of experts, collaborators, committees related to R&D.
- o. To facilitate the proposal scrutiny process of FRPS/Others as assigned by the Principal.
- p. To conduct progress review seminars of faculty members deputed on QIP / ERP as assigned by the Principal.
- q. To liaison between the college and Patent attorney.
- r. Manage the patents (filed/published/granted) and other IPs as per IPR policy.
- s. Ensure that the University norms for recognition of new Research centres continuation/extension prescribed by the University are followed.
- t. Any other responsibility assigned by the Principal/ Management from time to time.



2.11. Head of the Department (HOD)

The prime role of the Head of an Academic Department is to be a strong academic leader.

- a. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- b. Responsible for ensuring the educational progress and welfare of students registered with the department.
- c. To plan and prepare proposals for development of the department.
- d. Involve self and other faculty in updating and revising curriculum on a continued basis to meet the current trends.
- e. To allocate the academic workload of the department to the faculty members.
- f. To supervise the attendance of students in classes and laboratories and to scrutinize the academic progress of students.
- g. To ensure smooth conduction of examinations in coordination with the office of COE in smooth conduct of the examination / practical / seminars/ etc.
- h. To continuously encourage research, collaborations, consultancy amongst faculty and students.
- i. To ensure proper maintenance and upkeep of the department. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum/ Research/Consultancy requirements.
- j. Prepare departmental Budget. Responsible for the effective financial management of the department in accordance with the financial procedures and as delegated by the Principal.
- k. Responsible for faculty/staff development including (i) Training, development and career management and (ii) Day-to-Day management matters, leaves, etc.
- l. Provide in time all records and reports required by the concerned College office to comply with agencies like UGC, AICTE, DTE, VTU and others.
- m. Promote accreditation activities and facilitate agencies like NIRF, NBA, NAAC etc.
- n. To have regular meetings with faculty/staff, in order to assess the academic progress and maintain the record of the minutes.
- o. To ensure that safety/security measures are in place at all times.
- p. To undertake any other task as and when assigned by the Principal/Management from time to time.

2.12. Chief Coordinator, International Quality Assurance Cell (IQAC)

- a. Oversee the preparation for NAAC accreditation and re-accreditation processes, including self-study reports and peer review visits .
- b. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, and ensure its submission to NAAC within the prescribed timeline.



- c. Facilitate academic and administrative audit through involvement of all stakeholders.
- d. Monitor compliance with the norms, standards, and guidelines set by regulatory and accreditation bodies.
- e. Organise and facilitate workshops, seminars, and training programs for faculty and staff to enhance their skills and knowledge in quality assurance.
- f. Support measures towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- g. Ensure that the institution adopts and implements innovative teaching, learning, and evaluation processes.
- h. The IQAC shall document the reports of various programmes/activities leading to quality improvement.
- i. Promote creation of student support facilities and activities that contribute to the overall development of students.
- j. Any other responsibility assigned by the Principal from time to time.

2.13 Working Chairman, e-Governance

- a. Implementation of e-Governance in all the major functional areas of the institute viz., Administration, Finance/Accounts, Student Admission and Examination.
- b. Focus on improving efficiency, transparency, and accessibility by leveraging the latest digital tools and platforms.
- c. Implementing support measures towards transparency and accountability in various processes of Governance and administration.
- d. Propose necessary hardware and software infrastructure requirements to ensure efficient, secure, and scalable operations.
- e. Plan and design e-Governance projects, encompassing the scope, timeframe, resources, and budget.
- f. Monitor the progress and effectiveness of the project. Assess the results and impact, making necessary modifications to enhance efficiency.
- g. Manage the financial aspects of e-Governance initiatives, including budget management, to ensure efficient use of funds and compliance with financial constraints.
- h. Promote and facilitate novel methods for digital governance.
- i. Monitoring the cloud servers and tracking their resource utilization across different projects.
- j. Overseeing the college's website including design, development and maintenance. Ensuring the website information is up-to-date, user-friendly, and secure.
- k. Operations related to student academic activities like online registration, faculty appraisal by students, lesson plans, CIE, student attendance counseling / Mentoring through BMSCE online portal.



- l. Establishing and managing communication channels such as emails, SMS, and notification systems to keep students, faculty parents and staff informed about important updates and events.
- m. Hosting documents in the website as mandated by assessing agencies like UGC, AICTE, NAAC, NBA, VTU and others
- n. Oversee implementation of online payment gateways. Link to various modes of payments which includes College Fees, academics, examinations, Hostels etc.
- o. Manage platform for students to submit their grievance and feedback with tracking and resolution mechanisms.
- p. Integration of digital security measures, including CCTV, biometric access, and other mechanisms.
- q. To promote the creation of a paperless environment in the college.
- r. Any other responsibility assigned by the Principal from time to time.

