



BMS Institute of Technology & Management

“Every Organization hears what employees say, Good Organization listens to what employees have to say but Organizations with employee welfare schemes listen to what employees don’t say”.



Staff Welfare Policy at BMSIT&M

1. Festival Advance.
2. Medical Advance.
3. Medical Insurance.
4. Laptop Loan.
5. Student Admission under Staff Quota for Engineering Courses.
6. Education Aid to Non-Teaching Staff Members Children.
7. Concessional Transportation Fee for Staff Members.
8. Loan under BMSET Credit Co-Operative Society.
9. Family Welfare Fund.
10. Earned Leave Encashment.
11. Maternity Leave & Paternity Leave.
12. Study Leave/Sabbatical Leave.
13. Flexi-Time for Research.
14. Residential Accommodation for Staff Members.
15. Doctor on Campus and Ambulance Service 24/7.
16. ESI, EPF & Gratuity – As per Govt. Norms.



Festival Advance:

An Interest-free Festival advance of Rs. 25,000/- is extended to the employees who have completed one year of service for important religious festivals recoverable in 10 equal monthly instalments from the following month of advance.

Festival Advance Summary

Sl.No.	Period	No of staff availed	Amount
1	2014-15	79	3,95,000
2	2015-16	84	4,21,000
3	2016-17	80	4,00,000
4	2017-18	44	2,20,000
5	2018-19	41	2,05,000
6	2019-20	82	8,20,000
7	2020-21	0	-
8	2021-22	209	41,00,000
9	2022-23	135	33,75,000
10	2023-24	150	37,50,000
11	2024-25	161	40,25,000
12	2025-26	325	41,75,000
Total		1390	2,18,86,000



Medical Advance:

The medical advance of one month gross salary is being extended to the Non-Teaching Staff Members and ₹ 25,000/- is extended to Teaching Staff Members, recoverable in 20 EMI from the following month of advance (medical treatment for self and for dependents supported by the medical certificate/prescription.)

Medical Advance Summary

Sl No	YEAR	NO. OF STAFF	AMOUNT
1	2014-15	30	6,17,705
2	2015-16	28	6,60,678
3	2016-17	28	6,62,500
4	2017-18	42	11,24,700
5	2018-19	23	11,78,200
6	2019-20	22	8,47,000
7	2020-21	0	-
8	2021-22	8	3,18,600
9	2022-23	4	1,64,500
10	2023-24	-	-
11	2024-25	5	4,86,800
12	2025-26	1	70,000
Total		191	61,30,683



Laptop Loan:

Interest-free laptop loan to the extent of ₹ 50,000/- is being extended to the staff for the purchase of a laptop, recoverable in 10 instalments from the following month of advance (after purchasing the laptop along with the bill to be submitted for certification) instalments

Laptop Loan Advance Summary

Sl.No	YEAR	NO. OF STAFF	Amount
1	2014-15	16	7,54,000
2	2015-16	5	2,06,000
3	2016-17	6	2,72,000
4	2017-18	6	2,53,000
5	2018-19	5	2,24,500
6	2019-20	7	3,22,750
7	2020-21	2	1,00,000
8	2021-22	6	3,00,000
9	2022-23	2	1,00,000
10	2023-24	-	-
11	2024-25	-	-
12	2025-26	-	-
Total			25,32,250



Admission for Engineering under Staff Quota:

As per BMSET norms, employees' children after completion of PUC are being admitted under management quota for engineering courses at a concessional rate of fees. (Comed-k fees for children of Teaching Staff and CET fees for children of Non-Teaching staff)

Admissions under Staff Quota Summary

2020-21	5
2021-22	5
2022-23	4
2023-24	2
2024-25	4
2025-26	2



Education Aid:

As per BMSET norms, only the tuition fee (on producing the original receipt of the current year) to the extent of ₹ 15,000/- for one child of the employee up to graduation level. In the case of husband and wife both working in BMS Institutions, this benefit is extended only to either wife or husband.

