

**RAJYA VOKKALIGARA SANGHA**

**Visveswarapura College of Science (Grant-in-aid),**

**K.R.Road, V.V.Puram, Bengaluru.**

**DRAFT RULES**

**1. Title and Commencement:-**

- (i) These Rules be called the Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru (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 Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru.

**2. Application:**

- (1) These Rules shall apply only to the Grant-in-aid employees appointed to the service of the Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru on a regular basis.
- (2) They shall not apply to Persons appointed on temporary basis.

**3. Method of Recruitment and minimum qualification:**

(i) The establishment of Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru 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 minimum qualification and age for recruitment/appointment and retirement for employees in Private Educational Institution receiving Grant-in-aid from the State Government shall be the same as those applicable for the corresponding category of employees in the Government Educational Institutions.

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

- 1) "Act" means the Karnataka Education Act, 1983 (Karnataka Act 1 of 1995).
- 2) "Grant-in-aid Institute" means Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru recognized by Government of Karnataka and getting Grant-in-aid partly or wholly from the State Government.
- 3) "Management" means the Executive Committee of Rajya Vokkaligara Sangha.
- 4) "Sangha" means Rajya Vokkaligara Sangha.

- 5) "Administrator" means the person appointed by the State Government as Administrator of Rajya Vokkaligara Sangha, under the Karnataka Societies Registration Act, 1960.
- 6) "CEO" means Chief Executive Officer of Rajya Vokkaligara Sangha.
- 7) "Year" means academic year or financial year as the context may imply.
- 8) "Appointing Authority in relation to teaching and non-teaching posts" means the Executive Committee of Rajya Vokkaligara Sangha.
- 9) "Permanent/Regular Employee" means an employee, teacher or otherwise appointed by the Management against permanent/ substantive post in the institution and approved as Grant-in-aid post by the Director of Collegiate Education.
- 10) "Temporary Employee" means a person appointed temporarily against a sanctioned post in the exigencies of Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru but not appointed regularly as per the rules of recruitment.
- 11) "Bank" means a Commercial or Co-operative Bank designated by the Director of Collegiate Education/ Rajya Vokkaligara Sangha as the case may be.
- 12) "Head of the Department" means
  - (a) Commissioner of Collegiate Education.
  - (b) Director of Collegiate Education.
- 13) "Controlling Authority" means Commissioner of Collegiate Education and Director of Collegiate Education.
- 14) "Competent Authority" means Commissioner of Collegiate Education and Director of Collegiate Education.
- 15) "Post/s in the Institute" means the posts specified in Schedule-I to these Rules.
- 16) "Board of Selection" means the various Boards of Selection prescribed in these Rules for different category of posts.
- 17) "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 Karnataka Education Act, 1983, Karnataka Educational Institutions (Collegiate Education) Rules, 2003 and as are prescribed by the UGC/State Government to the extent applicable to Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru 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 and with the prior approval of the Competent Authority. No recruitment shall be made beyond the sanctioned cadre strength in Schedule-I of these Rules.

(ii) Any new appointment against sanctioned/additional or new posts shall be filled only as Grant-in-aid post/posts with the approval of the Competent Authority.

(iii). The Management shall endeavor to get the Grant-in-aid sanctioned from the Government for the Un-aided Courses in B.Sc.( PMCS)/(CZM)/(CBBt) and BCA Courses and also for Un-aided Courses in M.Sc. (Bio-Technology) and M.Sc.(Chemistry) (Organic chemistry/In-organic chemistry) at the earliest and after the courses are admitted to Grant-in-aid, all future recruitments shall be filled as Grant-in-aid posts only with the approval of the Competent Authority.

### **6. Teaching Faculty and Student Intake:**

(i) Karnataka Educational Institutions(Collegiate Education) Rules, 2003 has prescribed guidelines for the Management of Aided Private Educational institutions and local authority institutions with regard to recruitment and other conditions of service for the employees of Aided Private Educational Institutions. Similarly, the University Grants Commission (UGC) has also prescribed a standard staffing pattern for college with Under-Graduate courses. These rules shall be applicable to Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru. Further, the Director of Collegiate Education has prescribed the staffing pattern for non-teaching posts on the basis of the total student strength in an educational institution. The same is applicable to Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru.

(ii) Vis veswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru is offering B.Sc. Degree Courses with PCM, CBZ, & CBS combinations in the Grant-in-aid wing and B.Sc. Degree Courses with PMCS, CZM, CBBT combinations and BCA Course in Un- Aided wing. The Institution is also running Post-Graduate Courses in M.Sc.(Bio-Technology) and M.Sc.(Chemistry(Organic/In-organic) which are also un-aided. The teaching faculty is prescribed considering the work-load based on number of sections and students strength in each course both aided and unaided. Similarly, the non-teaching staff are prescribed based on the total student strength in the college as per the pattern prescribed by the Competent Authority.

(iii) The category of posts and their numbers included in Schedule-I shall be the sanctioned cadre strength for the institution. The creation of any additional posts in the existing cadres and/ or any new post which is not included in Schedule-I shall be strictly in conformity with the standard laid down viz., student intake and number of sections in any academic course in the Institution and with the approval of the Competent Authority. Similarly, the posts of Professor and Associate Professor could be filled only as Grant-in-aid post/posts as per the norms prescribed by the U.G.C. with the approval of the Competent Authority. Thereafter, these posts shall be included in Schedule-I of these Rules.

