



# **BMS INSTITUTE OF TECHNOLOGY & MGMT BANGALORE**



## **MANAGEMENT NORMS FOR STAFF**

*(Approved in 19<sup>th</sup> BOG Meeting held on 22.08.2014)*

## *Management Norms for Faculty and Staff*

<b>CONTENTS</b>		<b>PAGE NO.</b>
<b>1</b>	<b>NORMS RELATED TO FACULTY</b>	
<b>1.1</b>	RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS	<b>1</b>
<b>1.2</b>	RESPONSIBILITIES AND FUNCTIONS OF VARIOUS OFFICIALS IN-CHARGE OF ACADEMIC ADMINISTRATION	<b>5</b>
<b>1.3</b>	GUIDELINES FOR PERFORMANCE MEASUREMENT OF THE FACULTY OF VARIOUS CADRES BY WAY OF DUTIES & RESPONSIBILITIES	<b>7</b>
<b>1.4</b>	GUIDELINES / CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES	<b>12</b>
<b>1.5</b>	GUIDELINES / CONDITIONS FOR DEPUTING FACULTY MEMBERS FOR HIGHER STUDIES	<b>13</b>
<b>1.6</b>	REWARD SYSTEM FOR PROMOTING FACULTY RESEARCH / INCENTIVES FOR GETTING EXTERNAL GRANTS FROM AICTE, INDUSTRY OR OTHER SOURCES BY FACULTY TO THE INSTITUTION	<b>14</b>
<b>1.7</b>	FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE SEMINAR / CONFERENCE / WORKSHOP	<b>15</b>
<b>1.8</b>	POLICY AND MONITORING GUIDELINES FOR ASSESSMENT AND EVALUATION OF THE FACULTY PERFORMANCE WITH REGARD TO POOR PERFORMANCE RATED THROUGH STUDENT FEEDBACK (FACULTY RATING <60%)	<b>16</b>
<b>2.0</b>	<b>NORMS RELATED TO STAFF</b>	<b>17</b>
	RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS	
<b>3.0</b>	<b>GENERAL NORMS (APPLICABLE TO STAFF AND FACULTY)</b>	<b>18</b>
<b>3.1</b>	LEAVE FACILITIES EXTENDED	<b>18</b>
<b>3.2</b>	EXTENSION OF MEDICAL COVERAGE TO ALL THE STAFF MEMBERS	<b>21</b>
<b>3.3</b>	EXTENSION OF FESTIVAL ADVANCE TO ALL THE STAFF MEMBERS	<b>21</b>
<b>3.4</b>	EXTENSION OF FAMILY WELFARE FUND BENEFIT TO ALL THE STAFF MEMBERS	<b>22</b>
<b>3.5</b>	GRATUITY TO THE MANAGEMENT EMPLOYEES	<b>22</b>

## **1. NORMS RELATED TO FACULTY**

### **1.1 RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS**

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

#### **1.1.1 GENERAL**

**1.1.1.1** The faculty members must be punctual to duty

**1.1.1.2** He/she shall stay within the campus during the working hours of the Institute

**1.1.1.3** He / She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment

**1.1.1.4** The faculty members are expected to conduct themselves in a professional and co-operative manner

**1.1.1.5** Take precautions to protect equipment, materials and facilities of the institute

**1.1.1.6** Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), co-ordinators, Vice Principal and Principal

**1.1.1.7** To take up other duties and responsibilities prescribed by the Principal / Management apart from Academic and Evaluation duties

**1.1.1.8** To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor

**1.1.1.9** All are required to conform to & follow the rules & regulations in force from time to time

**1.1.1.10** He / she shall not engage/take private tuitions

**1.1.1.11** He / She shall wear a decent and formal dress

**1.1.1.12** He/she shall finish the evaluation work of Internal Assessment (IA) and University Examinations (UE) on priority without causing any inconvenience to the evaluation process

- 1.1.1.13 He/she shall not accept/proceed to undertake any duties/works outside the institute without prior approval of the authorities concerned namely HOD, Vice Principal and Principal (limited to a total of 15 days in a year);
- 1.1.1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the institute, the concerned should submit proof of attendance and the same should be recorded in the department.

