

Assessment Period 2016-2021



B.M.S. COLLEGE OF LAW, BENGALURU
Bull Temple Road, Basavanagudi, Bengaluru-560019



CRITERION 6 – Governance, Leadership and Management
Key Indicator – 6.2 Strategic Development and Deployment

Metric No- 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



B.M.S. COLLEGE OF LAW

(Estd.: 1963)

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Bull Temple Road, Basavanagudi, Bengaluru - 560 019.
Phone : 080-26679336, 26602430
E-mail : bmscl@yahoo.in Website : www.bmscl.ac.in

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Metric No- 6.2.2 The functioning of the Institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

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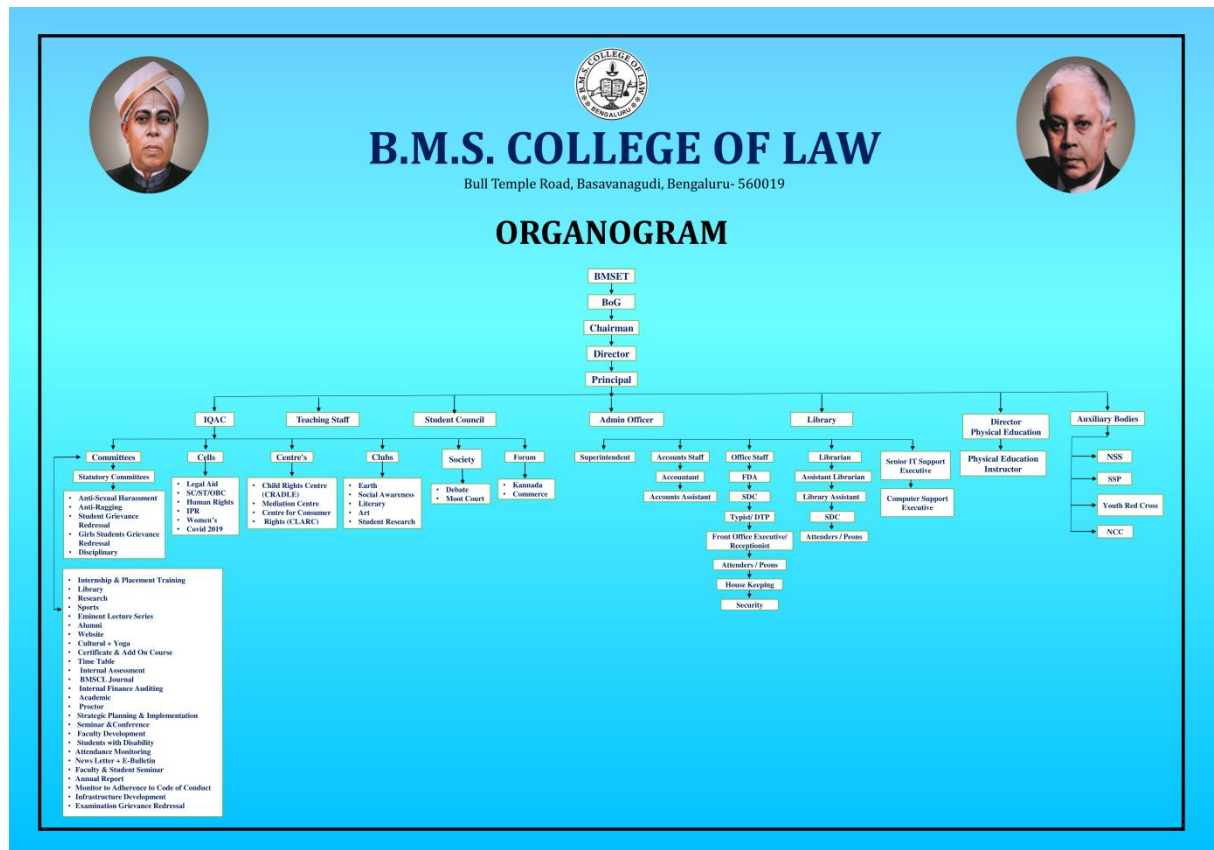


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Organogram





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Resolution





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B.M.S COLLEGE OF LAW

Bull Temple Road, Basavanagudi, Bengaluru - 560019.

RESOLUTIONS PASSED BY THE COMMITTEE FOR SELECTION OF FULL TIME ASSISTANT PROFESSORS HELD ON MONDAY 06 JANUARY, 2020 AT THE BOARD ROOM OF B.M.S. COLLEGE OF LAW, BULL TEMPLE ROAD, BASAVANAGUDI, BENGALURU - 560019.

The following members are present in the Sub Committee for Selection of Assistant Professors, on the basis of Merit, Demo and Vice-Voce.

Sl.No.	Selection Committee Members	Signature
1.	Dr. B. S. Ragini Narayan, Donor Trustee, BMSET Chairperson, BMSCL & BMSCW	Chairperson
2.	Sri. M. Madan Gopal IAS., (Retd.) Former Additional Chief Secretary, GoK Trustee, BMSET, Chairman, BMSIT & BMSSA	Member
3.	Sri. Aviram Sharma, Trustee, BMSET, Chairman, BMSCC&M and ICD	Member
4.	Prof. Dr. M.K. Ramesh Professor, NLSIU, Bangalore.	University Nominee
5.	Prof. Dr. T. R. Subramanya, Former Vice Chancellor KSLU, Dean, School of Legal Studies, CMR University	External Member
6.	Sri. Murali Krishna Director Administration, BMSET & BMSCL	Member
7.	Dr. Anitha D'Souza Principal	Member Secretary



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The Selection Committee conducted Viva-voce to 26 candidates, who appeared before the Selection Committee for considering their academic qualification UGC/NET, Teaching experience and Interview Performance.

All the members of the Selection Committee unanimously selected the following candidates as per the ranking list herein below:

LAW:

SL. NO.	NAME	DOB	CAT	QUALIFICATION	UNIVERSITY	UGC NET/ KSET	TEACHING EXPERIENCE
1.	Sri. Abhishek Sharma. P	12/12/1994	GM	LL.M	Bangalore University.	NET	-
2.	Smt. Tara Gopinath	16/02/1989	GM	LL.M	NALSAR University of Law, Hyderabad	KSET NET	6 Months
3.	Smt. Ramya. K	21/09/1990	GM	LL.M	KLE'S Society's Law College.	KSET	1+
4.	Ms. Loganayaki. P	09/05/1994	GM	LL.M	CMR University, School of Legal Studies.	-	-
5.	<u>Waiting:</u> Dr. Ramdhass. P	03/6/1987	OBC	ML Ph. D.	University of Madras. Jawaharlal Nehru University (Jnu), New Delhi	NET	1

COMMERCE:

SL. NO.	NAME	DOB	CAT	QUALIFICATION	UNIVERSITY	UGC NET/ KSET	TEACHING EXPERIENCE
1.	Dr. Shreeekara. K	30/03/1987	GM	M.Com Ph. D	Department of Commerce, Kuvempu University Sainath University Ranchi	-	7+

POLITICAL SCIENCE:

SL. NO.	NAME	DOB	CAT	QUALIFICATION	UNIVERSITY	UGC NET/ KSET	TEACHING EXPERIENCE
1.	Dr. Prasanth Kumar Choudhary	05/12/1983	GM	M.Phil (Political Science)	Bangalore University	NET	4 Months

The Selection Committee unanimously resolved to appoint provisionally the above candidates for a period of one year subject to his/her performance and satisfactory discharge of duties. The period may be extended accordingly.

The candidates are entitled to the remuneration fixed on par with Assistant Professors of the college already working.



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The above resolution is passed unanimously by the Selection Committee and accordingly the same has to be recommended to the Board of Management of B.M.S. College of Law, for its consideration.

Sl.No.	Selection Committee Members		Signature
1.	Dr. B. S. Ragini Narayan, Donor Trustee, BMSET Chairperson, BMSCL & BMSCW	Chairperson	
2.	Sri. M. Madan Gopal IAS., (Retd.,) Former Additional Chief Secretary, GoK Trustee, BMSET, Chairman, BMSIT & BMSSA	Member	
3.	Sri. Aviram Sharma, Trustee, BMSET, Chairman, BMSCC&M and ICD	Member	
4.	Prof. Dr. M.K. Ramesh Professor, NLSIU, Bangalore.	University Nominee	
5.	Prof. Dr. T. R. Subramanya, Former Vice Chancellor KSLU, Dean, School of Legal Studies, CMR University	External Member	
6.	Sri. Murali Krishna Director Administration, BMSET & BMSCL	Member	
7.	Dr. Anitha D'Souza Principal	Member Secretary	



