



BMS SCHOOL OF ARCHITECTURE

Yelahanka-560064

MANAGEMENT NORMS FOR STAFF

PREFACE

Founder



In the history of Karnataka, the name of late **Businayana Mukundadas Sreenivasaiah** (BMS) occupies a prominent place as a philanthropist and visionary educationist. The Maharaja of Mysore honoured him with the titles of **Dharma Prakasha & Raja Karya Prasaktha**. He started the BMS College of Engineering in 1946. He had foreseen the urgent need for high quality technical education in India even before independence. The ideals for which B.M. Sreenivasaiah stood, continued to inspire the inheritors of his legacy.

Donor Trustee



After the demise of Sri. B.M. Sreenivasaiah, Shri B.S. Narayan, the dynamic and enterprising son of the founder, took over the reins of the college. Under his able guidance, the institution started growing from strength to strength. He was also instrumental in starting BMS College for Women, BMS Evening College of Engineering. He was also responsible for initiating international collaborative programmes such as cross culture programmes with Melton Foundation and training foreign students under International Co-operation Division. A kind and farsighted man, he was adored by the staff and his peers for his gentle manners and humane approach.

About BMS School of Architecture

BMS School of Architecture, the 8th institution under the BMS Educational Trust, has the distinction of being established as an Independent “School of Architecture” in the year 2010. BMSSA is a center of innovation and one of the nation’s few independent architecture schools with a stated mission of being dedicated to educating future generations to be ethical professionals, creative designers and informed citizens.

Located in amidst a green campus in Yelahanka, Bangalore, the school is distinguished by its unique learning environment. BMSSA offers both Graduate and Post Graduate programs in Architecture. With a strength of approximately 500 students and 50 faculty members, the approach adopted by the school is to encourage students to think out of the box and explore the limits of architecture.

A distinctive component of the school are its workshops and guest lectures through which the students are allowed to dabble with different parameters in design and update themselves on the current affairs in the world of architecture. Our national and international study tours give them direct exposure to the miracles of the Masters. BMSSA is inimitable in its active involvement with industries, social groups, networking with other institutions and its responsibility towards the society.

The College in existence since 2010 felt the necessity to have a comprehensive Administrative and Service Manual for smooth and efficient functioning of the Institution. The same is now prepared after detailed discussions & referring to various manuals.

PRELIMINARIES

I. Title, Commencement & Application:

The Administrative & Service Manual shall be called “BMS School of Architecture Employees Administrative & Service Manual”.

This shall come into force from the date of approval by the Board of Governors of BMS School of Architecture.

This shall apply to all the employees of BMS School of Architecture

II Definitions: - In this Administrative Manual unless the context otherwise/Means:

- a) “**University**” means Affiliated to Visveswaraiiah Technological University, Belagavi.
- b) “**Trust**” means Council of Trustees of BMS Educational Trust, Bull Temple Road, Bangalore-560 019, registered under Societies Act No. 2944/57-58 dated 31.03.1958.
- c) “**Board of Governors**” means the Governing Body of BMS School of Architecture constituted by the BMS Educational Trust to administer and manage the college
- d) “**College**” means BMS School of Architecture
- e) “**Chairman**” means the Chairman of the Board of Governors of the College.
- f) “**Director**” means Director of the BMS School of Architecture duly appointed by Management and the Chief Executive who is also Ex-Officio Secretary of the Board of Governors.
- g) “**Academic Authority**” means freedom granted by the University to a college in all aspects of conducting its academic programmes, for promoting excellence.
- g) “**Controlling Authority**” means the Board of Governors in relation to all the academic staff.
- i) “**Appointing Authority**” means the authority competent to make appointments to any post as indicated in the schedule.
- j) “**Enquiry Committee**” means the Committee constituted by the Board of Governors of the College.

- k) “**Employee**” means the person in the service of the college in any post and includes the academic staff.
- l) “**Academic Staff**” means any member of the staff engaged wholly or partly in teaching or research in the college.
- m) “**Permanent Employee**” means a person permanently employed in the service of the college in any post, duly confirmed by the Management.
- n) “**Temporary Employee**” means a person in the service of the college purely on temporary basis subject to such terms and conditions if any, prescribed and appointed for a period less than one year which may be further extended or terminated.

Note: All other expression that has not been defined shall have the same meaning in the Byelaws of the Society.