## **1.1.2 BEHAVIOURAL**

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

- 1.1.2.1 The faculty shall not indulge in rude or abusive behaviour, 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
- 1.1.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- 1.1.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- 1.1.2.4 The faculty shall desist from exhibiting non-ethical behaviour that jeopardizes the moral standards of the Institution.
- 1.1.2.5 The faculty shall comply with rules, regulations and policies of the Management from time to time.

## **1.1.3 ACADEMIC**

- 1.1.3.1 To conduct the assigned classes as per schedule.
- 1.1.3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- 1.1.3.3 To implement designated curriculum with the said objectives.
- 1.1.3.4 To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions.
- 1.1.3.5 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

## **1.1.4 CLASSROOM MANAGEMENT**

- 1.1.4.1** To come well prepared for the class and stay focused on the topic/content.
- 1.1.4.2** Be present in the classroom right in time [near the classroom five minutes prior to the scheduled commencement].
- 1.1.4.3** 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.
- 1.1.4.4** 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.
- 1.1.4.5** To share knowledge in a manner that encourages effective two-way communication.
- 1.1.4.6** Be organized and in order to make efficient use of time and move in a planned and systematic direction.
- 1.1.4.7** To be self-confident and facilitate quality delivery of the subject.
- 1.1.4.8** Involve visual and activity based learning wherever possible in addition to conventional use of black-board depending on the subject & necessity.
- 1.1.4.9** Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning.
- 1.1.4.10** To pose questions to the students which inculcate out of box thinking.
- 1.1.4.11** To summarize the concepts at the end of every class.
- 1.1.4.12** After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- 1.1.4.13** To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- 1.1.4.14** The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- 1.1.4.15** Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Vice Principal/Principal.
- 1.1.4.16** Shall handle the assigned practical classes and be available in the designated place for the full time.
- 1.1.4.17** A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- 1.1.4.18** Absence from duty without authorization is not permitted and will be viewed seriously.

## **1.1.5 STUDENT RELATED**

- 1.1.5.1** To motivate students to show interest and learn the most.
- 1.1.5.2** To be available for the students even after class hours to clarify their doubts, if any.
- 1.1.5.3** 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.
- 1.1.5.4** To treat students with respect, and teach them to treat others with respect.
- 1.1.5.5** To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve.
- 1.1.5.6** Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
- 1.1.5.7** To handle gently but firmly, any misbehaviour of students and weed out the cause.

## **1.1.6 ROLE AS PROCTOR/COUNSELOR/MENTOR**

- 1.1.6.1** As a proctor, the faculty shall advise/counsel the student on all the academic matters.
- 1.1.6.2** He/she must meet the assigned students at least once in every fortnight. Shall report to the Chief Proctor/HOD/Principal about those students who avoid meeting the Proctor.
- 1.1.6.3** He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.
- 1.1.6.4** Keep the parents apprised about the academic progress and general behaviour of their wards.
- 1.1.6.5** To demonstrate communication and interpersonal skills such as interaction with Students, Parents, Colleagues, Staff and Administrators.
- 1.1.6.6** 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.
- 1.1.6.7** The proctor should serve as a friend, philosopher and guide.

## **1.2 RESPONSIBILITES AND FUNCTIONS OF VARIOUS OFFICIALS IN- CHARGE OF ACADEMIC ADMINISTRATION**

### **1.2.1 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 fosters the holistic development of the students. He shall ensure all round development of the Institute and achievement of strategic goals of the institution.

- 1.2.1.1** The Principal shall Report to the Chairman, BOG on all matters.
- 1.2.1.2** The Principal is the Head of the Institution and shall act as a link between the Staff, Students and Management.
- 1.2.1.3** In the capacity of the Member-Secretary of the Board of Governors, he shall put-forth proposals in all administrative/academic/finance related matters and seek approval and ensure its apt implementation.
- 1.2.1.4** The Principal shall assess the HR requirement and make recruitments as per the procedures and norms.
- 1.2.1.5** The Principal shall act as a linkage between external agencies and the Institutional faculties.
- 1.2.1.6** The Principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution.
- 1.2.1.7** 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.
- 1.2.1.8** The Principal shall from time to time prepare Strategic Plan for the Institution which sets the milestones to be achieved.
- 1.2.1.9** The Principal shall be the executive in-charge of all academic and administrative bodies and ensure adherence of all regulations frames by the Board of Governors (BOG).
- 1.2.1.10** Conduct regular meetings among various bodies as necessary, for proper functioning of the Institution.
- 1.2.1.11** Comply in a timely fashion all records and reports required by the various agencies like UGC, AICTE, DTE, VTU and others.
- 1.2.1.12** Promote accreditation activities and facilitate agencies like NBA, NAAC, NABL etc. by complying in a timely fashion all records and reports required by the agencies.

