

ANNEXURE TO THE NOTIFICATION NO.BMSCA/G19/2024-25/01 Date: 28.08.2024

Rules/Regulations regarding appointment and other service conditions and Duties &

Responsibilities as well as policies to be applicable to the teaching and non-teaching staff

of the BMS College of Architecture, Bengaluru.

SERVICE CONDITIONS: APPOINTMENT OF STAFF:

All appointments shall be made as per the Statutes/Notifications/orders prescribing the Qualifications, age limit and other criteria by the UGC/ AICTE/ COA/ VTU/ BMSET/ BOG/ GOK /Management, etc. as the case may be.

DECLARATION OF PROBATIONARY PERIOD:

The Faculty members/non-teaching staff who are newly appointed will have to undergo probationary period of two years for faculty and four years for non-teaching staff from the date of reporting to duty in their respective cadres. Their period of probation will be declared to have completed as satisfactory subject to the satisfactory service rendered by them. In case, the service during probationary period was not found to be satisfactory, the probationary period will be extended for another one year. In case, the service during extended period of probation is also not found satisfactory, their service will be terminated by following due procedure in this regard.

During the probationary period, they shall be placed on mutually agreed consolidated pay with maximum 10% annual increment and further shall be brought under relevant pay scale upon confirmation or regularisation of service.

CASUAL LEAVE:

Any employee under time scale of pay is entitled for Causal Leave of 10 days in each calendar year.

- In case of newly appointed faculty, a day's CL shall be admissible for every completed 36th day of service until regularization.
- In case of newly appointed staff members, a day's CL shall be admissible for every completed 36th day of service for a period up to one year. Upon completion of one year, the staff is entitled for Causal Leave of 10 days of each calendar year.
- In all the aforesaid cases, an employee can avail a maximum of 5 days of casual leave at a time and when combined with any declared holidays, the number of days of leave shall not exceed 8 days at a time.
- Causal Leave cannot be combined with any kind of leave.

GENERAL LEAVE RULES

- Leave cannot be claimed as a matter of right. The employee shall get prior sanction before proceeding on leave. Discretion is reserved with the Director to sanction, to refuse or to revoke leave at any time according to the exigencies.
- When an employee is unable to attend duty due to illness or due to other reasons, he/she may be granted Causal Leave subject to condition that he/she should establish to the satisfaction of the concerned authority that he/she was unable to attend his/her duty for reasons beyond his/her control and it was inevitable to remain away from college.
- Earned leave may be sanctioned in combination with or in continuation of any other kind of leave such as Half Pay leave or Commuted Leave.
- An employee shall be sanctioned leave (Commuted Leave/Earned Leave/Leave without pay) for not exceeding three months subject to the approval of the Management.

- If they remain unauthorisedly absent from duty continuously for a period of three months or more, their services may be terminated after following due procedure as per the existing Rules.
- Except casual leave as above, no others leaves are available for faculty until regularization.

EARNED LEAVE:

NON-VACATION STAFF:

- All the Non-Vacation Staff shall be entitled to earned leave of thirty days in a calendar year. 15 days of Earned leave will be credited on 1st January and remaining 15 days will be credited on 1st July of each Calander year.
- The employee may encash earned leave at his/her credit subject to a maximum of fifteen days in a year provided that the conditions for grant of earned leave shall mutatis mutandis apply for surrender and encashment.
- The surrender and encashment of earned leave will be sanctioned to the employee who has completed one year of service in the scale of pay admissible to them in accordance with the order issued by the Govt. of Karnataka from time to time.

VACATION STAFF:

- All the Vacation Staff shall be entitled to earned leave of ten days in a calendar year. 5 days of Earned leave will be credited on 1st January and remaining 5 days will be credited on 1st July of each Calander year.
- The payment of salary for the vacation period is subject to the conditions that teaching staff shall be present on duty on the last working day of commencement of vacation and the first working day on re-opening after vacation.

- The employee may encash earned leave at his/her credit subject to a maximum of fifteen days in a year provided that the conditions for grant of earned leave shall mutatis mutandis apply for surrender and encashment.

HALF PAY LEAVE(HPL):

- The half pay leave account of non-teaching staff/non vacation staff shall be credited in advance in two instalments of ten days each on the 1st of January and 1st July of every calendar year.
- Half Pay leave may be converted as Commuted leave for the purpose of getting full salary. The Half pay leave may be sanctioned on a medical ground or on personal concerns subject to the following conditions:
- The Authority has to grant leave if satisfied that there is possibility of the staff returning to duty after expiry of such leave.
- Twice the amount of Half Pay leave shall be debited against the half pay leave account of the concerned staff when the commuted leave is sanctioned.
- The vacation staffs are not entitled for Half Pay leave or Commuted leave.

MATERNITY LEAVE:

- Women employees, who are working on scale of pay are entitled to avail 180 days of maternity leave.
- Women employees on scale of pay who adopt a child are also entitled to avail 180 days of maternity leave as per Government order.
- Women employees, who are working on temporary basis on consolidated salary are entitled to avail 84 days of maternity.
- The benefit of maternity leave may be claimed through ESI who are under ESI Scheme.

- Maternity leave may also be sanctioned in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the leave does not exceed six weeks subject to production of medical certificate issued by the Registered Medical Practitioner.
- Maternity leave shall not be admissible to a women employee who is having two or more living children.
- Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be sanctioned without production of medical certificate.
- Other kinds of leave, other than CL, may be sanctioned in combination or in continuation of Maternity leave in the case of illness of the women employee subject to the production of a medical certificate issued by the authorized Medical Officer. Such leave may also be sanctioned in the 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 with the baby is absolutely necessary.
- A women employee 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 sanctioned 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 women employee.)
- If the women employee does not report to duty after availing maternity leave, the salary paid for the period of maternity leave shall be refunded/recovered. Before

sanctioning the maternity leave, an undertaking shall be obtained from the employee to the effect that she will refund the salary paid to her in this regard.

- In case any women employee wants to tender resignation to the post held by her, after availing Maternity leave, she should report to duty and after serving the college for a period of one year may submit the resignation letter two months in advance. Otherwise, salary equals to two months shall be paid by her to the Management in lieu of the advance two months resignation.

PATERNITY LEAVE:

- A male employee in Service (including a probationer) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by the competent authority for a period of 15 days, within a period of six months from the date of such adoption:
- A male employee in service may be granted paternity leave for a period of 15 days either before or after delivery.
- Paternity leave may be combined with any other kind of leave except causal leave.
- Paternity leave cannot be surrendered for encashment or credited to earned leave account.

OVERSTAYING OF LEAVE:

- An employee who overstays unauthorizedly from duty after availing leave is entitled to no salary for the over stayed period till such period is regularized by sanctioning leave at the credit of the employee.
- The Director shall have the power to sanction or to refuse sanction of leave for such period. Overstayed period from duty after the expiry of leave will render the employee liable for disciplinary action for his/her unauthorized absence except where the

employee establishes to the satisfaction of the authority that he/she was unable to join duty for reasons beyond his/her control.