2.14 Coordinator, Industry Institute Interaction Cell (IIIC)

- a. Promote the consultancy services by faculty to industry Collaborative research works by faculty and industry personnel.
- b. Organizes industrial visits to students/faculty.
- c. Arranges visits of industrial people to institutes and lectures on advancements in technology.
- d. Signing of Memorandum of Understanding between institute and industry/higher education institute to bring both parties strategically closer.
- e. Organizing workshops, conferences and symposia jointly to explore advanced technologies.
- f. Involves experts from industry/research organization in curriculum development Pave path for internship/project work of UG and PG students in industry.
- g. Organizes skill-oriented programs for students and faculty in industry.

2.15. Coordinator, Consultancy Cell

- a. To promote consultancy in all disciplines of engineering
- b. To interact with industries and organizations for consultancy work.
- c. To frame guidelines and procedures for smooth functioning of consultancy cell
- d. To establish database of potential decision makers in Industry
- e. To work with government agencies, industry associations, and other professional bodies to promote consultancy work.
- f. To oversee the generation of revenue for the institution.
- g. Any other responsibility assigned by the Principal from time to time.



2.16. Chief Coordinator, Competitive Examination and Higher Study Cell (CEHSC)

- a. Coordinate with the Faculty coordinators, and organize Awareness programs, Education Fairs and Invited Talks on Higher Education, especially in the Foreign Countries.
- b. Conduct Invited talks by National / International experts on SOP writing, Profile building and Financial Assistance.
- c. Arrange one-to-one counseling sessions for the students seeking help / support in choosing programs / Universities / Countries.
- d. Support the departments in motivating / training students to give competitive exams in general and GATE in particular.
- e. Collate details of the GATE qualified students and process the data for reimbursement of the application fee.
- f. Provide wide circulation to invites for External events (Online / Offline) organized by the higher education consultants.
- g. Assist IQAC in preparing annual reports on the sections concerned with higher education.
- h. Coordinate Interactive programs between Academic leaders of BMSCE and Foreign delegates.
- i. Prepare and get approval for the annual budget of the cell towards its activities.
- j. Carryout related additional duties assigned by the Principal, BMSCE.
- k. Any other responsibility assigned by the Principal from time to time.



SECTION C: ROLES AND RESPONSIBILITIES OF FACULTY

GUIDELINES FOR PERFORMANCE MEASUREMENT OF THE FACULTY OF VARIOUS CADRES BYWAY OF DUTIES & RESPONSIBILITIES

3.1. DUTIES AND RESPONSIBILITIES-FACULTY OF THE CADRE OF PROFESSOR

A Professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the department and college are 40 hours per week. The direct teaching and laboratory hours shall be not less than 14 hours/week out of which 08 hours shall be theory.

3.1.1. Duties and Responsibilities:

- a. Involve in design/revision and up-gradation of courses.
- b. Deliver lectures, practical skills, methods and techniques to students using innovative methods and technology.
- c. Prepare course material, lesson plans for the courses assigned.
- d. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- e. Conduct CIE & SEE with utmost integrity.
- f. Supervise [innovative] student projects.
- g. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities).
- h. Involve in the process of procuring course materials/textbooks, laboratory equipments.
- i. Participate in all departmental and college activities.
- j. Publish papers in conference [either National or International].
- k. Continue quality research work.
- l. To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc..
- m. Guide Research Scholars for PhD.
- n. Publish papers in refereed journals (Web of Science Q1 to Q4).
- o. Writing Textbooks/Manuals/Book Series/Book Chapter, etc.
- p. Develop products & apply for patents.
- q. Undertake consultancy works for Income revenue generation [IRG].
- r. Keep abreast of current developments in their respective fields.
- s. Any other responsibility assigned by the HOD/ Principal /Management from time to time.

3.1.2. Mandatory Requirement:

- a. A minimum of 60% rating is mandated in the students' feedback gathered from time to time.
- b. Proctoring of the Students and maintaining appropriate records.
- c. Publish at least 2 papers in refereed journals (Web of Science Q1 to Q4) in a year.



3.1.3. Desirable Activities:

- a. Conduct/organize workshop/ conference/ FDPs/STTP.
- b. Deliver Guest / Invited lectures at other Institutions [without affecting the scheduled class/ work and other assigned responsibilities in the department/college].

3.2. DUTIES AND RESPONSIBILITIES - FACULTY OF THE CADRE OF ASSOCIATE PROFESSOR

The minimum hours of work in the department and college are 40 hours per week. The direct teaching and laboratory hours shall be not less than 14 hours/week out of which 08 hours shall be theory. The duties and responsibilities include:

3.2.1. Duties and Responsibilities:

- a. Involve in design/revision and up-gradation of courses.
- b. Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
- c. Prepare course material, lesson plans for the courses assigned.
- d. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- e. Conduct CIE & SEE examination with utmost integrity.
- f. Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same.
- g. Supervise student projects.
- h. Publish papers in conference [National/ International] in a year.
- i. Participate in all departmental and College activities as prescribed.
- j. Any other Responsibility assigned by the HOD/ Principal/ Management from time to time.
- k. Pursue research & consultancy works [IRG].
- l. To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc.
- m. To make presentations at national and international conferences and similar events.
- n. Keep abreast of current developments in their respective fields.

