



BVV Sangha, Bagalkot
AMRUTA INSTITUTE OF ENGINEERING & MANAGEMENT SCIENCES

Approved by AICTE, New Delhi
Recognized by Government of Karnataka & Affiliated to VTU, Belagavi

AIEMS
BENGALURU

HR Policy and Service Rules



Contents

Sl. No.	Description
1	General
2	Service Rules of Employees of AIEMS
3	Conduct and Disciplinary Proceedings
4	Discipline and Penalties
5	Suspension
6	Service Register
7	Confidential Reports
8	Verification of Stock
9	Powers and Duties
10	Leave Facilities
11	Incentives for Paper Publication



I. GENERAL:

These rules may be called "service rules of employees of Amruta Institute of Engineering & Management Sciences(AIEMS) (as approved by BVV Sangha ,Bagalkot)" They shall come into force with effect from as approved by the managing committee of AIEMS.

The administration of the institution shall vest solely in the governing council constituted for the institution.

The constitution, power and responsibility of the governing council shall be as specified by the BVV Sangh in conformity with the guidelines issued by state Government./DPI/DTE/AICTE/ UGC/ University as the case may be, from time to time.

II. SERVICE RULES OF EMPLOYEES OF AIEMS

- 1.All regular appointments in the institutions shall be made after due publicity both for teaching and non-teaching staff by a duly constituted selection committee, subject to the approval of the concerned Governing Council/ Managing Committee.
- 2.The pay and allowance of all employees shall be as prescribed by the the management taking into consideration the recommendations of by UGC/ AICTE/ State Govt as the case may be.
3. Eligibility, Qualification and Experience for appointment of Teaching staff shall be as prescribed by UGC/ AICTE/ State Govt. as the case may be from time to time.
4. Qualification and Eligibility for Non-Teaching posts shall be as prescribed by the managment only.
5. Rules of promotion to the higher post shall be as prescribed by UGC/State Govt. / AICTE from time to time for teachers.



6. All teaching staff shall be full time employees of the institution. They shall devote their entire time to the work of the institution / college and they should be present in the college during the prescribed working hours, whether they have teaching work or not.
7. All the members of the teaching staff should take full and effective part in extra curricular activities assigned to them from time to time by the management of the institution.
8. Educational Tours, Excursions, Training camps etc., being an integral part of curriculum, the staff members must be prepared to undertake those duties whenever assigned to them by the management.
9. All communication from the employees to the Management/AICTE/ UGC/ State Govt etc., shall be made through the Principal of the institution.
10. The age of superannuation shall be as prescribed by the state Govt./ University as the case may be.
11. The employees shall be eligible for leave as shown below:
 - i. Casual leave of 12 days in a calendar year for allemployees.
 - ii. Earned leave at the rate of one day for every 20 days of completed service for all non-teaching employees.
12. All employees of the institution are eligible for provident fund scheme, as per rules prescribed by State Gov / Provident Fund Commissioner as per the Provident Fund Act.
13. Teaching staff is expected to assist the principal in the administration whenever called for.



III. CONDUCT AND DISCIPLINARY PROCEEDINGS:

The following rules of conduct are applicable to all the teaching and non-teaching staff of the institution, whether on duty or on leave.

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. No employee shall be a member of or assist or subscribe in any manner to any political party or movement.
3. No employee shall contest for any election to any local body or Legislature or parliament without the permission of the Governing Council/ Managing Committee.
4. Without the prior approval of the managing committee, no employee shall participate in editing or managing of any news paper or periodical or participate in Radio Broadcasting or T.V. Program or contribute any article or letter to any news paper.
5. No employee shall in any communication to the press or public utterances making any statement of fact or opinion adversely criticizing his superiors or the members of the Managing committee on the Society. Also he should not make any public statement as to bring down the reputation or discredit to any institution run by the society.
6. No fulltime employee of the institution, except with the prior sanction of the managing Committee engages directly or indirectly in any trade or business or employment. He/She is also not expected to undertake part time work in any organization.
7. Any who is subject to legal proceedings which involves moral turpitude shall report the matter immediately with full details to the principal or the Chairman of governing council. The matter shall be brought to the notice of the Governing Council and Managing Committee to take such disciplinary action as may be necessary.