- 1.2.1.13** To take all necessary actions for smooth conducting of examinations.
- 1.2.1.14** Ex-officio Working Chairman of the Hostels-shall advise and monitor the functioning of the Hostels; ensure congenial environment for the hostelites.
- 1.2.1.15** Ex-officio Member-Secretary, Building & Works Committee, BMSET-Put-forth plans for various building projects proposed by the Institute and proper completion of the approved projects.
- 1.2.1.16** Ex-officio Member of the International Co-operation Division Committee (ICD).
- 1.2.1.17** Ex-officio Working President of the Executive Committee of BMSIT Alumni Association.
- 1.2.1.18** Any other duties and responsibilities assigned by the Chairman, BOG/Management from time to time.

## **1.2.2 VICE PRINCIPAL**

- 1.2.2.1** Academic Monitoring
- 1.2.2.2** Infrastructure / Strategic Plan
- 1.2.2.3** Human Resource Development
- 1.2.2.4** Finances-Budget Preparation
- 1.2.2.5** Accreditation NBA / NAAC / NABL
- 1.2.2.6** Procurement Process
- 1.2.2.7** Public relations-Meeting the Parents/Alumni
- 1.2.2.8** Campus maintenance and security
- 1.2.2.9** Facilitating Proctoring Process in co-ordination with Chief Proctor
- 1.2.2.10** Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

## **1.2.3 HEAD OF THE DEPARTMENT**

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

- 1.2.3.1** 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.
- 1.2.3.2** Responsible for ensuring the educational progress and welfare of students registered with the Department.
- 1.2.3.3** To plan and prepare proposals for development of the department.
- 1.2.3.4** Involve self and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.



- 1.2.3.5 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.
- 1.2.3.6 To supervise the attendance of students in classes and laboratories and to scrutinize the academic progress of students.
- 1.2.3.7 To assist the administration in smooth conduct of the examination / admission / tests / practical / seminars / disciplinary matters.
- 1.2.3.8 To continuously encourage Research, collaborations, consultancy amongst faculty and students.
- 1.2.3.9 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.
- 1.2.3.10 Prepare departmental Budget. Responsible for the effective financial management of the department in accordance with the financial procedures and as delegated by the Principal.
- 1.2.3.11 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.
- 1.2.3.12 Provide in a timely fashion all records and reports required by the concerned Institute office to comply with agencies like UGC, AICTE, DTE, VTU and others.
- 1.2.3.13 Promote accreditation activities and facilitate agencies like NBA, NAAC, NABL, etc.
- 1.2.3.14 To have regular meetings with faculty/staff (minimum one per month) in order to assess the academic progress. To ensure that the department is aware of all the policies.
- 1.2.3.15 Ensure Safety Objectives / security measures are in place.
- 1.2.3.16 To undertake any other tasks as and when assigned by the Principal / Management from time to time.

### **1.3 GUIDELINES FOR PERFORMANCE MEASUREMENT OF THE FACULTY OF VARIOUS CADRES BY WAY OF DUTIES & RESPONSIBILITIES**

#### **1.3.1 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 Institute 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:**

- 1.3.1.1 Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.
- 1.3.1.2 Prepare course material, lesson plans, evaluation strategies for the courses assigned.
- 1.3.1.3 Take-up on priority mandatory works of the Institute like paper setting, invigilation, evaluation, etc.
- 1.3.1.4 Conduct internal tests and university examination with utmost integrity.
- 1.3.1.5 Monitor (Proctoring) students.
- 1.3.1.6 Supervise (innovative) student projects.
- 1.3.1.7 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities.
- 1.3.1.8 Involve in the process of procuring course materials / text books, laboratory equipment's.
- 1.3.1.9 Participate in all departmental and institute activities as prescribed.
- 1.3.1.10 Publish at least one paper in conference (National / International) in a year.
- 1.3.1.11 Any other responsibilities assigned by the HOD/Principal/Management from time to time.