3.2.2. Mandatory Requirement:

- a. A minimum of 60% rating is mandated in the students feedback gathered from time to time.
- b. Proctoring of the Students and maintaining appropriate records.
- c. Publish at least 2 papers in refereed journals (Web of Science Q1 to Q4) in a year.

3.2.3. Desirable Activities:

- a. Writing Textbooks/Manuals/Book Series/Book Chapter, etc.
- b. Developing products & applying for patents.
- c. Conduct/organize workshop/conference/STTP/FDPs.



- d. Deliver Guest/ Invited lectures at other Institutions [without affecting the scheduled class/ work at the Department].

3.3. DUTIES AND RESPONSIBILITIES - FACULTY OF THE CADRE OF ASSISTANT PROFESSOR

The minimum hours of work in the Department and College is 40 hours per week. The Direct Teaching and Laboratory hours shall be not less than 16 hours/week out of which 08 hours shall be theory. The Duties and Responsibilities include:

3.3.1. Duties:

- a. Prepare course material, lesson plans for the courses assigned.
- b. Deliver lectures using innovative methods and technology.
- c. Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same.
- d. Assist students for improving their learning in academics.
- e. Supervise student projects.
- f. Accompany students during field trips and industrial visits.
- g. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- h. Conduct CIE and SEE examinations with utmost integrity.
- i. Attend FDP [workshop/conference/STTP] during the lean period/vacation/semester breaks (minimum duration shall not be less than a week).
- j. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities).
- k. Involve in the process of procuring course materials/textbooks, laboratory equipment etc.
- l. Participate in all departmental and college activities as prescribed.
- m. Keep abreast of current developments and stay relevant in their respective fields.
- n. Present papers in conferences in their respective field.
- o. Publish technical paper (Web of Science quality factor Q1 to Q4) in a year in their respective field.
- p. Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

3.3.2. Mandatory Requirement:

- a. A minimum of 60% rating is mandated in the students feedback gathered from time to time.
- b. Proctoring of the Students and maintaining appropriate records.
- c. Publish at least 2 papers in refereed journals (Web of Science Q1 to Q4) in a year.
- d. The faculty with an experience of 3 years or more in the college shall compulsorily register for PhD subject to the college norms.

3.3.3. Desirable activities:

- a. Developing products & applying for patents.



SECTION D: FEEDBACK PROCESS AND PERFORMANCE ASSESSMENT OF FACULTY

4.1. FEEDBACK PROCESS - A well-established feedback process is in place and is operating very effectively. The main features of this system are

- a. Every semester three feedbacks are obtained from the students for each of the courses being taught by the faculty.
- b. The first and third feedback pertain to only the Course being taught by the faculty.
- c. The second feedback also includes Institutional, Principal and HODs feedback.
- d. The complete feedback system is online and the identity of individual faculty/student is protected.
- e. A specific ID is given to both the students and the faculty for feedback.
- f. Faculty are rated on a scale of five ranging from Excellent, Very good, Good Fair and Poor.
- g. The feedback collected is analyzed using a formula, thus indicating a percentage score for each individual faculty.

4.2. POLICY AND MONITORING GUIDELINES FOR ASSESSMENT AND EVALUATION OF THE FACULTY PERFORMANCE, BASED WITH REGARD TO POOR PERFORMANCE RATED, THROUGH STUDENT FEEDBACK.

- a. The Management has introduced a policy and monitoring guidelines for assessment and evaluation of the faculty performance based on the ratings of student feedback and to implement the following policy with regard to faculty rated below the threshold level (60%) through student feedback:
- b. The policy/guidelines prescribed by the Management with regards to faculty feedback is made applicable from time to time.



SECTION E: RESEARCH PROMOTION

A well-established Research Promotion Policy exists. Refer to the Research Policy Book.

5.1. RESEARCH PROMOTION POLICY (As approved during 83rd BOG dated 13.02.2023)

5.1.1. GUIDELINES/CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES (As approved in 83rd BOG dated: 13.02.2023)

With an aim to enhance the enthusiasm in the faculty members to further publish quality research papers in high quality journals, the cash incentive will be awarded for publishing in refereed journals are as follows

S.No	Quality/Quartile Range	Cash Incentive
1	Q1 - Extremely high quality	₹.25,000
2	Q2 - High quality	₹.15,000
3	Q3 - Medium quality	₹.10,000
4	Q4 - Acceptable quality	₹.5,000
5	Journals in Web of Science but not in JCR	₹.2,500

Terms and conditions

- For each faculty, S.no 5 will be given only once per financial year irrespective of the number of publications in that category and a maximum of three years.
- The incentive claim has to be submitted to the R & D office within one month of publication (online) for processing.
- The incentive will be processed based on the currently available rank in the Web of Science Journal Citation Report at the time of the claim.
- The conference publications which will be converted to Journals will not be rewarded with cash incentive.
- Institutional affiliation in the name and style of department of Management Studies and Research Centre, B.M.S. College of Engineering.

