



BMS COLLEGE OF ENGINEERING, BENGALURU

Autonomous College under VTU

Management Norms for Staff



(Management Norms for Staff as approved in the BOG meeting
held on 16.03.2012 and as amended from time to time)



FOUNDER



The College was founded by **Late Sri Businayana Mukundadas Sreenivasaiah (BMS)**. Honoured with Raja Karya Prasaktha by the then Maharaja of Mysore in the year 1946. A great Philanthropist & Visionary Ideals for which he stood, continues to inspire his inheritors

DONOR TRUSTEE



After the demise of the founder, his dynamic and enterprising son **Sri B. S. Narayan** took over the reigns of the College. The Institution started growing from strength to strength under his able guidance. He was instrumental in establishing International Co-operation Division in 1979 and Partnering with the Melton Foundation, USA in the year 1991 for Cross Cultural Learning with students from USA, Germany, Chile and China

VISION

Promoting Prosperity of mankind by augmenting Human Resource Capital through Quality Technical Education & Training

MISSION

Accomplish Excellence in the field of Technical Education through Education, Research and Service needs of society



FOREWORD



Dr. B.S. Ragini Narayan

Donor Trustee & Member Secretary,
BMSET



Dr. P. Dayananda Pai

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 achieve high level of performance in R&D activities.

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

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

PREFACE



Dr. K. Mallikharjuna Babu

Principal

The Institution is proud of the contributions made by its faculty and staff members in providing holistic education to students. The Management 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 handbook provides policies 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 (As approved in the BOG Meeting held on 16.03.2012)

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.

GENERAL

- 1.1 The faculty members must be punctual to duty;
- 1.2 The faculty shall stay within the campus during the working hours of the College;
- 1.3 The faculty shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
- 1.4 The faculty members are expected to conduct themselves in a professional and co-operative manner;
- 1.5 Take precautions to protect equipment, materials and facilities of the college;
- 1.6 Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), COE, Vice Principal and Principal;
- 1.7 To take up other duties and responsibilities as prescribed by the Principal/Management not limited to (apart from) Academic and Evaluation duties;
- 1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor;
- 1.9 The faculty are required to conform to & follow the rules & regulations in force and brought in force from time to time;
- 1.10 The faculty shall not engage/take private tuitions;
- 1.11 The faculty shall wear a decent and formal dress;
- 1.12 The faculty shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience;
- 1.13 The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the Principal. The total number days/occasions in this regard are limited to 15 per annum;
- 1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department / college.



BEHAVIORAL

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

- 1.15 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;
- 1.16 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
- 1.17 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit;
- 1.18 The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution;
- 1.19 The faculty shall comply with rules, regulations and policies of Management from time to time;

ACADEMIC

- 1.20 To conduct the assigned classes as per schedule;
- 1.21 To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- 1.22 To implement designated curriculum with the said objectives;
- 1.23 To participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions;
- 1.24 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);

CLASSROOM MANAGEMENT

- 1.25 To come well prepared for the class and stay focused on the topic/content;
- 1.26 To be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement];
- 1.27 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;
- 1.28 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;



- 1.29 To share knowledge in a manner that encourages effective two-way communication;
- 1.30 To be organized in order to make efficient use of time and move in a planned and systematic direction;
- 1.31 To be self-confident and facilitate quality delivery of the course taught;
- 1.32 Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the course & necessity;
- 1.33 Provide real time case studies as and when necessary. Employ appropriate strategies to achieve desired objective of learning;
- 1.34 To pose questions to the students which will inculcate out of box thinking;
- 1.35 To summarize the concepts at the end of every class;
- 1.36 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- 1.37 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 1.38 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
- 1.39 The faculty shall not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
- 1.40 The faculty shall handle the assigned practical classes and be available in the designated place for the full scheduled time of the practical class;
- 1.41 A class, be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
- 1.42 Absence from duty without authorization is not permitted and will be viewed seriously ;

STUDENT RELATED

- 1.43 To motivate students to show interest and learn the most;
- 1.44 To be available for the students even after class hours to clarify their doubts, if any;
- 1.45 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently;
- 1.46 To treat students with respect, and teach them to treat others with respect;
- 1.47 To motivate and help students to do minor educational projects in related area/topics (suggested by the faculty & chosen by the student), so that their analytical and self-learning skills improve;



- 1.48 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- 1.49 To handle gently but firmly, any misbehavior of students and weed out the cause ;

ROLE AS PROCTOR/COUNSELOR/MENTOR

- 1.50 As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from the courses);
- 1.51 The faculty must meet the assigned students at least once in every fortnight. The faculty shall report to the Chief Proctor/HOD/Principal about those students who avoid meeting the Proctor;
- 1.52 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;
- 1.53 The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time;
- 1.54 To demonstrate communication and interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders. Positive attitude and mind set is highly appreciated;
- 1.55 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- 1.56 The proctor should serve the students as a friend, philosopher and guide.

SECTION B - ROLES & RESPONSIBILITIES OF ACADEMIC ADMINISTRATORS

2. RESPONSIBILITIES AND FUNCTIONS OF VARIOUS OFFICIALS IN-CHARGE OF ACADEMIC ADMINISTRATION (As approved in the BOG Meeting held on 21.11.2013)

2.1 Principal

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

- 2.1.1 The Principal shall report to the Chairman, BOG on all matters;
- 2.1.2 The Principal is the Head of the Institution and shall act as a link between the Staff, Students and Management;



- 2.1.3 In the capacity of the Member-Secretary of the BOG, he shall put-forth proposals in all administrative / academic / finance related matters and seek approval and ensure its apt implementation;
- 2.1.4 The Principal shall assess the HR requirements and make recruitments as per the procedures and norms;
- 2.1.5 The Principal being the Ex-officio Chairman of the Academic Council of the College, shall advice and guide the Chairpersons of the Board of Studies (BOS) on providing curriculum to match with market needs; ensure implementation of the decision/regulations approved by the Council;
- 2.1.6 The Principal shall act as a facilitator between external agencies and the Institution;
- 2.1.7 The Principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution;
- 2.1.8 The Principal shall ensure that proper administrative and evaluation process in addition to addressing to the rightful grievances of the students, staff and faculty members;
- 2.1.9 The Principal shall from time to time prepare Strategic Plan for the Institution which sets the milestones to be achieved;
- 2.1.10 The Principal shall be the Executive in-charge of all academic and administrative bodies and ensure adherence of all regulations framed by the BOG;
- 2.1.11 To conduct regular meetings among various bodies as necessary, for proper functioning of the Institution;
- 2.1.12 To comply in a timely manner all records and reports required by the various agencies like UGC, AICTE, DTE, VTU, TEQIP and others;
- 2.1.13 To promote accreditation activities and facilitate agencies like NBA, NAAC etc, by complying time to time with respect to all records and reports required by the agencies;
- 2.1.14 To take all necessary actions for smooth conduction of examinations;
- 2.1.15 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;
- 2.1.16 The Principal being the Ex-officio Member-Secretary, Building & Works Committee, BMSET, shall put-forth plans for various building projects proposed by the College and proper completion of the approved projects;
- 2.1.17 The Principal is the Ex-officio Member of the International Co-operation Division Committee (ICD);
- 2.1.18 To oversee the activities of Melton Foundation, USA and mentoring its task team members and fellows;
- 2.1.19 The Principal is the Ex-officio Working President of the Executive Committee of BMSCE Alumni Association;



- 2.1.20 Any other duties and responsibilities assigned by the Chairman, BOG/Management from time to time.