Maintenance of Important Books, Journals, Orders etc.

The College shall maintain the following Books for reference.

- a. Karnataka Civil Service (General Recruitment) Rules
- b. The Karnataka Civil Service Rules

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Chapter 1.0: Appointments, Confirmation, Termination & Retirement

1.1 DUTY TIMINGS & HOLIDAYS:

- 1.1.1 All employees are required to work for a minimum of six days a week and 8 hours a day. Saturday being half working day.
- 1.1.2 Duty hours in the different departments and sections of the institution are to be followed as notified from time to time.
- 1.1.3 The duty hours notified may be changed as per the requirement of the institution from time to time and the employee shall attend duty accordingly.

1.2 ATTENDANCE:

- 1.2.1 All employees shall mark their attendance in respective attendance registers maintained in the department/office of the college or as per Bio-Metric system installed.
- 1.2.2 On arrival for duty, the employee shall initial their names against the appropriate date. The attendance register will not be available for such initialing after lapse of 10 minutes from the time fixed for the commencement of duty. In case of electronic attendance monitoring, it will be closed after 10 minutes or as programmed.
- 1.2.3 No employee reporting 10 minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Director.
- 1.2.4 All employees are expected to be at their allowed place of work throughout their duty timings.
- 1.2.5 Any employee found absent from his/her place of work during working hours without prior permission of the Director / AO, is liable to be treated as absent for the duty.
- 1.2.6 Employees are liable to be searched by any person authorized on this behalf by the Management at any time and also while entering or leaving the institute premises. Women employees shall be searched only by a woman.

1.3 NATIONAL & FESTIVAL HOLIDAYS:

Institution shall follow holidays as per Government of Karnataka as notified by the Head of the Institution. However, the employee has to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January and also on other important college functions.

1.4 APPOINTMENTS:

All appointments will be taken up constituting a Selection Committee with adequate expert members / members of the BOG, depending upon the selection for Teaching / Non-Teaching Faculty. Chairman will head the Selection Committee with Donor Trustee & Member Secretary, BMSET all the trustees and Director (Administration), as permanent members.

- 1.4.1 All selections & appointments shall be endorsed by the Board of Governors. The Board of Governors shall appoint Selection Committee for the recruitment process.

1.4.2 A candidate appointed by direct recruitment shall assume charge of the post for which he /she is appointed within the period specified in the appointment order.

1.4.3 A candidate promoted under career advancement scheme or any other scheme
Shall have their appointment effective from the date they are eligible.

1.4.4 At the time of joining, the candidate shall complete the following formalities.

1.4.5 Submission of Joining Report:

1.4.5.1 Submission of attested copies of Educational Certificates along with originals for verifications.

1.4.5.2 Submission of Relieving Letter or proof having complied the conditions of appointment with the previous employer.

1.4.5.3 Submission of Evidence of date of birth / proof of age.

1.4.5.4 Nomination for Provident Fund/Gratuity in prescribed form (if eligible)

1.4.5.5 Application for Identity Card along with three passport size photographs.

1.4.5.6 Application for opening Bank Account prescribed by the College

1.4.6 Any Of The Following Documents May Be Accepted As Evidence Of Date Of Birth / Proof Of Age.

1.4.6.1 Secondary School Leaving Certificate.

1.4.6.2 Where a person is non-SSLC, certified extract from Registrar of Births & Deaths or any other valid document acceptable to the Management.

1.4.7 The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered in the service Register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained at a later stage.

1.4.8 The Institution may verify the antecedents of the candidate either directly or through agency by referring to the previous organization in which the candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.

1.4.9 All appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the Doctor specified by the Institution, which is BMS Hospital, Bull Temple Road, Basavanagudi, Bengaluru 360004. If on examination the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of the other employees, students and staff of the Institute, may terminate his/her services for being found medically unfit.

1.4.10 The staff pattern, the method of recruitment and the minimum qualification applicable shall be as enshrined in Karnataka Civil Service (General Recruitment) Rules, 1977 read with cadre and recruitment rules enacted by the State Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the Council of Architecture and VTU and in the Cadre and Recruitments Rules of the State Government. The scales of pay applicable to the Director and other faculty under the existing UGC & Karnataka State Government Scales, pay scale shall be as under, and as

revised from time to time. The scale of pay applicable to non-teaching, administrative & other staff in the existing state pay scale shall be as under the existing Karnataka State Government Scales and as revised from time to time. The Management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

1.5 PROBATIONARY PERIOD

All employees, other than temporary, shall ordinarily be on probation for a period of four years or as specified in the appointment order. The probationary period may be extended for a further period of one Year or any part thereof, notice of extension of probation will be given to the employee in writing before the expiry of the probationary period. However, if such extension notice is not given he / she will not consider deemed to be confirmed. On satisfactory completion of probation, the BOG shall confirm the employee in service in writing.