5.1.2. GUIDELINES/CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES FOR FACULTY OF MBA (Approved in 84th BOG dated: 31.05.2023)

Cash incentive for publishing in high quality journals as listed by ABDC Journal Quality list is awarded to encourage faculty members of Management Studies.

S NO	ABDC Quality Journals list rating	Incentive
1	A*	Rs.25,000
2	A	Rs.15,000
3	B	Rs.10,000
4	C	Rs.5,000

Terms and Conditions

- The incentive claim form to be submitted to the R & D Office within one month of publication (online) for processing of incentive.



- b. This is applicable only for the faculty members from the department of Management studies and research only.
- c. The incentive will be processed based on the available rating in the latest ABDC quality journals list.
- d. The cash incentive is applicable from the date of this circular.
- e. The conferences/other kinds of articles converted to journals shall not be considered.
- f. Institutional affiliation in the name and style of department of Management Studies and Research Centre, B.M.S. College of Engineering.
- g. If the journal is found to be listed in both Web of Science and ABDC, the incentive policy as per the Engineering and Sciences will come into force.
- h. The decision of the Principal regarding the approval of incentive is the final binding.

5.1.3 Incentive for writing technical books

- a. Cash incentive of Rs.5000/- will be awarded for publishing technical books, English & Kannada literature books, with ISBN through reputed publishers at State/National level.
- b. The faculty satisfactorily completed their two-year probationary period are eligible for the said claim.

5.1.4. Incentive for Sponsored Research Projects (As approved in the BOG meeting held on 12/08/2010 and modified in the BOG meeting held on 7/04/2014)

- a. Faculty members who receive projects from external funding agencies are awarded a cash incentive of 5 % of the total money received.
- b. The 5% incentive received shall be shared among the principal investigator and co-principal investigators / staff listed in the proposal.
- c. The incentive is also extended to faculty members fetching funds for developing R&D labs from leading MNCs/Industries/ Government organizations without any financial burden on the institute.

5.1.5. Mandatory Journal Publication (As approved during 83rd BOG dated 13.02.2023)

To further enhance the outcomes in terms of quality publications, in refereed journals indexed by web of science and scopus, it is mandated that each faculty member shall publish at least two papers in refereed journals per year indexed by Web of Science / Scopus. The publication in reputed conferences is highly encouraged, however, the conference publications converted to journals/proceedings shall not be considered as the journal publications. Any faculty not complying with the above requirement will be seriously reviewed during the yearly increment interaction.



5.1.6. FINANCIAL ASSISTANCE TO FACULTY FOR CONFERENCE PAPER PRESENTATION AND ATTENDING WORKSHOP / FACULTY DEVELOPMENT PROGRAM (FDP) / TRAINING / STTP, ETC (As approved during 83rd BOG dated 13.02.2023)

I. Conditions for presenting a paper in National or International Conference or attending a workshop/FDP/training,etc within India

The total financial assistance from the college for the following shall not exceed Rs.20,000/- per trip and a total of two times the opportunity can be availed by a faculty in a financial year.

- a. Registration fee
- b. Travel (Air/Bus/Train)
- c. Accommodation

II. Conditions for Presenting a paper in International Conference outside India

The total financial assistance from the college for the following shall not exceed Rs.1,25,000/- per trip once in three financial years. Only one Conference for three years per faculty is permitted.

- a. Registration fee
- b. International and local Travel (Air/Bus/Train)
- c. Accommodation

Conditions for sanction of financial benefit

- a. Faculty should be full-time employee and have completed the probationary period successfully.
- b. Faculty members should present the paper. If one or more faculty are the authors of the same paper/article, only one author will be eligible for financial assistance.
- c. The faculty should present the paper in his/her domain of expertise or in pedagogy.
- d. Financial assistance for paper presentation in the international conference abroad is subject to the additional review and recommendation by suitable experts in the field based on the paper submitted by the faculty.
- e. The presented paper should be published as proceedings which have the potential to get indexed in scopus and/or web of science. This can be verified based on the publications of previous proceedings of the conference.
- f. The faculty is required to submit the request through proper channel for financial assistance at least three months before the conference for outside India and three weeks before the conference/workshop/FDP/training within India.
- g. The financial support provided shall be such that the total assistance received from all sources including external funding agencies shall not exceed the total expenditure. Self declaration with relevant proof shall be provided as soon as such assistance is approved/sanctioned from any funding agencies.



- h. The financial assistance will be based on reimbursement basis. The reimbursement is subject to the production of original receipts/bills/invoices, in the name of the faculty or the college.
- i. In case the conference/workshop/FDP/training is canceled by the organizer, the financial benefit will be receded by the college.
- j. Prior approval and sanction from the Principal is mandatory for financial benefit.
- k. The discretion of sanctioning the financial support to the faculty lies with the Management and it is final binding.