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Candidate List

B.M.S. COLLEGE OF LAW BANGALORE - 19											
Candidates List for the Post of Assistant Professor(Full Time) / Guest Faculty - Law - 2021 - 22											
Sl. No.	Name & Email	Contact Number	Date of Birth	Category	Qualification	Percentage	University	UGC NET / SLET	Industry Experience	Academic Experience	Remarks
1	Dr. Manisha Banik banik.manisha@gmail.com	9227353474	24/10/1984	GM	Ph. D (Law) LL.M (Business Law)	56%	Maharaja Sayajirao University, Vadodara	SLET	3	7	Worked at Parul Institute of Law
2	Mrs. Jayalakshmi V jayavakshmi81@gmail.com	9986620041	21/11/1981	2B	LL.M (Environmental Law)	60%	Bangalore University	-	-	10	Currently working as Guest Faculty at BMSCL
3	Ms. Sahana Florence P sahana952@gmail.com	9742603145	08/7/1984	3B	LL.M (International Law) Ph.D (Pursing)	65%	University of Mysore	KSET	-	10+	Currently working as Guest Faculty at BMSCL
4	Ms. Karishma Bithare bitharekarishma29@gmail.com	9497674656	28/10/1990	GM	LL.M (Corporate & Commercial Law)	CGPA - 7.22	Jagan Lake City University, Bhopal	-	-	5	Worked as a Research Assistant, under Dept. of Industrial, Policy and Promotion IPR Chair (Govt. of India), IUCIPRS
5	Ms. Veena TN veenatn.slc@gmail.com	966379344	10/05/1985	GM	LL.M Ph.D (Pursing)	62%	University Law College	-	-	11	Currently working at Sheshadripuram Law College
6	Ms. Vanishree R vanishree.r79@gmail.com	7760405219	18/07/1979	GM	LL.M (Intellectual Property Law)	First Class	Presidency University	-	10	3	Currently working at Bangalore School of Design
7	Ms. Akanksha Surana akankshasurana2901@gmail.com	9166450200	29/01/1996	GM	LL.M (Constitutional & Administrative Law)	73%	Institute of Law - Nirma University, Ahmedabad	-	-	2.5	Working as faculty at Nyaygya Academy, Udaipur & Guest faculty at Shramjeevi Vidyapeeth University
8	Mr. Rudragouda M. Hommaradi rudhrumh@gmail.com	9008931309	01/08/1994	GM	LL.M (Labor & Employment Law)	66%	University Law College, Bangalore University	KSET	-	2	Working at KLE Society's Law College
9	Ms. Bhavya N n.bhavya20@gmail.com	7022321516	20/10/1985	SC	LL.M (Criminal Law)	62%	Bangalore University	KSET NET	-	7	Working as Guest Faculty at University Law College
10	Ms. Vimala R vr842356@gmail.com	9663297808	18/02/1986	GM	LL.M (Constitutional & Administrative Law)	70%	School of Law, Christ (Deemed to be University)	-	2	1	Worked at Sheshadripuram Law College as Guest Faculty
11	Ms. Priyanka Vaidyanath vaidyanathpriyanka@gmail.com	9686518482	21/07/1994	GM	LL.M (Constitutional & Administrative Law)	First Class	School of Law, Christ (Deemed to be University)	-	-	1	Pursuing Ph.D Worked at BMSCL
12	Mr. Ashutosh Mishra ashutoshmishra1972@gmail.com	9880267871	02/05/1972	GM	LL.M (Constitutional & Criminal Law)	57%	National Law School of India University	-	13+	5	Working as Attorney at Archer & Angel from Feb 2008 - till date
13	Mr. Neelesh Jadhav neelujadhav90@gmail.com	7892461052	21/10/1990	GM	LL.M (Constitutional & Administrative Law)	59%	Karnataka State Law Bengaluru University	-	-	1	Working at Panchami College of Law



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14	Ms. Kumud Konnur kumudkonnur@gmail.com	8123276225	07/07/1995	GM	LL.M (Corporate & Commercial Law)	63%	Karnataka University Law College, Dharwad	-	1	5 months	Working at Panchami College of Law
15	Ms. Shalini A ashalini58@gmail.com	9880515510	20/02/1992	GM	LL.M (Corporate & Commercial Law)	58%	University College Of Law (KU's SSK), Dharwad	-	3	4 months	Working as Guest Faculty in Karnataka State Law University on contractual basis since June 2021.
16	Ms. Vasavi L S levasavi16@gmail.com	9482089991	16/03/1997	GM	LL.M (Constitution & Administration Law)	3.7/4	School of Law, Christ (Deemed to be University)	-	-	-	Working as a Research assistant at Highcourt
17	Mr. Vetha Philos vethaphilos@gmail.com	8722082440	04/05/1995	GM	LL.M (Public law and Legal Theory)	72%	Nalsar University of Law, Hyderabad	NET	-	-	-





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B.M.S. COLLEGE OF LAW BANGALORE - 19

Candidates List for the Post of Assistant Professor - English - 2021 - 22

Sl. No.	Name & Email	Contact Number	Date of Birth	Category	Qualification	Percentage	University	UGC NET / SLET	Industry Experience	Academic Experience	Remarks
1	Dr. V Sreenath vsreenath21@gmail.com	9448494098	30/05/1972	GM	M.A. (English)	58%	University of Kerala	-	-	21	Working at Christ Academy Institute of Law
2	Ms. Reshma Khanam M reshmakhanam9686188999@gmail.com	9686188999	15/07/1983	2B	M.A. (English)	50%	Bangalore University	KSET	-	9	Working at Christ Academy Institute of Law
3	Ms. Shresh P Nambiar shreshpambiar@gmail.com	9495418338	16/01/1984	GM	M.A. (English)	68%	Kannur University	NET SLET	-	8.5	Working at Trisha Institution of Commerce & Mgmt
4	Ms. Ayesha Rabbani hisarraz28@yahoo.com	8296819991	18/11/1987	2B	M.A. (English)	59%	Maharani's Arts Commerce & Management	-	-	2+	Working at Al Ameen Institute of Management Studies as Guest Faculty





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Appointment Order



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Ref.: BMSCL/475/2021-2022

Date: 18/10/2021

OFFICIAL MEMORANDUM

Sub: Appointment of Dr. V.Sreemathy, Assistant Professor, BMSCL.

In accordance with the Proceedings of the Selection Committee Meeting dated: 04.10.2021 pending ratification by the BOG, under Management Cadre, Dr. V. Sreemathy is appointed as Assistant Professor w. e. f 15.11.2021 in the B.M.S. College of Law under the B.M.S. Educational Trust and extended the UGC Scale of pay of Rs. 15600-39000/- with a Basic Pay of Rs. 15600+6000 AGP, the Gross Salary of Rs. 57,208/- subject to following conditions:

The incumbent:

1. Is required to report to the Principal on 15 November, 2021 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
2. Will be on probation for a period of two years. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued.
3. Is required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays. If necessary, for additional hours depending on the responsibilities entrusted to her.
4. In addition to the regular assigned duties, she is required to attend to any other duties assigned to her by the Principal/ Management without prejudice to her normal assigned duties.
5. Will be detailed for evaluation and other duties at KSLU, Hubballi as and when required.



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6. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case the incumbent shall relinquish the post unless allowed to do so in writing by the Principal. The incumbent may terminate her employment with the Institution, by giving no less than one months' prior notice.
7. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
8. Shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
9. Is governed by the Code of Conduct, norms and Service rules of B.M.S. Educational Trust and B.M.S. College of Law.
10. Is governed by the Leave rules of BMSCL & BMSET.
11. Is required to surrender Sanad to the State Bar Council before joining for duty.
12. The Institution reserves the right to terminate the employment summarily without any notice period or termination payment, if it has reasonable ground to believe that she is guilty of misconduct or negligence or has committed any fundamental breach of contract or caused any loss to the Institution.
13. On the termination of employment for whatever reason, the incumbent will return to the Institution all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in her possession or under her control relating to her employment.



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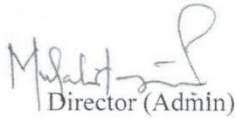
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Ref.: BMSCL/475/2021-2022

Date: 18/10/2021

14. Is required to furnish 2 sets Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.


Principal


Director (Admin)


Chairperson

To

Dr. V. Sreemathy
Bengaluru.

Copy to,

1. Donor Trustee & Chairperson, BMSET, BMSCL & BMSCW Bengaluru-19.
2. The Director (Admin), BMSET, Bengaluru-19.
3. The Director (Finance), BMSET, Bengaluru-19.
4. Office Copy.
5. Accounts Department for payrolls.



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Ref.: BMSCL / 4721/2021-2022

Date: 18/10/2021

OFFICIAL MEMORANDUM

Sub: Appointment of Dr. Manisha Banik, Assistant Professor, BMSCL.

In accordance with the Proceedings of the Selection Committee Meeting dated: 04.10.2021 pending ratification by the BOG, under Management Cadre, Dr. Manisha Banik is appointed as Assistant Professor w. e. f 15.11.2021 in the B.M.S. College of Law under the B.M.S. Educational Trust and extended the UGC Scale of pay of Rs. 15600-39000/- with a Basic Pay of Rs. 15600+6000 AGP, the Gross Salary of Rs. 57,208/- subject to following conditions:

The incumbent:

1. Is required to report to the Principal on 15 November, 2021 and submit proformas A & B enclosed, failing which the appointment order shall stand cancelled without any further notice.
2. Will be on probation for a period of two years. However, the completion of the said two years of probation shall not constitute confirmation of service unless a written order of confirmation is issued.
3. Is required to be present in the College premises from 08.30 AM to 04.30 PM on week days (Monday to Friday) and 08.30 AM to 02.00 PM on Saturdays. If necessary, for additional hours depending on the responsibilities entrusted to her.
4. In addition to the regular assigned duties, she is required to attend to any other duties assigned to her by the Principal/ Management without prejudice to her normal assigned duties.
5. Will be detailed for evaluation and other duties at KSLU, Hubballi as and when required.