2.2 Vice-Principal

The Vice-Principal shall carry out the jobs of the Principal in his absence.

- 2.2.1 Infrastructure;
- 2.2.2 Human Resource Development;
- 2.2.3 Finances-Budget;
- 2.2.4 TEQIP;
- 2.2.5 Procurement;
- 2.2.6 Public relations - Meeting the Parents/Alumni;
- 2.2.7 Campus maintenance and security;
- 2.2.8 Facilitating Proctoring Process in co-ordination with Chief Proctor;
- 2.2.9 Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

2.3 Dean-Academic

- 2.3.1 Overseeing the Curriculum development - Preparation of Scheme & Syllabus by BOS & appraising the Academic Council;
- 2.3.2 Single point of contact for the Accreditation agencies – NBA/NAAC and others;
- 2.3.3 Overseeing the proper implementation of Teaching Learning Process (T- L-P) such as lesson planning, work-done by the faculty, remedial classes etc.;
- 2.3.4 Facilitate the visits of VTU/AICTE/NBA/NAAC inspection/expert committees;
- 2.3.5 Counseling of faculty based on the Students' Feedback;
- 2.3.6 Course Registration & Course Re-registration;
- 2.3.7 Authentication or permission for late Course Registration/Re- registration;
- 2.3.8 Ex-officio Member-Secretary of Academic Council;
- 2.3.9 Any other duty assigned by the Principal/Management.



2.4 Dean-Training & Placements

- 2.4.1 Counseling of Students;
- 2.4.2 Training Students for soft skills development;
- 2.4.3 Placement Database Management;
- 2.4.4 Industry Database Management;
- 2.4.5 Student Placements;
- 2.4.6 Facilitating Internships;
- 2.4.7 MOUs with Industry for Academic Development in consultation with Dean (Academics);
- 2.4.8 Industry Institution Interaction Cell;
- 2.4.9 Any other duty assigned by the Principal/Management.

2.5 Dean-Management

- 2.5.1 Conduction of Faculty Development Programmes in collaboration with HODs;
- 2.5.2 Coordinate the Feedback process, maintain records and make necessary follow-up actions ;
- 2.5.3 Monitoring Peer Evaluation [in coordination with Dean (Academics)];
- 2.5.4 Conducting Graduation Day – Overseeing and Monitoring;
- 2.5.5 Conducting the Celebration of the birthdays of three Bharat Ratnas;
- 2.5.6 Supervising VTU Theory Examinations;
- 2.5.7 Entrepreneurship Development Cell;
- 2.5.8 Any other duty assigned by the Principal/Management.

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

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

- 2.6.1 To guide the students regarding rules and regulations;
- 2.6.2 To conduct orientation to the fresher's and coordinate with various trainers/counselors towards providing additional training needs;
- 2.6.3 To monitor the class list of the students and administer changes as required with the approval of the Principal or Vice-Principal;



- 2.6.4 To monitor the student attendance. Authorized to condone the attendance as prescribed;
- 2.6.5 To monitor the conduction of First Year Classes;
- 2.6.6 To suggest methods of improving the first year curriculum and conduct necessary academic audits;
- 2.6.7 Interact with the HOD/proctors/faculty members handling first year courses to resolve student related issues;
- 2.6.8 Ensure that the CIE (both attendance and marks) are recorded/maintained properly by the concerned faculty. To liaise with the Controller of Examination (COE) in this regard;
- 2.6.9 To ensure proper conduct of CIE (Tests, Quizzes etc);
- 2.6.10 To identify slow learners and arrange for remedial coaching on need basis by seeking due approval;
- 2.6.11 To ensure that students are free from any acts of ragging or other such activities;
- 2.6.12 To focus on learning aspects of foreign students and provide necessary academic support in co-ordination with ICD;
- 2.6.13 Any other responsibility assigned by the Principal from time to time.

2.7 Director-R&D

- 2.7.1 Develop strong web link for R & D information of individuals / Departments /College;
- 2.7.2 Identify thrust areas of national and international significance in collaboration with the Heads of Research Centres; Guide and monitor proposals by the faculty for fetching external research funding;
- 2.7.3 Help the faculty/Research scholars to become innovators in their relevant areas of interest;
- 2.7.4 To motivate and guide faculty/students to publish papers in National and International refereed Journals in their areas of research;
- 2.7.5 To monitor the research activities of faculty on bimonthly basis;
- 2.7.6 To monitor the research activities of students on quarterly basis;
- 2.7.7 To develop close link between research scholars, guides and related industry for fostering research culture in the campus;
- 2.7.8 To conduct faculty lecture series based on the faculty publications, research/ innovative works especially by those who went abroad for presentation;
- 2.7.9 Ex-officio Member for all the on-going externally funded Projects & shall monitor the progress of on-going funded projects [both external and In-house];
- 2.7.10 Form IPR cell with the help of National Law School and introduce the same to the faculty and students/identify patentable output and advise accordingly;



- 2.7.11 Ensure that the University norms for recognition of new Research centres continuation/extension prescribed by the University is followed;
- 2.7.12 Any other responsibility assigned by Principal/ Management from time to time.

2.8 Head of the Department (HOD)

The prime role of the Head of an Academic Department is to provide strong academic leadership.

- 2.8.1 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;
- 2.8.2 Responsible for ensuring the educational progress and welfare of students registered with the department;
- 2.8.3 To plan and prepare proposals for development of the department;
- 2.8.4 Involve self and other faculty in the process of curriculum development, in updating and revising on continued basis to meet the requirements of industry;
- 2.8.5 To organize the academic work load of the department (theory classes, drawing classes, laboratory classes, project supervision etc) as per norms indicated by Principal/BOG/other statutory bodies;
- 2.8.6 To supervise the attendance of students in classes and laboratories and to scrutinize the academic progress of students;
- 2.8.7 To ensure smooth conduction of examinations in coordination with the office of COE. To assist the administration in smooth conduct of the examination / admission / house tests / practical / seminars / disciplinary matters;
- 2.8.8 To continuously encourage research, collaborations, consultancy amongst faculty and students;
- 2.8.9 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;
- 2.8.10 Prepare departmental Budget. Responsible for the effective financial management of the department in accordance with the financial procedures and as delegated by the Principal;
- 2.8.11 Responsible for faculty/staff development including (i) Training, development and career management and (ii) Day-to-Day management matters, such as leave of absence, sick leave, etc;
- 2.8.12 Provide in time all records and reports required by the concerned College office to comply with agencies like UGC, AICTE, DTE, VTU, TEQIP and others;
- 2.8.13 Promote accreditation activities and facilitate agencies like NBA, NAAC etc;



- 2.8.14 To have regular meetings with faculty/staff, atleast one per month in order to assess the academic progress and maintain the record of the minutes;
- 2.8.15 To ensure that safety/security measures are in place at all time;
- 2.8.16 To undertake any other task as and when assigned by the Principal/Management from time to time.

SECTION C – ROLES & RESPONSIBILITIES OF FACULTY

3 GUIDELINES FOR PERFORMANCE MEASUREMENT OF THE FACULTY OF VARIOUS CADRES BY WAY OF DUTIES & RESPONSIBILITIES (As approved in the BOG Meeting held on 15.07.2013)

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.