EXTRAORDINARY LEAVE (EOL WITHOUT PAY)

Extra Ordinary Leave (EOL-without pay) may be granted to an employee under the following circumstances:

- When no other leave by rule is admissible or
- When other leave is admissible, but the employee concerned applies,
- in writing for sanction of extraordinary leave.
- Leave granted can be curtailed and the employee can be called back for duty at any time in the case of urgency.
- If the employee reports sick, the organization reserves the right refer him/her to appear before the Medical Board to be appointed by the Management to ascertain the true fact and nature of sickness.
- The Rules containing in the Karnataka State Civil Services, 1957 and Rules amended from time to time are applicable with regard to sanction of any kind of leave to the teaching and non-teaching staff of the college.

ATTENDANCE AND PUNCTUALITY:

- On arrival to duty, attendance through the Bio metric system is mandatory at the appropriate time of commencing office hours.

PAY SCALES:

TEACHING STAFF

- The teaching staff appointed by the Management of the College on scale of pay will be entitled to get salary as per the pay scales prescribed by the UGC/AICTE/COA/VTU/BMSET/BOG/Management issued from time to time.

- Such staff appointed on a consolidated salary/time scale of pay on temporary basis will get the salary as per the decision of the BOG/ Management.
- The qualification and experience will qualify for the benefit in respect of the temporary staff.

ADMINISTRATIVE AND NON-TEACHING STAFF:

- Administrative and Non-teaching staff appointed by the Management of the College on time scale of pay will be entitled to get salary as per the pay scales prescribed by the Govt. of Karnataka issued from time to time.
- Administrative and Non-teaching staff appointed by the Management of the College on temporary basis on consolidated salary will get their salary as per the decision of the BOG/Management.
- The qualification and experience will qualify the benefit in respect of the temporary staff.

MAINTAINANCE OF OFFICE RECORDS/DOCUMENTS:

- It is mandatory on the part of the administration and office staff to maintain all Registers and other records/documents as per the Office procedure prescribed by the Govt. of Karnataka.
- The service registers of the teaching and non-teaching staff shall be maintained by the administrative staff. Entries in the service registers with regard to sanction of annual increments, deputation, attending Refresher and Orientation course, etc. shall be made regularly and kept in the safe custody of the responsible officer.

SANCTION OF ANNUAL INCREMENTS:

- Annual increments will be sanctioned to all the teaching and non-teaching staff automatically who have been appointed on the time scale of pay.

- The Teaching staffs who are due for annual increment between Jan to June shall be sanctioned increment in the month of July of the same calendar year and the Teaching staffs who are due from July to Dec shall be sanctioned increment in the month Jan of the following year.
- The annual increments shall be due on the first day of January and on the first day of July each year for non teaching staffs unless it is withheld for the particular reason such as withholding of one or more annual increments under the provision of KCSRs (CCA) Rules for having imposed punishment.
- Sanction of annual increment is subject to satisfactory performance of service accepted in the Annual Self-Assessment Report by the Director/ Management.
- Faculty members who are working under the Management cadre who have successfully completed their Ph.D. are entitled to get 3 additional non compoundable increments as per UGC/AICTE/COA/VTU norms.
- Sanction of annual increment to the teaching staff and non-teaching staff will be as per UGC/AICTE/COA/VTU and State Govt. Rules, as the case may be.

CAS BENEFIT TO THE TEACHING STAFF:

The teaching staff will be eligible for CAS benefit in accordance with provisions contained in the Rules/Regulations/Notifications/Statutes framed by the UGC/AICTE/COA/VTU and other Statutory Bodies issued from time to time.

PROMOTION IN THE CADRE OF NON-TEACHING STAFF:

Promotion in the cadre of non-teaching staff from Peons to Attenders, Attenders to Second Division Assistant, Second Division Assistant to First Division Assistant and First Division Assistant to Superintendent will be made as per the Cadre and Recruitment Rules of the Dept. of Technical Education/Management discretion and related Rules issued from time to time in this regard.

DEPUTATION OF TEACHING STAFF:

The faculty members who are deputed/ permitted to take up an assignment outside the College, shall invariably submit *Attendance Certificate* issued by the concerned authority and submit the same to the office of the Director for making an entry in this regard.

ACCEPTANCE OF RESIGNATION OF TEACHING AND NON-TEACHING STAFF:

- The staff who are willing to tender resignation to the post held by them shall submit the letter of resignation to the Director of the College two months in advance. The staff shall not be permitted to leave in the middle of the semester.
- In case, if they want to be relieved immediately without serving notice period, they shall pay salary equals to two months in lieu of two months' notice. Acceptance of resignation tendered by them shall be subject to the approval of the Director/Management after following the necessary procedures.
- The resignation of such staff will be accepted only after following the prescribed procedures such as producing No Due Certificate from the concerned Sections and monetary entitlements, if any, in respect of such faculty members /non-teaching staff, will be cleared only after necessary procedures are followed.
- Consequent on acceptance of the resignation, the staff shall not be entitled for reappointment in the college.
- During serving notice period, the employee shall not be eligible for any kinds of leaves.

INITIATION OF DISCIPLINARY ACTION, IMPOSING PENALTIES,

TERMINATION OF SERVICES OF STAFF:

- The Karnataka Civil Service (CCA) Rules, 1957 and Rules issued from time to time by the Govt. of Karnataka read with the Statutes/Regulations/Notifications and orders

issued by the Statutory Bodies such as UGC/AICTE/COA/VTU/BMSET and as per the norms of BOG/Management are made applicable in this regard.

- The staff who are found prima facie guilty of misconduct and dereliction of duty, etc. will be terminated from service in the college after framing charges and imputation of misconduct by conducting inquiry by an Inquiry officer to be appointed by the Management. The Delinquent Official shall appear before the Inquiry officer in this regard to substantiate the charges framed against him/her after receiving a notice in this regard. After completion of the Inquiry, the Inquiry officer will submit his/her findings with respect to the charges framed against the Delinquent Official stating that the charges proved or not.
- If the charges are proved beyond doubt to be as serious in nature, the Delinquent Official will be terminated from his/her service after following the due procedures contained in the KCSRs (CCA) Rules, 1957 or any other relevant Rules. If the charges are proved to be as not serious in nature, one or more of the penalties contained in the above Rules may be imposed on the DGO considering the gravity of the misconduct, dereliction of the duty, etc; subject to approval of the Management.

RETIREMENT ON ATTAINING THE AGE OF SUPERANNUATION:

The age of superannuation in respect of both the teaching and non-teaching staff will be as per the Rules and Regulations prescribed by the Government of Karnataka. At present, the age of superannuation for retirement from service is 60 years.

DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS.

They shall adhere to the following Rules/ Regulations for discharging their duties and responsibilities honestly and diligently for ever. The Rules, Regulations, Duties & Responsibilities mentioned below are only indicative and not exhaustive in content.