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6. The decision to accept the resignation is the prerogative of the Principal/ Management. In no case the incumbent shall relinquish the post unless allowed to do so in writing by the Principal. The incumbent may terminate her employment with the Institution, by giving no less than one months' prior notice.
7. The appointment can be terminated by the Institution, without any reason, by giving a months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
8. Shall not divulge any confidential information of the Institution to anyone outside or inside the college who is not entitled for such information.
9. Is governed by the Code of Conduct, norms and Service rules of B.M.S. Educational Trust and B.M.S. College of Law.
10. Is governed by the Leave rules of BMSCL & BMSET.
11. Is required to surrender Sanad to the State Bar Council before joining for duty.
12. The Institution reserves the right to terminate the employment summarily without any notice period or termination payment, if it has reasonable ground to believe that she is guilty of misconduct or negligence or has committed any fundamental breach of contract or caused any loss to the Institution.
13. On the termination of employment for whatever reason, the incumbent will return to the Institution all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like and confidential information, in her possession or under her control relating to her employment.



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Ref.: BMSCL/472/2021-2022

Date: 18/10/2021

14. Is required to furnish 2 sets Photo copies of all the Marks Cards, University Certificates, Identity Certificate and Service Certificate from current employer (if employed) at the time of joining the duty.

Principal

Director (Admin)

Chairperson

To

Dr. Manisha Banik
Bengaluru.

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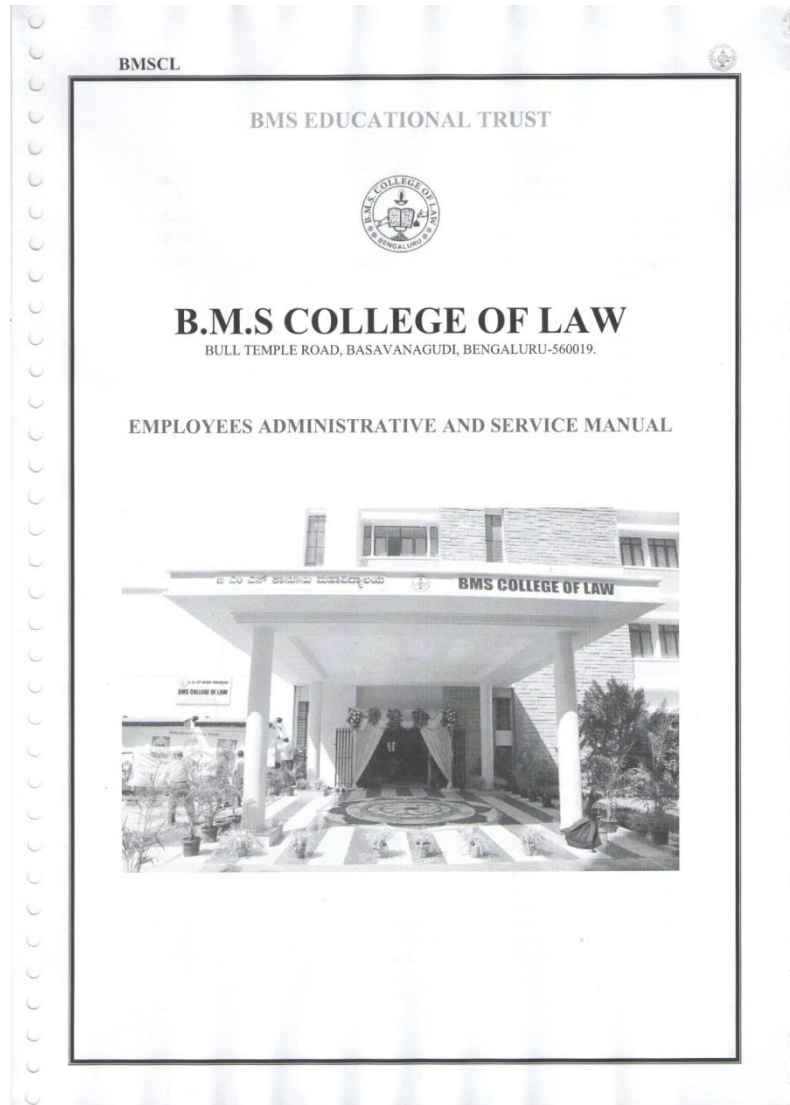
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Service Rules BMSCL





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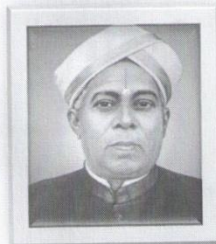
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PREFACE

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. He formed the BMS E1963-64 under the aegis of the Trust. A kind and farsighted man, he was adored by the staff and his peers for his gentle manners and humane approach. The Indian legal profession is considered to be one of the largest in the world and plays a crucial in our democratic set up. As per the Right to Information (RTI) response by the Bar Council of India (BCI), there were about 1.3 million registered lawyers in India in the year 2011 alone; these figures might have been augmented since then.



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CHAPTER – 1 PRELIMINARIES



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With several Indian legal luminaries having served the illustrious institution in various capacities including as members of the teaching faculty, the BMS College of Law has emerged as one of the top Law colleges in Bengaluru.

The College in existence since 1963 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.



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1.1 Title, Commencement & Application:

- 1.1.1 The Administrative & Service Manual shall be called "BMS College of Law Employees Administrative & Service Manual".
- 1.1.2 This shall come into force from the date of approval by the Board of Governors of BMS College of Law.
- 1.1.3 This shall apply to all the employees of BMS College of Law.

1.2 Definitions: - In this Administrative Manual unless the context otherwise/ means:

- 1.2.1 "University" means Karnataka Law University, Hubli established in 2009.
- 1.2.2 "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.
- 1.2.3 "Board of Governors" means the Governing Body of BMS College of Law constituted by the BMS Educational Trust to administer and manage the college.
- 1.2.4 "College" means BMS College of Law.
- 1.2.5 "Chairman" means the Chairman of the Board of Governors of the College.
- 1.2.6 "Principal" means Principal of the BMS College of Law duly appointed by Management and the Chief Executive who is also Ex-Officio Secretary of the Board of Governors.
- 1.2.7
 - a. "Academic Authority" means freedom granted by the University to a college in all aspects of conducting its academic programmes, for promoting excellence.



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b. "Controlling Authority" means the Board of Governors in relation to all the academic staff.

1.2.8 "Appointing Authority" means the authority competent to make appointments to any post as indicated in the schedule.

1.2.9 "Enquiry Committee" means the Committee constituted by the Board of Governors of the College.

1.2.10 "Employee" means the person in the service of the college in any post and includes the academic staff.

1.2.11 "Academic Staff" means any member of the staff engaged wholly or partly in teaching or research in the college.

1.2.12 "Permanent Employee" means a person permanently employed in the service of the college in any post, duly confirmed by the Management.

1.2.13 "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.

1.2.14 "Appendix" means Appendix to this Manual.

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

1.3 Maintenance of Important Books, Journals, Orders etc.

The College shall maintain the following Books, Texts, Orders, Journals and Enactments for reference.

- a. Karnataka Civil Service (General Recruitment) Rules, 1977.
- b. Karnataka Civil Service (Probation) Rules, 1977.
- c. Karnataka Civil Service (CCA) Rules, 1957.
- d. Karnataka Civil Service (Conduct) Rules, 1966.



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- e. Karnataka Government Servants (Seniority) Rules, 1957.
- f. State Government Pay Scale Books
- g. Karnataka Education Act 1983 and Rules enacted thereunder.
- h. Karnataka Civil Service (Performance) Rules, 2000
- i. The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.
- j. Karnataka State Universities Act, 2000
- k. Office Manual.
- l. Karnataka Societies Registration Act, 1960.
- m. UGC Act
- n. Karnataka State Law University Act, 2009.
- o. Dictionaries (Big, Small & Pocket type)
 - a. English – English
 - b. English – Kannada
 - c. Kannada – English
 - d. Kannada – Kannada
- p. Examination Regulations and Rules and Manual of Karnataka State Law University.
- q. Kacheri Kaipidi.
- r. Kannada Office Terminologies

Note: All the above laws, rules, regulations, orders etc., for the time being in force shall be updated as and when they are amended.



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CHAPTER – 2 APPOINTMENTS, CONFIRMATION, TERMINATION & RETIREMENT



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2.1 Duty Timings & Holidays:

- 2.1.1 All employees are required to work for a minimum of six days a week and 8 hours a day. Saturday being half working day.
- 2.1.2 Duty hours in the different departments and sections of the institution are to be followed as notified from time to time.
- 2.1.3 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.

2.2 Attendance:

- 2.2.1 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.
- 2.2.2 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.
- 2.2.3 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 Principal.
- 2.2.4 All employees are expected to be at their allowed place of work throughout their duty timings.
- 2.2.5 Any employee found absent from his/her place of work during working hours without prior permission of the Principal / AO, is liable to be treated as absent for the duty.
- 2.2.6 Employees are liable to be searched by any person authorized on this behalf by the Management at any time and also while entering



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or leaving the institute premises. Women employees shall be searched only by a woman.