1.6 SERVICE RECORDS

A Service Register shall be maintained for every employee showing among other things, his / her permanent address, date of appointment, consolidated salary, scale of pay on which he / she was appointed, increments given from time to time, leave availed, transfers, promotions, suspensions, punishments etc. The service register shall be opened immediately after the employee reports for duty and to be updated periodically. The Service Register will be deemed to have been seen / read by each and every individual and signed it as correct for its contents once a year. No discrepancy will be entertained at a later date. No Xerox copies of the Service Record will be made or handed over to any individual.

1.7 SPECIAL SERVICE CONTRACT

A candidate may be employed on Contract basis for a fixed period on such terms and conditions which the Board of management deems proper and fit as per the requirement of the Institution.

1.8 SENIORITY

The Seniority in a particular cadre of service or class approved shall be determined as follows.

- 1.8.1 All persons confirmed shall be senior to all others not confirmed in that cadre.
- 1.8.2 The seniority of persons who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, their relative seniority shall be determined with reference to their rank in lower grade. If the seniority cannot be fixed on the said principle, the one who is older in age shall be treated as senior.
- 1.8.3 When persons are recruited to a class of post both by internal promotion and direct recruitment the internally promoted candidate shall rank higher than those recruited directly.
- 1.8.4 When promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

1.8.5 When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names or candidate are arranged in the order of merit.

1.8.6 Seniority of direct recruitment shall be determined as follows:

1.8.6.1 When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.

1.8.6.2 If the appointments are made without written test and or interview the date of joining of the candidate shall be the date for reckoning seniority.

1.9 RESIGNATION

When an employee tenders resignation to the post held by him/her, the following points shall be verified before accepting the resignation.

1.9.1 Whether the resignation is in the middle of the academic session prescribed by Affiliating University.

1.9.2 Whether the required notice or salary equivalent to the notice period has been paid.

1.9.3 If the resignation is before completion of three years of service, it should also be seen whether the employees has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be refunded.

1.9.4 Whether no dues certificate has been obtained from different departments/sections of the Institution.

1.9.3 If the conditions of 1.9.1 to 1.9.4 are fulfilled the Head of the Institution shall forward the resignation letter to the BOG with suitable opinion/remarks for orders/acceptance.

1.9.6 The BOG has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.

1.9.7 After receiving the orders/acceptance, from the BOG, same shall be communicated to the employee by Head of the Institution concerned.

1.9.8 The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the BOG.

1.9.9 The BOG shall be Competent Authority to accept the resignation of all employees.

*****END OF CHAPTER 1.0*****

Chapter 2.0: Rules & Regulations and Responsibilities of Faculty

2.1 RULES & REGULATIONS AND RESPONSIBILITIES OF FACULTY

“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”.

2.2 GENERAL

- 2.2.1 The faculty members must be punctual to duty
- 2.2.2 He/she shall stay within the campus during the working hours of the Institute
- 2.2.3 He/She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment
- 2.2.4 The faculty members are expected to conduct themselves in a professional and co-operative manner
- 2.2.5 Take precautions to protect equipment, materials and facilities of the institute
Attend and participate in the meetings, activities called/assigned by the HOD's, Coordinators, Dean, Deputy Director and Director
- 2.2.6 To take up other duties and responsibilities prescribed by the Director/ Management apart from Academic and Evaluation duties
- 2.2.7 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor
- 2.2.8 All are required to adhere & follow the rules & regulations in force from time to time
- 2.2.9 He/she shall not engage/take private tuitions
- 2.2.10 He / She shall wear a decent and formal dress
- 2.2.11 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
- 2.2.12 He/she shall not accept/proceed to undertake any duties/works outside the institute without prior approval of the authorities concerned namely HOD, Deputy Director/ Dean and Director (limited to a total of 13 days in a year);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.