Duties:

- 3.1.1 Design/revision and up-gradation of courses;
- 3.1.2 Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology;
- 3.1.3 Prepare course material, lesson plans for the courses assigned;
- 3.1.4 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc;
- 3.1.5 Conduct internal tests, semester end examinations & university examination with utmost integrity;
- 3.1.6 Monitor [Proctoring] students;
- 3.1.7 Supervise [innovative] student projects;
- 3.1.8 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities);
- 3.1.9 Involve in the process of procuring course materials/textbooks, laboratory equipments;
- 3.1.10 Participate in all departmental and college activities as prescribed;
- 3.1.11 Publish at least one paper in conference in a year [either National or International];
- 3.1.12 Any other responsibility assigned by the HOD / Principal / Management from time to time.



Responsibilities:

- 3.1.13 Continue research work; Post doctoral fellowship at reputed Universities / Organizations;
- 3.1.14 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc. ;
- 3.1.15 Guide Research Scholars for PhD;
- 3.1.16 To make presentations at national and international conferences and similar events;
- 3.1.17 Publish at least three papers in refereed & non-paid journals National/ International, in a block period of three years (the first block period commences from 2013-14 to 2016-17 and so on). In case of joint authors fractional weightage will be given;
- 3.1.18 Writing Text Books/Manuals/Monographs etc;
- 3.1.19 Develop products & applying for patents;
- 3.1.20 Undertake consultancy works for Income revenue generation [IRG];
- 3.1.21 Keep abreast of current developments in their respective fields.

Mandatory Requirement:

- 3.1.22 A minimum of 60% rating is mandated in the students feedback gathered from time to time;
- 3.1.23 Proctoring of the Students and maintaining appropriate records.

Desirable Activities:

- 3.1.24 Conduct/organize Faculty development Programmes (FDPs) [workshop / conference/ short term training programme (STTP)] one in a year;
- 3.1.25 Deliver Guest / Invited lectures [one in a year] 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;

Duties:

- 3.2.1 Involve in design/revision and up-gradation of courses;



- 3.2.2 Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques;
- 3.2.3 Prepare course material, lesson plans for the courses assigned;
- 3.2.4 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc;
- 3.2.5 Conduct internal tests, semester end examinations & university examination with utmost integrity;
- 3.2.6 Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same;
- 3.2.7 Monitor [Proctoring] students;
- 3.2.8 Supervise student projects;
- 3.2.9 Publish at least one paper in conference [National/ International] in a year. [In case of joint authors only fractional weightage will be considered];
- 3.2.10 Participate in all departmental and College activities as prescribed;
- 3.2.11 Any other Responsibility assigned by the HOD / Principal / Management from time to time.

Responsibilities:

- 3.2.12 Pursue research & consultancy works [IRG];
- 3.2.13 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc;
- 3.2.14 To make presentations at national and international conferences and similar events;
- 3.2.15 Keep abreast of current developments in their respective fields.

Mandatory Requirement:

- 3.2.16 A minimum of 60% rating is mandated in the students feedback gathered from time to time;
- 3.2.17 Proctoring of the Students and maintaining appropriate records.

Desirable Activities:

- 3.2.18 Publish at least one paper in refereed journal [National/International] in a year. [In case of joint authors only fractional weightage will be considered];
- 3.2.19 Write Text Books/Manuals/Monographs etc;
- 3.2.20 Developing products & applying for patents;
- 3.2.21 Conduct/organize FDPs [workshop/conference/STTP] one in a year;
- 3.2.22 Deliver Guest / Invited lectures [one in a year] 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:

Duties:

- 3.3.1 Prepare course material, lesson plans for the courses assigned;
- 3.3.2 Deliver lectures using innovative methods and technology;
- 3.3.3 Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same;
- 3.3.4 Assist students for improving their learning in academics;
- 3.3.5 Supervise student projects;
- 3.3.6 Monitor [Proctoring] students;
- 3.3.7 Accompany students during field trips and industrial visits;
- 3.3.8 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc;
- 3.3.9 Conduct internal tests, semester end examinations & university examination with utmost integrity;
- 3.3.10 Attend at least one FDP [workshop/conference/STTP] during the lean period/vacation/semester breaks (minimum duration shall not be less than a week);
- 3.3.11 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities);
- 3.3.12 Involve in the process of procuring course materials/textbooks, laboratory equipment etc;
- 3.3.13 Participate in all departmental and college activities as prescribed;
- 3.3.14 Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

Mandatory Requirement:

- 3.3.15 A minimum of 60% rating is mandated in the students feedback gathered from time to time;
- 3.3.16 Proctoring of the Students and maintaining appropriate records;
- 3.3.17 The faculty with an experience of 3 years or more in the college shall compulsorily register for PhD subject to the college norms.



Responsibilities:

- 3.3.18 Keep abreast of current developments and stay relevant in their respective fields;
- 3.3.19 Publish at least one good quality (having impact factor of above 0.5) technical paper in a year in their respective field [In case of joint authors fractional weightage will be considered].

Preferred (Desirable) activities :

- 3.3.20 Publish Papers in refereed Journals;
- 3.3.21 Present papers in conferences;
- 3.3.22 Developing products & applying for patents.

SECTION D – FEEDBACK PROCESS AND PERFORMANCE ASSESSMENT OF FACULTY

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

- 4.1 Every semester there are three feedbacks which are obtained from the students for each of the Course being taught by the faculty;
- 4.2 The first and third feedbacks pertain to only the Course being taught by the faculty;
- 4.3 The second feedback also includes Institutional, Principal and HODs feedback;
- 4.4 The complete feedback system is online and the identity of individual faculty/student is protected;
- 4.5 A specific ID is given to both the students and the faculty for feedback process;
- 4.6 Faculty are rated on a scale of five ranging from Excellent, Very good, Good Fair and Poor;
- 4.7 The feedback collected is analyzed using a formula, thus indicating a percentage score for each individual faculty.

5 POLICY AND MONITORING GUIDELINES FOR ASSESSMENT AND EVALUATION OF THE FACULTY PERFORMANCE, BASED WITH REGARD TO POOR PERFORMANCE RATED, THROUGH STUDENT FEEDBACK. (As approved in the BOG Meeting held on 15.07.2013)

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:

- 5.1 To issue a warning memo in respect of the faculty who has been rated low in three feedback processes;
- 5.2 To withhold one increment (without cumulative effect) in respect of the faculty who has been rated low in six feedbacks;



- 5.3 To withhold one increment (with cumulative effect) in respect of the faculty who has been rated low in nine feedbacks;
- 5.4 The faculty with twelve below threshold level feedbacks to be provided an opportunity to opt for VRS failing which, the Management shall initiate process to compulsorily retire such faculty in the academic interest of the students.

The faculty with low feedback (below threshold level) shall not be eligible for any special benefits / deputation for seminars, workshops, conferences, deputation to higher studies etc. However, they shall be deputed to appropriate development programmes to improve their skills and teaching abilities with due recommendation of the concerned HOD and approval of the Principal.