Education Aid Summary

SL.NO	YEAR	Benefit availed staff	Amount
1	2017-18	48	4,72,930
2	2018-19	45	4,44,415
3	2019-20	55	5,34,700
4	2020-21	0	-
5	2021-22	52	5,10,400
6	2022-23	52	7,71,100
7	2023-24	54	7,94,800
8	2024-25	67	9,97,200
9	2025-26	68	10,20,000
Total			63,47,470



Transportation at Concessional Rates:

Faculty Members are extended
Transportation at concessional
rates:

Teachers = ₹ 2,900/- P.M.,

Non-Teaching Staff = ₹ 1,550/-
P.M.

Concessional Transportation Summary

		No of staff	Amount per person/ month
1	TEACHING STAFF	63	2900
2	NON TEACHING STAFF	49	1550



Loan from BMSET Credit Co-operative Society:

As per the norms of the society, Teaching and Non-Teaching staff who have completed one year of service are eligible to avail loan from the society. (For teaching staff, the maximum limit is ₹ 3,00,000/- and for non-Teaching staff 10 times of gross salary is repayable in equal monthly instalments within five years.) Rate of interest @9%.

Loan Summary

Sl. No	Financial Year	No. of Members	Amount
3	2017-18	29	76,48,000
4	2018-19	16	53,40,000
5	2019-20	7	29,20,000
6	2020-21	3	11,30,000
7	2021-22	19	52,02,961
8	2022-23	10	27,40,500
9	2023-24	4	11,40,000
10	2024-25	5	12,40,000
11	2025-26	12	31,00,000
Total		321	8,28,01,061



Family Welfare Fund (FWF):

- Faculty Members contribute ₹ 350 per month towards FWF.
- Payment on Retirement ₹ 2,50,000/- (on completion of 15 years of Service at BMSIT&M)
- Payment on Retirement, Employee share & matching Grants from Management. (on completion Less than 15 years of Service at BMSIT&M)
- Payment on Death ₹ 3,00,000/-

FWF Summary

SL. NO	Period	Names	Amount
1	2024-25	Mr.Abdul Razack	1,33,333
		Dr. Govindaraju H K	32,300
		Dr. Balu L	3,800
		Suneet Kumar	3,400
		Dr. Ravichandr KR	6,950
		Dr. Shanmugasundaram	4,000
		Mr. Sriganesh T G	17,900
2	2025-26	Mr. G H Vasappa	1,65,000
		Dr. Annamma Abraham	1,27,700
		Dr. Madhu Palati	15,600
		Dr. Raghunandan G H	4,250
		Dr. Satheesh Kumar P	4,000
		Dr. Thippeswamy G	19,400
		Dr. Manjunath T N	18,650
		Dr. Sanjay Lakshminarayanan	15,800
		Dr. Aruna Kumara H	9,250
		Mr. H D Kattimani	1,83,333
		Mr. Vijayakumar M	21,400
Total			7,86,066



EL Encashment

Earned Leave Encashment:

The Management is extending the benefit of EL Encashment for the Faculty Members as per the State Govt. order every year.

EL Encashment Summary

SL.NO	PERIOD	NO. OF STAFF	AMOUNT
1	2016-17	100	25,34,146
2	2017-18	80	17,24,034
3	2018-19	108	32,86,036
4	2019-20	119	53,80,331
5	2020-21	-	-
6	2021-22	137	52,28,826
7	2022-23	159	66,92,757
8	2023-24	137	54,26,818
9	2024-25	155	70,68,145
10	2025-26	173	94,55,794
TOTAL		1168	4,67,96,887



Maternity and Paternity Leave:

1. Maternity leave: The management is extending the benefit of 180 days maternity leave to female staff as per govt. norms.

2. Paternity Leave: Management is extending 15 days leaves as per govt. norms

Maternity/ Paternity Leave Summary

Sl. No.	YEAR	MATERNITY LEAVE	PATERNITY LEAVE
1	2014-15	3	0
2	2015-16	2	0
3	2016-17	2	1
4	2017-18	9	7
5	2018-19	4	4
6	2019-20	7	5
7	2020-21	4	3
8	2021-22	4	7
9	2022-23	5	10
10	2023-24	2	6
11	2024-25	7	3
12	2025-26	12	7



Study / Sabbatical Leave:

- The Institute grants Study leave for higher education(LWP).
- Sabbatical Leave of 6 months after completion of 7 years of service and one year after a service of 10 years in the Institute.