### **Responsibilities:**

- 1.3.1.12 Continue research work; Post doctoral fellowship at reputed Universities / Organizations.
- 1.3.1.13 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST, etc.
- 1.3.1.14 Guide Research Scholars for PhD.
- 1.3.1.15 To make presentations at national and international conferences and similar events.
- 1.3.1.16 Publish at least **three papers** in refereed and non-paid journals (National / International) in three years (eg: for the first block period from 2014-15 to 2017-18 and so on). [In case of joint authors only fractional weightage will be considered].
- 1.3.1.17 Writing Text Books / Manuals / Monographs, etc.
- 1.3.1.18 Developing products & applying for patents.
- 1.3.1.19 Undertake consultancy works for Internal Revenue Generation (IRG).
- 1.3.1.20 Keep abreast of current developments in their respective fields.

### **Mandatory Requirement:**

- 1.3.1.21 Under student evaluation a minimum of 60% feedback is necessary.
- 1.3.1.22 Proctoring of the Students.

### **Desirable Activities:**

- 1.3.1.23 Conduct/organize FDPs [workshop/conference/STTP] one in a year.
- 1.3.1.24 Deliver Guest / Invited lectures (one in a year) at other Institutions [without affecting the scheduled class works at the Department]

## **1.3.2 DUTIES AND RESPONSIBILITIES – FACULTY OF THE CADRE OF ASSOCIATE PROFESSOR**

The minimum hours of work in the Department and Institute 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;

- 1.3.2.1 Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
- 1.3.2.2 Prepare course material, lesson plans for the courses assigned.
- 1.3.2.3 Take-up on priority mandatory works of the institute like paper setting, invigilation, evaluation, etc.
- 1.3.2.4 Conduct internal tests, semester end examination & university examination with utmost integrity.
- 1.3.2.5 Submit annual performance commitment before the commencement of the academic year and deliver the same.
- 1.3.2.6 Monitor (Proctoring) students.
- 1.3.2.7 Supervise student projects.
- 1.3.2.8 Publish at least one paper on conference [National / International] in a year. [In case of joint authors only fractional weightage will be considered].
- 1.3.2.9 Participate in all departmental and institute activities as prescribed.
- 1.3.2.10 Any other responsibilities assigned by the HOD/Principal/Management from time to time.

### **Responsibilities:**

- 1.3.2.11 Pursue research & Consultancy works [IRG].
- 1.3.2.12 To prepare and submit proposals for external funding agencies like VTU, AICTE, DST, etc.
- 1.3.2.13 To make presentations at national and international conferences and similar events.
- 1.3.2.14 Keep abreast of current developments in their respective fields.

### **Mandatory Requirement:**

- 1.3.2.15 Under student evaluation a minimum of 60% feedback is necessary.
- 1.3.2.16 Proctoring of the Students.

### **Desirable Activities:**

- 1.3.2.17 Publish at least one paper in refereed journal (National/International) in a year. [In case of joint authors only fractional weightage will be considered].
- 1.3.2.18 Writing Text Books / Manuals / Monographs, etc.
- 1.3.2.19 Developing products and applying for patents.
- 1.3.2.20 Conduct / organize FDPs [workshop / conference / Short Term Training Programme] one in a year.
- 1.3.2.21 Deliver Guest / Invited lectures [one in a year] at other Institutions [without affecting the scheduled class works at the Department].

### **1.3.3 DUTIES AND RESPONSIBILITIES –FACULTY OF THE CADRE OF ASSISTANT PROFESSOR**

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

The Duties and Responsibilities include:

#### **Duties:**

- 1.3.3.1 Prepare course material, lesson plans for the courses assigned;
- 1.3.3.2 Deliver lectures using innovative methods and technology

- 1.3.3.3 Submit annual performance commitment before the commencement of the academic year and deliver the same;
- 1.3.3.4 Assist students for improving their learning in academics.
- 1.3.3.5 Supervise student projects;
- 1.3.3.6 Monitor [Proctoring] students;
- 1.3.3.7 Accompany students during field trips and industrial visits;
- 1.3.3.8 Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation, etc.
- 1.3.3.9 Conduct internal tests, semester end examinations & university examination with utmost integrity.
- 1.3.3.10 Attend at least one FDP [workshop/conference/STTP] during lean period [The duration of the programme shall not be less than one week];
- 1.3.3.11 Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities);
- 1.3.3.12 Involve in the process of procuring course materials/textbooks, laboratory equipment, etc.
- 1.3.3.13 Participate in all departmental and Institute activities as prescribed;
- 1.3.3.14 Any other responsibilities assigned by the HOD/Principal/Management from time to time.