#### **7. Work Load:**

i) The work load of the teachers in full employment should not be less than Forty hours a week for thirty working weeks in an academic year.

ii) The teacher shall be present for at least 7 hours during the working hours in a day in the College. They shall devote at least 2 hours per day for mentoring the students in community development/ extra-curricular activities/ library consultation/ research etc.

iii) The direct teaching hours for the teaching faculty is prescribed as follows:-

Teaching Faculty	Teaching Hours/Week
Principal	6
Associate Professor	20 (including lab)
Assistant Professor	20 (including lab)

iv) The work-load in any Subject/Course which is more than the prescribed 20 teaching hours, but fall short for posting of a full time Faculty shall be handled by posting of a temporary faculty on Part-Time basis of persons with qualifications as prescribed under U.G.C. guidelines. The expenditure on salary for such temporary appointments shall be borne by the Management of the Institution.

#### **8. Direct Recruitment:-**

(i) The Management of the Institution (Appointing Authority) if found necessary to fill up any vacancy shall take steps with the approval of the Competent Authority 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, number of vacancies, conditions of eligibility, method of selection etc.

(ii) A vacancy in any category of posts included in Schedule-I which is un-aided shall be filled as per the conditions of eligibility and qualifications prescribed in these Rules and the salary and other allowances shall be paid from its own resources.

(iii) Similarly, the salary and other allowances in respect of teaching faculty and non-teaching staff pertaining to un-aided wing in B.Sc.(PMCS)/(CZM)(CBBT), BCA Courses and also Post-Graduate Course in M.Sc.(Bio-Technology) and M.Sc.(Chemistry) (Organic & In-organic) which are shown in Schedule-I shall also be borne by the Management from its own resources.

**9. Board of Selection:**

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

**i) For Teaching Faculty:**

a) The President, Rajya Vokkaligara Sangha.	Chairman.
b) A Professor from a Govt. First Grade College as subject Specialist nominated by Director of Collegiate Education.	Member
c) A Professor from any of the Private First Grade College in Karnataka as Subject Specialist nominated by Affiliating University.	Member
d) Representative of the Social Welfare Department/ Backward Classes Department.	Members
e) Chief Executive Officer, Rajya Vokkaligara Sangha	Member
f) Principal, Visveswarapura College of Science, (Grant-in-aid), Bengaluru.	Member-Secretary

**Quorum:** The quorum for the meeting shall be 4 members of the above out of which one member shall be from d) and another member shall be either b) or c).

**ii) For Non-Teaching and other Staff:**

a) The President, Rajya Vokkaligara Sangha.	Chairman
b) A nominee of Director of Collegiate Education in the rank of Deputy Director and above.	Member
c) An expert in the field of Administration in the rank of a retired Group-A Officer of Central government/ State Government.	Member
d) A nominee of Registrar of Co-operative Societies in Karnataka.	Member
e) A representative from the Department of Social Welfare/ Backward Classes Department.	Members
f) Chief Executive Officer, Rajya Vokkaligara Sangha.	Member
g) Principal, Visveswarapura College of Science (Grant-in-aid), Bengaluru.	Member
h) Administrative Officer, R.V.S. Head Office.	Convener

**Quorum:** The quorum for the meeting shall be 5 members of the above out of which one member shall be from e) and other two members shall be from either b) or c) or d).

**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- II.**

iii) In respect of Non-Teaching and all other posts, the selection procedure prescribed in the relevant rules/guidelines issued by the Director of Collegiate Education/ State Government 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 Management of the Institution (Appointing Authority) with the approval of the Competent Authority and after conducting necessary medical examination and verification of Education qualification certificates of each such candidate as prescribed in the relevant rules.

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 regular basis to the service of Visveswarapura College of Science(Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru shall be on probation for a period of Two Years.

(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 the two years period/extended period, declare the probationary period to have been satisfactorily completed by the concerned employee on the basis of performance. For Teaching Faculty probationary period shall be declared 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 :**

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

**14. Seniority:**

(i) The Management of the Institution shall prepare and maintain every year as on 1<sup>st</sup> January a separate seniority list of employees of each category of posts in the Institution.

(ii) As per Rule 30 in Chapter VII of the Karnataka Educational Institutions (Collegiate Education) Rules, 2003, the Management which run more than one Institution shall prepare and maintain a combined seniority list of employees of each category of posts. Therefore, for teaching and non-teaching faculty of three Grant-in-aid Institutions of Rajya Vokkaliga Sangha viz., 1) Visveswarpura Degree College of Arts & Commerce, 2) Viveswarapura Evening College of Arts & Commerce and 3) Visveswarpura College of Science, a combined seniority list shall be prepared and maintained.

**15. Career Advancement Scheme:-**

(1) The faculty of the Visveswarapura College of Science are eligible for Career Advancement Scheme adhering to the norms laid out in the UGC Regulations considering the required level of Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) from time to time.

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

(4) In the final assessment, if any of the Teaching Faculty does not fulfill the U.G.C. guidelines, such candidate will be reassessed only after a minimum period of one year.

(5) 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.

**16. Application of other Rules:**

The Karnataka Civil Service Rules, 1958 and all other rules governing service conditions of employees, made or deemed to have been made under Karnataka Civil Services Act 1978 (Karnataka Act 14 of 1990) shall apply only to the Grant-in-aid employees of Visveswarapura College of Science (Grant-in-aid), K.R.Road, V.V.Puram, Bengaluru, as modified from time to time to the extent applicable to this institution.

**17. Interpretation:**

In case of any doubt or difficulty in implementing any of the provisions of these rules, the Executive Committee shall consult the Competent Authority and the decision of the Competent Authority shall be final and binding.

By Order and in the name of  
the Administrator,

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