SECTION E – RESEARCH PROMOTION

6. GUIDELINES / CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES (As Approved in the BOG Meeting held on 27.12.2008, modified in the meeting held on 07.04.2014)

- 6.1 Award of cash incentive for research publication in the referred international/national journals by the faculty members who are on regular scales. The Principal is authorized to sanction the award of incentive after ensuring the compliance of the conditions as cited below:
- 6.1.1 The publication may be considered subject to:
- ☐ Establishing the standard of the journal
 - ☐ Copy of the Editorial Board of the Journal
 - ☐ Copy of comments by the peer group/reviewers
 - ☐ Copy of publication.
- Any other conditions which the sanctioning authority deems fit.
- 6.1.2 In the event of any claims received contrary to point 6.1.1, the Principal shall refer the matter to the Standing Committee (which has proposed the guidelines);
- 6.1.3 The Standing Committee shall meet twice in a year, if required, during July- Aug. & Jan-Feb;
- 6.1.4 There shall be no ceiling limit on the number of publications an individual faculty can publish;
- 6.1.5 A cash incentive of Rs.10,000/- per publication in referred journals having an impact factor between 0.5 to 1.0; and Rs.15,000/- per publication if the impact factor is more than 1.0;
- 6.1.6 The incentive amount shall be equally distributed amongst all the authors (only among faculty members of BMS institutions);
- 6.1.7 The publications made by the Principal shall be referred to the Standing Committee for approval;



- 6.1.8 The faculty should submit the Impact Factor of the Journal;
- 6.1.9 Incentives are for only non-paid journals;
- 6.1.10 Publication should be as faculty of BMSCE.

6.2 INCENTIVE SCHEME FOR RESEARCH ACTIVITIES

(As approved in the BOG Meeting held on 15.07.2013)

The Management has approved the following incentive scheme to the faculty to promote Research activities.

- 6.2.1 Annual book allowance of Rs.2000/-;
- 6.2.2 Full Annual Membership Fee for an Indian Professional Body in their respective domain;
- 6.2.3 75% of the Annual Membership Fee for a Foreign Professional Body in their respective Domain;

Conditions:

- 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 shall put together should not exceed Rs.15,000/- per faculty. The claims in this regard are on reimbursable basis;
- C. This benefit will not be extended to those faculties whose feedback is less than the threshold level rating during the academic year.

6.3 REWARD SYSTEM FOR PROMOTING FACULTY RESEARCH/ INCENTIVES FOR GETTING EXTERNAL GRANTS FROM AICTE, INDUSTRY OR OTHER SOURCES BY FACULTY TO THE INSTITUTION (As Approved in the BOG Meeting held on 12.08.2010 and modified in the BOG meeting held on 7.04.2014)

Extension of incentive of 5% of the total financial amount received for various research/development proposals and to be shared among the Principal Investigator and other Project Associates such as faculty / staff/ students (listed in the Proposal).

6.4 INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY as approved by the BOG at its 55th Meeting held on 7.04.2014 (Annexure 1).

6.5 CONSULTANCY

6.5.1 CONSULTANCY PROJECT – TYPE I (USING THE LABORATORY FACILITIES OF THE COLLEGE):



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

Sharing of net revenue:

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

6.5.2 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:

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

6.5.3 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
01.	Principal	1.0	1.0
02.	Head of the Dept.	2.5	2.5
03.	Teaching Staff involved in the Project	25.0	65.0
04.	Supporting Staff involved in the Project	20.0	- -
05.	Office Staff	1.5	1.5



SECTION F – DEPUTATION OF FACULTY FOR HIGHER STUDIES

7. GUIDELINES/CONDITIONS FOR DEPUTING FACULTY MEMBERS FOR HIGHER STUDIES (As Approved in the BOM Meeting held on 27.12.2008)

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

7.1 CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR BOTH AIDED & UNAIDED FACULTY FOR REGISTERING FULL TIME UNDER QIP (As Approved in the BOM Meeting held on 27.12.2008)

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

The faculty on deputation shall be on regular pay rolls and should have completed 2 years of service in case of PG and 3 years in case of Ph.D (as per BOG resolution dated 27.03.2006 & 02.09.2006).

7.1.1 In case of Grant in Aid (GIA) faculty:

- 7.1.1.1 The faculty on deputation shall complete his/her studies diligently for the purpose for which he/she is deputed;
- 7.1.1.2 The faculty on deputation shall within a week after completion of his/her studies report to BMSCE;
- 7.1.1.3 The faculty on deputation shall serve BMSCE after reporting in such post and on such term as the college may fix for a minimum period of three years;
- 7.1.1.4 In case the faculty on deputation fails to fulfill the above two 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 such interest thereon not exceeding ten percent per annum as the Government may, at their option, fix and demand;
- 7.1.1.5 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;
- 7.1.1.6 All the Government regulations/rules on the matter from time to time shall be binding on the faculty on deputation ;
- 7.1.1.7 The faculty on deputation shall be bound by the rules governing the grant of deputation allowances.

7.1.2 In case of Management (MGT) faculty:

- 7.1.2.1 The faculty on deputation shall complete his/her studies diligently for the purpose for which he/she is deputed;



- 7.1.2.2 The faculty on deputation shall within a week after completion of his studies report to BMSCE;
- 7.1.2.3 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 (as per BOG resolution dated 13.12.1999);
- 7.1.2.4 In case the faculty on deputation fails to fulfill the above two conditions, he/she shall forego the 50% of balance amount of salary;
- 7.1.2.5 The faculty on deputation shall be bound by the rules of Management from time to time.

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

7.2 CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR BOTH AIDED & MANAGEMENT FACULTY FOR REGISTERING PART TIME/EXTERNAL PG/PhD PROGRAMMES: (As approved in the BOG Meeting held on 27.12.2008)

The faculty shall be on regular pay rolls and should have completed 2 years of service in case of PG (as per BOG resolution dated 27.03.2006 & 02.09.2006). In order to motivate the faculty to pursue their higher education, the faculty members have been permitted to register for Ph.D Programme as external candidate 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. (As Approved in the BOG Meeting held on 14.07.2012)

The existing regulations/norms pertaining to deputation (Approved by BOG in the meeting held on 27.12.2008) of faculty under QIP remain un-altered.

7.2.1 For PG Programmes:

- 7.2.1.1 To execute a Bond (on a Stamp Paper) with a surety to serve BMSCE for a minimum period of 3 years after successful completion of PG Programme;
- 7.2.1.2 In case the faculty fails to fulfill the above conditions, the faculty and the surety shall be jointly and severely liable for the payment of six months salary to BMSCE;
- 7.2.1.3 The faculty shall be bound by the rules of Management from time to time.

7.2.2. For Ph.D Programmes:

- 7.2.2.1 To execute a Bond (on a Stamp Paper) with a surety to serve BMSCE for a minimum period of 3 years after successful completion of Ph.D programme;
- 7.2.2.2 In case the faculty fails to fulfill the above condition, the faculty and the surety shall be jointly and severely liable for the payment of one full year (12 months) salary to BMSCE;
- 7.2.2.3 The faculty shall be bound by the rules of Management from time to time.