2.3 National & Festival Holidays:

Institution can 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 other important college functions.

2.4 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 and Director (Administration), BMSET as permanent members.

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

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

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

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

2.4.5 Submission of Joining Report

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



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- 2.4.5.2 Submission of Relieving Letter or proof having complied the conditions of appointment with the previous employer.
- 2.4.5.3 Submission of Evidence of date of birth / proof of age.
- 2.4.5.4 Nomination for Provident Fund/Gratuity in prescribed form (if eligible)
- 2.4.5.5 Application for Identity Card along with three passport size photographs.
- 2.4.5.6 Application for opening Bank Account prescribed by the College
- 2.4.6 Any of the following documents may be accepted as evidence of date of birth / proof of age.
 - 2.4.6.1 Secondary School Leaving Certificate.
 - 2.4.6.2 Where a person is non-SSLC, certified extract from Registrar of Births & Deaths or any other valid document acceptable to the Management.
- 2.4.7 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.
- 2.4.8 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.



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2.4.9 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 560004. 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.

2.4.10 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 Bar Council of India and Karnataka State Law University and in the Cadre and Recruitments Rules of the State Government. The scales of pay applicable to the Principal and other faculty under the existing UGC & Karnataka State Government Scales, pay scale shall be as under, and as revised from time to time.

Sl. No.	Name of the Post	Pay Scale
1	Principal	37,400- 67,000 + AGP of Rs 10,000
2	Professors (Direct Recruitment)	37,400 – 67,000 + AGP of Rs 10,000
3	Professors (Under CAS)	37,400 – 67000 + AGP of Rs 9,000
3	Associate Professors	37,400 – 67,000 + AGP of Rs 9,000
4	Asst. Professors	15,600 – 39100 + AGP of Rs 6,000



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The scale of pay applicable to non teaching, administrative & other staff in the existing state pay scale shall be as under:

Sl. No.	Technical Staff	Pay Scale
A	Librarian (SG)	37,400 – 67,000 + AGP 10,000
B	Librarian	15600-39100 AGP 6000
C	AO	28100 – 50100
D	Registrar	21600 – 40050
E	Superintendent	20000 – 36300
F	FDA	14500 – 26700
G	SDA	11600 – 21000
H	Driver	11000 – 19000
I	'D' Group	10400 – 16400

The Management at its discretion may appoint other officers and offer higher salaries depending on the need for exceptionally experienced / talented persons.

- 2.5 **Probationary Period:** All employees, other than temporary, shall ordinarily be on probation for a period of two 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.
- 2.6 **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,



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2.8.5. 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.

2.8.6. Seniority of direct recruitment shall be determined as follows:

2.8.6.1. 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.

2.8.6.2. 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.

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

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

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

2.9.3. 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.

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

2.9.5. If the conditions of 2.9.1 to 2.9.4 are fulfilled the Head of the Institution shall forward the resignation letter to the BOG with suitable opinion/remarks for orders/acceptance.



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- 2.9.6. 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.
- 2.9.7. After receiving the orders/acceptance, from the BOG, same shall be communicated to the employee by Head of the Institution concerned.
- 2.9.8. 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.
- 2.9.9. The BOG shall be Competent Authority to accept the resignation of all employees.

2.10 Service Certificate: Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the Institution. Such certificate shall be valid if it is issued and signed by the Head of the Institution.

2.11. Termination/Removal from Service:

- 2.11.1. The BOG may terminate service of a temporary employee at anytime.
- 2.11.2. The BOG may terminate service of an employee appointed under contract or agreement or a contract for fixed period in accordance with the terms of such contract/agreement.
- 2.11.3. The BOG may terminate the service of an employee under special circumstances, such as reduced workload, after giving three months' notice or pay in lieu thereof. No such notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the rules.
- 2.11.4. After giving three months' notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the BOG, the BOG



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may terminate the employee. In case of medical unfitness, the opinion of the Medical Board as decided by the BOG shall be obtained.

- 2.12 **Superannuation:** All employees shall retire on attaining the age of 60 years. The BOG may at its discretion grant extension of service of one year or more at a time beyond the superannuation on the merit of each case, subject to the conditions that the extension of service so granted shall not exceed 5 years in any case. Such extensions are subject to the approved of the Council of Trustees.
- 2.13 **Voluntary Retirement of Service:** An employee after completion of fifteen years of service may opt for retirement. The BOG may in special cases, order an employee to retire from service any time after he/she completes fifteen years of qualifying service in the interest of the institution by giving notice in writing in this behalf at least three months before the date on which he/she is required to retire from service.
- 2.14 **Provident Fund & Pension Scheme:** The employees appointed are covered by the Employee's Provident Fund and Miscellaneous Provisions Act 1952. The applications of these rules are mandatory to all management employees. According to these rules the employee shall contribute towards PF contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF account and pension fund account.
- The payment of contributions shall cease on the employee quitting from the services either on resignation, dismissal or by retirement.
- The accumulated PF contribution will be paid to the employee directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore.



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For details with regard to PF and pension benefits, the employees Provident Fund and Miscellaneous Provisions Act 1952 be referred to which they are operative.

2.15 Miscellaneous Provisions:

2.15.1. Transfer: Every employee is liable to be transferred from one institution to another institution managed by the same society provided that such transfers do not entail any reduction in salary and position.

2.15.2. Joining Time: When an employee is transferred from one institution to another under the same management, he/she should join the institution to which he/she is transferred immediately. If he/she is relieved in the morning, he/she must join in the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join in the forenoon of the following immediate working day.

2.15.3. An employee who does not join his/her post within the joining time is not entitled to salary for the entire period till the date of joining, treating that period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct, except where the employee establishes to the satisfaction of the Chairman, Board of Governors, that he/she was unable to join duty for reasons beyond control.

2.16 Maintenance of Annual Performance Report.

Head of the Institution will ensure that the Confidential Annual Performance Report (CAPR) of all Teaching / Non-teaching staff who are permanent / non-permanent are initiated every year by 01 July covering the period from 01 July to 30 June, for e.g., (01 July 2017 to 30 June 2018) and a report initiated to the Chairman on the completion by



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15 of July every year. AO/ Superintendent in consultation with the Principal, will take necessary action to release the CAPR forms to all concerned. Head of the Institution /AO/ Office Superintendent may hold the custody of these documents as agreed upon.



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CHAPTER – 3 PAY & ALLOWANCES



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3.1. **Regulation of Emoluments:** The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Board of Management from time to time. All appointments shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the BOG on the merit of each case. The allowances admissible to the permanent employees shall be DA, HRA & CCA as per the UGC / State Government norms as applicable.

3.2. **Charge Allowance:** When an employee is assigned with additional duties in addition to his/her own duties and the charge entails a substantial increase of responsibility and some additional work, he/she may be paid additional allowance in the form of charge allowance to be fixed by the BOG. The charge allowance shall generally not exceed one tenth of the minimum of the pay applicable to the post of which an employee is placed in additional charge or independent charge.

3.2.1 No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution

3.2.2. The minimum period required for claiming charge allowance under this rule shall be one month

3.2.3. Charge allowance in respect of only one additional post is admissible even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of one tenth of the minimum pay of the post carrying highest scale.



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3.2.4 However, higher charge allowance, can be approved by BOG as and when the need may arise

3.3. Fixation of Pay:

3.3.1. When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him/her, initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation

3.3.2. An increment may be withheld from an employee by the institution, if his/her conduct/performance has not been satisfactory

3.3.3. Where under the circumstance of his/her service, an employee has to pass any service examination or test before earning an increment, he/she shall not earn the increment until he/she passes such examination or test. These examinations or tests may be made mandatory, if these check the level of competence of a post which may change from time to time (Computer Hardware and Software knowledge- Operating System, MS WORD, POWERPOINT, EXCEL, TALLY Etc.). If the employee fails in the examinations declared mandatory by BOG, within the prescribed duration specified by BOG he/she may be demoted/terminated after giving sufficient chance to improve

3.3.4. After passing the examination or test, his/her pay shall be fixed in the time scale at the stage at which he/she would have drawn the pay, if the earning of the increment had not been deferred, but the increased pay shall be given from the date of passing the examination or test.



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3.3.5. When an efficiency bar is prescribed in a time scale, the increment next above bar, shall not be given to an employee without specific sanction of the BOG

3.3.6. The conditions under which service counts for increments in a time scale are as follows

3.3.6.1. All duty in a post on a time scale counts for increment in the scale

3.3.6.2. All leave except extraordinary leave (Leave without Pay & Allowance) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave

3.3.6.3. Extra ordinary leave (Leave without Pay & Allowance) on medical grounds duly supported by medical certificate shall count for increment

3.3.6.4. The period spent on probation shall count for increment

3.3.6.5. Time passed while on suspension does not count towards the increments, if the period of suspension is treated as such

3.3.6.6. Period of unauthorized absence not regularized but treated as such shall not count for increment in the time scale

3.3.7. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.



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CHAPTER – 4 LEAVE RULES



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4.1. General:

Leave cannot be claimed as a matter of right. However, leave can be granted at the will and discretion of the superior depending upon the urgency and necessity.