**Mandatory Requirement:**

- 1.3.3.15 Under student evaluation a minimum of 60% feedback is necessary.
- 1.3.3.16 Proctoring of the Students.
- 1.3.3.17 The faculty with three years and more of experience in the Institute shall compulsorily register for PhD subject to the college norms.

**Responsibilities:**

- 1.3.3.18 Keep abreast of current developments in their respective fields;
- 1.3.3.19 Publish at least one good quality technical paper in a year in their respective field [In case of joint authors only fractional weightage will be considered].

**Desired Activities:**

- 1.3.3.20 Publish papers in referred Journals;
- 1.3.3.21 Present papers in conferences;
- 1.3.3.22 Developing products and applying for patents.

## **1.4 GUIDELINES / CONDITIONS FOR AWARD OF CASH INCENTIVES FOR RESEARCH PUBLICATIONS AND RESEARCH ACTIVITIES.**

- 1.4.1** 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:
  - 1.4.1.1** The publication may be considered subject to:
    - 1.4.1.1.1** Establishing the standing of the journal
    - 1.4.1.1.2** Copy of the Editorial Board of the Journal
    - 1.4.1.1.3** Copy of comments by the peer group/reviewers
    - 1.4.1.1.4** Copy of publication
    - 1.4.1.1.5** Any other conditions which the sanctioning authority deems fit.
  - 1.4.1.2** In the event of any claims received contrary to point-1.4.1, the Principal to refer the matter to the Standing Committee (which has proposed the guidelines).
  - 1.4.1.3** The Standing Committee shall meet twice in a year, if required, during July- Aug & Jan-Feb.
  - 1.4.1.4** There shall be no ceiling limit on the number of publications an individual faculty can publish.
  - 1.4.1.5** The cash incentives of Rs.10,000/- for each paper published in refereed International Journal and Rs.5,000/- for each paper published by the faculty in refereed Indian Journal.
  - 1.4.1.6** The incentive amount shall be equally distributed amongst all the authors (only among faculty members of BMS institutions).
  - 1.4.1.7** The publications made by the Principal shall be referred to the Standing Committee for approval.
  - 1.4.1.8** The Impact Factor should be 0.5 and above.
  - 1.4.1.9** The faculty should submit the Impact Factor of the Journal.
  - 1.4.1.10** Incentives are for only non-paid journals.
  - 1.4.1.11** Publication should be as faculty of BMSIT.

## **1.4.2 INCENTIVE SCHEME FOR RESEARCH ACTIVITIES**

The following incentive schemes have been extended to the faculty to promote Research Activities.

**1.4.2.1** Annual book allowance of Rs.2000/-.

**1.4.2.2** Full Annual Membership for an Indian Professional Body in their respective domain.

**1.4.2.3** 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 rating during the academic year.

## **1.5 GUIDELINES/CONDITIONS FOR DEPUTING FACULTY MEMBERS FOR HIGHER STUDIES**

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

### **1.5.1 CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR REGISTERING FULL TIME PhD PROGRAMME**

Conditions for deputation of faculty for full time PhD programmes.  
The deputationist shall be on regular pay rolls and should have completed **3 years of service.**

- 1.5.1.1 The deputationist shall devote and complete his/her studies diligently for the purpose for which he/she deputed.
- 1.5.1.2 The deputationist shall return and report to BMSIT within a week after completion of his/her studies. The time limit for the PhD programme is limited to 3 years.
- 1.5.1.3 The deputationist shall be paid 50% of salary during the deputation period and the remaining 50% after serving for a minimum period of three years.
- 1.5.1.4 That in case the deputationist fails to fulfil the above two conditions, he/she will forego the 50% of balance amount of salary.
- 1.5.1.5 The deputationist shall be bound by the rules of Management from time to time.

**1.5.2 CONDITIONS FOR ISSUING NO OBJECTION CERTIFICATE (NOC) FOR FACULTY REGISTERING PART TIME / EXTERNAL PhD PROGRAMMES**

**For PhD Programmes:**

- 1.5.2.1 To execute a Bond (on a Stamp Paper) with a surety to serve BMSIT for a minimum period of 3 years after successful completion of PhD programme.
- 1.5.2.2 That in case the faculty fails to fulfil the above condition, the faculty and the surety shall be jointly and severally liable for the payment of one full year (12 months) salary to BMSIT.
- 1.5.2.3 The faculty shall be bound by the rules of Management from time to time.