2.3 BEHAVIORAL

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

- 2.3.1 The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.

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

2.4 ACADEMIC

- 2.4.1 To conduct the assigned classes as per schedule.
- 2.4.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- 2.4.3 To implement designated curriculum with the said objectives.
- 2.4.4 To participate in professional development opportunities/activities and apply the concepts in academic activities such as class room delivery & also in practical sessions.
- 2.4.5 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(TLP);

2.5 CLASSROOM MANAGEMENT

- 2.5.1 To come well prepared for the class and stay focused on the topic/content.
- 2.5.2 Be present in the classroom right in time [near the classroom five minutes prior to the scheduled commencement].
- 2.5.3 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.
- 2.5.4 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.
- 2.5.5 To share knowledge in a manner that encourages effective two-way communication.
- 2.5.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction.
- 2.5.7 To be self-confident and facilitate quality delivery of the subject.
- 2.5.8 Involve visual and activity based learning wherever possible in addition to conventional use of black-board depending on the subject & necessity.
- 2.5.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning.
- 2.5.10 To pose questions to the students which inculcate out of box thinking.
- 2.5.11 To summarize the concepts at the end of every class.
- 2.5.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- 2.5.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- 2.5.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.

- 2.5.15 The faculty shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Coordinator/Director.
- 2.5.16 The faculty shall handle the assigned studio classes and be available in the designated place for the full time.
- 2.5.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- 2.5.18 Absence from duty without authorization is not permitted and will be viewed seriously.

2.6 STUDENT RELATED

- 2.6.1 To motivate students to show interest and learn the most.
- 2.6.2 To be available for the students even after class hours to clarify their doubts, if any.
- 2.6.3 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.
- 2.6.4 To treat students with respect, and teach them to treat others with respect.
- 2.6.5 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.
- 2.6.6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs.
- 2.6.7 To handle gently but firmly, any misbehavior of students and weed out the cause.

2.7 ROLE AS PROCTOR/COUNSEL /MENTOR

- 2.7.1 As a proctor, the faculty shall advise/counsel the student on all the academic matters(like registration/re-registration for courses, dropping of courses and/or withdrawing from the courses);
- 2.7.2 He/she must meet the assigned students at least once in every fortnight. The faculty shall report to the Chief Proctor/HOD/Dean/Director about those students who avoid meeting the Proctor.
- 2.7.3 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.
- 2.7.4 The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time
- 2.7.5 To demonstrate communication and interpersonal skills such as interaction with Students, Parents, Colleagues, Staff and Administrators and other stakeholders. Positive attitude and mindset is highly appreciated.
- 2.7.6 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.
- 2.7.7 The proctor should serve as a friend, philosopher and guide.

*****END OF CHAPTER 2.0*****

Chapter 3.0: Code of Conduct for Teachers

3.1 No Teacher Shall:

- 3.1.1 Knowingly or willfully neglects his / her duties.
- 3.1.2 Propagate through his/her teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- 3.1.3 Discriminate against any student on the ground of religion caste, creed, language, gender, place or origin, social and cultural back ground of any of them.
- 3.1.4 Indulge in or encourage any form of malpractices connected with the examination or other activities of the institution.
- 3.1.5 Make any sustained neglect in conducting class work or home work done by the students.
- 3.1.6 While being present in the institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which he / she is required to attend.
- 3.1.7 Remain absent from the Institution without leave or without prior permission of the Head of Institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies) it shall not be deemed to be breach of the code of conduct if on return to duty, the teacher has applied for leave and obtained post facto approval for the necessary sanction for the leave is required.
- 3.1.8 Accept any job of a remunerative or any non- remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.
- 3.1.9 Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.
- 3.1.10 Ask for or accept (except with the previous sanction of the Principal) any contribution or otherwise associate himself/herself with the raising of any funds or make any other collections, Whether in cash or in kind, in pursuance of any object whatsoever.
- 3.1.11 Engage himself/herself as selling agent or canvasser for any publishing firm or trader.
- 3.1.12 Enter into any monetary transactions with any student or parent nor shall he / she exploit his/her influence for personal matters in such a manner that he / she has to incur a debt beyond his/her means to repay.
- 3.1.13 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with whom he/she comes into contact by virtue of his/her position in the institution/college.

Explanation:

The expression gift shall include free transport, boarding, lodging or any service or any other pecuniary advantage when provided by person other than near relation or personal friend having no dealings with him/her in connection with institution.