4.1.2. Leave can be refused by the leave sanctioning authority without assigning any reason.

4.1.3. Leave granted can be curtailed and the employee can be called back for duty at any time quoting office exigency.

4.1.4. If the employee reports sick, the organization reserves the right to ask him to depose before a medical referee appointed by them so as to ascertain the true nature of sickness or so.

4.2 Earned Leave:

4.2.1. The minimum and maximum days of earned leave that shall be availed is 5 days and 60 days respectively with the prior sanction of the management.

4.2.2. Earned Leave can be accumulated up to 300 days at any time

4.2.3. If prefix and suffix days happen to be holidays, then the earned leave includes one of the holidays also.

4.2.4. The following employees are considered as non-vacation enjoying staff

- i. Principal
- ii. Non-Teaching Staff (Technical & Administrative)
- iii. Placement & Training Officer.
- iv. Library Staff

4.2.5. Employees in teaching staff category and working in vacation Departments shall be entitled to earned leave of ten days in calendar year



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4.2.6. The leave account of every employee shall be credited with earned leave in advance in two installments of five days each on the 1st January, and 1st July every year

4.2.7. If a vacation enjoying employee is refrained to avail the vacation because of the developmental works in the department, such employee is eligible to get one day EL for every 5 days of working during vacation period.

4.2.8. Employees working in non teaching category shall be eligible for 30 days of earned leave in calendar year. The account of these employees shall be credited in two installments of 15 days each on 1st January and 1st July of every year.

4.2.9. Employees are entitled to Earned leave only after having put in a minimum of 1 year of service.

4.3 Encashment of Earned Leave:

4.3.1. Both teaching and non-teaching category of employees may be allowed to en-cash the earned leave by surrendering the earned leave at their credit and to receive salary for the leave so surrendered subject to the conditions that encashment of earned leave by Group 'D' employees is permissible once every year for a maximum of 15 days any time of the calendar year. Group 'A', 'B', & 'C' employees can avail the same facility between April and December only.

4.3.2. The employee may surrender earned leave at his/her credit subject to a minimum of ten days provided that the conditions of grant of earned leave shall mutatis mutandis; apply for surrender of leave for purpose of encashment.

4.3.3. The availing of the earned leave and encashment, if both benefits availed, should not exceed 30 days in a calendar year.

In other words, for encashment of 15 days EL, only 15 days will be



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admissible for availing of EL in a calendar year.

4.3.4. The leave salary payable shall be calculated at the rate of $1/30^{\text{th}}$ of the monthly salary irrespective of number of days in the month in which the leave surrendered

4.3.5. When an employee retires on attaining normal age of retirement under the terms and conditions governing the service, the authority competent to grant leave shall suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of employee subject to maximum to 300 days.

4.4. Half Pay Leave

4.4.1. The non-teaching staff shall be eligible for 20 days of half pay leave in respect of each completed year of service and the said leave could be availed on account of illness duly supported by Medical Certificate or on private affairs.

4.4.2. Commuted Leave not exceeding half the number of half pay leave due may be granted on medical grounds or on private affairs to the following conditions namely: -

4.4.2.1. The employee should have completed three years of service as on date of application for leave.

4.4.2.2. No commuted leave should be recommended unless the recommending authority has reason to believe that the employee will return to duty on expiry of leave.

4.4.2.3. The maximum days of commuted leave that may be granted shall not exceed 120 days at a time.

4.4.2.4. Commuted leave during the entire period of service should be limited to a maximum of 120 days.

4.4.2.5. If the commuted leave is combined with earned leave the total period of leave should not exceed 180 days.



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4.4.2.6. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave account.

4.4.2.7. When commuted leave is granted to an employee and he/she subsequently intends to retire or resign on expiry of such leave, the commuted leave should be converted into half pay leave and the difference between the salary in respect of commuted leave and half pay leave should be recovered. If the retirement or resignation is voluntary, refund of excess salary paid shall be enforced but if the retirement or termination of service is compulsorily trust upon him/her no refund or excess salary be insisted upon.

4.4.2.8. The half pay leave and commuted leave should not be sanctioned when other kinds of leave are admissible.

4.5. Casual Leave

4.5.1. The permanent employees are eligible for 15 days casual leave with full pay in each calendar year and casual leave credit shall be allowed in 2 installments at 7 days on 1st January and 08 days on 1st July.

4.5.2. An employee during his first year of service can avail casual leave at the rate of one day of each completed month of service.

4.5.3. Casual leave could be availed for half a day either in the morning session or in the afternoon session any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as Casual Leave.

4.6. Special Casual Leave

4.6.1. Special Casual leave may be granted to an employee for a period not exceeding thirty days in any one calendar year for the following purposes. The period of absence in excess of thirty days should be treated as regular leave of any kind admissible to the



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persons concerned. For this purpose, the special casual leave is permitted to be combined with the other kinds of leave.

4.6.1.1. For participation in Sports & Educational Programmes (e.g. Seminar/ Conferences/ Workshops) events of University/State/National or International Importance.

Only one event of its kind in a year is permitted.

4.6.1.2. When the employee is selected for such participation in respect of International sports events of any one of the recognized sports associations as a member of a team which is accepted as representative on behalf of the College/University/State/Country.

4.6.1.3. Special Casual leave not exceeding thirty days in each calendar year may be granted to the employees who are chosen by any University for attending the examination work. They will not be eligible for TA & DA from the Institution.

4.6.1.4. Special casual leaves not exceeding seven days may be allowed to married employees of both sexes in any calendar year who undergo vasectomy or tubectomy operation on the strength of the medical certificate granted by the Medical Officer performing the operation.

4.6.1.5. Natural Calamities, Bandhs- the head of the institution may grant SCL to employees unable to attend to office due to dislocation of traffic arising out of natural calamities, bandhs, curfew etc. If, however, the leave had been applied for medical grounds for the days of bundh, he may not be granted SCL but leave admissible including CL.

4.7 Extra Ordinary Leave (Leave without Pay)

4.7.1. Extra Ordinary Leave (Leave without salary) may be granted to an employee in the following circumstances:

4.7.1.1. When no other leave by rule is admissible or



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4.7.1.2. When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.

4.7.1.3. When an employee is undergoing treatment for cancer & Mental illness/pulmonary tuberculosis/pleunsky of tuberculosis origin/Leprosy, the BOM may at its discretion sanction the required extraordinary leave (leave without salary) for the treatment of such illness if the application is supported by the Medical Certificate issued by the Medical specialist treating the concerned disease.

4.7.2. If an employee has availed extra ordinary leave/Leave without allowance of some period of absence, has been treated as dies non i.e. non-duty during a half year, the credit of earned leave to be credited to his/her leave account shall be reduced by one tenth of the period of such leave and/or non-duty, subject to a maximum of five days.

4.8 Maternity Leave

4.8.1. A female permanent employee may be granted maternity leave for a maximum period of twenty six weeks.

4.8.2. 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.)

4.8.3. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the following conditions:

4.8.3.1. The leave does not exceed six weeks.

4.8.3.2. The application for leave is supported by medical



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certificate from a Registered Medical Practitioner.

- 4.8.4. A female employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- 4.8.5. Maternity leave may be combined with vacation or any other kind of leave.
- 4.8.6. Maternity leave shall not be debited to the leave account.
- 4.8.7. The salary payable during the maternity leave shall be equal to full of the salary drawn immediately before proceeding on leave.
- 4.8.8. No leave beyond the expiry of maternity leave will be granted, however, in exceptional cases where the female employees are not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness Extraordinary leave (Leave without salary) not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the BOG.
- 4.8.9. If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be refunded/recovered.

4.9 Paternity Leave

- 4.9.1. A male staff may be granted paternity leave during the confinement of his wife for a period of 15 days from the date of its commencement.
- 4.9.2. It shall not be admissible to male staff who has two or more than two living children.
- 4.9.3. It may be combined with any other kind of leave except casual leave. It cannot be en-cashed or merged with earned leave.



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4.10. Over Staying after the Leave

4.10.1. An employee who remains absent after the expiry of his/her originally granted or subsequently leave is entitled to no salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

4.11. **Employment during the Leave:** An employee who is on leave shall not take service or accept any work/profession/consultancy/employment in any capacity either honorary or otherwise, without obtaining permission from BOM in writing. Any violation of the rule attracts disciplinary action against such employees.

4.12. **Part-time Employees:** Part-time employees are not entitled to any other kind of leave admissible under this chapter except casual leave which shall be limited to one day for every month of service in each calendar year to vacation staff and fifteen days in each calendar year to non-vacation staff.

4.13. **Prefixing and Suffixing of Holidays:** The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/Holidays but the intervening Sundays/Holidays shall be included in such leave.

4.14. **Leave for Employees on Contract / Adhoc:** For the members of staff who are appointed on contract basis for a minimum period of one year, leave will be allowed as follows:

4.14.1. Leave on full pay for 30 days and leave on half pay on medical certificate for 15 days for every year of the period of contract. Provided that no leave on full pay be granted to those working in vacation departments, however they work



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during any part of the leave on full pay in accordance with the provisions of these rules.