5.1.7. INCENTIVE SCHEME FOR RESEARCH ACTIVITIES (As approved during 83rd BOG dated 13.02.2023)

The faculty who take up research activities in respective domain would be eligible for the incentive as below

- a. 100% Annual Membership Fee in respect of any Indian Professional Body in the respective domain of the faculty member.
- b. 75% of the Annual Membership Fee in respect of any Foreign Professional Body in their respective domain of the faculty member.
- c. 100% course fees for MOOC/SWAYAM/NPTEL/Coursera/edX, etc

Condition:

- A. This benefit will be extended to all those faculties who have satisfactorily completed their two-year probationary period.
- B. The annual expenditure in lieu of extending all the above benefits put together should not exceed Rs.15,000/- per faculty. The claims in this regard are on an reimbursable basis.
- C. This benefit will not be extended to those faculties whose feedback is less than the threshold rating during the academic year.

5.2. INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY (Approved during 83rd BOG dated 13.02.2023)

A well-established Intellectual Policy Rights (IPR) exists. Refer to the IPR Policy Book.

5.3. CONSULTANCY

5.3.1. CONSULTANCY PROJECT FACILITIES OF THE COLLEGE: TYPE I (USING THE LABORATORY)

This involves participation of a teacher or group of teachers who use institutional infrastructure such as workshops, laboratories, computers, etc., for the work.

Sharing of net revenue:

- a) 50% to the development fund of the Institution (10% towards Department Development Fund + 40% to the Institution)
- b) 50% to be shared by the team involved with the work including supporting staff.
- c) 10% TDS will be deducted for the Remuneration paid to teaching and non-teaching staff members W.E.F. 01.04.2015



5.3.2. CONSULTANCY PROJECT - TYPE II (WITHOUT USING THE LABORATORY FACILITIES OF THE COLLEGE)

This involves participation of a teacher(s) without using any institutional infrastructure.

Sharing of net revenue:

- a) 30% to the development fund of the institution (10% towards department development fund + 20% to the Institution)
- b) 70% to be shared by the team involved with the work.
- c) 10% TDS will be deducted for the Remuneration paid to teaching and non-teaching staff members W.E.F. 01.04.2015

5.3.3. APPORTIONMENT OF NET REVENUE:

Net revenue is the total charges received by the institute less the actual expenses incurred.

SNo.	Details	Percentage of sharing	
		Consultancy Project - I	Consultancy Project - II
1	Principal	1.0	1.0
2	Head of the Dept.	2.5	2.5
3	Teaching Staff involved in the Project	25.0	65.0
4	Supporting Staff involved in the Project	20.0	-
5	Office Staff	1.5	1.5

5.4. DEPUTATION OF FACULTY FOR HIGHER STUDIES

5.4.1. GUIDELINES/CONDITIONS FOR DEPUTING FACULTY MEMBERS FOR HIGHER STUDIES

- a. To depute a maximum of 10% of the total faculty members in a department for pursuing PhD programmes on Full Time under QIP subject to the following guidelines/eligibility conditions:

CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR BOTH AIDED & UNAIDED FACULTY FOR REGISTERING FULL TIME UNDER QIP

Conditions for deputation of faculty for full time PhD programmes under QIP:

In case of Grant in Aid (GIA) faculty:

- a. The faculty on deputation should have completed 5 years of service.
- b. The faculty shall be deputed for pursuing Ph.D. under QIP in premier institutions.
- c. The faculty on deputation shall complete his/her studies diligently for the purpose for which he/she is deputed.
- d. The deputationist shall not extend the period of his/her deputation beyond the prescribed period of deputation i.e., 3 years.



- e. The faculty on deputation shall within a week after completion of his/her studies report to BMSCE.
- f. The faculty on deputation shall serve BMSCE after reporting in such post and on such terms as the college may fix for a minimum period of three years after completion of Ph.D.
- g. In case the faculty on deputation fails to fulfill the above conditions, the faculty on deputation and the surety shall be jointly and severally liable for the repayment of full amount of expenditure incurred to the Government on the account of deputation with 10% interest per annum as the Government may, at their option, fix and demand.
- h. Granting of any time to the faculty on deputation to pay the whole or part of the amount due from him/her will not obsolete the surety or his/her liability.
- i. All the Government regulations/rules on the matter from time to time shall be binding on the faculty on deputation .
- j. The faculty on deputation shall be bound by the rules governing the grant of deputation allowances.

In case of Management (MGT) faculty:

- a. The faculty should have completed 3 years of service on a regular scale of pay.
- b. The faculty shall be deputed for pursuing Ph.D. under QIP in premier institutions.
- c. The faculty on deputation shall complete his/her studies diligently for the purpose for which he/she is deputed.
- d. The deputationist shall not extend the period of his/her deputation beyond the prescribed period of deputation i.e., 3 years.
- e. The faculty has to submit an undertaking on a stamp paper of Rs.50/- at the time of obtaining NOC and an agreement on a Stamp Paper of Rs.200/- at the time of final deputation stating that he/she will serve BMSCE for a minimum period of 3 years after successful completion of Ph.D degree.
- f. The faculty on deputation shall within a week after completion of his studies report to BMSCE.
- g. The faculty on deputation shall be paid 50% of salary during the deputation period and the remaining 50% after serving for a minimum period of three years after completion of PhD degree .
- h. In case the deputed faculty fails to complete Ph.D degree within 5 years (inclusive of the deputation period), he/she shall forgo the 50% of balance amount of salary and has to repay the 50% of salary paid during deputation. If he/she fails to do so, the surety shall be severely liable for the payment of salary to BMSCE with 10% interest.
- i. The faculty on deputation shall be bound by the rules of Management from time to time.