**1.6 REWARD SYSTEM FOR PROMOTING FACULTY RESEARCH / INCENTIVES FOR GETTING EXTERNAL GRANTS FROM AICTE, INDUSTRY OR OTHER SOURCES BY FACULTY TO THE INSTITUTION.**

Extension of incentive of 3% of the non-recurring amount (capital) received for various research/development purposes and to be shared among the Principal Investigator and other Project Associates such as faculty / staff / students (listed in the Proposal).



## 1.7 FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE SEMINAR/CONFERENCE/WORKSHOP

### 1.7.1 Financial Assistance

Sl. No	Details	National/International Conferences in India	Paper presentation at International Conferences 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 <b>FIRST CLASS/AC 2 TIER</b> train fare or Rs.3,000/- whichever is lower.	Assistance to the extent of 50% of the actual fare by economy Class excursion fare by Air India / <b>any other air line</b> or Rs.25,000/- whichever is lower.  Maximum Financial Assistance : Rs.50,000/-
3	Daily Allowance	As per KCSR	US \$ 75 per day for the duration of the conference or Rs.10,000/-, whichever is lower
4	Local Allowance	Rs.200/- per day	Rs.2,000/- (Max.)
5	Maximum Financial Assistance including Registration Fee, Travelling Allowance and Daily Allowance provided will be Rs.50,000/-		

### 1.7.2 Conditions for sanction of Financial Benefit

1.7.2.1 Faculty member should present the paper

1.7.2.2 Faculty should be a full time employee.

1.7.2.3 If there are one or more authors for a paper, only one author will be eligible for financial assistance.

- 1.7.2.4 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 within the country, the facility can be availed twice a year.
- 1.7.2.5 The assistance is released on reimbursement basis.
- 1.7.2.6 The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure.
- 1.7.2.7 The reimbursement is subject to 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.
- 1.7.2.8 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.

**1.8 POLICY AND MONITORING GUIDELINES FOR ASSESSMENT AND EVALUATION OF THE FACULTY PERFORMANCE WITH REGARD TO POOR PERFORMANCE RATED THROUGH STUDENT FEEDBACK (FACULTY RATING < 60%)**

- 1.8.1 To issue a memo in respect of the faculty who has been rated low (<60%) in three feedback processes;
- 1.8.2 To withhold one increment (without cumulative effect) in respect of the faculty who has been rated low in **six** feedbacks;
- 1.8.3 To withhold one increment (with cumulative effect) in respect of the faculty who has been rated low in **nine** feedbacks;
- 1.8.4 The faculty with **twelve** below threshold feedbacks to be provided an opportunity to opt for retirement 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) 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.

## **2 RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS**

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

- 2.1** The staff members must be punctual to duty.
- 2.2** The staff shall stay in the workplace during the working hours of the Institute
- 2.3** The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- 2.4** 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.
- 2.5** The staff shall desist from falsifying/tampering any records or documents.
- 2.6** The staff shall take precautions to protect equipment, materials and facilities.
- 2.7** The staff shall take up other responsibilities prescribed by the Superiors from time to time.
- 2.8** The staff shall wear uniforms provided (if any) while on duty.
- 2.9** The staff shall desist from borrowing/lending money from/to other employees.
- 2.10** The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- 2.11** The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
- 2.12** The staff shall not indulge in rude or abusive behaviour, comments against superiors and negative comments about other staff members.
- 2.13** The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct.

- 2.14 The employee shall not consume alcoholic beverages in the premises. He / She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath
- 2.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus.
- 2.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest.
- 2.17 The staff shall desist from participating in professional or personal behaviours that jeopardize the moral standards of the institution.
- 2.18 The staff members are expected to conduct themselves in a professional, co- operative and ethical manner.
- 2.19 Conviction in any Court of Law for any criminal offence involving moral turpitude will amounts to misconduct
- 2.20 Giving false information regarding his name, age, father's name, qualification or previous service at the time of the employment will also amounts misconduct.
- 2.21 The staff shall comply with rules, regulations and policies of Management from time to time.