- 8.No association or union of employee shall be formed without the prior approval of the Institution/ Governing Council..
9. No employee shall associate himself in any strike or incitement to strike or organized refusal of examination work on strike for pay hike etc.
10. The teaching staff should be on time for their academic work. Attendance registers shall be maintained, preserved with great care and caution.
- 11.All teachers should prepare lesson planning, at the beginning of the semester and maintain notes of lessons which shall be inspected by the Heads of Departments from time to time, for verifying the progress of academic work.
12. Teaching staff is prohibited to undertake Private Tuition.

IV.DISCIPLINE AND PENALTIES

1. Managing Committee/Governing council on recommendation of any other authority empowered by it in this behalf herein after called the "Disciplinary Authority" may for good and sufficient reason impose one or more of the following penalties on employees as detailed below:

Fine (in case of peons, attenders and other menial staff)

- i.Censure (warning)
- ii.Withholding of increment.
- ii.Withholding of promotion.
- iv.Recovery from his pay the whole or part of any pecuniary loss caused to the institution by the negligence or breach of orders of the administrator under whom he works.
- v. Demotion to a lower post or stage of pay or lower scale of pay.
- vi. Dismissal from service.
- vii. Retirement from service.

Such penalties may be imposed by the Disciplinary Authority after conducting a detailed and thorough enquiry as prescribed in the K.C.S (CCA) Rules of Karnataka Government.



V. SUSPENSION:

1. An employee accused of a serious misconduct in the opinion of the Governing Council may be kept under suspension for a specified period, during which enquiry shall be conducted, after framing charges.
The Chairman of the Governing Council may issue suspension order subject to ratification by the Managing Committee.
2. Suspension is not a punishment by itself.
3. After enquiry by the duly constituted authority, if the employee is exonerated from the charges framed against him, he shall be reinstated without detriment to his seniority or salary.
4. Managing Committee is the ultimate authority for imposing the penalties stated above.
5. However, any employee on whom penalties except (i) or (ii) are imposed can appeal to the chairman for reconsideration.
6. After the conclusion of the enquiry the disciplinary authority shall submit a detailed report on each of the charges to the Managing Committee / Governing Council for consideration and for imposing suitable penalty, if necessary.
7. Before giving any major punishment namely (vi) & (vii) above, the Managing Committee / Governing Council shall give a show cause notice to the concerned employee giving him an opportunity for submitting any representation in writing against the penalty proposed, which shall be considered by the Managing Committee imposing the penalty.
8. During enquiry, the Delinquent/ charge sheeted employee is not permitted to engage a lawyer as of right. However, he may take the assistance of another employee of this institution with the approval of the president of the Managing Committee / Governing Council.
9. Any Employee absenting himself from duties without approval of the competent authority for more than three months continuously shall be liable to be dismissed from the services of the society and will not be entitled to any service benefits.



VI. SERVICE REGISTER

A service Register shall be maintained in respect of every member of the staff, teaching and non-teaching employed for more than one year (period) and particulars affecting the employee's service conditions such as qualification, date of appointment, leave taken, leave of pay, subsequent promotions or demotions, increments if any shall be recorded therein under the attestation or authentication of the head of the institution.

The annual increment as they accrue shall be recommended by the head of the institution in the prescribed form and sanctioned by the Governing Council and the Managing Committee.

VII. CONFIDENTIAL REPORTS:

The confidential report in the Service Register shall be maintained for every teaching and non-teaching staff to record the personal views of the principal regarding the services rendered by the staff, their character and conduct; remarks in the reports should be recorded once a year.