Note: All undertaking / agreement formats are available at the Establishment Section in the college office.



CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR BOTH AIDED & MANAGEMENT FACULTY FOR PURSUING PhD PROGRAMMES under External Registration Programme (ERP):

- a. The faculty shall be on regular pay rolls and should have completed 3 years of service. However, in order to motivate the faculty to pursue their higher education, the faculty members have been permitted to register for Ph.D Programme in spite of the shortfall in the required period of service (i.e., 30 months) with a condition that it should not affect their normal duties in the Department pending ratification by the BOG.
- b. The faculty has to submit an undertaking on a stamp paper of Rs.50/- at the time of obtaining NOC and an agreement on a Stamp Paper of Rs.200/- at the time of final deputation stating that he/she will serve BMSCE for a minimum period of 3 years after successful completion of Ph.D degree.
- c. The faculty pursuing Ph.D under ERP shall be paid 50% of salary during their residential stay and the remaining 50% after serving for a minimum period of three years after completion of PhD degree.
- d. In case the faculty fails to fulfill the above condition, the faculty and the surety shall be jointly and severally liable for the payment of salary to BMSCE for the residential period with 10% interest.
- e. The faculty shall be bound by the rules of Management from time to time.

Note: All undertaking / agreement formats are available at the Establishment Section in the college office.



SECTION F: NORMS RELATED TO STAFF

6. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

"The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. ***Non- adherence or non-compliance to the rules, regulations & responsibilities*** will be treated as ***dereliction of duties*** and suitable disciplinary action will be initiated against such employee".

The staff members must be punctual to duty.

- a. The staff shall stay in the workplace during the working hours of the college.
- b. The staff shall discharge the responsibilities diligently in an honest and un- biased manner with total commitment.
- c. The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
- d. The staff shall desist from falsifying/tampering any records or documents.
- e. The staff shall take precautions to protect equipment, materials and facilities.
- f. The staff shall take up other responsibilities prescribed by the superiors from time to time.
- g. The staff shall wear prescribed uniforms provided, if any, while on duty.
- h. The staff shall desist from borrowing/lending money from/to other employees.
- i. The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- j. The staff shall assist/carry out their work with a view to meet the deadline notified by the competent authority.
- k. The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members
- l. The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution.
- m. The staff members are expected to conduct themselves in a professional, co- operative and ethical manner.
- n. Conviction in any Court of Law for any criminal offense involving moral turpitude will amount to misconduct.
- o. Giving false information regarding his/her name, age, father's name, qualification or previous service at the time of the employment will also amount to misconduct.
- p. The staff shall comply with rules, regulations and policies of Management from time to time.



6.1. PROMOTION POLICY FOR STAFF

Eligibility

6.1.1. Norms for promotion of Teaching Faculty:

Vacancy and Selection Norms

The prevailing norms of AICTE for CAS would be applicable for teaching faculty working under management cadre along with the college norms defined from time to time.

6.1.2. Norms for promotion of Library staff:

S.No.	Present Position	Next Cadre	Min. Qualification	Min. Exp.
01	Asst. Librarian	Deputy Librarian	M.Lib.Sc.	With 8 years' experience as Asst. Librarian
02	Library Asst.	Asst. Librarian	M.Lib.Sc. or B.Lib.Sc	With 8 years' experience as Lib.Asst.

6.1.3. Norms for promotion of Non-teaching Technical staff

S.No.	Present Position	Next Cadre	Min.qualification	Min. Exp.
01	Instructor	Foreman / Supervisor	B.E/Dip	5 Years for BE Degree holder otherwise 8 years
02	Asst.Instructor	Instructor	BE/Diploma	
03	Mechanic	Asst.Instructor	Dip/ITI/SSLC	
04	Helper	Mechanic	ITI/SSLC	-



6.1.4. Norms for promotion of Administration staff:

S.No	Designation	Policy
01	SDA Second Division Assistant	<ol style="list-style-type: none">1. Must have passed PUC or Equivalent exam.2. Must have put in minimum. service of not less than 8 years in the cadre of Drivers/ Group'D' service of Dept/ Office Assistant or similar.3. Must pass basic computer proficiency test conducted at institute level.4. Knowledge of 'Kannada and English' is mandatory (Reading and writing)
02	First Division Assistant	<ol style="list-style-type: none">1. Must have put in a service of not less than '8' years in the cadre of SDA.2. Preference will be given for higher qualification (any bachelor degree approved by UGC).3. Must exhibit proficiency in computer usage in terms of (Accounts/MS office) or similar software.4. Must exhibit good communication skills to interact with stakeholders.5. Knowledge of 'Kannada and English' is mandatory (Reading and writing)
03	Superintendent	<ol style="list-style-type: none">1. Must have put in service of not less than '6' years in the cadre of FDA2. Must 'showcase' their contribution in various sections worked in terms of efficiency, ethics and commitment.3. Must exhibit proficiency both in 'English' and 'Kannada' for preparing notes, letters in relevant fields.