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



SECTION G – DEPUTATION OF FACULTY TO TRAINING

8. FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE SEMINAR/ CONFERENCE/ WORKSHOP (As Approved in the BOG Meeting held on 02.09.2006)

8.1 Financial Assistance

SNo	Details	National/International Conferences/Workshops/ Seminars in India	Paper presentation at International Conferences/ Workshops/Seminars Abroad
1	Registration Fee	Assistance to the extent of Rs.4,000/- or actuals whichever is lower	Assistance to the extent of Rs.15,000/-
2	Travel Allowance	Assistance to the extent of to & fro First Class/AC 2 Tier train fare or Rs.3,000/- whichever is lower.	Assistance to the extent of 50% of the actual fare by economy Class fare by Air India/any other airline or Rs.25,000/- whichever is lower.
3	Daily Allowance	As per KCSR	US \$ 75 per day for the duration of the conference or Rs.10,000/-, whichever is less
4	Local Allowance	Rs.100/- per day subject to a maximum of Rs.200/-	Rs.500/
5	Maximum Financial Assistance including Registration Fee, Travelling Allowance and Daily Allowance provided will be Rs.50,000/-		

8.2 Conditions for sanction of Financial Benefit

- 8.2.1 Faculty member should present the paper;
- 8.2.2 Faculty should be a full time employee;
- 8.2.3 If there are one or more authors for a paper, only one author will be eligible for financial assistance;
- 8.2.4 In the case of International Conference abroad, a staff can avail such assistance if he/she had not received assistance in the earlier three years. In the case of conferences in our country, (within the country) the facility can be availed twice in a year;



- 8.2.5 The assistance is released on reimbursement basis;
- 8.2.6 The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure;
- 8.2.7 The reimbursement is subject to the production of vouchers for registration fee and travel tickets. Self-certification regarding assistance, if any, received from other sources for the purpose shall also be produced;
- 8.2.8 The financial assistance for participation in the International Conference is funded subject to review of the experts by screening the papers prepared and to be presented by the faculty before deputing the faculty and also to check the credibility of the Conference.

SECTION H - NORMS RELATED TO STAFF

9. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS (As approved in the BOG Meeting held on 16.03.2012)

“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”.

- 9.1 The staff members must be punctual to duty;
- 9.2 The staff shall stay in the workplace during the working hours of the college;
- 9.3 The staff shall discharge the responsibilities diligently in honest and un- biased manner with total commitment;
- 9.4 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;
- 9.5 The staff shall desist from falsifying/tampering any records or documents;
- 9.6 The staff shall take precautions to protect equipment, materials and facilities;
- 9.7 The staff shall take up other responsibilities prescribed by the superiors from time to time;
- 9.8 The staff shall wear prescribed uniforms provided, if any, while on duty;
- 9.9 The staff shall desist from borrowing/lending money from/to other employees;
- 9.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc;
- 9.11 The staff shall assist/carry out their work with a view to meet the deadline notified by the competent authority;
- 9.12 The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members;



- 9.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;
- 9.14 The employee shall not consume alcoholic beverages in the premises. The employee shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He/she shall also not arrive at work with the smell of alcohol on the breath;
- 9.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus;
- 9.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit/ interest etc.;
- 9.17 The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution;
- 9.18 The staff members are expected to conduct themselves in a professional, co- operative and ethical manner;
- 9.19 Conviction in any Court of Law for any criminal offence involving moral turpitude will amount to misconduct;
- 9.20 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;
- 9.21 The staff shall comply with rules, regulations and policies of Management from time to time.

SECTION I - NORMS RELATED TO LEAVE

GENERAL NORMS (APPLICABLE TO FACULTY & STAFF)

10 LEAVE FACILITIES EXTENDED (As approved in the BOM Meeting held on 22.03.2003)

10.1 Casual Leave

- 10.1.1 A staff [who has put in one or more years of service] who has completed more than one year of service is credited Casual Leave [CL] of 15 days in each calendar year;
- 10.1.2 In case of newly appointed faculty/staff members, a day's CL shall be granted for every completed service of one month for a period upto one year;
- 10.1.3 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;
- 10.1.4 CL not exceeding seven days during one period of absence exclusive of sundays and holidays shall be granted provided that such period of absence shall not exceed ten days;
- 10.1.5 CL cannot be combined with any type of leave;
- 10.1.6 CL cannot be claimed as right. CL shall be sanctioned before a staff avails or proceeds on leave;



- 10.1.7 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.

10.2 General Leave Rules

- 10.2.1 The newly appointed faculty/staff members are eligible for only CL for every completed service of one month for a period up to one year;
- 10.2.2 The staff is eligible for all other leave benefits only after the completion of one year of satisfactory service in the College;
- 10.2.3 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;
- 10.2.4 A staff who remains absent from duty without leave [for a period of four months or more] may be liable to be dismissed or removed from service;
- 10.2.5 Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except CL).

10.3 Earned Leave for Non-Vacation Staff

- 10.3.1 All the Non-Vacation Staff shall be entitled to earned leave of thirty days in a calendar year. The leave account shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January and 1st July every year subject to satisfying clause 10.2.2.

10.4 Earned leave for Vacation Staff

- 10.4.1 The leave account of a vacation staff shall be credited in advance with earned leave in two installments of five days each on the first day of January and July of every calendar year subject to satisfying clause 10.2.2.

10.5 Half Pay Leave

- 10.5.1 The half pay leave account of staff (other than vacation staff) shall be credited with half pay leave in advance, in two installments of ten days each of the first day of January and July of every calendar year subject to satisfying clause 10.2.2;
- 10.5.2 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;



10.5.2.1 The Principal to grant leave if satisfied that there is reasonable prospect of the staff returning to duty after expiry of leave;

10.5.2.2 When, commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

10.6 Maternity Leave

10.6.1 A female staff may be granted maternity leave for a period of one hundred and thirty five days as per norms;

10.6.2 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;

10.6.3 Maternity leave under clause 10.6.1 or clause 10.6.2 above shall not be admissible to a female staff who has two or more living children;

10.6.4 Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be granted without production of medical certificate;

10.6.5 Leave in further continuation of leave granted under clause 10.6.4 may be granted 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 ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

10.6.6 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 (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.)

10.7 Paternity Leave

10.7.1 A male staff may be granted paternity leave during the confinement of his wife for a period of fifteen days from the date of its commencement;

10.7.2 It shall not be admissible to male staff who has two or more than two living children;

10.7.3 It may be combined with any other kind of leave except casual leave. It cannot be encashed or merged with earned leave.



SECTION J– WELFARE NORMS

11 EXTENSION OF MEDICAL COVERAGE TO ALL THE STAFF MEMBERS (As Approved in the BOG Meeting held on 26.04.2010 – Revised w.e.f. July 2013)

All the staff members who have put in more than one year of service at BMSCE are extended the benefit of Medical Insurance. The coverage is to a maximum extent of Rupees Two Lakh/per year. The staff can avail cashless facility in case of hospitalization.

The benefit of Medical Insurance has been extended to the entire family (Self, spouse & two children up to the age of 21 years) w.e.f. July 2013.

12. EXTENSION OF FESTIVAL ADVANCE TO ALL THE STAFF MEMBERS (Approval dated 15.02.2010 – Revised from Rs.3,500/- to Rs.5,000/- - w.e.f. September 2012)

All the Staff members who have put in more than one year of service at BMSCE, are eligible for sanction of Festival Advance of Rs.5,000/- once in a financial year only. This facility will be made available for any one festival among the following festivals namely Ugadi, Ganesha Chathurthi, Deepavali,,Ramzan and Christmas subject to recovery in ten equal installments from their salary.