1. No member of the staff shall leave the service without giving three months' notice if he or she is permanent or one months' if he or she is temporary or on probation provided always that in case the member does not give the requisite notice he/she may be required to pay an amount not exceeding the salary, pay and allowance for the period of notice. The above does not apply to case covered by the five year agreement or special contracts of appointment.
2. Study leave to teaching staff for acquiring higher qualifications may be granted at the discretion of the Governing Council and the Managing Committee: such leave shall however be without salary during the period of leave. The period for which the Governing Council and Managing Committee shall retain the lien in the post shall be determined in each case.



3. The employee whose lien is retained shall execute an agreement to serve the institution for a period of not less than the period of study leave from the date of joining duty after study leave. Such agreement will specify the penalty recoverable in the event of the employee's failure to abide by the terms and conditions of the agreement. The rules in Karnataka Civil Service Rules shall generally be kept in view in these matters.
4. The age of Retirement of teaching and non-teaching staff of J.E.S institution shall be as prescribed by the Government or University. Notwithstanding these rules the Governing Council and the Managing Committee may grant extension of service in individual case.
5. If the service of a member of the staff is terminated for reasons other than punishment, like reduction in strength of staff or closure of department, one month's notice or three month's notice shall be given according to whether the incumbent is temporary or permanent as the case may be.

VERIFICATION OF STOCK:

Arrangement for the annual verification of stock of furniture, library books and other articles of equipment belonging to the institution and office shall be made by the Heads of the Institution and this shall be periodically checked by the committee appointed for the purpose with reference to stock register maintained in each institution in the prescribed forms and the results of such verification are recorded, covered, registered under the signature of the committee members. In the case of excess or deficiency, the authority checking that stock appointed register maintained in each institution in the prescribed forms and the results of such verification are recorded, covered, registered under the signature of the committee members. In the case of excess or deficiency, the authority checking that stock shall record the reasons for such variation.

This excess or deficiency statement may be sent to the BVVS office for consolidation.



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BENGALURU

POWERS AND DUTIES:

The head of the institution shall be responsible for the efficient management, maintenance of discipline and internal administration of the institution and for the effective functioning of the curricular and extra curricular activities relating to the institution.

It shall be the duty of head of the institution to enforce the prescribed course of study for various classes allocating workload among the staff, preparing time tables, conducting periodical tests and examinations etc., as laid down in consultation with the Governing Council.

He will also attend to work relating to promotion of pupils to higher classes organize Physical Education class and games and supervise teaching work and also exercise general control over the work for each term see that it is completed as scheduled. He should also exercise control over and regulate the work of clerks, librarian and other non-teaching staff under this charge.

He shall be the custodian of all the cash before credit to bank or disbursement to the staff, records, furniture, library books and other equipment relating to his institution. He must maintain all the accounts and other registers prescribed by the department of public institution or of collegiate education in good and up to date conditions and carry on the correspondence on all routine matters with the department or University relating to his institution.

Bills for all the grants due from the departments of public institution or university as the case may be shall be prepared in time and amount released get credited to account opened in banks. All fees and other subscriptions due from students should be collected on the due dates and credited to proper accounts without allowing them to fall into arrears.

The annual budget relating to his institution shall be prepared and sent to the Governing Council and Management Committee well in time



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He may call for any of his institutions assistants for consultation regarding institution matters and to form a committee for over all improvement and for discussion of general educational problems.

Heads of the institutions shall see that their sub-ordinates shall not collect any amount unauthorized from the students for any purpose, whatsoever unless such collection is authorized by the higher authorities for any genuine reason and for bonafide use.

Even when such authorization is given, only the issue of proper receipts duly authorized should make the collection valid; any violation of this rule shall invite disciplinary action against all those who violate the rules.

FINANCE

In all the matters relating to finance the Governing Council and the Managing Committee shall be the supreme authority. No expenditure shall be incurred unless there is a specific sanction by competent authority and provision in the budget as approved by the Governing Council and the Managing Committee of the institution.

All contributions and donations shall be credited to separate account in the name of the institution and the institution is competent to utilize it to cover the deficit expenditure or for specific purpose as the case may be.

UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall except in accordance with any general or special order of the Governing Council or Managing Committee communicate directly or indirectly any official document or any part thereof or information relating to the affairs of the Janatha Education Society and its institution to any employee or any other person to whom he is not authorized to communicate such document or information.

ಶ್ರೀ ಬಸವೇಶ್ವರ ವಿಲಾಸವಿ ವಿದ್ಯಾವರ್ಧಕ ಸಂಘ

ಜಿಲ್ಲಾ : ಬಾಗಲಕೋಟೆ

ಬಾಗಲಕೋಟೆ-587101.

ಕರ್ನಾಟಕ ರಾಜ್ಯ

ವಿಲಾಸಿ ಸಿ. ಚರಂತಿಮಠ

ಕಾರ್ಯಾಧ್ಯಕ್ಷರು



ಮಹೇಶ ಎನ್. ಅಥಣಿ

ಗೌರವ ಕಾರ್ಯದರ್ಶಿಗಳು

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ಸಂಖ್ಯೆ : ಬವವಿಸಂ 16451

ದಿನಾಂಕ : 13 JAN 2014

ಸುತ್ತೋಲೆ

ವಿಷಯ: ಅನುದಾನರಹಿತ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಅಳವಡಿಸಲಾದ ರಜೆ ಸೌಲಭ್ಯಗಳನ್ನು ಮಾರ್ಪಡಿಸುವ ಕುರಿತು.

- ಉಲ್ಲೇಖ: 1) ಈ ಕಾರ್ಯಾಲಯದ ಸುತ್ತೋಲೆ ಕ್ರ.ಸಂ.ಬವವಿಸಂ/2008-009/1163
ದಿನಾಂಕ:14-06-2008
2) ಈ ಕಾರ್ಯಾಲಯದ ಸುತ್ತೋಲೆ ಕ್ರ.ಸಂ.ಬವವಿಸಂ/5011/2009-10
ದಿನಾಂಕ:11-12-2009.

ಸಂಘದ ಅನುದಾನರಹಿತ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಉಲ್ಲೇಖಿತ ಈ ಕಾರ್ಯಾಲಯದ ಸುತ್ತೋಲೆಗಳಲ್ಲಿ ಈ ಮೊದಲು ನೀಡಿದ ರಜೆಯ ಸೌಲಭ್ಯಗಳನ್ನು ದಿನಾಂಕ:01-01-2014ರಿಂದ ಅನ್ವಯಿಸುವಂತೆ ಮಾರ್ಪಡಿಸಿ ಈ ಸುತ್ತೋಲೆ ಜಾರಿ ಮಾಡಲಾಗಿದೆ.

- 1) ಸಾಂದರ್ಭಿಕ ರಜೆ: ಸ್ಥಾನಪನ್ (ಪ್ರೊಬೇಷನರಿ) ಅವಧಿಯಲ್ಲಿ ಒಂದು ತಿಂಗಳ ಸೇವಾವಧಿಗೊಂಡು ದಿವಸದಂತೆ ಹಾಗೂ ಸ್ಥಾನಪನ್ ಅವಧಿ ಪೂರ್ಣಗೊಳಿಸಿದ ನಂತರ (ಜನವರಿ 1 ರಿಂದ ಡಿಸೆಂಬರ 31ರವರೆಗೆ) ಕ್ಯಾಲೆಂಡರ್ ವರ್ಷಕ್ಕೆ 15 ದಿವಸ ರಜೆ ಸೌಲಭ್ಯ ನೀಡಬಹುದು. ಕ್ಯಾಲೆಂಡರ್ ವರ್ಷ ಕೊನೆಗೊಂಡ ನಂತರ ಅನುಭವಿಸದೇ ಇದ್ದ ರಜೆಗಳು ರದ್ದಾಗುತ್ತವೆ. ರಜೆ ಹಕ್ಕಿನಿಂದ ಕೇಳಲು ಬರುವುದಿಲ್ಲ. ರಜೆ ಮಂಜೂರ ಮಾಡುವ ಪ್ರಾಧಿಕಾರಕ್ಕೆ ರದ್ದುಪಡಿಸುವ ಹಕ್ಕು ಇರುತ್ತದೆ.