SECTION G: NORMS RELATED TO LEAVE

7. GENERAL NORMS (APPLICABLE TO FACULTY & STAFF)

LEAVE FACILITIES EXTENDED (Approved in 86th BOG dated 19.02.2024)

7.1.1 Casual Leave

- a. A staff member who has completed more than one year of service is credited Casual Leave [CL] of 10 days in each calendar year.
- b. In case of newly appointed faculty/staff members on a regular/adhoc basis, a day's CL shall be granted for every completed service of 36 days for a period up to one year.
- c. After completion of one year of service, the CL shall be granted in proportion [pro-rata] to the period remaining till December of that year.
- d. CL not exceeding five days during one period of absence exclusive of Sundays and holidays shall be granted provided that such period of absence shall not exceed eight days.
- e. CL cannot be combined with any type of leave.
- f. CL cannot be claimed as right. CL shall be sanctioned before a staff avails or proceeds on leave.
- g. When a staff is unable to attend duty due to illness or other sufficient cause based on the orders of the competent authority in time, he/she may be granted CL subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.

7.1.2. General Leave Rules

- a. The staff appointed on a regular scale of pay is eligible for all other leave benefits only after the completion of one year of satisfactory service in the College.
- b. Leave cannot be claimed as a right. Discretion is reserved to the Principal to grant leave, to refuse or to revoke leave at any time according to the exigencies.
- c. A staff who remains absent from duty without leave [for a period of three months or more] may be liable to be dismissed or removed from service.
- d. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave except CL.
- e. In case of excess CL the leave period will be considered as LWP inclusive of prefix/suffix or general holidays as the case may be. In case of availability of EL, 5 day EL will be deducted even if 1 day exceeds CL.
- f. Faculties are eligible for 30 days Special Casual Leave/OOD for any other official duties.



7.1.3. Earned Leave for Non-Vacation Staff

- a. All the Non-Vacation Staff shall be entitled to earned leave of 30 days in a calendar year. The leave account shall be credited with earned leave in advance in two installments of 15 days each on the 1st January and 1st July every calendar year.
- b. Earned leave shall be availed for minimum 5 days , if availed for less than 5 days, it will be considered as 5 days.
- c. There should be a one month gap for each leave.

7.1.4. Earned leave for Vacation Staff

- a. The leave account of a vacation staff shall be credited in advance with earned leave in two installments of 5 days each on the 1st January and 1st July of every calendar year.
- b. Earned leave shall be availed for minimum 5 days, if availed for less than 5 days, it will be considered as 5 days.
- c. There should be a one month gap for each leave.

7.1.5. Commuted leave (Non-Teaching)

- a. The Commuted leave account of staff shall be credited with half pay leave in advance, in two installments of ten days each on 1st January and 1st July of every calendar year.
- b. Commuted leave shall be availed for minimum 5 days, if availed for less than 5 days, it will be considered as 5 days.
- c. Commuted leave not exceeding half the amount of half pay leave due may be granted on a medical certificate or on private affairs subject to the following conditions, namely.
 - I. The Principal grants leave if satisfied that there is a reasonable prospect of the staff returning to duty after expiry of leave.
 - II. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

7.1.6. Special Casual Leave (SCL) / OOD for attending various activities (Approved in 74th BOG dated 31.10.2019)

The following is the limitation of leave to be allowed to each faculty as detailed below:

<ol style="list-style-type: none"> 1. Duties assigned by the Statutory bodies i.e., VTU/DTE/ AICTE / NBA /NAAC 	<ol style="list-style-type: none"> a. Special Casual Leave of 15 days shall be granted in each calendar year. b. The faculty members shall be permitted to accept a maximum of 5 duties in each calendar year. c. The faculty members have to take prior permission of the Head of the Institution well in advance at least a week before through proper channel and to get Special Casual Leave sanctioned before proceeding.
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	They have to submit the attendance certificate.
<ol style="list-style-type: none"> 1. Attending BOS/BOE meetings 2. Attending exam duties 3. Attending faculty development programmes, workshops, conference (within India & abroad), etc 4. Accepting invitation as Chief Guest, Chairing the sessions in Conference/ Workshops/Faculty Development Programmes, to deliver lectures, to conduct workshops and faculty development programmes, visit for Mock audit, etc 	<ol style="list-style-type: none"> a. Special Casual Leave of 15 days shall be granted in each calendar year. b. The faculty shall abstain from accepting such assignments in the mid of academic session. c. The faculty members have to take prior permission of the Head of the Institution well in advance at least a week before through proper channel and to get Special Casual Leave sanctioned before proceeding. They have to submit the attendance certificate and report in case of attending Faculty Development Programmes, Workshops, Conference (within India & abroad).

