

RAJYA VOKKALIGARA SANGHA

Kempegowda Institute of Management Studies and Research
Srigandhadakavalu, Bengaluru

No. RVS/KIMSR/C&R-9/2019-20

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 Kempegowda Institute of Management Studies and Research, Srigandhadakavalu, Bengaluru 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/KIMSR/C&R-9/2019-20 dated 28.12.2019 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 28.12.2019;

And whereas, no objections and suggestions have been received in respect of the said draft rules;

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 Kempegowda Institute of Management Studies and Research, (Cadre and Recruitment) Rules, 2019.
- (ii) They shall come into force on the date of publication in the notice board of the Rajya Vokkaligara Sangha Head office and that of Kempegowda Institute of Management Studies and Research, Srigandhadakavalu, Bengaluru.

2. Application:-

- (1) These Rules shall apply to the persons appointed on a regular basis to the service of the Kempegowda Institute of Management Studies and Research, Srigandhadakavalu, Bengaluru.
- (2) They shall not apply to Persons appointed on Temporary basis.

3. Method of Recruitment, minimum qualification:

(i) The establishment of Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, 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) 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 the 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 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.

(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 Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru 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.

(viii) The Typists(Computer Operators) who are working on permanent basis in Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru shall continue with their present pay and grade in the existing posts coterminous with their service. Thereafter the post of Typists(Computer Operators) shall stand abolished. The post of Typist(Computer Operator) shown in Schedule-II is for the purpose of inter-institutional transfers only from Rajya Vokkaligara Sangha and none of the other parameters mentioned in Rule 3(vi) above shall apply to this category of posts.

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 the Executive Committee of Rajya Vokkaligara Sangha.
- (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 Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru, but not appointed regularly as per the rules of recruitment.
- (9) "Institute" means Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru.
- (10) "Post/s in the Institute" means the posts specified Schedule-I to these Rules.

- (11) "Pooled Posts" means the posts which are pooled as common cadre posts for the purpose of seniority, promotion and inter-institutional transfers in Kempegowda Institute of Management Studies & Research, Sriganthadakavalu 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.
- (13) "Apex Body" means University Grants Commission.
- (14) "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 University Grants Commission Regulations and as are prescribed by the Department of Collegiate Education/ State Government to the extent applicable to Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, 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. No recruitment shall be made beyond the sanctioned cadre strength in Schedule-I.

(ii) Kempegowda Institute of Management Studies and Research, is presently un-aided Institution. The Management shall endeavor to get the institution admitted to grant-in-aid at the earliest and after that. all future recruitment shall be made against grant-in-aid posts only with the approval of the Competent Authority.

6. Teaching Faculty and Student Intake:

(i) The University Grants Commission (UGC) has prescribed a standard staffing pattern for college with Under Graduate and Post Graduate courses. 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 Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru.

(ii) Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru is offering Courses in Bachelor of Arts with HEP, HES and JSP combination and B.Com & M.Com. Courses. The teaching faculty is prescribed considering the work-load based on number of sections and student strength in each course. Similarly, the non-teaching staff are prescribed based on the total student strength in the college as per the pattern and included in Schedule-I.

7. Work-Load:

i) The work-load of the teachers in full employment should not be less than 40 hours a week for thirty working weeks in an academic year.

ii) The teacher shall be available for at least 7 hours during 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:-

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

iv) The work-load in any Subject/Class which is more than the prescribed 16 hours but fall short for posting of a full time Faculty shall be filled temporarily on Part-Time basis.

8. Direct Recruitment:

(i) The Appointing Authority if found necessary to fill up any vacancy shall take steps to invite application from the eligible candidates by advertising the existing vacancies in the leading newspapers in the State both in Kannada & English and such other media of publication as deem fit, by specifying the category of posts, number of vacancies, conditions of eligibility and method of recruitment etc.

9. Board of Selection:

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

i) For the post of Teaching Faculty:

a) The President, Rajya Vokkaligara Sangha.	Chairman
b) A Professor from a Government/University/Aided First Grade College as expert in the subject nominated by Director of Collegiate Education.	Member
c) A Professor from a private Degree College as expert in the subject nominated by the Affiliating University.	Member
d) Chief Executive Officer, Rajya Vokkaligara Sangha.	Member
e) Principal, Kempegowda Institute of Management Studies & Research, Sriganthadakavalu, Bengaluru.	Member-Secretary

Quorum: The quorum for the meeting shall be 4 members of the above out of which two members shall be from b) & c).

ii) For the posts of non-teaching and other posts:

a) The President, Rajya Vokkaligara Sangha.	Chairman
b) A nominee of the 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) Chief Executive Officer, Rajya Vokkaligara Sangha.	Member
f) Principal, Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru.	Member
g) Administrative Officer, Rajya Vokkaligara Sangha Head Office.	Convener

Quorum: The quorum for the meeting shall be 4 members of the above out of which one member shall be from d) and the other from 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 criteria and procedures as specified in **Schedule- III**.

iii) In respect of Non-Teaching and all other posts, the criteria and 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 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 regular basis to the service of Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru 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 for 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:

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

(ii) 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 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 Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru are eligible for Career Advancement Scheme adhering to the norms laid out in the UGC Regulations based on Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) from time to time.

(ii) 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 the UGC Regulations.

(iii) 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 Regulations.

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

(v) 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.

(vi) The college should introduce student evaluation as a method of assessment of the teachers.

17. Application of other Rules:

All the Rules, for the time being in force regulating the conditions of service of Kempegowda Institute of Management Studies and Research, Sriganthadakavalu, Bengaluru 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, Education Department (Higher Education), M.S. Building, Bengaluru.
3. The Registrar of Co-operative Societies in Karnataka, No.1, Ali Asker Road, Bengaluru.
4. Commissioner of Collegiate Education, Palace Road, Bengaluru.
5. Administrator, Rajya Vokkaligara Sangha, K.R. Road, V.V. Puram, Bengaluru.
6. Principal, Kempegowda Institute of Management Studies and Research, Srigandhadakavalu, Bengaluru-560 091.
7. Notice Board of Rajya Vokkaligara Sangha Head Office, K.R. Road, V.V. Puram, Bengaluru.
8. Notice Board of Kempegowda Institute of Management Studies and Research, Srigandhadakavalu, Bengaluru-560 091.
9. Office File/Spare copies.