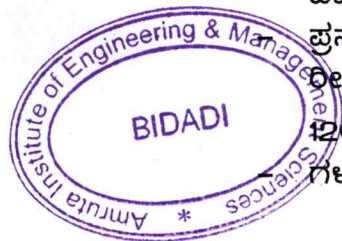
ಮಂಜೂರ ಮಾಡುವ ಪ್ರಾಧಿಕಾರ: ಬೋಧಕ-ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಸಂಸ್ಥೆಗಳ ಮುಖ್ಯಸ್ಥರೇ ಮಂಜೂರ ಮಾಡುವುದು. ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರಿಗೆ ಗೌರವ ಕಾರ್ಯದರ್ಶಿಗಳು ಮಂಜೂರ ಮಾಡುವುದು. ಮಂಜೂರ ಮಾಡುವ ವಿಧಾನ : ಪ್ರಸಂಗಕ್ಕನುಸಾರವಾಗಿ ಒಂದೇ ಸಂಸ್ಥೆಯಲ್ಲಿ 7 ದಿವಸ ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ಮಂಜೂರ ಮಾಡಬಹುದು. ಆದರೆ ಇಂತಹ ಪ್ರಸಂಗಗಳಲ್ಲಿ 7ದಿವಸ ಸಾಂದರ್ಭಿಕ ರಜೆ ಜೊತೆಗೆ ರವಿವಾರ ಹಾಗೂ ಸಾರ್ವತ್ರಿಕ ರಜೆ ದಿನಗಳನ್ನೊಳಗೊಂಡು ಸಿಬ್ಬಂದಿಗಳ ಒಟ್ಟು ರಜೆ 10 ದಿವಸಗಳಿಗೆ ಮಿಕ್ಕಬಾರದು.

- 2) ಗಳಿಕೆ ರಜೆ ಸೌಲಭ್ಯ :

- 1) ಸ್ಥಾನಪನ್ ಅವಧಿಯಲ್ಲಿರುವ ಸಿಬ್ಬಂದಿಗಳು ಗಳಿಕೆ ರಜೆ ಸೌಲಭ್ಯಕ್ಕೆ ಅರ್ಹರಾಗುವುದಿಲ್ಲ.
2) ಸ್ಥಾನಪನ್ನ ಅವಧಿಯನ್ನು ಪೂರ್ಣಗೊಳಿಸಿದ ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಹಾಗೂ ಬಿಡುವಿನ ಅವಧಿಯಲ್ಲಿ ಕರ್ತವ್ಯ ನಿರತ (ನಾನ್ ವೆಕೇಶನಲ್) ಬೋಧಕ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ದಿನಾಂಕ:11-12-2009ರ ಸುತ್ತೋಲೆಯಲ್ಲಿ ಒಂದು ವರ್ಷಕ್ಕೆ 10 ದಿವಸ ಅವಧಿಗೆ ಸೀಮಿತಗೊಳಿಸಲಾಗಿತ್ತು. ಹಾಗೂ ಪ್ರಸಕ್ತ ಕ್ಯಾಲೆಂಡರ್ ವರ್ಷ ಕೊನೆಗೊಂಡ ನಂತರ ಅನುಭವಿಸದೇ ಇದ್ದ ರಜೆಗಳು ರದ್ದಾಗುತ್ತವೆಂದು ಆದೇಶಿಸಲಾಗಿತ್ತು. ಆಡಳಿತ ಕಾರಣ ಮೇರೆಗೆ ಈ ಸೌಲಭ್ಯವನ್ನು ಈ ಕೆಳಗಿನಂತೆ ಮಾರ್ಪಾಡು ಮಾಡಲಾಗಿದೆ.
- ಜನವರಿಯಿಂದ ಡಿಸೆಂಬರ ಅಂತ್ಯದವರೆಗೆ ಒಂದು ವರ್ಷದ ಅವಧಿಯಲ್ಲಿ ಜನವರಿಯಿಂದ ಜೂನ್ ಅಂತ್ಯದವರೆಗೆ 10 ದಿವಸ ಹಾಗೂ ಜುಲೈದಿಂದ ಡಿಸೆಂಬರದ ಅಂತ್ಯದವರೆಗೆ 10 ದಿವಸ ಒಟ್ಟು 20 ದಿವಸ ಗಳಿಕೆ ರಜೆ ಸೌಲಭ್ಯ ನೀಡಲಾಗಿದೆ.

