

RAJYA VOKKALIGARA SANGHA

Bangalore Institute of Technology, K.R.Road, V.V.Puram, Bengaluru

No. *RVS/BAT/C&R-4/2019-20*

Bangalore,

Dated: *04/12/2019* - 2019.

NOTIFICATION

The Draft of the Bangalore Institute of Technology (Cadre & Recruitment) Rules, 2019, which the Administrator of the Rajya Vokkaligara Sangha, appointed by the State Government under section 27(A) of Karnataka Societies Registration Act, 1960, proposes to make in exercise of the powers conferred under Sub-section (9) of Section 8 of the bye-laws of Rajya Vokkaligara Sangha, is hereby published for the information of all persons likely to be affected thereby and notice is hereby given that the draft will be taken into consideration after **30 days** from the date of publication in the notice board of the Sangha and that of Bangalore Institute of Technology. A hard copy of the draft rules is made available in the Office of the Head of the Institution.

The above mentioned draft rules can also be accessed in the website of the Rajya Vokkaligara Sangha at "rvsangha.org" and Bangalore Institute of Technology at "bit-bangalore.edu.in".

Any objections and suggestions which may be received from any person with respect to the said draft rules before expiry of **30 days** from the date of publication, will be considered by the Administrator.

Objections and suggestions may be addressed to the Principal, Bangalore Institute of Technology, K.R.Road, V.V.Puram, Bengaluru who shall process and forward them to the Chief Executive Officer of the Sangha for further necessary action.

By Order and in the name of
the Administrator,

(Signature)
(K.H.Narasimha Murthy)
Chief Executive Officer,
Rajya Vokkaligara Sangha

RAJYA VOKKALIGARA SANGHA

Bangalore Institute of Technology, K.R.Road, V.V.Puram, Bengaluru

DRAFT RULES

1. Title and Commencement:-

- (i) These Rules be called the Bangalore Institute of Technology (Cadre and Recruitment) Rules, 2019.
- (ii) They shall come into force on the date of their publication in the notice board of the Rajya Vokkaligara Sangha Head Office and that of the Bangalore Institute of Technology.

2. Application:-

- (1) These Rules shall apply to the persons appointed to the service of the Bangalore Institute of Technology on a regular basis.
- (2) They shall not apply to the persons appointed on Temporary basis.

3. Method of Recruitment and minimum qualification:

(i) The establishment of Bangalore Institute of Technology shall consist of such category of posts as specified in Column-2 of the **Schedule-I** annexed, their number, the method of recruitment and minimum qualification shall be as indicated in Columns-3, 4 and 5 thereof respectively.

(ii) The category of posts and their numbers included in Schedule-I shall be the sanctioned cadre strength for the institution. Henceforth, creation of any additional post/s in any cadre shall be on receipt of proposal from the Head of the Institution justifying such creation. The Executive Committee after considering the necessity for the same shall approve the proposal and administrative order sanctioning the additional posts shall be issued by Rajya Vokkaligara Sangha Head Office. The additional posts so created shall be included in the sanctioned cadre strength of the respective cadre within 6 months from the date of creation by amending the C & R Rules.

(iii) Similarly, creation of a new post which is inevitable and not included in Schedule-I shall also be based on the proposal from the Head of the Institution justifying such creation and approved by the Executive Committee after considering the necessity for the same and administrative order shall be issued by Rajya Vokkaligara Sangha Head Office along with prescribing the method of recruitment. New post shall not be filled up without prescribing the method of recruitment. The new posts so created shall be included in the Cadre & Recruitment Rules within 6 months from the date of creation.

(iv) The posts pooled together for the purposes like preparation of common seniority list, promotion and inter institutional transfers etc. from Bangalore Institute of Technology and other Institutions of Rajya Vokkaligara Sangha shall be as indicated in **Schedule-II** annexed.