13. GRATUITY TO THE MANAGEMENT EMPLOYEES (As approved in the BOG Meeting held on 22.03.2003)

The Management has extended the Gratuity benefit to the employees under Management cadre as per norms and rules of the Government for payment of Gratuity.

14. EXTENSION OF FAMILY WELFARE FUND BENEFIT TO ALL THE STAFF MEMBERS (As Approved in the Council of Trustees of BMSET Meeting held on 22.03.2014 and BOG approval dated 07.04.2014)

- a) The Family Welfare Fund [FWF] consists of a monthly contribution/subscription of Rs.100/- from all the eligible staff members with equal matching grant from Management. The following FWF benefits will be 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) An amount of Rs.1,00,000/- (Rs.50,000/- from Family Welfare Fund and an equal matching grant of Rs.50,000/- by the Management), to an employee on regular scales of pay who has rendered a minimum service of 15 years on his/her superannuation.
- c) An amount of Rs.50,000/- will be paid to an employee on regular scales of pay who has rendered a minimum service of 15 years on his/her VRS/Resignation.
- d) An amount of Rs.2,00,000/- will be paid to the spouse or dependents of the deceased staff who was on a regular scale through Family Welfare Fund.



IPR Policy of BMSCE, Bangalore

BACKGROUND/REASON FOR POLICY

A Principal mission of BMS College of Engineering (here in after BMSCE) is to engage in assimilating and imparting knowledge and provide a nurturing environment for students and faculty to apply the science, technology and engineering principles in innovative projects. BMSCE recognizes that creative endeavors are a natural outgrowth of the pursuit of this mission and in past few years has been encouraging students and faculty to generate research work that can qualify for patent protection. While this effort is gaining momentum, BMSCE also recognizes that the proper management of such endeavors and related intellectual property rights would strengthen and provide a strong foundation for growth of such projects and enable a sustained focus to this effort. In support of these goals, BMSCE is providing guidelines for inventions, copyrightable works, trademarks and other related intellectual property rights arising from the activities of its faculty, staff, students, and others who use BMSCE resources, including those provided through an externally funded grant, contract, or other type of award or gift to the Institution.

STATEMENT OF POLICY

I. Inventions

1. **Principle of BMSCE Ownership.** The BMSCE shall own each Invention conceived in whole or in part during the course of any employment, research, or scholarship activity of any BMSCE students, Research scholars, faculty, or relating to the use of BMSCE Resources.
2. **Invention Disclosure.** Inventors shall promptly in writing through an Invention Disclosure Form (See Annexure-1) disclose and assign each Invention to the BMSCE and/or its designee, and shall not disclose any Invention to any third- party except as specifically authorized by the BMSCE or its designee. If more than one individual participated in the invention or development, the form shall include names of all such participants. The form shall constitute a full and complete disclosure of the Invention subject matter and the identity of all persons participating therein. The Invention Disclosure Form should be submitted to Director R&D, BMSCE, who would provide his recommendation to the Principal and take it forward for further processing for preparing a patent application.

Further, prior to making any public disclosures of the research work through publications in Journals/books, presentations in Conferences / Workshops, etc., including to a third party, the inventors/researchers should get the recommendation from the Director, BMSCE R&D for approval by the Principal, BMSCE. To that end, all necessary documents, data, background Material, etc as required by the Principal and Director, R&D, BMSCE should be furnished by the inventors/researchers.

I. Copyrightable Works

1. **Principle of BMSCE Ownership.** The BMSCE permits authors to retain the copyright to Instructional Copyrightable Works and Scholarly Copyrightable Works. Excepting only Instructional Copyrightable Works and Scholarly Copyrightable Works, the BMSCE shall own the copyright to each Copyrightable Work conceived in whole or in part during the course of any employment, research, or scholarship activity of any BMSCE students, Research scholars, faculty or relating to the use of BMSCE Resources.



2. **Disclosure of Copyrightable Works with Potential Commercial Value.** Each author of a Copyrightable Work that is BMSCE-owned according to the foregoing Principle of BMSCE Ownership and that may have potential commercial value shall promptly disclose the Copyrightable Work in writing to the BMSCE and/or its designee.
3. **License to BMSCE for Instructional or Scholarly Copyrightable Works.** Each Instructional or Scholarly Copyrightable Work shall, by operation of this policy, be subject to a perpetual nonexclusive, royalty-free license from the author to the BMSCE to use, duplicate, and internally distribute the Instructional or Scholarly Copyrightable Work for any pedagogical, research, or educational purpose of the BMSCE, subject to attribution of original authorship and to internal academic procedures and requirements of BMSCE. The foregoing license shall be broadly construed to enable the BMSCE's efforts to preserve research integrity and prevent fabrication, falsification, and plagiarism.
- III. **Trademarks** The BMSCE owns all rights, title and interest in Trademarks that relate to BMSCE Intellectual Property or relate to a program of education, service, public relations, research or training by the BMSCE.
- IV. **Tangible Research Property and Research Data.** The BMSCE owns all rights, title, and interest in Tangible Research Property and Research Data developed with support from BMSCE Resources. All research work with associated data including results should be recorded in a suitable Research Note Book as per the guidelines available with Director R&D, BMSCE. Subject to Section VII of this policy, in most instances the BMSCE allows access of BMSCE-owned Tangible Research Property or Research Data to BMSCE personnel at the discretion of the Principal duly recommended by Director, R&D, BMSCE for any non-commercial purpose.
- V. **Respecting others IPRs.** The BMSCE through this IPR Policy notices all BMSCE students, Research scholars, faculty to respect IPRs owned by others and not to use IPRs owned by others for any project, research, teaching or reference or any other purpose without appropriate authorizations from the owners of such IPRs, and without proper acknowledgement of such use. Any such improper use by any BMSCE personnel would be treated as plagiarism and would be considered an offence. Principal BMSCE would take necessary disciplinary and other legally required action for such offence.
- VI. **Administration and Execution of IPR Policy.** The IPR Policy will be managed by Director, R&D, BMSCE. The Principal and the Director R&D, BMSCE would have the authority to enforce the sections of the IPR Policy and also to review, and amend the sections as and when required.
- VII. **Disposition of BMSCE Intellectual Property** This policy shall be deemed 1) a term and condition of employment for every employee of the BMSCE, 2) a term and condition of enrollment and attendance at the BMSCE by students, and 3) a term and condition of participation in any BMSCE research or other use of BMSCE Resources by any person (whether or not employed by, compensated by, or enrolled at the BMSCE). This would include: (i) External Research Scholars registered under VTU or other universities to work in BMSCE Research Centers and/or getting guidance from the faculty of BMSCE and (ii) Internal Research Scholar from BMSCE registered in other Institutions registered under VTU or other universities and getting guidance from the faculty of BMSCE



Outside Activities authorized by the BMSCE for BMSCE faculty or staff, remain subject to this policy to the extent this policy does not conflict with any other existing policy applicable to third party. In case of a conflict, the ownership of all IP emanating from such outside activities (Collaborative work) will be mutually decided through discussions on case-by case basis.

As directed and requested by the BMSCE and/or its designee, all creators of BMSCE Intellectual Property shall execute legal documents required to effect this policy. The BMSCE (on its own behalf and on behalf of its designee) reserves the sole right in its exclusive discretion to make agreements regarding the retention, ownership, patenting, licensing, accessing, and any other use or disposition of any right, title or interest in BMSCE Intellectual Property.