ಪ್ರಸಕ್ತ ವರ್ಷದಲ್ಲಿ ಅನುಭವಿಸದೇ ಇರುವ 20ದಿವಸಗಳ ಗಳಿಕೆ ರಜೆಗಳನ್ನು ರದ್ದಾಗುವುದಿಲ್ಲ. ಈ ರೀತಿಯಾಗಿ ಗಳಿಸುವ ರಜೆಗಳನ್ನು ಗರಿಷ್ಠ 120 ದಿವಸಗಳ ಅವಧಿಗೆ ಇಮಾ ಮಾಡಬಹುದು.

120ದಿವಸಗಳಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ರಜೆ (Laps) ರದ್ದಾಗುತ್ತವೆ. ಗಳಿಕೆ ರಜೆ ನಗದೀಕರಣಕ್ಕೆ ಅವಕಾಶವಿರುವುದಿಲ್ಲ.



ಶ್ರೀ ಬಸವೇಶ್ವರ ವಿರಶೈವ ವಿದ್ಯಾವರ್ಧಕ ಸಂಘ

ಜಿಲ್ಲಾ : ಬಾಗಲಕೋಟೆ

ಬಾಗಲಕೋಟೆ-587101.

ಕರ್ನಾಟಕ ರಾಜ್ಯ

ವಿರಣ್ಣ ಸಿ. ಚರಂತಿಮಠ

ಕಾರ್ಯಾಧ್ಯಕ್ಷರು



ಮಹೇಶ ಎನ್. ಅಧಣಿ

ಗೌರವ ಕಾರ್ಯದರ್ಶಿಗಳು

Off : 08354-220689, Fax : 08354-225102, e-mail:chairman_bvvs@rediffmail.com

ಸಂಖ್ಯೆ : ಬವಿವಿಸಂ /

ದಿನಾಂಕ : 13 JAN 2014

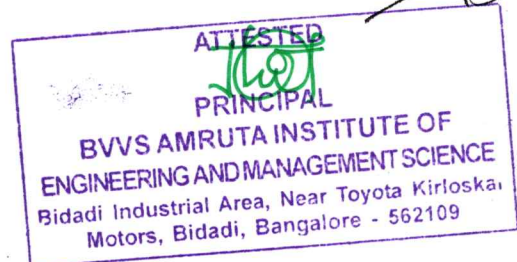
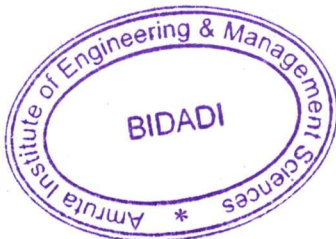
- 2 -

3) ಹೆರಿಗೆ ರಜೆ:

- 1) ಸ್ಥಾನಪನ್ ಅವಧಿಯನ್ನು ಪೂರ್ಣಗೊಳಿಸಿದಂತಹ ಮಹಿಳಾ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಗರಿಷ್ಠ 120 ದಿವಸಗಳ ವೇತನಸಹಿತ ಹೆರಿಗೆ ರಜೆ ಸೌಲಭ್ಯವನ್ನು ನೀಡಬಹುದು.
 - 2) ಸ್ಥಾನಪನ್ ಅವಧಿಯಲ್ಲಿ ಇರುವ ಮಹಿಳಾ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಗರಿಷ್ಠ 120 ದಿವಸಗಳ ವೇತನಸಹಿತ ಹೆರಿಗೆ ಸೌಲಭ್ಯ ನೀಡಬಹುದು.
 - 3) ಸ್ಥಾನಪನ್ ಅವಧಿಯಲ್ಲಿರುವ ಮಹಿಳಾ ಮುಖ್ಯಸ್ಥ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಗರಿಷ್ಠ 120 ದಿವಸ ವೇತನಸಹಿತ ಹೆರಿಗೆ ರಜೆ ಸೌಲಭ್ಯ ನೀಡಬಹುದು.
 - 4) ಹೆರಿಗೆ ಸೌಲಭ್ಯವನ್ನು ಕೇವಲ ಎರಡು ಹೆರಿಗೆ ಪ್ರಸಂಗಗಳಲ್ಲಿ ನೀಡಬಹುದು.
- ಮಂಜೂರ ಮಾಡುವ ಪ್ರಾಧಿಕಾರ : ಗೌರವ ಕಾರ್ಯದರ್ಶಿಗಳು

- ❖ ಪ್ರೊಬೇಷನರಿ ಅವಧಿ ಪೂರ್ಣಗೊಳಿಸಿದ ಸಂಜಿತ ವೇತನ, ಶಿಕ್ಷಕ-ಶಿಕ್ಷಕೇತರ ಸಿಬ್ಬಂದಿಗಳಿಗೂ ಈ ಮೇಲಿನಂತೆ ಸಾಂದರ್ಭಿಕ ರಜೆ ಸೌಲಭ್ಯವನ್ನು ನೀಡಬಹುದು. ಮಹಿಳಾ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ವೇತನಸಹಿತ ಹೆರಿಗೆ ಸೌಲಭ್ಯವನ್ನು ನೀಡಬಹುದು.
- ❖ ಪ್ರೊಬೇಷನರಿ ಅವಧಿ ಪೂರ್ಣಗೊಳಿಸಿದ ಸಂಜಿತ ವೇತನ ಮಹಿಳಾ ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಸಂಜಿತ ವೇತನದ ಅರ್ಧ ಸಂಬಳ ಸೌಲಭ್ಯದೊಂದಿಗೆ ಮೇಲಿನಂತೆ ಹೆರಿಗೆ ರಜೆ ಸೌಲಭ್ಯ ನೀಡಬಹುದು.
- ❖ ಪ್ರತಿ ಶೈಕ್ಷಣಿಕ ವರ್ಷಕ್ಕೆ ಸಂಜಿತ ವೇತನ ಮೇರೆಗೆ ನೇಮಕಾತಿಗೊಳ್ಳುವ ಪೂರ್ಣಾವಧಿ/ಅರೆಕಾಲಿಕ ಸಿಬ್ಬಂದಿಯವರು ಒಂದು ತಿಂಗಳ ಸೇವಾ ಅವಧಿಗೆ ಒಂದು ದಿವಸದಂತೆ ಕೇವಲ ಸಾಂದರ್ಭಿಕ ರಜೆ ಸೌಲಭ್ಯವನ್ನು ಮಾತ್ರ ಅನುಭವಿಸಲು ಅರ್ಹರಿರುತ್ತಾರೆ.

ಕಾರ್ಯಾಧ್ಯಕ್ಷರು
ಬಸವೇಶ್ವರ ವಿರಶೈವ ವಿದ್ಯಾವರ್ಧಕ ಸಂಘ,
ಬಾಗಲಕೋಟೆ.



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Sri Basaveshwara Veerashaiva Vidyavardhak Sangha

Bagalkot-587101.

Dr. Veeranna C. Charantimath
Chairman



Mahesh N. Athani
Honorable Secretary

Off: 08354-220689, Fax: 08354-225102, e-mail:chairman_bvvs@rediffmail.com

Ref No:BVVS/16451

Date: 13 JAN 2014

Circular

Subject: Regarding modification of leave facilities admissible to unaided staff

Reference: 1)This Office's Circular No. BVVS/2008-009/1163 Dated:14-06-2008

2) This Office Circular No.BVVS/2009-10/5011 Dated:11-12-2009.