4. Definition:- In these rules, unless the context otherwise requires;

- (1) "Sangha" means Rajya Vokkaligara Sangha.
- (2) "Executive Committee" means and includes persons elected from the members of the Rajya Vokkaligara Sangha as per the bye-law.
- (3) "Administrator" means the person appointed by the State Government as Administrator of Rajya Vokkaligara Sangha, under the Karnataka Societies Registration Act, 1960.
- (4) "CEO" means Chief Executive Officer of Rajya Vokkaligara Sangha.
- (5) "Appointing Authority in relation to teaching and non-teaching posts" means the Executive Committee of Rajya Vokkaligara Sangha.
- (6) "Permanent/Regular Employee" means a person appointed against permanent/ substantive post after satisfactory completion of the probation period.
- (7) "Temporary Employee" means a person appointed temporarily against a sanctioned post in the exigencies of the Bangalore Institute of Technology, but not appointed regularly as per the rules of recruitment.
- (8) "Institute" means Bangalore Institute of Technology.
- (9) "Post/s in the Institute" means the posts specified in the Schedule-I to these Rules.
- (10) "Pooled Posts" means equivalent posts which are pooled together as common cadre posts for the purpose of promotion, seniority and inter institutional transfers in Bangalore Institute of Technology and other Institutions of Rajya Vokkaligara Sangha as per Schedule-II.
- (11) "Board of Selection" means the various Boards of Selection prescribed in these rules for different category of posts.
- (12) "Teaching Faculty" means Professor, Associate Professor, Assistant Professor posts sanctioned to various departments in Bangalore Institute of Technology
- (13) "State" means the State of Karnataka.

Other terms not specifically defined in these Rules shall have the same meaning assigned to them as prevailing in the All India Council of Technical Education Guidelines and as are prescribed by the State Government to the extent applicable to Bangalore Institute of Technology, from time to time.

5. Appointment of Staff:

(i) All posts whether permanent or on temporary basis shall be filled by the Executive Committee based only on the proposal from the Head of the Institution and after considering the necessity for the same subject to the provisions of these rules. No recruitment shall be made beyond the sanctioned cadre strength in Schedule-I.

(ii) The Executive Committee, on receipt of proposal from Head of the Institution, justifying such creation and specifying the period for which such post is necessary may create Specialist/Consultant post/s to fill the gap of such Specialists of high academic distinction and professional attainment in the interest of better services to the public and in the interest of furtherance of research/ advanced study in the field of Engineering/Technology as the case may be.

(iii) (a) The Specialist/Consultant so appointed shall be capable of fulfilling the need for technical and professional expertise to enhance the standard of performance of the Institution.

(b) A committee with the following members shall be created to select the suitable Specialist/Consultant for the Institute.

(1)	The President, Rajya Vokkaligara Sangha.	Chairman.
(2)	Two subject experts from the Corporate Companies.	Members
(3)	Dean/Principal of the Bangalore Institute of Technology.	Member
(4)	Concerned Head of the Department, Bangalore Institute of Technology.	Member Secretary

(c) The Committee shall also negotiate with the Specialist/Consultant with regard to terms of reference/job requirement. Further, the Head of the Institute and other Officers/Faculty shall co-operate with the Specialist/Consultant to get optimum utility of the expertise in the interest of Institution.

6. Staff Requirement – Pattern(Student-Teacher Ratio):

(a) As per the AICTE guidelines, in an Engineering College with an intake of 60 under-graduate students, the ratio of Professor, Associate Professor and Assistant Professor shall ordinarily be 1:2:6. The minimum number of faculty requirement for an approved strength of intake (under-graduate & post-graduate) in an institution shall be calculated on the basis of faculty: student ratio prescribed by AICTE.

(b) In an AICTE approved Engineering Institution Principal/Director of has to be a full time faculty selected in accordance with the qualification and other requirement as laid down by AICTE. Principal/Director shall be outside the purview of cadre ratio.