4.14.2. Three months extra-ordinary leave without pay may also be granted provide that the period of contracts is for at least three years.

4.14.3. Casual leave as indicated in rule 4.4 of these rules.

4.14.4. **Punctuality-**

4.14.4.1. Half a day's C/leave will be deducted for each late coming.

4.15. Vacations & Payment of Salary during Vacation

4.15.1. The educational institution shall remain closed after every semester as prescribed by the head of the Institution.

4.15.2. The following procedure shall be followed for the payment of salary for the period of vacation to the teaching staff: -

4.15.2.1. For all teaching staff who have not completed one year of service and not relieved but continued in service as on date of the commencement of vacation, 15 days salary only for the vacation months shall be paid or if the staff is prevented availing the vacation, full month salary shall be paid.

4.15.2.2. The balance of 15 days salary of each month of the vacation period shall be paid, after reporting for duty on re-opening of the institution after vacation in three monthly installments. Provide that salary for the vacation period shall not be drawn and paid for the months in which duty salary is drawn and paid.

4.15.3. The payment of salary for the vacation period is subject to the following conditions:



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- 4.15.3.1. Such teaching staff shall be present on duty on the last working day of commencement of vacation and the first working day on re-opening after vacation.
- 4.15.3.2. They should have deposited all their education certificates (Original) with the Head of the Institution before drawl of the vacation salary.
- 4.15.3.3. The Head of the Institution shall record a certificate in the bill that he has secured the original certificates from the employee for whom vacation salary is drawn in this bill and kept in safe custody.
- 4.15.3.4. They shall refund the vacation salary drawn for the first year in case they resign form service before completion of the second academic year. Similarly, they shall refund the vacation salary drawn for the second year in case, they resign before completion of third academic year. Thus they shall continue in service for three years in order to avail the full benefit of the vacation salary.
- 4.15.3.5. In case, they desire to take back the original certificates within three years of service they have to deposit two month's salary as the case may be in addition to the vacation salary drawn for the preceding vacation period such deposits will be refunded on depositing of the original certificates.
- 4.15.4. The above clauses are not applicable to those teaching staff who have completed three year of services as on the date of commencement of summer vacation.
- 4.16. Deputation of Employees for Higher Studies:** No employee shall have right to claim for deputation for higher studies, however any employee applies for sponsoring his/her candidature for higher studies permission



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at the discretion of the BOG may be given for higher studies subject to the following conditions:

- 4.16.1. The higher studies shall be voluntary and at his/her own request
- 4.16.2. Full or partial salary shall be granted for the period of study in case of Management employees.
- 4.16.3. Full or partial salary paid to the employees will have a bearing that they must serve the Institution after the completion of the studies at least for 5 years.



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CHAPTER – 5

DUTIES & RESPONSIBILITIES OF VARIOUS CADRES



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5.1. Chairman

- 5.1.1. Responsible for smooth and efficient functioning of the college keeping in view of the Vision and Mission of the institution within the frame work of the provisions of Trust Deed.
- 5.1.2. To ensure smooth admission process as per the Trust Deed, Rules & Regulations of UGC & Karnataka State Law University or concerned Regulatory Authority.
- 5.1.3. To preside over and conduct proceedings of BOG and all the sub committees.
- 5.1.4. To initiate and follow up action of all the BOM resolutions.
- 5.1.5. To review periodically all the financial, academic and other matters pertaining to the college.
- 5.1.6. To review service records of Principal of the college and to write confidential reports of the Principal.
- 5.1.7. To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal in consultation with the Director subject to ratification of the BOG.
- 5.1.8. To sanction all types of permissible advances.
- 5.1.9. To give approval to the Principal/Director for certain specific actions of urgent nature subject to ratification by BOG.
- 5.1.10. To examine and approve proposals of Principal/Director on academic and administrative matters of the college subject to ratification by BOG.
- 5.1.11. To examine and approve the non-recurring expenditure exceeding rupees one Lakh submitted by Principal.
- 5.1.12. To undertake any policy/function delegated by BOG/BMSET
- 5.1.13. To initiate action on any matters of interest to the college subject to ratification by BOG.



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- 5.1.5. To review periodically all the financial, academic and other matters pertaining to the college.
- 5.1.6. To review service records of Principal of the college and to write confidential reports of the Principal.
- 5.1.7. To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal in consultation with the Director subject to ratification of the BOG.
- 5.1.8. To sanction all types of permissible advances.
- 5.1.9. To give approval to the Principal/Director for certain specific actions of urgent nature subject to ratification by BOG.
- 5.1.10. To examine and approve proposals of Principal/Director on academic and administrative matters of the college subject to ratification by BOG.
- 5.1.11. To examine and approve the non-recurring expenditure exceeding rupees one Lakh submitted by Principal.
- 5.1.12. To undertake any policy/function delegated by BOG/BMSET
- 5.1.13. To initiate action on any matters of interest to the college subject to ratification by BOG.



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5.2. Director

- 5.2.1. The Director shall be responsible for overseeing the academic and administrative aspects of the management of the college, subject to the policies and guidelines issued by the BOG and BMSET.
- 5.2.2. He shall be a member of the BOG and all Sub-Committees.
- 5.2.3. To issue instructions and provide guidance to the Principal and other functionaries on the overall functioning of the college.
- 5.2.4. All the non-recurring financial related papers less than 1 Lakh shall be approved by the Principal and Director.
- 5.2.5. All policy matters/proposals like starting of new courses, alteration of intake, starting of new research centers are prepared in consultation with Director.
- 5.2.6. Construction/renovation of the buildings, are to be prepared in consultation with the Director and approval shall be obtained from the Building Committee/BOG/BMSET if required.
- 5.2.7. For all important policy matters the Principal is required to get the approval from the Chairman, routed through the Director.
- 5.2.8. Admission of management quota seats will be through BOG or any committee approved by BOG. Principal and Director will be members of this committee.
- 5.2.9. Director is specially responsible to oversee the implementation of policies and programmes directed by Govt. KSLU, Bar Council of India, UGC, BOG and BMSET.
- 5.2.10. To liaise with apex institutions like Bar Council of India, KSLU, UGC, to mobilize financial as well as technical support for building the institution
- 5.2.11. To oversee and counsel the teachers on teacher evaluation by students. Plan and overseeing & monitoring of semester wise activities of different courses.



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- 5.2.12. Any other duty and responsibilities assigned by the Chairman, BOG from time to time

5.3. Principal

- 5.3.1. The Principal is the Chief Executive of the College and is responsible to the Board for all academic, administrative and financial matters of the college.
- 5.3.2. He / She is to function as the Member Secretary of the Board of Governors.
- 5.3.3. To be a link between BOG, Chairman and Director on one hand & the college administration, staff and students on the other hand.
- 5.3.4. To provide the interface to Project the activities of the college as decided by the BOG/BMSET to all external agencies.
- 5.3.5. To ensure extension of all facilities and support for the conduct of the programmes of both 3 year LL.B., & 5 year BA/B. Com LL.B., or any other agency as decided by the BOG/BMSET
- 5.3.6. As the Principal is the Member Secretary of the Board, he/she is the functionary, legally responsible on behalf of the college in all matters.
- 5.3.7. To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Director and Chairman.
- 5.3.8. To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the college through the Director to the Chairman.
- 5.3.9. To obtain approval of the Chairman on behalf of the Board subject to the ratification of BOG for any urgent action to be taken by him in consultation with the Director regarding the administration of the college.



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- 5.3.10. To oversee the service record of faculty and non-teaching staff and get the service records periodically updated through the AO and the office superintendent. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 5.3.11. To write the confidential reports of all the faculty and maintain them in custody. However, the CRs of non-teaching staff (including Class IV will be written by the AO (as an IO) and submitted to the Principal (as RO) & for CRs safe custody with the Principal.
- 5.3.12. To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- 5.3.13. To ensure cohesiveness and active participation for smooth functioning of all the faculty members both teaching and non-teaching by interacting with them on a regular basis.
- 5.3.14. To interact with all external agencies such as industries and other professional organizations as could be decided by the Board/Trust in consultation with the Chairman/Director.
- 5.3.15. To take necessary legal advice and follow up action whenever required on behalf of the college.
- 5.3.16. To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial & administration of the college in consultation with Director. To this extent, to have close liaison with the State, Central Government Department, Bar Council of India and Karnataka State Law University.
- 5.3.17. To conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.



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- 5.3.18. To act as sanctioning authority for all tours of all faculty and staff members excluding himself/herself to keep the Director or the Chairman informed of all such tours approved.
- 5.3.19. To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman/Director informed of the position in matter.
- 5.3.20. To sanction delegate's fee and permission for staff to present papers at National Conferences in consultation with the Director/Chairman.
- 5.3.21. To obtain the approval of the Chairman for the participation at National & International Conferences / National Moot Competition with information to the Director.
- 5.3.22. As regards participation in other activities outside the normal schedule of the college, prior intimation is to be given to the Director/Chairman.
- 5.3.23. To ensure admission of students to the Under Graduate and Post Graduate courses as per the norms prescribed by University and also, the State Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions as and when PG Courses commence.
- 5.3.24. To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Director to Chairman of the Board for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- 5.3.25. To receive examinations application forms for appearance at respective examinations and forwarding the same to the affiliated



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- University and to ensure satisfactory and prompt conduct of University examinations are per norms stipulated by the University and subsequently receive the results from the University and announce the same.
- 5.3.26. To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic & administrative authorities such as the KSLU, BCI, State and Central Governments in consultation with Director.
- 5.3.27. To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- 5.3.28. To ensure follow up and receive the appropriate grants from the various funding agencies.
- 5.3.29. To prepare Budget Estimates for capital and recurring expenditure in respect of the UG Courses in consultation with the Director.
- 5.3.30. To make payments towards the various activities of the college as per the approved Budget after scrutiny by the Director (Finance).
- 5.3.31. To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made to check at least in a fortnight.
- 5.3.32. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- 5.3.33. To ensure maintenance of proper discipline both among students and staff.