This circular has been issued to modify the leave facilities mentioned in the earlier circulars of this office referred to the unaided staff of the Sangha with effect from date:01-01-2014.

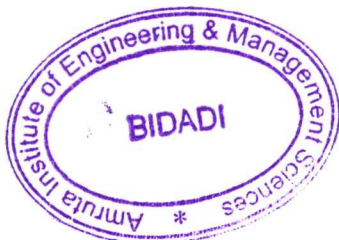
1) Casual Leave: One day leave for one month of service during probationary period and 15 days leave per calendar year may be granted after the completion of probationary period (from 1st January to 31st December). Unutilized leaves will be cancelled after the completion of the one calander year. Leave cannot be claimed by right. The leave sanctioning authority reserves the right to cancel.

Sanctioning Authority: Heads of institutions has to Sanction the leaves for teaching,non-teaching staff.. Honorary Secretaries has to sanction leaves to heads of organizations.

Procedure of Grant :Based on the circumasatnses only: 7 days casual leave may be] granted. But in such cases the total leave of the staff should not exceed 10 days including 7 days casual leave and Sundays and public holidays.

2) Earning leave facility:

- 1) Staff on probationary will not be eligible for Earning Leave facility.
- 2) In circular dated: 11-12-2009 for non-teaching staff who have completed their probationary period and non-vacational teaching staff ,it was restricted to 10 days period per year. And it was ordered that the unused vacations will be canceled after the end of current calendar year. This facility has been modified as follows for administrative reasons.




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-- 10 days from January to the end of June and 10 days from July to the end of December for a total of 20 days of earned leave is allowed in the period of one year from January to the end of

December. Leaves not used in the current calendar year are not cancelled. The leave earned in this way can be saved for a maximum period of 120 days. Leaves more than 120 days will be cancelled. Earned leaves cannot be encashed..

3) Maternity leave:

- 1) Paid maternity leave facility of maximum of 120 days may be granted to female staff who have completed the probationary period.
- 2) For Female staff during the period of probationary may be granted maternity leave of up to 120 days without pay.
- 3) Maximum 120 days unpaid leave facility may be granted to women head staff during the period of posting.
- 4) Maternity leave facility can be given only on two maternity occasions for a person.

Authority to Sanction Maternity Leave: Honorable Secretary

- ❖ For consolidated pay teaching and non-teaching staff who have not completed the probationary period may also be given casual leave facility as above. Unpaid maternity facility may be provided to female staff.
- ❖ Consolidated pay women staff who have completed the probationary period can be given maternity leave facility as above along with half salary facility of consolidated pay.
- ❖ Full-time/part time staff recruited on consolidated pay for each academic year are entitled to casual leave facility as one day for one month of service.

Chairman

B.V.V. Sangha, Bagalkot




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BVV Sangha, Bagalkot
AMRUTA INSTITUTE OF ENGINEERING & MANAGEMENT SCIENCES

Approved by AICTE, New Delhi
Recognized by Government of Karnataka & Affiliated to VTU, Belagavi

A I E M S
BENGALURU

Ref. No. B.V.V.S. AieMS/ PO/Cir/2023-24/39

Date: 20/12/2023

CIRCULAR

All the Heads of the Departments are hereby informed that to promote the research activities, institute is providing incentives to the faculty and students for publishing papers in reputed Journals & Conferences from academic year 2023-24 as mentioned below;

Sl. NO.	Publication Details	Criteria	Amount
01	Registration Fees to Publish Papers in International conference	IEEE, Spinger and Elsevier conference organized by IITs, NITs and premier Institution	Approximately Rs. 5000 per paper
02	Journal Papers	Q1, Q2 and Q3 with impact factor greater than 1	Rs. 5,000 per paper

The faculty & students are hereby informed to utilize the opportunity. Please bring this content to the faculty and students.

CC To:

1. HOD CSE

2. HOD ECE

3. HOD CV

4. HOD ME

5. HOD BS

6. HOD MBA

[Handwritten signatures and dates for each department head]
20/12/23

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20/12/23

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