

RAJYA VOKKALIGARA SANGHA

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

No.RVS/BIT/C&R-4/2019-20

Bangalore,

Dated: 20 May, 2020.

NOTIFICATION

Whereas the Administrator of the Rajya Vokkaligara Sangha appointed by the State Government under section 27(A) of the Karnataka Societies Registration Act, 1960 intending to frame Cadre & Recruitment Rules for Bangalore Institute of Technology published a copy of the Draft Rules in the Notice Board and website of Rajya Vokkaligara Sangha Head Office and that of the said Institution in Notification No.RVS/BIT/C&R-4/2019-20 dated 05.12.2019 inviting objections and suggestions from the persons likely to be affected thereby within 30 days from the date of publication of the notification;

Whereas the said notification was made available to the public on 05.12.2019;

And whereas, the objections and suggestions received in respect of the said draft rules have been considered by the Administrator of Rajya Vokkaligara Sangha;

Now, therefore, the Administrator, Rajya Vokkaligara Sangha in exercise of the powers conferred under Sub-section (9) of Section 8 of the bye-laws of Rajya Vokkaligara Sangha hereby makes the following rules, namely:-

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 from 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 on a regular basis to the service of the Bangalore Institute of Technology.
- (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) Rajya Vokkaligara Sangha being a private Society registered under the Karnataka Societies Registration Act, 1960, has not notified/adopted so far any standard scale of pay for different Cadres working in various Institutions under the Sangha. Sanction of Pay Scales necessarily depends on the policy of the Management and its financial resources & constraints from time to time. Though the standard format of Cadre & Recruitment Rules requires indicating Scale of Pay against each of the sanctioned posts included in Schedule-I, the same has been excluded for the reason mentioned above.

(iii) 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.

(iv) 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 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.

(v) The additional posts/new posts to be created as per Sub-Rule (iii) & (iv) above shall be in accordance with the staffing pattern and within the limit prescribed by the Apex Body.

(vi) The posts pooled as common cadre posts for the purpose of seniority, 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.

(vii) The present incumbents who are working on permanent basis against such of the posts in the Institution, which are not included in Schedule-I shall continue with the designation and conditions of service coterminous with their service. Thereafter, those posts shall stand abolished and the posts included in Schedule-I only shall continue to operate in the Institution.

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

- (1) "Sangha" means Rajya Vokkaligara Sangha.
- (2) "Office Bearers" means and includes President and such of the office bearers as defined in Section 7 (1) (a) of the bye-laws of Sangha.
- (3) "Executive Committee" means and includes persons elected from the members of the Rajya Vokkaligara Sangha as per the bye-law.
- (4) "Administrator" means the person appointed by the State Government as Administrator of Rajya Vokkaligara Sangha, under the Karnataka Societies Registration Act, 1960.
- (5) "CEO" means Chief Executive Officer of Rajya Vokkaligara Sangha.
- (6) "Appointing Authority in relation to teaching and non-teaching posts" means the Executive Committee of Rajya Vokkaligara Sangha.
- (7) "Permanent/Regular Employee" means a person appointed against permanent/ substantive post after satisfactory completion of the probation period.
- (8) "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.
- (9) "Institute" means Bangalore Institute of Technology.
- (10) "Post/s in the Institute" means the posts specified in the Schedule-I to these Rules.
- (11) "Pooled Posts" means posts which are pooled as common cadre posts for the purpose of seniority, promotion and inter-institutional transfers in Bangalore Institute of Technology and other Institutions of Rajya Vokkaligara Sangha as per Schedule-II.
- (12) "Board of Selection" means the various Boards of Selection prescribed in these rules for different category of posts.
- (13) "Teaching Faculty" means Professor, Associate Professor, Assistant Professor, Librarian and Physical Education Director posts sanctioned to various departments in Bangalore Institute of Technology.
- (14) "Apex Body" means The All India Council for Technical Education".
- (15) "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 for Technical Education Regulations 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- one from the Corporate Companies and another from Accredited Engineering (Academic) Institutions.	Members
(3)	Director/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):

(i) As per All India Council for Technical Education (Pay Scales, Service Condition and Qualifications for the Teachers and other Academic Staff in Technical Institutions) (Degree) Regulations, 2010) (Notification F.No.37-3/Legal/2010 dated 5th March, 2010) the Faculty pattern for an Engineering Department of minimum 60 intake is in the ratio of 1:2:6 for the posts of Professor, Associate Professor, Assistant Professor. This pattern is followed considering the intake in each Engineering Department in the Institution. The teacher-student ratio for Engineering Department is 1:20 and for MBA & MCA Course is 1:15.