Non-adherence or non-compliance of the Rules, Regulations, and failure to

discharge the Duties and Responsibilities will be treated as dereliction of duties, misconduct which results in initiation of disciplinary action against the errant faculty members & other staff members. Faculty members are required to discharge the other duties/responsibilities which may be assigned to them by the Director/BOG/Management as and when they called for to do so.

GENERAL RULES AND POLICIES FOR FACULTY MEMBERS:

- Must be punctual to their duties.
- Shall participate in the administration of the college, as and when required.
- Shall be available in the campus during the stipulated working hours of the College and after working hours if the circumstances warrants.
- Shall discharge the duties and responsibilities assigned to them in various academic and administrative activities (teaching/research/consultancy and administration, etc.) diligently and honestly in an un-biased manner with total commitment.
- They are expected to conduct themselves in a professional and co-operative manner, be impartial to all students. There shall not be any caste, creed, sex, color, religion, or poverty-based treatment among the students.
- Shall take all precautions diligently to safeguard, materials and other infrastructural facilities of the College.
- Shall attend the meetings and participate in the activities when called for by the Director/Management.
- Shall take up other duties and responsibilities prescribed by the Director/Management in addition to Academic, Evaluation and Administrative work.
- Shall undertake Research/Consultancy activities regularly in addition to teaching particularly at the level of Professors and Associate Professors.

- They are required to confirm & follow the existing rules & regulations and also rules & regulations issued from time to time.
- Shall not engage/take tuitions privately.
- Shall adhere to formal and decent dress code in the campus.
- They are expected to complete evaluation work in respect of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) assigned by the College/Affiliated University/Management on top priority basis, they shall ensure that no inconvenience is caused in this regard.
- Shall not accept or undertake any work outside the College without prior approval of the Director. The Director shall bring such matters to the notice of the Management for according or refusing such permission.
- Shall not behave in rude or abusive manner, comment against superiors, make negative comments about other staff members, verbal attacks of a personal nature including threatening or go beyond irrelevant, fair and professional conduct; Faculty members shall desist from un-authorized distribution of printed material or copyrighted material and desist from falsifying/tampering any records or documents.
- Shall desist themselves from getting involved in un-authorized activities for their illegal financial gains.
- Shall desist themselves from exhibiting non-ethical behavior which jeopardize the moral standards of the college.
- Shall comply with the rules, regulations and policies prescribed by the Management from time to time.

MODEL CODE OF CONDUCT FOR FACULTY MEMBERS AND NON-TEACHING

STAFF:

Without prejudice to the general meaning of the term, amongst others the following acts, commissions and omissions shall be treated as misconduct which attracts disciplinary action against the errant staff. In this regard, the KCSRs (Conduct) Rules, 2000 and KCSRs (CCA) Rules are made applicable in toto.

- Demanding/accepting bribe or any kind of illegal gratification in cash or kind and similar materials which may be treated as bribe/illegal gratification.
- Theft, fraud, and dishonest attitude in connection with all matters of the College/Management including academic and administration.
- Smoking, consumption of alcohol, fighting, notorious or disorderly or indecent behavior within the premises of the college.
- False statement made in the application for employment.
- Insubordination or disobedience individually or in group of individuals.
- Excessive absenteeism or tardiness; failing to report to work when required.
- Sleeping while on duty; loitering or loafing during working hours.
- Anywhere within the establishment causing or threatening to cause mental and/or physical pain or injury to other employees either individually or collectively.
- Committing any act likely to harm or endanger the institution's property.
- Gambling or possession of gambling devices within the premises of the institution.
- Deliberately destroying, damaging any equipment's or infrastructures in the College.
- Abstaining for appearing before any enquiry/authority/committee, when required.
- Failure to produce documents/papers etc., when called for
- Habitual neglect for work and indiscipline.
- Wearing objectionable attires at college.

- Conviction for any criminal offence including moral turpitude.
- Refusal to accept any charge sheet from the authority of institution.
- Refusal to accept any bonafied assignment, not attending to evaluation duty or other academic assignment assigned by the Director.
- Leaving the work area during scheduled hours without permission.
- Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
- Habitual absence from duty without sanction of leave or overstaying after the expiry of the leave period.
- Holding of unauthorized meetings/gatherings in the institution.
- Discourteous behavior with the staff and students.
- Causing sexual harassment to other staff/students.

RULES TO BE FOLLOWED BY THE FACULTY MEMBERS RELATING TO

ACADEMIC MATTERS

- Shall conduct the assigned classes as per scheduled timetable.
- Shall maintain a systematic record of lesson plans & progress, student attendance registers, CIE marks, test papers and schemes/ solutions, course files, design briefs & such other documents with respect to the courses handled by them in totality.
- Shall adhere to & implement designated curriculum content with the said objectives in an efficient manner.
- Shall participate in professional development activities and apply the concepts in studio and lecture based academic activities in an efficient manner.

- 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)

MANAGEMENT OF STUDIO & CLASSROOM BY THE FACULTY MEMBERS:

- Shall be well prepared for conducting the studio/class and stay focused on the topic/content of discourse.
- Shall be present in studio or classroom at least before five minutes of the stipulated time.
- Shall mark attendance during 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.
- Shall 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.
- Shall share knowledge in a manner that encourages effective two-way communication.
- Shall be organized in order to make efficient use of time and move in a planned and systematic direction.
- Shall be self-confident and facilitate quality delivery of the courses taught.
- Shall involve visual and activity-based learning wherever relevant, make AV presentations in addition to conventional use of black board depending on the course and relevance.
- Shall provide real time case studies as and when necessary, employ appropriate strategies to achieve desired objective of learning.
- Shall summarize the concepts at the end of every class.

- After every test, they shall discuss about the common mistakes made by students and explain how to overcome it.
- Shall evaluate the Answer books/sheets, portfolios, sketch books and test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- Shall meet all the academic and evaluation deadlines prescribed from time to time;
- Shall not prepone, postpone, let-off or suspend a scheduled class without prior intimation & further approval from the Director subject to alternate arrangements made;
- Shall handle the assigned studio/classes and be available in the designated place for the full scheduled time of the class.
- A class, be it theory or practical, they shall handle the class for the complete duration of the said class.
- Absence of faculty members during their duty hours without permission from Director shall viewed seriously.

RULES TO BE FOLLOWED BY THE FACULTY MEMBERS AS MOTIVATORS OF STUDENTS:

- Shall efficiently motivate the students to involve themselves in the process of learning and understanding the course.
- Shall be available for the students even after class hours to clarify their doubts, if need be.
- Shall provide students, a detailed set of possible questions for all the topics in order to guide/ prepare them for enhancing their knowledge and face the examination (Theory/Viva/Practical) confidently.