7.1.7. Maternity Leave (Approved in 59th BOG dated 12.06.2023 and amended during 73th & 74th BOG Dated: 27.06.2019 and 31.10.2019)

- a. 180 days of Maternity Leave who are on a regular scale of pay working under grant-in-aid and management.
- b. A female staff appointed on consolidated salary on Adhoc basis under Management for a minimum term and a staff who have actually worked for a period of not less than 160 days in the twelve months preceding the date of her expected delivery may be granted maternity leave for period of twelve weeks/84 days (six weeks prior to the date of delivery and six weeks from the date of delivery or twelve weeks at a stretch from the date of delivery as per the request of female staff member).
- c. Female employees who are under ESI scheme are eligible to claim Maternity Leave through ESI.
- d. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 (but not threatened abortion), subject to the conditions that - (a) the leave does not exceed six weeks. and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner.
- e. Maternity leave shall not be admissible to a female staff who has two or more living children.
- f. Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding ninety days may be granted.
- g. Leave in further continuation in the case of illness of the female staff subject to the production of a medical certificate from the authorized Medical Officer. Such leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized Medical Officer to the effect that the condition of the ailing baby warrants personal attention and that her presence by the baby's side is absolutely



8.7. EXTENSION OF FAMILY WELFARE FUND BENEFIT TO ALL THE STAFF MEMBERS

(Approved by Council of Trustees of BMSET held on 22.03.2014)

- a) The Family Welfare Fund [FWF] consists of a monthly contribution/subscription of Rs.150/- from all the eligible staff members with an equal matching grant from Management. The following FWF benefits are extended to the staff from the fund accumulated and also from the Management. An employee who is terminated or dismissed from service is not eligible for any benefit under the scheme.
- b) The Amount payable to spouses of dependents of the employees deceased while in service is Rs.3,00,000/- .
- c) The Amount payable to an employee who retires from service on superannuation after rendering a minimum of 15 years of service is Rs.2,25,000/-.
- d) The amount payable to an employee relieved on VRS/Resignation and who has rendered a minimum service of 15 years in this institution is Rs.75,000/-.

8.8. ADOPTION OF CHILD BY STAFF (Approved in 87th BOG dated 12.06.2024)

- a. The terms and conditions of child adoption are drawn from the government order number FD 01 SRS 2020 dated 06.02.2020
- b. A female member of the service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 180 days immediately after the date of such adoption:
Provided that child adoption leave shall not be admissible where such member is already having two or more surviving children at the time of adoption.
- c. During the period of the child adoption leave, such members shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- d. Child adoption leave can be combined with leave of any other kind.
- e. A female member of the service on valid adoption of a child, if so applies, may also be granted leave of the kind due and admissible (including commuted leave if any without production of medical certificate for a period not exceeding 60 days and leave not due), for such period and in such manner as may be specified hereunder, namely:-
 - i. if the age of the adapted child is less than one month on the date of adoption leave up to one year may be allowed;
 - ii. if the age of the child is six months and above but less than seven months, leave up to six months may be allowed;
 - iii. if the age of the child is nine months and above but less than ten months may be allowed.
- f. Child adoption leave shall not be debited against the leave account.



8.9. VEHICLE LOAN (Approved in 83rd BOG dated 13.02.2023)

8.9.1. TWO WHEELER VEHICLE LOAN

The maximum loan amount will be one lakh rupees only or the cost price of the vehicle (two wheeler) whichever is less.

8.9.2. CAR LOAN

The maximum loan amount will be nine lakh rupees only or the cost price of the CAR whichever is less.

TERMS & CONDITIONS FOR BOTH TWO WHEELER & CAR LOAN

- a. The applicant should be on regular scales of pay for a period of more than two years at BMSCE.
- b. The employee shall have remaining service of 04 or more years.
- c. The loan amount offered/sanctioned for only new vehicles.
- d. A nominal rate of interest i.e. 10% PA shall be levied.
- e. The loan amount will be recovered in 48 monthly installments by way of salary deduction (reduced balance).
- f. The applicant shall not dispose-off the vehicle until the completion of 48 installments or repayment of loan whichever is earlier.
- g. The registration of the vehicle shall be in the name of the employee only.
- h. One witness (Collateral Security) is compulsory for availing the loan facility.
- i. Documentations as stipulated by the Management should be given.
- j. In case of any unforeseen exigency the full balance loan amount (if any) shall be made good from the terminal benefit of the employee.

The management is not liable for maintenance of the vehicle in terms of theft, non-payment of insurance, statutory and other government regulations in force from time to time.

Interested staff members shall submit the letter of intent along with quotation to the Principal through respective HOD for consideration and further process.

