



5. Conditions of service of the Employee:-

(1) The Conditions of service of the Employees, the mode of recruitment, the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified here-in-after:

(a) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category-I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However, the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable.

(b) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the academic posts, Non-teaching posts and other categories of posts shall be as prescribed by the State Government, University Grants Commission and All India Council for Technical Education from time to time. The detailed qualifications of faculty are as mentioned in Appendix III. However, has a self financed College the qualification, recruitment and other eligibility criteria are relaxable by the Management if the candidates are found otherwise suitable.

(c) The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the newspaper notifying the vacancies that arise. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Chairman of the Trust/Representative	Chairman
2	Principal/Director	Member Secretary
3	Representative of the Management	Member
4	Head of the Department Concerned	Member
5	Experts from the respective Fields	Member
6	Government Representative	Member
7	Chief Administrative Officer	Member
8	Chief Accounts Officer	Member



(3) An employee who has submitted one month advance notice of resignation shall not be entitled for any kind of leave during the period of notice except the casual leave for one day. Such an employee shall invariably be present on the last working day in the college to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without one month advance notice. It is subject to the condition that such an employee shall pay one month gross salary without any deduction in the form of crossed DD/Cheque in lieu of one month advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

(7) Upon the acceptance of the resignation, the relieving order shall be issued to the employee against the submission of NOC obtained from the concerned sections/departments. The employee shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal.

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management shall appoint such persons afresh without continuity of service.



CHAPTER – 5

7. Admissibility of Emoluments

(1) The Emoluments consisting of pay, dearness allowance, house rent allowance, city compensatory allowance and special allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective college and school the Management may extend the UGC/AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the state Government rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that a higher pay scale may be sanctioned by the Management in deserving and exceptional cases.

(2) The Management has discretion to appoint other employees depending on the need.

(3) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction Consolidated Gross Salary to any of the employees depending upon the nature and tenure of appointments.

(4) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him, his pay shall be fixed at the minimum of the pay scale.

Provided that the Management may sanction higher starting of pay by sanctioning the advance increments in most deserving cases keeping in view of the teaching and administrative experience, higher and specialized qualification and eminence in the field of higher learning.



CHAPTER - 6

8. Increment/Revision

- (1) Increments to the employees will NOT flow automatically as a matter of course. A full time employee shall be entitled to annual increment in the running time scale of pay as approved by Management applicable to the post held by him/her upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance, service records and self appraisal reports.
- (2) However the Management may fix a cut off date for sanction of increments upon completion of incremental period of one year
- (3) The following period shall not be counted for increment
 - (1) Loss of pay leave (LOP)
 - (2) Unauthorized absence from duty
 - (3) Suspension
 - (4) Fellowship leave
 - (5) Study leave
 - (6) Interruption or break of service
- (4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of the outstanding ability, merit and highest degree of integrity.
- (5) Temporary and part time employees appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment at the discretion of the Management.
- (6) Increment may be with-held as a measure of penalty, or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.
- (7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay. However, the Management has a discretion to sanction the increment with immediate effect if desires



14. Availment of Compensatory off

- (1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized for more than 3 days as a prefixure or suffixure in combination with holidays.
- (2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the Principal.
- (3) The Principal shall ensure that at least minimum numbers of Faculty are available in the College before sanctioning compensatory off.

CHAPTER-8

15. Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff.

- (1) The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, AICTE, University, CBSE, State Government and the Management.
- (2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.
- (3) The HODs shall be responsible for preparing the timetable for room Lectures and Practical sessions. In case of cand dates present in 1st year to 2nd year and 2nd year to 3rd year, as the case may be, they shall



not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form as Annexure-3. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.

(4) They shall also organize the Seminars, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.

(5) Associate Professor /Assistant Professor/Lecturer/Teacher/TGT/PGT is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HOD to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc., for the benefit of students.

(7) The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members with all the conditions of service specifically made applicable to them.

(8) All the Faculty members comprising of the Professor, Associate Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time


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faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(9) All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry out their Practicals on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.

(10) The Director of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practicals effectively

(11) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

(12) The Principal and/or Director of PG studies is responsible for the prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students

(13) The Principal who is ex-officio Chief Superintendent of examinations or a senior faculty appointed by the Principal shall be responsible for the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.

(14) The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission, All India Council



CHAPTER - 20

34. Incentive Schemes for motivating students for achieving academic excellence.

(1) In pursuit of motivating the students for academic excellence at the College in maintaining the consistence track record by outstanding merit the following schemes may be introduced under the guise of the Endowment Fund:

- (a) At the entry level to any course, an appropriate concession in fee extended to the toppers in academics.
- (b) Concession in fee also extended to the ach evers in Sports, the physically challenged, the economically backward and Toppers in Board/University Examinations.
- (c) Award extended for consistent good academic record through the course.
- (d) Award for 100% attendance.
- (e) Award for Best Library Users.
- (f) Award for outgoing student toppers.
- (g) Cash Award for representing/winning at the University/State/National level sports.

(2) Selection of deserving students and later announcement made at the Inaugural function of the new academic year.