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- 5.3.34. To attend to the problems of the staff and students through appropriately constituted committees and holding of Town Halls for prompt redressal of the problems.
- 5.3.35. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
- 5.3.36. To attend the all matters pertaining to the Board. To arrange for the preparation of agenda and the meetings of the Board in consultation with the Director. To prepare the draft minutes of Board meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the College in consultation with the Director.
- 5.3.37. Perform any other function that may be assigned by the Director/Chairman or the Board from time to time.

5.4. In charge Principal

- 5.4.1. During leave of more than 7 days or vacancy of Principal, any of the Senior Faculty members can be placed as in charge Principal with the approval of Chairman BOG who shall discharge all the duties and responsibilities of the Principal.
- 5.4.2. Any work entrusted by the Principal, Chairman and BOM

5.5. Professor

- 5.5.1.1. Design / Revision and up-gradation of Courses.
- 5.5.1.2. Instruction and conduct of the examinations as per the norms of the University in consultation with the Principal.
- 5.5.1.3. Academic and Administrative Planning and Developmental Work.
- 5.5.1.4. Making alternate arrangements when a faculty member is absent.
- 5.5.1.5. Coordination of NAAC activities.



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- 5.5.1.6. Curriculum Development and Developing Resource Materials
- 5.5.1.7. To improve Teaching Research Methods to the students and to have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.5.1.8. Assist the Principal in implementation of the goals of Strategic plan.
- 5.5.1.9. To conduct PT Meeting and document the same when conducted
- 5.5.1.10. To ensure training to faculty members in his/her Subject of Specialization.
- 5.5.1.11. To identify the students who are academically and emotionally disturbed and to conduct Counseling for them.
- 5.5.1.12. Co-curricular and Extracurricular activities
- 5.5.1.13. Conduction of Workshops/Seminars/Conferences and liaison with Industry and R & D organizations.
- 5.5.1.14. Conduct Remedial Classes.
- 5.5.1.15. Conducting Bridge Courses for Slow Learners.
- 5.5.1.16. Providing Leadership in PG Courses in his/her Field of Specialization.
- 5.5.1.17. Policy Planning and Monitoring.
- 5.5.1.18. Design/revision and up-gradation of courses.
- 5.5.1.19. Monitoring (Proctoring) students.
- 5.5.1.20. Publish at least two papers in a conference in a year (Either National or International)

In addition to the above, the Professor shall co-operate carefully and faithfully with the Head of the Institution and other members of the teaching staff in order to promote of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the Institution.



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5.6 Associate Professors

- 5.6.1. Deliver lecture, practical skills, methods and techniques to students using innovative methods & technology. Each faculty member must have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.6.2. To follow e-Teaching methods and use of PPT will be done efficiently.
- 5.6.3. Prepare course material, lesson plans for the courses assigned.
- 5.6.4. Students Assessment, Evaluation and Conduction of Examinations with utmost integrity.
- 5.6.5. Involving in Co-Curricular and Extra-Curricular Activities.
- 5.6.6. Proctoring, Mentoring and Guidance to the students.
- 5.6.7. Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- 5.6.8. Assisting in Administration and other Developmental Works.
- 5.6.9. Publish at least two papers in conference in a year in international/national repute.
- 5.6.10. Keep abreast of current developments / affairs in their respective fields and discuss these as a subject in the class rooms.

5.7 Assistant Professors

- 5.7.1. Prepare course material, lesson plans for the courses assigned.
- 5.7.2. Deliver lectures using innovative methods & technology in teaching. Each faculty member must have definite plan for every lesson, incorporate Case Laws in the lecture and make the class rooms fully interactive.
- 5.7.3. To follow e-Teaching methods and use of PPT will be done efficiently.
- 5.7.4. Assist students for improving their learning in academics.
- 5.7.5. Monitor (Proctoring) students and maintain appropriate records.



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- 5.7.6. Conduct internal tests, semester end examinations & University examination with utmost integrity.
- 5.7.7. Attend at least one FDP (workshop / conference / STTP) during the lean period / vacation / semester breaks (minimum duration shall not be less than a week).
- 5.7.8. Involve in all College activities.
- 5.7.9. Any other duties & responsibilities assigned by the Principal from time to time.
- 5.8.10. Publish two papers in a year in referred Journals only.
- 5.8.11. To keep abreast and stay relevant in the current developments and discuss the issues with the students.

In addition to the above, it will be ensured that all the teaching faculty shall co-operate with the Principal / Vice Principal in promoting an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.



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CHAPTER – 6

CONDUCT RULES, PENALTIES

&

PROCEDURE TO LEVY THEM



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6. Code of Conduct for Teachers:

6.2.1 No Teacher Shall:

- 6.2.1.1. Knowingly or willfully neglects his / her duties.
- 6.2.1.2. 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.
- 6.2.1.3. Discriminate against any student on the ground of religion caste, creed, language, gender, place or origin, social and cultural background of any of them.
- 6.2.1.4. Indulge in or encourage any form of malpractices connected with the examination or other activities of the institution.
- 6.2.1.5. Make any sustained neglect in conducting class work or home work done by the students.
- 6.2.1.6. 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.
- 6.2.1.7. 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.
- 6.2.1.8. 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.



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- 6.2.1.9. Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.
- 6.2.1.10. 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.
- 6.2.1.11. Engage himself/herself as selling agent or canvasser for any publishing firm or trader.
- 6.2.1.12. 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.
- 6.2.1.13. 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:

- a. 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.

- 6.2.1.14. Practice or incite any student to practice casteism, communalism or un-touchability.
- 6.2.1.15. Cause or incite any other person to cause any damage to institution property.



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- 6.2.1.16. Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the institution premises.
- 6.2.1.17. Be guilty of or encourage, violence or any conduct which involves moral turpitude.
- 6.2.1.18. Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the institution.
- 6.2.1.19. Organize or attend any meeting during the institution hour except where he/she is required or permitted by the Principal to do so.
- 6.2.1.20. 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.
- 6.2.1.21. No teacher shall be permitted to inflict corporal punishment on a student.

6.2.2.

- 6.2.2.1. Be 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.
- 6.2.2.2. Abide by the rules and regulations of the institution and also show due respect to the constituted authority.
- 6.2.2.3. Take prior permission from the BOM for contesting/ canvassing for any election and obey any direction issued by the BOM.

6.2.3 Nothing containing in sub rules of 6.2 shall be deemed to take way or bridge the right of a teacher/employee.



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- 6.2.3.1. To appear for any examination to improve his/her qualifications
- 6.2.3.2. To become or to continue to be a member of any literary scientific or professional organization.
- 6.2.3.3. 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.
- 6.2.3.4. 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.
- 6.2.4. The breach of any condition specified in sub rules of 6.2 shall be deemed to be breach of the code of conduct.
- 6.2.5. The code of conduct specified for teachers shall apply to all other employees of the institution.
- 6.2.6. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- 6.2.7. 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.
- 6.2.8. The staff shall ensure the safety of all the files, office equipment and other properties of the college under their custody.
- 6.2.9. The staff will not tamper or alter any records / documents without the approval of the Head of the Institution.
- 6.2.10. 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.
- 6.2.11. The staff shall not act in a manner amounting to insubordination, breach of trust, fraud etc.,



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6.2.12. The staff shall conduct themselves in a professional, cooperative and ethical manner and maintain the highest standards of decorum in the office.

6.2.13. They will assist the authorities in conduct of various programs & events in the college.

6.2.14. No representations will be forwarded direct to the higher officials but only through proper channel.

6.2.15. 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.

6.3 Misconduct & Suspension:

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

6.3.1.1. Theft, fraud and dishonesty in connection with the property of the institution.

6.3.1.2. Demanding/accepting or offering bribe or any illegal gratification whatsoever.

6.3.1.3. Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the institution.

6.3.1.4. Willful insubordination or disobedience whether individually or in group with others to any lawful and reasonable order of a superior.