Study/ Sabbatical Leave Summary

Sl. No.	Name	Desgn./Dept.	Period
1	Mrs.Rani M S	Asst.PED Dept. of Sports	20.08.2015 to 19.08.2017
2	Mrs. Sreedevi B R	Asst.Prof. Dept. of EEE	01.02.2015 to 31.01.2016
3	Mr.Prashanth N A	Asst.Prof. Dept. of EEE	15.03.2017 to 14.03.2018
4	Mrs.Deepa N Reddy	Asst.Prof. Dept. of ECE	05.02.2018 to 04.06.2018
5	Mrs. Asha G Hagargund	Asst.Prof. Dept. of ECE	26.07.2018 to 11.12.2018
6	Mrs.Suma Umesh	Asst.Prof. Dept .of EEE	01.02.2020 to 31.05.2020
7	Mrs.Jagannatha K B	Asst.Prof. Dept .of EC	01.03.2020 to 31.05.2020
8	Mrs. Shimna Manoharan	Asst.Prof. Dept .of CV	01.10.2020 to 31.03.2021
9	Mrs. Rani M S	Asst, Dir. PED, Dept. of Sports	20.09.2021 to 30.12.2021
10	Mrs. Vinutha B	Asst. Prof. ECE	04.01.2022 to 03.01.2024
11	Dr. Amudha T	Programmer, Dept. of ITS	01.06.2023 to 31.05.2024
12	Dr. Neetha P U	Asst.Prof., CSE Dept	30.12.2025 to 29.12.2026



Flexible working hours
and work-life balance

Flexi-Time for Research:

- One day off-duty per month for Faculty Members who have completed comprehensive viva.



Residential Accommodation for Faculty Members:

2/3 BHK flats just opposite the
Institute at subsidized rent at
₹ 9,725/12,155 respectively.

Staff Accommodation Summary

Sl No	Name	Flat No	2/3 BHK	Rent Amount
1	Dr.Muneshwara M S	102-A	2 BHK	9724
2	Dr. Sagargouda Patil	302-B	3 BHK	12155
3	Dr. Shripad Divakar	008-B	3 BHK	12155
4	Mrs. Archana K	203-B	3 BHK	12061
5	Mr. Jagannatha K B	303-A	2 BHK	9724
6	Mr. Prakash G L	001-B	3 BHK	12155
7	Mr. Dwarakanath G V	201-B	3 BHK	12155
8	Mrs. Nirupama B K	001-A	3 BHK	12061
9	Mr. Venkatesh	304-B	2 BHK	9380
10	Mr. Arun R	105-A	3 BHK	12155
11	Mrs. Supriya K	302-B	3 BHK	9724
12	Mr. Channa Mallappa H	110-A	2 BHK	9380
13	Mr. Ravikumar K C	004-B	2 BHK	9724
14	Mr. Rajangam A	301-A	3 BHK	12155



Medical Facilities for Staff:

- A Doctor is on campus during working hours.
- 24/7 Ambulance facility.
- Emergency treatment at Nava Chethana Hospital.



ESI, EPF AND GRATUITY As per Govt. norms:

Gratuity Summary

Sl. No	Gratuity	Amount	Year
1	Mr. Sriganesh T G	7,21,883	2025
2	Mr. G H Vasappa	18,20,492	2025
3	Dr. Annamma Abraham	20,00,000	2025
4	Dr. Madhu Palati	4,63,362	2025
5	Dr. Thippeswamy G	17,37,208	2025
6	Dr. Manjunath T N	12,48,635	2025
7	Dr. Sanjay Lakshminarayanan	8,61,438	2025
8	Mr. H D Kattimani	20,00,000	2025
9	Mr. Vijayakumar M	3,15,332	2026
TOTAL		1,11,68,350	

*** ESI & PF paid as per norms.**