- Shall treat all students with respect and teach them to treat others with respect as well. Shall motivate and help students to do minor educational projects in related area/topics (suggested by the faculty members and chosen by the student), so that their self-learning, creative, analytical and design skills improve.
- They are expected to work harmoniously with students of all levels such as exceptional learners or slow learners or students with diverse needs
- Shall handle gently but firmly, any misbehavior of students and weed out the cause.

AS PROCTOR / COUNSELOR / MENTORS:

- Shall conduct themselves as proctors to advise/counsel the students on all the academic matters such as registration/re-registration for seeking admission to the courses, changing the courses and/or withdrawing the courses as applicable.
- Shall meet the concerned students assigned them once in every fortnight. They shall report to the Chief Proctor about those students who avoid meeting the Proctor and ascertain the reason for the same.
- Shall ascertain and understand the difficulties/problems of the students and counsel them to provide solutions to their problems to ensure the constant academic progress in their curricular and non-curricular activities.
- Shall keep the parents apprised about the academic progress and general behavior of their wards from time to time.
- Shall demonstrate good communication and interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders.
- Shall maintain a diary in accurate, complete, and appropriate manner. The diary is required to be regularly updated with the comprehensive information of the student's academic progress with proper remarks.
- Shall be a friend, philosopher and guide to the students.

DUTIES & RESPONSIBILITIES OF ACADEMIC ADMINISTRATORS

DIRECTOR:

The Director shall provide leadership in the monitoring academic and administration and create an effective environment conducive for learning. He/she shall ensure that quality education is imparted to the students and foster their holistic development. He/ She shall ensure all round development of the Institution and achievement of strategic goals of the Institution.

- He/ She shall report to the Chairman, Board of Governors (BOG) on all matters.
- He/ She is the Head of the College/ Institution and shall act as a bridge between the faculty members & Staff, Students and Management.
- He/ She shall be a Member-Secretary of the BOG, he/she shall place all the proposals relating to administrative/academic/finance and other matters for approval and ensure implementation of the approved matters.
- He/ She shall be responsible for the recruitment of the academic and non-academic staff as per the requirement by following the recruitment procedures and norms.
- He/ She shall act as a facilitator between external agencies and the College/ Management.
- He/ She shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the College.
- He/ She shall ensure proper administrative and evaluation process in addition to addressing the rightful grievances of the students, faculty members & staff members.
- He/ She shall from time to time prepare Strategic Plan for the growth of the College which sets the milestones to be achieved.
- He/ She shall be the Executive in-charge of all academic and administrative committees and ensure adherence of all regulations framed by the BOG.

- He/ She shall conduct meetings of the committees regularly as and when necessary for proper functioning of the College.
- He/ She shall comply with the instructions of the UGC, AICTE, COA, DTE & VTU and other higher authorities without any delay to send all the required records, reports, etc.
- He/ She shall promote accreditation activities and facilitate agencies such as AICTE, COA, Infact; by timely complying with respect to all records and reports required by them.
- He/ She shall take all necessary action for smooth conduct of examinations.
- He/ She shall execute other duties and responsibilities assigned by the Chairman, BOG/Management in addition to the above-mentioned duties and responsibilities.

DUTIES OF FINANCE OFFICER/ACCOUNTS OFFICER.

- The Finance Officer /Accounts Officer is mainly responsible for all the financial transactions of the College. It is his/her responsibility to maintain the details of all the receipts and payments including the records in this regard carefully.
- He/she is responsible to produce the details and records to the Auditor for auditing the records, whenever required by the Director.
- He shall ensure that the Cannons of Financial activities are maintained and followed while incurring the expenditure of the College/management.
- He/she shall confirm that bills, etc. are approved by the Director before payment is made.
- The Rules prescribed and issued from time as per Ind-AS / Karnataka Financial Code are made applicable in respect of all the financial activities.

DUTIES AND RESPONSIBILITIES OF COORDINATORS OF VARIOUS COMMITTEES:

- Committee - (As per the list of committees in place) shall conduct the meetings of the respective committees and ensure smooth functioning for deliberation of the agenda in an efficient manner in absence of the Director.
- Committee are expected to report to the Director on the proceedings of the meetings held in his/her absence and update the deliberation within two days from conclusion of the meeting.
- Committee shall undertake any other duties assigned by the Director/Management and execute accordingly in smooth and efficient manner.

DUTIES AND RESPONSIBILITIES OF COORDINATORS FOR ACADEMIC MATTERS:

- Shall be solely responsible to ensure & facilitate the concerned authorities/committees during inspection.
- Shall oversee Teaching Learning Process (TLP) such as lesson plans, faculty members progress, remedial classes etc.
- Shall suggest methods of improving conduction of classes and necessary academic audits.
- Shall identify slow learners and arrange for need based remedial coaching by seeking approval from the Director.
- Shall focus on learning aspects of foreign students and provide necessary academic support in co-ordination with the concerned authorities.
- Shall undertake counselling of faculty members based on the Students' Feedback.

- Shall undertake Course Registration & Course Re-registration for B.Arch. AUTS Program.
- Shall undertake Authentication or permission for late Course Registration/Re-registration for B. Arch AUTS Program.

DUTIES AND RESPONSIBILITIES OF COORDINATORS FOR TRAINING AND PLACEMENT:

- Shall take care of all required and relevant aspects such as Counselling of Students; Training of Students for soft skills development; Placement Database Management; Industry Database Management; Student Placements; Facilitating Internships; MOUs with Industry for Academic Development in consultation with Director; Industry-Institution Interaction Cell; or any other duty assigned by Director.
- All other coordinators shall render their assistance in conducting Faculty Members Development Programs.
- Shall coordinate the Feedback process, maintain records and make necessary follow-up actions;
- Shall monitor Peer Evaluation;
- Shall organize and supervise conduction of Graduation Day;
- Shall co-ordinate & organize celebration of National festivals and such events.
- Shall organize, co-ordinate and efficiently conduct various activities of the Ekya club, ZONASA, NASA activities and other such activities or competitions.
- Shall execute any other duty assigned by the Director /Management.

DUTIES AND RESPONSIBILITIES OF COORDINATORS FOR FIRST YEAR

B.Arch. (VTU).:

- Shall liaise between the administration and first year students as per the instructions of the Director.

- Shall guide and enlighten the students regarding rules and regulations.
- Shall conduct orientation to the newly admitted students and coordinate with various trainers/counsellors towards providing additional training needs.
- Shall monitor the class list of the students and administer changes as and when required with the approval of the Director.
- Shall monitor the attendance of students. Take necessary action for condonation of shortage of attendance as per the norms prescribed by the Statutory Bodies and report to the Director.
- Shall monitor the conduction of First Year Classes.
- Shall interact with the Director/proctors/ for handling first year courses to resolve student related issues.
- Shall ensure the CIE (both attendance and marks) are recorded/maintained properly by the concerned faculty members.
- Shall ensure proper conduct of CIE (Tests, Quizzes etc.).
- Shall ensure prevention of students from any acts of ragging or other such activities.
- Shall execute any other responsibility assigned by the Director from time to time.