On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice, provided directly or indirectly it does not form act of corruption.

- 3.1.14 Practice or incite any student to practice castism, communalism or un- touchability.

- 3.1.15 Cause or incite any other person to cause any damage to institution property. Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the Institution premises.
- 3.1.16 Be guilty of or encourage, violence or any conduct which involves moral turpitude. Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the institution.
- 3.1.17 Organize or attend any meeting during the institution hour except where he/she is required or permitted by the Principal to do so.
- 3.1.18 No teacher shall undertake private tuition or any other assignment in any other Institution/Government departments /NGOs etc., without explicit permission from the head of the institution.
- 3.1.19 No teacher shall be permitted to inflict corporal punishment on a student.
- 3.1.20 punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Principal of the Institution
- 3.1.21 Abide by the rules and regulations of the institution and also show due respect to the constituted authority.
- 3.1.22 Take prior permission from the BOM for contesting/canvassing for any election and obey any direction issued by the BOM.
- 3.1.23 Nothing containing in sub rules of 6.2 shall be deemed to take away or bridge the right of a teacher/employee.
- 3.1.24 To appear for any examination to improve his/her qualifications
- 3.1.25 To become or to continue to be a member of any literary scientific or professional organization.
- 3.1.26 To make any representation for the redressal of any bonafide, grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- 3.1.27 To organize or attend any meeting outside the Institution hours subject to the conditions that such meeting is held outside the institution premises provided such meetings are not detrimental to the interests of the institution.
- 3.1.28 The breach of any condition specified in sub rules of 6.2 shall be deemed to be breach of the code of conduct.
- 3.1.29 The code of conduct specified for teachers shall apply to all other employees of the institution.
- 3.1.30 The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- 3.1.31 The staff shall maintain confidentiality. They shall not give or pass any information to any person unless he or she has been authorized to do so.
- 3.1.32 The staff shall ensure the safety of all the files, office equipment and other properties of the college under their custody.
- 3.1.33 The staff will not tamper or alter any records / documents without the approval of the Head of the Institution.
- 3.1.34 The staff will work to ensure that all necessary assistance is provided to the Head of the Institution to meet the necessary deadlines noticed by competent authority.
- 3.1.35 The staff shall not act in a manner amounting to insubordination, breach of trust, fraud etc.

- 3.1.36 The staff shall conduct themselves in a professional, cooperative and ethical manner and maintain the highest standards of decorum in the office.
- 3.1.37 They will assist the authorities in conduct of various programs & events in the college
- 3.1.38 No representations will be forwarded direct to the higher officials but only through proper channel.
- 3.1.39 No staff member shall seek the interview directly with the higher officials unless the authority down the line has been exhausted.
In other words, the interview of the higher officials should be sought through immediate superior (proper channel). Any violation will attract disciplinary action. The BMSET/BOG shall authorize the Principal of BMSCL to take appropriate steps/actions against the employee who does not adhere to the above said rules.

3.2 MISCONDUCT & SUSPENSION:

3.2.1. Misconduct:

Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct.

- 3.2.2 Theft, fraud and dishonesty in connection with the property of the institution.
- 3.2.3 Demanding/accepting or offering bribe or any illegal gratification whatsoever.
- 3.2.4 Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the institution.
- 3.2.5 Willful insubordination or disobedience whether individually or in group with others to any lawful and reasonable order of a superior.
- 3.2.6 Sleeping while on duty.
- 3.2.7 False statement made in the application for employment subsequently.
- 3.2.8 Anywhere within the establishment causing or threatening to cause mental and/or physical pain or injury to other employees either individually or collusion with others.
- 3.2.9 Committing any act likely to harm or endanger the institutions property.
- 3.2.10 Deliberately destroy or damage equipment's or building.
- 3.2.11 Conviction for any criminal offence including moral turpitude.
- 3.2.12 Refusal to accept any communication charge sheet from the authority of institution.
- 3.2.13 Abstaining from appearing before any enquiry/authority/committee.
- 3.2.14 Failure to produce documents/papers etc., when called for
- 3.2.15 Habitual neglect of work
- 3.2.16 Smoking, chewing tobacco/Gutaka/Pan Masala/Chewing gum and any other prohibited material whining the institution.
- 3.2.17 Habitual indiscipline or loitering.
- 3.2.18 Refusal to work any bonafide assignment, not attending to evaluation duty or other academic assignment assigned by the Principal, University or BOG
- 3.2.19 Habitual irregularity in attendance.
- 3.2.20 Gambling within the premises of the institution.
- 3.2.21 Leaving the institution before time without permission.
- 3.2.22 Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
- 3.2.23 Habitual absence without leave or overstaying when on leave.
- 3.2.24 Holding of unauthorized meetings in the institution.