The BMSCE and/or its designee will determine whether to commit funding to obtain patent, copyright, or trademark protection for particular disclosed BMSCE Intellectual Property and/or to seek to identify one or more licensees who will bear the cost of obtaining that legal protection. No creator of BMSCE Intellectual Property has the authority to assign, license or otherwise dispose of BMSCE Intellectual Property except to the BMSCE or its designee pursuant to this Agreement. BMSCE personnel engaged in Outside Activities shall have no authority to enter into an Intellectual Property agreement that conflicts with this policy. Persons who wish to confirm that a consulting, employment, or other agreement that addresses assignment of intellectual property associated with a proposed Outside Activity does not conflict with this policy should submit a copy of the agreement for review by BMSCE.

VIII. Commercialization of Intellectual Property.

1. Patents: BMSCE may pursue commercialization of the patents owned by it and any revenue from such commercialization may be distributed as under clause 3 of this section.

2. Equities of Participating Parties

General Policy. Income derived by the BMSCE and/or its designee directly from the commercialization of BMSCE Intellectual Property shall be administered in accordance with this policy. It is the policy of BMSCE to encourage and recognize the creative efforts of BMSCE personnel and, to share the financial rewards of such efforts on an equitable basis. This general policy may be rescinded or amended at any time by the BMSCE, and all legally enforceable rights related to Tangible Research Property and Research Data (Intellectual Property or proceeds there from) owned presently or in future by the Institution will remain with the Institution.

3. General Principle of Division. In most instances, Net Proceeds will be distributed according to the following formula a) one-third to the BMSCE, and b) two-thirds to inventors comprising of BMSCE or other personnel who created the BMSCE Intellectual Property that gives rise to the Net Proceeds. Any agreement among those BMSCE personnel setting relative distribution shares among themselves shall be decided by the concerned BMSCE personnel. The Principal may authorize a variance from the foregoing principles, depending upon the circumstances of an individual case, including relevant contractual arrangements and any applicable funding regulations.

IX. Re conveyance of BMSCE Intellectual Property: Intellectual Property may be re conveyed to the BMSCE personnel who disclosed it, upon their request to the Principal, BMSCE, if the re



conveyance would not: (i) violate any legal obligations of or to the BMSCE, (ii) limit appropriate BMSCE uses of the materials, (iii) create an unmanageable conflict of interest for the inventor/creator, (iv) have significant commercial or public value which may best be exploited by the BMSCE itself, or (v) otherwise conflict with BMSCE goals or principles.

- X. Works of Independent Contractors.** A written agreement will be documented from independent contractors such as website developers, architects, building contractors, interior decorators, special software developers, etc., that ownership of Inventions/Copyrightable Works made in the course of a BMSCE retention will be assigned to the BMSCE.
- XI IP generated in externally funded projects.** For the IP generated through externally funded projected such as sponsored research programs, the ownership and sharing of IP will be done on case-by-case basis, depending on nature of project, funding and other factors. All IP generated through these Projects will be documented and communicated to the Director, R&D, BMSCE. In cases where the ownership is assigned to the sponsoring party, BMSCE would retain a license free use of such IP for its teaching and research purposes.

XII. Miscellaneous

- 1. Designee.** The BMSCE may designate Director, R&D, BMSCE or any other representative to act for it in any respect here under.
- 2. Amendments.** This Memorandum may be amended or rescinded in whole or in part at any time by the Principal of the BMSCE.

ANNEXURE 1

INVENTION DISCLOSURE DOCUMENT

Number:

Date:

Title:

Related to which Project:

Inventors (with addresses):

Department:

- 1. Abstract of the invention/solution:**
- 2. Describe the problem in detail**
- 3. Technical Field:**



4. Related to which business/market (broadly):
5. What are the current alternate or related approaches you are aware of (related to the problem you are trying to solve)?
6. Please provide Patent and literature search results, and explain how your approach is different from the ones in the search results ;
7. Describe your Invention/solution and its advantages over other approaches to solve similar problem that already exist ;
8. Details of your invention/solution including any experimental results (Please provide any specific experimental data that relate exactly to the problem being addressed) ;
9. Any other situation or problem that can be solved using your invention/solution (Please note that the alternate problem situation may be completely unrelated to your problem, but if you are aware of it, please do mention it) ;
10. Is any third party involved in this work (e.g. a research institute/technical consultant) ;
11. Have you published this work or presented this work outside the organization (e.g. conferences)?
12. Any future plans to publish or present this work?
13. Is this work related to any other Project?
14. Is this work related to any prior field or in-process patent application?
15. Any other information



ANNEXURE 2

WHO SHOULD KNOW THIS POLICY

- Board of Governors
- Faculty/Visiting Faculty
- All students/Research Scholars
- Visiting Scientists /Visiting Scholars
- All employees

EXCLUSIONS

There are no exclusions from this policy.

This policy shall not be interpreted to limit the BMSCE's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third-parties, including sponsored research agreements, license agreements and the like. The BMSCE shall coordinate reporting requirements and other obligations to research sponsors regarding BMSCE Intellectual Property developed under a research contract or grant.

RESPONSIBILITIES

Inventors/Authors:

- a. Duly record the details of the research work and associated data in a Research Notebook as per the guidelines provided by Director R&D, BMSCE. Duly record the source of any extraneous material obtained from an external source during the course of the research/project/teaching material (accurate citations for the source to be provided).
- b. Prior to making any public disclosures of the research work through publications in Journals/books, presentations in Conferences / Workshops, etc., including to a third party, the inventors/researchers should get the permission of the Principal routing the request through Director R&D, BMSCE . To that end, all necessary documents, data, background material, etc as required by the Principal and Director R&D, BMSCE should be furnished by the inventors/researchers.

If the research work has elements of new approaches, results that can be patentable, the researchers should submit such aspects of their work through the Invention Disclosure Form to the Director R&D, BMSCE and maintain

- a. Confidentiality of such work till a decision is received from the Director R&D, BMSCE Center towards filing or not filing of patent on such work.



- b. In collaborative research work with another Institution/third party, inform Director R&D, BMSCE of such work, and maintain clear records of such work.
- c. Be aware that the IP Policy is binding on them during their association with BMSCE.

Director R&D, BMSCE:

- a. Owns the implementation and administration of the IP Policy.
- b. Ensures that the IP Policy is communicated to all faculty/students/third parties associated with BMSCE.
- c. Create standard procedures for submission of ideas/inventions, for review of the Disclosures, for billing and other necessary operating procedures.
- d. Conduct timely reviews of the submitted invention Disclosures if needed and take the necessary next steps for getting the patent applications filed for the approved disclosures.
- e. Conduct periodic meetings of the Steering Committee to inform about the activities of the Centre and take any directions.
- f. Build the R&D Centre as a self-sustaining unit in the long run using the Commercialization funds.
- g. Create awareness and appreciation of IP amongst the faculty and students of BMSCE.

Administration/Accounts:

- a. Support the activities of the BMSCE R&D specifically communication of the Policy, creating awareness and disseminating funds in a timely manner towards filing of patent applications.

The Principal:

Provide support and guidance to Director, R&D BMSCE in implementing its activities, communicate the Policy to HODs and assert its importance in different interactions with faculty and students.