(ii) For PG seats in Engineering Departments, additional Faculty is provided in the ratio of 1:1:1 for 18 seats, 1:1:2 for 24 seats and 1:2:2 for 30 seats and above. Further, the educational qualification & experience prescribed in the AICTE Regulations for teaching faculty is adopted.

(iii) The technical and supporting staff is provided in the pattern of Foreman-1 per program and Instructor/Assistant Instructor/Mechanic/Helper on the basis of number of laboratories. The educational qualification for technical & supporting staff as prescribed in the Department of Technical Education(GOK) is adopted.

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

(v) The amendments/revised regulations issued by the Apex Body from time to time shall be made applicable to the Institution subject to the approval and adoption of the same by the Management.

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 Hours (Including Laboratory) /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 Leading Newspapers in the State both in Kannada & English 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, Rajya Vokkaligara Sangha.	Chairman.
b) Professor from a Govt./University/Aided 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) Professor as Subject Specialist from any Private Engineering Institution in Karnataka nominated by VTU, Belagavi.	Member
e) Director/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 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, Rajya VokkaligaraSangha.	Member
e) Director/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).

iii) For the posts of non-teaching Staff:

a) The President , 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, Rajya Vokkaligara Sangha.	Member
e) Director/Principal, Bangalore Institute of Technology.	Member
f) Administrative Officer, Rajya Vokkaligara Sangha Head Office.	Convener

Quorum: The quorum for the Board of Selection shall be 3 members of the above out of which one member shall be 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 criteria and procedure as specified in **Schedule- III**.

iii) In respect of non-Teaching and Technical and all other posts the selection criteria and 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 select 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 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.

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 Regulations 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 due to non-availability of vacancies the existing Time Bound Advancement Scheme shall continue to operate.

16. Career Advancement Scheme:

(i) 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.

(ii) The Screening-cum-Evaluation Committee for Career Advance Scheme (CAS) shall consider promotion of Assistant Professor/Associate Professor/ Professor from one Academic Grade Pay (AGP) to other higher AGP by following the specifications as delineated in ACITE Regulations and as are applicable to Career Advancement Scheme for Faculty.

(iii) An Assistant Professor/Associate Professor/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 Regulations.

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

(v) All advancements to higher grade pay in various cadres will be effected subject to fulfillment of AICTE norms.

(vi) The incumbent Faculty members be upgraded to higher positions under CAS after being eligible through a process of promotion to be held annually irrespective of availability of vacancy in that cadre as a part of flexible cadre structure. However, the total number of minimum faculty positions remain the same as calculated from Faculty : Student ratio though the cadre ratio is improving with these promotions. In this context, the conditions that promotion against an existing vacancy stipulated in Schedule-IV shall not be applicable to the Faculty covered under CAS.

(vii) The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the Screening Committee for the respective candidate. The rules and regulations of the State Government shall apply for all other matters of seniority.

(viii) 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.

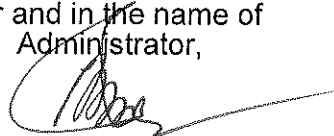
17. Application of other Rules:

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,


(B. Siddaiah)

Chief Executive Officer,
Rajya Vokkaligara Sangha

To:

1. The Principal Secretary to Government, Co-operation Department, M.S. Building, Bengaluru.
2. The Principal Secretary to Government, Higher Education Department, M.S. Building, Bengaluru.
3. The Registrar of Co-operative Societies in Karnataka, No. 1, Ali Asker Road, Bengaluru.
4. Director of Technical Education, Palace Road, Bengaluru.
5. Registrar, Visvesvaraya Technological University, Belagavi.
6. Administrator, Rajya Vokkaligara Sangha, K.R. Road, V.V. Puram, Bengaluru.
7. Principal, Bangalore Institute of Technology, K.R. Road, V.V. Puram, Bengaluru.
8. Notice Board of Rajya Vokkaligara Sangha Head Office.
9. Notice Board of Bangalore Institute of Technology, K.R. Road, V.V. Puram, Bengaluru.
10. Office File/Spare copies.