- 3.2.25 Discourteous behavior.
- 3.2.26 Causing sexual harassment.
- 3.2.27 Wearing objectionable dress and indecent exposure of the body.
- 3.2.28 Attending natures call/spitting in open in the institution.

3.3 SUSPENSION

The BOM or any other Competent Authority specified by the BOM may place an employee under suspension.

- 3.3.1 Where a disciplinary proceeding against the employee is contemplated or is pending.
- 3.3.2 Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
- 3.3.3 An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- 3.3.4 An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

3.4 TERMINATION OF THE SERVICE:

- 3.4.1 The BOG or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against his is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trail. During the period of suspension, the employee may be paid subsistence allowance as per Karnataka Civil Service Rules enforce.
- 3.4.2 Where on the conclusion of the enquiry, the BOG makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and the be entitled to full pay and allowances due to him.
- 3.4.3 Where the BOG makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowances as the BOG may in its discretion specify and period of suspension shall count as duty unless the BOG ha otherwise directed.
- 3.4.4 Where the BOG makes an order imposing the penalty of Compulsory retirement, removal from service or dismissal the employee shall be paid for the period of suspension such portion of his pay and allowance as the BOG may in its discretion, specify.

*****END OF CHAPTER 3.0*****

Chapter 4.0: Norms Related to Staff

4.1 RULES & REGULATIONS FOR 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”.

- 4.1 The staff members must be punctual to duty.
- 4.2 The staff shall stay in the workplace during the working hours of the Institute
- 4.3 The staff shall discharge the responsibilities diligently in honest and un- biased manner with total commitment.
- 4.4 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.
- 4.5 The staff shall desist from falsifying/tampering any records or documents.
- 4.6 The staff shall take precautions to protect equipment, materials and facilities.
- 4.7 The staff shall take up other responsibilities prescribed by the Superiors from time to time.
- 4.8 The staff shall wear uniforms provided (if any) while on duty.
- 4.9 The staff shall desist from borrowing/lending money from/to other employees.
- 4.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- 4.11 The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
- 4.12 The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.
- 4.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct.
- 4.14 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/ she shall also not arrive at work with the smell of alcohol on the breath
- 4.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus.
- 4.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest etc.
- 4.17 The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the Institution.
- 4.18 The staff members are expected to conduct themselves in a professional, co- operative and ethical manner.
- 4.19 Conviction in any Court of Law for any criminal offence involving moral turpitude will amount to misconduct
- 4.20 Giving false information regarding his/her name, age, father’s name, qualification or previous service at the time of the employment will also amount to misconduct.
- 4.21 The staff shall comply with rules, regulations and policies of Management from time to time.

*****END OF CHAPTER 4.0*****

Chapter 5.0: General norms related to Faculty and Staff

5.1 CASUAL LEAVE

- 5.1.1 Casual Leave (CL) for 15 days is credited to the account of the staff who has completed more than one year of service in a calendar year.
- 5.1.2 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 up to one year.
- 5.1.3 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.
- 5.1.4 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.
- 5.1.5 CL cannot be combined with any type of leave
- 5.1.6 CL cannot be claimed as right. CL shall be sanctioned before a staff avails or proceeds on leave.
- 5.1.7 When a staff is unable to attend duty due to illness or other sufficient cause based on the orders of the competent authority in time, he/she may be granted CL subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.

5.2 GENERAL LEAVE RULES

- 5.2.1 The newly appointed faculty/ staff members are eligible for only Casual Leave (CL) for every completed service of one month for a period up to one year.
- 5.2.2 The staff is eligible for all other leave benefits only after completion of one year of satisfactory service in the Institute.
- 5.2.3 Leave cannot be claimed as a matter of right. Director has the discretionary powers to grant leave, to refuse, or to revoke leave at any point of time according to the exigencies.
- 5.2.4 A staff who remains absent from duty without leave [for a period of four months or more] may be liable to be dismissed or removed from service.
- 5.2.5 Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except CL).