7. Work load:

The work load of the Teachers in regular appointment should not be less than 40 Hours a week . It should be necessary for the teacher to be present during working hours of the Day in the College. The direct teaching / laboratory hours should be as follows:-

Teaching Faculty	Teaching /Laboratory Hours /Week
Director/Principal	6
Professor	14
Associate Professor	14
Assistant Professor	16

8. Direct Recruitment:-

The Appointing Authority if found necessary to fill up any vacancy shall take necessary steps to invite application from the eligible candidates by advertising the existing vacancies in the newspapers and such other media of publication as it deemed fit, by specifying the category of posts, conditions of eligibility, method of selection, number of vacancies etc.

9. Board of Selection:

The following Boards of Selection is prescribed for the purpose of making selection of candidates eligible for appointment.

i) For the posts of teaching faculty:

a) The President of the Rajya Vokkaligara Sangha.	Chairman.
b) Professor from a Govt. Engineering College as Subject Specialist nominated by VTU, Belagavi.	Member
c) Professor as Subject Specialist from an Engineering College outside the state nominated through VTU, Belagavi	Member
d) A nominee of the Director of Technical Education	Member
e) Principal, Bangalore Institute of Technology	Member
f) Head of the concerned Department in B.I.T.	Member Secretary

Quorum: The quorum for the Board of Selection shall be four members of the above out of which one member shall be either b) or c).

ii) For the posts of non-teaching Staff:

a) The President of the Rajya Vokkaligara Sangha.	Chairman.
b) An expert in the field of Administration in the rank of a retired Group-A Officer of Central Government/State Government.	Member
c) A nominee of Registrar of Co-operative Societies in Karnataka.	Member
d) Chief Executive Officer, R.V.S.	Member
e) Principal, Bangalore Institute of Technology.	Member
f) Administrative Officer, R.V.S.	Convener

Quorum: The quorum for the Board of Selection shall be 3 members of the above out of which one member shall be either b) or c).

iii) For the posts of Technical Staff(other than teaching and non-teaching staff):

a) The President , Rajya Vokkaligara Sangha	Chairman.
b) A nominee from the Director of Technical Education in the rank of Deputy Director and above.	Member
c) A representative from an Engineering College/ Technical Institution as Specialist outside R.V.S.	Member
d) The Chief Executive Officer, R.V.Sangha	Member
e) The Principal, Bangalore Institute of Technology	Member
f) Concerned Head of the Department, B.I.T.	Member Secretary

Quorum: The quorum for the Board of Selection shall be 4 members of the above out of which one member shall be either b) or c).

10. Selection of Eligible Candidates:

i) The Board of selection after adopting the prescribed procedure shall prepare a final select list from among the candidates who have applied for appointment and forward the same to the Appointing Authority.

ii) The method of selection should ensure selection of the best talent and selection procedure for Teaching Faculty shall include adoption of the procedure as specified in **Schedule- III.**

iii) In respect of non-Teaching and Technical and all other posts the selection procedure prescribed in Rajya Vokkaligara Sangha Head Office C & R Rules, 2019 shall be followed.

11. Appointment of Candidates:

i) The candidates whose names are included in the final selection list made available by the Board of Selection may be appointed by the Executive Committee after conducting necessary medical examination and verification of Education qualification certificates.

ii) If a candidate, upon issue of the order of appointment does not report for duty within the stipulated time limit, his/her appointment shall be treated as cancelled. The next candidate in the order of merit to be appointed against the vacancy. If the next candidate also does not report for duty, then the vacancy shall be notified as a fresh vacancy to be filled in the next or subsequent recruitment.

12. Probation:

i) All employees appointed on permanent/regular basis to the service of Bangalore Institute of Technology shall be on probation for a period of Two Years. The employee appointed on probation shall have to complete probation period in the service of the institution to which the appointment is made.

ii) The period of probation may for the reasons to be recorded in writing, be extended by the Appointing Authority for such period as it may deem fit.

iii) The Appointing Authority shall on the expiry of two years period/extended period, declare the probationary period to have been satisfactorily completed by the concerned employee on the basis of performance.; and in respect of Teaching Faculty on the basis of performance based appraisal system(PBAS).

iv) An employee whose probationary period is not declared for unsatisfactory performance or for any other misconduct during the period of probation shall be liable for termination at any time without any prior notice.