### **3.0 GENERAL NORMS (APPLICABLE TO FACULTY AND STAFF)**

#### **3.1 LEAVE FACILITIES EXTENDED**

##### **3.1.1 Casual Leave**

- 3.1.1.1 15 days casual leave is credited to the account of the staff who has completed more than one year of service in a calendar year
- 3.1.1.2 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.
- 3.1.1.3 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.
- 3.1.1.4 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.
- 3.1.1.5 CL cannot be combined with any type of leave.

**3.1.1.6** CL cannot be claimed as right. The Casual Leave shall get sanctioned before a staff avails or proceeds on leave.

**3.1.1.7** Where a staff is unable to attend due to illness or other sufficient cause and obtain orders of the Competent Authority in time, he/she may be granted casual leave 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.

### **3.1.2 General Leave Rules**

**3.1.2.1** The newly appointed faculty/staff members are eligible for only Casual Leave for every completed service of one month for a period up to one year.

**3.1.2.2** The staff is eligible for all other leave benefits only after completion of one year of satisfactory service in the Institute.

**3.1.2.3** Leave cannot be claimed as a matter of right. Principal has the discretionary powers to grant leave, to refuse, or revoke leave at any point of time according to the exigencies.

**3.1.2.4** A staff who remains absent from duty without leave [for a period of four months or more] is liable to be dismissed or removed from service.

**3.1.2.5** Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except casual leave).

### **3.1.3 Earned Leave for Non-Vacation Staff**

**3.1.3.1** 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 instalments of fifteen days each on the 1<sup>st</sup> January and 1<sup>st</sup> July every year subject to satisfying 3.1.2.2.

### **3.1.4 Earned leave for Vacation Staff**

**3.1.4.1** The leave account of a vacation staff shall be credited in advance with earned leave in two instalments of Five days each on the first day of January and July of every calendar year subject to satisfying 3.1.2.2.

### **3.1.5 Half Pay Leave**

- 3.1.5.1** The half pay leave account of staff (other than vacation staff) shall be credited with half pay leave in advance, in two instalments of ten days each of the first day of January and July of every calendar year subject to satisfying clause 3.1.2.2.
- 3.1.5.2** 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
  - 3.1.5.1.1** The Principal to grant leave if satisfied that there is reasonable prospect of the staff returning to duty after expiry of leave.
  - 3.1.5.1.2** When, commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due

### **3.1.6 Maternity Leave**

- 3.1.6.1** A female staff may be granted maternity leave for a period of one hundred and thirty five days from the date of its commencement.
- 3.1.6.2** 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.
- 3.1.6.3** Maternity leave under clause 3.1.6.1 or clause 3.1.6.2 above shall not be admissible to a female staff who has more than two living children.
- 3.1.6.4** 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.
- 3.1.6.5** Leave in further continuation of leave granted under clause 3.1.6.4 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.

### **3.1.7 Paternity Leave**

**3.1.7.1** 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.

**3.1.7.2** It shall not be admissible to a male staff who has more than two living children.

**3.1.7.3** It may be combined with any other kind of leave except casual leave.

**3.1.7.4** It cannot be en-cashed or merged with earned leave.

### **3.2 EXTENSION OF MEDICAL COVERAGE TO ALL THE STAFF MEMBERS**

All the staff members who have put in more than one year of service at BMSIT are extended the benefit of Medical Insurance. The coverage is to a maximum extent of Rupees Two Lakh/staff/year. This facilitates the staff to avail cashless facility in all the recognized hospitals in Bangalore for hospitalization.

### **3.3 EXTENSION OF FESTIVAL ADVANCE TO ALL THE STAFF MEMBERS**

All the Staff members who have put in more than one year of service at BMSIT, 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 festivals viz., Ugadi, Ganesha Chaturthi, Deepavali, Ramzan and Christmas subject to recovery in ten equal instalments from their salary.

### **3.4 EXTENSION OF FAMILY WELFARE FUND BENEFIT TO ALL THE STAFF MEMBERS**

The Family Welfare Fund [FWF] consists of a monthly contribution of Rs.100/- from all the staff with equal matching grant from Management. The following financial assistance will be extended from the fund accumulated and also from the management to those who completes 15 years of service.

- a) A financial assistance of Rs.50000/- to a staff on his/her superannuation from service.
- b) A financial assistance of Rs.1,00,000/- to the spouse of a staff who decease while in service.

### **3.5 GRATUITY TO THE MANAGEMENT EMPLOYEES**

The Management has extended the facility of payment of Gratuity to the Management Employees as per the norms and rules of the Government.