DUTIES AND RESPONSIBILITIES OF COORDINATORS FOR REASEARCH AND

PUBLICATIONS:

- Shall develop strong web link for R&D information of individuals/faculty members/ students/College;
- Shall identify significant areas of national and international importance in collaboration with the Heads of Research Centers; Guide and monitor proposals received by the faculty members for obtaining external funding for research activities;

- Shall motivate and help the faculty members /Research scholars to innovate in their relevant areas of interest;
- Shall motivate and guide faculty members /students to publish papers in National and International Journals in their areas of research;
- Shall timely monitor the research activities of faculty members as per the schedules.
- Shall monitor the research activities of students on quarterly basis;
- Shall develop close link between research scholars, guides and related industries for fostering research culture in the College;
- Shall conduct lecture series by the faculty member based on the publications, research/innovative works of those who have presented their papers in the foreign countries.
- Shall ensure continuation/extension of Research Centre in the University as per the norms prescribed by the University.
- Shall execute any other responsibility assigned by the Director/Management from time to time.

WORK LOAD & DUTIES AND RESPONSIBILITIES OF PROFESSORS:

WORK LOAD:

A Professor shall provide leadership in creating academic environment for learning of students. The minimum hours of workload in the College shall be 40 hours per week including not less than 14 hours/week of theory/studio/practical teaching hours.

DUTIES AND RESPONSIBILITIES:

- Shall design/revision and up-gradation of courses.
- Shall deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.
- Shall prepare course material, lesson plans for the courses assigned.

- Shall undertake mandatory works of the College like paper setting, exam works, evaluation etc. on top priority.
- Shall conduct internal tests, semester end examinations & university examination with utmost integrity.
- Shall monitor [Proctoring] students.
- Shall supervise[innovative] student projects.
- Shall take active part in the College/Institutional activities for strengthening laboratories, organizing & developing new methods in the academic/administrative field.
- Shall take active part in the process of procuring course materials/textbooks/journals/laboratory equipment's;
- Shall participate in all Institutional activities as prescribed by the BOG/ Management;
- Shall publish at least one paper in a year either National or International conference.
- Shall publish at least two papers in a year in Indexed Journals.
- Shall execute any other responsibilities assigned by the Director /Management from time to time.
- Shall continue research work; post-doctoral fellowship at reputed Universities/ Organizations;
- Shall prepare proposals for obtaining funds from the agencies like VTU, AICTE, DST etc.; and submit well in time through the Director.
- Shall guide Research Scholars who are pursuing for obtaining Ph.D.;
- Shall make presentations at national and international conferences and similar events.
- Shall write Textbooks/Manuals/ Monographs etc.;

- Shall develop products & apply for obtaining patents from the concerned authorities.
- Shall undertake consultancy works;
- Shall keep update of current developments in their respective fields.
- Shall conduct Bridge courses for slow learners.
- Shall Conduct remedial classes to the students.

MANDATORY REQUIREMENTS:

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

ADDITIONAL REQUIREMENTS:

- To conduct/organize Faculty Development Programs (FDPs) [workshop/ conference/ short term training programs (STTP)] once in a year;
- To deliver guest lectures at other Institutions without detrimental to the scheduled class / work and other responsibilities in the College.

WORK LOAD & DUTIES AND RESPONSIBILITIES OF

ASSOCIATE PROFESSORS:

WORK LOAD:

The minimum hours of workload in the College shall be 40 hours per week including 14 hours of theory/studio/practical teaching. The duties and responsibilities include the following.

DUTIES AND RESPONSIBILITIES:

- To Involve in the design/revision and up-gradation of courses;
- To deliver lectures using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques;

- To prepare course materials, lesson plans for the courses assigned;
- Prioritize the mandatory works like paper setting, invigilation, evaluation etc.;
- Conduct internal tests, semester end examinations & university examination with utmost integrity;
- To monitor [Proctoring] students;
- Supervise the student projects;
- Publish at least one papers in National/International conference in a year. [In case of joint authors only fractional weightage will be considered].
- Shall publish at least two papers in a year in Indexed Journals.
- Participate in all the College activities as prescribed.
- Execute any other responsibility assigned by the Director/Management/BOG from time to time.
- Pursue research & consultancy works [IRG];
- Prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc.
- Participate in the national and international conferences and similar events and to present papers.
- Keep update of current developments in their respective fields.

MANDATORY REQUIREMENTS:

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

ADDITIONAL REQUIREMENTS:

- Writing Text Books/Manuals/ Monographs etc.
- Develop products & applying for patents.

- Conduct/Organize (FDPs) [workshop/ conference/STTP] once in a year.
- Deliver Guest/Invited lectures [one in a year] at other Institutions [without affecting the scheduled class / work at the College].

WORK LOAD AND DUTIES AND RESPONSIBILITIES

ASSISTANT PROFESSORS:

WORK LOAD:

The minimum hours of work load in the College shall be 40 hours per week including 16 hours of theory/studio/practical teaching. The duties and responsibilities include the following.

DUTIES AND RESPONSIBILITIES:

- Shall prepare of course material, lesson plans for the courses assigned.
- Shall deliver lecture using innovative methods and technology;
- Shall assist the students to improve in their studies.
- Shall supervise students' projects;
- Shall Monitor [Proctoring] students;
- Shall accompany students during field trips (educational tours) and visits to the industries;
- Shall take up mandatory works of the College like paper setting, invigilation, evaluation etc. on top priority.
- Shall conduct internal tests, semester end examinations & university examination with utmost integrity;
- Shall attend at least one FDP [workshop/conference/STTP] during the lean period/vacation/semester breaks (minimum duration shall not be less than a week);

- Shall participate in the Institutional activities such as strengthening laboratories, organizing & developing new methods of teaching in academic activities and achievement in the administrative field.;
- Shall process and procure course materials/textbooks/laboratory equipment in respect of all the courses including self-one.
- Shall participate in all the Institutional activities as per schedules.
- Publish at least one papers in National/International conference in a year. [In case of joint authors only fractional weightage will be considered];
- Shall publish at least two papers in a year in Indexed Journals.
- Shall execute any other responsibility assigned by the Director/BOG/Management from time to time.

ADDITIONAL REQUIREMENTS:

- A minimum of 60% rating is mandated in the students feedback gathered from time to time;
- Proctoring of the Students and maintaining appropriate records.
- The faculty members with an experience of 3 years or more shall register for Ph. D subject to satisfying the conditions/ norms of the College.
- Keep up to date current affairs/developments in their respective fields.
- Publish at least one papers in National/International conference in a year. [In case of joint authors only fractional weightage will be considered];
- Shall publish at least two papers in a year in Indexed Journals.
- Developing laboratories & workshops.
- Developing Products & applying for patents.