13. Promotion :

i) The appointing authority if found necessary to fill up a vacancy in the promotion quota within the sanctioned strength in the respective category of posts as per the C & R Rules shall consider promotion of eligible employee against such vacancy.

ii) The procedure specified in **Schedule-IV** shall be adopted for effecting promotion.

iii) In respect of First Division Assistant and equivalent cadres, 50% of the vacancies shall be filled by Direct Recruitment and 50% by Promotion from the cadre of SDA and other equivalent cadres on the basis of common seniority. For classification of vacancies between D.R. and P.R. as per the quota rule, the total sanctioned strength of FDA and other equivalent cadres pooled together as per Schedule-II of Bangalore Institute of Technology and all other Institutions of R.V.S. shall be taken into account.

iv) The post of Second Division Assistant and other posts declared as equivalent indicated in Schedule-II shall be 100 percent direct recruitment posts.

v) The post of Office Superintendent shall be filled by 100% promotion from the cadre of First Division Assistant and other cadres declared equivalent to the post of F.D.A.

14. Seniority:

(1) Seniority list shall be prepared for each of the cadre and published every year as on 1st January.

(2) For preparation of the seniority list the guidelines prescribed in Schedule-IV shall be followed.

15. Time bound advancement scheme:

(i) The employees working in such of the category of posts where no promotion opportunity is available according to the C & R Rules, shall be sanctioned an additional increment after completion of 10, 15, 20, 25 and 30 years respectively, subject to a maximum of total 5 increments in the service period in the scale of pay drawn by them. The additional increment at the rate equivalent to the last drawn annual increment shall be added to the Basic Pay and considered for other allowances.

(ii) The eligibility of employees for sanctioning additional increments shall be determined in the same manner as that of promotion.

(iii) In respect of employees who are having promotional avenues but who do not get promotion, the existing Time Bound Advancement Scheme shall continue to operate.

16. Career Advancement Scheme:

(1) The faculty of the Bangalore Institute of Technology are eligible for promotion under the "All India Council for Technical Education (Career Advancement Scheme for the Teachers and other Academic Staff in Technical Institutions) (Degree), Regulations, 2012 as amended from time to time.

(2) The Screening-cum-Evaluation Committee for Career Advance Scheme (CAS) shall consider promotion of Assistant Professor/Associate Professor from one Academic Grade Pay (AGP) to other higher AGP as per AICTE guidelines.

(3) An Assistant Professor/Associate Professor who fulfills all the qualification under CAS shall submit to the Appointing Authority the Performance Based Appraisal System(PBAS) in a pro-forma duly supported by all credentials as per AICTE Guidelines.

(4) The Screening-cum-Evaluation Committee shall follow the specifications as delineated in AICTE guidelines and as are applicable to Career Advancement of Assistant Professor to Associate Professor and Associate Professor to Professor.

(5) In the final assessment, if the candidate do not fulfill the AICTE Guidelines, such candidate will be reassessed only after a minimum period of one year.

(6) All advancements to higher grade pay in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration and two programs of one week each.

(7) The Career Advancement Scheme being a personal promotion to the incumbent Teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.

17. Application of other Rules:

All the Rules, for the time being in force regulating the conditions of service of Bangalore Institute of Technology made or deemed to have been made by the Appointing Authority in so far as they are not inconsistent with the provisions of these Rules, shall apply to the persons appointed under these Rules.

18. Interpretation:

In case of any doubt or difficulty in implementing any of the provisions of these rules, the Executive Committee shall interpret these rules in consultation with Legal Officer, Rajya Vokkaligara Sangha Head Office and the decision of the Executive Committee shall be final and binding.

By Order and in the name of
the Administrator,


(K.H.Narasimha Murthy)
Chief Executive Officer,
Rajya Vokkaligara Sangha.