ANNEXURE 3


DEFINITIONS

Word	Definition
Intellectual Property	<p>The term “Intellectual Property” means property such as an invention, patent, copyrightable work, copyright, trademark, service mark, trade secret, integrated circuit mask, research data, plant variety protection certificate, tangible research property or physical embodiment such as a model, machine, device, design, apparatus, instrumentation, circuit, computer program, visualization, biological material, chemical, other composition of matter, or plant that originates in or relates to academic or research activity and that is protectable by any law.</p>
Invention	<p>The term “Invention” means a type of discovery, process, method, device, plant, composition of matter, or other creation that may be considered inventive within the meaning of patent laws.</p> <p>The term “Copyrightable Work” means an original work of authorship, which has been fixed in any tangible medium of expression, such as:</p>
Copyrightable Work	<ul style="list-style-type: none"> • Literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies; • Computer software; • Musical works including any accompanying words; Recorded performances, including instructional performances; • Dramatic works, including any accompanying music; • Pantomimes and choreographic works (if fixed, as in notation or videotape); • Pictorial, graphic and sculptural works, including photographs, diagrams, sketches and integrated circuit masks; • Motion pictures and other audiovisual works such as videotapes; • Sound recordings; • Architectural works; and



Word	Definition
Instructional Copyrightable Work	<p>Any other works determined to be copyrightable under copyright laws as now existing or hereafter amended or supplemented.</p> <p>A Copyrightable Work may be the product of a single author or a group of authors who have collaborated on a project. The term “Instructional Copyrightable Work” means a Copyrightable Work that a) is authored by an identifiable BMSCE faculty member or instructor primarily for the instruction of students, b) is not specifically commissioned by the BMSCE, and c) is not a recording of a teaching performance made to or for BMSCE students.</p>
Scholarly Copyrightable Work	<p>The term “Scholarly Copyrightable Work” means a Copyrightable Work created by any person subject to this policy primarily to express and preserve scholarship as evidence of academic advancement or academic accomplishment. Such works may include, but are not limited to, scholarly publications, journal articles, research bulletins, monographs, books, plays, poems, musical compositions and other works of artistic imagination, and works of students created in the course of their education, such as exams, projects, theses or dissertations, papers and articles.</p>
Trademark (including Service Mark)	<p>The terms “Trademark” and/or “Service Mark” mean any word, name, symbol or device, or any combination thereof, whether or not registered as a trademark, that is used to identify goods or services and distinguish them from those manufactured or sold by others</p>
Research Data	<p>The term “Research Data” means the recorded factual material commonly accepted in the research and scholarly communities as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scholarly manuscripts, plans for future research, peer reviews, or communications with colleagues.</p>
Tangible Research Property	<p>The term “Tangible Research Property” means items produced in the course of research, such as compositions, biological materials, materials, drawings, devices, and equipment.</p>



Word	Definition
BMSCE Resources	The term “BMSCE Resources” means any support administered by or through BMSCE, including but not limited to funds, facilities, equipment or personnel, and funds, facilities, equipment, or personnel which are provided by governmental, commercial, industrial, or other public or private organizations and administered or controlled by the BMSCE.
BMSCE Intellectual Property	Intellectual Property which is owned or controlled by the BMSCE pursuant to this policy and/or applicable law is BMSCE Intellectual Property.
Net Proceeds	The net proceeds derived from BMSCE Intellectual Property shall mean the gross receipts there from (including, but not limited to, rents, royalties, dividends, earnings, gains, and sales proceeds), less all costs, expenses and losses paid or incurred by the BMSCE or its designee in connection therewith (including, but not limited to, all direct and indirect costs and expenses specific to the creation, preservation and legal protection of the BMSCE Intellectual Property, including attorney fees).
	

BMS COLLEGE OF ENGINEERING, BENGALURU

(Autonomous College under VTU, Belgaum)

Requisition to Apply for Ph.D. Programme

1.	Personal Details	
a)	Name	
b)	Department	
c)	Designation	
d)	Date of Joining BMSCE	
e)	No. of years of service in BMSCE	
f)	Date of completion of probation in BMSCE	
2.	Details of the Ph. D Programme	
a)	University / Institution applied for	
b)	Type of Research: Full Time, Part Time, External	
b)	Area of Research	
c)	Duration with Dates	
d)	Entrance exam Passed	
e)	Research Grants Received if any	

Date:

Signature of the applicant/s

Signature of the HOD

Office use only

Recommended	Yes/No
Remarks if not recommended	

Date:

Signature of the Principal

Cc to:

- a) Applicant/s
- b) Concerned HOD

BMS COLLEGE OF ENGINEERING, BENGALURU

(Autonomous College under VTU, Belgaum)

Requisition to attend Conference/Workshop/Faculty Development
Programme/Symposium/Seminar

1.	Personal Details	
a)	Name	
b)	Department	
c)	Designation	
d)	No. of years of service at BMSCE	
e)	Total Emoluments	
2.	Details of the event Conference /Workshop / FDP/ Symposium/Seminar (tick whichever is appropriate)	
a)	Level	National/International
b)	Title of the Event (Enclose copy of the brochure)	
c)	Duration with Dates	
d)	Venue	
3.	Details of the paper	
a)	Title of the paper	
b)	Paper is accepted for presentation (Enclose copy of the letter of acceptance)	Yes/No
c)	Paper is accepted for Publication	Yes/No
d)	ISSN/ISBN	
4.	Details of Co-author (if any)	
a)	Name	
b)	Department	
c)	Designation	
d)	Attending the Conference	Yes/No

5.	Details of Fee:	
a)	Registration Fee	
b)	Accommodation	Free/Paid
c)	TA/DA as per norms	
6.	Details of any other programme/s attended during the academic year	a) b) c)
7.	All the above events sponsored by college	Yes/No
8.	Total Amount claimed from the college towards the events mentioned in No. 6	
<p>Date:</p> <p>Signature of the applicant/s</p> <p>Signature of the HOD</p>		
Office use only		
Recommended		Yes/No
Remarks if not recommended		
Amount Sanctioned		
<p>Date :</p> <p>Signature of the Principal</p> <p>Cc to:</p> <p>a) Applicant/s</p> <p>b) Concerned HOD</p> <p>c) Accounts section</p>		

BMS COLLEGE OF ENGINEERING, BENGALURU
(Autonomous College under VTU, Belgaum)

INVENTION DISCLOSURE DOCUMENT

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2. Describe the problem in detail

3. Technical Field:

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 (related to the problem you are trying to solve)?

6. Please provide Patent and literature search results, and explain how your approach
 is different from the ones in the search results ;

7. Describe your Invention/solution and its advantages over other approaches to solve similar problem that already exist ;
8. Details of your invention/solution including any experimental results (Please provide any specific experimental data that relate exactly to the problem being addressed) ;
9. Any other situation or problem that can be solved using your invention/solution (Please note that the alternate problem situation may be completely unrelated to your problem, but if you are aware of it, please do mention it) ;
10. Is any third party involved in this work (e.g. a research institute/technical consultant) ;
11. Have you published this work or presented this work outside the organization (e.g. conferences)?
12. Any future plans to publish or present this work?
13. Is this work related to any other Project?
14. Is this work related to any prior field or in-process patent application?
15. Any other information