DUTIES AND RESPONSIBILITIES OF THE LIBRARIAN (NON-VACATION)

- He/she is responsible for procuring the necessary books recommended by the Head of the concerned departments.
- He/she is responsible for issue of books to the staff and students and recover within the due date.
- He/she shall conduct stock verification during the month of March every year and furnish the report to the Director and suggest for waiving of the damaged, mutilated books which are not useful to the students and staff.
- He/she shall be responsible for discharging other duties and responsibilities as and assigned by the Director/BOG/Management.

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PHYSICAL EDUCATION- (VOCATIONAL STAFF):

- He/she is solely responsible for conducting the indoor and outdoor sports activities of the students in the college.
- He/she is responsible for procuring the sports materials for required for conducting sports activities.
- He/she shall ensure that the quality sports materials are procured to maintain the durability.
- He/she is responsible for conducting the tournaments of sports of the college students in the other colleges.
- He/she is responsible for inviting students of other colleges for conducting tournaments of sports in the College.
- He/she is responsible for conducting annual verification of stock in the sports dept and suggest for waiving of any sports materials which are not useful.

- He/she is responsible for maintaining the discipline among the students in the college.
- He/she shall be responsible for discharging other duties and responsibilities as and assigned by the Director/BOG/Management.

ASSESSMENT OF PERFORMANCE OF FACULTY MEMBERS THROUGH FEEDBACK BY THE STUDENTS:

- During every semester there shall be two feedbacks for assessment of performance by the students in respect of the Subjects/ Courses taught by the faculty as prescribed in the curriculum.
- There shall be complete online feedback by the students by maintaining secrecy of the concerned faculty members and also students.
- A specific ID shall be given to students for the feedback.
- Faculty members shall be graded in any one of the five scales such as **Excellent, Very good, Good, Fair and Poor based on the feedback of students.**
- The feedback collected from the students shall be analyzed by the *experts* based on formulae, thus indicating a percentage score for each individual faculty.

POLICY AND GUIDELINES FOR MONITORING AND ASSESSMENT OF EVALUATION OF THE FACULTY MEMBERS PERFORMANCE, BASED ON RATING THROUGH STUDENT FEEDBACK

The Management has introduced a policy monitoring the guidelines for assessment and evaluation of performance of the faculty members based on the student feedback. The student who has a minimum of 60% attendance is eligible to provide feedback.

The salient aspects include the following:

- To issue a warning memo to the faculty members who have been rated below 60 % in three consecutive feedback processes.
- To withhold one annual increment (without cumulative effect) in respect of the faculty members who have been rated below 60 % in consecutive six feedbacks;
- To withhold one increment (with cumulative effect) in respect of the faculty members who have been rated below 60 % in consecutive nine feedbacks;
- Faculty members with below twelve feedbacks to be provided an opportunity to opt for voluntary retirement (VRS) failing which the Management shall initiate necessary action for their compulsorily retirement/termination of service in the academic interest of the students after following due procedure as per Rules and Regulations in force.
- Faculty members with less feedback (below threshold level) shall not be eligible for any special benefits such as deputation for seminars, workshops, conferences or higher studies. However, they shall be deputed to appropriate skill development programs to improve their teaching abilities with due recommendation and approval of the Director.

RESEARCH AND PROMOTION GUIDELINES / CONDITIONS FOR AWARD OF INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES:

INCENTIVES:

- Incentive shall be awarded for research publications/MOOC/Membership to the faculty members who are on regular time scale of pay scale (as and when revised and approved in the BOG).
- The Director is authorized to sanction the award of incentive subject to satisfying the following conditions.

- The publication of paper will be considered only if it is published in the Indexed journals. i.e., Web of Science, Scopus, UGC Care listed subject to any other conditions sanctioning authority deems fit in the circumstances.
- In the event of any claims received contrary to the existing norms, the Director shall refer the matter to concerned committee for taking necessary action in consultation with the Director/ BOG/Management.
- The Committee shall meet at least twice in an academic year or at any time if the circumstance warrants.
- There shall be no ceiling limit on the number of publications to be published. Faculty members can publish any number of publications without detrimental to their normal duties.
- Appropriate cash incentives on each publication in the referred journals depending on outlined criteria shall be awarded subject to decision by the Management. The Director shall constitute a Committee to formulate the norms in this regard.
- The incentive amount shall be equally distributed amongst all the authors (only among of the Institution).
- The faculty members shall submit all relevant documents including their publications to the Director's office for claiming the award.
- Faculty members shall be employee of the BMS College of Architecture, Bengaluru.
- The faculty members shall be entitled to the following financial support based on their performance and evaluation. The detailed proposal for financial support shall be submitted through Director for approval of the BOG/Management.
- Contribution of 100% Annual membership fee to the any one of the Indian Professional Body in the respective domain of the faculty members

- Contribution of 75% Annual membership fee to anyone of the Foreign Professional Body in respective domain of the faculty members
- Contribution of 100% course fee for MOOCs/SWAYAM/NPTEL/Coursera/edX only to the faculty members with Toppers.

Revision in the incentive scheme to promote research activity among faculty members w.r.t publications in refereed journals as follows:

Journal Quality	Previous Incentive	Revised Incentive
Quartile 1 – Q1	Rs. 10,000/-	Rs. 25,000/-
Quartile 2 – Q2		Rs. 20,000/-
Quartile 3 – Q3		Rs. 15,000/-
Scopus, WoS Indexed Journal (Other than Q1, Q2 and Q3)		Rs. 10,000/-
UGC Care List	Rs. 5,000/-	Rs. 5,000/-

CONDITIONS PRESCRIBED FOR AVAILING THE CASH

AWARD/INCENTIVE/FINANCIAL BENEFIT:

- Benefits will be extended to all those faculty members appointed in the scale of pay.
- This benefit will not be extended to those faculties whose feedback is less than the threshold level rating during the academic year.

ENCOURAGING FACULTY MEMBERS FOR RESEARCH/ AND AWARD FOR OBTAINING EXTERNAL GRANT

Appropriate reward system shall be based on the decision of the Board of Management after obtaining the report from the expert committee for promoting research and incentives for obtaining external grants from industry or other sources by faculty members to the institution.

DEPUTATION OF FACULTY MEMBERS AND CONDITIONS FOR ISSUING 'NO OBJECTION CERTIFICATE (NOC)' REGISTERING FOR HIGHER STUDIES-FULL TIME UNDER QIP

To depute a maximum of 10% of the total numbers of faculty members for pursuing PG/PhD programmes on full time Basis under QIP subject to the following guidelines/eligibility conditions:

- The faculty members for their deputation should be working on regular scale of pay and should have completed 2 years of service in case of PG and 3 years of service in case of Ph.D.
- The faculty members on deputation shall complete his/her studies diligently for the purpose for which he/she is deputed. The period for completion of Ph.D. will be maximum of three years excluding Course work which may be extended for another one year under the special circumstances subject to the recommendation of the concerned Guide.
- The faculty members on deputation shall report to the college immediately the day following the next day of completion of deputation. The reporting day excludes the journey days.
- The faculty members on deputation shall be paid 50% of salary during the deputation period and the remaining 50% after serving the college for a minimum period of three years;
- In case the faculty members on deputation who fails to fulfil the above two conditions shall forego the 50% of balance amount of salary.
- The faculty members on deputation shall be bound by the rules of Management issued from time to time.