5.3 EARNED LEAVE FOR NON-VACATION STAFF

- 5.3.1 All the Non-Vacation Staff shall be entitled to earned leave of thirty days (30 days) in a calendar year. The leave account shall be credited with earned leave in advance in two installments of fifteen days (15 days) each on the 1st January and 1st July every year subject to satisfying clause 5.2.2)

5.4 EARNED LEAVE FOR VACATION STAFF

- 5.4.1 The leave account of a vacation staff shall be credited in advance with earned leave in two installments of five days (5 days) each on the first day of January and July of every calendar year subject to satisfying clause 5.2.2)

5.5 HALF PAY LEAVE

- 5.5.1 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 5.2.2)
- 5.5.2 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;
- 5.5.3 The Principal to grant leave if satisfied that there is reasonable prospect of the staff returning to duty after expiry of leave.
- 5.5.4 When, commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

5.6 MATERNITY LEAVE

- 5.6.2 A female staff may be granted maternity leave for a period of one hundred eighty days (180 days) as per norms from the date of its commencement.
- 5.6.3 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.
- 5.6.4 Maternity leave under clause 12.6.1 or clause 12.6.2 above shall not be admissible to a female staff who has more than two living children.
- 5.6.5 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.
- 5.6.6 Leave in further continuation of leave granted under clause 12.6.4 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.
- 5.6.7 A female staff appointed on consolidated salary on adhoc basis under Management for a minimum term and a staff who have actually worked for a period of not less than 160 days in the twelve months preceding the date of her expected delivery may be granted maternity leave for period of twelve weeks (six weeks prior to the date of delivery and six weeks from the date of delivery or twelve weeks at a stretch from the date of delivery as per the request of female staff member).

5.7 PATERNITY LEAVE

- 5.7.1 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.
- 5.7.2 It shall not be admissible to a male staff who has more than two living children.
- 5.7.3 It may be combined with any other kind of leave except casual leave. It cannot be encashed or merged with earned leave.

*****END OF CHAPTER 5.0*****

Chapter 6.0: Welfare Norms

6.1 Extension of Medical Coverage to all the Staff Members

All the staff members who have put in more than one year of service at BMSSA and drawing more than Rs. 21,000 per month 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.

The benefit of medical insurance has been extended to the entire family (Self, Spouse & 2 children up to age of 21 years) w.e.f July 2013

6.2 Extension of Medical Advance to all the Non-Teaching Staff Members

All the non-teaching staff members who have put in more than one year continuous service at BMSSA are eligible for interest free medical advance of maximum one month gross salary, the same is to be recovered in maximum twenty equal monthly installments from their salary. Medical advance will be approved only on submission of proper documents/ medical certificate for availing the loan.

6.3 Extension of festival advance to all the Non-Teaching Staff Members

All the non-teaching staff members who have put in more than one year of service at BMSSA, are eligible for sanction of interest free festival advance of Rs.10,000/- once in a financial year only. This facility will be made available for any one of the following festivals namely Ugadi, Ganesha, Chaturthi, Deepavali, Ramzan and Christmas to be recovered in maximum ten equal installments from their salary.

6.4 Children Educational Aid to all the Non-Teaching Staff Members

As per the trust norms all non-teaching staff who have completed more than one year continuous service are eligible for educational aid to one child per employee to aid at the rate of 100% of tuition fees for those who are paying Rs.10,000/- per annum and below, the maximum limit will be actuals or Rs. 10,000/- per annum whichever is lowest.

This facility will not be applicable to the child who have availed admission through BMS staff quota.

6.5 Gratuity to the Management Employees

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

6.6 Extension of Family Welfare Fund benefit to all the Staff Members

As per the trust norms Rs. 130/- is to be deducted from all the Faculty and Staff members of BMSSA who are appointed on scale this is towards Family Welfare Fund [FWF] to the Faculty and Staff to be implemented as follows:

- a) A financial assistance of Rs.2,00,000/- to a staff on his/her superannuation from service who have completed 13 years of service
- b) A financial assistance of Rs.3,00,000/- to the spouse of a staff who decease while in service.
- c) A financial assistance of Rs.73,000/- for an employee relieved on VRS or resignation who have completed 13 years of continuous service.

*****END OF CHAPTER 6.0*****