6.3.1.5. Sleeping while on duty.



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- 6.3.1.6. False statement made in the application for employment subsequently.
- 6.3.1.7. 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.
- 6.3.1.8. Committing any act likely to harm or endanger the institutions property.
- 6.3.1.9. Deliberately destroy or damage equipments or building.
- 6.3.1.10. Conviction for any criminal offence including moral turpitude.
- 6.3.1.11. Refusal to accept any communication charge sheet from the authority of institution.
- 6.3.1.12. Abstaining from appearing before any enquiry/authority/committee.
- 6.3.1.13. Failure to produce documents/papers etc., when called for
- 6.3.1.14. Habitual neglect of work
- 6.3.1. 15.Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum and any other prohibited material whining the institution.
- 6.3.1.16. Habitual indiscipline or loitering.
- 6.3.1.17. Refusal to work any bonafide assignment, not attending to evaluation duty or other academic assignment assigned by the Principal, University or BOG.
- 6.3.1.18. Habitual irregularity in attendance.
- 6.3.1.19. Gambling within the premises of the institution.
- 6.3.1.20. Leaving the institution before time without permission.
- 6.3.1.21. Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
- 6.3.1.22. Habitual absence without leave or overstaying when on leave.
- 6.3.1.23. Holding of unauthorized meetings in the institution.
- 6.3.1.24. Discourteous behavior.
- 6.3.1.25. Causing sexual harassment.



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6.3.1.26. Wearing objectionable dress and indecent exposure of the body.

6.3.1.27. Attending natures call/spitting in open in the institution.

6.3.2 Suspension

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

6.3.2.1.1. Where a disciplinary proceeding against the employee is contemplated or is pending.

6.3.2.1.2. Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.

6.3.2.1.3. 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.

6.3.2.1.4. 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.

6.3.3 Subsistence Allowance

6.3.3.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

6.3.3.2 Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period, subsequent to the period of the first six months as follows.

6.3.3.2.1. The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule 6.3.3.1 if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be



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recorded in writing not directly attributable to the employee under suspension.

6.3.3.2.2. The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

6.3.3.3.3. No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

6.3.4. Treatment of period of Suspension: If the concerned employee is honorably acquitted and reinstated, the fully pay and allowance which he would have been entitled to if he had not been suspended or reduced by the subsistence allowance already allowed to him/her be paid.

6.4. Discipline & Penalties:

6.4.1. Penalties: The BOG or any other authority empowered in his behalf herein called the "Disciplinary Authority" may for good and sufficient reasons impose one or more penalties on employees as detailed below:

6.4.1.1. Fine in the case of Class IV employees.

6.4.1.2. Censure.

6.4.1.3. Withholding of Increments.

6.4.1.4. Withholding of Promotion.

6.4.1.5. Recovery from pay of the whole or part of any pecuniary loss caused by the negligence or breach of the administration of the authority to whom the services of the employee had been lent.



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6.4.1.6. Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

6.4.1.7. Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding:

6.4.1.7.1. Seniority and pay in the scale of pay, grade or post or service from which the employee was reduced.

6.4.1.7.2. Conditions of restoration of the scales of pay, grade or post of service from which the employee was reduced and his seniority and pay and such restoration to that scale of pay, grade, post of service.

6.4.1.8. Compulsory retirement from service.

6.4.1.9. Removal from service which shall not be a disqualification for future service elsewhere.

6.4.1.10. Dismissal from service.

Note: The Principal is authorized to impose the penalty mentioned in clause 6.4.1.1 & there shall be no appeal against his/her decision.

6.4.2. The following shall not amount to a penalty within the meaning of this rule:

6.4.2.1. Withholding an increment of an employee for failure to pass a prescribed departmental of language examination.

6.4.2.2. Stoppage of an employee's pay at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.

6.4.2.3. Non-promotion to a higher post, whether in a substantive or officiating capacity after consideration of his case.



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6.4.2.4. Reversion to a lower post while officiating in a higher post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his conduct.

6.4.2.5. Compulsory retirement in accordance with provisions relating to his superannuation or with the abolition of department or work related to his qualification.

6.5 Termination of the Service:

6.5.1. The BOG or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trial. During the period of suspension, the employee may be paid subsistence allowance as per Karnataka Civil Service Rules enforce.

6.5.2. 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 he be entitled to full pay and allowances due to him.

6.5.3. 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 has otherwise directed.

6.5.4. 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.



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6.6. Procedure for imposing Penalties: No order shall be passed imposing any of the penalties specified in clause (6.4.1.4 to 6.4.1.10) in this chapter except after an inquiry held in the following manner as per provisions of KSC(CCA) rules.

6.6.1. Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.

6.6.2. For the purpose of preparing his/her offence, the employee may be allowed to offered explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such.

6.6.3. On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry office for the purpose.

6.6.4. The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.

6.6.5. The enquiring authority shall consider such documentary evidence and take such oral evidence as may relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charge. The Witnesses appearing in support of the defense may be cross examined by the person presenting the case of the charges namely the presenting officer.



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6.6.6. On the conclusion of the enquiry, the inquiring officer shall

Prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties specified in clause 6.4.1 chapter-6 Supra, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by disciplinary authority by way of imposition of any of the afore said major penalties and the employee shall be given a reasonable opportunity to submit any representation in writing that he/she may wish to make against proposed penalties if the employee desires he/she may be permitted to make personal presentation also before the disciplinary authority in support of his/her written representation. The disciplinary authority shall take in to consideration such representation made by the employee before passing orders.

6.6.7. In regard to imposition of minor penalties specified in clause 6.4.1 of Chapter 6, the procedure to be followed is as follows

6.6.7.1. The employee should be informed of the allegations and the action or proposed action to be taken and he/she should give an opportunity to make any representation that he/she may wish to make.

6.6.8. The disciplinary authority shall consider such representations before passing an order.



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- 6.7. Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the Board of Governors and other competent authority are made applicable to the employees of the BMS College of Law.
- 6.8. Principal is the disciplinary authority, Chairman of BOG is the Appellate Authority, an appeal must be filed within in 30 days from the date of the order of the disciplinary authority. The BOG is the Reviewing Authority in respect of disciplinary measures.
- 6.9. A review from the order of the Appellate Authority with Council of Trustees, within 30 days from the date of passing of the order by Appellate Authority.



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CHAPTER – 7 DELEGATION OF FINANCIAL POWERS



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7. Sub-committee and their financial powers:

All purchases of equipment's and furniture are to be procured through the Departmental Purchase Committee (sub-committee)/Institutional Purchase Committee as applicable.

7.1. Internal Purchase Committee: up to Rs 25,000/-

- | | |
|--------------------------------------|--------------------|
| a. Principal | : Chairman |
| b. Deputy Director | : Member |
| c. Registrar / Office Superintendent | : Member |
| d. Administrative Officer | : Member Secretary |

7.2. Institutional Purchase committee above Rs 25,000/-

- | | |
|-------------------------------|--------------------|
| a. Chairman, BMSCL | : Chairman |
| b. Director / Principal BMSCL | : Member |
| c. Deputy Director | : Member |
| d. Director (Finance 2) | : Member |
| e. Administrative Officer | : Member Secretary |

7.3. Holding of Imprest Amount:

- | | |
|-----------|----------------|
| Principal | : Rs. 15,000/- |
|-----------|----------------|

7.4. Honorarium towards guest & invited lectures.

As per the approvals obtained from the Chairman on a noting for various categories and to be updated once, every year.



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CHAPTER – 8 MISCELLANEOUS



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8. Miscellaneous

8.1 Laptop Loans

All teaching staff are eligible for grant of Personal Computer Advance (PC) not exceeding Rs 50,000.00 to be recoverable in 10 equal installments.

8.2 Medical Advance

8.2.1 80% of medical advance will be admissible for treatment/tests/investigation to all employees, if the case is of chronic ailment and certified by the authorized BMS Hospital Doctor and on the condition that the treatment is not available in BMS Hospital.

8.3 Children Education Aid

8.3.1 All employees of BMSCL are eligible for tuition fees for Rs 10,000/-PA.

8.3.1.1 This aid will be given up to Graduation level

8.3.1.2 Education Aid is to be provided to one child per employee.

8.3.1.3 Employees who have availed the fee concession for their wards who are studying in any of the BMS Institutions will not be considered for any educational aid for the second child.

8.3.1.4 The reimbursement will be from nursery to twelveth which include classes I to XII.

8.3.1.5 The School/Institution should be recognized by the Government.

8.3.2 In the case of spouse employed/earning, the employee has to furnish an undertaking that reimbursement of Children Educational Aid has not been claimed in respect of the child by any person other than the claimant.

8.3.3 E receipts produced as a proof of payment of fee, may be treated as original and claim for reimbursement of CEA.



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8.4. Travelling Allowance

8.4.1 Travelling Allowance will be applicable as per the BMSET rules in force.

8.5 Regularization of Staff on Contract and Adhoc Appointment

8.5.1 The Non teaching staff, their length of service, present consolidated salary paid etc., working on contract basis in the Institutions under BMSET, may be regularized after putting up four years of continuous service subject to the satisfactory performance and yearly performance reports as an adhoc employee.

All such employees will be screened by a Committee comprising of Chairman, Principal, Administrative Officer, the Director (Admin) for their suitability.

8.6 Promotion Policy

8.6.1. The promotions will be governed in accordance with the KCSR (Regulation of Promotion, Pay and Pension) Act 1973 in respect of Non teaching staff and UGC norms for teaching staff.

8.6.2. Cases for promotions will be screened by convening a Board of Promotion Committee (BOPC) to be nominated by the BOG.

8.6.3. The criterion for promoting an employee will be both seniority and earning of three consecutive Annual Performance Reports for consideration to the next higher grade.


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