- The faculty members shall submit a detailed report to the Director with regard to the research work, etc. undertaken during the period of deputation, which shall be placed before the Management for consideration along with all required documents.

CONDITIONS FOR ISSUING 'NO OBJECTION CERTIFICATE (NOC)' FOR REGISTERING PART TIME/EXTERNAL PG/Ph.D. PROGRAMMES

The faculty members shall be on regular scale of pay and should have completed 2 years of service in the case of PG. In order to motivate the faculty members to pursue their higher education, they shall be permitted to register for Ph.D. program as external candidates 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 of the College.

FOR POST GRADUATE PROGRAMMES:

- To execute a Bond (on a Stamp Paper of Rs.500/-) with a surety to serve the college for a minimum period of 3 years after successful completion of PG Program.
- In case the faculty members who fails to fulfil the above conditions, both the faculty members and the surety shall be individually and jointly responsible for the repayment of salary equals to six months to college.
- The faculty members shall be bound by the rules of Management issued from time to time.

FOR Ph.D. PROGRAMME:

To execute a Bond (on a Stamp Paper of Rs.500/-) with a surety undertaking to serve college for minimum period of 5 years after successful completion of Ph.D. program.

- In case the faculty members who fails to fulfil the above condition, both the faculty members and the surety shall be individually and jointly liable for the payment of salary equals to 12 months to college.

- The faculty members shall be bound by the rules of Management issued from time to time.

DEPUTATION OF FACULTY MEMBERS FOR TRAINING FINANCIAL ASSISTANCE FOR FACULTY MEMBERS ATTENDING THE SEMINAR/CONFERENCE/WORKSHOP

The faculty members who are attending the Seminar/Conference/ Workshop will be eligible to get the following financial benefits.

Sl. No.	Details	National/International Conferences/Workshops/ Seminars in India	Paper Presentation at International Conferences /Workshops/Seminars Abroad
1	Registration Fee	Rs.10,000/- or actual Registration Fee which-ever is less.	
2	Travelling Allowance	a) 2 Tier AC or Airfare. b) Local transport of Rs. 400/- per day or actual which ever is lower. The total cost of (a+b) shall not exceed Rs. 10,000/- or the actual cost incurred or whichever is lower.	Financial Assistance limiting to Rs. 1,25,000/- once in three years block period. Financial Assistance is inclusive of Registration Fee, Travel Allowance, Airport Transport, Per Diem Allowance, Stay accommodation charges etc.
3	Daily Allowance	As per Management Norms	Not Applicable
4	Total Expenditure	The total expenditure shall not exceed Rs. 20,000/- per trip and total of two times the opportunity can be availed by a faculty in an Academic Year. An Academic Year is defined as July to June.	The total expenditure shall not exceed Rs. 1.25,000/- per trip and permitted in a block period of three years.
5	Terms & Conditions	Only two Conferences (India) / Training Programmes / FDPs is permitted in an academic year i.e., total six Conferences (India)/Training Programmes/FDPs in three years.	Only one conference in the block period of three years.

CONDITIONS FOR SANCTION OF FINANCIAL BENEFITS:

- Faculty members should present the paper in the Conference & Seminar.
- Faculty members shall be a full-time employee on time scale pay and have completed the probationary period successfully.

- If there are one or more authors for presenting a paper, only one author will be eligible for financial assistance.
- The faculty members shall be entitled to receive financial assistance only once in three years for attending the International Conference, and twice in a year in the case of attending conferences in INDIA.
- The assistance is released on reimbursement basis.
- The financial assistance/support received from all the sources, including the financial support received from the college, shall not exceed the total expenditure in this regard.
- The reimbursement is subject to the production of receipts/vouchers for having paid the registration fee and travel tickets. Details of financial assistance, if any, received from the other sources for this purpose shall be produced to the Director.
- The financial assistance for participation in the International Conference is funded subject to review of the Experts Committee by screening the papers to be published and presented by the faculty members before their deputation and also to check the credibility of the Conference.

TRAINING FOR ADMINISTRATIVE STAFF AND OFFICE STAFF

It is proposed to depute administrative staff and office staff to undergo training for updating of service rules, legal matters, maintaining office records, service register and other related matters which will enhance their skill for functioning smooth administration of the college by inviting experts. Therefore, all the administrative and office staff shall undergo the said training in order to enhance their skill.

RULES / REGULATIONS AND RESPONSIBILITIES OF STAFF MEMBERS

(Including Office, Administration, Laboratory, Library & other group 'D' staff)

“The staff shall comply with the following Rules/Regulations and carry out the Responsibilities diligently and honestly. *Non – compliance of the rules, regulation’s & failure to carry out the responsibilities will be treated as misconduct and dereliction of duties. Necessary action will be initiated against such employee”* as per existing Rules.

In addition to the following Rules/Regulations and Responsibilities, the staff are required to comply and carry out other duties/responsibilities as and when the Director/BOG/Management requires to do so.

- Must be punctual to duty;
- Shall stay in the college during the working hours.
- Shall stay in the college after working hours, if the circumstances warrants.
- Shall discharge the duties and responsibilities diligently and honestly in unbiased manner with total commitment.
- Shall maintain confidentiality in respect of all matters in the college. They shall not disclose any information inside or outside the college, unless and until the employee is authorized to do so.
- Shall desist from falsifying/tampering any records or documents.
- Shall take precautions to protect equipment, material and other infrastructural facilities.
- Shall discharge other duties and responsibilities prescribed by the superiors from time to time.
- Shall adhere to decent dress code or wear prescribed uniforms provided, if any, while on duty.

- Shall desist from borrowing/lending money from/to other employees on commercial basis. If any such activities are noticed, necessary action will be initiated against such employees for their willful disobedience of this clause.
- Disobedience, breach of trust, fraud etc.; will not be tolerated and excused under any circumstances. They shall be very careful in discharging their duties in the college.
- Staff shall assist/carry out their work within the time prescribed by the competent authority.
- Shall not behave in a rude or abusive manner and they are prevented to comment against their superiors and subordinate officials. If such behavior is noticed, they will be liable to disciplinary action for their misconduct.
- Shall not involve in verbal attacks, which are of a personal nature, threatening, abusive and irrelevant attitude or go beyond fair and professional conduct.
- Shall not consume alcoholic beverages in the premises since they are totally prevented from doing so. The employee shall not arrive at work place under the influence of alcohol or any substance having an alcoholic or narcotic product. Smoking during office hours and after office hours in the college is prohibited.
- Shall desist from un-authorized distribution of printed material or sell such or any other items in the campus.
- Shall desist from involving in un-authorized commercial activities for their unlawful personal gains.
- Shall desist from personal behavior which jeopardize the moral standards and turpitude of the College.
- Shall conduct themselves in a professional, co-operative and ethical manner.
- Furnishing false and frivolous details/information regarding his/her name, age, father's name, qualification, address or previous service in the application for the

employment will amount to criminal breach of trust. If such instances are noticed, the services of such staff will be terminated after following the due procedures contained in the KCSRs. (CCA) Rules and other applicable Rules.

- Shall comply with rules, regulations and policies of College/ Management issued from time to time.

DUTIES OF GROUP 'D' STAFF:(including Peons, Sweepers, Scavengers, Attenders, etc.)

- It is the primary duty of the Group 'D' staff to maintain hygiene in the college campus. The duties and responsibilities assigned to them shall be carried out honestly and sincerely without giving room for any complaints.
- They shall be responsible for maintaining hygiene of the toilets and such other places in the Chambers of the Officers including toilets used by the students.
- The Superintendent of the college shall monitor these duties of the Group 'D' staff and report the irregularities, if found any, to the Director/Administrative officer for taking further action in the matter.

WELFARE MEASURES:

EXTENSION OF MEDICAL COVERAGE TO ALL EMPLOYEES

All the teaching and non-teaching staff working in the college are entitled to the benefit of Medical Insurance to the entire family. The coverage for self, spouse, and two children up to the 21 years of age to a maximum extent of Rupees of Two Lakhs/per year. They can avail cashless facility in case of hospitalization.

For this purpose, family as defined in the KCSRs, 1957 and as per the reimbursement of medical expenditure as per the Govt. of Karnataka rules.

SANCTION OF FESTIVAL ADVANCE TO ALL THE EMPLOYEES:

All the teaching and non-teaching staff who have put in more than one year of service at the college are eligible for sanction of Festival Advance of Rs.25,000/- (Rs. Twenty-Five Thousand Only) once in a financial year, recoverable in ten equal instalments from monthly salary. Festivals as defined in the state Govt. of Karnataka Rules.

GRATUITY TO THE EMPLOYEES

All the employees of the college are entitled to the benefit of Gratuity as per the rules of the Government of India / Government of Karnataka and other rules applicable.

EXTENSION OF FAMILY WELFARE FUND BENEFIT TO ALL THE STAFF

MEMBERS

Enhancement of Family Welfare Fund (FWF) from Rs. 150/- to Rs. 250/- w.e.f. 01-10-2023.

Family Welfare Fund payable to the employee working on regular scale of pay and retires from service on attaining the age of superannuation after rendering minimum 15 years of service is enhanced from Rs. 2,00,000/- to Rs. 2,25,000/- (Rs. 1,12,500/- from Family Welfare Fund and an equal matching grant of Rs. 1,12,500/- by the management). w.e.f. 01-10-2023.

- The amount payable to the employee on regular time scale of pay and who voluntarily retire from service or tender resignation is not eligible to claim the matching grant contributed by the management with effect from 01-10-2023. However, his/her contribution made towards this scheme during his service is repayable as per Rules.
- The amount payable to the spouse or dependents of the deceased employee who was working on regular time scale of pay is Rs. 3,00,000/-.

- The employee who is terminated, dismissed or resigned from service is not eligible for any benefit under the scheme.

ALLOTMENT OF SEATS TO CHILDREN OF EMPLOYEES OF BMS INSTITUTIONS FOR THEIR STUDIES:

Allotment seats to the Children of Employees of BMS Institutions is subject to certain conditions and norms prescribed by the BMSET/BOG/ Management. This cannot be claimed as a matter of right. This facility is subject to availability of seats in the college for admission to the various course.

EDUCATION AID ADMISSIBLE ONCE IN A YEAR TO THE CHILDREN OF THE NON-TEACHING STAFF WHO HAVE PUT MORE THAN ONE YEAR OF SERVICE.

All the non teaching staff members who have put in atleast one year of service in the college are eligible for sanction of educational aid of Rs. 15,000/- (Rupees. Fifteen Thousand Only) to one of their children in their family once in a year.

EXTENSION OF SPECIAL INCREMENT ON SMALL FAMILY NORMS TO THE STAFF WORKING UNDER MANAGEMENT CADRE

The incentive to promote the Small Family Norms to the employees of college working on temporary basis appointed by the Management will be sanctioned subject to the fulfilment of the conditions prescribed in the Rules issued from time to time by the Govt. of Karnataka with effect from 01.03.2020.

The employees who have undergone sterilization from 01.07.2019 onwards will get the monetary benefit from 01.03.2020.

VEHICLE LOAN FACILITY TO NON-TEACHING STAFF MEMBERS

LOAN AMOUNT:

The maximum loan amount of Rs.1,00,000/- (Rupees. One Lakh Only) or the cost price of the vehicle whichever is less, will be sanctioned.

TERMS AND CONDITIONS:

- The employee should have been worked on regular time scale of pay for a period of more than two years at college.
- The employee shall have 04 or more years of service before his/her retirement.
- The loan amount sanctioned is only for new vehicle.
- A nominal rate of interest of 10% on reducing balance will be levied on the principal amount.
- The loan amount will be recovered in 48 months equal instalments from salary of the employee.
- The employee shall not dispose the vehicle until the principal amount along with interest is completely recovered.
- The registration of the Vehicle shall be in the name of the employee only.
- One witness (Collateral security) is compulsorily required for availing this loan facility.
- Documentation as required by the Finance Officer of the college.
- In case of any unforeseen exigencies full balance of loan amount along with interest shall be made good from the terminal benefits of the employee.

After purchase, it is the responsibility of the employee for maintaining and - payment of insurance premium and other payments as per the government regulations in force from time to time in respect of that vehicle.

The Management is not responsible for theft or anything of that sort.

NOTE: Apart from the above norms, any point not listed/specific case arises will be referred KSCR Norms and further appropriate decision will be taken by the Management.


Director-BMSCA


Senior Manager (Finance -2) BMSET


Director (Admin), BMSET


Chairman- BMSCA 

FORMATS

BMS COLLEGE OF ARCHITECTURE, BENGALURU

Approved by COA / Affiliated to VTU

Requisition to Apply for Ph.D. Programme

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

Date:

Signature of the applicant

Office use only

Recommended	Yes/No
Remarks if not recommended	

Date:

Signature of the Director

a) cc to: (b) Applicant/s (c) Office copy

BMS COLLEGE OF ARCHITECTURE, BENGALURU

Approved by COA / Affiliated to VTU

**Requisition to attend Conference/ Workshop/ Faculty Development Programme/
Symposium/ Seminar.etc;**

1.	Personal Details	
a)	Name	
b)	Designation	
c)	Date of Joining BMSCA	
d)	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)	College	
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	

Date:

Signature of the applicant/s

Office use only

Recommended	Yes/No
Remarks if not recommended	
Amount Sanctioned	

Date:

Signature of the Director

Cc to: Applicant/s

Office copy Accounts section